

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
FEBRUARY 9, 2026**

WELCOME AND CALL TO ORDER

Mayor Jeff Holt called the regular meeting of the Pine Level Board of Commissioners to order on Monday, February 9, 2026 at 7:02 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

INVOCATION: Mayor Jeff Holt

PLEDGE: Terry Rains

APPROVAL OF AGENDA:

Motion to accept: Commissioner Greg Baker

Second: Commissioner Bill Radford

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. January 12, 2026 Minutes- Regular Mtg.
- b. January 2026 Check Listing

Motion to accept: Commissioner Phil Pittman

Second: Commissioner Greg Baker

Vote: Unanimous

PUBLIC COMMENT

Debra Heuertz, Pine Level resident, asked what the official process was to have a Town representative come and investigate a possible issue with a drain pipe that runs under a Pine Level road; then receive a report back on it. Commissioner Greg Baker mentioned he would investigate it. Mrs. Heuertz stated the pipe was located near 113 Oak St.

Kimetha Fulwood, the Population Health Officer for the Johnston County Health Dept., mentioned she had come to present updates and provided information on the programs provided by the Johnston County Health Dept. She mentioned she provided the information to the Clerk and spoke on the recent programs. The Board members thanked Mrs. Fulwood for attending and for providing those updates.

COMMITTEE REPORTS

SENIORS

Commissioner Phil Pittman mentioned he and Recreation Director Scottie Hayes would be getting ready for the seniors meeting happening on Wednesday. He would like to invite all the seniors to attend and mentioned all the meetings were on the second Wednesdays of every month at 9:30 a.m. He wanted to thank Mr. Hayes for his hard work and to the Town's Attorney, Chip Hewett, for speaking at the meeting.

MOCCASIN CREEK

Mayor Jeff Holt informed Town resident, Terry Rains, that the Moccasin Creek Board and other agencies had investigated the request made at the last meeting to look into the ditch along his house. He confirmed the ditch was being maintained through a possible contractor on behalf of the Moccasin Creek Board years ago; however, during a change in contractors it was determined that the ditch was not one of the main tumplines and the maintenance stopped. He mentioned there are a lot of properties within the town that are in the watershed; which contributes to the Moccasin Creek. He mentioned additional information was needed and hopes a representative from the NC Water & Soil Conservation could be present at the March to provide more clarity regarding the maintenance requirements for the Moccasin Creek. He wanted to reassure Mr. Rains that both boards had investigated his concern since the last meeting. Terry Rains, Pine Level resident, mentioned his concerns on the tree growth in the ditch and the maintenance it needed over the years.

PLANNING BOARD

Zoning Administrator Scottie Hayes provided the following updates to the Board members from the Planning Board (via memorandums):

- Discussion Item: 2 Social District Options to Present to the Board

Mr. Hayes stated the Planning Board does not recommend a Social District at this time.

- Discussion Item: Minor Subdivision Final Plat- Cole Headley & Dodie Headley

Mr. Hayes stated the Planning Board recommended approval of the Final Plat with the condition that the zoning for the adjacent property be added. He stated he had not yet received the updated map; however, that correction will be done prior to the official approval.

- Discussion Item: New Business- Minor Subdivision- Carolyn Renfrow- Parcel # 1211011X

Mr. Hayes stated the Planning Board recommended approval.

After a brief discussion, it was determined no further action was required from the Board as per the Town's Unified Development Ordinance requirements for minor subdivisions.

TOWN ATTORNEY'S REPORT

Attorney Chip Hewett mentioned getting the pieces together for the property exchange. He mentioned speaking with Mr. Braswell about finalizing the platting of the property and mentioned he had not heard back from the engineer as to the approval of the survey. Mayor Jeff Holt mentioned he had a meeting with the engineer along with Town staff to discuss the survey map. Attorney Chip Hewett mentioned he would reach out to Merle Hall about the survey and update the Clerk.

DEPARTMENT REPORTS

RECREATION- Recreation Director Scottie Hayes mentioned the basketball season was halfway through and registration for the spring sports had started; which included baseball, softball, and t-ball. He stated the deadline to register would be February 21st.

Commissioner Bill Radford asked for an update on the drainage issue at the park. Mayor Jeff Holt mentioned him along with staff had met with the engineers to discuss the bid process and other methods to fast track those repairs with available grant funding.

PUBLIC WORKS/ STREETS- Commissioner Phil Pittman mentioned the men have done a great job maintaining the trash pick-up and yard waste during the recent cold weather.

Commissioner Greg Baker mentioned the men have continued to do an excellent job and he plans to get with them on some pothole repairs.

