

**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  
JULY 8, 2024**

**WELCOME AND CALL TO ORDER**

Mayor Jeff Holt called the regular meeting of the Pine Level Board of Commissioners to order on Monday, July 8, 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, Administrative Assistant Danialle Lanier, and Interim Town Clerk Ashley Willoughby.

**OTHERS PRESENT**

Town Attorney Chip Hewett, Terry Rains, Ronnie Cabe, Greg Johnson, Kevin Kornegay, Samuel, and Debra Heuertz.

**INVOCATION:** Mayor Jeff Holt

**PLEDGE:** Terry Rains

**APPROVAL OF AGENDA:**

Motion to approve with the following amendments: to table Item 12- annexation request and item 13c- rezoning request for Scottie's Ridge Phase 2 to the August meeting; to add under New Business Item A- Capital Project Ordinance; and to add a close session under §143-318.11(3) to discuss possible litigation: Commissioner Greg Baker

Second: Commissioner Bill Radford

Vote: Unanimous

### **APPROVAL OF CONSENT AGENDA**

Includes: Minutes from June 17, 2024 and Check Listing for June 2024.

Motion to approve: Commissioner Phil Pittman

Second: Commissioner Bill Radford

Vote: Unanimous

### **PUBLIC COMMENT**

Terry Rains, resident at 108 Wilma Dr., asked the Board members about the Creek's Mill item that was just tabled. Mayor Jeff Holt stated that item was still on the agenda for discussion later in the meeting.

Mayor Jeff Holt introduced Danielle Lanier to the Board members as the new full time Administrative Assistant. He said the Town office is now fully staffed and we are glad to have her.

### **PUBLIC HEARING- ANNEXATION AMENDMENT**

A motion was made by Commissioner Greg Baker to open the public hearing at 7:07 p.m. to discuss an amendment to an annexation request. Seconded by Commissioner Phil Pittman and the vote was unanimous.

Mayor Jeff Holt stated the purpose of the public hearing was to make corrections to the annexation ordinance of a recently annexed property owned by Peedin Road LLC. He stated the metes and bounds description provide included a five-acre lot that should not have been. He mentioned the amendment would keep the original date of the intended annexed property while removing the tract of land.

Motion to close the public hearing: Commissioner Phil Pittman

Seconded by: Commissioner Greg Baker

Vote: Unanimous

Motion to adopt the amended annexation ordinance: Commissioner Bill Radford

Seconded by: Commissioner Phil Pittman

Vote: Unanimous

### **PUBLIC HEARING- ANNEXATION- FOUR HEAVNERS LLC/ BRIGHTLEAF #2004-II LLC Parcel ID# 12M12018**

A motion was made by Commissioner Jimmy Garner to open the public hearing at 7:10 p.m. to discuss an annexation request. Seconded by Commissioner Bill Radford and the vote was unanimous.

Mayor Jeff Holt stated the clerk investigated the sufficiency of the request and returned with a favorable report. He mentioned the Town's attorney had been involved and the metes and bounds description was correct. He stated if the Board were to accept the request; the clerk would notify the County and State the following day.

The Board members had a brief discussion to clarify where the property was located.

Motion to close the public hearing: Commissioner Jimmy Garner  
Seconded by: Commissioner Bill Radford  
Vote: Unanimous

Motion to adopt the annexation ordinance: Commissioner Greg Baker  
Seconded by: Commissioner Bill Radford  
Vote: Unanimous

**ANNEXATION REQUEST- COLE & DODIE HEADLEY- Parcel ID# 12N11040B**

Mayor Jeff Holt stated the owners of the five-acre property mentioned earlier, Cole and Dodie Headley, are requesting annexation.

Motion to adopt the resolution to direct the clerk to investigate: Commissioner Phil Pittman  
Seconded by: Commissioner Bill Radford  
Vote: Unanimous

Mayor Jeff Holt stated the Board had received a certificate of sufficiency from the clerk.

Motion to adopt the resolution to call for a public hearing: Commissioner Jimmy Garner  
Seconded by: Commissioner Phil Pittman  
Vote: Unanimous

Mayor Jeff Holt directed the clerk to advertise for the public hearing for August 12<sup>th</sup>, to place a sign on the property, and to be sure we notify the adjoining property owner.

