

Mayor  
Jeff Holt

Mayor Pro-Tem  
Greg Baker

Board of Commissioners  
Jimmy Garner  
Phil Pittman  
Bill Radford



Town Clerk  
Connie N. Capps

Police Chief  
Ashley Woodard

Public Works Supt.  
Ray Stuckey

Rec. Coordinator  
Scottie Hayes

**TOWN OF PINE LEVEL  
MINUTES OF REGULAR  
BOARD OF COMMISSIONERS MEETING  
FEBRUARY 14, 2022**

**CALL TO ORDER**

Mayor Jeff Holt called the regular meeting of the Pine Level Town Board of Commissioners to order at 7:00 p.m. on Monday, February 14, 2022 at the Pine Level Town Hall.

**ROLL CALL**

✓ Mayor Jeff Holt  
✓ Commissioner Greg Baker  
✓ Commissioner Jimmy Garner  
✓ Commissioner Phil Pittman  
✓ Commissioner Bill Radford

**STAFF PRESENT:** Attorney Chip Hewett, Consultant Dan Simmons, Police Chief Ashley Woodard, Recreation/Zoning Director Scottie Hayes, Public Works Supt. Ray Stuckey, Finance Consultant Marla Ashworth, and Town Clerk Connie Capps.

**INVOCATION & PLEDGE**

The invocation was led by Mayor Jeff Holt.  
The Pledge was led by Police Chief Ashley Woodard.

**AGENDA APPROVAL**

Mayor Holt stated he would like to amend the agenda to add under New Business item (B) Request for Qualifications for Engineers, and Commissioner Phil Pittman stated he would like to add item (C) Pine Level Post Office.

Motion to approve: Commissioner Jimmy Garner

Second: Commissioner Bill Radford

Vote: Unanimous

**MINUTES- JANUARY 10, 2022 AND SPECIAL MEETING ON FEBRUARY 3, 2022**

Motion to approve: Commissioner Phil Pittman

Second: Commissioner Jimmy Garner

Vote: Unanimous

**PUBLIC COMMENT**

None

## **COMMITTEE REPORTS**

**Planning Board** – Mayor Holt stated that TJCOG intern Curtis Lee has been working on a Comprehensive Land Use Plan. He said the plan will inform and guide decision making and development in the Town of Pine Level over the coming years. He said we need feedback from the town board and citizens to help with drafting a plan by filling out a survey. He said the survey will show what we all would like the Town of Pine Level to look like in the future. He suggested the board review the draft survey and offer their feedback at the March meeting.

## **DEPARTMENT REPORTS**

**Recreation**- Commissioner Bill Radford gave the recreation report due to Scottie Hayes was attending the basketball games. He reported that the basketball games will be finishing up the end of February. He also stated that registration for Spring sports has begun and will continue to the end of February. He said the recreation committee is still selling raffle tickets for the 50/50 drawing. Commissioner Radford also reported that one shelter at the park has been replaced and we will begin working on several others in the coming months. He said he had spoken with a Lions Club member concerning the shelter at the park and they have committed to helping with the project. Finance Consultant Marla Ashworth stated that the town would soon be receiving the State appropriation of \$75,000.00 that was designated for the concession stand. Commissioner Radford also stated that last week the town had some trees cut down on the front side of the park and that it looked good.

Mayor Holt informed the board of an Outdoor Lighting Service Agreement that was provided by Brandon Washington from Duke Energy. Mr. Washington submitted a quote for the replacement of lights at the park to LED lights, including cost, terms, and conditions, to be installed at the Sam Godwin Recreation Park. The cost would be approximately \$80 more each month. Commissioner Jimmy Garner made a motion to move forward on the lighting request and Commissioner Greg Baker seconded the motion. The motion passed by unanimous vote. (The Outdoor Lighting Agreement is included and made a part of these minutes).

## **WATER/SEWER**

Mayor Holt stated that in July, 2003 the town board had adopted a Utility Fees Rate Schedule. He said due to the cost of obtaining additional sewer capacity from Johnston County, the town will pass along this fee increase to future developers. This is a one-time fee per lot called a System Development Fee. The board reviewed the proposed Utility Fees Schedule. Mayor Holt stated that the biggest change is the System Development Fee for sewer. These fees would apply to future subdivisions and private residential lots and commercial lots. Mayor Holt stated that Scottie's Ridge Subdivision is the only subdivision that has already been permitted and will not be subject to the new System Development Fees. Consultant Dan Simmons also stated that a construction plan for Scottie's Ridge Subdivision had been submitted and approved by Johnston County. Mayor Holt stated that Pinecrest Subdivision will be subject to the new fees. He also stated that Phase 1 and Phase 2 of Starfield Acres have been completed, but if they begin a Phase 3 then they would be subject to these new fees.

