

**Town of Pinetops
Board of Commissioners
Regular Monthly Meeting
Minutes
August 6, 2024
Pinetops Town Hall**

A. Call Meeting to Order

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

B. Invocation

Commissioner Sugg led the Invocation.

C. Pledge of Allegiance

Mayor Harrell led the Pledge of Allegiance.

D. Proposed Agenda

Commissioner Webb made a motion to approve the proposed agenda. Commissioner Sugg seconded the motion. Motion carried unanimously.

E. Consent Agenda

Commissioner Sugg made a motion to approve the June 27, 2024, Minutes as written. Commissioner Webb seconded the motion. Motion passed unanimously.

F. Guests

**1. Bruce Naegelon, NC Department of Commerce – Community Development
Advisory Board**

Bruce Naegelon appeared before the Board to offer his services for a period of up to 6 months, hands-on training and guidance for Advisory Board members individually and collectively. The training will include, but is not limited to: (1) Advisory Board Members and Officers – Roles and Responsibilities (2) Strategy Team Chairs – Roles and Responsibilities (3) Work Plan Implementation – How to get stuff done (4) Volunteers and Volunteer Management – How to get people to help implement the Work Plan and (5) Present a training completion report to the Town of Pinetops Board of Commissioners. He provided the Board of Commissioners with a Memorandum of Understanding (Community Development Advisory Board Training Part II) and a Resolution requesting the Services of the NC Main Street and Rural Planning Center for the Town of Pinetops. Both will need to be signed if the Board agrees to these services. A copy of both documents is hereby attached to the minutes.

Commissioner Taylor asked why he thought the Advisory Board would succeed this time when they didn't in the past. He explained that some internal changes have been made and when he appeared at the June meeting the remaining members seemed to be excited about moving

forward. He further stated that he would hate to see the Board dissolve because it could be beneficial, it's just they got a little off track but hopefully the additional training will help with that. Mayor Harrell thanked Mr. Naegelon for attending the meeting and told him that the Resolution would be voted on further down on the Agenda under Action Items.

2. Brian Pridgen, Town Attorney – Structure Code Enforcement Update, Ordinance Amendments

Brian Pridgen provided the Board with a presentation outlining the procedures involved and a status update on the houses that have been addressed under the Town of Pinetops Structure Code Enforcement. He briefly went over the procedures that consists of (1) sending certified letters to the property owners informing them that they are not in compliance with the town ordinance pertaining to structure code enforcement, (2) Hearings were held with the property owners, Town Administrator and himself informing them of the issues and what needs to happen to bring the property into compliance. (3) Property owners are given a specific time frame in which to bring the property into compliance. (4) If the issues are not resolved by this time frame a second certified letter is sent to the property owner letting them know they have only 90 additional days in which to bring the property into compliance or the town can proceed with the demolition process which will involve a public hearing and the town adopting an ordinance to proceed with the demolition.

The attorney then went through slides of before and after pictures of the properties that had been sent letters advising they were not in compliance. When he got to the slide of 512 S 2nd Street, he advised the Board that he had been in contact with family members who told them they are in the process of selling the property but it's taking a little time since this is an heir property. He relayed to the family that even though the selling process is taking a little time he advised them to go ahead and take care of the safety concerns (dilapidated porch) and appearance of the property. He also mentioned that he was told that a family member will be at this meeting to request the Board give them a little more time.

William Marvin Vines – 302 N 6th St. and Melvin Ray Hart were present at the meeting to speak on behalf of the property located at 512 S 2nd St. Mr. Vines echoed what the attorney had previously said about the property trying to be sold. He told the Board that he didn't think it would be that much longer, but it had taken a little time since heirs were involved, and signatures needed to be gathered. He requested a little more time from the Board. Mayor Harrell replied that the Town didn't want to see the property demolished but urged them to go ahead and address the safety and appearance concerns now while they are waiting for the rest of the paperwork.

G. Public Comments

1. Raymond Moss – 107 Sally Jenkins Street

Raymond Moss had 3 questions for the Board. (1) He asked for a list of the surrounding towns that were contacted as stated in the recent town newsletter pertaining to the 5% sewer increase that took effect on the July billing. (2) Does the town have a nuisance ordinance and is it enforced. (3) What is being done about flooding issues within town.