**ANNEXATION REQUEST- EDGAR HOLT & EDWINA HOLT OLIVER- (aka Braswell Country Store Road)- Parcel ID# 12N11011B**

Mayor Jeff Holt stated the property looking to be annexed was located on Country Store Road just before Starfield Acres.

Motion to adopt the resolution to direct the clerk to investigate: Commissioner Greg Baker  
Seconded by: Commissioner Phil Pittman  
Vote: Unanimous

Mayor Jeff Holt stated the Board had received a certificate of sufficiency from the clerk.

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

Mayor Jeff Holt directed the clerk to advertise for the public hearing for August 12<sup>th</sup>, to place a sign on the property, and to be sure we notify the adjoining property owner.

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

## **CALL FOR PUBLIC HEARING**

### **A. REZONING REQUEST- CREECH'S MILL- Parcel ID# 15M13019**

Mayor Jeff Holt provided a brief history on the property. He informed the Board members the new owners are seeking to rezone a small portion of property from HB (Highway Business) to RS (Residential Subdivision). He said the Planning Board will review this request at their meeting scheduled for July 25<sup>th</sup>.

Motion to call for a public hearing for August 12<sup>th</sup>: Commissioner Jimmy Garner  
Seconded by: Commissioner Bill Radford  
Vote: Unanimous

### **B. REZONING REQUEST- BRASWELL COUNTRY STORE ROAD- Parcel ID# 12N11011B**

Mayor Jeff Holt said the property owner had asked for annexation and was seeking to rezone the property from RA (Residential- Agricultural) to RS (Residential Subdivision). He said the Planning Board will review this request at their meeting scheduled for July 25<sup>th</sup>.

Motion to call for a public hearing for August 12<sup>th</sup>: Commissioner Phil Pittman  
Seconded by: Commissioner Greg Baker  
Vote: Unanimous

### **C. REZONING REQUEST- SCOTTIE'S RIDGE PHASE 2- Parcel ID# 12O10007B,12O10009, 04O10009A, &12O10010- TABLED**

Mayor Jeff Holt wanted to clarify that the Town will not take any new requests for major subdivisions until after the current moratorium expires on October 11<sup>th</sup>. He explained to the public, the developers are trying to prepare for when the moratorium expires. He said a public hearing would have to be call at the next Board meeting to be held in September if the Board members would like to consider extending the moratorium or let it expire. He asked the Board members to consider that in the coming month.

## **COMMITTEE REPORTS**

### **SENIORS**

Commissioner Phil Pittman said the seniors' group was doing well and the Town would be hosting the meeting this week. Mayor Jeff Holt said the Town will be providing a movie day with pizza and drinks.

### **MOCCASIN CREEK**

Ronnie Cabe informed the Board members the County approved funds of \$250,000 and Government funds of \$300,000 to be given to help work on the creek. He said they are waiting to get approval to get engineering specs and setting up some protocols. He said hopes to have an update on July 25<sup>th</sup>.

## **PLANNING BOARD**

Mayor Jeff Holt mentioned the Planning Board will review two rezoning requests at their next meeting. Vice Chairman Kevin Kornegay said he hopes to have something for the Board next month regarding the Downtown District.

There was brief discussion about a change in hours of operation and style of one of the current businesses in the Downtown area.

## **TOWN ATTORNEY'S REPORT**

Town Attorney Chip Hewett stated there were a few items to discuss. He said prior to former Town Administrator Dustin Kornegay leaving he was working on the personnel policy. He asked the Board members if they would like to proceed with looking into making changes to the personnel policy or leave it. After a brief discussion, Attorney Chip Hewett suggested that staff be ready to present a revision sometime in September or October for the Board to review and adopt by the end of the year.

Attorney Chip Hewett updated the Board members of the next steps needed for the codification process. He mentioned the updates to the ordinances involved providing clarification to some of the current ordinances the company pointed out which the Board needs to review. He stated the matter would be considered more urgent than the personnel policy. He recommended the Board look over the ordinances mentioned by the company and come back in September with the revisions.

Attorney Chip Hewett updated the Board members on the Bills that are before the General Assembly. He mentioned in November there will be a North Carolina State Constitution amendment to only allow US citizens to vote during the election. He also informed the Board members that to change the Town's Charter to institute staggered elections would require a Bill and now the Board would have to wait until the next Census.

He mentioned the last item to discuss would be during the closed session.

