

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
OCTOBER 14, 2024**

WELCOME AND CALL TO ORDER

Mayor Jeff Holt called the regular meeting of the Pine Level Board of Commissioners to order on Monday, October 14, 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

Police Chief Ashley Woodard, Interim Town Administrator Sharon Evans, Administrative Assistant Danielle Lanier, and Interim Town Clerk Ashley Willoughby.

OTHERS PRESENT

Town Attorney Chip Hewett, Kevin Kornegay, Terry Rains, Joseph Radford, Andrew Hodge, Adele Walker, Steve Smith, Samuel Heuertz, and Rodney Cabe.

INVOCATION: Mayor Jeff Holt

PLEDGE: Terry Rains

APPROVAL OF AGENDA:

Motion to approve the agenda: Commissioner Greg Baker

Second: Commissioner Bill Radford

Vote: Unanimous

APPROVAL OF CONSENT AGENDA

Includes: Minutes from September 9, 2024, September Closed Session Minutes, and September 2024 Check Listing.

Motion to approve: Commissioner Phil Pittman

Second: Commissioner Jimmy Garner

Vote: Unanimous

PUBLIC COMMENT

Interim Town Clerk Ashley Willoughby mentioned in the agenda packet was a copy of an email staff received requesting the Board members to consider adding speed bumps to a resident's street. Mayor Jeff Holt confirmed the email would be discussed under street departmental reports with Commissioner Greg Baker.

PROCLAMATIONS

A. RED RIBBON WEEK- October 23-31, 2024

Mayor Jeff Holt stated the Town and Pine Level Elementary School had always celebrated the last week of October as Red Ribbon Week. He mentioned the school would have their annual parade with the kids, local officials, and some bands from the upper schools on the Friday during that week.

Motion to approve the proclamation and proclaim October 23-31st as Red Ribbon Week:

Commissioner Jimmy Garner

Second: Commissioner Bill Radford

Vote: Unanimous

Mayor Jeff Holt reformed the Board members the school parade will be on October 25th.

B. NATIONAL FAMILY LITERACY DAY- November 1, 2024

Mayor Jeff Holt stated November 1st was established as the National Family Literacy Day since 1994. He stated the National Society of the Daughters of the American Revolution had asked for all local governments to adopt a proclamation in honor of this day while recognizing all educators and librarians throughout the country.

Motion to approve the proclamation and proclaim November 1st as National Family Literacy

Day: Commissioner Jimmy Garner

Second: Commissioner Greg Baker

Vote: Unanimous

RESOLUTION- URGING RESIDENTS TO OBSERVE A SAFE HALLOWEEN

Mayor Jeff Holt informed the Board members there was a resolution encouraging citizens to observe a safe Halloween. He asked the Police Chief unless Halloween falls on Sunday or Wednesday night the Town would normally celebrates Halloween on the 31st. Police Chief Ashley Woodard stated that was correct. Mayor Jeff Holt mentioned the resolution states the times for trick or treating and other requirements which includes no person under the age of 13 would be allowed to walk the streets alone without adult supervision. He encouraged the citizens to contact the police department to report any issues.

Motion to adopt resolution: Commissioner Jimmy Garner
Seconded by: Commissioner Bill Radford
Vote: Unanimous

PUBLIC HEARING- ANNEXATION REQUEST- RICHARD D. BRASWELL- SCOTTIE'S RIDGE PHASE 2- PARCEL ID# 12O10007B, 12O10009, 12O10009L, 04O10009A, & 12O10010

A motion was made by Commissioner Phil Pittman to open the public hearing at 7:10 p.m. to consider an annexation request for lands located on US Hwy 70-A; what would be called Scottie's Ridge Phase 2. Motion was seconded by Commissioner Greg Baker and the vote was unanimous.

Mayor Jeff Holt stated the Town Clerk had investigated the sufficiency of the petitions, duly advertised the public hearing, and notified adjoining property owners of this public hearing. He informed the Board members the area being proposed for annexation abuts the Scottie's Ridge Phase 1 and goes towards Bizzell Grove Church Road. He mentioned in the materials presented was a map showing the areas of the parcels outline in red and a legal description for all those properties requesting to be annexed. He stated there was an ordinance prepared if the Board members chose to extend the corporate limits. Town Attorney Chip Hewett wanted to say the engineers did a great job with getting the legal description to match the red outline as shown on the map with the inclusion of the private pond.

