

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
APRIL 13, 2026**

WELCOME AND CALL TO ORDER

Mayor Jeff Holt called the regular meeting of the Pine Level Board of Commissioners to order on Monday, April 13, 2026 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

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 29, 2026 Minutes- Special Mtg.
- b. March 9, 2026 Minutes- Regular Mtg.
- c. March 9, 2026- Closed Session Minutes
- d. March 2026 Check Listing
- e. TRC Contract- Water System Asset Inventory & Assessment (AIA)
- f. TRC Contract- Sewer System Asset Inventory & Assessment (AIA)

Mayor Jeff Holt mentioned if there were no objects, then a motion to approve these items and to authorize the mayor to sign the two TRC contracts for the AIA projects was needed.

Motion to approve: Commissioner Jimmy Garner

Second: Commissioner Phil Pittman

Vote: Unanimous

PROCLAMATIONS

Mayor Jeff Holt mentioned the month of May was filled with several weeks to recognize the Town's employees including the clerks, the Police Dept, and the Public Works Dept. (includes Street, Water, and Sewer).

He provided a brief summary of the three proclamations listed:

- a. Municipal Clerks Week May 3-9th
- b. Police Week May 10-16th
- c. National Public Works Week May 17-23th

He mentioned the Town was planning to do something during this month to show its appreciation.

Motion to adopt those three weeks to recognize and honor the Town's clerks, officers, and public works:

Commissioner Jimmy Garner

Second: Commissioner Bill Radford

Vote: Unanimous

Mayor Jeff Holt recognized Terry Rains; who wanted to make a statement regarding the Public Works Dept. and mentioned he wanted to recommend them to the Board for the great work they do regarding the garbage collection.

PUBLIC COMMENT

Merle Hall, of Hall Land Surveying, wanted to ask the Town Board to consider amendments to the procedures for minor subdivisions within the Town's Unified Development Ordinance. He mentioned Pine Level was one of the only towns that requires the Planning Board's approval for minor subdivisions instead of staff approval. He wanted to see if the Board members could ask the Planning Department to investigate the possibility of making it where the Zoning Administrator could approve minor subdivisions instead of

having the Planning Board members and staff come in for a meeting in order to approve one. He mentioned he believes it would make things more efficient and would reduce the timeframe on simple projects by about a month.

Mayor Jeff Holt asked Zoning Administrator Scottie Hayes to investigate the request made by Mr. Hall and to come back before the Board at next month's meeting with a recommendation; whether for or against.

PUBLIC HEARINGS

Special Use Request- Carolyn Oliver Renfrow- Parcel ID#:12N11011Y / NC Pin:262413-00-2649 & Special Use Request- Carolyn Oliver Renfrow- Parcel ID#:12N11011Z / NC Pin:262413-00-0730

Mayor Jeff Holt explained the procedure for a quasi- judicial hearing for those present. He mentioned there were two separate special use applications filed by the same owner. The properties were divided by via a minor subdivision a month ago and are located beside one another. He mentioned prior to the minor subdivision the parent parcel went through a rezoning process as well. He stated special use permits are required for the multi-family development being considered for those properties. He asked the other Board members for a motion to consolidate these two; items 6 a & b. Motion made to that effect by Commissioner Jimmy Garner and it was seconded by Commissioner Bill Radford. Discussion: Mayor Jeff Holt stated since the requests are identical and the two neighboring properties were asking for the same special use; then by performing this action the Board would treat both requests as one and questions to the findings of fact will apply to both. Vote: passed unanimously.

For the record for those who would be called to testify in terms of the consolidation: Town Attorney Chip Hewett asked if there were any objections to the consolidation as these parcels are side-by-side and are identical. He asked if there were any objections from the general public. Hearing none, Attorney Chip Hewett stated the motion to consolidate was appropriated.

A motion was made by Commissioner Phil Pittman to open the public hearing at 7:12 p.m. to consider the now consolidated special use requests filed by Carolyn Renfrow for Parcel # 12N11011Y and Parcel # 12N11011Z. The motion was seconded by Commissioner Jimmy Garner and the vote was unanimous.

