

**Town of Pinetops**  
**Board of Commissioners**  
**Regular Monthly Meeting (Also available via Zoom)**  
**Minutes**  
**November 9, 2021**  
**Pinetops Town Hall**

**A. Call Meeting to Order**

Mayor Harrell called the Meeting to Order.

**B. Invocation**

Invocation was given by Commissioner Taylor.

**C. Pledge of Allegiance**

Mayor Harrell led the Pledge of Allegiance.

**D. Proposed Agenda**

Commissioner Mabry made a motion to approve the proposed agenda as written. Commissioner Webb seconded the motion. Motion carried unanimously.

**E. Consent Agenda**

Commissioner Mabry made a motion to approve the October 5, 2021 minutes as written and submitted. Motion was seconded by Commissioner Taylor. Motion passed unanimously.

**F. Public Comments**

**1. Brian Pridgen – Town Attorney**

The Attorney appeared before the Board to discuss amending the town's Code of Ordinance to allow for the consumption of alcoholic beverages at special events; a Resolution to permit the possession and consumption of alcoholic beverages at special events. Also included in the discussion was the terms and conditions of extra-duty employment for Town of Pinetops police officers; and a special event application for public and private property. He went on to explain what the process for approval of Special Events in the Town of Pinetops would consist of. (1) Submit a completed Special

Event application, (2) The Town Administrator will review the application with Board and any other applicable town departments, (3) The application with all staff recommendations will be presented to the Board of Commissioners for approval, (4) The review and approval process could take approximately 45–60 days. The event cannot be advertised until approved by the Board of Commissioners.

Commissioner Sugg had a question as to why the private property special event application had a place to show the approval status as well as the signature of the town's authorized designee while the public property special event application didn't. The Attorney stated this was just an oversight and should be noted on both special event applications so he will make the revision.

Commissioner Mabry suggested the town look into charging some type of fee for the use of garbage cans during special events. There was also some discussion about charging a flat fee for the application as well as the actual permit. The Attorney agreed with these suggestions.

Commissioner Mabry ask the attorney if it would be acceptable to revise the current town ordinance; Chapter 95 to include the proposed ordinance to allow for the consumption of alcoholic beverages at special events instead of adopting a completely new ordinance. The attorney agreed that this was a good suggestion and it would fit into the existing ordinance pertaining to parades, demonstrations and pickets.. Commissioner Mabry suggested the Board consider holding a Public Hearing on the proposed ordinance that would allow drinking or having opened container in possession on streets or on public property. The public hearing would allow citizens the chance to voice their opinion or any concerns they may have pertaining to the proposed ordinance. The attorney stated this is not a requirement, but the town has the right to hold a public hearing if it so chooses too.

The Attorney explained that as currently worded the Alcohol Consumption permit would need to come before the Board, but the Board could delegate this to the Town Administrator the same as it is with the applications. The Attorney told the Board that he will make the revisions that were discussed and bring them back at the December meeting.

## **2. Commissioner Harrison**

Commissioner Harrison stated that she had been approached by a citizen inquiring when they would be allowed to attend the meetings in person. The Board decided for this to happen the citizen would need to show proof of vaccination and capacity would be limited to 6 citizens allowed on a

first come basis. An all-call message will be sent out informing citizens of this and letting them know that any citizen wishing to attend a meeting will need to call the town office and be put on a list for the upcoming meeting. Once the maximum capacity of 6 is reached no more names will be taken for that meeting.

### **3. Commissioner Taylor**

Commissioner Taylor informed the Board that Rev. Florence Pender will be coming home next week from Tuesday – Sunday so maybe the plaque presentation can take place.

### **G. Departmental Reports**

1. **Police Department.** Chief Harrell read over the police report for the month of October. The total calls answered and/or initiated were 1529. A detailed copy of the police report is hereby attached to the minutes. The Chief told the Board that they currently have 7 full time police officers with an 8<sup>th</sup> in training. The stop signs have been installed as discussed at the last meeting.
  
