



**TOWN OF PINE LEVEL
MINUTES OF REGULAR
BOARD OF COMMISSIONERS MEETING
OCTOBER 12, 2020 at 7:00 P.M.**

CALL TO ORDER

Mayor Pro Tem Greg Baker called a regular meeting of the Pine Level Board of Commissioners to order at 7:00 p.m. on Monday, October 12, 2020.

ROLL CALL

X Mayor Jeff Holt

√ Commissioner Greg Baker

√ Commissioner Jimmy Garner

√ Commissioner Phil Pittman

√ Commissioner Bill Radford

STAFF PRESENT

Attorney Will Barham, Consultant Dan Simmons, Police Chief Ashley Woodard, Recreation Director Scottie Hayes, and Town Clerk Connie Capps

OTHERS PRESENT

None

INVOCATION & PLEDGE

Consultant Dan Simmons gave the invocation and Commissioner Radford led in the Pledge of Allegiance

APPROVAL OF AGENDA

Motion to Approve: Commissioner Pittman

Second: Commissioner Bill Radford

Vote: Unanimous

APPROVAL OF MINUTES- SEPTEMBER 14, 2020

Motion to Approve: Commissioner Bill Radford

Second: Commissioner Phil Pittman

Vote: Unanimous

PUBLIC COMMENT

None

PROCLAMATIONS

BREAST CANCER AWARENESS MONTH

Mayor Pro Tem Greg Baker read the Proclamation and stated that everyone remember that this month is Breast Cancer Awareness month and should remember those who are presently going through treatments and also ones who have been affected.

Motion to Adopt: Commissioner Bill Radford

Second: Commissioner Phil Pittman

Vote: Unanimous

DIAPER NEED AWARENESS MONTH

Mayor Pro Tem Greg Baker read the proclamation and stated that on the information submitted by the Junior Women's League of Smithfield a diaper drive will be held to benefit the partnership for children of Johnston County. Anyone wishing to make a monetary donation or donate diapers can contact: www.JWLSmithfield.com

Motion to Adopt: Commissioner Phil Pittman

Second: Commissioner Jimmy Garner

Vote: Unanimous

CAPITAL IMPROVEMENT PLAN

Consultant Dan Simmons stated that one of the requirements for the CDBG was to adopt a Capital Improvement Plan. After reviewing the Capital Improvement Plan that was presented, Commissioner Phil Pittman made a motion to adopt the plan and Commissioner Bill Radford seconded the motion. Motion passed unanimously. A copy of the Capital Improvement Plan is included and made a part of these minutes.

PUBLIC HEARING

At 7:15 p.m. a motion was made by Commissioner Jimmy Garner and seconded by Commissioner Bill Radford to close the regular meeting in order to hold a public hearing that was duly advertised in the Johnsonian News on September 30, 2020. The purpose of the hearing was for providing explanation and description of the Fiscal Year 2020 NC Department of Environmental Quality Community Development Block-Infrastructure Grant (CDBG-Title-1).

Commissioners present were: Mayor Pro Tem Greg Baker, Commissioner Jimmy Garner, Commissioner Phil Pittman and Commissioner Bill Radford.

Dan Simmons, Project Manager of McGill Associates PA was present to discuss the purpose of the public hearing for the Town of Pine Level's CDBG-Title 1 funding application. He stated that the purpose of the public hearing was to obtain citizen's views and to respond to funding

proposals and answer any questions posed by citizens. He also stated that the public hearing must cover the Town's community development needs, development of the proposed activities, and a review of program compliance before the submission of the Town's CDBG-I funding application to the state of North Carolina.

The Town proposes requesting funding from NCDEQ'S CDBG-Title 1 Program for Pine Level Well and Transmission Line Improvements Project. The proposed project will meet the following community and housing needs of the town by constructing a water supply well with treatment and transmission line connection to the distribution system that will improve the potable water supply for the residents of the Town of Pine Level. The well is located on the land donated by Jimmy Starling.

The purpose of the CDBG- Title 1 grant program is to improve the quality of life for low to moderate income people by providing a safe, clean environment and clean drinking water through water and sewer infrastructure improvements and extensions of service.

