

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
OCTOBER 24, 2022**

CALL TO ORDER

Mayor Jeff Holt called the regular meeting of the Pine Level Board of Commissioners to order on Monday, October 24, 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
X Commissioner Bill Radford

STAFF PRESENT

Attorney Chip Hewett, Police Chief Ashley Woodard, Recreation Director/Zoning Adm. Scottie Hayes, Public Works Superintendent Ray Stuckey, Finance Consultant Marla Ashworth, and Town Clerk Connie Capps.

OTHERS PRESENT: Alan Lee, Terri Lee, Bobby Radford, Matt Cuddington, Gale Burleson, Sean McGovern, Steven Anderson, Marcie Woodard, Fire Department President Greg Johnson, Planning Board Chairman Randy Jones and Kevin Kornegay.

INVOCATION: Commissioner Greg Baker

PLEDGE: Police Chief Ashley Woodard

APPROVAL OF AGENDA

Motion: Commissioner Greg Baker
Second: Commissioner Phil Pittman
Vote: Unanimous

APPROVAL OF MINUTES- SEPTEMBER 12, 2022

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

306 East Brown Street * P. O. Box 328 * Pine Level, NC * 27568 * Phone (919) 965-2284 * Fax (919) 965-2284

"The Town of Pine Level is an equal opportunity provider and employer."

EMPLOYEE RECOGNITION

Mayor Jeff Holt recognized Sergeant Alan Lee who retired with the town with sixteen years of service as of October 1, 2022. Mayor Holt stated that Alan Lee had served as a member of the Pine Level Police Department in the capacity of Police Officer, Police Sergeant, and Detective during his sixteen years of service. Mayor Holt awarded Alan with a plaque that enclosed a Resolution awarding Alan his badge and service sidearm according to General Statute Chapter 20, Article 187.2. He said a retirement luncheon was held for Alan on October 6th. Police Commissioner Jimmy Garner also presented Alan Lee with a glass shadow box that displayed Alan's badge, sidearm and shirt. Mayor Holt stated that on behalf of the Town of Pine Level and the Board of Commissioners they appreciated everything Alan has done and his dedicated service in serving the Town of Pine Level. Alan stated that Johnston County has always been his home, and if Pine Level ever needed his services he would be here!

PROCLAMATION FOR RED RIBBON WEEK – OCTOBER 23-31, 2022

Mayor Jeff Holt stated that every year Pine Level Elementary School participates in "Red Ribbon Week" which is the week of October 23-31, 2022, by having a parade around the school and everyone wearing red, and displaying posters and banners stating, "NO to drugs and alcohol". He said this year the parade will be held on Friday, October 28, 2022 at 10 a.m. beginning at Pine Level School. He next read the "Red Ribbon Week Proclamation". He said everyone is invited to walk in the parade. Mayor Holt asked that Ray and Scottie assist the police department with the traffic.

Motion to adopt the "Red Ribbon Week Proclamation: Commissioner Jimmy Garner

Second- Commissioner Phil Pittman

Vote: Unanimous

RESOLUTION URGING RESIDENTS TO OBSERVE A SAFE HALLOWEEN

Mayor Jeff Holt read a Resolution urging residents to observe a safe Halloween, which will be observed on Monday, October 31st from 6 p.m. to 8p.m.

Motion to adopt Resolution: Commissioner Greg Baker

Second: Commissioner Phil Pittman

Vote: Unanimous

PUBLIC COMMENT

Mayor Holt asked if anyone would like to address the board for public comment. Kevin Kornegay stated that the sidewalks and paving in town look great!

PLANNING BOARD

ORDINANCE TO DEMOLISH UNSAFE AND DILAPIDATED PROPERTY IN THE TOWN OF PINE LEVEL

Attorney Chip Hewett reported that he had been working with Zoning Administrator Scottie Hayes and Police Chief Ashley Woodard on cleaning up some properties in town. He said the issue with the first property on Manor Avenue the family abandoned the house. The town sent information to Johnston County first to remedy the situation, and then the County sent it back to the town. He said the house is vacant and has deteriorated. He said the Chief and Scottie have received several calls concerning this property. He said this property has been an eyesore for some time now. He said to start the process the board would need to adopt the ordinance presented and then he would send it out to file a lawsuit to begin the condemnation process.