2. **Public Works Department.** Phil Webb read over the water and sewer report for the month of October. The total October water flow was 6.35 while the sewer was 3.71. A detail copy of the water/sewer report is hereby attached to the minutes. Well # 4 was taken out of service on October 19<sup>th</sup> and demolished on 11/2. The Public Works Director told the Board that the new pickup truck has been delayed due to unavailability. The Finance Officer told the Board that she had received a quote from Phil Webb for the purchase of a 2022 pickup for an additional \$1,679.34. She spoke to Monica at USDA who said it was okay to go ahead and issue a PO for the order if the Board understands that they are responsible for the difference in price. Commissioner Mabry made a motion to go ahead and issue a PO for the purchase of a 2022 pickup knowing that the town will be responsible for the increase in price which is \$1,679.34. The schedule delivery date may be 6 – 8 months out if not longer. Commissioner Taylor seconded the motion. Motion passed unanimously.
  
3. **Fire Department.** Chief Burress presented the Fire report for the month of October. The total calls for the month was 5. A detail copy of the Fire Report is hereby attached to the minutes. Chief Burress presented the Cemetery report for the month of October. The total plots sold this month was 3. A detail copy of the Cemetery report is hereby attached to the minutes. Mayor Harrell acknowledged receipt of an email sent by Chief Burress requesting the Board allow the fire department to begin the process of replacing the 1979 Ford fire engine. Mayor Harrell stated the Board would take this request into consideration.

Commissioner Sugg told the Board that he would like to see the town look into establishing some type of Asset Management Program to help cycle through the useful life span of town equipment.

4. **Finance Officer.** Ms. Keesler gave the financial report for the month of October. The adjusted ending balance for the month of October was \$2,268,229.06. A detail copy of the Financial report is hereby attached to the minutes. She presented the Board with a Paid Check Report for the month of October. The auditor had a scheduled site visit for FYE 06/2021 today. The deadline for the Auditor/Town to submit the audit report to the Local Government Commission has been extended from the end of October to the end of November. The audit team stated they felt like the town should meet that deadline.

#### H. Items for Discussion

1. **Ordinance prohibiting damage to and tampering with the towns water & sewer utility systems.** Ms. Keesler presented the Board with a revised copy of the ordinance as changes were made as instructed at the last meeting. After the revisions were made the ordinance was sent back to the attorney for review. Commissioner Sugg made a motion to adopt the Revised Ordinance prohibiting damage to and tampering with the towns water & sewer utility systems as written. Commissioner Mabry seconded the motion. Motion was passed unanimously.

2. **Develop a Pinetops Community Advisory Committee**

Commissioner Mabry told the Board that he would like for Bruce Naegelen, Community Economic Development Planner with the NC Department of Commerce be added to the December Agenda. He would like him to address how to strategize developing a Pinetops Community Advisory Committee. The Board agreed they thought this would be a good idea so he will be added to the next agenda.

Commissioner Mabry wanted to remind the Board that a meeting has been scheduled for November 19<sup>th</sup> at 12.00 to restart the process of searching for a Town Administrator.

Commissioner Sugg inquired to whether the town would be hosting a Christmas lunch for employees. The Board thought that would be nice and decided to get Bone's Grill to cater the event on Friday, December 10<sup>th</sup> at 12,00 at the fire station.

Mayor Harrell told the Board that they would move the discussion of publishing a monthly newspaper to the December Agenda since Van Holland from the Tar River Times couldn't be here tonight.

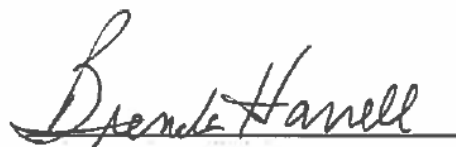
**I. New Business**

There was no new business to discuss currently.

**J. Adjournment**

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

Date: 12/7/2021



Mayor Brenda Harrell

ATTESTED.



Finance Officer/Town Clerk Tammy Keesler