

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
REGULAR BOARD OF COMMISSIONERS MEETING
NOVEMBER 10, 2025**

WELCOME AND CALL TO ORDER

Mayor Jeff Holt called the regular meeting of the Pine Level Board of Commissioners to order on Monday, November 10, 2025 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/ TOWN REP.

Police Chief Ashley Woodard, Zoning Admin./ Recreation Director Scottie Hayes, and Town Clerk Ashley Willoughby.

Attorney Chip Hewett

Remotely Via Teams- Auditor Lee Grissom

OTHERS PRESENT

Greg Johnson, Kimetha Fulwood, Christine Flowers, Bruce Naegelen, Samuel and Debra Heuertz.

INVOCATION: Mayor Jeff Holt

PLEDGE: Attorney Chip Hewett

APPROVAL OF AGENDA:

Motion to approve the agenda: Commissioner Phil Pittman

Second: Commissioner Jimmy Garner

Vote: Unanimous

APPROVAL OF CONSENT AGENDA

Mayor Jeff Holt provided a brief summary of the items within the consent agenda which included the following:

- a. October 20, 2025 Minutes- Regular Mtg.
- b. October 30, 2025 Minutes- Special Mtg.
- c. October 2025 Check Listing

Motion to approve the consent agenda: Commissioner Greg Baker

Second: Commissioner Phil Pittman

Vote: Unanimous

PUBLIC COMMENT

Kimetha Fulwood, a representative from the Johnston County Health Department, wanted to connect with the local towns to introduce the services being offered to the citizens within the community by her department. The Board members welcomed her to the meeting and thanked her for the information she provided.

ECONOMIC DEVELOPMENT STRATEGIC PLAN PROJECT PROPOSAL

Mayor Jeff Holt introduced Mr. Bruce Naegelen from the NC Department of Commerce, who has come to present a proposal for an Economic Development Plan. He mentioned the Board had a packet of information showing the services being provided by the agency; which included a resolution and a memorandum of understanding that the Board could adopt to secure those services. Bruce Naegelen, the Community Economic Planner for the NC Department of Commerce Main Street & Rural Planning Center, spoke on the services provided for the local counties and towns. He explained his department's main focus was on community economics building and explained his goal was to help the Town develop a 5-year Strategic Plan focused around economic development. He mentioned the plan would provide the Town a framework for future growth and give the Town a better position to receive additional grants in the future. He stated the plan would take approximately six months to develop and included input from the Boards, locals businesses, etc. He stated there was no other cost to the Town for the plan outside of travel reimburse he would receive. He explained at the end of the study the Town would receive an asset map, community survey, a retail market snapshoot, economic visioning statement, and a full strategic plan.

Mayor Jeff Holt asked if the Town would be able to pursue more economic development grants after the completion of the mentioned plan. Mr. Naegelen stated it would and explained how it would benefit the Town in pursuing future grants.

Debra Heuertz, Pine Level resident, asked about giving Mr. Naegelen the survey the Town sent out a couple years ago. Mayor Jeff Holt mentioned sharing the survey with Mr. Naegelen and stated the survey contains old data from years ago. Mr. Naegelen mentioned the survey would be helpful. Town Clerk Ashley Willoughby explained the mentioned survey was a part of the Comprehension Land Use Plan, which was included on the list of items to provide Mr. Naegelen for the plan.

Christine Flowers, Pine Level resident, asked if the survey Mr. Naegelen mentioned as part of the plan process would be open to the public. Mr. Naegelen mentioned the survey would go through a work group; however, there could be a community survey based on the Board's wishes. Commissioner Phil Pittman mentioned he can see how this plan could be beneficial for the Town. Ms. Willoughby mentioned the plan could be used to help with the updates to the Comprehensive Land Use Plan as well. The Board members briefly

Motion to adopt the resolution requesting the services: Commissioner Phil Pittman

Seconded by: Commissioner Jimmy Garner

Vote: Unanimous

Motion to agree to and enter this memorandum of understanding to permit this Economic Development Strategic Plan project with the NC Department of Commerce: Commissioner Bill Radford

Seconded by: Commissioner Greg Baker

Vote: Unanimous

FY 2024-2025 AUDIT PRESENTATION

Mayor Jeff Holt introduced Auditor Mr. Lee Grissom of S. P. Douglas who would present the Town's FY 2024-2025 Audit Report findings remotely via Teams.

