

**Town of Pinetops
Board of Commissioners
Regular Monthly Meeting (Also available via Zoom)
Minutes
January 3, 2023
Pinetops Town Hall**

A. Call Regular Meeting to Order

Mayor Harrell called the Regular Meeting to Order.

B. Invocation

Invocation was given by Commissioner Taylor.

C. Pledge of Allegiance

Mayor Harrell led the Pledge of Allegiance.

D. Proposed Agenda

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

E. Consent Agenda

Commissioner Mabry made a motion to approve the December 6, 2022 Minutes as written. Commissioner Sugg seconded the motion. Motion passed unanimously.

F. Public Hearing

1. Mayor Harrell called the Public Hearing to order pertaining to Benjamin Mayo requesting to rezone two adjacent parcels on N 2nd Street. The Town Administrator explained that the two lots are identified as Lot 4 & Lot 5 Craftwoods Section T2. The request was to change the zoning from R-20 to R10-MH. He stated that the request originally went before the Planning & Adjustment Board whose recommendation to the Town Board was it be approved. The public hearing was advertised twice in the paper and all adjoining property owners were notified by certified mail.
Mayor Harrell opened the public hearing floor at this time to receive public comments.
 - a. Edward Smith – 207 Pitt St.
Mr. Smith questioned whether this would allow a mobile home or would it have to be a manufactured and/or modular home. The Town Administrator stated that no mobile home before 1976 or without a HUD sticker would be allowed. The Town Ordinance also has other stipulations such as brick underpinning and shingle roof.
 - b. Benjamin Mayo – Told the Board that the only thing that has changed since submitting the request is that now he does officially own one of the two lots. He also wanted to reassure the Board that he has lived around Pinetops all his life and he would never put anything on the lot that would desecrate the town.

- Commissioner Mabry made a motion to close the first Public Hearing.
2. Mayor Harrell called the second public hearing to order which was a recommendation by the Town Staff and Town Attorney to approve the proposed, updated Subdivision Ordinance. The Town Administrator explained that the town needed a more complete and updated Subdivision Ordinance. The ordinance will outline how infrastructure is put in and how to deal with the different types of Subdivisions. The Council of Government helped draft the original ordinance back in 2017. The town received the draft back in 2017 but it was never officially approved. This ordinance will apply to both subdivisions inside the city limits and those in the town's ETJ. The ordinance applies to both Residential and Commercial. The Planning and Adjustment Board has already looked over the proposed updated Subdivision Ordinance and it was their recommendation that the Town Board approve it.
Mayor Harrell opened the public hearing floor at this time to receive public comments. There were no public comments.
Mayor Harrell closed the Public Hearing and opened the Regular 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 December 2022. The police department answered and/or initiated 1026 official police actions. The department currently has 6 full-time officers with 1 cadet in training. The Chief reported that he is looking into alternative grants to help cover the loss of the Governor's Crime Commission since the town wasn't awarded funded in the upcoming fiscal year. A detail copy of the entire police report is hereby attached to the minutes.
2. **Public Works Department:** David Phillips read over the water and sewer report for the month of December 2022. The total water produced for the month was 5.13 million and total wastewater treated was 4.9 million. There were 2 main water leaks and 2 electrical outages during the month. The knuckle-boom truck is back in service. He told the Board that he felt the recent tree trimming has helped prevent outages this winter. The Board agreed and stated we would try to set funds aside each year in the budget for tree trimming. Moyer Fence Company is still two to three weeks out on installing a 6' chain link fence around Well #6 on Car-Farm Rd. The Public Works Director told the Board that he has received guidelines from the State on the "No Lead" requirements. The deadline on compliance is the end of Oct 2024. During the discussion it was mentioned that maybe Rural Water could help in order to meet the deadline. Mayor Harrell inquired as to whether there were any utility poles throughout town that needed replacement to which the answer was yes. The Mayor mentioned the ditch on Pitt Street to which the Public Works Director replied that hopefully we should hear something by the end of January. The Administrator informed the Board that he and the Public Works Director is compiling a list of vehicles/equipment by age in the public works department to determine those items that may need to be replaced first.

