

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
REGULAR BOARD OF COMMISSIONERS MEETING
DECEMBER 11, 2023

WELCOME AND CALL TO ORDER

Mayor Jeff Holt called the regular meeting of the Pine Level Board of Commissioners to order on Monday, December 11, 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 Director/Zoning Adm. Scottie Hayes, Public Works Supt. Ray Stuckey, Administrative Asst. Ashley Willoughby, and Town Clerk Connie Capps.

OTHERS PRESENT

Richard Arthur, Jonathan Arthur, Vann Jones, Leon Oliver, Rodney Cabe, Merle Hall, Terry Rains, Fire Chief Joseph Radford, Fire Dept. President Greg Johnston, and Bruce Parrish.

INVOCATION: Commissioner Greg Baker

PLEDGE: Terry Rains

APPROVAL OF AGENDA:

Motion to approve: Commissioner Greg Baker

Second: Commissioner Bill Radford

Vote: Unanimous

APPROVAL OF CONSENT AGENDA

Minutes from November 13, 2023 and Check Listing for November, 2023

Motion to approve: Commissioner Bill Radford

Second by: Commissioner Phil Pittman.

Vote: Unanimous

PUBLIC COMMENT

Resident Terry Rains asked the board what were the plans concerning the property where there was a cemetery on the property from last month's meeting. Mayor Holt stated that the town has no authority to do anything. Attorney Chip Hewett stated that it would require a lot of research and it would not be easy to remove the cemetery.

Commissioner Bill Radford asked if the customer that came to our December meeting about a water issue was satisfied, and had she done what she was asked to do. Mayor Holt stated that she did not come in the next day, but now has done what was required.

RESOLUTION FOR APPROVING WATER SHORTAGE RESPONSE PLAN

Mayor Holt stated that this resolution was required by General Statute for adoption and would be submitted to the State that the town provides water and has a backup plan in place with Johnston County if needed.

Motion to adopt: Commissioner Phil Pittman

Second: Commissioner Jimmy Garner

Vote: Unanimous

RESOLUTION TO APPLY FOR GOLDEN LEAF FOUNDATION FLOOD MITIGATION GRANT

Mayor Holt stated that the Town is seeking grant funds to undertake infrastructure projects. He stated that this resolution would need to be adopted before going forward.

Motion to adopt: Commissioner Bill Radford

Second: Commissioner Greg Baker

Vote: Unanimous

CERTIFICATE OF SUFFICIENCY FOR DMS PARTNERS, LLC ANNEXATION

Mayor Jeff Holt stated that Town Clerk Connie Capps has checked the sufficiency of the annexation petition submitted by DMS Partners, LLC, and found that it is sufficient for moving forward and certified this request. A motion was made by Commissioner Garner and seconded

by Commissioner Pittman to approve and move forward with this request. The motion passed by unanimous vote.

RESOLUTION FIXING DATE OF PUBLIC HEARING FOR DMS PARTNERS LLC ANNEXATION

Commissioner Jimmy Garner made a motion to approve Resolution# 12-23-24-008 on fixing date of public hearing on the question of annexation pursuant to G.S. 160A-31, for DMS Partners, LLC. to be held on January 8, 2024. Commissioner Phil Pittman seconded the motion. The motion passed by unanimous vote.

COMMITTEE REPORTS

Scottie Hayes reported that the town held several 150th Anniversary events this past year and all were a success. Mayor Holt stated at the January meeting we will have a short ceremony to seal the time capsule.

Commissioner Pittman stated that the Seniors met at the town hall for a movie, "The Christmas Carol". He also stated that he and Scottie were in the process of trying to start back the monthly meetings for the Seniors.

PLANNING BOARD

Zoning Administrator Scottie Hayes reported that the Planning Board made a recommendation to approve the preliminary plat for Emily Gardens contingent upon the following items be included on the map: approval of the annexation and the street names being approved. Mayor Holt asked Scottie if this map was the same map as they first submitted two years ago. Scottie stated that it was the same map. Commissioner Greg Baker made a motion to call for a public hearing based on these two items being completed and Commissioner Bill Radford seconded the motion. There was no more discussion. Those voting in favor of this motion: Commissioners Baker, Pittman, and Radford. Those voting against the motion: Commissioner Jimmy Garner.

Zoning Administrator Scottie Hayes next requested that the board call for a public hearing on a Special Use Permit submitted by ElJon, LLC to be held on Monday, January 8, 2024.

Motion made by: Commissioner Jimmy Garner

Second by: Commissioner Phil Pittman

Vote: Unanimous

Scottie next addressed a request from Mr. Leon Oliver, who was inquiring about putting a few horses on his property. Scottie stated that he needed clarity on this request from Attorney Chip Hewett. Attorney Hewett said the zoning ordinance states in Section 405.1 that no livestock shall be kept in the city limits of Pine Level, but in the Unified Development Ordinance Section 308 it is referenced that it is subject to approval by the Zoning Administrator. Attorney Hewett stated the town ordinance is vague and suggested that the Planning Board review this and make a recommendation on this situation. Mayor Holt asked Mr. Oliver if he was in a hurry on this

request., and Mr. Oliver said he was not. Mayor Holt stated that Attorney Hewett will come back with clarity on this and the Planning Board will offer a recommendation to the board at the January meeting.

TOWN ATTORNEY'S REPORT

Town Attorney Chip Hewett reported that Town Clerk Connie Capps and himself had been working on the codification of the ordinances and stated that he would have a report on the amendments in January.

DEPARTMENT REPORTS

Recreation- Recreation Director Scottie Hayes reported that the cameras were installed at the park today and hopefully this will stop the vandalism at the park and let us know who is doing the vandalism.

