

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
BOARD OF COMMISSIONERS- REGULAR MEETING
JUNE 15, 2026**

WELCOME AND CALL TO ORDER

Mayor Jeff Holt called the regular meeting of the Pine Level Board of Commissioners to order on Monday, June 15, 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, Administrative Assistant Danielle Lanier, and Town Clerk Ashley Willoughby.
Attorney Mike Wilber

INVOCATION: Commissioner Greg Baker

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. May 11, 2026 Minutes- Regular Mtg.
- b. May 2026 Check Listing
- c. Signing Final Deed- PL to RDB Trust- Property Exchange/Grant Project
- d. Call for Public Hearing for ~~June~~ July 13th at 7 p.m. at the Town Hall to consider a Rezoning Request- Richard D. Braswell Revocable Trust- Parcel ID#: 12M 11197 / NC Pin: 262313-04-7754

Motion to approve: Commissioner Phil Pittman

Second: Commissioner Bill Radford

Vote: Unanimous

PUBLIC COMMENT

Abrilla Robinson, resident of Smithfield/ a Johnston County Community Organizer / a representative of Advance Carolina, wanted to inform the Board members about the NC Energy Saver Program that was established in 2012. She mentioned the program would help qualifying single family homes with energy efficiency upgrades as well as provide financing programs. She mentioned she brought information for the Board to review. The Board members thanked her for coming and for bring this information to the citizens.

Beverly Stamper, resident of Pine Level, wanted to know what the plans were for Scottie's Ridge Phase 2 on the behalf of her neighbors and herself who lived within Scottie's Ridge Phase 1. Mayor Jeff Holt mentioned the developer was prepping the land to install the infrastructure and the Town's Zoning Administrator was present to answer any questions she may have. He mentioned there may be about 50 lots within this phase and the street access would connect through Phase 1 along to Bizzell Braswell. Zoning Administrator Scottie Hayes confirmed that was correct and the main entrance would be on Bizzell Braswell.

Mrs. Stamper asked if the Board knows if there would be a community center or a pool. She said this phase would be a part of their community and the residents are not getting straight answers from the management company. Mr. Hayes stated he does not recall any plans for a community center or a pool within the next phase. The Board members and Zoning Administrator explained the developer was looking to pay open space fees to the Recreation Department for this development. Mayor Jeff Holt asked if the residents had an HOA. Mrs. Stamper mentioned Signature Management was looking after them and they are not under HOA yet; only until all the houses are sold/occupied. She expressed concerns about whether the HOA fees would be increased for the residents in Phase 1 to for pay the upgraded facilities. The Board members addressed her concerns and encouraged the residents to attend future meetings when the final plat for the Phase 2 comes before the Board. They thanked her and the residents for coming to the meeting.

PROCLAMATIONS

Mayor Jeff Holt spoke on the following proclamations:

- a. Parks & Rec Month- July 2026
- b. United States- 250th Anniversary

Commissioner Jimmy Garner wanted the record to show that the park looks the best that it has in a long while. Commissioner Bill Radford stated he agrees and mentioned he circles it about every other day. Commissioner Jimmy Garner stated if anyone says it don't, he asked that they please come tell Commissioner Radford directly.

Motion to adopt both proclamations: Commissioner Greg Baker

Second: Commissioner Bill Radford

Vote: Unanimous

PUBLIC HEARINGS

- a. **Special Use Request- Josh Boykin (107 Pine, LLC) & Brandon Godwin - Parcel ID#: 12008045 / NC Pin: 262418-42-8246**

A motion was made by Commissioner Bill Radford to open the public hearing at 7:19 p.m. to consider a special use request filed by Josh Boykin (107 Pine, LLC) and Brandon Godwin for Parcel ID#: 12008045. The motion was seconded by Commissioner Jimmy Garner 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 mentioned the use being request was allowed within the district, but requires a special use permit which allows the Board to approve it with conditions.

Zoning Administrator Scottie Hayes was sworn in by Attorney Mike Wilber.