- To benefit a residential area where at least 51% of the beneficiaries are low to moderate income as defined by the United States Department of Housing and Urban Development.
- To perform eligible activities.
- To minimize displacement, and
- Provide displacement assistance as necessary.

For the fiscal year of 2020, the CDBG-Title 1 funding available is expected to be \$25 million dollars, and reach the maximum available grant \$2.0 million over a 3-year period. Applications for funding are received November 23, 2020.

The CDBG program is able to fund a wide variety of community development activities. The State of North Carolina has chosen to fund several activities: water and sewer infrastructure, neighborhood revitalization, COVID-19 related projects, and economic development projects that lead to job creation or retention. The infrastructure program, or CDBG-Title 1 program can fund a range of water and sewer infrastructure and economic development activities, including, but not limited to the following:

Water:

- Projects that resolve water loss in distribution systems.
- Projects that extend public water to areas with contaminated wells.
- Projects that extend water lines to areas with dry wells.
- Projects that assist with low water pressure in public water systems.
- Projects that regionalize two or more water systems.
- Projects that rehabilitate or replace a water treatment plant.

Wastewater:

- Projects that resolve inflow and infiltration to collection systems and surcharges from pump stations and manholes.
- Projects that extend public sewer to areas with failed septic tanks.
- Projects that rehabilitate a wastewater treatment plant to allow for greater efficiency/compliance with regulations.

The Town is seeking an amount in CDBG-Title 1 funds not to exceed \$2,000,000 for Pine Level Well and Transmission Line Improvements Project. The purpose of the Town's request is to construct a water supply well with treatment and transmission line connection to distribution system that will improve the potable water supply for the residents of the Town of Pine Level.

The project proposed by the Town of Pine Level was identified in FY 2020 Capital Improvement Plan. Informal community meetings were held in the project area to inform citizens of the potential project and get feedback from the residents.

A total of 100% of the CDBG-Title 1 funding will be used to benefit Low to Moderate Income (LMI) people. The project area in the Town of Pine Level has been determined to have an area-wide benefit of 58.38%. The project area includes the boundaries of Pine Level, NC including all residences of the Town of Pine Level and served by the Town of Pine Level public water distribution system.

The range of activities covered by the CDBG-Title 1 funds for the Pine Level Well and Transmission Line Improvements Project includes:

- Construction
- Environmental Review
- Engineering Design
- Construction Administration and Observation
- Legal Activities
- Surveying
- Grant Administration

If the Town of Pine Level is awarded a CDBG-Title 1 grant, the town is required to adhere to federal procurement requirements and other federal regulations which include:

- American with Disabilities Act/Section 504 Survey
- Davis-Bacon & Related Labor Acts
- Adoption/Submittal of a Citizen's Participation Plan
- Adoption/Submittal of an Equal Opportunity Plan
- Adoption/Submittal of a Fair Housing Plan
- Adoption/Submittal of a Language Access Plan
- Adoption/Submittal of a Relocation Assistance Plan
- Adoption/Submittal of a Section 3 Plan
- Excess Force Provision

The State of North Carolina requires that if the Town of Pine Level receives CDBG grant funding that the town will certify that they will comply with the requirements of the general displacement and relocation policy for CDBG grant funding. This policy assists low to moderate income people with costs associated with relocation or displacement, should such relocation become necessary due to the project activities. CDBG funds can be used for those costs, if necessary. If no displacement and relocation will occur as a result of the proposed CDBG grant activity, then the Town of Pine Level confirms that during this public hearing.

The Town will submit its CDBG-Title 1 application for the Pine Level Well and Transmission Line Improvements Project on November 23, 2020. The CDBG -I application will be available for review during normal business hours at the Pine Level Town Hall, 306 East Brown Street, Pine Level, North Carolina. Additional information is available from Mayor Jeff Holt at 919-965-3041. Should you have any complaints or grievances regarding the subject public hearing, they should be addressed to the addressee mentioned above within 10 business days or by October 26, 2020 and written complaints and/or grievances will be sent by the Town within 10 business days, where practicable.

