

**Mayor**  
*Jeff Holt*

**Mayor Pro-Tem**  
*Greg Baker*

**Board of Commissioners**  
*Jimmy Garner*  
*Phil Pittman*  
*Bill Radford*

**Interim Town Administrator**  
*Sharon Evans*



**Town Clerk**  
*Ashley Willoughby*

**Police Chief**  
*Ashley Woodard*

**Public Works Supt.**  
*Ray Stuckey*

**Rec. Coordinator**  
*Scottie Hayes*

**TOWN OF PINE LEVEL  
SPECIAL BOARD OF COMMISSIONERS MEETING  
OCTOBER 30, 2025**

**WELCOME AND CALL TO ORDER**

Mayor Jeff Holt called the special meeting of the Pine Level Board of Commissioners to order on Thursday, October 30, 2025 at 1:00 p.m. at the Pine Level Town Hall.

**ROLL CALL**

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

**STAFF PRESENT/ TOWN REP.**

Interim Town Administrator Sharon Evans and Town Clerk Ashley Willoughby.

**OTHERS PRESENT**

Peter Perchak and Samuel Heuertz

**APPROVAL OF AGENDA:**

Mayor Jeff Holt went over the key discussion items on the agenda which included the following:

- Adoption of RES-10-25-26-010- For the acceptance of grant funding for SRP-AIA-D-0340 that involves Water System Asset Inventory Assessment
- Adoption of RES-10-25-26-011- For the acceptance of grant funding for SRP-AIA-W-0338 that involves Sewer System Asset Inventory Assessment
- Approval of Audit Contract with S. Preston Douglas & Associate's, LLP

Motion to approve the agenda: Commissioner Jimmy Garner

Second: Commissioner Phil Pittman

Vote: Unanimous

**RES-10-25-26-010- FOR THE ACCEPTANCE OF GRANT FUNDING FOR SRP-AIA-D-0340 THAT INVOLVES WATER SYSTEM ASSET INVENTORY ASSESSMENT & RES-10-25-26-011- FOR THE ACCEPTANCE OF GRANT FUNDING FOR SRP-AIA-W-0338 THAT INVOLVES SEWER SYSTEM ASSET INVENTORY ASSESSMENT**

Mayor Jeff Holt informed the Board members the Town had received two grants to go towards asset inventory assessment for the water and sewer systems. The asset inventory would include the equipment, utility lines, manholes, pump/ water stations, etc. He mentioned the Town pursued these grants to be proactive with the maintenance and repairs. He stated the Board would have to adopt the two resolutions (RES-10-25-26-010 & RES-10-25-26-011) to accept the funding from the State to proceed with the projects.

Motion to adopt both resolutions; one for the water system asset inventory and the other for the sewer system asset inventory: Commissioner Jimmy Garner

Second: Commissioner Phil Pittman

Vote: Unanimous

**APPROVAL OF AUDIT CONTRACT WITH S. PRESTON DOUGLAS & ASSOCIATE'S, LLP**

Mayor Jeff Holt informed the Board members that S. Preston Douglas & Associate's, LLP had completed the Town's audit and were ready to submit it to the State. He mentioned the company had done the work without having the contract and needed the official contract approved by the Board members.

Motion to approve the audit contract with S. Preston Douglas: Commissioner Phil Pittman

Second: Commissioner Jimmy Garner

Discussion: Mayor Jeff Holt stated the audit firm has been the easiest to work with over the years and very efficient. He mentioned the Town's finances are in really good shape as the auditors will discuss when they come to present their findings. He mentioned there are other towns who are unable to say that.

Vote: Unanimous

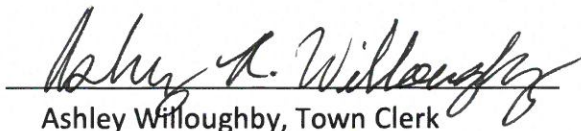
**ADJOURNMENT**

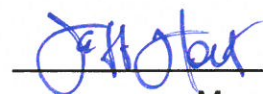
There being no further business to discuss, the meeting adjourned at 1:04 p.m.

Motion by: Commissioner Jimmy Garner

Seconded by: Commissioner Phil Pittman

Vote: Unanimous

  
Ashley Wilfoughby, Town Clerk

  
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Mayor