Mayor Jeff Holt mentioned the meeting recording will be entered into evidence and asked Mr. Scottie Hayes, representing the Town as the Planning Director, to give the history on what was being considered. Mr. Hayes stated the Planning Board gave a recommendation to recommend the medical; he turned to Mr. Brandon Godwin to confirm the type of medical office. Mr. Brandon Godwin stated it would be an urgent care style office. Commissioner Bill Radford mentioned urgent or med clinic.

A point of order was called and Brandon Godwin was sworn in by Attorney Mike Wilber.

Mr. Hayes stated the recommendation from the Planning Board was to recommend approval for the special use with the conditions that the regular hours be from 7 to 11. Mayor Jeff Holt asked if that was the only condition placed on this special use permit was 7 a.m. to 11 p.m. Mr. Hayes mentioned it should be noted that there maybe some emergency hours where Mr. Godwin might be there after hours, but it will not be an advertised time to be open and it would be okay occasionally.

Mayor Jeff Holt stated there are certain findings of fact, questions that have to be asked and answered. Each of these have to be action taken by this Board for all 5-6 (findings of fact) and we cannot hodgepodge all at one time. He said the Board would have to take action, close the public hearing, take action again as required. He asked if there were any questions prior to moving forward.

Commissioner Greg Baker wanted clarification from Mr. Godwin that business being proposed would be an urgent care type facility. Mr. Godwin mentioned the business does family medicine too; not just urgent. Commissioner Bill Radford asked under the laws of Medical Practice Act of North Carolina if Mr. Godwin was required to practice under a licensed physician. Mr. Godwin stated yes sir. Commissioner Bill Radford asked who would that be. Mr. Godwin stated Edwin Yaeger. Commissioner Bill Radford asked where he was employed. Mr. Godwin informed the Board members of Mr. Yaeger's work history and the procedures.

Mayor Jeff Holt asked Attorney Mike Wilber about the next steps. Attorney Mike Wilber stated the Board would close the hearing, then accept the evidence and talk about each one of the findings of fact.

Commissioner Bill Radford asked if Mr. Godwin was a Medicaid provider. Mr. Godwin mentioned he was AC QA which means he was able to do so, but he had not processed that for this location yet. Commissioner Bill Radford asked if he would do medical insurance too. Mr. Godwin said yes sir.

Attorney Mike Wilber said a motion would be needed to close the quasi-judicial hearing.

Motion to close the quasi-judicial hearing (amended to add: and to accept the testimony and exhibits into evidence): Commissioner Bill Radford

Second by: Commissioner Greg Baker

Discussion: Town Clerk Ashley Willoughby recommended accepting the evidence first since it was a quasi. Attorney Mike Wilber stated it could be done either way, but the Board could accept the evidence now; the testimony and exhibits could be accepted into evidence.

Mayor Jeff Holt noted Commissioner Bill Radford amended his motion to state that.

Vote: Unanimous

Mayor Jeff Holt read each of the six findings of fact with the responses provided by the applicant. He mentioned the applicant has addressed each of the findings of fact. He stated action was needed from the Board to confirm the members were satisfied with the findings of fact and will in doing so, also approve the special use permit with the conditions recommended earlier by the Planning Board.

Motion by: Commissioner Greg Baker

Second by: Commissioner Bill Radford

Discussion: Town Clerk Ashley Willoughby asked if that would be a single motion for each finding of fact and the overall motion for the special use permit. Attorney Mike Wilber asked if the motion was being split into multiple. Ms. Willoughby asked if the Board was making a motion for each of the findings of fact.

Attorney Mike Wilber stated it was all in one; that's fine. Mayor Jeff Holt stated Attorney said it was fine.

Vote: Unanimous

b. FY 2026-2027 Budget- includes: Budget Ordinance and Fee/Rate Schedules

A motion was made by Commissioner Bill Radford to open the public hearing at 7:30 p.m. to FY 2026-2027 Budget. The motion was seconded by Commissioner Jimmy Garner and the vote was unanimous.

