

Mayor
Jeff Holt

Mayor Pro-Tem
Greg Baker

Board of Commissioners
Jimmy Garner
Phil Pittman
Bill Radford

Interim Town Administrator
Sharon Evans



Interim 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
AUGUST 12, 2024**

WELCOME AND CALL TO ORDER

Mayor Jeff Holt called the regular meeting of the Pine Level Board of Commissioners to order on Monday, August 12, 2024 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

Public Works Supt. Ray Stuckey, Interim Town Administrator Sharon Evans, Rec. Director/ Zoning Administrator Scottie Hayes, Police Chief Ashley Woodard, Officer Sean McGovern, and Interim Town Clerk Ashley Willoughby.

OTHERS PRESENT

Town Attorney Chip Hewett, Fire Chief Joseph Radford, Marla Ashworth, County Commissioner Richard D. Braswell, Terry Rains, Ronnie Cabe, Greg Johnson, Kevin Kornegay, Andrew Hodge, Jimmy Raines, Chris Cox, Edwina Oliver, Ed and Pam Holt, Samuel and Debra Heuertz.

INVOCATION: Mayor Jeff Holt

PLEDGE: Terry Rains

APPROVAL OF AGENDA:

Motion to approve with the following amendments: to add under New Business Item A- Wastewater Capacity Fee Purchase to adopt a resolution and a capital project ordinance; and to add a close session under §143-318.11(6) to discuss personnel matters:

Commissioner Greg Baker

Second: Commissioner Phil Pittman

Vote: Unanimous

APPROVAL OF CONSENT AGENDA

Includes: Minutes from July 8, 2024, July Closed Session Minutes, Budget Amendment 2 for FY 2023-2024, and July 2024 Check Listing.

Motion to approve: Commissioner Jimmy Garner

Second: Commissioner Bill Radford

Vote: Unanimous

EMPLOYEE RECOGNITION- SEAN MCGOVERN’S 5 YEAR ANNIVERSARY

Mayor Jeff Holt stated the Board likes to recognize its employees during certain milestones. He expressed his appreciation to Officer Sean McGovern for his hard work and dedication. He congratulated Officer McGovern on his five years serving in Police Department and his commitment to the Town. All the Board members expressed the appreciation to Officer McGovern for his service to the Town.

Mayor Jeff Holt and the Board members mentioned how well the Police Department has managed during and after Covid considering how short-staffed it had been and is now. All the Board members expressed their appreciation for Chief Ashley Woodard and all the officers including the part-time officers who help keep the streets safe.

PROCLAMATION: CONSTITUTION WEEK

Mayor Jeff Holt stated the County and towns had been asked to adopt a proclamation for the week of September 17th as Constitution Week. He stated the proclamation marks the 237th Anniversary of the drafting of the Constitution and he proceeded to read the proclamation aloud to those in attendance.

Motion to adopt the proclamation: Commissioner Jimmy Garner

Seconded by: Commissioner Bill Radford

Vote: Unanimous

PUBLIC COMMENT

None

LEAD SERVICE LINE REPLACEMENT: SRF-D-LSL-0014

A. Resolution- RES-08-24-25-005 & B. Capital Project Ordinance- ORD-08-24-25-002

Mayor Jeff Holt stated the State required municipalities to conduct a survey and take inventory of any existing lead or copper water lines within the towns. He mentioned Town had successfully fulfilled the requirement after contracting with a company to conduct the survey. He stated the company worked alongside the crews installing the new water meters to better locate any additional lines. He stated the Town has contracted with its engineering firm to provide the documents required by the State. He explained the Town was required by the General Statutes to adopt a resolution stating the Town had completed the survey in order to allow the Town to request funding to pay for the engineering study and to replace any lines

under the responsibility of the Town. He mentioned the Town was only responsible for the lines leading up to the water meters and the lines from the water meters to the house were the responsibility of the property owners. He stated the State recognizes the municipalities are not responsible for replacing lines on the homeowners' side, however, they will be required to identify and notify property owners who may have any lead or copper lines somewhere between the Town's meter to their homes. Commissioner Jimmy Garner asked what would be done if someone does. Mayor Jeff Holt stated the Town would notify them and mentioned he was uncertain if there will be a deadline to replace it or any fines associated with it. Marla Ashworth, representative of the Town's engineering firm, stated depending on the EPA standards and the numbers of lines identified there could be additional funding to help with the replacement for those residents. Mayor Jeff Holt asked if there was a motion.