During the hearing the board asked several questions concerning the grant and Dan answered those questions.

Motion to submit and proceed with the CDBG grant: Commissioner Pittman

Second: Commissioner Bill Radford

Vote: Unanimous

Motion to close public hearing and open the regular meeting: Commissioner Jimmy Garner

Second: Commissioner Phil Pittman

Vote: Unanimous

COMMITTEE REPORTS

Planning Board

The board approved the following planning board appointments:

Cecelia M. Joyner and Trent Broadwell as in-town alternate members-terms to expire October 31, 2023.

Kevin Kornegay as an in-town alternate-term to expire October 31, 2021.

Recommended approval to JC Board of Commissioners for Tonia Hill as an ETJ member-term to expire October 31,2023.

Motion to approve: Commissioner Jimmy Garner

Second: Commissioner Bill Radford

Vote: Unanimous

By a recommendation from the Planning board, the town board called for a public hearing to be held on Monday, November 9, 2020 at 7:00 p.m. to amend the Subdivision Ordinance to include and follow the current NC State Fire Code Regulations Appendix B, C, and D and any future revisions, for all minor and major subdivisions.

Motion to approve: Commissioner Jimmy Garner

Second: Commissioner Phil Pittman

Vote: Unanimous

DEPARTMENT REPORTS

Street- Mayor Pro Tem Baker stated that Ray was not present and he didn't have anything to report.

Water/Sewer-Commissioner Phil Pittman reported on a few leaks. It was stated that the Water & Sewer Project was supposed to start today but was delayed.

Recreation- Scottie Hayes reported that kids are now playing t-ball and soccer and they are glad to be playing. He also reported that the pole light at the park that was damaged during the storm had been repaired.

Scottie informed the board that he was waiting on sending out basketball registration forms due to waiting on Johnston County to release information on the use of the facilities.

Scottie stated that the turkey shoots are usually held in November. He said they are being planned, but no definite dates have been set as of today. He said the board needed to discuss Halloween. Commissioner Phil Pittman stated that many towns are not having trick-or-treating this year due to social distancing. He said the CDC has suggested alternative Halloween ideas instead of trick or treating. After some discussion the board agreed to state that the Town of Pine Level encourages everyone to follow the CDC guidelines if trick-or-treating this year.

Motion by: Commissioner Phil Pittman

Second: Commissioner Jimmy Garner

Vote: Unanimous

Mayor Pro Tem Greg Baker stated a decision needed to be made concerning the fireworks and the Christmas parade. The board decided to table these items until the November meeting.

Police - Chief Woodard stated that the police received a grant to receive new body cameras and cameras for the patrol cars. He also stated that he was compiling a list to send to Gov Deals. Chief Woodard reminded everyone that the polling place to vote this year would be at the Pine Level Elementary School gymnasium.

Staff – Town Clerk Connie Capps informed the board that Officer Tyler Hicks had 42.80 hours of sick time from when he worked in Goldsboro that he would like to transfer.

Motion to approve transfer: Commissioner Jimmy Garner

Second: Commissioner Phil Pittman

Vote: unanimous

Connie Capps also reported on the board's request to using Calling Post. Commissioner Jimmy Garner stated that he felt that putting the information on the town's website and Facebook would be a faster way to inform the residents. Commissioner Baker stated since there was no contract to be signed, it is good to have if we ever needed to use it.

Mayor Pro Tem Greg Baker informed the board that Triangle J Council of Government offers assistance to towns that are experiencing rapid growth. He stated that it would be beneficial to use their services in the planning and zoning department. The board agreed.

The board next discussed whether to open the front doors of the town hall for customers. After some discussion the board agreed to keep the doors closed for now and review this again in November.

UNFINISHED BUSINESS

None.

MEETING ADJOURNED

There being no further business to discuss the meeting adjourned at 7:45 p.m.

Motion: Commissioner Phil Pittman

Second: Commissioner Garner

Vote: Unanimous

Connie N. Capps

Town Clerk

Jeff Holt, Mayor