

**Town of Pinetops  
Board of Commissioners  
Emergency Special Call Meeting  
Minutes  
March 17, 2020  
Pinetops Town Hall**

**A. Call to Order.**

Mayor Harrell called the Emergency Special Call Meeting to Order.

All Board Members were present for the meeting including the Town Administrator, Finance Officer, Police Chief and Public Works Director.

**B. Invocation.**

Commissioner Pender led the board in prayer.

**C. Pledge of Allegiance.**

Mayor Harrell led the board in the Pledge of Allegiance.

**D. Items for Consideration.**

Administrator Bess took a few moments to explain that she had sent out an all-call this morning at the request of the mayor asking to call an emergency special call meeting to discuss the town's response to the COVID-19 pandemic. After she made the call she was contacted by the town attorney who recommended that the meeting be limited to a small group of no more than 10 so that is the reason the citizens were asked to remain in the lobby. She stated that she would provide the information discussed at this meeting on the town website, through the all-call and posted on the town hall door.

**1. Utility Bills**

**a. Disconnect/Extensions/Fees**

Commissioner Webb made a motion to cancel late fees, cut-off fees and suspend disconnections for the next 30 days beginning today and revisit it if needed at the end of that period. Commissioner Sugg seconded the motion. Commissioner Mabry opposed. Motion passed 4-1.

**2. In-person Contact/Office Hours**

Commissioner Taylor made a motion to close the town lobby effective 3/18/2020 at 8:00 a.m. The town office will remain open and the staff will be available to answer

any questions the public may have. Payments will be accepted in the form of cash, check, or money order dropped in the night deposit box located in the town hall door. Payments should be sealed in an envelope with the customer's name and address listed on the outside. Commissioner Webb seconded the motion. Motion passed unanimously.

**3. Utility/Maintenance Workers**

The public works director told the board that he didn't foresee any problems at this time. He stated that the office staff could email or text any work orders or any other information they may need.

The police chief stated that if a State of Emergency is called then he may need an extra employee to help out as well as having to use Overtime.

**4. Town Facility Rentals**

Commissioner Webb made a motion that rental of town facilities be suspended until further notice. Commissioner Pender seconded the motion. Motion passed unanimously.

Administrator Bess told the board that to date Edgecombe County has not declared a State of Emergency.

**5. April 4, 2020 Board Meeting**

Commissioner Sugg made a motion to move the regular board meeting scheduled for April 4, 2020 to April 21<sup>st</sup> at 6:00p.m. Commissioner Webb seconded the motion. Motion passed unanimously.

**E. Adjournment.**

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

Date: 3-17-2020

  
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Mayor Brenda Harrell

ATTESTED:

  
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Finance Officer/Town Clerk Tammy Keesler