

**Town of Pinetops  
Board of Commissioners  
Regular Monthly Meeting  
Minutes  
September 3, 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 with the inclusion of the following amendments. Mayor Harrell requested to add the appointment of two new members to the Community Development Advisory Board. Commissioner Ransome requested to add a Community Event to the Agenda and Commissioner Sugg wanted to include an update pertaining to the sewer system. Commissioner Sugg seconded the motion. Motion carried unanimously.

**E. Consent Agenda**

Commissioner Webb made a motion to approve the August 6, 2024, minutes as written. Commissioner Sugg seconded the motion. Motion passed unanimously.

**F. Public Comments**

**1. George Barnes – 508 S. 2<sup>nd</sup> Street**

Mr. George Barnes inquired about the status of filling the vacant Town Administrator position. Mayor Harrell replied that the town is not currently looking to fill the position.

**G. Departmental Reports**

- 1. Police Department:** Chief Harrell read over the police report for the month of August 2024. The police department answered and/or initiated 1063 official police actions during the month. A detailed copy of the report is hereby attached to the minutes.

The police department currently has six full-time officers and five communicators.

- 2. Public Works Department:** Cody Lancaster, Public Works Supervisor presented the water and wastewater totals report for the month of August 2024. The total water

produced was 5.56 million gallons and the total wastewater treated was 9 million gallons. A detailed copy of the minutes is hereby attached to the minutes.

There were 3 electrical outages for the month of August 2024.

There was 1 water leak during the month of August 2024.

On August 28<sup>th</sup> the public works department participated in a Bucket Truck Rescue Training that was offered by Brian Robertson with Electricities.

Cody presented the Board with 3 estimates he had received from Carolina Wiring Service pertaining to the installation of a back-up generator for the Town Hall. The pricing and size options ranged from 24KW for \$22,000 to 48KW for \$32,000. He told the Board that he was going to reach back out to the vendor to get a revised estimate based on certain specifications he requested.

- 3. Fire Department:** Chief Burress presented a copy of the fire report for the month of August 2024. There were 6 service calls for the month. A detailed copy of the fire report is hereby attached to these minutes. There were 0 cemetery lots sold for the month of August 2024. A detailed copy of the cemetery report is hereby attached to the minutes.

The Chief informed the Board that he had received a shipment of 54 smoke detectors during the month. He asked them to please pass the message on to any citizens that might be interested in receiving one.

Included with the monthly fire report the Board received a copy of the FEMA grant proposal for the replacement of the SCBA & Cascade Air System. If awarded the FEMA grant the total cost impact to the town would be \$775.00.

- 4. Finance Department:** Ms. Keesler presented the financial report for the month of August 2024. The general fund had a loss of \$ 41,480.39. The electric fund had a gain of \$ 80,861.31 for the month. The water/sewer fund ended the month with a gain of \$ 35,176.40. The adjusted ending balance for the month of August is \$ 2,178,647.14. A Paid Check Report and Budget to Actual Report was also provided for the month of August. A detailed copy of the reports is hereby attached to the minutes.

The Auditor's 1<sup>st</sup> site visit for FYE 06/2024 took place on August 21, 2024. To date a follow-up site visit has not been scheduled.

Ms. Keesler proceeded to provide a status update on a couple of on-going and new proposed projects:

- (1) Waterline Improvement Project – The completion date has been moved back an additional year from August 1, 2024, to September 1, 2025. Delays are mainly due to shortage of surveyors available for the entire State of North Carolina. At the time of this meeting only ½ of the survey had been completed.
- (2) WWTP Improvement Project Funding – The town was recently approved funding for WWTP Improvement Project in the amount of \$6,280,240. The town was offered

\$2,000,000 principal forgiveness and \$1,085,803 State Reserve Grant. The remaining \$3,194,437 was awarded as CWSRF loan which is the town's portion. During the meeting held on 8/28/2024 the Wooten Company was asked to decrease the scope of the proposed project by at least 1 million to help lessen the financial impact on the town and its citizens. Commissioner Sugg also inquired about the possibility of extending the loan term from the standard 20-year term to 30 years which would also help alleviate some of the monetary impact on the town and citizens.

