

**Mayor**  
*Jeff Holt*

**Mayor Pro-Tem**  
*Jimmy Garner*

**Board of Commissioners**  
*Greg Baker*  
*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  
DECEMBER 8, 2025**

**WELCOME AND CALL TO ORDER**

Mayor Jeff Holt called the regular meeting of the Pine Level Board of Commissioners to order on Monday, December 8, 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

**OTHERS PRESENT**

Fire Chief Joe Radford, Greg Johnson, Kevin Kornegay, Terry Rains, Samuel and Debra Heuertz, Mike and Carolyn Renfrow, Michael Renfrow, Peter Perchak, Thomas Parker, Scottie and Amy Futch, Bryceson Futch, and Makayla Mabrey

**INVOCATION:** Commissioner Phil Pittman

**PLEDGE:** Terry Rains

**APPROVAL OF AGENDA:**

Motion to approve the agenda with the amendment to move section 11 and the all items within it above of section 4 and re-number the following sections accordingly: Commissioner Jimmy Garner

Second: Commissioner Greg Baker

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. November 10, 2025 Minutes- Regular Mtg.
- b. November 2025 Check Listing
- c. 2025 Audit Response Letter

Motion to approve the consent agenda: Commissioner Bill Radford

Second: Commissioner Jimmy Garner

Vote: Unanimous

## **NEW BUSINESS**

### **a.) Administer Oaths of Office**

Town Clerk Ashley Willoughby sworn in Mayor Jeff Holt for another two-year term.

Mayor Jeff Holt sworn in the following Commissioners for another two-year term: Jimmy Garner, Phil Pittman, Greg Baker, and Bill Radford.

### **b.) Election of Mayor Pro-Tem**

Commissioner Phil Pittman nominated Commissioner Jimmy Garner for Mayor Pro-Tem; which was seconded by Commissioner Bill Radford and motion passed by unanimous vote.

Mayor Jeff Holt congratulated Commissioner Jimmy Garner on being elected as the Mayor Pro-Tem.

Town Attorney Chip Hewett stated a second oath was needed for the Mayor Pro-Tem and asked if the Clerk had the oath available. Town Clerk Ashley Willoughby stated the Town did not have one for the Mayor Pro-Tem. Town Attorney Chip Hewett stated he would have one ready for the next meeting.

### **c.) Assignment of Department Duties**

Mayor Jeff Holt would like to keep the assignments for the departments the same as the following:

#### **Departments**

Water/Sewer- Commissioner Phil Pittman

Police- Commissioner Jimmy Garner

Street/ Sanitation- Commissioner Greg Baker

Recreation- Commissioner Bill Radford

Administration- Mayor Jeff Holt

### **d.) Establish Rule of Procedure**

Motion to accept Robert's Rule of Order: Commissioner Jimmy Garner

Seconded by: Commissioner Bill Radford

Vote: Unanimously

Mayor Jeff Holt stated there was a caveat as the Board may stray away from it at times.

**e.) Adoption of Meeting Schedule for 2026**

Motion to adopt the meeting schedule: Commissioner Greg Baker

Seconded by: Commissioner Phil Pittman

Vote: Unanimously

**f.) Adoption of Town Hall Holiday Closing Schedule for 2026**

Mayor Jeff Holt stated those are the recognized holidays the Town would close down the Town Hall and these dates are typically similar to those set by the County.

Motion to adopt the closing schedule: Commissioner Bill Radford

Seconded by: Commissioner Greg Baker

Vote: Unanimously

**g.) Call for Public Hearing for January 12<sup>th</sup> at 7 p.m. at the Town Hall to consider a Rezoning Request filed by Mike and Carolyn Renfrow for Parcel # 12N11011X**

Motion to call for the public hearing for January 12<sup>th</sup>: Commissioner Bill Radford

Seconded by: Commissioner Greg Baker

Vote: Unanimously

**PUBLIC COMMENT**

Amy Futch, a Pine Level ETJ resident, wanted to address the Board members about a citizen complaint made regarding a camper in her yard; located at 949 Pine Level- Micro Rd. She informed the Board members the camper was a temporary situation for her son while his house was being built. She mentioned she brought documents showing the contracts and explained how the government shutdown had slowdown the loan process for his final closing. She mentioned she had spoken with Town's Zoning Administrator Scottie Hayes about the situation previously. She mentioned she recently spoke with the Town Clerk Ashley Willoughby about the new situation that happened on October 31<sup>st</sup> where a kitchen fire took place in her home and sent her photos of the damages to give to the Board members for meeting. She mentioned she had brought the estimates from the insurance company for the repairs and she was hoping she would be able to stay in the camper temporarily while the repairs were being made. She mentioned she does not want to break any rules and was wanting to work with the Town to figure out a solution. Zoning Administrator Scottie Hayes confirmed Mrs. Futch had been keeping the Town updated on the situations and she was informed that she would have to talk with the Board about getting any approvals for extensions on this matter. He stated the County does not allow any campers for residential uses anywhere with the exception of designated areas. The Board members briefly discussed a deadline to extend the temporary use.

