

**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  
AUGUST 8, 2022**

**CALL TO ORDER**

Mayor Jeff Holt called the regular meeting of the Pine Level Board of Commissioners to order on Monday, August 8, 2022 at 7:00 p.m. 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**

Due to the absence of Attorney Chip Hewett, Attorney Mike Wilber was present. Police Chief Ashley Woodard, Recreation Director/Zoning Administrator Scottie Hayes, Public Works Superintendent Ray Stuckey, Police Sergeant Alan Lee, Finance Consultant Marla Ashworth, and Town Clerk Connie Capps

**OTHERS PRESENT**

Fire Department President Greg Johnson and Planning Board Vice-Chairman Kevin Kornegay

**INVOCATION AND PLEDGE**

INVOCATION: Commissioner Greg Baker

PLEDGE: Commissioner Bill Radford

**APPROVAL OF AGENDA**

Additions: Due to the absence of Attorney Chip Hewett, Attorney Mike Wilber stated after Item #14 Announcements to add Item #15 for a Closed Session to discuss Personnel GS143-318.11. and Item #16 Adjournment.

Motion to approve as amended: Commissioner Greg Baker

Second: Commissioner Bill Radford

Vote: Unanimous

### **APPROVAL OF MINUTES- JULY 18, 2022**

Motion to approve: Commissioner Phil Pittman

Second: Commissioner Bill Radford

Vote: Unanimous

### **EMPLOYEE RECOGNITION**

Mayor Holt recognized two employees for their years of service to the town.

He said Deputy Clerk Billie Kay Twigg, who was not present, started with the town as a part-time employee and she has worked with the town for 15 years. He said she does a great job and we appreciate everything she does for the town. He also recognized Police Sergeant Alan Lee stating he had served Pine Level very well for 16 years and that he was an asset to the police force. He also stated that Alan has announced that he would be retiring in October. Both employees received a certificate along with a card and check for their services.

### **PUBLIC COMMENT**

None

### **PLANNING BOARD**

A motion was made by Commissioner Bill Radford and seconded by Commissioner Phil Pittman to call for a public hearing to be held on Monday, September 12, 2022 to consider a special use permit. The motion passed by unanimous vote. Planning Board Vice-Chairman Kevin Kornegay stated that the Planning Board did not meet in July due to not having a quorum. He said the planning board would review this permit at the August meeting.

### **COMMITTEE REPORTS**

None

### **DEPARTMENT REPORTS**

**Recreation-** Commissioner Bill Radford stated he continues to receive good comments on the progress at the park and the concession stand. He stated that it all looks great! He said that Scottie was doing a good job.

Recreation Director Scottie Hayes said that fall sports such as football and cheerleading will be starting up tomorrow night, and baseball and soccer will begin around Labor Day and continue through the end of October.

Scottie Hayes stated that Surveyor Merle Hall had surveyed the property at the park to locate the property line for the new fence. He stated that the chain link fence was placed on the property line that goes along beside of the ditch. He said that the new white vinyl fence would be placed along the other side of the ditch. Mayor Holt suggested to leave room to maintain the grass between both fences.

Mayor Holt reported that the Lions Club met last week and have agreed to donate up to \$15,000 for the renovations of the existing covered shelter, or tear down and put up a new shelter. Mayor Holt stated that depending on what is needed for this project, the Lions Club may need some assistance from the town. He directed Scottie to get with the Lions Club and for them to prepare a plan/drawing along with a budget to bring back to the board.

### **Water/Sewer**

Commissioner Phil Pittman reported on the water and sewer project which will be coming to an end soon. Mayor Holt said he was told the final inspection would be on Wednesday with an engineer from McGill, the contractor, Adam Stuckey, a representative from USDA, Public Works Superintendent Ray Stuckey, Commissioner Phil Pittman, and myself being present. Ray Stuckey stated he would find out if that was still the definite date and let them know. Mayor Holt said he was told the inspection would be completed by August 31st.

### **Streets**

Commissioner Greg Baker stated that at the last meeting the board discussed the condition of the sidewalks along both sides of Peedin Avenue and replacing them, and also paving some town streets. He said we have received a quote from Barnhill Contracting Company for \$321,768.65 on paving some streets in town and a quote from McArtan Concrete for \$75,888.00 for replacing the sidewalks. He said last month it was stated that the town had about \$200,000.00 in Powell Bill funds. He asked if there were other funds that we could draw from to complete these projects. Finance Consultant Marla Ashworth answered yes. Mayor Holt stated there is money in the bank to take care of both projects, which would be approximately \$400,000.00 and in October the town will be receiving this year's Powell Bill money. Commissioner Bill Radford made a motion to accept the bids from Barnhill Contracting for the paving and McArtan Concrete for replacing the sidewalks. Commissioner Greg Baker seconded the motion. In discussion, Commissioner Jimmy Garner asked if the work could be completed before cold weather? Ray Stuckey replied that the concrete possibly could, but not sure about the paving. Mayor Holt asked about the amount of money that could be spent and the bid process according to the town's Procurement Policy. Marla Ashworth stated that according to General Statute, the amount is \$500,000.00. Marla stated both Powell Bill monies and ARPA monies could be used for these projects. Mayor Holt said we need to see what our adopted policy states before we move forward. After some discussion, Commissioner Bill Radford requested to amend his previous motion to state: to accept both proposals as presented contingent upon confirmation upon the town's Procurement Policy and bidding requirements and leaving a minimum of \$100,000.00 in the Powell Bill Fund. Commissioner Greg Baker seconded the motion. The motion passed by unanimous vote. It was noted if the proposals and bid process was according to the town's policy, the town could move forward with these projects. Mayor Holt directed Ray Stuckey to proceed on these requests. (A copy of the quotes and drawings for these two projects are included and made a part of these minutes).