Mr. Lee Grissom stated the Board members had received the reports and charts showing the overall financial summary for the Town's FY 2024-2025 Audit. He stated the Town was in good shape and has been trending in a good direction financially the last several fiscal years. He stated the Town was issued an unmodified opinion; a clean audit, which was the highest level of assurance that an independent CPA firm can issue on a set of financial statements. He stated the Town's finance director was one of the more timely finance directors his firm works with. He stated his firm was impressed and was able to get the audit out by the October 31st deadline. He mentioned there were no fraud activities found and management provided full access to records. He stated overall the financial records were in good shape. He mentioned there were few general journal entries required and there were two internal control findings for investment in donated funds and segregation of duties; which he stated are repeat findings. He mentioned the finding for investment in donated funds would be resolved during the next audit as those shares were sold as of the start of the current fiscal year. However, a letter addressing this finding would be required to be sent to the LGC. He mentioned the segregation of duties was a finding found in most smaller towns with a smaller number of staff in the office. He went over all the financial reports with the Board members.

Mayor Jeff Holt briefly spoke on the Town's finances when it comes to its debts. He stated it makes more financial sense for the Town to invest in new projects out right and make annual payments on its current loans with favorable interest rates. He mentioned the other method would be to pay off the old loans and get new ones for the projects at a higher rate; which was not a good option as it would cost more for the Town. He asked Mr. Grissom if he agreed with that statement. Mr. Grissom stated he did.

Motion to accept this audit: Commissioner Jimmy Garner

Seconded by: Commissioner Bill Radford

Discussion: Mayor Jeff Holt mentioned the copies of the audit could be requested would at the Town Hall and will be available on the Town's website.

Vote: Unanimous

COMMITTEE REPORTS

SENIORS

Commissioner Phil Pittman mentioned the seniors would be having a covered dish luncheon for their last meeting of the year at the coming up. Meetings are held every second Wednesday of the month.

MOCCASIN CREEK

Debra Heuertz, of the Moccasin Creek Board, mentioned getting with the Committee about looking into more work being done to the stream once funding was available.

PLANNING BOARD

Call for a Public Hearing for December 8, 2025- To consider UDO amendments to the Parking Requirements for All Uses

Motion to call for the public hearing: Commissioner Greg Baker

Seconded by: Commissioner Bill Radford

Vote: Unanimous

Social District

After a brief discussion, it was determined the Planning Board had requested the Town Board to consider directing Town Staff to research and create a proposal for a social district for the Downtown area to present to the Planning Board members for their review. The Board members agreed there was no further action needed by them outside of directing staff to investigate it. Commissioner Jimmy Garner stated the Police Chief would need to be a part of the discussion.

Motion to direct staff to study it and bring back their two best recommendations for the Board to consider:

Commissioner Jimmy Garner

(Later Withdrawn) Seconded by: Commissioner Phil Pittman

Discussion: Mayor Jeff Holt wanted to clarify the Board was wanting staff along with the Planning Board to present a recommendation to the Board. Commissioner Greg Baker asked how the subject of the social district came up and asked if this was brought up by the Planning Board. Zoning Administrator Scottie Hayes stated the topic of the social district was brought up in a Planning Board meeting a few months ago; however, he was not sure if the Chairman brought it up or by someone else who was present. Christine Flowers, Pine Level resident, asked if the purpose of the social district was to raise revenue for businesses or provide recreational opportunities for the citizens. Mr. Hayes stated it may help with revenue. He mentioned one of the problems was the sidewalks that borders the restaurants are on the public right-of-way. He stated there was a State law and a Town ordinance that prohibits open alcoholic beverages within the public right-of-way. He mentioned the only way around that was through a social district, which may

