

**Town of Pinetops
Board of Commissioners
Public Hearing & Regular Monthly Meeting
Minutes
November 5, 2024
Pinetops Town Hall**

A. Call Meeting to Order

Mayor Harrell called the meeting to Order. All Board Members were present.

B. Invocation

Commissioner Taylor led the Invocation.

C. Pledge of Allegiance

Mayor Harrell led the Pledge of Allegiance.

D. Proposed Agenda

Mayor Harrell requested that the Downtown Boundary Proposal be added to the agenda. The proposal was originally presented at the last meeting by Pinetops Development Advisory Committee representative, Kyle Kecchi. Commissioner Webb made a motion to approve the proposed agenda as amended. Commissioner Sugg seconded the motion. Motion carried unanimously.

E. Consent Agenda

Commissioner Sugg made a motion to approve October 1, 2024, minutes as written. Commissioner Webb seconded the motion. Motion passed unanimously.

F. Public Comments

1. Suzanne Coker Craig – 201 N. 3rd St.

Suzanne Coker Craig appeared before the Board to give a brief update on the Pinetops Development Advisory Committee. She stated that the committee was going through a sort of reset especially with the new training and feels like they are headed in a good direction.

G. Departmental Reports

- 1. Police Department:** Chief Harrell read over the police report for the month of October 2024. The police department answered and/or initiated 681 official police actions during the month. A detailed copy of the report is hereby attached to the minutes.

Chief Harrell stated that he is constantly looking into ways of attracting additional officers to the department especially since there is some officers retiring in the upcoming year.

2. **Public Works Department:** Cody Lancaster, Public Works Supervisor presented the water and wastewater totals report for the month of October 2024. The total water produced was 5.20 million gallons and the total wastewater treated was 4.70 million gallons. A detailed copy of the minutes is hereby attached to the minutes.

There were 0 electrical outages for the month of October 2024.

There were 2 water leaks during the month of October 2024. One leak only affected 1 resident for about 1 hour while the other leak affected a few houses and the school for about 2 hours. At the time of the leak school was not in session.

Cody reported that he had received a quote from Southern Corrosion on performing a washout of the interior on one of the water tanks. The quote was around \$2,000. He is looking into getting one of the tanks done in this fiscal year and the other tank in next fiscal year.

3. **Fire Department:** Chief Burress presented a copy of the fire report for the month of October 2024. There were 9 service calls for the month. A detailed copy of the fire report is hereby attached to these minutes. There were 0 cemetery lots sold for the month of October 2024. 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 September 2024. The general fund had a gain of \$ 26,073.25. The electric fund had a total loss of \$ 272,499.15 for the month since \$350,000 was transferred to the Money Market Account. The water/sewer fund ended the month with a total loss of \$118,098.16 since \$150,000 was transferred to the Money Market Account. The adjusted end balance for the month of September is \$1,939,616.02. A Paid Check Report and Budget to Actual Report was also provided for the month of October. A detailed copy of the reports is hereby attached to the minutes.

Ms. Keesler informed the Board that she had transferred an additional \$500,000 from the Central Depository Account to the Money Market Account since the interest rates are better.

Commissioner Sugg requested that the Finance Officer gather two years' worth of maintenance costs for the Knuckle-Boom Truck and Garbage Truck. He told the Board that he was interested in seeing if the maintenance costs has gone up or down on the two trucks in the last couple of years.

H. Items for Discussion.

1. Downtown Boundary Proposal

Mayor Harrell asked the Board if they had time to review the proposal that was presented to them by Kyle Kecchi at the last meeting. He asked the Board at that meeting to consider adopting the designation of a Downtown Boundary area. One of the main benefits of doing so is that it opens the town up to more grant opportunities if there is already a designated downtown area. Commissioner Sugg made a motion to adopt the Downtown Boundary Proposal as submitted during the last meeting. Commissioner Webb seconded the motion. Motion passed

2. Any Other Business

Commissioner Taylor invited the Board members to a Thanksgiving Dinner that will be held on November 20th at the Old Sparta Community Building located at 425 Sally Jenkins Street.

Commissioner Taylor asked Chief Harrell how many officers he would have after the two retiree next year, he replied three.

I. Action Items/New Business.

1. Adopt Road Closure Ordinance

The Board needs to officially adopt an ordinance declaring road closure for the Christmas Parade on December 7, 2024. Mayor Harrell had tentatively agreed to this back on October 7th so that the request could go ahead and be forwarded to the Department of Transportation for approval in a timely manner. Commissioner Webb made a motion to move forward and officially adopted the ordinance declaring road closure for the Christmas Parade on December 7th. Commissioner Bullock seconded the motion. Motion carried.

2. Any Other Business

Commissioner Sugg inquired about as to who is responsible for overseeing the town buildings as it relates to maintenance and such. The Board agreed that they thought this would fall under the public works responsibility. Cody Lancaster agreed that he felt that way too and thought that is what they were currently already doing.

J. Adjournment

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

Date: 12/3/2024



Mayor Brenda Harrell

ATTESTED:



Finance Officer/Town Clerk Tammy Keesler

PINETOPS POLICE DEPARTMENT



Post Office Drawer C
Pinetops, North Carolina 27864

Town of Pinetops Board Meeting 12-3-24

The Town of Pinetops Police Department reflects the following actions ranging from November 1, 2024 through November 30, 2024.

Staffing

Police

We have six (6) active full-time officers.

We have hired a Cadet that is in Basic Law Enforcement Training (BLET) that started on October 4th, 2024. This will consist of approximately six (6) months of training, followed by three (3) months of field training. If he passes all of this, he will be sworn in as a police officer with our agency. He is doing well so far in training.

