

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
SEPTEMBER 14, 2026**

WELCOME AND CALL TO ORDER

Mayor Jeff Holt called the regular meeting of the Pine Level Board of Commissioners to order on Monday, September 14, 2026 at 7:00 p.m. at the Pine Level Town Hall.

ROLL CALL

✓ Mayor Jeff Holt
✓ Commissioner Jimmy Garner
✓ Commissioner Greg Baker
✓ Commissioner Phil Pittman
✓ Commissioner Bill Radford

STAFF PRESENT/ TOWN REP.

Public Works Supt. Ray Stuckey, Police Chief Ashley Woodard, Zoning Admin./ Recreation Director Scottie Hayes, Administrative Assistant Danielle Lanier, and Town Clerk Ashley Willoughby.
Attorney Chip Hewett

INVOCATION: Mayor Jeff Holt

PLEDGE: Terry Rains

APPROVAL OF AGENDA:

Attorney Chip Hewett mentioned needing to add a closed session under N.C.G.S 143-318.11(3) for the purpose to discuss potential litigation with the Town Attorney to the agenda. After confirming with the attorney and the Board members, Mayor Jeff Holt mentioned a motion was needed to approve the agenda with the amendment to include a closed session after Item #12.

Motion to accept as amended: 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. August 10, 2026 Minutes- Regular Mtg.
- b. August 2026 Check Listing
- c. FY 2025-2026 Budget Amendments-2 Corrections
- d. FY 2025-2026 Budget Amendments-3
- e. Reschedule the October 12, 2026 Board Meeting to October 19, 2026 at 7 p.m. at the Town Hall
- f. Call for a Public Hearing for October 19, 2026 at 7 p.m. at the Town to consider a Special Use Request- Pia Fulton – Location: 3243 US Highway 70 E Smithfield, NC 27577 Suite 201

Motion to approve: Commissioner Bill Radford

Second: Commissioner Greg Baker

Vote: Unanimous

EMPLOYEE RECOGNITION- CARSE LUCAS 10-YEARS

Mayor Jeff Holt recognized Carse Lucas for 10 years of outstanding service to the Town of Pine Level, noting that Mr. Lucas began his employment with the Town in August 2016. On behalf of the Town and the Board of Commissioners, Mayor Holt expressed appreciation for Mr. Lucas's dedication and contributions to the Town and its citizens.

PUBLIC COMMENT

NA

PUBLIC HEARING

a. Rezoning Request- Town of Pine Level Parcel #: 12M11197B / NC Pin #: 262313-00-1556

A motion was made by Commissioner Bill Radford to open the public hearing at 7:08 p.m. to consider a rezoning request filed by the Town of Pine Level for Parcel ID#: 12M11197B/ NC Pin: 262313-00-1556. The motion was seconded by Commissioner Greg Baker and the vote was unanimous.

Mayor Jeff Holt stated that the property being considered for rezoning is owned by the Town and is intended for a new well site, water treatment facilities, and a potential water tank, with assistance from grant funding. The request is to rezone the 1.460-acre property along Pine Valley Parkway from Johnston County's Agricultural-Residential (AR) district to the Town's Light Industrial (LI) district.

Mayor Holt summarized the materials included in the agenda packet, which consisted of the application, map, public hearing advertisement, and memorandum to the Planning Board. He then invited questions and comments from those present.

Motion to close the public hearing: Commissioner Jimmy Garner

Second by: Commissioner Greg Baker

Vote: Unanimous

Motion to pass it (to approve the rezoning as per request): Commissioner Jimmy Garner

Second by: Commissioner Bill Radford

Vote: Unanimous

b. Ordinance Amendment/ Creation: PL- Outdoor Seating Extension

A motion was made by Commissioner Jimmy Garner to open the public hearing at 7:12 p.m. to consider an ordinance for the Pine Level Outdoor Seating Extension. The motion was seconded by Commissioner Phil Pittman and the vote was unanimous.

Mayor Jeff Holt summarized the proposed ordinance, which would allow restaurants within the Downtown Main Street District to extend their seating onto Town sidewalks with a permit issued by the Town. He explained that restaurants holding the appropriate ABC permits could serve alcohol to customers within the designated areas identified in the Town-issued permit.

Mayor Holt stated that the ordinance addresses all applicable requirements of the North Carolina General Statutes and assigns administrative authority to the Police Department. The department would work with applicants to develop seating plans, identify designated areas, and ensure appropriate separation from traffic. He further stated that at least five to six feet of unobstructed sidewalk must be maintained at all times and that seating could not extend up to or be placed at the edge of curbs.

Mayor Jeff Holt stated that an application fee and an annual renewal fee would be required and that the permit must be publicly displayed within the building. He explained that adoption of the ordinance would need to be contingent upon entering into an agreement with the North Carolina Department of Transportation (DOT), as a portion of the sidewalk lies within DOT's right-of-way. He stated that the North Carolina General Statutes require such an agreement.

