

**Town of Pinetops
Board of Commissioners
Regular Monthly Meeting
May 6, 2025
Pinetops Town Hall**

A. Call Meeting to Order

Mayor Harrell called the meeting to Order.

B. Invocation

Commissioner Taylor led the Invocation.

C. Pledge of Allegiance

Mayor Harrell led the Pledge of Allegiance.

D. Proposed Agenda

Commissioner Webb made a motion to approve the proposed agenda. Commissioner Sugg seconded the motion. Motion carried unanimously.

E. Consent Agenda

Commissioner Webb made a motion to approve April 1, 2025, regular minutes as written. Commissioner Sugg seconded the motion. Motion passed unanimously.

Call Public Hearing to Order

Mayor Harrell called the Public Hearing to Order.

1. Purchase of Knuckle Boom Truck – USDA Rural Development Funding

Mayor Harrell opened the public hearing by stating the need for and specifications for the proposed purchase. The Knuckle Boom Truck is the one used to pick up bulk items as well as leaves and limbs. The current Knuckle Boom truck has been broken down for months and is too costly to repair without knowing for sure if the repair would fix all its problems. Therefore, the town has decided to pursue the purchase of a new truck through USDA Rural Development funding. At this time the floor was open for public comment pertaining to the proposed purchase. There were no objections to the proposal and comments were favorable towards the purchase especially since the pickup of these items has slowed down dramatically since public works have to use the backhoe and small dump truck.

Close Public Hearing

Mayor Harrell closed the public hearing.

F. Public Comments

1. Carolyn Hopkins – 314 N 6th St.

She appeared before the Board to discuss a residence across from her property. She explained that at this residence there were approximately 5 cars in the yard that had not run for years. She went on to say that it looked like a junk yard. She has spoken to the police department in the past about this issue but at that time was told that the gentlemen had brought it up to compliance (all the cars were licensed and tagged). Chief Harrell replied that he would send an officer to that residence to see if he is compliant now and if not, he will be charged.

2. Brenda Barnes – 503 Pitt St.

She told the Board that one of her questions had already been answered earlier during the public hearing as it pertained to the Knuckle Boom Truck and the lack of weekly pick-up throughout town.

Her next question inquired as to whether the cameras in her neighborhood are working. The reason for this question was because foot traffic in that neighborhood has increased since its warmer. She requested more police presence in that area to deter the increased foot traffic that is more than likely drug related.

3. Eric Johnson – 301 S. 7th St.

He appeared before the Board to introduce himself. He recently purchased the old Webb Antique Shop which will now be known as The Ol' Moose General Store and Antiques. The business is going to consist of an old type of general store with one section dedicated to antique vendors. He stated that the store will open on May 19 but will close periodically for repairs. Mr. Johnson requested assistance with signage for his business. The two signs will cost approximately \$1100.

The Board thanked Mr. Johnson for attending and was excited about his new business.

4. Stacey Staton – 111 N S.A. Gilliam

She explained that education funding is being cut but she would like to see Pinetops be proactive about the kids and their education.

5. Nate – ABB

Nate appeared before the Board to inform them that ABB will be putting on a 5K well-being walk on June 7th. They are requesting police escorts for the walk which will be from Hwy 42 to the Fire House with a hydration stop at the Town Hall parking lot then they will continue to Dunn Street and finish up at ABB. To begin with the walk will be internal but maybe in the future external participants will be allowed to join in.

Eric Johnson offered to provide the hydration station for the walk.

6. Jennifer Brown – 302 N 12th St.

She requested permission to host a Family Movie Night on May 30 with a rain out date of June 5th. This will be a town sponsored event presented by the Pinetops Advisory Board. The free event will be in the Pinetops police department parking lot. Refreshments such as hot dogs, popcorn and drinks will be served. The event should last approximately 2 hours (8:00 p.m. –

10:00 p.m.). She informed the Board that they have been contacting local businesses for donations. The event will be posted on the town website, announced through the town's All-Call system, and flyers at businesses throughout town.

Commissioner Webb made a motion to approve the Family Movie Night request. Motion was seconded by Commissioner Bullock. Motion carried.

G. Guests

1. Bruce Naegelen, NC Department of Commerce – 6-month progress report of Community Development Advisory Board

Mr. Naegelen presented the Board with a written copy of the Community Development Advisory Board 6-month progress report. He briefly went over the progress which has been made each month then summarized by saying things are moving forward. It's taken a little bit of time to get things re-organized, but the current committee members are getting things done. He closed by saying he was willing to continue providing training and guidance as needed. A copy of the report is hereby attached to the minutes.

Mayor Harrell thanked Mr. Naegelen for his presentation and for working with the committee. She remarked that there are currently 2 vacancies on the Advisory Board, then proceeded to ask Eric Johnson if he would be interested in serving on the Board, to which he replied yes.

