



TOWN OF PINE LEVEL
MINUTES OF REGULAR
BOARD OF COMMISSIONERS MEETING
JUNE 9, 2016
7:00 P.M.

CALL TO ORDER

Mayor Jeff Holt called a regular meeting of the Pine Level Board of Commissioners to order at 7:00 p.m. on Thursday, June 9, 2016 at the Pine Level Town Hall.

ROLL CALL

____ COMMISSIONER KAREN ANDERSON
 X COMMISSIONER GREG BAKER
 X COMMISSIONER JIMMY GARNER
 X COMMISSIONER PHIL PITTMAN
 X MAYOR JEFF HOLT

STAFF PRESENT

Town Attorney Frank Wood, Consultant Dan Simmons, Police Chief Keith Sparks, Public Works Supt. Ray Stuckey, Town Clerk Sharon Thompson

INVOCATION AND PLEDGE

Mayor Holt gave the invocation, remembering in particular the family of Jackie Owens, and Planning Board member Terry Rains led the Pledge of Allegiance.

APPROVAL OF AGENDA

MOTION TO APPROVE: Garner
SECOND: Pittman
VOTE: unanimous

APPROVAL OF MINUTES: 05-12-16

MOTION TO APPROVE: Pittman
SECOND: Garner
VOTE: unanimous

PUBLIC COMMENT

Mayor Holt asked if anyone had a comment they wished to make on any non-agenda item. Leo Creech, who is Pine Level Cubmaster, informed the board that he had the sign board ready to install at Overbee Apartments and he planned to have his scout group ready to put up the sign on Saturday morning at 10:00 a.m. He invited any of the board members to come out and join them and support the Cub Scouts. Mr. Creech also said that he is planning a flag retirement ceremony with the Scouts on Sunday afternoon, July 10th, at the American Legion building at 2:00 p.m. in the afternoon, and that anyone is welcome to come out and participate in that ceremony.

PUBLIC HEARING ON PROPOSED BUDGET FOR 2016-2017

The mayor then opened a required public hearing on the proposed budget for fiscal year 2016-2017, said hearing having been duly advertised on May 25, 2016 in *The Kenly News*. He began by explaining that the proposed tax rate remains the same, water and sewer rates are the same, and garbage rates are the same. He said no major capital outlay is planned for large equipment, although the town's garbage truck is running on borrowed time. He said the budget includes salary increases of 3% for employees. He said the town has newer and better vehicles in operation, that fuel charges remain lower, and that the facilities are in good shape. Commissioner Pittman agreed that the board has been frugal with the town's money and kept the tax rate at \$.44 for many years. But, he pointed out, that the police department was not approved for the grant to purchase new radios to work with the county system, and there will be a big amount of money that will have to be spent for the new radios, and he felt it would be best to increase the tax rate by \$.02 to give the town some leeway with the budget. Mayor Holt said that would mean a \$20.00 increase for citizens with \$100,000 in property values, while a \$.50 increase in the water rate per 1000 gallons would mean a yearly increase of \$24.00. Commissioner Garner pointed out that fund balance has been used to balance the town's budget and cover unplanned expenditures. Mayor Holt said they have also been talking about other issues, such as the water and sewer project to curb inflow and infiltration costs. Commissioner Pittman said the tax rate could not be changed at a later date in the year, while the other rates could be changed if necessary. Commissioner Baker asked if they were voting to adopt the budget tonight, or just discussing it. The mayor said they could adopt it tonight, or change it, or adopt it by July 1st. He asked if there were any other comments from the public. Terry Rains said that a two cent increase would not be that big a deal. Commissioner Baker asked about the grant that was turned down. Chief Sparks said if did not come from poor planning on the town's part, that they have been planning on changing the radios, so they can still communicate with the county system. He said the date had been moved up to comply with the radio change-over. Commissioner Pittman commented that a garbage truck is going to be needed in the near future too. Mayor Holt commented that they probably should have been going up a little on taxes all along, and setting aside the funds. There being no further comment, the board voted to close the budget hearing.

MOTION TO CLOSE HEARING: Garner

SECOND: Baker

VOTE: unanimous

The board then voted to increase the tax rate by two cents, from \$.44 to \$.46, and to adopt the budget as otherwise presented. A copy of the budget ordinance is included with and hereby made a part of these minutes by reference.

MOTION TO ADOPT: Pittman

SECOND: Garner

VOTE: unanimous

REPORTS FROM COMMITTEES

PLANNING BOARD: The board then considered a request from Edward and Mina Grey Crumpler to divide 23.98 acres on Evans Road and to cut out one acre to give to their grandchild. Mayor Holt said the Planning Board met earlier this evening and voted to recommend approval of the subdivision of property. He said the fact that the parcel was over five acres made the difference in the Crumpler request being a "major" subdivision. Mayor Holt thanked the Planning Board for meeting on the request and disposing of it in a timely manner. Then the board voted unanimously to accept the recommendation of the Planning Board and to approve the subdivision request for Edward and Mina Grey Crumpler. The mayor signed the appropriate maps for Merle Hall, who surveyed the property.

MOTION TO APPROVE: Garner

SECOND: Pittman

VOTE: unanimous

SENIORS GROUP: Nester McClain said the Seniors met this week and had a good meeting. Commissioner Pittman said that he talked with Mrs. Janice White and she asked that the town provide the meal for the seniors at their meeting on August 10. The clerk also pointed out that the financial report for the seniors group was included in tonight's agenda packets.

REPORTS FROM DEPARTMENTS

STREETS: Commissioner Baker. Everything okay. Glad to see Ray Stuckey back at work and attending the meeting.

