

Mayor
Jeff Holt

Mayor Pro-Tem
Greg Baker

Board of Commissioners
Jimmy Garner
Phil Pittman
Bill Radford



Town Clerk
Connie N. Capps

Police Chief
Ashley Woodard

Public Works Supt.
Ray Stuckey

Rec. Coordinator
Scottie Hayes

TOWN OF PINE LEVEL
MINUTES OF REGULAR BOARD OF COMMISSIONERS MEETING
OCTOBER 9, 2023

WELCOME AND CALL TO ORDER

Mayor Jeff Holt called the regular meeting of the Pine Level Board of Commissioners to order on Monday, October 9, 2023 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: Attorney Chip Hewett, Police Chief Ashley Woodard, Recreation Director Scottie Hayes, Public Works Supt. Ray Stuckey, Adm. Assistant Ashley Willoughby, and Town Clerk Connie Capps.

OTHERS THAT ADDRESSED THE BOARD: Planning Board Chairman Randy Jones, Richard Arthur, Elliott and Jonathan Arthur, Merle Hall, Resident Rodney Cabe, Resident Bruce Avery, and Fire Dept. President Greg Johnson

INVOCATION: Mayor Jeff Holt

PLEDGE: Commissioner Jimmy Garner

APPROVAL OF AGENDA:

Mayor Jeff Holt stated that he would like to add a brief Closed Session between agenda item #17 and #18 for Personnel. NCGS 143-318.11(6).

Motion: Commissioner Greg Baker

Second: Commissioner Bill Radford

Vote: Unanimous

APPROVAL OF CONSENT AGENDA

- a. Minutes from September 11, 2023
- b. Financial Report/Check Listing

Motion to approve: Commissioner Bill Radford

Second: Commissioner Phil Pittman

Vote: unanimous

EMPLOYEE RECOGNITION- SCOTTIE HAYES

Recreation Commissioner Bill Radford recognized Recreation Director Scottie Hayes for his service of 15 years with the Town of Pine Level. He stated that Scottie goes beyond the call of duty in serving as the recreation director. He said the recreation program has exploded in the last two years. He said that Scottie has a great recreation committee to help him and they all do an outstanding job and we all appreciate everything they do.

PUBLIC COMMENT

Resident Kyle Coello who resides at 119 Fitzgerald Street was present at last month's meeting and asked about his problem with drainage. Commissioner Phil Pittman stated that he had looked at the property and it looked like someone had made changes to the drain box before Mr. Coello notified the town of this problem. He said the drain was higher than the grade. Commissioner Pittman said he wanted to go back and recheck the problem again after it rains, to see if the water was backing up. Mr. Coello said he had spoken with other towns about this problem and they told me that their town would fix the problem.

Mayor Holt stated that the ditches have been tiled, catch basins have been added and unless we can determine if the problem was created by the town, we would repair it. Mayor Holt stated that the Public Works Superintendent and Commissioner Pittman have looked at this problem and that he would personally go and look at it. He stated if I think it is the town's problem, we will fix it.

PROCLAMATION FOR FIRE PREVENTION WEEK

Mayor Holt read a Proclamation to observe Fire Prevention Week which will be held from October 8-14, 2023.

Motion to adopt: Commissioner Greg Baker

Second: Commissioner Bill Radford

Vote: Unanimous

PROCLAMATION RECOGNIZING NATIONAL FAMILY LITERACY DAY

Mayor Holt read a Proclamation recognizing November 1, 2023 as Family Literacy Day in the Town of Pine Level. He reminded everyone of the boxes that individuals have placed in Pine

Level with books for all ages to read. He said one of the boxes called "The Little Free Library" was placed at the park by Mary Sandra Kelly.

Motion to adopt: Commissioner Phil Pittman

Second: Commissioner Greg Baker

Vote: Unanimous

PUBLIC HEARING- ANNEXATION REQUEST/TERESA CREECH ARTHUR AND MERLEON G. CREECH

A motion was made by Commissioner Bill Radford and seconded by Commissioner Greg Baker to open a public hearing on an annexation request submitted by Terry Creech Arthur and Merleon Creech for Parcel#12N10034.

The motion passed by unanimous vote.