Motion to adopt the resolution and the capital project ordinance: Commissioner Phil Pittman
Seconded by: Commissioner Bill Radford

Discussion: Commissioner Jimmy Garner asked if someone could receive a fine for not replacing the lines. Marla Ashworth stated no and explained the second phase of the plan had not come out on how to handle that situation. She mentioned State under the guidance of the EPA mainly wants to know where those lines are.

Vote: Unanimous

WATER TREATMENT PLANT RENOVATION: SRP-D-134-0142

A. Resolution- RES-08-24-25-006 & B. Capital Project Ordinance- ORD-08-24-25-003

Mayor Jeff Holt stated \$1.723 million dollars was allocated to the Town for projects relating to improvements to the water plant and additional projects. He stated the Board would need to adopt the resolution and capital project ordinance in order to receive the funds.

Motion to adopt the resolution and the capital project ordinance: Commissioner Bill Radford
Seconded by: Commissioner Phil Pittman

Discussion: Commissioner Bill Radford asked about the numbers on the capital project ordinance. Mayor Jeff Holt informed him the correct sheet was in the packet presented at the beginning of the meeting as there was an error found on the sheet earlier that day.

Vote: Unanimous

PUBLIC HEARING- ANNEXATION- EDGAR HOLT & EDWINA HOLT OLIVER- AKA BRASWELL COUNTRY STORE RD Parcel ID# 12N11011B

A motion was made by Commissioner Jimmy Garner to open the public hearing at 7:18 p.m. to discuss an annexation request filed by Edgar Holt and Edwina Holt Oliver. Seconded by Commissioner Greg Baker and the vote was unanimous.

Mayor Jeff Holt stated at the Board's last meeting the clerk investigated the sufficiency of the request and certified the sufficiency of the petition. He mentioned the adjoining property owners were notified and the public hearing was duly advertised according to the General

Statute requirements. The Board members had a brief discussion to clarify where the property was located. Mayor Jeff Holt mentioned the property was noncontiguous to the city limits. He stated in order to annex a noncontiguous or satellite property the Town would have to be the closest incorporated city to the property and be able to provide utility services. He stated this property met all requirements needed to be annexed.

Motion to close the public hearing: Commissioner Jimmy Garner

Seconded by: Commissioner Greg Baker

Vote: Unanimous

Motion to adopt the annexation ordinance: Commissioner Jimmy Garner

Seconded by: Commissioner Phil Pittman

Vote: Unanimous

PUBLIC HEARING- ANNEXATION- COLE & DODIE HEADLEY- Parcel ID# 12N11040B

The Board members had a brief discussion to clarify where the property was located. A motion was made by Commissioner Jimmy Garner to open the public hearing at 7:22 p.m. to discuss an annexation request filed by Cole & Dodie Headley. Seconded by Commissioner Bill Radford and the vote was unanimous.

Mayor Jeff Holt stated the property is contiguous to the city limits. He mentioned the clerk investigated the sufficiency of the request and returned with a favorable report. He stated the adjoining property owners were notified and the public hearing was duly advertised according to the General Statute requirements.

Motion to close the public hearing: Commissioner Jimmy Garner

Seconded by: Commissioner Phil Pittman

Vote: Unanimous

Motion to adopt the annexation ordinance: Commissioner Greg Baker

Seconded by: Commissioner Bill Radford

Vote: Unanimous

PUBLIC HEARING- REZONING REQUEST- Braswell Country Store Road- Parcel ID# 12N11011B

A motion was made by Commissioner Jimmy Garner to open the public hearing at 7:24 p.m. to discuss a rezoning request. Seconded by Commissioner Phil Pittman and the vote was unanimous.