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

Steve Smith, resident at 3786 US 70-A HWY, stated he owns a car lot near the properties mentioned and wanted to know what was going on. Mayor Jeff Holt stated the properties around him are asking for annexation and the property owner was looking to extend the development beside it. He mentioned the Town would not annex Mr. Smith's property unless he puts in a request for annexation.

Motion to approve the ordinance to extend the corporate limits: Commissioner Phil Pittman
Seconded by: Commissioner Greg Baker
Vote: Unanimous

PUBLIC HEARING- REZONING REQUEST- RICHARD D. BRASWELL- SCOTTIE'S RIDGE PHASE 2- PARCEL ID# 12O10007B, 12O10009, 04O10009A, & 12O10010

Mayor Jeff Holt stated the Board would like to postpone the public hearing to discuss the rezoning requests for Scottie's Ridge Phase 2 until the November 18th meeting at 7 p.m.
Motion to table the public hearing for the November 18th meeting at 7 p.m.: Commissioner Bill Radford
Seconded by: Commissioner Phil Pittman
Vote: Unanimous

ANNEXATION REQUEST- RICHARD D. BRASWELL-TRADER’S POINT, LLC-Parcel ID# 15M12024D

Mayor Jeff Holt stated the Town had received a petition for annexation by Richard Braswell of Trader’s Point, LLC. He informed the Board members the item before them was the resolution directing the clerk to investigate. He stated the clerk would present the certificate of sufficiency and a resolution to call for a public hearing before the Board at the next meeting, once she had investigated the sufficiency of this petition.

Motion to adopt the resolution to direct the clerk to investigate this annexation request:

Commissioner Greg Baker

Seconded by: Commissioner Bill Radford

Vote: Unanimous

COMMITTEE REPORTS

SENIORS

Commissioner Phil Pittman stated the seniors had a good meeting presented by the Pine Level Fire Department. He mentioned the Fire Department discussed smoke detectors and informed the seniors about changing the batteries. He wanted to thank both the Fire Department and the Ladies Auxiliary for serving and providing a great time. He mentioned next month’s meeting would involve a covered dishes and if anyone was interested in attending the Rudy Theater for the Christmas show it would be \$33 each.

MOCCASIN CREEK

Mayor Jeff Holt stated Rodney Cabe, the Chairman of the Moccasin Creek Board, was not present to provide an update. He stated the board members are working to put together a masterplan to do repairs and maintenance to the drainage ports. He mentioned more information would come once those plans are finalized.

PLANNING BOARD

A.) Amendment to Public Hearing for Proposed UDO Amendments

Mayor Jeff Holt reminded the Board members the Planning Board had been working on revisions to the Unified Development Ordinance and had asked for a public hearing to consider their proposed changes a month ago. He stated the Board members had decided to hold the public hearing at the November meeting and the Planning Board had come back with some changes to what was originally presented before them last month. He asked Planning Board Vice- Chairman Kevin Kornegay and Interim Town Clerk Ashley Willoughby about the changes made.

Ms. Willoughby stated in the agenda packet there is a recommendation from the Planning Board with a map showing an additional block added to what was originally presented at prior meeting. She mentioned at the last meeting the motion made called for the public hearing to be set for November 11th would need to be amended and called for November 18th as the normal scheduled meeting date was changed due to it falling on Veterans Day. Mayor Jeff Holt reminded the Board members to review the proposed changes prior to the public hearing.

Motion to include the amended map and change the public hearing for November 18th at 7 p.m.: Commissioner Jimmy Garner
Seconded by: Commissioner Greg Baker
Vote: Unanimous

TOWN ATTORNEY'S REPORT

Town Attorney Chip Hewett stated the Board members had before them a map of a recombination plat for the well lot being dedicated to the Town located near the Hidden Haven RV Park. He explained the reason behind the recombination was due to the need for additional space to meet the 100 ft radius requirement for the well within lot 18A. He continued to say on the map it shows 0.49 of a right-of-way for Parkway Extension that was dedicated to the Town in September. He mentioned since the recombination changed the Board's previously approved dedication that was done back in September; it would require Board approval to allow the Mayor and Town Clerk to sign off on the updated dedication. He stated the Mayor has a copy of the proposed deed for lot 18A and the street dedication. He informed the Board members what was required was for them to review the information and if they approve to make a motion to allow the Mayor and Town Clerk to sign before a notary on the behalf of the Town, then he would record it. Mayor Jeff Holt stated the property was gifted to the Town for a second well site; which had already been surveyed and tested. Town Attorney Chip Hewett mentioned once the Town receives the title it could start applying for grants.