Motion to allow the use until July 1<sup>st</sup>, 2026: Commissioner Jimmy Garner

Seconded by: Commissioner Phil Pittman

After brief discussion the Commissioner Jimmy Garner amended his motion to change the date to April 1<sup>st</sup>.

Seconded by: Commissioner Bill Radford

Vote: Unanimously

Commissioner Jimmy Garner explained the need to look into and add something to the Town's ordinance about allowing temporary trailers or mobile homes for up to a year for situations like this.

### **PUBLIC HEARING**

#### **a.) To Consider UDO amendments to the Parking Requirements for All Uses (Restaurants)**

A motion was made by Commissioner Greg Baker to open the public hearing at 7:26 p.m. to consider UDO (Unified Development Ordinance) amendments pertaining to the parking requirements. The motion was seconded by Commissioner Jimmy Garner and the vote was unanimous.

In summary: the proposed amendments to the UDO were to change the parking requirements to 1 parking space per 4 seats for restaurants in all zoning districts.

Mayor Jeff Holt asked for the Planning Board Chairman Kevin Kornegay to speak on the item. Planning Board Chairman Kevin Kornegay mentioned the Planning Board reviewed the current ordinance and determined the parking requirements were too high compared to that of other towns like Selma. He stated the current UDO required 15 spaces plus additional spaces based on a formula using the square footage of the building. He mentioned the Planning Board members wanted to do something like Selma. The Board members asked if they would have to deny any new business that comes and does not meet the parking requirement. Planning Board Chairman Kevin Kornegay stated the current UDO gives the Zoning Administrator the authority to allow the use of the business building without meeting the parking requirements. Commissioner Bill Radford asked for clarification on how the Board members can ensure the parking requirements exemptions are fairly considered and given. Planning Board Chairman Kevin Kornegay stated the UDO gives the Zoning Administrator the authority to forgive any of the requirements. Commissioner Bill Radford stated he wants to protect the Town and the Zoning Administrator from any possible litigation if the Zoning Administrator were to approve for one and not another. Town Clerk Ashley Willoughby mentioned the individual may come before the Board for possible exemption. Commissioner Jimmy Garner asked for Zoning Administrator Scottie Hayes to speak on the matter. Zoning Administrator Scottie Hayes stated the Downtown area has an ongoing shortage of parking spaces being shared by multi-businesses; which the Town was looking into increasing. He mentioned in the meantime there are growing businesses willing to come into Town that should be considered. After some discussion, Samuel Heuertz of Planning Board member mentioned the Planning Board figured calculating the number of seats were easier to figure than the current square footage formula for the parking space requirements. He mentioned the members wanted to simplify it by making the parking requirements the same as Princeton's and Selma's.

Motion to close: Commissioner Jimmy Garner

Seconded by: Commissioner Bill Radford

Vote: Unanimous

Motion to amend the parking requirements as presented: Commissioner Greg Baker

Seconded by: Commissioner Bill Radford

Vote: Unanimous

## **COMMITTEE REPORTS**

### **SENIORS**

Commissioner Phil Pittman mentioned the seniors enjoyed going to the Rudy Theatre. Recreation Director Scottie Hayes stated the seniors had a good meeting last month and enjoyed a visit from Santa and a pilgrim.

### **MOCCASIN CREEK**

N/A

### **PLANNING BOARD**

N/A

### **TOWN ATTORNEY'S REPORT**

N/A

## **DEPARTMENT REPORTS**

**RECREATION-** Recreation Director Scottie Hayes stated there were about fourteen teams of basketball and three teams of cheer. He wanted to thank the Board members for their support of the Recreation program and because of that the program had served about 698 children in the last 12 months.

He stated the Town's Christmas Parade would be on December 14<sup>th</sup> with the line-up starting at 2 p.m. at the park and the parade starting at 3 p.m. He mentioned the new parade route had been shared on the Town's social media; which shows the parade starting at the park and ending at the Town Hall (a reversal to last year's route).

**PUBLIC WORKS/ STREETS-** Commissioner Phil Pittman mentioned the Town's staff are doing a great job and mentioned there maybe a need for a modification to one of the new trucks for better access. Commissioner Greg Baker spoke with Commissioner Jimmy Garner and wanted to remark on how well the Country Est Park had improved its appearance with the removal of the excess trash and junk cars.

**POLICE-** Police Chief Ashley Woodard stated the department was preparing for the upcoming parade.

**FIRE DEPARTMENT-** Fire Chief Joe Radford informed the Board members the department must submit a final budget to the County for approval by March 15<sup>th</sup>; which his department will be working on for the next three months. After a brief discussion, it was determined the department had a little over 400 calls so far this year compared to the roughly 300 calls made during 2021; about a total of 725/ four years.

Commissioner Phil Pittman remarked on how well the pancake breakfast for the kids did.