Scottie stated that Tater Buds Attic, a ceramic business in Pine Level donated a ceramic Christmas tree for the town to sell tickets as a fund raiser for the Recreation Department. Scottie stated that \$254.00 was raised for the Recreation Department. Mayor Holt did the drawing and Shannon Parrish was the winner of the Christmas Tree.

Mayor Holt and Scottie thanked everyone who purchased tickets.

Scottie next reported that practice had started for basketball and the games will begin after January for the twelve basketball teams and stated that we also have four cheerleading squads.

Scottie stated that the Seniors came to the town hall for a movie and popcorn this month as well as the children from Playmates daycare. He stated that everyone enjoyed the movies.

Public Works- Public Works Supt. Ray Stuckey reported that the company has finished with the sewer testing with the cameras in town and now we are waiting for the engineers to send the town a report on their findings.

Street Commissioner Greg Baker stated that all the street department guys are working hard and we greatly appreciate all the men. He said there will be a lot of extra garbage this month due to the Christmas holidays.

Ray Stuckey stated that at the end of December the water meters will be changed out and the new meters will be installed by the end of February and on the new AMI system.

Commissioner Bill Radford stated that people were asking about some of the lights that were out on the Christmas decorations. Public Works Supt. Ray Stuckey said it was an electrical problem on Peedin Avenue and the electrician is coming to repair the problem. Commissioner Jimmy Garner stated it may be time to buying new Christmas decorations for next year.

Police- Police Chief Ashley Woodard reported that extra cars will be out patrolling due to the Christmas season. Mayor Holt stated that the town will be receiving funds from the State to build a more up to date facility for dogs. Chief Woodard stated he was working on an application for another police officer at this time.

Fire Dept.- Fire Chief Joseph Radford reported the department had 60 calls in November. He stated that the department had responded to eight fire calls on the new truck. He said the average response time had been two minutes from the time of the call until they reached the station. Chief Radford stated they hope to have another part-time position filled in January, which we will give them two men at the station during the night. He stated that the department had the largest turnout ever for Breakfast with Santa this year. He said the department will begin working on the budget the first of the year and they will be requesting information from the town.

UNFINISHED BUSINESS

The board discussed the procedure changes for staggered terms of office for the commissioners. They agreed to discuss this in January.

NEW BUSINESS

OATHS OF OFFICE FOR MAYOR AND TOWN COMMISSIONERS

Town Clerk Connie Capps administered the Oath of Office to Mayor Jeff Holt and then Mayor Jeff Holt administered the Oaths of Office to Commissioners Bill Radford, Greg Baker, Jimmy Garner and Phil Pittman.

ELECTION OF MAYOR PRO TEM

Commissioner Bill Radford stated that Commissioner Greg Baker has done a great job the last four years as the Mayor Pro tem, and he would like to make a motion to nominate him. Commissioner Jimmy Garner stated that he would like to nominate Commissioner Phil Pittman for Mayor Pro tem since he had been on the board for many years as a Commissioner and Mayor. Commissioner Phil Pittman stated that that he would like for his name be removed for this nomination. There were no more nominations. Commissioner Pittman seconded the motion and the motion passed by unanimous vote.

ASSIGNMENT OF DEPARTMENT DUTIES

Mayor Holt stated that the Department duties would remain as last year:

PUBLIC WORKS: Commissioner Greg Baker

RECREATION: Commissioner Bill Radford

POLICE: Commissioner Jimmy Garner

ADMINISTRATION: Mayor Jeff Holt

ADOPTION OF MEETING SCHEDULE FOR 2024

Commissioner Bill Radford made a motion to adopt the following meeting schedule for 2024.

Commissioner Greg Baker seconded the motion. Motion passed by unanimous vote.

January 8, 2024	May 13, 2024	September 9, 2024
February 12, 2024	June 10, 2024	October 14, 2024
March 11, 2024	July 8, 2024	November 18, 2024
April 8, 2024	August 12, 2024	December 9, 2024

ESTABLISHING RULES AND PROCEDURES

Mayor Jeff Holt stated that the board has always followed Roberts Rules of Order in conducting the meetings and that the board should continue to do so.

Upon a motion by Commissioner Bill Radford and seconded by Commissioner Greg Baker the board unanimously agreed to continue to follow Roberts Rules of Order.

MAYOR'S MINUTE

Mayor Holt stated that the next board meeting would be on Monday, January 8, 2024.

He said Pine Level Elementary School had a Christmas Tree Lighting and Caroling and the town had a Christmas Tree lighting at the park and both had a great crowd. He said we had to make a decision to cancel the parade due to the weather. He thanked everyone for their intentions and help with the activities that were planned.

ANNOUNCEMENTS

Rodney Cabe announced that the Moccasin Creek Drainage Committee had decided to move forward on the mowing contract in January. He stated that the committee is hoping to receive more money than expected. He said we are working on getting a grant to help with projects that need to be done.

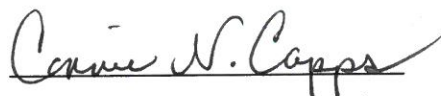
ADJOURNMENT

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

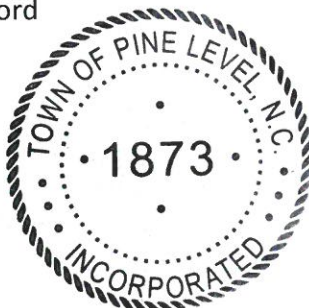
Motion by: Commissioner Greg Baker

Second by: Commissioner Bill Radford

Vote: Unanimous



Connie N. Capps, Town Clerk





Jeff Holt, Mayor