(1a) The Finance Officer explained that the rate study was not based on surrounding towns but instead on the towns expenditures and revenues as it relates to the sewer fund. This study was

conducted about two years ago by the N.C. Rural Water Association which came down and went over the towns expenditures and billing and from that they prepared a 5-year study of what the rates would need to be in order to cover our expenses and address depreciation and infrastructure. (2a) Mayor Harrell stated the town does have a nuisance ordinance and yes, it is enforced as per the guidelines of the ordinance. She suggested that he contact the office if there is a specific issue that he is referring to. (3a) The Public Works Superintendent stated that the public works department has been busy for the last 3 days working on the drainage but when the town experiences an event such as Tropical Storm Debby there is not but so much you can do with that amount of water in such a short time. He stated that if the property owners would try to address their own property it would be a big help. Things such as keeping pine straw, leaves, debris out of the streets and washing into the storm drains are clogging up the drainage tiles. Mayor Harrell added that some areas in town needed to be addressed by the State of Core of Engineers. Mr. Moss asked if they could be contacted to help with the drainage issues to which the mayor replied they would try to reach out to them for assistance.

H. Departmental Reports

- 1. Police Department:** Chief Harrell read over the police report for the months of June and July 2024. The police department answered and/or initiated 1997 official police actions during those months. A detailed copy of the report is hereby attached to the minutes.
- 2. Public Works Department:** Cody Lancaster, Public Works Supervisor presented the water and wastewater totals report for the month of July 2024. The total water produced was 5.42 million gallons and the total wastewater treated was 4.42 million gallons. A detailed copy of the minutes is hereby attached to the minutes.

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

There was 0 water leak during the month of July 2024.

The Town of Tarboro was contracted to help with an expansion project at ABB.

Commissioner Sugg reported that he had received several complaints about high chlorine in the Crisp area. Cody responded by saying he would ask Carlos, who is over the water/sewer to see if there may be a reason for the higher chlorine in that area.

- 3. Fire Department:** Chief Burress presented a copy of the fire report for the months of June and July 2024. There were 15 service calls for the month. A detailed copy of the fire report is hereby attached to these minutes. There were 6 cemetery lots sold for the months of June and July. 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 July 2024. The general fund had a loss of \$ 111,621.99. The electric fund had a loss of \$ 17,984.45 for the month. The water/sewer fund ended the month with a gain of 28,719.90. The adjusted ending balance for the month of July is \$ 2,104,650.01.

A Paid Check Report and Budget to Actual Report was also provided for the month of July. A detailed copy of the reports is hereby attached to the minutes.

Ms. Keesler reminded the Board members that the ones that were re-elected need to complete the 2-hour ethics training prior to November. She will also need a copy of their certificate showing they completed the course for town records. She had previously provided them with a link to take the course.

Ms. Keesler informed the Board that the information for FYE 6/2024 has been emailed to the Auditor. The Auditor has scheduled a site visit for August 21st to review town records.

Ms. Keesler reminded the Board that they need to make time to review the revised personnel policy that she provided them with a couple of months ago. Once reviewed, any concerns or changes can be made so that the revised personnel policy can be adopted.

Commissioner Sugg asked for an update on the codification of the Town Ordinances. The ordinances have been mailed to American Publishing and are on schedule to be completely codified by the first of the year.

I. Items for Discussion.

1. Food Truck Set-Up

Sugar Bliss Grub Hub was asking for permission to set-up their food truck by the Gazebo a couple of days each week. They have a Sanitation rating of 100 and has provided a copy of their liability insurance. They would be serving lemonade, ice cream, sandwiches, wings, and combo meals.

The Board had no problem with this request but did ask the Attorney to develop a Food Truck Ordinance and Fee Schedule since the town doesn't currently have one. The Attorney responded that he would be glad to. He told the Board that most towns charge either a one-day fee, one-month fee, or yearly fee. He will set up an application process and the ordinance could state that some of the requirements are waived for special events such as a Food Truck Rodeo.

