

**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 RECESSED  
BOARD OF COMMISSIONERS MEETING  
JUNE 30, 2022**

**CALL TO ORDER**

Mayor Holt called the recessed meeting of the Pine Level Board of Commissioners to order at 6:00 p.m. on Thursday, June 30, 2022 at the Pine Level Town Hall.

**ROLL CALL**

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

**STAFF PRESENT:** Public Works Supt. Ray Stuckey, Recreation Director/Zoning Administrator Scottie Hayes, Finance Consultant Marla Ashworth, TJCOG Planner Curtis Lee, Police Chief Ashley Woodard, and Town Clerk Connie Capps

**OTHERS PRESENT:** Fire Chief Brannan Barbee

**PUBLIC HEARING ON COMPREHENSIVE LAND USE PLAN**

A motion was made by Commissioner Bill Radford and seconded by Commissioner Garner to open a public hearing for the purpose of adopting a Comprehensive Land Use Plan. Motion passed by unanimous vote.

Mayor Jeff Holt stated a public hearing has been duly advertised for the purpose of adopting a Comprehensive Land Use Plan for the Town of Pine Level. He also stated that the board had received a memo from the Planning Board recommending approval of the plan. Mayor Holt informed everyone that the board is required by General Statute to adopt this plan by June 30, 2022. He said this is a living and working document, and by adoption the town will have fulfilled the requirements of 160D. He stated that the plan could be amended at any time by a recommendation from the Planning Board and approval by the town board. Commissioner Bill Radford questioned if this plan would need updating every year. Planner Curtis Lee stated that the plan will be good for a maximum of ten years. Mayor Holt asked for any comments or other questions concerning the plan. There was none. A motion was made by Commissioner Jimmy Garner to adopt the Comprehensive Land Use Plan and Commissioner Bill Radford seconded the motion. The motion passed by a unanimous vote. The public hearing was declared closed upon a motion from Commissioner Jimmy Garner and seconded by Commissioner Greg Baker. Motion passed by unanimous vote.

### **PUBLIC HEARING ON FISCAL YEAR 2022-2023 BUDGET**

A motion was made by Commissioner Jimmy Garner and seconded by Commissioner Bill Radford to open a public hearing on the Fiscal Year Budget for 2022-2023. Motion passed by unanimous vote.

Mayor Holt stated that the board had received copies of the budget earlier for review for the fiscal year 2022-2023. He said they had reviewed the budget and he had given summaries on the different funds in the budget at the last meeting. He asked if there were any questions or comments on the budget. There was none. Commissioner Jimmy Garner then made a motion to adopt the Budget for 2022-2023 as presented and Commissioner Bill Radford seconded the motion. Motion passed by unanimous vote. Commissioner Jimmy Garner thanked Marla and Connie and everyone who had input in the budget process and stated everyone did a good job.

Upon a motion from Commissioner Jimmy Garner and seconded by Commissioner Bill Radford the public hearing was declared closed. Motion passed by unanimous vote.

### **POLICIES AND ORDINANCES ADOPTED FOR ARPA MONIES**

Mayor Holt stated that there are policies and ordinances that should be adopted by the town board for specifically the way the town handles, spends, and reports ARPA monies that the town receives. He said these policies do not replace the town's current policies. He said these policies and ordinances were drafted by the UNC School of Government. The following ordinances and policies are as follows:

**1. AMENDED GRANT PROJECT ORDINANCE FOR THE TOWN OF PINE LEVEL AMERICAN RESCUE PLAN ACT OF 2021: CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS**

Motion to Adopt: Commissioner Jimmy Garner  
Second: Commissioner Bill Radford  
Vote: Unanimous

**2. INTERNAL CONTROLS SYSTEM POLICIES AND PROCEDURES**

Motion to Adopt: Commissioner Jimmy Garner  
Second: Commissioner Greg Baker  
Vote: Unanimous

**3. RECORDS RETENTION POLICY**

Motion to Adopt: Commissioner Jimmy Garner  
Second: Commissioner Bill Radford  
Vote: Unanimous

**4. ELIGIBLE PROJECT POLICY FOR THE EXPENDITURE OF AMERICAN RESCUE PLAN ACT OF 2021 CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS BY THE TOWN OF PINE LEVEL**

Motion to Adopt: Commissioner Jimmy Garner  
Second: Commissioner Bill Radford  
Vote: Unanimous

**5. POLICY FOR ALLOWABLE COST AND COST PRINCIPLES FOR EXPENDITURE OF AMERICAN RESCUE PLAN ACT CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS BY NC LOCAL GOVERNMENTS**

Motion to Adopt: Commissioner Jimmy Garner

Second: Commissioner Bill Radford

Vote: Unanimous

**6. RECITALS POLICY**

Motion to Adopt: Commissioner Jimmy Garner

Second: Commissioner Greg Baker

Vote: Unanimous

**7. CONFLICT OF INTEREST POLICY-APPLICABLE TO CONTRACTS AND SUBWARDS OF THE TOWN OF PINE LEVEL SUPPORTED BY FEDERAL FINANCIAL ASSISTANCE**

Motion to Adopt: Commissioner Jimmy Garner

Second: Commissioner Bill Radford

Vote: Unanimous

Mayor Holt thanked Recreation Director Scottie Hayes and Police Chief Ashely Woodard and Fire Chief Brannan Barbee for organizing everything with the food trucks, recreation activities, road closing, and fireworks for the upcoming July 4<sup>th</sup> activities.

**CHANGE OF MEETING DATE**

The board agreed to move the regular meeting from Monday, July 11<sup>th</sup> to Monday July 18<sup>th</sup> at 7:00 p.m.

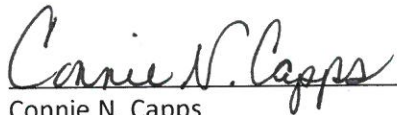
Motion to approve: Commissioner Jimmy Garner

Second: Commissioner Bill Radford

Vote: Unanimous

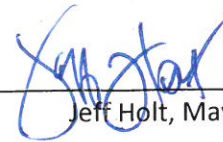
**MEETING ADJOURNED**

There being no further business to discuss, Commissioner Jimmy Garner made a motion to adjourn the meeting. Commissioner Greg Baker seconded the motion. The motion passed by unanimous vote. The meeting adjourned at 6:10 p.m.

  
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Connie N. Capps

Town Clerk



  
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Jeff Holt, Mayor