Motion to authorize the Mayor to sign and accept this property and the right-of-way dedication of the street: Commissioner Greg Baker
Seconded by: Commissioner Bill Radford
Vote: Unanimous

Starfield Acres

Town Attorney Chip Hewett mentioned a question was brought to him about whether Starfield Acres could modify the final plat and bring it before the Town Board. He stated since the modification would result in a reduction of lots and not an increase it would be consider a minor change under the statues and could be brought back before the Town Board. Mayor Jeff Holt stated the engineers for Starfield Acres found out three lots would not be buildable with the old plans approved years ago due to issues with wetlands. He mentioned the new owners of the project would like to redraw those plans because of those lots and the road being affect by the wetlands. He stated all requirements would remain the same and the new owner would not be allowed to build more than what was originally permitted; in fact, due to the wetlands, it would be less. He mentioned the updated plans would be reviewed by Zoning Administrator Scottie Hayes and he would present them to the Town Board for approval.

DEPARTMENT REPORTS

RECREATION- Commissioner Bill Radford informed the other Board members the last football game of the season would be on November 19th. He stated there was 3 teams of football and cheer with about 120 kids participating in total. He mentioned there was 4 baseball and 3 softball teams that would have their final games that week. He continued to say there was 4 t-

ball teams with about 45 kids participating this year having their final games that week. He stated there were also 6 soccer teams with about 80 kids. He informed the other Board members the deadline to sign up for the upcoming basketball and cheer season for ages 4 to 12 was October 25th. He mentioned the Town's Tree Lighting would be on December 3rd and the Christmas Parade would be on December 8th. He stated Recreation Director Scottie Hayes left some quotes for playground equipment for the Board members to review.

Mayor Jeff Holt stated the quotes from the companies proposed similar equipment and some of them offered some grants. Ms. Willoughby stated Mr. Hayes and staff wanted to see if the Board had a spending limit in mind for the project. She mentioned before the Board members there was a total of six quotes for play structures from three different companies. She stated the companies offer specials or matching grants until October 18th when it expires.

Commissioner Jimmy Garner stated he would rather focus on the drainage issue at the park that had been pushed for two years. Mayor Jeff Holt mentioned before anything more is added to the park the drainage issue should be addressed. He stated the Town's engineers had designed a fix for the issue and the Town was in the process of waiting for approval of grant funds to make those repairs. He mentioned some of subdivisions are having to pay fees in-lieu of to the recreation department, so the development does not have to have as much open space. He stated the fees collected could go towards new equipment, the multi-purpose building, or renovations at the park in the future. He stated he would contact Recreation Director Scottie Hayes tomorrow to ask him to contact these companies to thank them for their time and let the representatives know that the Town would need more time to consider. He mentioned that he and the other Board members appreciate all the work Mr. Hayes and the Recreation Committee do for the park. He mentioned the park has had a lot of improvements done over the last couple of years and Recreation Committee had raised money towards that.

The Board members discussed and agreed the drainage issues needed to be resolved first prior to any new equipment be added. Ms. Willoughby updated them on the Town's Golden Leaf Grant application for funding to fix the drainage. She stated the Town's application was tabled until additional funds could be allocated and hopefully it could be brought back up for review in December. The Board members agreed there's a need to look into finding additional funding to fix the issue, however, the issues need to be fixed before moving any ballfields, tearing up the existing parking lot, or putting in new playground equipment.

PUBLIC WORKS- Commissioner Phil Pittman mentioned there was an issue when someone hit one of the waterlines that resulted in the Town having to perform an emergency shutoff for a short period of time. He stated the issue was quickly resolved.