A question was asked as to what point in the process of development would the town collect the System Development Fees. Mayor Holt stated when the Final Plat is approved and the mylar is submitted to the town for signature, that is when the System Development Fees must be paid. Commissioner Jimmy Garner questioned when would the town pay Johnston County for the extra sewer capacity. The board was not sure but thought it would be annually. Attorney Chip Hewett stated that the County is not ready to present the Final Draft of the Agreement, but it should be soon. The board agreed that when a

developer applies for a zoning permit, the town should collect the sewer capacity fees. The board agreed that a statement should be placed on the zoning permit for the sewer capacity fees paid. A motion was made by Commissioner Bill Radford to adopt the new Utility Fees Schedule to be effective as of February 15, 2022. Commissioner Greg Baker seconded the motion. Motion passed by unanimous vote. A copy of the Utility Fees Schedule is included and made a part of these minutes.

Consultant Dan Simmons reported that the town will have a loan closing on February 24<sup>th</sup> and that the town was good with the Railroad. He said it has taken eight months to receive the wet well we ordered, but we have now received it. Public Works Supt. Ray Stuckey asked if the men could begin working now since the paperwork for the railroad was complete. Consultant Marla Ashworth said they could not, that it could be a couple of weeks due to a process that would have to be followed. Mayor Holt stated he would contact the railroad tomorrow for a possible date to begin.

**STREETS-** Commissioner Greg Baker said he had received three complaints on some potholes on the town streets. He thanked Ray Stuckey for handling those repairs. Commissioner Bill Radford stated that the men have done a good job of keeping the streets in good shape during this water and sewer project.

**POLICE-** Chief Ashley Woodard reported that the department had taken care of a few dog complaints this month. He also said he had discussed with Zoning Administrator Scottie Hayes if there was anything in the zoning ordinance concerning the placement of dumpsters and porta potties while construction was going on in the town. He said it has not been a problem in the past, but could be in the future.

**FIRE DEPT.** There was no one present on behalf of the fire department.

**STAFF REPORT-** Town Clerk Connie Capps presented the following for adoption:

(1) The 2021 General Records Schedule for Local Government Agencies and (2) The 2021 Program Records Schedule for Local Government Agencies Revised October 1, 2021.

Motion to Adopt: Commissioner Greg Baker

Second: Commissioner Bill Radford

Vote: Unanimous

(2) Resolution Making Certain Findings with respect to the issuance of Town of Pine Level, North Carolina Water and Sewer Revenue Bonds.

Motion to Adopt: Commissioner Phil Pittman

Second: Commissioner Greg Baker

Vote: Unanimous

(3) Series Resolution Providing for the Issuance of Water and Sewer System Revenue Bond of the Town of Pine Level.

Motion to Adopt: Commissioner Bill Radford

Second: Commissioner Phil Pittman

Vote: Unanimous

(4) Conflict of Interest Policy

Motion to Adopt: Commissioner Bill Radford

Second: Commissioner Greg Baker

Vote: Unanimous

(5) Budget Amendments

Motion to approve: Commissioner Phil Pittman

Second: Commissioner Bill Radford

Vote: Unanimous

Town Clerk Connie Capps also informed the board of an Ethics Training class for Elected Officials that will be held online Thursday, May 26, 2022 from 10:00 a.m. to 12:00. She said registration would open soon and ask that the board keep this date available for training.

**UNFINISHED BUSINESS – None**

**NEW BUSINESS- BOY SCOUT HUT**

Mayor Holt said at the present time there are no Boy Scouts using the Scout Hut but we have about 48 Cub Scouts that currently use it. He said there is a concern that if the Boy Scouts would ever lose their charter, the Boy Scout Hut would revert back to the Camp Tuscarora Council and they could do whatever they wanted to with it. Mayor Holt stated that if this should ever happen in the future, the Cub Scouts and Boy Scouts would not have a place to hold their meetings. He said Attorney Chip Hewett looked into the situation and found that there were three Trustees listed on the deed but only one Trustee is living which is Bill Radford. He stated that two more trustees would need to be appointed to be able to transfer the property over to the Town of Pine Level. He stated this would be good for historical purposes. The board agreed they would like the Town of Pine Level to obtain ownership of the Boy Scout Hut. Mayor Holt stated that if the town takes ownership of the Scout Hut the Scouts would maintain it as long as they meet. Commissioner Jimmy Garner made a motion for Attorney Chip Hewett to proceed with the Town to have ownership of the Boy Scout Hut and Commissioner Greg Baker seconded the motion. The motion passed by unanimous vote.

**RFQ'S FOR CIVIL ENGINEERING SERVICES**

Mayor Holt stated that at the last meeting the board discussed creating solicitations for Requests for Qualifications for Civil Engineering Services. He said anyone can make application to the town to be our official consulting firm and submit a proposal to work with the town. Commissioner Jimmy Garner made a motion to proceed and Commissioner Greg Baker seconded the motion. The motion passed by unanimous vote.

**POSTAL SERVICE**


Commissioner Phil Pittman stated that the citizens of Pine Level have had a conflict with the US Postal Service for many years concerning mail and addressing. He said for instance, if a citizen typed in a physical address that is located in the city limits of Pine Level on Google, it would display that address as a Selma address and zip code. He said that if you live on a state road in the city limits of Pine Level you can place a mailbox at the road and your physical address would be considered in Selma also. He said we have tried to explain this to the postal service for many years to get this changed to be under the zip code for Pine Level which is 27568. Town Clerk Connie Capps stated that when people move to Pine Level, we encourage everyone to get a post office box. Attorney Chip Hewett stated this was a federal issue. He suggested the board contact Congressman David Rouzer for assistance. He said Mr. Rouzer assisted the Town of Archers Lodge in establishing their zip code and was successful.