Attorney Chip Hewett explained that the attorneys preferred to present a comprehensive ordinance for the Board's consideration, allowing members to restrict or remove provisions as desired. He stated that he had reviewed ordinances from three municipalities, including Clinton and Raleigh, as examples. He further stated that he believed the agreement would be subject to DOT requirements and would confirm those requirements with DOT if the Board approved the ordinance.

Mayor Holt reviewed concerns raised during the Planning Board's consideration of a social district and explained how the proposed ordinance would address those concerns. He stated that permit holders would be responsible for ensuring customers remained within the designated areas. He also explained that the permit would not prevent the Town or DOT from performing necessary infrastructure improvements involving the sidewalks and that this provision would be included in the permit.

Mayor Holt briefly discussed the application and annual renewal process and requested clarification regarding penalties. Attorney Hewett stated that the civil penalty would be \$100 for the first violation, with subsequent violations subject to penalties of up to \$500. He added that the Police Chief could revoke the permit if an issue occurred within a 12-month period. Mayor Holt then invited questions.

Board members discussed and confirmed that individuals waiting for a table would be required to have food accompanying an alcoholic beverage. Commissioner Jimmy Garner asked whether the Board could amend the penalty amounts, and members briefly discussed the proposed fines.

Motion to close: Commissioner Greg Baker

Second by: Commissioner Bill Radford

Vote: Unanimous

Motion to accept (to adopt the ordinance as presented): Commissioner Greg Baker

Second by: Commissioner Bill Radford

Discussion: Commissioner Jimmy Garner voiced concerns on the first violation being set at \$100 and believes it should be more; given the street corners, people walking, and alcohol. He stated he would recommend it being set to \$250.00; at least the cost to go to court cost; \$100.00 that is a slap on the wrist. Commissioner Bill Radford stated there is court cost too. After a brief discussion, Commissioner Bill Radford removed his second and Commissioner Greg Baker removed his motion.

Motion to approve with adjustment that the first-time offense is \$250.00: Commissioner Greg Baker

Second by: Commissioner Bill Radford

Vote: Unanimous

- c. **Special Use Permit filed by TruValue Properties LLC for Hil Sher Townhouses- (public hearing canceled by request of the developer on August 13, 2026) No action taken**

COMMITTEE REPORTS

SENIORS

Commissioner Phil Pittman reported having a great meeting last week with 70 seniors in attendance and numbers continue to improve.

MOCCASIN CREEK

Mayor Jeff Holt mentioned some of the citizens of Pine Level have requested to have representatives from the Moccasin Creek to come speak on the creek and ditch maintenance. He recognized Rodney Cabe for his service as chairman along with other members on the Moccasin Creek Board, and Conservation District Director Greg Walker who would be presenting tonight.

Mayor Jeff Holt explained that district maintenance is funded through taxes collected by the County rather than the Town of Pine Level and that not all ditches within the watershed fall under the district's maintenance responsibilities. He mentioned the district the citizens pay annual taxes to was created in 1966. He recognizes the residents' concerns regarding ditch maintenance, drainage backups, and localized flooding, as well as the limited funding available to maintain approximately 22 miles of drainage channels and tributaries. He welcomed Mr. Greg Walker to speak.

Conservation District Director Greg Walker provided a presentation on the history, purpose, and maintenance of the Moccasin Creek Drainage District, explaining that the project was developed in the 1960s through the federal PL-566 program to address chronic flooding and improve drainage for agricultural lands. He reviewed historical photographs

and watershed maps showing approximately 22 miles of main channel and laterals and discussed the roles of federal and local partners in the project's construction and ongoing maintenance. Maintenance activities include annually bidding contracted mowing services, clearing channels and access routes, and addressing channel instability and sediment accumulation. Mr. Walker also discussed challenges involving historical easement documentation and emphasized the importance of maintaining channel integrity and educating property owners about maintenance access and the drainage system's function. He discussed challenges in maintaining the Moccasin Creek drainage system, including obstructed maintenance access routes, channel alterations, and development near drainage channels.

Joe Dupree, town resident, voice concerns on how the creek has been managed regarding the taxes collected and the contract bidding.

Mr. Walker spoke on how incomplete or unclear historical easement records make it difficult to identify and preserve access for maintenance equipment. He displayed photographs showing development and obstructions near drainage channels and maintenance travel ways. He explained that nearby structures and other obstacles can restrict access for maintenance equipment.

Discussion followed regarding the importance of notifying the Town and Planning Board of these concerns so potential conflicts can be identified during development review. Mayor Jeff Holt explained that developers reviewing property maps may not be aware of maintenance access requirements when easements are not identified, even when proposed development meets applicable setbacks. It was noted that some access arrangements originated when the project was established in 1966 and involved travel ways on different sides of the channel across adjoining properties, complicating equipment access. Although historical reports indicated that necessary easements had been obtained, available documentation was described as incomplete or difficult to assemble, with varying easement widths and unclear locations.

There was a brief discussion on distinguishing between mapped floodplains from wetlands, drainage channels, and maintenance easements, noting that restricted downstream flow may cause water to back up in areas outside a designated floodplain. It was confirmed that the Moccasin Creek drainage channels are now shown on the County's GIS, but dedicated maintenance easements are not identified. County assistance was discussed to research historical records, clarify easement locations and access rights, and improve mapping, along with coordination among the drainage district, Town, and Planning Board to identify potential conflicts during development review.