Mayor Jeff Holt spoke on the two identical applications filed by Carolyn Renfrow while noting the only difference was in the Tax ID#s for the two parcels. He stated the applications were requesting the ability to build duplexes within an RH zoning. He stated the two applications had identical answers to the six findings of fact. Town Attorney Chip Hewett advised the meeting moving forward which included swearing in staff and the representative for the applicant for the record, and entering testimony along with documents into evidence. Mayor Jeff Holt called on Zoning Administrator Scottie Hayes to represent the Town's staff and anyone present for the applicant to be sworn in.

Attorney Chip Hewett sworn in Scottie Hayes as a representative for the Pine Level's staff and Merle Hall as a representative for Carolyn Renfrow.

Mayor Jeff Holt stated there was a memorandum from the Planning Board for each special use applications before the Board members and asked Mr. Hayes to comment on those documents as to what the recommendations from the Planning Board were regarding these applications. Scottie Hayes stated the Planning Board made recommendations to approve those special use requests and stated those do fit the criteria for the special use moving forward. Attorney Chip Hewett stated any documents submitted to the Planning Board would be before the Board and should be moved into evidence. He asked if Mr. Hall assisted in filling out the application. Mr. Hall confirmed he did assist in filling out the application and providing the needed information. Attorney Chip Hewett asked Mr. Hall to confirm the documentation was correct. Mr. Hall reviewed the documents and confirmed the information was correct. Attorney Chip Hewett asked if there was anything Mr. Hall would like to supplement to the Board regarding these consolidated applications. Mr. Hall stated no and mentioned duplexes are allowed within the zoning of the properties with special use permits; which was the purpose the owner had submitted these requests for. Attorney Chip Hewett recommended moving to close the public hearing and to address the six findings of fact if the Board members have no further items to discuss with staff or the representative for the applicant.

Motion to close the public hearing: Commissioner Jimmy Garner

Seconded by: Commissioner Greg Baker

Vote: Unanimous

Mayor Jeff Holt stated the Board would have to take action on each of the six findings of fact separately. He mentioned he would read each of the findings with the applicant's corresponding response; an affirmative or a negative motion and second would be needed after each item.

Findings of Facts

Mayor Jeff Holt read the finding with the applicant's corresponding response.

Items # 1- Yes

Motion: Commissioner Jimmy Garner

Seconded by: Commissioner Greg Baker

Vote: Unanimous

Mayor Jeff Holt read the finding with the applicant's corresponding response.

Items # 2- Yes

Motion: Commissioner Jimmy Garner

Seconded by: Commissioner Bill Radford

Vote: Unanimous

Mayor Jeff Holt read the finding with the applicant's corresponding response.

Items # 3- Yes

Motion: Commissioner Jimmy Garner

Seconded by: Commissioner Bill Radford

Vote: Unanimous

Mayor Jeff Holt read the finding with the applicant's corresponding response.

Items # 4- Yes

Motion: Commissioner Bill Radford

Seconded by: Commissioner Greg Baker

Vote: Unanimous

Mayor Jeff Holt read the finding with the applicant's corresponding response.

Items # 5- Yes

Motion: Commissioner Bill Radford

Seconded by: Commissioner Greg Baker

Vote: Unanimous

Mayor Jeff Holt read the finding with the applicant's corresponding response.

Items # 6- Yes

Motion: Commissioner Greg Baker

Seconded by: Commissioner Bill Radford

Vote: Unanimous

Town Attorney Chip Hewett stated the consolidated six findings of fact had now been approved by the Board members. He mentioned the Planning Board did not include any condition recommendations and asked if the Board members had any conditions to apply to the special use prior to making any motion whether to approve, approve with conditions, or to deny the consolidated requests.

Motion to approve the SUPs in their entirety: Commissioner Jimmy Garner

Seconded by: Commissioner Phil Pittman

Vote: Unanimous

Special Use Request-Richard and Teresa Arthur- Parcel ID#: 12008035 / NC Pin: 262418-42-6158

A motion was made by Commissioner Jimmy Garner to open the public hearing at 7:22 p.m. to consider a special use request filed by Richard and Teresa Arthur for Parcel ID#: 12008035. The motion was seconded by Commissioner Greg Baker and the vote was unanimous.