### **Police**

Mayor Holt brought before the board a Training Reimbursement Agreement for the police department. He stated that Pine Level along with other towns in Johnston County have been trying to hire more police officers. He said the numbers graduating from BLET are low. He said this agreement would allow a person who wants to become a police officer and make law enforcement their profession allowable. He stated this program is a tool for the recruitment and retention of police officers. He said the person would need to meet all the requirements of BLET, and graduate from the sixteen-week program. He said the Police Chief would be delegated authority to execute this agreement. He said by signing the agreement the applicant would commit to the town for a period of three years and if the applicant left the town before the three years expired, the applicant would be required to reimburse the town for the BLET expenses that the Town incurred on behalf of the recruitment. Mayor Holt said our Town Attorney Chip Hewett had also reviewed the policy. He stated this position would be a part-time position and receive part-time pay. Commissioner Jimmy Garner made a motion to adopt the Training Reimbursement Agreement. Commissioner Greg Baker seconded the motion. The motion passed by

unanimous vote. (A copy of the Training Reimbursement Agreement is included and made a part of these minutes).

#### **Fire Department**

Fire Department President Greg Johnson reported that the department would be receiving a new Spartan Engine firetruck. He said the department would be taking the rescue truck out of service.

#### **Staff**

Commissioner Bill Radford stated that he wanted to express his thanks to the Town of Pine Level for the assistance by the street department employees and the use of the garbage truck during the Methodist Church dinner held on Friday, August 5<sup>th</sup>. He said it was a success and the church made over \$10,000.00.

#### **UNFINISHED BUSINESS**

None

#### **NEW BUSINESS**

Budget Amendments were presented to the board. Mayor Holt stated the board would need to amend the budget to increase payroll in the amount of \$38,850.00. (The Budget Amendments are included and made a part of these minutes).

Motion to approve: Commissioner Greg Baker

Second: Commissioner Bill Radford

Vote: Unanimous

#### **RESOLUTION**

Mayor Holt stated that the board would need to adopt a resolution authorizing the Town Clerk and a representative from TRC Engineering to sign documents concerning ARPA monies. The resolution is hereby incorporated and made a part of these minutes.

Motion by: Commissioner Bill Radford

Second: Commissioner Phil Pittman

Vote: Unanimous

#### **MAYOR'S MINUTE**

None

#### **ANNOUNCEMENTS**

None

#### **CLOSED SESSION**

At 7:40 p.m. Commissioner Bill Radford made a motion to close the regular meeting and enter into closed session to discuss Personnel. GS143-318.11. Those present in the closed session were all board members, Attorney Mike Wilber, Finance Consultant Marla Ashworth, and Town Clerk Connie Capps. Commissioner Jimmy Garner seconded the motion. The motion passed by unanimous vote.

At 8:00 p.m. the board re-entered open session and stated no action was taken.

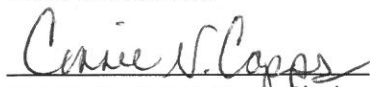
#### **ADJOURNMENT**

There being no further business to discuss, the meeting adjourned at 8:00 p.m.

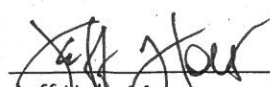
Motion: Commissioner Jimmy Garner

Second: Commissioner Greg Baker

Vote: Unanimous

  
Connie N. Capps, Town Clerk



  
Jeff Holt, Mayor

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## PROCLAMATION

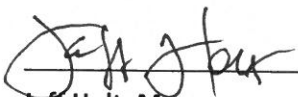
### TERMINATING A STATE OF EMERGENCY IN THE TOWN OF PINE LEVEL

**WHEREAS**, the Mayor of the Town of Pine Level issued a State of Emergency effective March 19, 2020 at 5:00 p.m. to put emergency protective actions into place to provide for the public health and safety and to provide adequate protection for all persons including our businesses, education institutions, government, and emergency responders due to the COVID -19 Pandemic; and

**WHEREAS**, with vaccines, treatments, and other tools to combat COVID-19 widely available, and with the termination of the State of North Carolina's State of Emergency by Executive Order No. 257 from Governor Roy Cooper on August 15, 2022, the undersigned has determined that the State of Emergency for the Town of Pine Level may be terminated at the end of the day on September 12, 2022.

**NOW THEREFORE**, be it Proclaimed by the Mayor of Pine Level that the State of Emergency declared on March 19, 2020, is hereby rescinded effective as of the end of the day on September 12, 2022. Any other Executive Orders conditioned upon the State of Emergency declared in said State of Emergency are also rescinded as of that date and time.

**Duly proclaimed this 12<sup>th</sup> day of September 2022 at 7:00 p.m.**

  
Jeff Holt, Mayor

  
Connie N. Capps, Town Clerk

