

Tab 1

Pinetops Community Development Advisory Board (PCDAB)
December 3, 2025 MINUTES
PINETOPS TOWN HALL
101 E Hamlet Street; Pinetops, NC 27864

I. CALL TO ORDER

The meeting was called to order at 6:12pm by Chair, Suzanne Coker Craig.

II. ROLL CALL

Roll was taken by Secretary, Stacey L. Staton.

The following members were in attendance:

Ms. Suzanne Coker Craig, Chair
Ms. Jennifer Brown, Vice-Chair
Ms. Stacey L. Staton, Secretary
Ms. McKayla Robinette, Board Member

The following members were not in attendance:

Mr. Eric Johnson, Board Member

Others present at the meeting were:

Mr. Kendrick Ransome, Town of Pinetops Commissioner
Ms. Odyssey Brown, Town of Pinetops Clerk
Mr. Bruce Naegelen, Presenter (NC Department of Commerce)
Mr. Steven Gallihugh, Pinetops Resident

III. APPROVAL OF MINUTES

Chair Coker Craig asked for a motion to approve the October 22, 2025 Minutes.

A motion was made by Ms. Robinette.

Seconded by Ms. Staton.

All voted in favor.

IV. PINETOPS CHRISTMAS PARADE

Mr. Kirby Fuller, Christmas Parade Director, gave an update prior to the meeting.

V. NEWS FROM PINETOPS BOARD OF COMMISSIONERS

Commissioner Ransome gave an update on the new businesses coming to town and businesses sited for demolition.

VI. UPDATE ON PINETOPS PAVILION

Ms. Staton gave an update on the communications with ECU which resulted in confirmation of the partnership. Dr. Yeager stated that the ECU professors and students will meet with the Advisory Board for three site visits. The first visit will be in January 2026. The second visit will be somewhere in the middle of the spring semester. The last visit will be just before the end of the semester. Ms. Staton was to forward materials from Dr. Yeager to the Advisory Board and Commissioner Ransome.

Commissioner Ransome suggested that the Advisory Board should consider who would be some good community partners that could help with the maintenance and beautification once the construction is complete.

VII. BUSINESS/CHURCH/COMMUNITY DIRECTORY

Chair Coker Craig led the Advisory Board discussion regarding putting together a physical copy of a directory in particular for our older senior citizens. The suggestion was made to have it available in a digital form as well. The Advisory Board was in favor but the execution plan will be put in place in a future meeting.

VIII. DECEMBER 2025 MEETING

The Advisory Board decided to cancel the December 24, 2025 meeting due to the Christmas Holiday. January 28, 2026 will be the next meeting.

IX. OTHER BUSINESS

Chair Coker Craig made the Advisory Board aware that there may be some potential new members joining. They have to be approved by the Pinetops Board of Commissioners.

X. ADJOURNMENT

Chair Coker Craig asked for a motion to adjourn.

**A motion was made by Ms. Robinette.
Seconded by Ms. Brown.
All voted in favor.**

The meeting was adjourned at 7:22 PM.

Minutes Approved on _____

Chair's Signature, Suzanne Coker Craig Secretary's Signature, Stacey L Staton