H. Departmental Reports

1. **Police Department:** Chief Harrell read over the police report for the month of April 2025. The police department answered and/or initiated 1,495 official police actions during the month. A detailed copy of the report is hereby attached to the minutes.

The BLET candidate was sworn in last month, completed one month of training with two months left.

Currently the police department has 6 full-time officers, 1 officer in training, and 1 officer, Sgt. Lymon, retiring at the end of June.

2. **Public Works Department:** Cody Lancaster, Public Works Supervisor presented the water and wastewater totals report for the month of April 2025. The total water produced was 5.44 million gallons and the total wastewater treated was 5.24 million gallons. A detailed copy of the report is hereby attached to the minutes.

There were 0 electrical outages for the month of April 2025.

There were 2 water leaks during the month.

2" water line at wastewater treatment plant, took approximately 2 hours to repair and no services were interrupted.

¾" service line leak near the intersection of Burnett & 5th Street. The repair took approximately 3 hours to complete and only 1 customer was affected.

The Public Works are currently down one employee, applications are still being taken for the street maintenance position.

- 3. Fire Department:** Chief Burress presented the fire report for the month of April 2025. There were 3 service calls for the month. A detailed copy of the fire report is hereby attached to these minutes.

There was 1 cemetery lot sold for the month of April 2025. A detailed copy of the cemetery report is hereby attached to the minutes.

- 4. Finance Department:** Ms. Keesler presented the financial report for the month of April 2025. The general fund had a loss of \$79,993.80. The electric fund had a total gain of \$22,055.33 for the month. The water/sewer fund ended the month with a total gain of \$25,196.82. The adjusted end balance for the month of April is \$2,294,083.17. A Paid Check Report and Budget to Actual Report were also provided for the month of April. A detailed copy of the reports is hereby attached to the minutes.

- 5. SLT (Senior Leadership Team) Progress report:** Chief Harrell presented the SLT progress report for the month of April 2025. A detailed copy of the report is hereby attached to the minutes. Key items on the report can be categorized as Economic Development, Advertisement/Transparency, Future purchases, Citizen Requests, and SLT requests.

I. Items for Discussion.

1. Sidewalk Repair Quotes/First St.

Chief Harrell presented the board with two quotes he received on behalf of Chester Lancaster. Mr. Lancaster is requesting repair on one section of sidewalk that is being prepared for construction to house a new business. Other requests for the remaining sidewalk will be on a as needed basis. This project can be funded through Powell Bill. The quotes were as follows: (1) Straightline Pavement Marking \$4800 and (2) WW Landscaping \$4050.

Commissioner Webb made a motion to approve the request from Eric Johnson, owner of The Ol' Moose General Store & Antiques. Mr. Johnson has requested assistance with signage for his business. Mr. Johnson provided a quote of \$1131.56 for two signs. Motion was seconded by Commissioner Bullock. Motion carried.

Commissioner Webb made a motion to pay the quote of \$4050 from WW Landscaping for sidewalk repair as requested by Chester Lancaster. Motion was seconded by Commissioner Bullock. Motion carried.

Commissioner Webb made a motion to approve the SLT request and have the Town of Tarboro provide GIS mapping for our utility poles. This includes mapping, inspection of the poles, inventory of assets on the poles, staffing, equipment and the annual cost of the software to maintain the GIS system. The initial cost is \$12,205 with an annual cost of \$1,625. Commissioner Bullock seconded the motion. Motion carried.

2. Schedule 2nd Budget Work Session

The 2nd Budget Work session has been scheduled for May

3. Any Other Business

There was no other business at this time.

J. Action Items/New Business

1. Any Other Business

There was no other business at this time.

K. Executive Session

1. Personnel Matters

Commissioner Webb made a motion to go out of the Regular Session and into the Executive Session to discuss Personnel Matters. Commissioner Bullock seconded the motion. Motion carried.

Commissioner Webb made a motion to come out of the Executive Session and back into the Regular Session. Commissioner Bullock seconded the motion. Motion carried.

Commissioner Taylor made a motion to compensate the Senior Leadership Team (SLT) which is made up of the Department Heads Cody Lancaster, Stacy Harrell, and Tammy Keesler. The salary adjustment is to compensate them for the additional duties being requested of them. The SLT was formed last month to divide the duties of the vacant administrator position between the department heads. The salary adjustment will take effect on the next pay schedule. Commissioner Webb seconded the motion. Motion carried unanimously.

L. Adjournment

Commissioner Webb made a motion to adjourn. Commissioner Bullock seconded the motion. Motion passed unanimously.

Date: 6/3/2025



Mayor Brenda Harrell

ATTESTED:



Finance Officer/Town Clerk Tammy Keesler