Attorney Hewett also stated that Chief Woodard had given him a second property on 70-A Highway to start on. Commissioner Jimmy Garner asked if both properties could be handled at the same time.

Chip stated that you can, but there is cost involved that will come out of the town's budget. He said the town would not receive their money back until six to eight months later. A motion was made by Commissioner Greg Baker and seconded by Commissioner Jimmy Garner to adopt the ordinance to demolish the property on Manor Avenue and then to proceed with the similar process with the second property on 70-A Highway. The motion was passed by unanimous vote. Chip stated that he would bring an ordinance for the second property, which is located on 70-A Highway to the November meeting for the board to adopt.

RE-APPOINTMENT TO THE PLANNING BOARD

Mayor Holt reported that the Johnston County Board of Commissioners re-appointed Greg Johnson to serve on the Pine Level Planning Board as an ETJ member term to expire on October 31, 2025.

COMMITTEE REPORTS

Randy Jones, representing the 150th Anniversary Celebration Committee gave an update on the Town of Pine Level's 150th Anniversary. He said the committee consisted of himself, Town Clerk Connie Capps, Recreation Director Scottie Hayes, and Fire Chief Brannan Barbee. He presented to the board a picture of the existing logo that is being updated for the town. He said the updated logo would also be on the new banners that would be displayed. He reported that a web page was being created for the 150th Anniversary so everyone could stay updated concerning the events. He said hats, tee shirts, and banners were currently in the process of being designed that would have the logo on them as well. Commissioner Garner suggested that the updated logo be put on the car tags for next year. Randy stated September 16, 2023 has been set for the major event for the town. Randy said we will be putting up stages for bands that will be coming, we will have vendors, food trucks, bounce houses, car shows, fireworks etc. at the Sam Godwin Recreation Park. He also stated the committee was currently working on a Christmas Tree Lighting to be held at the park on Sunday, December 4th. He said the next item we will be discussing is the Christmas Parade that will be held on Sunday, December 11th. He stated the committee is also working on the Fourth of July event. He said there are many good things that will be going on in town that are in the planning stages.

REPORT FROM VFW

Mayor Holt stated that he had received a letter from VFW Commander J.T. Stallings thanking the Town of Pine Level for all the support they have received over the years. He said enclosed with the letter was a check for \$1000 to use as the town wished. Commissioner Jimmy Garner made a motion to earmark the money for Event Expense. Commissioner Phil Pittman seconded the motion. Motion passed unanimously. Finance Consultant Marla Ashworth stated that a budget line item should be created for Event Expense to show revenues and expenditures. Randy Jones agreed, and stated that he would like events such as what the town was doing for the 150th anniversary to become annual events for the Town of Pine Level. The board agreed.

DEPARTMENT REPORTS

Recreation: Scottie Hayes reported that the department was finishing up with the fall sports this week. He stated the town had a great year with good numbers. He said registration is now open for basketball and cheerleading for ages 4-15 for boys and girls and the deadline to register is October 28th.

Scottie reported on the Concession Stand Improvement Project stating that they were nearing the end of the project. He said the committee has been operating the concession stand for the last few weeks

with great success. He said we are excited about the changes that we are seeing and hope everyone will come out and see what is going on at the park.

Scottie announced that the town will hold a Christmas Tree Lighting on Sunday, December 4th at the Sam Godwin Park from 5pm to 8pm. He said local churches and school chorus groups will sing to begin our Christmas season. We will also have our annual Christmas parade on Sunday, December 11th at 3 pm. He also reminded everyone that Playmates Daycare will have a Fall Festival this Saturday, October 29th. He said she is expecting a huge crowd.

