

**Town of Pinetops
Board of Commissioners
Regular Monthly Meeting (Also available via Zoom)
Minutes
January 2, 2024
Pinetops Town Hall**

A. Call Regular Meeting to Order

Mayor Harrell called the Regular Meeting to Order.

B. Invocation

Mayor Harrell led the Invocation.

C. Pledge of Allegiance

Mayor Harrell led the Pledge of Allegiance.

D. Proposed Agenda

Commissioner Taylor requested that the Pinetops Event Center be added to the proposed agenda under Items for Discussion. Commissioner Webb made a motion to approve the proposed agenda with changes made. The motion was seconded by Commissioner Sugg. Motion carried unanimously.

E. Consent Agenda

Commissioner Webb made a motion to approve the December 5, 2023, Minutes as written. Commissioner Sugg seconded the motion. Motion passed unanimously.

F. Public Comments

Mayor Harrell opened the floor for public comment.

No comments were made at this time.

G. Departmental Reports

1. **Police Department:** Chief Harrell read over the police report for the month of December 2023. The police department answered and/or initiated 898 official police actions during the month. A detailed copy of the entire police report is hereby attached to the minutes. The current report shows the staffing as follows: (6) full-time officers, (1) graduated BLET trainee who has another 1 ½ months of in-service training (6) Radio Communicators (3 full-time & 3 part-time).

Chief Harrell informed the Board that he is looking into purchasing 4 speed limit machines to help deter speeding throughout town.

- 2. Public Works Department:** Cody Lancaster, Public Works Supervisor presented the water and wastewater totals report for the month of December. The total water produced was 4.65 million gallons and the total wastewater was 8.13 million gallons. There were 0 reported water leaks for the month. There was 1 electrical outage reported during the month which was due to several strong storms that occurred. The outage only effected a few customers.

Asplundh Tree Service will provide three weeks of tree trimming after the 1st of the year.

Water Hydrant Pressure Testing will be conducted throughout town on Wednesday and Thursday which could stir up the water causing discoloration.

Commissioner Sugg suggested stormwater and outflow issues be added to the monthly departmental report.

- 3. Fire Department:** Chief Burress presented a copy of the fire report for the month of December 2023. There were 15 service calls for the month. A detailed copy of the fire report is hereby attached to these minutes. The total fire and medical service calls for 2023 was 133. A copy of the cemetery report for the month of December was also furnished. There were 4 lots sold for the month. A detailed copy of the cemetery report is hereby attached to the minutes. The total lots sold in 2023 were 23.

- 4. Finance Department:** Ms. Keesler presented the financial report for the month of December 2023. The general fund had a gain of \$ 35,320.31. The electric fund had a gain of \$ 53,350.01 for the month. The water/sewer fund ended the month with a gain of \$19,496.42. A Paid Check Report and Budget to Actual Report was also presented for the month of December. The adjusted ending balance for the month of December was. \$ 2,385,272.79. A detailed copy of the reports are hereby attached to the minutes.

Commissioner Sugg suggested looking into transferring even more additional funds from the central depository account into the public insured money market account to increase the town's investment potential even further.

The Finance Officer informed the Board that she had received a draft copy of the Audit report for FYE 6/2023. Once she signs off on it and the management letter is signed and returned the report will be submitted to the LGC for approval. The auditor should be able to present the report to the Board within the next month or two. Once the date is confirmed the Finance Officer will inform the Board.

- 5. Administrator Report:** Administrator Ventresco took time to review his report and informed the Board of the progress made so far on each item. A detailed copy of the Administrator report is hereby attached to the minutes.

Oscar Mabry – 205 S. Martin Luther King St.

Oscar Mabry inquired about the status of complying with the grease traps & lead pipes monitoring requirements. The public works superintendent stated that Carlos is currently

working on the grease traps and is also trying to work on the lead pipes requirements as time allows.

Gloria Bennett – 605 E. Lasley St.

Gloria Bennett questioned what was being done about dilapidated (structurally deficient) buildings as well as other violations. The Town Administrator explained that he is continually working on this as it is an ongoing process.

H. Items for Discussion.

1. Ethics Training for Local Government Officials appointed to office after election.

The Finance Officer passed out an information sheet to newly/re-elected officials explaining that they have a year from the time they were elected to comply with the Ethics Training Requirements. The sheet explains the three options that are available to comply with the requirements. She explained that in the past most Board Members have decided to fulfill the requirement by watching a webinar as a group. This is the option they chose to do so the Finance Officer will purchase the group webinar once it becomes available.

2. Schedule 1st Budget Planning Session

The Board unanimously decided to begin the budget planning process earlier this year, possibly towards the end of February. Commissioner Sugg asked the Finance Officer to select a couple possible dates prior to the February meeting. The session will take place from 8:00 a.m. to 1:00 p.m.

3. Any Other Business.

Pinetops Community Event Center

Commissioner Taylor suggested we no longer rent out the center until it is finished (exit signs/doors). The building and grounds need to be better maintained. She suggested we wait until July before we begin renting it back out. At that time a staff member needs to go with them to make sure the checklist has been gone over before it is rented out and afterwards to make sure it has been followed before any deposit is returned.

Commissioner Sugg made a motion to halt the rental of the Event Center at this time and revisit the rental again in July once all the renovations have been completed.

Commissioner Ransome seconded the motion. Motion carried.

Administrator Ventresco informed the Board that he was waiting for an additional quote on an outdoor sign for the event center.

I. Action Items/New Business.

1. Any Other Business.

Administrator Ventresco reminded the Board Members that he needed two of them to serve on the housing committee. The housing committee was recently formed for the town to be eligible for housing grants. The committee is in the process of recruiting members interested in serving. Two Board Members will be voted on/appointed at the next meeting to serve on this committee.

J. Adjournment

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

Date: 2/6/2024

Brenda Harrell
Mayor Brenda Harrell

ATTESTED:

Tammy Keesler
Finance Officer/Town Clerk Tammy Keesler