Bryon McAllister, Mayor of Selma, discussed a past challenges the Town of Selma had with obtaining property access for drainage maintenance and how it able to get access once the property changed ownership.

A resident wanted clarification on the use of the funds. Mr. Walker spoke on how the taxes covered a lot of the maintenance; however, it did not cost the needed infrastructural improvements. He spoke on the grant funds, the funds given by the State and Johnston County Board. Chairman Rodney Cabe stated the Moccasin Creek Board had just enough money to mow prior to the tax increase. He mentioned the increased gas prices caused a need to adjust the tax rate. He explained that repairs are funded through allocations from Johnston County and state and federal funding.

Mayor Jeff Holt thanked Greg Walker for coming and presenting tonight. He wanted to note the fixes take time and the Boards are working to address the citizens concerns. He invited them to attend future Moccasin Creek Board meetings.

PLANNING BOARD

a. Emily Gardens Phase 2B

I. Final Plat and 3 Bonds

Mayor Jeff Holt stated there was an Emily Gardens Phase 2B final plat and three bonds; which covers the lights, street paving, sidewalks, curb and gutter. He asked if there were any questions. A resident asked if the other subdivision near Pine Level- Micro Rd. was Emily Gardens and if it would have sidewalks. Emily Gardens developer, Dennis Peacock, and Mayor Jeff Holt confirmed the plans for sidewalks and the bonds to cover the install of them.

Motion to approve the final plat for Phase 2B: Commissioner Phil Pittman

Second by: Commissioner Greg Baker

Vote: Unanimous

b. The Meadows @ Labelle Acres

II. Preliminary Plat Amendment

Mayor Jeff Holt mentioned there was an amendment to the preliminary plat for The Meadows at Labelle Acres. He mentioned there was a recommendation from the Planning Board approving this change. Planning Board Chairman Kevin Kornegay stated the developer are seeking to taking the originally proposed throughway on Kingston and changing it into a cul-de-sac; the original plans the developer had lots. Commissioner Bill Radford wanted to clarify there would be no access to the subdivision through Kingston. Mr. Kornegay stated that was correct. Merle Hall, speaking for the development, said the reason for was because the Town created a situation after the original plans were approved when they closed off Crescent St.; which would affect emergency services and traffic from the food bank. He mentioned talking to the developer to change the plans to make it a cul-de-sac near Legion Lane and closing it off for emergency services to have a one way into the subdivision.

Motion to approve: Commissioner Greg Baker

Second by: Commissioner Jimmy Garner

Vote: Unanimous

c. Hil Sher Townhouse Project- Update- no action need

TOWN ATTORNEY'S REPORT

NA

DEPARTMENT REPORTS

RECREATION- Commissioner Bill Radford mentioned things were good at the park. Mayor Jeff Holt mentioned the report left by Recreation Director Scottie Hayes. He mentioned there were many improvements happening to the park including new fields, a new concession stand, upgrades to the parking lot coming soon, and a current drainage project in progress at the park.

PUBLIC WORKS/ STREETS- Commissioner Phil Pittman reported continuing to repair water leaks. Commissioner Greg Baker reported the men continue to work hard in the heat

POLICE- Police Chief Ashley Woodard asked if the Board wanted to address Halloween tonight or next month. He mentioned Halloween would be on a Saturday this year and the department plans to close down the roads in Labelle Acres that day between 6-8 p.m. as the most traffic hits that area.

FIRE DEPARTMENT- Fire Chief Joseph Radford reported a busy month and mentioned a washdown ceremony for the new truck on Monday, September 21st. He wanted to personally invite the Board members to come.

STAFF- Town Clerk Ashley Willoughby mentioned the auditors will coming by next week for the annual audit visit.

UNFINISHED BUSINESS

NA

NEW BUSINESS

NA

CLOSED SESSION G.S. 143.318.11(3)

At 8:34 p.m. a motion to enter into closed session G.S. 143.318.11 (3) to discuss a matter of litigation.:

Commissioner Jimmy Garner

Second: Commissioner Bill Radford

Vote: Unanimous

At 9:13 p.m. a motion to close the closed session and return to regular session: Commissioner Jimmy Garner

Second: Commissioner Bill Radford

Vote: unanimous

No action was taken by the Board.

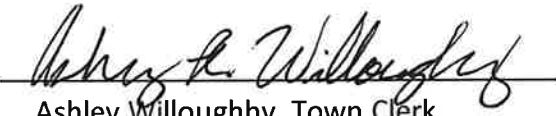
ADJOURNMENT

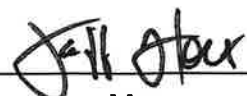
There being no further business to discuss, the meeting adjourned at 9:14 p.m.

Motion by: Commissioner Jimmy Garner

Seconded by: Commissioner Greg Baker

Vote: Unanimous


Ashley Willoughby, Town Clerk


Mayor