MAYOR'S MINUTE - None

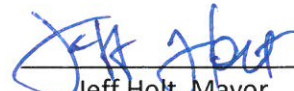
ANNOUNCEMENTS – None

ADJOURNMENT

There being no further business to discuss, Commissioner Bill Radford made a motion to adjourn the meeting at 7:55 p.m. Commissioner Phil Pittman seconded the motion. The motion passed by unanimous vote.

  
\_\_\_\_\_  
Connie N. Capps, Town Clerk



  
\_\_\_\_\_  
Jeff Holt, Mayor



**TOWN OF PINE LEVEL  
BUDGET AMENDMENTS  
FEBRUARY 14, 2022**

<b>G/L CODE</b>	<b>DESCRIPTION</b>	<b>CURRENT BUDGET</b>	<b>INCREASE</b>	<b>DECREASE</b>	<b>NEW BUDGET</b>
<b>GENERAL FUND</b>					
Expenditures:					
10-6010-5500	JULY 4TH ACTIVITIES	\$ 10,250.00	\$ 509.00		\$ 10,759.00
10-6010-9900	CONTINGENCY	\$ 20,000.00		\$ 509.00	\$ 19,491.00
10-6210-5700	MISCELLANEOUS	\$ 1,200.00	\$ 300.00		\$ 1,500.00
10-6210-6200	CODE ENFORCEMENT	\$ 250.00	\$ 170.00		\$ 420.00
10-6201-7400	CAPITAL OUTLAY	\$ 15,000.00	\$ 10,358.00		\$ 25,358.00
10-6210-9900	CONTINGENCY	\$ 13,350.00		\$ 10,828.00	\$ 2,522.00
	Total General Fund Amendments	\$ 60,050.00	\$ 11,337.00	\$ 11,337.00	\$ 60,050.00
<b>WATER FUND</b>					
Revenues"					
30-3414-0000	APPROP FUND BALANCE	\$ -	\$ 19,343.00		\$ 19,343.00
Expenditures:					
30-7110-1500	M&R BUILDING & GROUNDS	\$ 5,328.00		\$ 671.00	\$ 4,657.00
30-7110-1700	FILTER/VALVE REPLACEMENT	\$ -	\$ 350.00		\$ 350.00
30-7110-2000	SOFTWARE ANNUAL SUPPORT	\$ 1,500.00	\$ 671.00		\$ 2,171.00
30-7110-3300	SUPPLIES	\$ 1,000.00	\$ 650.00		\$ 1,650.00
30-7110-5400	INSURANCE	\$ 14,000.00		\$ 1,350.00	\$ 12,650.00
30-7110-5700	MISCELLANEOUS	\$ 500.00	\$ 350.00		\$ 850.00
30-7110-7000	M&R-WATERLINE	\$ 15,000.00	\$ 19,343.00		\$ 34,343.00
	Total Water Fund Amendments	\$ 37,328.00	\$ 21,364.00	\$ 2,021.00	\$ 56,671.00
<b>SEWER FUND</b>					
Expenditures:					
40-9110-2000	SOFTWARE ANNUAL SUPPORT	\$ 2,000.00	\$ 171.00		\$ 2,171.00
40-9110-3300	SUPPLIES	\$ 500.00	\$ 1,642.00		\$ 2,142.00
40-9110-6000	TREATMENT CHARGES	\$ 390,000.00		\$ 18,525.00	\$ 371,475.00
40-9110-7100	SEWER LINE CONSTRUCTION	\$ -	\$ 5,680.00		\$ 5,680.00
40-9110-7400	CAPITAL OUTLAY	\$ 12,000.00	\$ 18,525.00		\$ 30,525.00
40-9110-9900	CONTINGENCY	\$ 7,493.00		\$ 7,493.00	\$ -
		\$ 411,993.00	\$ 24,205.00	\$ 7,493.00	\$ 411,993.00

**Mayor**  
Jeff Holt

**Mayor Pro-Tem**  
Greg Baker

**Board of Commissioners**  
Jimmy Garner  
Phil Pittman  
Bill Radford



**Town of Pine Level**

**Town Clerk**  
Connie N. Capps

**Police Chief**  
Ashley Woodard

**Public Works Supt.**  
Ray Stuckey

**Rec. Coordinator**  
Scottie Hayes

## Conflict of Interest Policy

The purpose of the following policy and procedures is to prevent the personal interest of staff members, officers, and board members of the Town of Pine Level from interfering with the performance of their duties to the Town of Pine Level, or resulting in personal financial, professional, and/or political gain on the part of such persons at the expense of Town of Pine Level