Mayor Holt stated that Town Clerk Connie Capps had investigated the sufficiency of the petition, scheduled a public hearing, and notified the adjacent property owners, and a sign was placed on the property. Mr. Richard Arthur and sons Elliott and Jonathan Arthur addressed the board and stated they would like to annex 3.93 acres of the property. He said the plans are to look like the apartment complex that is adjacent to this property.

The Board of Directors for the Pilkington Cemetery were present: President Wayne Pilkington, Secretary Eunice Tulloss, and Treasurer Donna West. Their concerns were having enough space to drive around the cemetery. Mr. Richard Arthur stated that they would give them whatever space they needed for the driveway around the cemetery. He also stated there would be a good buffer around the units. The cemetery board stated that they would like to have a document stating a fence would be placed around the cemetery and enough space to be able to drive around the cemetery.

After some discussion Commissioner Greg Baker made a motion to close the public hearing and Commissioner Bill Radford seconded the motion. The public hearing was declared closed.

Commissioner Greg Baker made a motion to approve the annexation of 3.93 acres of the tract of 32.270 acres contingent upon the transfer of ownership of the property. Commissioner Bill Radford seconded the motion. The motion passed by unanimous vote.

RESOLUTION DIRECTING THE CLERK TO INVESTIGATE THE SUFFICIENCY OF ANNEXATION PETITION FOR DMS PARTNERS, LLC.

Motion to adopt Resolution: Commissioner Jimmy Garner

Second: Commissioner Phil Pittman

Vote: Unanimous

COMMITTEE REPORTS

150th Anniversary Report: Chairman Randy Jones reported on the September 16th Event and stated that he appreciated the town's support, it was a great event. He said the committee had agreed to earmark \$1000 to go into the Police Department budget for helping with parking and

hiring other police to help with the traffic. Mr. Jones also reminded everyone of the Fall Festival to be held at Playmates Daycare on Saturday, October 28th.

TOWN ATTORNEY REPORT

Attorney Chip Hewett reported that four major towns have adopted the Bulk Wastewater Agreement. He said all towns will need to remain consistent.

He stated that the Town has now closed out on all code enforcements.

DEPARTMENT REPORTS

PLANNING BOARD – Nothing to report.

RECREATION-

Commissioner Bill Radford stated that an application had been received from Natasha Frazier to be considered for the Recreation Committee. Commissioner Bill Radford made a motion to approve this applicant and Commissioner Baker seconded the motion. The motion passed by unanimous vote.

Gray & Creech Office Solutions next showed a presentation on security cameras that would help in assisting vandalism at the park. The board was given proposals to review and discuss at the November meeting.

PUBLIC WORKS

Commissioner Phil Pittman reported that KRG Company is not finished with jetting the lines. He said by doing this it will show us if there are any major problems. He said so far there have not been any major problems found. Commissioner Pittman stated they should be finished by the end of the month and then the town would receive a report on any findings.

POLICE

Chief Ashley Woodard reported that the department responded to 121 calls in September. He stated that Playmates Fall Festival would be held on October 28th and that East Brown Street would be closed during this event. He also stated that on October 31st LaBelle Drive would be closed during trick or treating and Crescent Street would remain open for traffic.

Commissioner Garner stated that one year ago Police Officer Noah Hayes fainted while on the job while at the school crossing. He said Workman's Comp denied his request and did not pay for any medical bills. Commissioner Garner asked if the town could help assist him with his bill.

Commissioner Garner made a motion to for the town to pay \$5,200.00. Commissioner Phil Pittman seconded the motion. The motion passed by unanimous vote.

FIRE DEPT.

Fire Department President Greg Johnson reported that the department responded to 52 fire calls last month. He said Fire Prevention week is October 8-14 and the department will be going to Pine Level Elementary School on Wednesday to speak with the children and hand out information.

MAYOR'S MINUTE

Mayor Holt next read a Proclamation Observing Red Ribbon Week from October 23-31, 2023. He said there would be a Red Ribbon parade beginning at Pine Level Elementary School on Friday, October 27th offering citizens the opportunity to demonstrate their commitment to a drug-free lifestyle. He invited everyone to participate. He asked that the police department handle the street closings for the parade.

