

**Town of Pinetops**  
**Board of Commissioners**  
**Regular Monthly Meeting (Also available via Zoom)**  
**Minutes**  
**November 1, 2022**  
**Pinetops Town Hall**

**A. Call Regular Meeting to Order**

Mayor Harrell called the Regular Meeting to Order.

**B. Invocation**

Invocation was given by Commissioner Sugg.

**C. Pledge of Allegiance**

Mayor Harrell led the Pledge of Allegiance.

**D. Proposed Agenda**

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

**E. Consent Agenda**

Commissioner Webb made a motion to approve the October 4, 2022 Minutes as written. Commissioner Mabry seconded the motion. Motion passed unanimously.

**F. Guests**

No Guests were present at the meeting.

**G. Public Comments**

No public comments were made at the meeting.

## H. Departmental Reports

- 1. Police Department.** Chief Harrell read over the police report for the month of October 2022. The police department answered and/or initiated 738 official police actions. A detail copy of the entire police report is hereby attached to the minutes. Commissioner Sugg requested Chief Harrell check with surrounding towns to see what their police officer to population ratio is. Chief Harrell presented a Speed Hump and Stop Sign request to the Board. He mentioned that he had received requests for the speed humps and after reviewing the areas of request and petitioning citizens in the affected area it's his recommendation to proceed as following. Two speed humps extending across the road on Bruton Craft and two stop signs at the intersection of Martin Luther King Street and the 300-400 block of Irwin Street which will make that a 4-way stop. The total costs of the speed humps and signs is \$2,227.83 which can be taken out of the Powell Bill Account. Commissioner Mabry made a motion to proceed with the recommendation above. Commissioner Sugg seconded the motion. Motion passed unanimously.
- 2. Public Works Department.** David Phillips read over the water and sewer report for the month of October 2022. The total water produced for the month was 5 million and total wastewater treated was 3.3 million. The town had one water line break and one power outage (car hit utility pole) for the month of October. Mr. Phillips reported that he had met with Scott Keizer from Edgecombe County Soil & Water pertaining to cleaning out the ditch on Pitt Street that was mentioned by Mr. Hussey at the last meeting. There had been previous discussions as to who had the authority to do this. He was told the town could clean out the ditch and bring it back to the way it previously was but couldn't mess with the vegetation. He was also told that Edgecombe County is in the mist of getting a grant to clean out some ditches throughout the County and this one is one the list. The projected date of the grant is 2023. Mr. Phillips updated the Board on the progress of the tree crew. He went on to say that he is trying to take at least a half of day a week to work on trimming lines on the secondary streets. Commissioner Sugg suggested a line item for tree trimming be included in the annual budget. Mr. Phillips informed the Board that the town will need to implement a state mandated FOG Policy which stands for Fats, Oil, and Grease. This policy addresses the issue of businesses and homeowners disposing of the items mentioned above through their drains which is a definite NO. By October 2024 the town will need to have gone to every customers water meter box to document the type, depth, and size of piping that runs to their residence. In closing, Mr. Phillips reported that the Pinetops/Crisp Well lock had been tampered with by putting super glue in the lock. As a requirement the town is supposed to have all well sites behind fences to help deter tampering

with the town's water supply. He is currently getting a couple of estimates from vendor on erecting fencing to enclose the well house, generator, and valve.

3. **Fire Department.** Chief Burress was not at the meeting so therefore there was no fire report presented for October 2022. Chief Burress did email a copy of the Cemetery report for the month of October. The total lots sold for the month of October was 4. A detail copy of the cemetery report is hereby attached to the minutes.

Mayor Harrell informed the Board that she and the Town Administrator met with Edgecombe County concerning the possibility of receiving help with funding of a new fire truck. Additional meeting with the County Manager will provide greater details.

4. **Finance Department.** Ms. Keesler gave the financial report for the month of October. The general fund had a gain of \$ 14,336.59. The electric fund had a gain of \$ 79,139.41 for the month while the water/sewer fund also ended the month with a gain of \$ 6,215.47. Ms. Keesler presented the Board with a Paid Check Report for the month along with a Budget to Actual Report. The adjusted ending balance for the month of October is \$ 3,477,206.29.

#### I. Items for Discussion

1. **Business Beautification Grant Program**

The Town Administrator presented the Board with a cleaned-up version of the Business Beautification Grant Program. The maximum amount awarded is \$500. The only suggestion the Board had to the submitted version was that it includes an effective date for the policy.