**Definitions:** Conflict of Interest (also Conflict) means a conflict, or the appearance of a conflict between the private interests and official responsibilities of a person in a position of trust. Persons in a position of trust include staff members, officers, and board members of the Town of Pine Level. Governing Board (also board) means the board of directors. Director means an individual member of the board of directors. Staff member means a person who receives all or part of his/her income from the payroll of Town of Pine Level

### Policy:

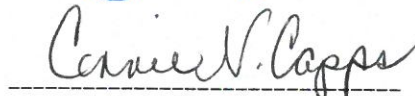
1. Full disclosure, by notice in writing, shall be made by the interested parties to the full Board of Commissioners in all conflicts of interest, including but not limited to the following:
  - a) A director is related to another director.
  - b) A director is related to a staff member.
  - c) A director is also a staff member.
  - d) A staff member in a supervisory capacity is related to another staff member whom he/she supervises.
  - e) A director or staff member receives payment from Town of Pine Level for any contract, subcontract, goods, or services other than as part of his/her regular job responsibilities or as reimbursement for reasonable expenses incurred as provided in the bylaws and board policy.
  - f) A director or staff member is a member of the governing body of a contributor to Town of Pine Level
  - g) A director or staff member may have personal, financial, professional, or political gain at the expense of Town of Pine Level
  - h) A director or staff member engages in activities that may cause a loss of public credibility in Town of Pine Level or create a public impression of impropriety.
2. Following full disclosure of a possible conflict of interest or any condition listed above, the board of directors shall determine whether a conflict of interest exists and, if so, the board shall vote to authorize or reject the transaction and/or condition. Both votes shall be by a majority vote without counting the vote of any interested director, even if the disinterested directors are less than a quorum, provided that at least one consenting director is disinterested.
3. An interested director, officer, or staff member shall not participate in any discussion or debate of the board of directors, or of any committee thereof, in which the subject of discussion is a contract, transaction, or situation in which there may be a conflict of interest.

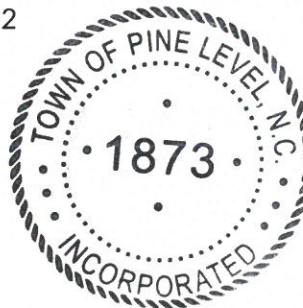


4. No director, officer, or staff member shall participate in the selection, award, or administration of a procurement transaction in which federal or state funds are used, where to his/her knowledge, any of the following has a financial interest in that transaction: (1) the staff member, officer, or director; (2) any member of his/her immediate family; (3) his/her partner; (4) an organization in which any of the above is an officer, director, or employee; or (5) a person or organization with whom any of the above is negotiating or has any arrangement concerning prospective employment.
5. Existence of any of the above-listed conditions shall render a contract or a transaction voidable unless full disclosure of personal interest is made in writing to the board of directors and such transaction was approved by the board in full knowledge of such interest.
6. The disinterested directors are authorized to impose by majority vote other reasonable sanctions as necessary to recover associated costs against a director, officer, or staff member for failure to disclose a conflict of interest as described in Paragraph 1 or for any appearance of a conflict.
7. Appeal from sanctions imposed pursuant to Paragraph 5 and 6 above shall be prescribed by law in those courts of the State of North Carolina with jurisdiction over both the parties and the subject matter of the appeal.
8. In the event that Town of Pine Level has incurred costs or attorney fees as a result of legal action, litigation, or appeal brought by or on behalf of an interested director or staff member due to a conflict of interest and consequent sanctions and in the event that Town of Pine Level prevails in such legal action, litigation, or appeal, Town of Pine Level shall be entitled to recover all of its costs and attorney fees from the unsuccessful party.
9. A copy of this policy shall be given to all directors, officers, and staff members upon commencement of such person's relationship with Town of Pine Level. Each board member, officer, and staff member shall sign and date the policy at the beginning of his or her term of service or employment and each year thereafter. Failure to sign does not nullify the policy.

Adopted this 14<sup>th</sup> day of February, 2022

  
\_\_\_\_\_  
Jeff Holt, Mayor

  
\_\_\_\_\_  
Connie N. Capps, Town Clerk



*To ensure the policy is being regularly enforced and monitored for compliance, the Mayor shall remind board and staff members of the policy annually by email and shall require board and staff members to disclose annually any interests that may give rise to conflict.*

**Use the section below to disclose any interests that may give rise to conflict:**



Mayor  
Jeff Holt

Mayor Pro-Tem  
Greg Baker

Board of Commissioners  
Jimmy Garner  
Phil Pittman  
Bill Radford



Town Clerk  
Connie N. Capps

Police Chief  
Ashley Woodard

Public Works Supt.  
Ray Stuckey

Rec. Coordinator  
Scottie Hayes

RES-02-2122-002

**A RESOLUTION TO: (1) ADOPT THE 2021 GENERAL RECORDS SCHEDULE FOR LOCAL GOVERNMENT AGENCIES; AND (2) ADOPT THE 2021 PROGRAM RECORDS SCHEDULE FOR LOCAL GOVERNMENT AGENCIES**