Water/Sewer: Commissioner Phil Pittman reported that he and Ray were working on some updates for a couple of items and they would report back to the board in November.

Streets: Commissioner Greg Baker stated the sidewalks and street paving look good.

Police: Chief Ashley Woodard reported that the police department responded to the following calls from September 12-October 24, 2022: 41 Self-Initiated calls, and 60 calls for service, a total of 101 calls. Chief Woodard stated that with the upcoming events of Fall and Halloween he recommended the following street closures for the safety of the citizens of Pine Level. He stated social media will be used to notify residents and the public on these street closures.

1. East Brown Street from Kornegay Avenue to Pilkington Street (October 29th 2pm to 8pm)
2. Kingston Street, Oak Street, and Dogwood Lane located within the LaBelle Acres Subdivision except for local traffic and hayrides, leaving Crescent Street open for traffic. (October 31st from 6pm to 9pm.)

Chief Woodard reported as earlier mentioned in the meeting that one property is being turned over to the Town Attorney for being in violation of the Community Appearance Ordinance. He said the property owner was first notified of the violation on March 17, 2022. The property is still not in compliance with the Town Ordinance.

Fire Dept. Fire Department President Greg Johnson reported that during Fire Prevention Week the department had spoken to over 1000 kids from Pine Level Elementary and Playmates Daycare. Greg also stated that the Ladies Auxiliary will be having a Pancake/Sausage Breakfast on December 3rd at the fire department. He stated the date of May 6, 2023 had been set for Fireman's Day. He said the department wanted to have a Fireman's Day like they had years ago due to the upcoming year was the town's 150th Anniversary. He said it would be held at the park. He said there would be a parade, vendors, and food trucks. He stated he would have more to report at a later date. Mayor Holt asked Greg had the department considered having a cook-off like other fire departments have done. Greg stated the funds that were generated were not substantial to do so.

Staff: Town Clerk Connie Capps reported that she had contacted Robco, Baker Roofing and E&H Roofing for quotes on repairing the town hall roof. She said one quote had been received, and waiting on the others.

UNFINISHED BUSINESS- System Development Fees

The board tabled discussing the System Development fees until the November meeting due to the agreement was being redrafted by Johnston County.

NEW BUSINESS

None.

MAYOR'S MINUTE

Mayor Holt stated the town had received nine pictures for Christmas parade floats if anyone would like one. They are \$475.00 this year. He said the board will discuss the parade route and the Grand Marshall at the November meeting. He stated that the Seniors have expressed to him they would like to start back with their monthly meetings in the Spring.

CLOSED SESSION

At 7:50 p.m. a motion was made by Commissioner Greg Baker and seconded by Commissioner Jimmy Garner to enter closed session for NCGS 143-318.11(6) to discuss Personnel. The motion passed by unanimous vote.

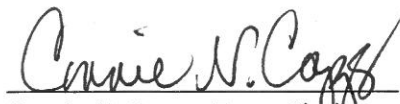
At 8:13 p.m. a motion was made by Commissioner Baker to re-enter open session, with a second by Commissioner Garner. All voted in favor of the motion.

Commissioner Phil Pittman made a motion to create the staff position of Town Administrator for the Town of Pine Level, and to accept the job description as presented to the board. Second by Commissioner Garner. The vote was unanimous. The board directed Town Clerk Connie Capps to advertise for this position through Triangle J Council of Governments, NC League of Municipalities, the Chamber of Commerce and on the Clerks listserv.

Commissioner Garner made a motion to direct the Finance Officer to review the budget and determine a salary increase for the Recreation Department. Second by Commissioner Baker. The vote was unanimous.

ADJOURNMENT

There being no further business to discuss, Commissioner Greg Baker entered a motion to adjourn with a second from Commissioner Jimmy Garner. The motion passed by unanimous vote. The meeting ended at 8:20 p.m.


Connie N. Capps, Town Clerk




Jeff Holt, Mayor