Mayor Jeff Holt provided a summary of the property and the application information. He mentioned the property was located within the Downtown area and was part of the Main Street (MS) District. He gave information as to the special use requirements for the MS District.

Attorney Chip Hewett swore in Zoning Administrator Scottie Hayes to represent the Town's staff and Richard Arthur as the owner of the property/applicant.

Zoning Administrator Scottie Hayes mentioned the owner was looking to allow the use of a clothing retail store within the building; which was an allowable use. He stated the Planning Board's made a recommendation to approve the special use request with one condition for the hours of operation to be set from 7 a.m. to 11 p.m.

Mayor Jeff Holt wanted to confirm this time made no mention of any certain days; so the times would be from 7 a.m. to 11 p.m. seven days a week. Attorney Chip Hewett stated that would be correct. Mayor Jeff Holt asked if Mr. Arthur had anything to add. Mr. Arthur stated no.

Attorney Chip Hewett asked Mr. Arthur if there was anything he would like to supplement to the Board regarding this request. Mr. Arthur stated no. Attorney Chip Hewett stated any documents submitted to the Planning Board would be before the Board and should be moved into evidence. He asked Mr. Arthur to confirm if the documentation was correct. He mentioned the documents present and noted there was a page missing from the application. Mr. Arthur reviewed the documents, confirmed the information including the missing information.

Motion to close the public hearing: Commissioner Jimmy Garner

Commissioner Bill Radford stated the Attorney was still working. Attorney Chip Hewett confirmed the information with Mr. Arthur. He recommended to the Board members at this point of the hearing no further evidence would be received and to proceed to closing of the public hearing, then to the six findings of fact.

(Mayor Jeff Holt restated the previous) Motion to close the public hearing: Commissioner Jimmy Garner

Seconded by: Commissioner Phil Pittman

Vote: Unanimous

Findings of Facts

Mayor Jeff Holt read the finding and stated the answer was not in front of him and he asked Zoning Administrator Scottie Hayes to help answer. Mr. Hayes stated the only conditions were the hours of operations.

Items # 1- Yes

Motion: Commissioner Jimmy Garner

Seconded by: Commissioner Bill Radford

Vote: Unanimous

Mayor Jeff Holt read the finding with the applicant's corresponding response.

Items # 2- Yes

Motion: Commissioner Greg Baker

Seconded by: Commissioner Jimmy Garner

Vote: Unanimous

Mayor Jeff Holt read the finding with the applicant's corresponding response.

Items # 3- Yes

Motion: Commissioner Phil Pittman

Seconded by: Commissioner Bill Radford

Vote: Unanimous

Mayor Jeff Holt read the finding with the applicant's corresponding response.

Items # 4- Yes

Motion: Commissioner Jimmy Garner

Seconded by: Commissioner Greg Baker

Vote: Unanimous

Mayor Jeff Holt read the finding with the applicant's corresponding response.

Items # 5- Yes

Motion: Commissioner Bill Radford

Seconded by: Commissioner Jimmy Garner

Vote: Unanimous

Mayor Jeff Holt read the finding with the applicant's corresponding response.

Items # 6- Yes

Motion: Commissioner Phil Pittman

Seconded by: Commissioner Jimmy Garner

Vote: Unanimous

Motion to approve the SUP with the condition of the hours of operation be from 7 a.m. to 11 p.m.:

Commissioner Bill Radford

Seconded by: Commissioner Greg Baker

Vote: Unanimous

Rezoning Request- Beth and John Thomas- Parcel ID#:12005003 / NC Pin:262417-20-1617

A motion was made by Commissioner Jimmy Garner to open the public hearing at 7:29 p.m. to consider the rezoning request filed by Beth and John Thomas- Parcel ID#:12005003 / NC Pin:262417-20-1617. The motion was seconded by Commissioner Bill Radford and the vote was unanimous.