WHEREAS, the North Carolina Department of Natural and Cultural Resources, Division of Archives and Records, Government Records Section has published the 2021 General Records Schedule and Program Records Schedule for Local Government Agencies, which supersede the 2012 Municipal Schedule and the 2019 Local General Schedule;

AND WHEREAS, G.S. §132-3 require a municipality to approve the schedule in order to conduct routine disposal of records which must otherwise be retained without specific permission for disposal by the Division of Archives and Records;

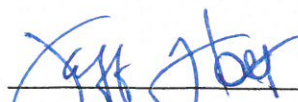
AND WHEREAS, the document attached to this Resolution is the form acknowledging the approval of the schedule as required by the Division of Archives and Records, Government Records Section;

AND WHEREAS, to reduce the burden and costs of record retention and maintain efficient Town records management, the Town Council finds and determines that this Resolution should be approved;

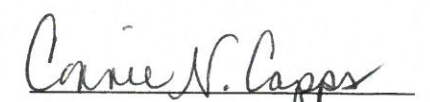
NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF PINE LEVEL THAT:

The Town of Pine Level 1) Adopts the 2021 General Records Schedule for Local Government Agencies; and 2) adopts the 2021 Program Records Schedule for Local Government Agencies.

This the 14<sup>th</sup> day of February, 2022

  
Jeff Holt, Mayor



  
Connie N. Capps, Town Clerk

THE BOARD OF COMMISSIONERS  
TOWN OF PINE LEVEL, NORTH CAROLINA

Excerpt of Minutes  
of Meeting of  
February 14, 2022

Present: Mayor Jeff Holt presiding, and

Commissioners: Greg Baker, Jimmy Garner, Phil Pittman, Bill Radford

Absent: None

\* \* \* \* \*

Mayor Jeff Holt introduced the following resolution which was read:

RESOLUTION MAKING CERTAIN FINDINGS WITH  
RESPECT TO THE ISSUANCE OF TOWN OF PINE LEVEL,  
NORTH CAROLINA WATER AND SEWER REVENUE  
BONDS;

WHEREAS, the Town of Pine Level, North Carolina (the "Town"), is authorized by The State and Local Government Revenue Bond Act, General Statutes of North Carolina, Section 159-80 *et seq.* (the "Act"), to issue, subject to the approval of the Local Government Commission of North Carolina, at one time or from time to time revenue bonds and revenue refunding bonds of the Town for the purposes as specified in the Act; and

WHEREAS, the Town has determined to issue its Water and Sewer Revenue Bonds, Series 2022 (the "Bonds") pursuant to Bond Order adopted July 13, 2020, in an aggregate principal amount not to exceed \$2,020,000 for the purpose of financing, in part, improvements to the Town's water distribution system and sewer system as described in the Series Resolution of the Town adopted on July 13, 2020; and

WHEREAS, the Local Government Commission of North Carolina has approved the application of the Town for the issuance of revenue bonds in an amount not exceeding \$2,020,000 for

the purpose described in the Bond Order and Series Resolution of the Town and requests the Town to make certain findings with respect to the Bonds consistent with the Act;

NOW, THEREFORE, the Board of Commissioners of the Town of Pine Level, meeting in regular session on February 14, 2022, does the following:

THE BOARD OF COMMISSIONERS OF THE TOWN OF PINE LEVEL, NORTH CAROLINA, MAKES THE FOLLOWING FINDINGS OF FACT:

1. The Town hereby finds that the Bonds are both necessary and expedient to finance the cost of improving its water and sewer system including, but not limited to, improvements to its water distribution system and the acquisition, construction and installation of water and sewer lines and the installation of equipment (the "Project").
2. The Town hereby finds that the Project is feasible.
3. The Town hereby finds that the amount of debt to be incurred in connection with the Project and the fees to be paid in connection therewith are sufficient but not excessive for the purpose of acquiring, constructing and installing the Project by paying debt service on the Bonds.
4. Facts supporting the conclusion that debt management policies have been carried out in compliance with the law and reasonable assurances that compliance with the law will henceforth be carried out are as follows:
  - (a) The Local Government Commission has taken no action against the Town, nor found the Town to have acted improperly in debt management.
  - (b) The Town has not defaulted on any debt obligation.
  - (c) The Town follows the debt management guidelines of the North Carolina Local Government Commission

5. Town hereby finds that the interest rate for the Bonds proposed by the purchaser thereof (1.75%) is reasonable.

6. This resolution shall take effect immediately.

Commissioner Phil Pittman moved the passage of the foregoing resolution, Commissioner Greg Baker seconded the motion, and the resolution was passed by the following vote:

Ayes: Greg Baker, Jimmy Garner, Phil Pittman, Bill Radford

Nays: None

Not Voting: None

\* \* \* \* \*



I, Connie N. Capps, Clerk to the Town of Pine Level, North Carolina, DO HEREBY CERTIFY that the foregoing is a true and complete copy of so much of the proceedings of the Commissioners for said Town at a regular meeting duly called and held on February 14, 2022, as it relates in any way to the Bond Order and Series Resolution hereinabove set forth, and that said proceedings are recorded in Minute Book No. \_\_\_\_\_ of the minutes of said Commissioners.