- (3) During that same meeting, the Wooten Company was asked if there were any funding options available for sewer collections improvements to which they replied that currently the Department of Environmental Quality (DEQ) has a Fall round of funding where applications are scheduled to close-out on September 30, 2024. If the town is interested in filing an application a Resolution will need to be adopted which will be discussed further down on the agenda.
- (4) Ms. Keesler informed the Board that she had received a copy of the closing settlement statement for parcel 107 W. Sater Street. Total payment by the buyer, Little Dumas LLC was \$8,888.72. The amount was distributed as \$988.72 going towards closing cost, attorney fees and cost of publication, \$5,136.58 paid to Edgecombe County for back taxes owed and the remaining \$2,763.42 went to the town.
- (5) The Fire Department requested a couple of items be declared surplus by the town so they could be donated to a local fire department and the community college. The items requested to be surplus are a positive pressure fan and about 3K of hose. Both items are at least over 20 years old and have been replaced through the NC State Fire Grant. Commissioner Webb made a motion to declare the 3K of hose and pressure fan as surplus items and allow them to be donated to a local fire department and community college. Commissioner Sugg seconded the motion. Motion carried.
- (6) Lastly, Ms. Keesler inquired as to whether the town would be holding a Christmas Parade this year. She explained that she had already been contacted by a couple of vendors who were inquiring. She told the Board that Kirby Fuller, who normally heads up the parade each year, has stated that he wants to step back a little. He doesn't mind using his contacts and helping but doesn't want to be the one responsible for heading up the entire thing. The Board agreed that they did want to go forward with a Christmas Parade this year and hopefully they will be able to get more volunteers to help.

## **H. Items for Discussion.**

### **1. Appointment to Community Development Advisory Board**

Mayor Harrell asked the Board to consider two new appointments to the Community Development Advisory Board. Mayor Harrell told the Board that Commissioner Taylor and herself met with JoAnn Smith and Stacy Staton both of which is very interested in serving on the Advisory Board. Commissioner Webb made a motion to appoint JoAnn Smith and Sarah Staton to the Community Development Advisory Board. Commissioner Sugg seconded the motion. Motion carried.

## **2. WWTP Improvement Project Update**

Commissioner Sugg provided a brief update on the WWTP Improvement Project. He went over some of the same items that the Finance Officer mentioned earlier but took time to elaborate on a few of them. He mentioned that the Wooten Company was asked to rescope the project to try to knock off at least a million dollars to help reduce some of the monetary impact on the town and citizens. The potential impact on the town would increase the annual debt payments by \$100,000 to \$150,000 while citizens would see a monthly increase of around \$11.00 on their bill. One option to lessen this monetary impact is to rescope the project and another option is to extend the loan term an additional 10 years. Commissioner Sugg also mentioned that he has invited the Wooten Company to appear before the Board at least quarterly to keep the town up to date on the projects.

## **3. Connect Community Event**

Commissioner Ransome wanted the town to sponsor a "Connect Community Event". The event would include a food truck rodeo, local farmers, and bouncy houses. The event is scheduled for October 12<sup>th</sup> from 12-6. The event is being held to help bring the community together. The cost to the town would be around \$1,000 - \$2,000 which will be used to help promote the event. The Board thought this would be a promising idea but would like to see an itemized budget for the event.

## **4. Any Other Business**

George Barnes invited the Board members to an event being held at Pines Chapel Church on September 21<sup>st</sup> from 12 -4. There will be food at the event and the public is welcome.

Commissioner Taylor asked Chief Harrell and the Town Attorney to look at three additional properties that she felt needed to be added to the original demolition/nuisance list. The properties are 109 Leisure Lane, 110 S. 11 Street, and a house on S. 5<sup>th</sup> Street.

The Attorney did address the property at 512 S. 2nd Street that was brought up at the last meeting. During that meeting the owners were told that the porch needed to be taken down and the yard cleared because of safety concerns. Since that meeting the porch has fallen completely down. The Attorney recommended he try to contact the property owner's attorney again to inform him that the porch and the yard must be addressed promptly, or the town will be forced to have these issues dealt with and the cost will be attached as a lien to the property so that it will be collected if the property is sold. Commissioner Sugg suggested the Town Attorney speak to the property owner's attorney and advise him of this and proceed to schedule a public hearing at the next meeting in case they don't comply. The Attorney suggested that the 308 and 310 E. Cobb properties owned by Bennett York also be added to the Public Hearing scheduled for the October meeting.

The Attorney and Chief Harrell discussed the property that was damaged in a fire. The owner has been told they need to tear the property down or have it repaired. They have

also discussed the property located at 206 S. 4<sup>th</sup> Street owned by Mrs. Day. Mrs. Day stated that she is getting financing to repair the property, but nothing has been done yet.

The Attorney told the Board that he has sent Odyssey a draft letter that needs to be mailed to the customer located behind Town Hall informing him that he is in violation of the zoning ordinance. The letter addresses that the auto parts stored beside the unit must be cleaned up.