2. **Surplus Property List**

The Town Administrator presented the Board with a Surplus Property List that he wanted to advertise on Gov Deals website. Commissioner Webb made a motion to declare the 2000 Chevrolet Silverado as surplus and to advertise it on the Gov Deals website. Commissioner Taylor seconded the motion. Motion passed unanimously. Commissioner Sugg suggested the Public Works Director reach out to local landscaping companies to see if they would be interested in the 2000 Caterpillar Backhoe since it had already previously been advertised on the Gov Deals website and received no interest. Administrator Ventresco mentioned that the surplus items at the Centennial House could be sold through a yard sale type event but Commissioner Mabry suggested looking into donating the items. The police department also had some small stuff but didn't have an itemized list yet but could have a list ready by January.

3. **Any Other Business.**

- a) Commissioner Taylor asked at the last meeting if the Town's Community Building could be used as a gathering spot for senior citizens weekly on Wednesday. The weekly gathering would be open to the public and in no way would be affiliated with the town. The Town Administrator spoke to the attorney about this but may need to clarify a few more issues with him since Commissioner Taylor would be overseeing the event. Commissioner Sugg mentioned that we may need to hold off on this a little while until the renovations are completed on the building.
- b) Commissioner Mabry asked the Board to consider adopting the format he emailed to them as it pertains to the Strategic Action Plan so projects can be tracked instead of having to search for them through the minute books. Commissioner Webb made a motion to adopt the format as presented. Commissioner Sugg seconded the motion. Motion passed unanimously.
- c) The Town Administrator informed the Board that the Advisory Board has completed its training. The next meeting will be the 1<sup>st</sup> official Pinetops Community Development Advisory Board. Bruce Naegelen suggested the two current alternates which is Arden Eason and Phyllis Arrington be added to the Advisory Board as an actual full member instead of just an alternate. Commissioner Mabry made a motion to approve this suggestion and name Arden Eason and Phyllis Arrington as full members of the Pinetops Community Development Advisory Board. Commissioner Sugg seconded the motion. Motion passed unanimously.

#### **J. Action Items/New Business**

##### **1. Non-Profit Donation Applications**

Administrator Ventresco presented the Board with 3 applications he received from non-profits applying for money from the town. The maximum amount awarded is \$500 per fiscal year. The non-profits that applied for funding was (1) Banner Cry Lodge #625 "Men of Standard", (2) Truth Foundational Ministries, (3) Moore's Family Trucking. He recommended the Board fund all three applications since this is all that is received and there is enough in the budget to fund them all. Commissioner Mabry made a motion to approve this recommendation and fund all 3 applications not to exceed \$500 per applicant. Commissioner Webb seconded the motion. Motion passed unanimously.

##### **2. Christmas Decorating/Flowers & Gifts by Robert's**

Commissioner Webb presented the Board with a quote to hang the garland and bows on the street lamp posts at a cost not to exceed \$2,000.00 In the past Flowers & Gifts by Robert's which

is owned by Commissioner Webb has been responsible for the Christmas Decorating but the Attorney suggested going forward that this be done as a proposal/contract since he is a Commissioner. Commissioner Taylor made a motion to award the Christmas Decorating Proposal to Flowers & Gifts by Roberts at a cost no to exceed \$2,000. Commissioner Sugg seconded the motion. Commissioner Webb abstained from voting. Motion passed.

3. Commissioner Mabry made a motion to adopt an ordinance declaring a road closure for the Christmas Parade which is scheduled for December 3, 2022. The time of the closure will be from 9.30 a.m. to 11.30 am. A copy of the route is hereby attached to the minutes. Commissioner Webb seconded the motion. Motion passed unanimously.
4. Commissioner Mabry suggested the Board review the Ethics Policy because it was never signed when it was added to the personnel policy. The Town Administrator added that the Attorney was going to make a few changes and updates prior to the policy being officially approved.

#### K. Executive Session

Commissioner Mabry made a motion to go into Executive Session to discuss personnel matters. Commissioner Sugg seconded the motion. Motion passed.

Commissioner Webb made a motion to go out of Executive Session and back into Regular Session. Commissioner Mabry seconded the motion. Motion passed.

#### L. Adjournment

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

Date: 12.9-22



Mayor Brenda Harrell

ATTESTED:



Finance Officer/Town Clerk Tammy Keesler