

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
NOVEMBER 13, 2023

WELCOME AND CALL TO ORDER

Mayor Jeff Holt called the regular meeting of the Pine Level Board of Commissioners to order on Monday, November 13, 2023 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:

Attorney Chip Hewett, Police Chief Ashley Woodard, Recreation/Zoning Adm Scottie Hayes, Public Works Supt. Ray Stuckey, Adm. Assistant Ashley Willoughby, and Town Clerk Connie Capps

INVOCATION: Mayor Jeff Holt

PLEDGE: Girl Scout Troop #1094

APPROVAL OF AGENDA

Commissioner Phil Pittman stated he would like to add to the agenda the consideration of changing the terms of office for Commissioners to staggered terms. Mayor Holt stated the board could discuss that under New Business after the Mayor's Minute.

Motion to approve as amended: Commissioner Greg Baker

Second: Commissioner Bill Radford

Vote: Unanimous

APPROVAL OF CONSENT AGENDA

- a. Board Minutes from October 9th and October 13th and the October Check Listing
- b. Deed of Trust cancellation for Davis Property- Attorney Chip Hewett stated this was concerning a Community Development Block Grant from years back. Mayor Holt stated he would sign off on it on behalf of the Town.

Motion to approve: Commissioner Jimmy Garner

Second: Commissioner Greg Baker

Vote: Unanimous

PRESENTATION OF BADGES TO GIRL SCOUT TROOP#1094

Mayor Holt recognized the Girl Scout Troop 1094: McKenzie Creech, Yalonda Hernandez, Ashlynn West, and Liah Fabre. He said these Girl Scouts helped with the Town of Pine Level's 150th Celebration by setting up a table and selling tee shirts, Pine Level history books, and vehicle plates. Mayor Holt presented each Girl Scout with a certificate, and a Town of Pine Level 150th patch. He also presented the Girl Scout Troop with a check for \$250 for their services and contribution to the Town of Pine Level. Mayor Holt stated that we appreciate all the Scouts and we thank you for all you do for our community.

PUBLIC COMMENT #1

Ms. Margie Godwin who lives at 1384-C US 70-A Highway had a complaint concerning her water bill and water meter. She said there was a \$300 meter tampering fee charged on her bill, and stated that she did not tamper with the meter. She questioned if her water was disconnected by the town, why would she continue to have water from the faucet and still able to flush the commode. After some discussion the board advised Public Works Supt. Ray Stuckey to go tomorrow and check her water meter. Mr. Stuckey stated when we turn off water for nonpayment, we take readings and they are put in the computer, so when we go back to recheck the meter we can tell if they have tampered with the meter. He stated the town has had this problem before at this location. Ms. Godwin asked the board to waive the tampering fee, and stated she would pay the two past due water bills tomorrow. After some discussion, Commissioner Jimmy Garner suggested to waive the tampering fee, this one time only, and turn her water back on if she comes and pays two past due water bills tomorrow. Commissioner Garner stated that if Ms. Godwin misses a payment again, the town will place a padlock on the meter and she will pay a meter tampering fee. Commissioner Garner made that statement into a motion and Commissioner Baker seconded the motion. The motion passed by unanimous vote. Commissioner Phil Pittman then stated to Ms. Godwin that she will need to pay two water bills tomorrow and a \$75 nonpayment fee. He said she would not have to pay the meter tampering fee. Mayor Holt said Mr. Stuckey will check the water meter, valve, and the outside spigot tomorrow.

PUBLIC COMMENT #2

Mr. Melvin Quinones who owns property on Crocker Street addressed the board stating that he would like to buy the adjoining property and extend his property so he could drive around his house and be able to put up a fence. He said he had talked with a surveyor and they discovered a 2-plot cemetery on the property. The surveyor suggested he talk to the town first. Mr. Quinones stated that he did not want to move the plots or tombstones. Town Clerk Connie Capps stated that she had spoken with the Register of Deeds office and they stated that it looked like the property was left as a right-of-way to extend Church Street. After reviewing the map, the board agreed that since houses have been built there is no way the town could extend the street. After some discussion Commissioner Jimmy Garner made a motion to table the issue until Attorney Chip Hewett could do a title search and research the property. Commissioner Greg Baker seconded the motion. The motion passed by unanimous vote.

COMMITTEE REPORTS- Nothing to report

TOWN ATTORNEY'S REPORT

Town Attorney Chip Hewett reported that Town Clerk Connie Capps had been working with Civic Plus on getting the town ordinances codified. He said there has been a remote conference via zoom scheduled for November 20th at 10:00 a.m. with their attorney to review the ordinances. Attorney Hewett stated he would be on the zoom meeting with the Clerk.