Mayor Jeff Holt provided a brief summary of the proposed FY 2026-2027 Budget.

- No Appropriated Fund Balance used
- 12-15% increased in employee insurance costs effective
- An addition patrol vehicle for the Police Department
- A recommendation to convert the two part-time positions in the Parks & Rec Department into a Full-time position

Mayor Jeff Holt made mentioned the Park was in the process of building two new t-ball fields.

- The Fire Department to receive about a 21% increase
- 5% increases for the full-time employees
- No property tax increases- staying at \$0.39
- \$1 in garbage fees
- Water and sewer rates increased to due to County's rates increased.

Mayor Jeff Holt mentioned the Town produces and treats its own water. He stated 90% of the residents are on the Town's well and the Town was in the process of drilling a new well to increase the water capacity within the town. He mentioned the Town does purchase water from the County as the Town was required to have a secondary supply and once a year the Town drains the water tank for maintenance. He mentioned this cost does have to be past onto the citizens.

- Dump truck rental increased to \$75

Mayor Jeff Holt asked if there were any questions about the budget. Commissioner Jimmy Garner stated Mr. Holt did a great job on it. Mayor Jeff Holt stated the ladies worked hard on it. Mayor Jeff Holt wanted to know how much the overall budget increased from last year to this year and asked Town Clerk Ashley Willoughby if she knew those numbers. The Board members briefly discussed the general increases including gas prices and vehicle expenses. Commissioner Jimmy Garner made a motion to close this public hearing.

Ms. Willoughby stated the previous year differences are as follows:

10 Fund- increase of \$364,770.00

30 Fund- increase of \$82,100.00

40 Fund- increase of \$218,800.00

Mayor Jeff Holt stated the budget was able to be increased \$600,000.00 with minimum increases to rates and no tax rate increases due to the new developments coming into town.

Motion to close the public hearing: Commissioner Jimmy Garner

Second: Commissioner Bill Radford

Vote: Unanimous

Motion to accept the budget (adopt the budget as presented): Commissioner Jimmy Garner

Second: Commissioner Bill Radford

Vote: Unanimous

Mayor Jeff Holt thanked the office ladies and the department heads for the work on the budget.

Mayor Jeff Holt mentioned to the Board members the Fee Schedules and Rates could be changed at anytime throughout the year and are not limited to just the beginning of the year.

Motion to adopt the Fee Schedules and rates: Commissioner Bill Radford

Second: Commissioner Greg Baker

Vote: Unanimous

COMMITTEE REPORTS

SENIORS

Commissioner Phil Pittman mentioned seniors had about 60 people in attendance at the last meeting that enjoyed the pizza provided and served by the Town staff. He mentioned having a DOT rep present to inform them about the future projects in the area and mentioned citizens' concerns about the roundabout in the Eastfield project in Selma. Recreation Director Scottie Hayes thanked the Town for feeding the seniors group.

MOCCASIN CREEK

Debra Heuertz, rep from Moccasin Creek Board, stated she received an update from Chairman Rodney Cabe that the mowing was completed, they are waiting on permits and final designs for work on channel stabilization. She mentioned they were working on getting clarification on the Moccasin Creek right-of-way of the land owners and that Terry Rains voice has been heard.

Commissioner Bill Radford asked if Mrs. Heuertz could look into whether or not it is legal to close off an access road along the Moccasin Creek channel. He mentioned there was one posted in a neighborhood and he believes it needs to be opened up to the Moccasin Creek Board to get need maintenance completed in that area.

PLANNING BOARD

Final Plat- Emily Garden Phase 2A

Zoning Administrator Scottie Hayes stated the Planning Board made a recommendation to approve the final plat for Emily Gardens Phase 2A. Mayor Jeff Holt stated the action needed from the Board would be to approve the final plat as per the recommendation of the Planning Board.

