

Pinetops Community Development Advisory Board (PCDAB)
January 28, 2026 MINUTES
PINETOPS TOWN HALL
101 E Hamlet Street; Pinetops, NC 27864

I. CALL TO ORDER

The meeting was called to order at 6:03pm 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
Mr. Eric Johnson, Board Member

Others present at the meeting were:

Mrs. Brenda Harrell, Town of Pinetops Mayor
Mr. Kendrick Ransome, Town of Pinetops Commissioner
Ms. Odyssey Brown, Town of Pinetops Clerk

III. APPROVAL OF MINUTES

Chair Coker Craig asked for a motion to approve the December 3, 2025 Minutes.

A motion was made by Mr. Johnson.

Seconded by Ms. Staton.

All voted in favor.

IV. PINETOPS CHRISTMAS PARADE

Chair Coker Craig stated the Advisory Board will partner with and aid the Christmas Parade Committee going forward.

V. NEWS FROM PINETOPS BOARD OF COMMISSIONERS

Mayor Harrell gave an update on the new businesses coming to town. She talked about the growth and positive things going on in the Town.

She stated the BOC will revisit the topic of conversation brought to the floor by Commissioner Kendrick Ransome at the January 5, 2026 meeting regarding local businesses giving back to the Town. She reviewed the by-laws for the Advisory Board and discussed the need to set serving terms by July 1, 2026. She pledged her support to the Advisory Board to help however she can.

She announced that budget meetings for the 2026-2027 fiscal year for the Town will begin in March and the Advisory Board needs to submit a budget proposal as soon as possible with the understanding the Town has limited financial support due to the fact most items can only be paid out of the General Fund, which is the Town's smallest fund. The other Town funds are designated.

VI. UPDATE ON PINETOPS PAVILION

The ECU site visit that was scheduled for February 2nd was pushed forward to Monday, February 9th, due to the anticipated severe weather.

VII. COMMUNITY EVENTS

Ms. Brown gave an overview of the different events planned for the year. She decided to push the festival to the next fiscal year. Ms. Robinette suggested partnering with a local church for the No Junk in the Truck Harvest Festival. Ms. Staton gave an update on the block party/business expo. Members of the Advisory Board agreed to the following tasks:

- Jennifer- Securing tents, tables, and chairs
- Eric- Inviting and marketing to business owners
- McKayla- Finding a stage
- Suzanne- Gaming and security
- Stacey- Booking Entertainment and Food Trucks

VIII. NEXT MEETING

The Advisory Board's next meeting will be February 25, 2026 at 6pm at the Pinetops Town Hall.

IX. OTHER BUSINESS

No time to discuss any other business.

X. ADJOURNMENT

Chair Coker Craig asked for a motion to adjourn.

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

The meeting was adjourned at 7:30 PM.

Minutes Approved on _____

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