

**Town of Pinetops**  
**Board of Commissioners**  
**Regular Monthly Meeting (Also available via Zoom)**  
**Minutes**  
**April 4, 2023**  
**Pinetops Town Hall**

**A. Call Regular Meeting to Order**

Mayor Harrell called the Regular Meeting to Order.

**B. Invocation**

Commissioner Taylor led the Invocation.

**C. Pledge of Allegiance**

Mayor Harrell led the Pledge of Allegiance.

**D. Proposed Agenda**

Commissioner Taylor requested that housing be added to the proposed agenda. Commissioner Webb made a motion to approve the proposed agenda with the change requested by Commissioner Taylor. The motion was seconded by Commissioner Sugg. Motion carried unanimously.

**E. Consent Agenda**

Commissioner Webb made a motion to approve the March 7, 2023 Regular Minutes and March 17, 2023 Budget Session Minutes as written. Commissioner Sugg seconded the motion. Motion passed unanimously.

**F. Public Comments**

There were no public comments at this time.

**G. Departmental Reports**

1. **Police Department:** Chief Harrell read over the police report for the month of March 2023. The police department answered and/or initiated 997 official police actions. A detailed copy of the entire police report is hereby attached to the minutes. Chief Harrell told the Board that the Cadet was sworn in this past Monday. He has field training for the next 3 months. The police department will then have 6 full-time officers. Chief Harrell mentioned that he is trying to pursue a COP'S grant which would cover an officer's salary and benefits over 3 years. COP'S grant is for \$125,000 with a small-town match each of the 3 years consisting of around \$10,000.

2. **Public Works Department:** Cody Lancaster, Public Works Supervisor presented the water and sewer report for the month of March 2023. The total water produced for the month was 4.3 million and total wastewater treated was 5.14 million. There were 0 water line breaks for the month of March and 0 electrical outages. He told the Board that he met with Mike from Rural Water about the “No Lead” requirements. He mentioned that there could be some possible funding to deal with these requirements, but he doesn’t have any further details currently. He is scheduled to meet with him later this month when he hopefully will be able to provide a little better guidance. Commissioner Sugg inquired about the stormwater fees. He wanted to know what projects have been completed from these fees and what happens to any remaining fees at the end of the fiscal year.
3. **Fire Department:** Chief Burress presented a copy of the fire report for the month of March 2023. There were 5 service calls for the month. A detailed copy of the fire report is hereby attached to these minutes. A copy of the cemetery report for the month of March was also furnished. There were no lots sold for the month of March. A detailed copy of the cemetery report is hereby attached to the minutes. Chief Burress requested the Board appoint H.R. Turner Jr. as Assistant Fire Chief to replace the retiring Ray Turner. Commissioner Webb made a motion to appoint H.R. Turner Jr. as the new Assistant Fire Chief. Commissioner Sugg seconded the motion. Motion carried.
4. **Finance Department:** Ms. Keesler gave the financial report for the month of March 2023. The general fund had a loss of \$ 14,512.99. The electric fund had a gain of \$96,438.11 for the month while the water/sewer fund also ended the month with a gain of \$36,790.62. 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 March is \$3,782,099.02. The ARPA expenditure report for the period April 1,2022 – March 31 ,2023 is due by April 30, 2023. The town will need to submit another Budget to Actual report and worksheet to the Local Government Commission by April 15<sup>th</sup>. There will be another report and worksheet due by May 15<sup>th</sup> along with a copy of the proposed budget.

#### H. Items for Discussion

1. **Schedule Budget Work Session**  
The next Budget Work Session has been scheduled for April 18 beginning at 8:00 a.m. at the Town Hall.
2. **Water/Wastewater Adjustment Policy**  
The Town Administrator presented a draft of an adjustment policy. The adjustment policy will cover items such as water line breaks, toilet & sink leaks as well as appliances such as water heaters and washers. The Board decided to go ahead and pass the policy but did agree that it may need to be tweaked a little more. Commissioner Webb made a motion to adopt the water/wastewater adjustment policy with a few minor tweaks. Commissioner Sugg seconded the motion. Motion carried. The Board will be emailed a more detailed policy once created.

### 3. Housing

Commissioner Taylor mentioned a couple of areas in town that contain housing issues. One area mentioned was the 600 block on 2<sup>nd</sup> Street adjacent to the maintenance shop. The other area was the trailer park owned by Bennett York. She stated that when the town first created the dilapidated housing list a few years ago it seemed that things got better, and she just doesn't want the town to get comfortable and go backwards.

## I. Action Items/New Business

### 1. Award Grass Contract

Bids were accepted through March 31<sup>st</sup> at 5:00 p.m. The Bid Notice was advertised in the Tar River Times as well as being posted on the town's website and at the Town Hall. Bids Received were:

(a) Forehands Lawn Service – extend 2022 contract for additional two years at same price of \$2,155 per cut (not to exceed 18 cuts) \$38,790.00.

(b) Farmers Lawn Service \$2,000 per cut (not to exceed 18 cuts) \$36,000.00.

(c) Carolina Gold \$2,057 per cut (not to exceed 18 cuts) \$37,027.26.

Commissioner Mabry asked Cody Lancaster how Forehands Lawn Service did last year to which he responded that he had no problems at all. Commissioner Webb made a motion to award the grass contract to Forehands Lawn Service for a period of two years at a cost not to exceed \$38,790.00. Commissioner Sugg seconded the motion. Motion carried.

2. Chief Harrell wanted to readdress the issue of going ahead and raising the pay for the police officers as requested at the last budget session. He told the Board that this doesn't include the top 3 which are Brown, Lymon, and himself. He went on to explain that he felt this needed to go ahead and be implemented in the current budget year in order to retain the officers he has. Commissioner Mabry reminded the Board that this was brought up at the budget session and he thought this issue had been discussed and decided that any increase would be implemented in the upcoming budget year to help rebuild the general fund balance as suggested by Ms. Keesler. Commissioner Sugg stated that he sympathized with Chief Harrell situation and feels the town should move forward with his request if it would help him retain the officers he has. The Board closed the discussion by telling the Town Administrator to proceed as he sees fit.

3. The Town Administrator drafted a citizen newsletter and emailed a copy to the Board Members for their feedback. Commissioner Sugg and Commissioner Mabry both stated the citizens need to be informed of the financial issues facing the town. Commissioner Sugg suggested that the newsletter be mailed separately to citizens and just included with their utility bill. The Board told the Town Administrator to proceed as he sees fit.

4. The Town Administrator informed the Board that the Community Advisory Board will have a couple of members that will be participating in Macclesfield's parade on Saturday.

**K. Adjournment**

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

Date: 5/3/2023

  
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Mayor Brenda Harrell

ATTESTED:

  
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Finance Officer/Town Clerk Tammy Keesler