



TOWN OF PINE LEVEL
MINUTES OF REGULAR
BOARD OF COMMISSIONERS MEETING
SEPTEMBER 11, 2014
7:00 P.M.

CALL TO ORDER

Mayor Jeff Holt declared a quorum present and called a regular meeting of the Pine Level Board of Commissioners to order at 7:00 p.m. on Thursday, September 11, 2014 at the Pine Level Town Hall.

ROLL CALL

 X COMMISSIONER KAREN ANDERSON
 X COMMISSIONER GREG BAKER
 X COMMISSIONER JIMMY GARNER
 X COMMISSIONER PHIL PITTMAN
 X MAYOR JEFF HOLT

STAFF PRESENT

Town Attorney Frank Wood, Consultant Dan Simmons, Chief Keith Sparks, Town Clerk Sharon Thompson

INVOCATION AND PLEDGE

Mayor Holt gave the invocation; Commissioner Anderson led the Pledge of Allegiance. Commissioner Pittman then asked for a moment of silence in observance of the thirteenth anniversary of 09-11-01.

APPROVAL OF AGENDA

ADDITIONS: 10. (B) Review of Personnel Policy (JH)
 10. (C) Debt Set Off Program (JH)

MOTION TO APPROVE: Baker
SECOND: Anderson
VOTE: unanimous

APPROVAL OF MINUTES: 08-14-14

MOTION TO APPROVE: Anderson
SECOND: Baker
VOTE: unanimous

PUBLIC COMMENT

Mr. Nester McClain commented on how happy he was to finally see the sidewalk project on South Peedin Avenue underway.

REPORTS FROM COMMITTEES

SENIORS: Mr. McClain also gave an update on the senior group, since they resumed meeting in September. He said they had a good meeting at the Hinnant Family Vineyards facility. Commissioner Pittman said the group would meet next month at the Pine Level Fire Station.

REPORTS FROM DEPARTMENTS

STREETS: Commissioner Baker. Still have a problem in town with low hanging tree limbs. Awaiting drainage work to be done on west end of Main Street. Men cleaned out a couple of stopped up drains to help with drainage adjacent to the park, along the front side on US Hwy. 70-A. Repairs required on garbage truck, lift cylinder cost \$772; employees did the work themselves and repaired the truck.

RECREATION: Commissioner Anderson. Football, cheering, soccer getting underway. Holes were filled in around new play area, fence repaired at batting cage. Still need to figure out what to do with old tennis court area. Mayor said the park restoration group needs to get involved with park needs. Commissioner Anderson said more clean-up is needed at the park. Town was approved for \$6500 grant money from Johnston County. Mayor asked if the fencing repairs could be submitted for that money. Commissioner Anderson said she would check on that with Scottie Hayes.

POLICE: Commissioner Garner. State has not released state purchase contract for new vehicles yet, so new car has not been ordered. Should be available in October. Halloween coming up on Friday, October 31st; want to follow same routine as last year. Sold two older police cars for just under \$3,000 on GovDeals.com. Mayor suggested disposing of some more old equipment that is not being used. Chief Sparks said that GovDeals was very easy to work with and the whole process went well. He introduced James Davis, with Norfolk Southern Foundation, who presented Chief Sparks with a check for \$1000 for the department. Mr. Davis said they have funds called Local Discretion Grants that they use as a "thank you" for local communities and police departments. He noted that it was the anniversary of 9-11, and he recognized all those people who serve others, such as police, firemen, first responders, etc.

WATER/SEWER: Commissioner Pittman. Experienced a couple of waterline breaks lately. Issue not settled concerning water to new home on West Blanche Street. Developer still talking about water from town, but he would only want to put in a two inch line. Commissioner Pittman said he would like for the mayor to handle that issue. Mayor Holt said there is only a two inch line on that side of town, and that a 6" line stops at the JC Group Home. Dan Simmons commented that a two inch line would service 15 houses. The mayor said the developer would pay all the costs for a two inch line; Commissioner Pittman said he would also have to request annexation since the property is outside of the city limits. He also said that he would not be in favor of the town paying the difference at this time for a six inch line, in addition to several thousand dollars for a fire hydrant. Mayor Holt said the developer also has a well permit from the county for the property on West Blanche Street. Commissioner Pittman commented that it would be best for the developer to extend the two inch line and then to give possession of the line to the town. Dan Simmons said it would have to be in the town's ownership and the encroachment request with the state for West Blanche Street would be a three-party encroachment agreement. The board unanimously agreed with Commissioner Pittman's suggestion, to allow a two inch line under the town's ownership, and a request for annexation. Mr. Simmons advised the town to not annex the property, especially if they are using a septic tank.

MOTION: Pittman

SECOND: Anderson

VOTE: unanimous

FIRE DEPT: Ashley Spain reported for the PL Fire Department. He said their reverse raffle will be held on November 8th and that tickets are \$50 each. Fire Prevention Month will be observed next month at the school and they will educate the kids about fire prevention. Mayor asked how rescue unit is working out at the fire station; Mr. Spain said it is going well. Mayor Holt said they appreciate the efforts of the fire department.

FINANCE: Town clerk. Working with auditor on audit for year completed June 30, 2014.

REVIEW OF PERSONNEL POLICY

Mayor Holt commented on the town’s Personnel Policy, which was adopted in 2003. He said there have been some amendments to the policy through the years, but he thought it might be time to review the whole policy to see if updates are needed. He suggested that all of the board members and department heads get a current copy and review the policy and have a meeting on it sometime in the next couple of months. Frank Wood said he needs to review the policy and get more familiar with it, as well. He said it would be good to get feedback from employees also.

DEBT SET OFF PROGRAM

The mayor also mentioned the Debt Set Off Program. He said the board looked at the program in 2005 when the clerk brought it before them, but they elected not to participate at that time. He now thought it might be a good program for the town to look into. The debts to be submitted would have to be at least \$50.00 and 60 days old. The town would have to sign a Memorandum of Understanding and adopt a resolution to participate in the program. Frank Wood said it was not tax return time yet, so the board had time to think about it, if they wanted to. The mayor asked if the board was prepared to act on the program tonight, and the board unanimously agreed to participate in the Debt Set Off Program as established by the NC League of Municipalities, and to approve any necessary paperwork that would go along with the program. A copy of the Memorandum of Understanding and resolution are included with and hereby made a part of these minutes by reference.

MOTION: Garner
SECOND: Pittman
VOTE: unanimous

Commissioner Baker asked if the fee is \$15 for each claim made; Frank Wood said yes, the charge is for each claim. The board then discussed if the town could require people to give their social security number. Commissioner Anderson said she works with the City of Raleigh and she did not think the town could require anyone to give their number. Commissioner Garner disagreed; he thought you could require people to give that information. The clerk said the town could request the information but could not require someone to provide it.

MAYOR’S MINUTE

Mayor Holt stated that JC Clerk of Court Will Crocker is retiring at the end of the year, and since Mr. Crocker claims to be from Pine Level, the mayor would like to do something special to recognize Mr. Crocker’s many years of public service. He said that Mr. Crocker could be invited to the November meeting and the town would present him with a plaque and have refreshments. He also suggested that Mr. Crocker serve as the Grand Marshal of the town’s Christmas parade on December 14, 2014.

MEETING ADJOURNED

There being no further business to consider, the meeting came to a close at 7:40 p.m.

TOWN CLERK

MAYOR