3. **Fire Department:** Chief Burress presented the fire report for the month of December 2022. There were 17 service calls for the month. A detail copy of the fire report is hereby attached to these minutes. Chief Burress presented the cemetery report for the month of December 2022. The total lots sold for the month of December was 1. A detail copy of the cemetery report is hereby attached to the minutes. The Town Administrator presented the Board with a proposal he received from Chief Burress on the purchase of a new fire engine. The proposal explained that they have interest in purchasing a "Mini Pumper". This type of engine is 30% cheaper but has more than enough pressure to get the job done. The proposal detailed how they would like to apply/use the 2023 NC Department of Insurance State Fire Grant in the amount of \$30,000 which could be used towards the purchase of the engine. If they went through USDA for funding, they could receive approximately \$50,000 in grant and the remainder would be loan. Commissioner Mabry asked for the project cost and for copies of the actual quotes they received. Chief Burress replied that the current estimated cost is \$287,000 but after the grants were applied it would be more like \$212,000.00. Commissioner Sugg reminded the Board that at the LGC meeting we had recently it was stated that the town would have to get prior approval for a loan/debt over \$50,000 while on the Unit Assistance List. The Board requested the Town Administrator finalize the vehicle list so the items can be prioritized.

4. **Finance Department:** Ms. Keesler gave the financial report for the month of December. The general fund had a gain of \$17,597.84. The electric fund had a gain of \$31,374.57 for the month while the water/sewer fund also ended the month with a gain of \$11,307.35. 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 December is \$3,612,149.32. Ms. Keesler advised the Board that 2022 Audit was sent to the LGC on 12/22/2022 for approval. She explained that even though we didn't make the true deadline of Oct 31st we did get it submitted by the acceptable deadline of Dec 31st. The initial contract did have to be amended due to the date of submittal. Ms. Keesler told the Board that she was happy with the submittal date due to the fact the previous audit firm dropped the town at the last minute.

I. Items for Discussion

1. Any Other Business.

The Town Administrator briefed the Board on the status of the Lion's Club repairs. The roof has been completed but the contractor is still waiting on the windows.

Commissioner Mabry requested a projected completion date on the repairs. The Public Works Director reported that there is a broken water line under the Lion's Club.

J. Action Items/New Business

1. Commissioner Sugg made a motion to approve the rezoning of properties located on North Second Street identified as Lots 4 and 5 of Craftwoods Section T2 and further identified as Edgecombe County Tax PIN numbers 470457219100 and 470456292700 from R-20 to R10-MH and to adopt a statement that the proposed rezoning is reasonable and consistent with the following provisions of the Town of Pinetops Comprehensive Land Use Plan:

4.7.3 Policy Statements:

1. Encourage an adequate mix of housing options to provide for the needs of the residents and still be compatible with the nature and character of the respective neighborhoods and the overall community.
5. Allow manufactured housing in certain zoning districts within and outside the town limits with attention to impact on the character of neighborhoods and property values, and to develop appearance guideline requiring some of the appearance characteristics of site-built homes.
7. The affordable housing ownership of the community's residents should continue to be recognized in town residential development policies and strategies.

Commissioner Mabry seconded the motion. Motion passed unanimously.

2. Commissioner Sugg made a motion to adopt the updated Subdivision Ordinance as written. Commissioner Mabry seconded the motion. Motion passed unanimously.
3. Commissioner Mabry made a motion to adopt the Community Center Facility Rental Policy and Community Center Rental Checklist as presented and hereby attached to the minutes. Commissioner Sugg seconded the motion. Motion passed unanimously.

K. Adjournment


Commissioner Harrison made a motion to adjourn. Commissioner Taylor seconded the motion. Motion passed unanimously.

Date: 2/7/2023



Mayor Brenda Harrell

ATTESTED:



Finance Officer/Town Clerk Tammy Keesler