Pursuant to NCGS § 143-318.12, a current copy of a schedule of regular meetings of this Board is on file in my office.

WITNESS my hand and the official seal of the Town this 14th day of February, 2022.

(SEAL)



Connie N. Capps  
Clerk  
Town of Pine Level, North Carolina

THE TOWN COUNCIL  
OF THE  
TOWN OF PINE LEVEL, NORTH CAROLINA

Excerpt of Minutes of  
Meeting of  
February 14, 2022

Present: Mayor Jeff Holt presiding and  
Councilmen: Greg Baker, Jimmy Garner, Phil Pittman, Bill Radford  
Absent: None

Mayor Jeff Holt introduced the following resolution which was read:

SERIES RESOLUTION PROVIDING FOR THE ISSUANCE OF WATER AND  
SEWER SYSTEM REVENUE BOND OF THE TOWN OF PINE LEVEL IN  
THE MAXIMUM AGGREGATE PRINCIPAL AMOUNT OF \$2,020,000.00  
FOR THE PURPOSE OF FINANCING, IN PART, IMPROVEMENTS TO THE  
TOWN'S WATER AND SEWER SYSTEM ACQUISITION AND  
INSTALLATION OF WATER AND SEWER SYSTEM EQUIPMENT

WHEREAS, the Town of Pine Level, North Carolina (the "Town"), is authorized by The State and Local Government Revenue Bond Act to issue its revenue bonds to provide monies for the acquisition, construction, reconstruction, extension, improvement or payment of the cost of one or more revenue bond projects, including water and sewer systems or facilities; and

WHEREAS, the Town desires to finance the cost of improving its water and sewer system (the "Water and Sewer System") including, but not limited to, improvements to its Water and Sewer System in the acquisition, construction and installation of Water and Sewer System equipment (the "Project"); and

WHEREAS, the Local Government Commission of North Carolina has approved the application of the Town for the issuance of revenue bonds in an amount not exceeding \$2,020,000.00 for the purpose of providing funds, together with other available funds, to finance the cost of the Project; and

WHEREAS, on July 13, 2020, the Town passed a Bond Order (the "Bond Order") authorizing the issuance of Revenue Bonds and pursuant to Section 3.02 of said Bond Order to issue additional bonds to provide financing of System Improvements pursuant to a Series Resolution approved by the Town Council; and

WHEREAS, the Town Council has determined that it is necessary to issue a series of Revenue Bonds (the "Series 2022 Water and Sewer System Revenue Bonds") pursuant to Section 3.10 of the Order for purposes of providing funds, together with other available funds, for paying or reimbursing the City for paying a portion of the cost of completing the improvements and financing certain additional improvements, consisting of water and sewer system improvements and acquisition and installation of water and sewer system equipment, (the "2022 Improvements") and paying expenses incurred in connection with the issuance of the Series 2022 Bonds;

NOW, THEREFORE, be it resolved by the Town Council of the Town of Pine Level, North Carolina:

Section 101. Meaning of Certain Words and Terms. To the extent not otherwise defined in this Series Resolution, all terms which are defined in Article I of the Bond Order shall have the same meanings, respectively, in this Series Resolution, as such terms are given in Article I of the Bond Order.

In addition to words and terms elsewhere defined in this Series Resolution, the following words and terms as used in this Series Resolution shall have the following meanings, unless some other meaning is plainly intended:

"Bond Order" means the Bond Order adopted by the Town Council of the Town of Pine Level on July 13, 2020, which authorizes and secures the Town of Pine Level, North Carolina Water and Sewer Utility System Revenue Bonds, together with all orders supplemental thereto as therein permitted.

“System Improvements” means improvements to the Water and Sewer System (the “System”) of the Town including, but not limited to, improvements to the System and the acquisition, construction and installation of waste water equipment (the “Project”).

“Series 2022 Bonds” means the Series 2022 Bonds so designated by and issued under Section 201 hereof.

“Series Resolution” means this Series Resolution, including any resolution amendatory hereof or supplemental thereto.

Section 201. Issuance of Bonds. Pursuant to Section 3.02 of the Bond Order, there shall be issued bonds of the Town designated Water and Sewer System Revenue Bonds, Series 2022. There is hereby delegated to each of the Mayor and Clerk of the Town, subject to the limitations contained herein, the power to determine and carry out the following:

(a) The principal amount of the Series 2022 Bonds to be issued, provided the principal amount does not exceed \$2,020,000.00;

(b) The maturity date or dates and principal amounts of each maturity of the Series 2022 Bonds or the method of calculating such dates and amounts, provided that no Series 2022 Bond may mature more than 40 years from the date hereof;

(c) Subject to the prior determination thereof by the Local Government Commission, the rate or rates at which the Series 2022 Bonds will bear interest;

(d) The redemption price or redemption prices, if any, the redemption terms, if any, for the Series 2022 Bonds;

(e) Any other provisions deemed advisable by the Mayor or the Clerk of the Town that are applicable only to the Series 2022 Bonds.