help the businesses. He mentioned it may allow the businesses to coordinate with others for events. Mrs. Flowers asked if the district would be an occasional thing or all the time. Zoning Administrator Scottie Hayes stated the social district would be all the time, but the events would be an occasional thing. Commissioner Bill Radford wanted to ensure the district would not preclude the Police department from being able to enforce the law within that area. Police Chief Ashley Woodard confirmed his department would still be able to enforce the law within the district. Mayor Jeff Holt mentioned the Town had a current ordinance that addresses public consumption or possession of alcohol on Town owned properties and public right-of-way. He mentioned amending the current ordinance to allow consumption of the alcoholic beverage on the sidewalk directly in front of, abuts, adjoins, or is adjacent to a business licensed by the State of NC to serve it in that manner. He asked Attorney Chip Hewett if he was speaking out to let him know. He mentioned the Board could amend the ordinance to serve it on Town owned property or a Town owned right-of-way without having to create a social district. He stated that would accomplish everything except allowing people walking the sidewalks with a cup alcohol. The Boards members with the Town Attorney briefly discussed the ABC requirements, special events, permitting process, and having the attorneys look into the mentioned amendment to the ordinance. Commissioner Phil Pittman withdrew his second to the motion.

Previous motion was seconded by: Commissioner Bill Radford

Discussion: Commissioner Jimmy Garner mentioned the Planning Board may need two months to review. Commissioner Bill Radford agreed with the two months. Mayor Jeff Holt mentioned the motion was for the staff to come back next month.

Vote: Unanimous

Mayor Jeff Holt mentioned staff would come back in December with the proposal.

TOWN ATTORNEY'S REPORT

Quiet Zones for the Trains

Attorney Chip Hewett asked if was there any updates from the Board on their desire regarding the Quiet Zone request brought up last month. Commissioner Bill Radford asked if the Town would be held liable or share liability with the Railroad if the Town would proceed with this. Attorney Chip Hewett stated he believes the Town would be immune, because the individual that gets hit would be on the railroad as a matter of law.

Motion to have the Attorney present the Board information at the January meeting: Commissioner Greg Baker. Mayor Jeff Holt mentioned having the Town Attorney come back to the Board with the next steps. Commissioner Greg Baker asked if the Board gave it to the Town Clerk to research at last meeting. Attorney Chip Hewett stated he believes they did and if the Board would like the attorneys to have a summary brought before them at next meeting then they can do so. Commissioner Greg Baker amended his motion to include that the information would be brought before the Board at the January meeting. Motion died due to a lack of a second.

Lot Swap for New Well Site

Attorney Chip Hewett mentioned getting a date on the calendar to finish the lot swap for the new well site. Mayor Jeff Holt stated he would contact Mr. Merle Hall and the Town's newest engineer with TRC about getting that completed.

DEPARTMENT REPORTS

RECREATION- Recreation Director Scottie Hayes informed the Board members the new season of sports had begun. He mentioned there were about fourteen teams of basketball and three teams of cheer. He stated the Town's Christmas Parade would be on December 14th. He mentioned due to some safety concerns the Town was combining the Tree Lighting with the Pine Level Elementary School this year. He stated he would like for the Town to into an alternative site away from the highway for the Town's Christmas Tree Lighting in the future. The Board members agreed.

PUBLIC WORKS/ STREETS- Commissioner Phil Pittman mentioned the Town's staff are doing a great job picking up the leaves and the Town's equipment were in good shape. Commissioner Greg Baker mentioned he spoke with Public Works Superintendent Ray Stuckey and mentioned the complaints on the GFL garbage collections had gone down. Mayor Jeff Holt mentioned Mr. Stuckey would be looking into getting some quotes for additional shelters at the shop yard. He stated the Town had purchased several new pieces of equipment in the last several months and the need for an additional shelter was there. He stated once Mr. Stuckey gets the pricing options, then he would bring it before the Board members for approval.