The Finance Officer will contact Sugar Bliss Grub Hub to inform them that their request has been approved and they will be allowed to set-up their truck a couple of times but be advised the town is developing a Food Truck Ordinance and Fee Schedule so in the near future they could be a fee imposed. Commissioner Webb made a motion to approve the request with the stipulations stated above. Commissioner Sugg seconded the motion. Motion carried.

2. Pinetops Event Center Rental

Commissioner Taylor requested this item be included on the agenda. She stated the building needs a deep, general cleaning before the town begins to rent it out and once the rental begins it will need to be professionally cleaned a couple of times throughout the year. She reported that the kitchen lights are not working and one of the lights in the main

area is flickering. She requested the maintenance department look at the handicap ramp because some of the floorboards seem to be rotten and may need to be replaced.

Commissioner Sugg suggested the maintenance department be responsible for conducting the pre check list with the prospective rental party. He also requested that a border be constructed around the Event Center Sign and be back filled with rocks.

3. Any Other Business

There was no other business at this time.

J. Action Items/New Business.

1. Resolution requesting the services of the NC Main Street & Rural Planning Center

Bruce Naegelon explained earlier in the meeting that the Memorandum of Understanding would need to be signed by the Mayor and the Resolution would need to be adopted by the Board before they could provide additional training for the Community Development Advisory Board. Commissioner Sugg made a motion to adopt the Resolution requesting the services of the NC Main Street & Rural Planning Center contingent on the Resolution be corrected to reflect the specified training time of six months. The motion was seconded by Commissioner Webb. Motion carried. A copy of the Memorandum of Understanding and Resolution is hereby attached to the minutes.

2. Ordinance Amendment regarding speeding & traffic violations

The main change in the ordinance will be that speeding violators of the 20mph (currently only the business district) will have the option to receive a civil citation that will carry a penalty of \$100 payable to the town but will not go against their insurance as it currently does. This does not apply to any district in excess of 35mph and applies only to speeding, not any other violations or offenses that may be discovered as a result of the traffic stop.

Commissioner Taylor made a motion to adopt the ordinance amendment regarding speeding & traffic violations as written and hereby attached to these minutes with the understanding that the effective date will be delayed until November 1, 2024. Commissioner Sugg seconded the motion. Motion carried.

3. Ordinance Amending Chapter 90 Abandoned, Junked & Nuisance Vehicles

The main change in the ordinance will now show vehicles worth less than \$500 where previously it was vehicles worth less than \$100 which will help with the enforcement of this ordinance.

Commissioner Sugg made a motion to adopt the ordinance amendment as written and hereby attached to these minutes. Seconded by Commissioner Bullock. Motion Carried.

4. Offer to Purchase 107 W. Sater Street

Ms. Keesler took a few moments to go over the process that occurred pertaining to the offer received to purchase the property located at 107 W. Sater Street. The town initially received a sealed bid from Little Dumas LLC at the June 27, 2024, meeting in the

amount of \$7,900 to purchase the property at 107 W. Sater Street (2 parcels). At that meeting the Board declared this property as surplus and gave the Finance Officer permission to advertise a Notice of the offer to purchase property and request for upset bids. The bidder provided the town with the required 5% deposit for the initial offer in the amount of \$395 on 7/12/2024. The notice was then published in the Rocky Mount Telegram on 7/17/2024. Citizens had 10 days in which to place an upset bid on the property. The town received no upset bid on the property. At this time the board would need to pass a resolution authorizing the conveyance of real property if they are satisfied with the initial offer of \$7,900 or can decline the offer. Ms. Keesler will inform the town attorney of the Board's decision and if necessary, his office will handle all the paperwork and closing related to this property.

Commissioner Webb made a motion to accept the offer of \$7,900 from Little Dumas LLC for the property located at 107 W. Sater Street and pass the resolution authorizing the conveyance of real property. Motion was seconded by Commissioner Sugg. Motion carried.

5. Any Other Business.

Mayor Harrell received an application from Jennifer Brown pertaining to her interest in serving on the Community Development Advisory Board. Commissioner Webb made a motion to appoint Jennifer Brown to the Community Development Advisory Board. Motion seconded by Commissioner Sugg. Motion carried.

K. Adjournment

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

Date: 9/3/2024



Mayor Brenda Harrell

ATTESTED:



Finance Officer/Town Clerk Tammy Keesler