Mayor Jeff Holt stated there was a TRC contract before the Board members for consideration. He mentioned the contract was for grant funding the Town had received for improvements to the Town's Water Plant. He stated the Town's attorneys had a copy of the contract and were reviewing it now.

Motion to approve the contract (contingent on attorney review): Commissioner Jimmy Garner

Seconded by: Commissioner Bill Radford

Vote: Unanimous

Mayor Jeff Holt informed the Board members of an incident resulting in a water leak on HWY 70-A off involving a County waterline. He mentioned one of the Pine Level's residents had some discoloration in the water coming into their house due to this broken line. He mentioned the Town does not have a decent policy in place on to how to notify residents of water shut-off to due repairs. He said the Town received some complaints due to this fact and the residents were informed as to how to remedy it at that time. He provided a brief history on the waterline set up. He mentioned there was a need for a calling system, door hangers, or some other form of response to inform our residents on changes to the Town's infrastructure in the future. He mentioned it was something that has been discussed for years. Town Clerk Ashley Willoughby mentioned staff was looking into a program to be able to contact the Town's residents with the information from the Town's current system.

Debra Heuertz, Pine Level resident, wanted to know who would a resident call if there was broken line or leak over the weekend. Mayor Jeff Holt mentioned calling 911, then the Police Chief would get in contact with the person on-call within the Public Works Dept. Commissioner Bill Radford asked if the Eyeonwater app would notify residents of leaks. Town Clerk Ashley Willoughby stated the residents could receive notifications if they turn them on the in app. She mentioned the resident will see what the ladies in the office sees and get the same alerts. Commissioner Bill Radford asked if the app could contact the residents in other ways as well. Ms. Willoughby stated she was not sure, but could investigate it.

Commissioner Phil Pittman wanted residents to know the Town can consider bill adjustments for the sewer cost for leaks or line breaks; however, only if the issue does not feed back into the sewer and they provide a statement from a plumber assuring the issue had been fixed.

POLICE- Commissioner Jimmy Garner stated the department had 243 calls and informed the Board members the Police Chief, Ashley Woodard, had applied for a grant to the Governor's Crime Commission. He mentioned Police Chief Ashley Woodard was being recognized for his 20 years of service and mentioned the Mayor had something to present to him.

Mayor Jeff Holt spoken on how Chief Woodard first came to work with the Town. He mentioned after an introduction from Mrs. Wilma Oliver from the Cyn Mar Greenhouse and here they were 20 years later with the Board celebrating Chief Woodard for his hard-work and dedication. He stated the Chief had always gone above and beyond the call of duty with his involvement with the school, the local churches, maintaining the department with short staffing over the years and especially during COVID. He thanked him for 20 years of dedicated service and presented him with a plaque along with a gift. Commissioner Jimmy Garner mentioned Chief Woodard could retire in 9 years, 11 months, and 29 days; the Town would have a hard time finding an individual as hard-working and dedicated as him. The Board members thanked the Chief for his service.

FIRE DEPARTMENT- Mayor Jeff Holt mentioned the Board and Fire Department had a meeting last month to discuss the Cost Share Plan and budget. He mentioned the Fire Department would have to present their budget to the County by March 15th. Fire President Greg Johnson informed the Board members the

department had received about 50 combine calls in January between Fire and EMS. He mentioned upcoming Bingo event on February 24th at 5:30 p.m.

Mayor Jeff Holt asked if the Fire Department still provides residents with smoke detectors when needed or available. Fire President Greg Johnson mentioned he would have to check if the Department has any supply on hand.

Commissioner Bill Radford asked if there were any updates on the new truck. Fire President Greg Johnson mentioned the truck should be in around April.

STAFF- Town Clerk Ashley Willoughby mentioned possible budget amendments to be coming before the Board members by next meeting and mentioned budget prep for next fiscal was underway.

UNFINISHED BUSINESS/ NEW BUSINESS/ MAYOR'S MINUTES/ ANNOUCEMENTS

N/A

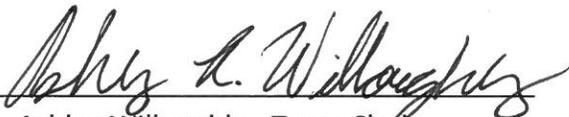
ADJOURNMENT

There being no further business to discuss, the meeting adjourned at 7:43 p.m.

Motion by: Commissioner Jimmy Garner

Seconded by: Commissioner Bill Radford

Vote: Unanimous


Ashley Willoughby, Town Clerk


Mayor

(SEAL)