## **DEPARTMENT REPORTS**

**RECREATION-** Recreation Director Scottie Hayes informed the Board members of the start of the football and cheer season would begin in July. He said he had a proposal for digital sign at the stoplight. He stated the proposed digital sign would fit within the existing brick structure. He mentioned the funding for the sign would come from the remaining revenues from the 150<sup>th</sup> Celebration which was about eight thousand dollars. He said it would allow him to be able to post multiple events in the future and would be a good addition. Mayor Jeff Holt said most of the churches around town have one and he would be able to change it at any time from a computer. Commissioner Greg Baker asked about the total cost of the proposed project. Rec Director Hayes stated it was about twelve thousand dollars. Mayor Jeff Holt assured the Board members there was enough in the budget with the revenues from the 150<sup>th</sup> Celebration for the project.

Motion to approve the proposal: Commissioner Jimmy Garner

Seconded by: Commissioner Phil Pittman

Discussion: Ronnie Cabe asked about the software. Recreation Director Hayes stated he was not sure what the software will be.

Vote: Unanimous

Recreation Director Hayes said the Fourth of July fireworks went well and the Fire Department did a great job.

**PUBLIC WORKS-** Commissioner Phil Pittman said Public Works Supt. Ray Stuckey and his men are working hard making repairs while beating the heat.

**STREETS-** Public Works Supt. Ray Stuckey stated garbage collection with GFL had started and the Town had received one call from a resident regarding a concern with the service. Mayor Jeff Holt said he received an email from the company about the first week and mentioned one resident who called them about not getting their trash lying beside the garbage bin. He mentioned to the Board members about the notices given to the residents that anything outside the garbage bins would not be picked up by the company.

There was a brief discussion about the weeds near the railroad tracks.

Commissioner Greg Baker said he appreciates Ray and his men working hard throughout the hot weather.

**POLICE-** Commissioner Jimmy Garner stated the Police Department was doing a great job and are focused on keeping crime down.

**FIRE DEPARTMENT-** Greg Johnson said he has heard good feedback from the Fourth of July Celebration. He mentioned the Fire Department had a total of 51 calls for the month of June. He informed the Board members that they are preparing for an ISF inspection happening in September. Mayor Jeff Holt asked if that would be the first inspection since the Town replaced some of the water lines and hydrants around town. Greg Johnson stated it would be and it would involve a lot of training.

**STAFF-** None

**UNFINISHED BUSINESS-**None

### **NEW BUSINESS**

#### **Item A- Capital Project Ordinance**

Mayor Jeff Holt said by the Town adopting this

Capital Project Ordinance would allow us to use approved grant funds to purchase an animal control vehicle, make upgrades to the animal holding facility, construction of the dog park, improvements to some Downtown appearance issues, and initiate plans to construct a multi-purpose gymnasium. He mentioned the 1.35-million-dollar grant was currently in the bank and the Board would be able to use the money once the ordinance was adopted.

Motion to adopt the ordinance: Commissioner Jimmy Garner

Seconded by: Commissioner Bill Radford

Discussion: Commissioner Greg Baker asked if the gymnasium would be tied in to the school. Commissioner Bill Radford stated the gymnasium would be Town owned and operated. Mayor Jeff Holt stated it would be an indoor facility to be used for basketball, soccer, raffles, meetings, rentable for events, and a central location for emergency services.

Vote: Unanimous

### **CLOSED SESSION**

At 7:46 p.m. Mayor Jeff Holt called for a closed session to discuss possible litigation according to §143-318.11(3).

Motion by: Commissioner Jimmy Garner

Seconded by: Commissioner Greg Baker

Vote: unanimous

### **RECONVENED TO REGULAR MEETING**

At 7:58 the Board reconvened and Mayor Jeff Holt stated the pleasure of the Board was to direct Town Attorney Chip Hewett to follow up with County Inspector's Office regarding the matter discussed in closed session.

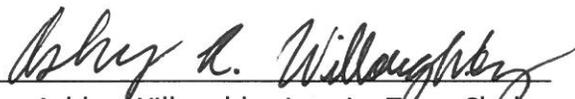
### **ADJOURNMENT**

There being no further business to discuss, the meeting adjourned at 8:01 p.m.

Motion by: Commissioner Bill Radford

Seconded by: Commissioner Greg Baker

Vote: Unanimous

  
Ashley Willoughby, Interim Town Clerk

  
Mayor