POLICE- Police Chief Ashley Woodard stated all requested information was sent to the DOT for the Christmas Parade and the Town had received the approval to securely close the roads. Scottie Hayes stated the Christmas Parade would run in the opposite direction this year by starting at the park and ending at the Town Hall.

Sam Heuertz, Pine Level resident, asked if the Board had plans to put no parking signs on Peedin Ave on the side near Heidi's. He voiced his concerns about the parking and the traffic in that area. Mayor Jeff Holt mentioned citizens had always parked on both sides of the Downtown; it has been more noticeable with now with the increase in traffic. He mentioned the Town was looking into additional parking along the Railroad right-of-way in front of the daycare. He mentioned the DOT had control over what was no parking in the Downtown. He mentioned the Board had heard the concerns from citizens about speeders coming in on Peedin and the current parking situation makes people slow down.

FIRE DEPARTMENT- Greg Johnson stated the Fire Department would be hosting Breakfast with Santa on December 6th. He mentioned the department had started working on the next year's budget.

STAFF- None

UNFINISHED BUSINESS

Mayor Jeff Holt informed the Board members the developers for Emily Gardens came back with a revision to the final plat for Phase 1 Section 2; which the Board approved at last month's meeting. He stated the revision included changing the name of the road coming into Town from Pine Level- Micro Rd. to N Peedin Ave.

Motion to accept the revised map: Commissioner Jimmy Garner

Seconded by: Commissioner Greg Baker

Vote: Unanimous

Commissioner Greg Baker stated at last meeting there was a concern about the tree in front of the daycare and asked if staff had contact Duke Energy about that. Ms. Willoughby stated she had, but did not receive a call back as of yet. Commissioner Greg Baker asked for staff to reach out again.

NEW BUSINESS

House Number/ Street Address Requirements

Commissioner Phil Pittman stated there were some houses in town that do not have numbers visibly posted; which helps to easily identify the houses for the police, fire, rescue, and other Town departments. He would like the citizens to be sure to put the numbers on their homes. Commissioner Jimmy Garner stated he believes the Town had an ordinance requiring the numbers be on the houses. Mayor Jeff Holt mentioned the Fire Department used to help put the numbers on the houses. Greg Johnson mentioned he was not sure what was done in the past, but he would investigate it. After the Board briefly discussed, Commissioner Jimmy Garner mentioned having the Police Chief go out to inform the noncompliant residents and inform them to go to the Fire Department or the hardware store to get the required numbers.

Grand Marshall

Mayor Jeff Holt asked for recommendations for the Grand Marshall for the 2025 Pine Level Christmas Parade. Commissioner Bill Radford nominated the Pine Level Lions Club in recognition of their 75th anniversary.

Motion to make the Pine Level Lions Club the Grand Marshalls: Commissioner Bill Radford

Seconded by: Commissioner Greg Baker

Vote: unanimous

Mayor Jeff Holt stated he would reach out to the President of the Pine Level Lions Clubs about the Christmas Parade.

MAYOR'S MINUTES/ ANNOUCEMENTS

Mayor Jeff Holt stated a motion was needed to approval the turkey shoot dates for the Pine Level Lions Club on November 21st-22nd and the American Legion on November 25th-26th.

Motion to allow those turkey shoots: Commissioner Bill Radford

Seconded by: Commissioner Phil Pittman

Vote: unanimous

Mayor Jeff Holt wanted to recognize Veterans' Day on November 11th and the Board expressed their appreciation for those who had served and are serving our Country.

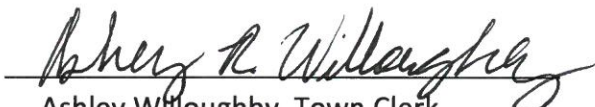
ADJOURNMENT

There being no further business to discuss, the meeting adjourned at 8:21 p.m.

Motion by: Commissioner Jimmy Garner

Seconded by: Commissioner Greg Baker

Vote: Unanimous


Ashley Willoughby, Town Clerk


Mayor