Police positions are hard to fill as surrounding agencies, even comparable to our size are paying more than us. I will provide a quantitative analysis to display a measure of pay from the North Carolina League of Municipalities and other agencies in a separate document when available.

Communicators

We currently have a staff of five (5) communicators. This includes three (3) full-time and two (2) part-time.

One full-time communicator works days, Monday through Friday and also provides administrative support. The other two full-time are assigned to night shift and work on the same rotation as the officers. (12 hours shifts)

The part-time communicators mainly cover evening shifts on the weekdays (4 hours) and weekend days (12hours).

Crime Statistics

In a range spanning from November 1, 2024 until November 30, 2024 the Town of Pinetops Police Department has answered and/or initiated **411 Official Police Actions**. Official police actions include all forms of police activity when an officer responded and/or took an official action. It does not

include situations where advice was given over the telephone, delivering messages, handling internal police department matters, training, etc (See attached)

Traffic

Vehicle Collisions

- 1- Backing accident in the parking lot of Piggly Wiggly.
- 2- A vehicle turned in front of another vehicle and collided at the intersection of Hamlet and 3rd St. No injuries.
- 3- A deer ran out in front of a car on Hwy 111 near the intersection of Pitt St.

Traffic Stops

There were 23 traffic stops and 17 citations.

Chief Stacy Harrell



Call Log Call Type Summary

Pinetops Police Department

11/01/2024 - 11/30/2024

<No Call Type Specified>	12	Accident - Traffic Accident	4
Alarm - Alarm Activation	5	All Other - All Other Complaints	29
Animal - Animal Complaints	4	Bus-Ck - Business Check	121
Damage - Damage to Property	1	Disp. EMS/F.D. - Dispatch EMS / Fire Dept.	1
Disturb - Disturbance	5	Domestic - Domestic	3
ECSO - Assist E.C.S.O.	2	EMS/Fire - Assist EMS / Fire Dept.	6
Escort - Escort	73	Fight - Fight Call	1
Follow-Up - Follow-Up Investigations	3	Fraud - Fraud	1
Larceny - Larceny	1	Motorist - Assist Motorist	3
Open Door - Open Door	1	Residence - Residence Check	48
Serv-Subp - Subpeona Service	3	Status Check - Officer Status Check	14
Susp-Sub/Veh - Suspicious Subject / Vehicle	15	Tag - Ran DMV Tag for Officer	12
Traffic - Traffic Violations	9	Tres - Trespassing	1
Unlock Vehicle - Unlock Vehicle	1	Veh-Stop - Vehicle Stop	23
Well - Welfare Check	8	Z-PATROL - PATROL SPECIFIC ZONE/TARGET	1

Total Number Of Calls: 411



Town of Pinetops
NORTH CAROLINA est. 1903

Post Office Drawer C

Pinetops, North Carolina 2786

November 2024 Board Meeting Report

Pinetops Public Works

Water & Sewer

During the month of November our four wells combined pumped a total of 5.55 mg of water and 3.40 mg of water was treated at our wastewater treatment plant.

For the month of November we had one water leak.

On Thursday November 7th Public Works repaired a leak on a $\frac{3}{4}$ service line feeding Warren Accounting on W. Hamlet St. This repair left this business without water of aproximatly 2 hours.

On Tuesday Novenber 26th a new water service tap was completed on Village drive

The water tower in Crisp is scheduled for a wash out on Thursday November 12th. This service will be completed by Southern Corrosion.

Electric

During the month of November the Town of Pinetops experienced zero power outage.

All Christmas decorations have been hung and the tree has been put up.

Sanitation

During the month we took off 44.34 tons of garbage (\$3,148.14), 21.03 tons of yard waste (\$977.89), 5.72 tons of bulk items (\$406.12) and 1.85 tons of recycling.

Cody Lancaster

Public Works Supervisor

TOWN OF PINETOPS
FIRE/RESCUE
DEPARTMENT OPERATIONS

November 2024 Calls

In Town Fire Calls -----4

In Town Medical Responder Calls-----2

Total Calls-----6

Training & Meetings Hours-----194

Time required to generate reports filed with the NCDOI & other F.D. related work-----5

Time needed to get NCDOI State Fire Grant items in service for new Engine-----2

Hours in preparation for ISO Inspection coming up in 9 months.-----0

Total Hours-----201

****Jobs Performed**

1. There were Sic Fire/Medical Responder Reports filed with the NC Department of Insurance this past month.
- 2.The Average number of responders at this months Medical Responder calls was Seven.
- 3.The Average number of responders to this months Fire Calls was Fourteen.
4. We have distributed 6 Smoke Detectors this month.
5. A total of 53 Smoke Detectors in the past three months.
6. Provided a Fire Prevention/Life Safety display at Pinetops Baptist Church Trunk or Treat

Total Fire & Medical Calls for 2024-----95

Fire & Medical Calls

Location Of Calls	Type of Call	Number of Responders	Response Time
1. 704 West Hamlet Street	Fire Call	20	5.52
2. 305 West Cobb Street	Fire Call	12	2.07
3. 700 East Hamlet Street	Fire Call	20	4.01
4. 700 East Hamlet Street	Medical Responder	7	3.08
5. 204 North Third Street	Medical Responder	7	1.45
6. 310 South West First Street	Fire Call	4	1.42

Town of Pinetops
Monthly Cemetery Report
November 2024

1. Lots sold to Resident-----	0
2. Lots sold to Non-Resident-----	0
3. Interment on previously sold lots-----	0
5. Sales Revenue--(Resident)-----	0
6. Sales Revenue--(Non-Resident)-----	0
7. Total Revenue-----	0
8. Interments on newly sold plots-----	0
9. Total Interments for month-----	0

Site Work, Maintenance & Recording

1. Regular checks made on cemetery area.

Steve Burress

Cemetery Manager

252.813.6823