RECREATION: Mayor Holt read the recreation report, and said that baseball and soccer are ending this week, and registration will begin for football, cheering and soccer, with a deadline of July 19. He commented that the July Fourth Celebration will be held on Saturday, July 2 at the recreation park. Commissioner Garner asked if the fire department will be on hand for the fireworks display. Paul Allen noted that they would have members on hand at the park

POLICE: Commissioner Garner. Police department was approved for a grant to purchase new weapons. They are still working to get approval for the other grant, if at all possible. School is now out at the elementary school, people should watch out for children who might be playing outside. Call 9-1-1 for any problems or suspicious activity.

WATER/SEWER: Commissioner Pittman. Talked with Dan Simmons and Ray Stuckey about water and sewer issues. Dan Simmons said they were looking to expand the sewer project to include replacing some older waterlines, adding a second well, and running town water in the lines to Firetower Road and Gor An Farm Road. He said the grant funds are gone for this year, so he would like to get the town's project submitted by October 1, 2016, to be eligible for the new grant money. Mayor Holt commented that the town's water lines were installed in the early 1950's, and the sewer was installed in the late 1970's.

FIRE DEPT: Paul Allen said they are training and running fire calls.

BUSINESS REGISTRATION ORDINANCE ADMINISTRATOR

The board unanimously agreed to name the Police Chief, Keith Sparks, as Administrator of the recently adopted Business Registration Ordinance, to be assisted by Police Sergeant, Ashley Woodard.

MOTION: Garner

SECOND: Pittman

VOTE: unanimous

NEW FLSA REGULATIONS FOR OVERTIME

Town Attorney Frank Wood explained that new overtime regulations will take effect December 1, 2016. Under the new regulations, an employee must be paid \$913 weekly, or \$47,476 yearly, or they cannot be exempted from overtime. If an employee works more than 40 hours in a week, they must be paid overtime at time and one/half or earn comp time off at the same rate. Commissioner Garner questioned how soon comp time must be used, and Commissioner Pittman asked if this was based on a calendar year or fiscal year. The board noted that there was still some time left before the December deadline.

BUDGET AMENDMENTS FOR 2015-2016

The board unanimously approved budget amendments for 2015-2016. A copy of the amendments is included with and hereby made a part of these minutes by reference.

MOTION: Garner

SECOND: Pittman

VOTE: unanimous

ORDINANCE TO REGULATE PARKING ON CRESCENT STREET

Mayor Holt stated that No Parking Signs have been erected along Crescent Street at the recreation park. He said the chief was planning to print a brightly colored one-time notice of violation to place on vehicles that are parked in that area, to give them a warning for the first time. The board then voted unanimously to adopt an Ordinance to Regulate Parking at the Recreation Park, a copy of which is included with and hereby made a part of these minutes by reference.

MOTION TO ADOPT: Baker
SECOND: Garner
VOTE: unanimous

UTILITY CUSTOMER SERVICE POLICY HANDBOOK

The board voted unanimously to adopt a policy handbook to define customer service practices. A copy of the handbook is included with and hereby made a part of these minutes by reference. The policy will become effective as of July 1, 2016. Mayor Holt said it was good to have written policies and procedures in place.

MOTION: Pittman
SECOND: Baker
VOTE: unanimous

DEP MUNICIPAL LIGHT CONVERSION PROGRAM

Next, the board considered a proposal from Duke Energy Progress to change out all the street lights in town to newer LED fixtures, which should last much longer and provide brighter service. There would be a charge of \$50 per light to change fixtures less than twenty years old, and no charge on the older fixtures. Of the town’s 249 lights, there would be a charge of \$3400 to change the 68 fixtures that are not twenty years old. However, DEP estimates that the town would save \$6463 on an annual basis with the new LED lighting, or 22%. The board agreed that the conversion program made good sense and voted unanimously to participate in the program. The DEP representative said that it probably be late this year or early 2017 before they would change out Pine Level’s lights, due to the positive response they have received already.

MOTION: Baker
SECOND: Pittman
VOTE: unanimous

AUDIT PROPOSALS

The board then reviewed findings from requests for audit proposals for 2015-1016. Mayor Holt said Pine Level worked with the towns of Princeton and Four Oaks to approach the accounting firms for proposals. He said Pine Level’s long time auditor, Keith Peedin, is retiring. Mayor Holt commented that many accounting firms do not perform municipal audits. There were six proposals returned, for the next three-year period:

Name of Firm	2015-16	2016-17	2017-18	AFIR
Andrew Harris, CPA Farmville, NC	\$9,900	10,400	10,900	included
Thompson, Price, Scott, Adams & Co. PA Wilmington, NC	10,000	10,000	10,000	
Denning, Herring, Sessoms & Company PA Clinton, NC	11,500	11,500	11,500	no
Petway, Mills & Pearson PA Zebulon, NC	13,000	13,000	13,000	\$500
Carr, Riggs & Ingram, LLC Raleigh, NC	15,000	15,375	15,760	
Bernard Robinson & Company, LLP Greensboro, NC	15,000	15,500	16,000	

The clerk reported that she met with Mr. Andrew Harris in Four Oaks, along with representatives from Princeton and Four Oaks, and they recommended that Mr. Harris be approved. The board voted unanimously to approve the proposal from Andrew Harris.

MOTION: Garner

SECOND: Pittman

VOTE: unanimous

ANNOUNCEMENTS

Mayor Holt commented that the annual celebration at the park for July Fourth is coming up on Saturday, July 2, 2016. He also said that he would be meeting in the near future, along with Dan Simmons and Commissioner Pittman, with various property owners about the possibility of purchasing one acre of land for a second well. Mr. Simmons said the property needs to be located near a sewer line.

MEETING ADJOURNED

There being no further business, the meeting adjourned at 7:55 p.m.

MOTION: Pittman

SECOND: Baker

VOTE: unanimous

TOWN CLERK

MAYOR