Motion to adopt Proclamation: Commissioner Jimmy Garner

Second: Commissioner Phil Pittman

Vote: Unanimous

ANNOUNCEMENTS

Mayor Holt announced that the General Assembly voted that the Town of Pine Level was a proud recipient \$1,750,000.00 for a water and sewer infrastructure project and \$1,350,000.00 for a Capital Improvement Project.

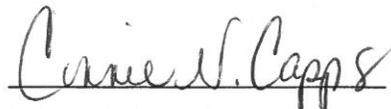
CLOSED SESSION

At 9:00 p.m. Commissioner Jimmy Garner made a motion to enter Close Session to discuss personnel matters. NCGS 143-318.11(6). Commissioner Greg Baker seconded the motion. The motion passed by unanimous vote.

Motion made by Commissioner Greg Baker to come out of closed session with a second from Commissioner Bill Radford. Motion passed by unanimous vote. No action was taken.

MEETING RECESSED

A motion was made by Commissioner Bill Radford to recess the meeting until Friday, October 13, 2023 at 8:30 a.m. at the Pine Level Town Hall. Commissioner Phil Pittman seconded the motion. The motion passed by unanimous vote. The meeting recessed at 9:30 p.m.



Connie N. Capps, Town Clerk




Jeff Holt, Mayor

TOWN OF PINE LEVEL
MINUTES OF RECESSED BOARD OF COMMISSIONERS MEETING
OCTOBER 13, 2023

Mayor Jeff Holt called the recessed meeting of the Pine Level Board of Commissioners to order on Friday, October 13, 2023 at 8:30 a.m. at the Pine Level Town Hall.

Those in attendance were: Mayor Jeff Holt, Commissioners Greg Baker, Jimmy Garner, Phil Pittman, and Bill Radford.

Staff Present: None

Others Present: None

Mayor Holt informed the board that the Interim Town Administrator candidate, Jon Barlow, could not attend today's meeting. Mayor Holt suggested scheduling a meet/greet with the Council at a later date. Motion by Commissioner Bill Radford, seconded by Phil Pittman to allow Mayor Holt to re-schedule the meeting with Jon Barlow for a later date, for the sole purpose of meeting Mr. Barlow prior to offering him the interim position. The motion carried by unanimous vote.

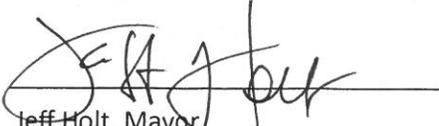
Mayor Holt informed the board that Town Clerk Connie Capps has submitted her retirement notice to the Town, effective December 15, 2023. All Board members commented that Connie has done an outstanding job in her service to the Town for nearly four decades. Discussion followed relative to the importance of bringing in an Interim Town Administrator as soon as possible. A formal recognition of Connie's service to the Town and some type of celebration will be scheduled for December.

Mayor Holt informed the Board that Police Officer Noah Hayes has suffered another seizure, and is on medical leave of absence until such time as he is cleared by his general physician and neurologist. Commissioner Garner stated that our department is already one man short, with the options for new hires are few and far between. Officer Hayes' absence creates a potential void in coverage. The Board discussed increasing the part-time wage for the Police Department, to attract quality part-time officers. Motion made by Commissioner Greg Baker, seconded by Commissioner Bill Radford to increase the part-time wage in the Police Department to \$20/hour. Motion carried by unanimous vote.

Discussion held relative to staffing in the Public Works Department. All council members recognized that Carse Lucas has taken on additional responsibilities within the department, and is also making efforts to pursue certain state required qualifications needed to operate the water and sewer systems within the Town. Police Chief Ashley Woodard has added the responsibility of Patrol Officer to his duties as Chief, due to the shortage in manpower in his department, working multiple shifts as needed. Motion made by Commissioner Jimmy Garner, seconded by Commissioner Phil Pittman to direct Mayor Holt to adjust the salaries of both men, as per Council's recommended increases. Motion carried by unanimous vote.

There being no further business to discuss, the meeting adjourned at 9:20 a.m.

Motion by: Commissioner Radford, Second by: Commissioner Baker, Vote: Unanimous


Jeff Holt, Mayor