Mayor Jeff Holt stated Zoning Administrator Scottie Hayes had an update regarding this request. Mr. Hayes stated the applicant had decided to remove the request. Mayor Jeff Holt noted the application was rescinded and no further action was needed.

Motion to close the public hearing: Commissioner Jimmy Garner

Seconded by: Commissioner Bill Radford

Vote: Unanimous

Mayor Jeff Holt noted no further action was needed as the application was rescinded.

Public Hearing to Authorize the Exchange of Real Property Owned by the Town of Pine Level for Real Property Owned by Richard D. Braswell

A motion was made by Commissioner Jimmy Garner to open the public hearing at 7:30 p.m. to authorize the exchange of real property owned by the town of pine level for real property owned by Richard D. Braswell. The motion was seconded by Commissioner Greg Baker and the vote was unanimous.

Mayor Jeff Holt mentioned the Town was looking to exchange its 0.77 tract of land located near Pine Valley Pkwy for a 1.01 tract of land; approximately 500 feet from the current property. He stated the purpose of the property would be for the drilling of a new fresh water well and the establishment of a new water treatment facility in the near future. He stated the Town was required to advertise this property exchange and the Board would need to adopt a resolution in order to authorize the property exchange, then for it to be recorded at the courthouse.

Motion to adopt the resolution: Commissioner Bill Radford

Seconded by: Commissioner Phil Pittman

Discussion: Town Attorney Chip Hewett wanted this for the record; to keep in mind we already have the property and it is not so easy to where you can just deed it back; we are actually having to do a land swap which was what we have done and advertised. He stated the only question on the resolution was the acreage; the preliminary plat submitted had 1.01 acres (as shown on advertisement) and now the plat prepared by Mr. Hall showed 1.46 acres. He stated the Town had received more land; moving forward without confusion, the Town would be deeding back the prior lot that was conveyed to the Town for the well site and in exchange for that the second lot would be deeded back to Town; the new lot at 1.46 acres. He stated he did the evaluation as the term of the value; the current tax value was about \$50,000.00 based on the County's determination. With the new lot's size and location, he mentioned he determines it to be slightly higher value, but at least an equal exchange with the Town. He mentioned the Board would have to authorize the land swap via a resolution and authorize the mayor to sign the deeds for the transfers to Richard D. Braswell Revocable Trust. Mayor Jeff Holt wanted to clarify by adopting this resolution it would authorize all that. Attorney Chip Hewett stated that was correct.

Mayor Jeff Holt asked if there were any questions from anyone present.

One resident asked where the location of this property was. Multiple people answered to the location.

Motion to close the public hearing: Commissioner Jimmy Garner

Seconded by: Commissioner Phil Pittman

Vote: Unanimous

Motion to adopt the resolution: Commissioner Jimmy Garner

Seconded by: Commissioner Phil Pittman

Vote: Unanimous

DISCUSSION/ ACTION ITEMS

Tabled- TextMyGov Proposal

Mayor Jeff Holt stated at last month's meeting the Board was presented a proposal from TextMyGov and asked what the pleasure of the Board was moving forward. The Board members voiced their displeasure with the representative and mentioned the Town needed to look at different options; which included possibility investigating other companies and possibility door hangers to save tax payer money.

The Board members decided to take no further action at this time.

I&I Remediation Phase 2 Project Bid

Mayor Jeff Holt stated the Town had received money from Federal and State funding to help with the improves to the Town's sewer infrastructure. He mentioned one of the projects included camera work to determine any inflow and infiltration within the Town's sewer lines; which can be caused by many different environmental factors. He mentioned the Town has been absorbing the cost of the transmission to the County for the water seeping into the sewer line that was not being charged to the citizens and customers. He mentioned the Town has identified the problem areas with the help of its engineering company and had completed two bid advertisements for the project. He mentioned the Town's engineers had reviewed the bid submissions and the Town was ready to approve a Memorandum of Negotiation along with adopting a Resolution of Tentative Award. He explained the Town's bid process and the bidders' information.