Fire Chief Joe Radford informed the Board members the County had adopted a policy where they will look at the data following the fiscal year. He mentioned the County's policy now requires the department to staff two people 24-hours per the recent data. Commissioner Jimmy Garner asked if the County would

provide additional funding since this was their requirement. Fire Chief Joe Radford stated the County would fund it, but it was also funded through the Cost Share. He stated the current formulas for the Cost Share shows the Town paying 32% and the County paying 66%. Commissioner Jimmy Garner asked if the 32% was out of the amount the Town already gives the department. Fire Chief Joe Radford stated no; it was based off the operating expense the department submits to the County for approval; where the County pays 66% and the Town pays 33%; that is if the Cost Share model was approved. He mentioned the calculation was based on square miles, population, call percentage, (and real property value). Commissioner Phil Pittman asked who came up with the formula. Fire Chief Joe Radford stated the subcommittee of Fire Chiefs across the County came together to create the Cost Share with the help of what Wake County did 20 years ago and talking with some of the mayors. He mentioned there could be some towns where the County would pay less than the Town and mentioned the Town of Selma was a good example of this. Commissioner Jimmy Garner asked what if the Town could not afford the amount being required through the Cost Share; would it lose fire protection. Fire Chief Joe Radford stated it could, but not the Town of Selma because it has its own department. Greg Johnson, Fire Department, stated the department would have to cut its budget. Commissioner Jimmy Garner mentioned the fire department has a good response time. Mayor Jeff Holt asked what the current tax rate for the Town was. Town Clerk Ashley Willoughby stated the current rate was \$0.39. Mayor Jeff Holt mentioned the Town may have a few options to choose from which included the following: 1) the Town participates in the Cost Share, 2) the Town continues the normal increases, or 3) the Town does not give anything to the fire department and asks the County Commissioners and County Tax Office to start collecting the fire tax from the Town's citizens. He mentioned the portion the Town's taxes collected to contribute to the fire department would be set by the County and collected by their offices to be given directly to the fire department. Fire Chief Joe Radford mentioned the portion of the Town's tax rate going to the fire department was about \$0.06. Mayor Jeff Holt mentioned the other option would be to raise the Town's tax rate as previously recommended by the fire department to make up the difference. Fire Chief Joe Radford stated the tax rate would need to be increased 3.5 cents. He mentioned the Cost Share does come with a 5-year payment plan.

Mayor Jeff Holt voiced concerns about having a Board of individuals who are not from Pine Level telling this Board how much the Town's obligation to the fire department will be without the Town having any input on the budget. He mentioned this Board's concerns of the purchase of a ladder truck costing \$120,000.00 per year that the County may have wanted, but the Town seeing no need at the time is expected to help pay without any say in the matter. He used Town's Police Chief as an example and mentioned the Chief would have to come to the Board if he would like to purchase new cars or hire more employees. He stated the Town would have to figure whether or not it's within the budget to provide that and if not, then the department will have to make due with what resources it had until additional funds became available. He stated the County has a Cost Share Committee that will tell the towns what obligations to the fire departments are without the towns' input. He mentioned if the Town does not participate there maybe a possibility the Town would receive a lesser level of service, because the fire department cannot afford to provide it. Fire Chief Joe Radford stated that could happen and mentioned the ladder truck was a part of the main level service which contributed to a better ISO level and without it the ISO would go up; which would affect the citizens property insurance. Commissioner Phil Pittman wanted clarification as to why the

fire department felt a ladder truck was needed when there were no three-story buildings in town. Fire Chief Joe Radford stated it was for ISO rating.

Mayor Jeff Holt stated no decisions about budget were being made tonight and there would be time for more discussions. Commissioner Jimmy Garner asked if the County and the Town would have more say on the fire department's budget with the new Cost Share plan. Fire Chief Joe Radford stated the County would, but since the department was an independent entity, the Town would not. Commissioner Jimmy Garner stated the Town was expected to pay and not have a say. He asked what if the Town did not agree and decided not to pay. Fire Chief Joe Radford stated the Town would have to find another fire department to provide service and the ISO would be effected. Commissioner Jimmy Garner stated he appreciates the fire departments efforts; however, he has not seen a price decrease in the property insurance over the last several years with the changing of the ISO ratings. There was a brief discussion on ISO ratings.

There was a brief discussion about other options like having the fire department merge with the Town, the Town looking into other departments, or the Town starting its own. Mayor Jeff Holt mentioned there was time for more discussion to be had during the budget preparations.

STAFF- Mayor Jeff Holt recognized Ashley Willoughby for her five years of services.

#### MAYOR'S MINUTES/ ANNOUCEMENTS

Mayor Jeff Holt stated the Town's Employee Luncheon was on December 19<sup>th</sup>.

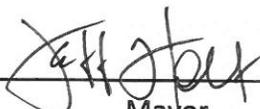
#### ADJOURNMENT

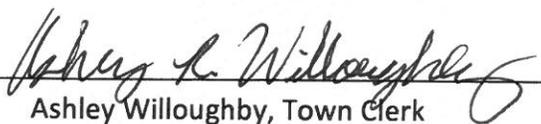
There being no further business to discuss, the meeting adjourned at 8:15 p.m.

Motion by: Commissioner Greg Baker

Seconded by: Commissioner Bill Radford

Vote: Unanimous

  
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Mayor

  
Ashley Willoughby, Town Clerk

(SEAL)