Motion to approve the final plat: Commissioner Bill Radford

Second: Commissioner Greg Baker

Vote: Unanimous

Mayor Jeff Holt mentioned the developer has setup three bonds for this development which includes: \$21,500.00 for the sidewalk installation, \$10,000.00 for the street lights, and \$50,000.00 for asphalt and paving.

Motion to accept these performance bonds: Commissioner Jimmy Garner

Second: Commissioner Phil Pittman

Vote: Unanimous

Proposed Amendments to the Planning Board Rules and Procedures

Zoning Administrator Scottie Hayes stated the proposed amendments before the Board were to fix and clarify the Planning Board terms by numbering the seats and setting a three-year term to the seats.

Motion to accept the proposed amendment: Commissioner Jimmy Garner

Second: Commissioner Greg Baker

Vote: Unanimous

DEPARTMENT REPORTS

RECREATION- Recreation Director Scottie Hayes reminded the Board members the July 4th Celebration will be held on July 4th. There will be fireworks with some food trucks and vendors. He mentioned registration was opened for Fall sports until the end of July which include: football, cheerleading, soccer, baseball, and softball. He confirmed construction has started for the new t-ball fields. Commissioner Bill Radford stated the parks looks good.

PUBLIC WORKS/ STREETS- Commissioner Phil Pittman mentioned the men continued to work hard in the heat and there were no breakdown or leaks to report. Commissioner Jimmy Garner mentioned the Town has a new Assistant Public Works Director.

Commissioner Greg Baker mentioned he spoke with Public Work Supt. Ray Stuckey making sure the guys were staying hydrated. He mentioned Camden recently received his well certification.

POLICE- Police Chief Ashley Woodard stated the new flock camera were scheduled to be installed on Friday. He mentioned sending out many code enforcement letters with one going to the Attorney's office. Commissioner Jimmy Garner asked the Attorney about having the newer subdivisions installing the flock cameras. He mentioned the cameras only records the license plates and would be great protection for the homeowners. He mentioned the HOAs could help pay for it; if someone breaks into a house, then they can track down the license plate has it connects to other departments to be able to catch that person across NC. Chief Woodard mentioned the subscription was about \$3,500 per year. Mayor Jeff Holt said it would be great for the Chief to meet with the HOAs to discuss that with them.

FIRE DEPARTMENT- None

STAFF- Mayor Jeff Holt mentioned there was a time transfer request for the new Assistant Public Works Director from Johnston County College. He mentioned the request was to accept the amount of the sick leave.

Motion to accept the sick leave balance- Commissioner Jimmy Garner

Second- Commissioner Bill Radford

Vote: Unanimous

TOWN ATTORNEY'S REPORT

PL- Outdoor Seating Extension

Mayor Jeff Holt mentioned the Planning Board looked into a Social District in the Downtown area. He mentioned it seemed there was no interest or excitement in creating a social district within the Main Street District. He mentioned the Town's attorneys have looked into the matter and mentioned the Town has an ordinance that prohibits open alcohol on Town owned sidewalks and there could be an amendment to allow a permitting process to address this without creating a social district. He spoke on the two businesses in the Downtown that would benefit from this and mentioned that the City of Raleigh has a similar ordinance for its businesses. After a brief discussion, no action was taken. Mayor Jeff Holt asked it to be put on the agenda for next meeting.

MAYOR'S MINUTES/ ANNOUNCEMENTS

Mayor Jeff Holt mentioned the Town's first 4th of July Celebration was held 50 years ago in 1976.

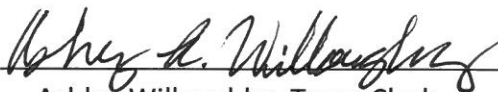
ADJOURNMENT

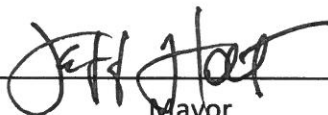
There being no further business to discuss, the meeting adjourned at 8:15 p.m.

Motion by: Commissioner Jimmy Garner

Seconded by: Commissioner Bill Radford

Vote: Unanimous


Ashley Willoughby, Town Clerk


Mayor