Mayor Jeff Holt explained the quasi-judicial procedure to those in attendance. Samuel Heuertz, a resident of Pine Level, asked about the procedure regarding when the public could ask or commit on the discussion item. Mayor Jeff Holt confirmed with Town Attorney Chip Hewett that once the Board closes the public hearing and a motion followed by a second was made; then there would be time prior to the vote for discussions and questions. Attorney Chip Hewett stated that was correct.

Mayor Jeff Holt continued stating the property was currently zoned RA (Residential- Agriculture) and the owners are requesting to rezone it to RS (Residential Subdivision) which would allow for single family homes. He mentioned the Planning Board reviewed the application and recommended the approval of the rezoning request. Interim Town Clerk Ashley Willoughby asked Attorney Chip Hewett about the Town's Land Use Plan and if the Board would need to provide a consistency statement for the rezoning. Attorney Chip Hewett stated there should be one. Mayor Jeff Holt asked if the recommendation from Planning Board could be sufficient to be used as a consistency statement. He stated in the recommendation the Planning Board recognized the request was not consistent with the Town's Comprehensive Land Use Plan but after discussion they recommend the rezoning request. Attorney Chip Hewett stated it could.

Motion to close the public hearing and reconvene regular session: Commissioner Bill Radford
Seconded by: Commissioner Greg Baker
Vote: Unanimous

Motion to approve the rezoning request: Commissioner Jimmy Garner
Seconded by: Commissioner Phil Pittman
Discussion: Samuel Heuertz voiced his concerns about rezoning the property and the increased traffic that would come through Country Store Road. He asked if the Board would require the developers to provide a traffic impact analysis. Mayor Jeff Holt stated the developers would have to address the appropriate boards if they decide to build a subdivision. He mentioned the State would be involved when it comes to approving driveway permits and turning lanes. He stated the Planning Board would review the plans and the Town Board could approve or add additional requirements if needed.
Vote: Unanimous

PUBLIC HEARING- REZONING REQUEST- CREECH'S MILL- Parcel ID# 15M13019

A motion was made by Commissioner Jimmy Garner to open the public hearing at 7:34 p.m. to discuss a rezoning request. Seconded by Commissioner Greg Baker and the vote was unanimous.

Mayor Jeff Holt explained the owner looking to rezone the portion of the property zoned HB (Highway Business) to RS (Residential Subdivision). He spoke briefly on the history of the property. He mentioned the former owner annexed the property years ago with plans to build a subdivision which fell through. He stated due to the existing businesses at that time along Highway 70 and the original County zoning layout of the parcel; the Board in the past elected to keep the HB zoning the same and rezone the remaining parcel to RS. He explained the property had been sold and the new owners are looking to rezone that portion to make the whole parcel zoned RS. He stated the Planning Board had provided a recommendation to approve the rezoning request. He mentioned a consistency statement would need to be included since this is a different use than what is on the Town's Comprehensive Land Use Plan.

Motion to close the public hearing and reconvene regular session: Commissioner Greg Baker
Seconded by: Commissioner Bill Radford
Vote: Unanimous

Motion to approve the rezoning request: Commissioner Phil Pittman
Seconded by: Commissioner Greg Baker
Vote: Unanimous

CALL FOR PUBLIC HEARING TO DISCUSS CURRENT MORATORIUM

Mayor Jeff Holt mentioned the Town's current moratorium on all major subdivision was set to expire in October. He stated the Board would need to call for a public hearing to be held at the September 9th meeting to discuss whether to extend it or let it expire.

Motion to call for a public hearing: Commissioner Bill Radford
Seconded by: Commissioner Greg Baker
Vote: Unanimous

COMMITTEE REPORTS

SENIORS

Commissioner Phil Pittman said the members met that week and attendance is steady. Mayor Jeff Holt expressed his thanks to those who helped get the group back together after Covid.