Motion to adopt the Memorandum of Negotiation and the Resolution of Tentative Award: Commissioner Jimmy Garner

Seconded by: Commissioner Bill Radford

Vote: Unanimous

Pyro Shows, Inc. Contract

Mayor Jeff Holt stated need for a motion from the Board to approve the contract for the fireworks for the Town's annual Fourth of July Celebration.

Motion to approve the contract: Commissioner Phil Pittman

Seconded by: Commissioner Bill Radford

Discussion: Attorney Chip Hewett asked if this was the standard company used by the Town. Mayor Jeff Holt confirmed it was and mentioned the price had increased about \$595. Attorney Chip Hewett wanted to inform the Board members in case of any contract conflicts; paragraph 9 notes all legal disputes would be handled in South Carolina. He stated Board could approve the contract on the condition the company changes it to North Carolina. Mayor Jeff Holt recommended approving as is and if the Board has a dispute, then the Board would figure it out.

Vote: Unanimous

COMMITTEE REPORTS

SENIORS

Commissioner Phil Pittman mentioned senior meeting was going great.

MOCCASIN CREEK

Debra Heuertz, representative of Moccasin Creek Board, mentioned the mowing had been completed and the board was waiting on approval on permits.

Mike Renfrow, Pine Level resident, asked about the drainage ditch along Town resident Terry Rain's property. Mr. Renfrow mentioned he also had concerns about the drainage ditch as it runs along his property as well. Mayor Jeff Holt explained there was no dedicated easement along that ditch in order for the Moccasin Creek Board to be able to maintain that area. Mr. Renfrow mentioned he would be interested in providing that easement. Mayor Jeff Holt stated that would be great as a first step for Moccasin Creek to take it over. The Board members discussed and addressed the concerns mentioned by those present about the drainage ditch. Mayor Jeff Holt mentioned there are future projects in the works to help with the drainage; however, the Town was waiting for the needed funding to start the project.

Commissioner Greg Baker had to leave the meeting.

PLANNING BOARD

Applications for In-Town Alt. Positions- Christine Bruske Flowers & Newton Barham

Motion to accept both applications: Commissioner Jimmy Garner

Second: Commissioner Bill Radford

Vote: Unanimous

TOWN ATTORNEY'S REPORT

NA

DEPARTMENT REPORTS

RECREATION- Recreation Director Scottie Hayes mentioned from now until first of June; you can order a hotdog, watch kids play, and have a good time at the park.

PUBLIC WORKS/ STREETS- NA

POLICE- Commissioner Jimmy Garner mentioned the department was working hard and keeping the town safe.

FIRE DEPARTMENT- Fire Chief Joseph Radford mentioned the department had about 75 calls during the past month. He informed the Board members he had submitted the annual budget to the County; he cut it back about \$110,000.00 and resubmitted it for approval. He stated it has now been approved. Mayor Jeff Holt mentioned the County and Mayors meeting would be the upcoming Thursday night; where they will

be discussing the Cost Share Plan with the towns. Fire Chief Joseph Radford asked if there were any updates about the road surface on West Main St. Mayor Jeff Holt mentioned he spoke with DOT; who investigated it and determined no repairs were needed at this time. He mentioned he would reach back out to have it reassessed.

STAFF- N/A.

MAYOR'S MINUTES/ ANNOUNCEMENTS

Mayor Jeff Holt stated at the May 11th meeting the Board will be presented with a working budget for FY 2026-2027 and they would be calling for a public hearing to adopt the budget at the June meeting. He mentioned the discussion on the budget would take place at the June meeting. He reminded the Board members the Town's requirements for adopting the budget by June 30th.

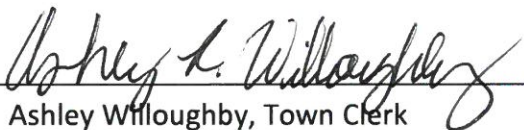
ADJOURNMENT

There being no further business to discuss, the meeting adjourned at 7:59 p.m.

Motion by: Commissioner Jimmy Garner

Seconded by: Commissioner Bill Radford

Vote: Unanimous


Ashley Willoughby, Town Clerk


Mayor