In exercising any one or more of the powers to determine any of the foregoing, the Mayor and the Finance Officer of the Town shall execute one or more certificates evidencing such determinations or such actions taken pursuant to the delegation made hereby, and each such certificate shall be conclusive evidence of the determination of the Mayor or the Clerk of the Town, as applicable, as to the matter state therein.

Section 202. Form of Series 2022 Bonds. The Series 2022 Bonds are issuable in fully registered form. The form of the Series 2022 Bonds is attached hereto as Exhibit A.



Section 203. Details of Series 2022 Bonds. The Series 2022 Bonds shall be dated February 24, 2022, and shall bear interest at a rate of 1.75% per annum.

Section 204. Registration and Transfer of Series 2022 Bonds. Connie Capps, Clerk, is hereby appointed the Registrar, Transfer Agent and Paying Agent for the Series 2022 Bonds, subject to the right of the Town to appoint another Bond Registrar as provided in the Order.

Section 205. Sale of Bonds. The Series 2022 Bonds will be sold by the Local Government Commission to U.S.D.A. at private sale without advertisement in accordance with commitments previously made by U.S.D.A. and such sale is hereby approved.

This Series Resolution shall be effective immediately upon its adoption.

Upon motion of Councilman Bill Radford, seconded by Councilman Phil Pittman, the foregoing resolution adopting the amendment to the Bond Order was passed on the following vote:

Ayes: Mayor Jeff Holt, Greg Baker, Jimmy Garner, Phil Pittman, Bill Radford

Nays: None

Not Voting: None

\*\*\*\*\*

I, Connie Capps, Clerk of the Town of Pine Level, North Carolina DO HEREBY CERTIFY that the foregoing is a true and complete copy of so much of the proceedings of the Council for said Town at its regularly scheduled meeting held on February 14, 2022, as it relates in any way to the bond order and resolution hereinabove set forth, and that said proceedings are recorded in Minute Book No. \_\_\_\_\_ of the minutes of said Town Council.

Pursuant to N.C.G.S. § 143-318.12, a current copy of a schedule of regular meetings of this Board is on file in my office.

WITNESS my hand and the official seal of said Town this 24th day of February, 2022.

(SEAL)



Connie Capps  
Connie Capps, Clerk  
Town of Pine Level, North Carolina

## TOWN OF PINE LEVEL COMPREHENSIVE PLAN SURVEY

The Town of Pine Level is currently in the process of creating a Comprehensive Land Use Plan. This plan will inform and guide decision making and development in the Town over the coming years. The Town needs input from residents, business owners, and all other interested persons so to help with drafting the plan. By filling out the following short survey, you can shape the future of the Town of Pine Level!

**1. Which of the following statements best captures your vision of what Pine Level should pursue for its future?** Select from one of the following options or add your own statement.

- Pine Level should be an active, vibrant community with many businesses, community events, and a hometown atmosphere maintained through careful growth.
- Pine Level should maintain its small-town atmosphere by preserving existing neighborhoods, historic character, and natural features by minimizing growth.
- Pine Level should capitalize on its proximity to other growing communities to increase and promote rapid growth within our Town.
- Other: \_\_\_\_\_

**2. The Town will be identifying high-level "goals" to guide future land use decisions. The following goals are being considered. Please provide feedback on the importance of each goal.**

	Very Important	Somewhat Important	Neutral	Somewhat Unimportant	Very Unimportant
Preserved and celebrated small-town charm, scale, and heritage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coordinated, intentional, and well-planned growth and development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Protection of open space and critical natural features	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ample employment opportunities and support for business development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibrant commercial areas that provide a variety of goods, services, entertainment options, and amenities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
High-quality parks and recreational facilities that are accessible to all	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Protected and preserved historic and cultural resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adequate supply and high quality of housing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Informed, engaged, and active residents that represent a variety of neighborhoods and citizen groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regulations that are consistent with the Town's vision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cultural, educational, recreational, and other amenities that contribute to the quality of life of citizens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**3. Please use the area below if there are other "goals" (not listed above) that you want the Town to consider while developing the Future Land Use Plan.**

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**4. What concerns you the most about existing and future development in the Town of Pine Level?**

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**5. Are there specific locations in Town that concern you the most? What would you like to see happen in those locations?**

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**6. What do you see as the biggest opportunity for Pine Level's future?**

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**7. List THREE words that best summarize your hopes/vision for the Town's future (example: "growth, neighborly, quiet")**

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**8. Please use the space below to provide any other feedback you want the Town to consider in development of this land use plan.**

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## DEMOGRAPHICS

If any of the following questions make you feel uncomfortable, or you do not wish to answer, feel free to leave that question blank.