MOCCASIN CREEK

None

PLANNING BOARD

Vice-Chairman Kevin Kornegay stated the sub-committee plans to meet one more time prior to the Planning Board meeting and he hopes to have something for the Board next month regarding the Downtown District.

TOWN ATTORNEY'S REPORT

None

DEPARTMENT REPORTS

RECREATION- Recreation Director Scottie Hayes mentioned the fall season signups included the following: 3- football, 3 cheerleading, 3 softball, 4 baseball, 4 t-ball, and 6 soccer teams.

PUBLIC WORKS- Public Works Supt. Ray Stuckey stated there were three sewer pump stations down. Mayor Jeff Holt asked what was being done to fix it. Public Works Supt. Ray Stuckey stated the pumps are running on a bypass system until someone could come to repair them. He stated there was an issue with a water tank which lost prime, however, the issue was caught early.

STREETS- Commissioner Greg Baker express his appreciation for owner of corner store in the downtown area, Adam Stuckey, for keeping the area nice and clean during the construction process. He stated it was unusual to see a construction site kept that way and was appreciative of the effort being made. Commissioner Bill Radford wanted to thank Adam for the great work he did putting down the new sewer lines under the road.

POLICE- Police Chief Ashley Woodard informed the Board member the passing of Officer Michael Conway. He stated Officer Conway contributed a lot to the Town over the years serving as a part-time officer. The Board members expressed their sympathies.

FIRE DEPARTMENT- Fire Chief Joseph Radford informed their department received a total of sixty calls for the month of July. He stated Atlantic Coast Fire Trucks, a new business coming toward Highway 70, had showcased the department's newest engine in Raleigh the previous week. Commissioner Jimmy Garner stated the business being close by would be an asset for the department.

STAFF- Mayor Jeff Holt mentioned staff had posted information on the upcoming road closures for US Highway 70-A on the Town's social media. Fire Chief Joseph Radford asked if he could speak to someone to consider delaying the closures a few days due to the railroad closures in Selma. He stated he was concerned with public safety and response times. After some discussion, County Commissioner Richard D. Braswell and staff stated they would provide the necessary information to the Fire Chief.

UNFINISHED BUSINESS-

- A. ANNEXATION REQUEST- RICHARD D. BRASWELL- SCOTTIE'S RIDGE PHASE 2- Parcel ID# 12O10007B,12O10009, 04O10009A, &12O10010- TABLED**
- B. REZONING REQUEST- SCOTTIE'S RIDGE PHASE 2- Parcel ID# 12O10007B,12O10009, 04O10009A, &12O10010- TABLED**

Mayor Jeff Holt stated the items under the unfinished business for Scottie's Ridge Phase 2 require more time to get in order. Attorney Chip Hewett stated the Board would have to make a motion to table it until the September 9th meeting.

Motion to table it until the September 9th meeting: Commissioner Jimmy Garner

Seconded by: Commissioner Greg Baker

Vote: Unanimous

NEW BUSINESS

A. Wastewater Capacity Fee Purchase: Srp-W-134-0113

I. Resolution- RES-08-24-25-007 & II. Capital Project Ordinance- ORD-08-24-25-004

Mayor Jeff Holt stated the Board would have to adopt a resolution stating the Town accepts the funding from the State and adopt a capital project ordinance to use the funds to purchase additional sewer capacity from the County.

Motion to adopt the resolution and the capital project ordinance: Commissioner Jimmy Garner

Seconded by: Commissioner Bill Radford

Vote: Unanimous

CLOSED SESSION

At 7:49 p.m. Mayor Jeff Holt called for a closed session to discuss personnel matters according to §143-318.11(6).

Motion by: Commissioner Jimmy Garner

Seconded by: Commissioner Greg Baker

Vote: unanimous

RECONVENED TO REGULAR MEETING

The Board reconvened with no action taken at 8:20 p.m.

ADJOURNMENT

There being no further business to discuss, the meeting adjourned at 8:20 p.m.

Motion by: Commissioner Bill Radford

Seconded by: Commissioner Greg Baker

Vote: Unanimous


Ashley Willoughby, Interim Town Clerk


Mayor