Attorney Hewett stated he would have a couple of annexation ordinances ready for next month.

DEPARTMENT REPORTS

Planning Board

Zoning Administrator Scottie Hayes reported that there are a couple of things coming up for the Planning Board this Thursday night to report on next month.

Recreation

Scottie Hayes reported that there are twelve teams for basketball, and three cheerleading groups.

Scottie also announced that there are a lot of activities going on next month:

- (1) November 27th is the Pine Level School tree lighting and Christmas Caroling at 6 p.m.
- (2) December 1st is the Town of Pine Level's Christmas Tree Lighting at the park at 5:30 p.m.
- (3) December 4th Seniors movie at the Town Hall at 10 a.m.
- (4) December 10th Pine Level Christmas Parade at 3 p.m.

Scottie next asked the board about the Security Cameras at the park. Scottie stated that the camera system is what the town needs. He said in the last two years there had been around \$8,000-\$9,000 worth of damage at the park and these cameras will help in identifying the persons. Commissioner Jimmy Garner suggested also placing the cameras at the entrance and exit doors to the town hall for protection of the ladies in the office. Commissioner Bill Radford suggested to wait 30 days to see what funds are available in the Parks and Recreation Fund and in the fee in lieu of funds from the subdivisions. Commissioner Greg Baker stated if the money is available, I will make a motion to move forward with the request. Commissioner Bill Radford seconded the motion. The motion passed by unanimous vote.

PUBLIC WORKS

Public Works Superintendent Ray Stuckey stated that the Water Meter Installation Project had been approved and the new water meters have arrived. He said they will be installed and the software will be updated. Commissioner Pittman made a motion to agree for the installation and Commissioner Bill Radford seconded the motion. The motion passed by unanimous vote.

Commissioner Pittman stated that he and Public Works Supt. Ray Stuckey attended a meeting concerning the sewer line issues and infiltration. He said the company has completed the work and now we are waiting on the engineer's report to show us what fixes the town needs to do. The board agreed that if any repairs need to be made at the park facilities underground, to do the repairs from December through February because recreation practices would start up March 1st.

Mayor Holt stated that he received a quote from Moye Fence Company for fencing and new gates at the maintenance yard and the water plant. He said they would have remote control locks. He said replacing two fences would be \$17,000.00. He said there is money in the building and grounds budget and we could also divide the cost between the water, sewer, and street department funds. A motion was made by Commissioner Greg Baker to accept the quote and install the fences and locks for these locations. Commissioner Bill Radford seconded the motion. The motion passed by unanimous vote.

Commissioner Greg Baker stated that he had received calls from a resident in Country Estates Mobile Home Park concerning picking up a pile of vinyl. He said he advised the man that the vinyl would need to be piled up neatly and not all over the yard for the maintenance workers to pick it up.

POLICE DEPT

Commissioner Jimmy Garner reported that we hope to have some good candidates in the making for the police department. Police Chief Ashley Woodard reported that he had received approval for the street closing for the Christmas parade on December 10th.

Chief Woodard stated at the end of the school year last year he contacted the NCDOT about doing a traffic study on Capps and Blanche Streets. They have informed us that a study had been done concerning traffic at Pine Level Elementary School. He said there was going to be a meeting with the officials on Friday for a solution in solving the problems.

STAFF REPORT

Town Clerk Connie Capps reported we should have the quote for the maintenance and repairs to the town hall next week to review.

FIRE DEPT.

Fire Department President Greg Johnson reported that the department had received the new fire truck.

MAYOR'S MINUTE

Mayor Holt stated that the Town Christmas Party will be on Friday, December 15th at the Town Hall.

Rodney Cabe informed the board that a contractor has moved forward on the mowing for Moccasin Creek Drainage contract.

Commissioner Pittman stated that he researched the date for the first Pine Level Christmas Parade and the best he could find was 1988.

NEW BUSINESS

TERMS OF OFFICE FOR COMMISSIONERS

Commissioner Pittman asked the board to consider changing the terms of office for commissioners. He said that staggered terms would be best so that we would have two commissioners left from the previous year to be on the board. He said hopefully it could be effective for the next election in two years. Attorney Hewett stated he would research this but stated it would require changing the Town Charter and holding a public hearing.

ANNOUNCEMENTS

Mayor Holt announced that at the next meeting on December 11th we will swear in board members. He also thanked everyone for attending the meeting, and wished everyone a Happy Thanksgiving!


ADJOURNMENT

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

Motion by Commissioner Bill Radford

Second by Commissioner Greg Baker

Vote: Unanimous



Connie N. Capps, Town Clerk


Jeff Holt, Mayor