### 1. About how long have you lived in Pine Level?

\_\_\_\_\_ Less than 6 months                      \_\_\_\_\_ 11 years – 20 years  
\_\_\_\_\_ 6 months – 5 years                      \_\_\_\_\_ More than 20 years  
\_\_\_\_\_ 6 years – 10 years

### 2. What is your age?

\_\_\_\_\_ Under 18                      \_\_\_\_\_ 55 – 64  
\_\_\_\_\_ 18 – 34                      \_\_\_\_\_ 65 – 74  
\_\_\_\_\_ 35 – 44                      \_\_\_\_\_ 75+  
\_\_\_\_\_ 45 – 54

### 3. How do you identify?

\_\_\_\_\_ Male  
\_\_\_\_\_ Female  
\_\_\_\_\_ Other: \_\_\_\_\_

### 4. If you have children, how many children in each of the following age groups live with you in the Town of Pine Level?

Ages 0 – 5 \_\_\_\_\_                      Ages 6 – 13 \_\_\_\_\_                      Ages 14 – 17 \_\_\_\_\_

### 5. Which of the following best describes your race?

\_\_\_\_\_ Asian / Pacific Islander                      \_\_\_\_\_ White / Caucasian  
\_\_\_\_\_ American Indian / Eskimo                      \_\_\_\_\_ Hispanic / Latinx  
\_\_\_\_\_ Black / African American                      \_\_\_\_\_ Other: \_\_\_\_\_

### 6. What is the primary language used in your household? \_\_\_\_\_

### 7. Do you own or rent your home?

\_\_\_\_\_ Own                      \_\_\_\_\_ Rent                      \_\_\_\_\_ Other: \_\_\_\_\_

### 8. Do you know your neighbors? \_\_\_\_\_ Yes                      \_\_\_\_\_ No                      \_\_\_\_\_ Somewhat

### 9. In which category would your total annual household income fall?

\_\_\_\_\_ Under \$30,000                      \_\_\_\_\_ \$80,000 – \$99,999                      \_\_\_\_\_ \$140,000 – \$179,999  
\_\_\_\_\_ \$30,000 – \$59,999                      \_\_\_\_\_ \$100,000 – \$119,999                      \_\_\_\_\_ \$180,000+  
\_\_\_\_\_ \$60,000 – \$79,999                      \_\_\_\_\_ \$120,000 – \$139,999

### 10. What is the highest level of education you have completed?

\_\_\_\_\_ Less than high school                      \_\_\_\_\_ Some college                      \_\_\_\_\_ Bachelor's degree  
\_\_\_\_\_ High school                      \_\_\_\_\_ Associate degree                      \_\_\_\_\_ Graduate degree

THIS CONCLUDES THE SURVEY – THANK YOU FOR YOUR TIME!

## TOWN OF PINE LEVEL

### UTILITY FEES

Effective February 15, 2022

**All fees must be paid at the time of application for water and sewer services.**

On an undeveloped lot, whether or not a water or sewer tap is located on the lot, if a monthly fee has not been paid for the tap since its installation, charge for services would equal the rates in effect at the time of request.

<u>FUTURE SUBDIVISIONS</u>	<u>RESIDENTIAL</u>	<u>COMMERCIAL</u>
<b>Due with Final Plat Submittal</b>		
Developer Fee Per Lot	\$500	\$500
<b>Due with Zoning Permit Submittal</b>		
System Development Fees- Water	\$750	\$1,000
System Development Fees- Sewer	\$5,000	\$5,000
***Sewer Inspection***	<u>\$25</u>	<u>\$25</u>
<b>TOTAL</b>	<b>\$6,275</b>	<b>\$6,525</b>

Developer tap fees are due once the developer has complete utility installation, and before the town accepts the system. System development fees and inspection fees must be paid at the time of application for water and sewer services.

Tap fees cover a standard ¾" water installation and/or a 4" sewer installation. Larger taps will be charged for time and materials in excess of the standard tap size.

<u>PRIVATE RESIDENTIAL LOTS</u>		<u>PRIVATE COMMERCIAL LOTS</u>	
Water tap	\$1,500	Water tap	\$1,500
Sewer tap	\$1,500	Sewer tap	\$1,500
System Development Fees-Water	\$750	System Development Fees-Water	\$1,000
System Development Fees-Sewer	\$5,000	System Development Fees-Sewer	\$5,000
***Sewer Inspection***	<u>\$25</u>	***Sewer Inspection***	<u>\$25</u>
<b>TOTAL</b>	<b>\$8,775</b>	<b>TOTAL</b>	<b>\$9,025</b>

In cases where extensions of water and sewer lines are necessary to provide service to a private lot, the cost that exceeds the normal fees shall be the responsibility of the developer or builder. The cost would be the tap fees plus the time materials.

**2<sup>nd</sup> Meters/ Irrigation Meters- Tap Fee is \$1,500.-** This fee applies only to a standard ¾" meter tap. Any tap large will be charged for time and materials over the ¾" standard cost.

**When a water meter is installed, a minimum monthly bill will be charged consisting of water, sewer, and garbage.**

**\*\*\*ALL SEWER CONNECTIONS MUST BE INSPECTED BY THE TOWN BEFORE THEY CAN BE COVERED UP.\*\*\***

**ALL WATER AND SEWER INSTALLATIONS MUST COMPLY WITH THE TOWN OF PINE LEVEL'S WATER AND SEWER CONSTRUCTION STANDARDS AND SPECIFICATIONS (Adopted February 14, 2022)**