**I. Action Items/New Business.**

**1. Adopt 2024 Collection System Improvement Project Resolution**

Commissioner Webb made a motion to adopt resolution to apply for funding of the 2024 Collection System Improvement Project and name the Mayor as the Authorized Representative which gives the authorization to execute and file an application on behalf of the town. Commissioner seconded the motion. Motion carried.

**2. Any Other Business**

There was no other business at this time.

**J. Executive Session.**

Commissioner Webb made a motion to go into Executive Session to discuss personnel matters. Commissioner Bullock seconded the motion. Motion carried.

Commissioner Webb made a motion to come out of Executive Session and go back into Regular Session. Commissioner Sugg seconded the motion. Motion carried.

**K. Adjournment**

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

Date: 10/11/2024

  
\_\_\_\_\_  
Mayor Brenda Harrell

ATTESTED:

  
\_\_\_\_\_  
Finance Officer/Town Clerk Tammy Keesler

# PINETOPS POLICE DEPARTMENT



Post Office Drawer C  
Pinetops, North Carolina 27864

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## Town of Pinetops Board Meeting 10-1-24

The Town of Pinetops Police Department reflects the following actions ranging from September 1, 2024 through September 30, 2024.

### Staffing

#### Police

We have six (6) active full-time officers.

We have hired a Cadet that will be attending Basic Law Enforcement Training (BLET) starting on October 4<sup>th</sup>, 2024. This will consist of approximately six (6) months of training, followed by three (3) months of field training. If he passes all of this, he will be sworn in as a police officer with our agency.

#### Communicators

We currently have a staff of five (5) communicators. This includes three (3) full-time and two (2) part-time.

One full-time communicator works days, Monday through Friday and also provides administrative support. The other two full-time are assigned to night shift and work on the same rotation as the officers. (12 hours shifts)

The part-time communicators mainly cover evening shifts on the weekdays (4 hours) and weekend days (12hours).

### Crime Statistics

In a range spanning from September 1, 2024 until September 30, 2024 the Town of Pinetops Police Department has answered and/or initiated **866 Official Police Actions**. Official police actions include all forms of police activity when an officer responded and/or took an official action. It does not include situations where advice was given over the telephone, delivering messages, handling internal police department matters, training, etc (See attached)

**Traffic**

**Vehicle Collisions**

1- Backing accident in the parking lot of Piggly Wiggly.

**Traffic Stops**

There were 37 traffic stops and 17 citations.

Chief Stacy Harrell



# Call Log Call Type Summary

Pinetops Police Department

09/01/2024 - 09/30/2024

<No Call Type Specified>	13	Accident - Traffic Accident	3
Alarm - Alarm Activation	11	All Other - All Other Complaints	34
Animal - Animal Complaints	5	Assault - Assault	1
B&E - Breaking and Entering	1	Bus-Ck - Business Check	538
COP - Field Interview / Community Policing	1	Counterfeit - Counterfeit	1
Damage - Damage to Property	1	Disturb - Disturbance	3
Domestic - Domestic	2	ECSO - Assist E.C.S.O.	4
EMS/Fire - Assist EMS / Fire Dept.	3	Escort - Escort	92
Follow-Up - Follow-Up Investigations	7	Intox-Sub - Intoxicated Subject	1
Juvenile - Juvenile Complaint	3	Larceny - Larceny	2
Mental - Mental	1	Motorist - Assist Motorist	2
Noise - Noise Complaint	1	Open Door - Open Door	1
Residence - Residence Check	61	Serv-War - Warrant Service	1
Status Check - Officer Status Check	4	Susp-Sub/Veh - Suspicious Subject / Vehicle	7
Tag - Ran DMV Tag for Officer	8	Traffic - Traffic Violations	2
Unlock Vehicle - Unlock Vehicle	4	Veh-Stop - Vehicle Stop	37
Well - Welfare Check	10	Z-PATROL - PATROL SPECIFIC ZONE/TARGET	1

Total Number Of Calls: 866





**Town of Pinetops**  
NORTH CAROLINA est. 1903

Post Office Drawer C

Pinetops, North Carolina 2786

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## **September 2024 Board Meeting Report**

### **Pinetops Public Works**

#### **Water & Sewer**

During the month of September our four wells combined pumped a total of 5.20 mg of water and 2.28 mg of water was treated at our wastewater treatment plant.

For the month of September we had one water leak.

This leak was on a ¾ service line under the roadway on Red Cardinal Ln. Customers on Red Cardinal Ln and Bobtail Ct. were without water for aproximatly an hour while repairs were completed.

We are still making progress on the service line inventory and will have everything completed before the October 16th deadline.

## **Electric**

During the month of September the Town of Pinetops experienced 1 power outage.

On Thursday September 12th an outage was reported in the area of Bennett Ln. The outage was result of a squirrel grounding out the high voltage transmission line. This outage affected customers in the area on Bennett Ln, 100 Block of E. Irwin and two residence on N. 3<sup>rd</sup> St. The outage affected customers for approximately an hour and was resolved by Pinetops Public Works Crew

On Friday September 20<sup>th</sup> I met Tom Hanson at ABB about another expansion of the plant. We looked over some options to reroute the main power transmission lines that are feeding the plant. The lines current location are in the way of the proposed expansion. This project is still in the early stages and I will be able to provide further details at a later date.

## **Sanitation**

During the month we took off 28.55 tons of garbage (\$2,027.05), 13.63 tons of yard waste (\$633.80), 5.6 tons of bulk items (\$397.60) and 4.2 tons of recycling.

Cody Lancaster

Public Works Supervisor

**TOWN OF PINETOPS  
FIRE/RESCUE  
DEPARTMENT OPERATIONS**

September 2024 Calls

In Town Fire Calls -----	1 (2 .5 Hour Fire Report)
In Town Medical Responder Calls-----	8
Total Calls-----	9
Training & Meetings Hours-----	288
Time required to generate reports filed with the NCDOT & other F.D. related work-----	9
Time needed to get NCDOT State Fire Grant items in service for new Engine-----	7
We have begun removing equipment off of old engine that will go onto new engine-----	5
Hours in preparation for ISO Inspection coming up in 9 months.-----	0
Total Hours-----	309

**\*\*Jobs Performed**

1. There were NINE Fire/Medical Responder Reports filed with the NC Department of Insurance this past month.
- 2.The Average number of responders at this months Medical Responder calls was FIVE.
- 3.The Average number of responders to this months Fire Calls was SEVENTEEN.
4. We have distributed 23 Smoke Detectors this month.
5. Worked with the individual that purchased the 1979 Fire Truck to get the process of picking it up and on the way to Roanoke Va. This is where the engine was first manufactured in 1979. It will be refurbished and put on display and also used in parades.
6. We are working to find another source of Smoke Detectors for our distribution program. Hopefully avoiding a cost to our program.

7. We have a Community Service Worker with 72 Hours that is being used at the Fire House & Cemetery currently.

8. We have been able to obtain 21 additional Smoke Detectors from the American Red Cross for distribution.

Total Fire & Medical Calls for 2024-----80

Fire & Medical Calls

Location Of Calls	Type of Call	Number of Responders	Response Time
1. 308 North Third Street	Fire Call	17	1.29
2. 311 Longwood Drive	Medical Responder	3	2.31
3. 306 East Pitt Street	Medical Responder	7	1.50
4. Devonshire Drive Bld.-2	Medical Responder	5	4.00
5. 809 Old Wilson Road	Medical Responder	6	4.07
6. 301 North Ninth Street	Medical Responder	4	2.14
7. 101 North Seventh Street	Medical Responder	2	3.10
8. 301 East Cobb Street	Medical Responder	5	2.00
9. 304 West Hamlet Street	Medical Responder	5	2.52

Town of Pinetops  
Monthly Cemetery Report  
September 2024

1. Lots sold to town residents-----	1
2. Lots sold to non-residents-----	0
3. Interment on previously sold lots-----	1
5. Sales Revenue--(In Town)-----	\$700.00
6. Sales Revenue--(Out of Town)-----	0
7. Total Revenue-----	\$700.00
8. Interments on newly sold plots-----	1
9. Total Interments for month-----	2

Site Work, Maintenance & Recording

1. Talked to family reference purchase of a plot.
2. Routine checks on cemetery.
3. Sold one lot, plotted and recorded it on map and name list. (Moore)
4. Recorded on map and name list previous interment not recorded. (Harrell)
5. Meet with Grave/Vault Instalation Service about grave preperation.

(Moore)

6. Plotted & Recorded interment on previously sold plot. (Griffin)

7. Talked to family reference information on plots & possible purchase of plots. (Daniels/Whitley)

8. Talked to family reference available plots near their current family plots. (Wooten/Daniels)

9. Talked to family reference rules on placement of headstone.

10. Ploted grave for placement of head stone.

11. Had a clean up of the cemetery at the end of September. A notice of the clean up was sent out in an "ALL CALL" prior to this being done.

12. Recorded six plots on the map and name list of previously sold sites that we had no record of. There was ten plots in this group and four plots were properly recorded on map and name list. (York)

13. Recorded six plots on the map and name list of previously sold sites. One interment had taken place on one plot, but recorded on the map in another plot. This was correcter. Two of these lots that were sold were part of a walkway. (Henderson)

Steve Burress

Cemetery Manager

252.813.6823