Mayor Jeff Holt informed the Board members there are less ten houses in town that still operate on a septic tank. He stated back in 1977 when the Town put in the sewer system those houses did not tie on at that time, but the homeowners were expected to tie on once their septic system failed. He mentioned one of those houses had been recently sold and the new owner was concerned about being charged for sewer when he has a septic system. He stated based off the records and what he could figure the reason was when the lines and taps were originally put

down the former Board would not charge the homeowners to tap onto system once the septic failed, if they were being charged for the monthly fee; otherwise, they would have to pay all connection fees to tap on. He asked what the Board members thought and what to do about the others. Commissioner Phil Pittman stated if the Board does it for one, we need to do it for all. Rodney Cabe, resident of 86 Country Store Rd., stated he thought the rule when the sewer was put in was that every resident had to pay the tap fee and the sewer fee who lived in the city limit whether they were tapped on or not. Commissioner Jimmy Garner stated there wasn't a tap fee at first. He mentioned if you chose not to tap on and came back later then you had to pay to tap on. He asked Town Attorney Chip Hewett if the realtor should have disclosed the utilities to the new homeowner prior to the purchase of the house. Attorney Chip Hewett stated usually if the property is within the city limits the realtor would contact Town staff to confirm all provide services and any associated fees.

Mayor Jeff Holt stated the ladies in the office inform all residents of the fees when they sign up for services. He mentioned this resident had been paying the bill for about three months before having a plumber come out to discover they had a septic tank. He stated the policy was if you did not tie onto the sewer system back in 1977, then the homeowner was expected to pay a monthly fee; which was the decision of the former homeowner. Commissioner Jimmy Garner asked if the new homeowner knew that if the septic system fails that he would have to pay five thousand dollars to hook on. Mayor Jeff Holt stated he would unless this Board decides otherwise. Commissioner Bill Radford asked if the homeowner can repair an existing septic tank. Ms. Willoughby stated the Town ordinance states once the septic system fails it cannot be repaired or replaced and the homeowner would be required to hook onto the Town's sewer system. Mayor Jeff Holt asked Commissioner Phil Pittman as the head of Public Works what the Board should do. Commissioner Phil Pittman stated the homeowner should continue paying as the former homeowner made that decision for the property back in 1977. Mayor Jeff Holt stated if the homeowner wants to come back to plead their case they could.

STREETS- Commissioner Greg Baker stated the Board received a letter from a citizen, Jen Stephenson, who resides on Pilkington Street concerning the about speeding traffic coming from the daycares down her road. He stated she mentioned an incident involving a squirrel passing away in her hands due to a driver speeding and her fears it could happen to the children that live in that area. He stated she has requested the Board members to consider placing speed bumps on that road. Mayor Jeff Holt stated there was a policy to request speed bumps and it would require signatures of all the homeowners on that road along with a minimum distance the street must be before the speed bump could be put in. He mentioned for the safety of the children the Board could have the Police Chief look into it further.

POLICE- Police Chief Ashley Woodard informed the Board members the police department had 187 calls over the last month. He mentioned the last few years the Town had shut down the roads to Labelle Acres for Halloween; only allowing walking traffic through. He stated the plan was to continue that this year as it has been proven to be successful. He informed the Board member the police department had earned enough points through the Governor's Highway Safety Program to purchase a new radar system. He mentioned the new radar system has been ordered and be no cost to the Town.

FIRE DEPARTMENT- Fire Chief Joseph Radford stated the fire department sent a crew along with other local departments to Black Mountain for a week to help the town and citizens there. He mentioned the fire department had collected over a hundred thousand pounds of donations for Hurricane Helene relief. He stated they had sent multiple trucks and three airdrops full of supplies. He wanted to thank all the citizens, the Town, and everyone who donated.

Fire Chief Joseph Radford mentioned the fire department had a bingo night scheduled for November 2nd at 5:30 p.m. and invited the Board members to the Johnston County Firemen's Association Dinner on November 14th. He stated December 7th would be Breakfast with Santa and the Grinch; that Santa would be taking letters back with him to the North Pole. He mentioned the Board of Directors had requested an emergency alert system be installed at the fire station. He informed the Board members the siren would be accessed remotely through the 911 system for tornado warnings or other emergencies.

The Board members thanked the fire department and the ladies auxiliary for their amazing job with the donation drive and their hard work.

STAFF- Interim Town Clerk Ashley Willoughby informed the Board members the Town's contracted auditors completed their annual visit in late September and their plans are to present the completed audit at the November meeting.

Mayor Jeff Holt mentioned the sign was a great new asset to the Town. Ms. Willoughby wanted to say a special thank to Administrative Assistant Danielle Lanier for her hard work on all the advertisement. Mayor Jeff Holt asked about the display around the sign. Ms. Willoughby stated Scottie Hayes worked with Ashland Meadows to setup the display.

MAYOR'S MINUTES

Mayor Jeff Holt stated the Christmas Parade Grand Marshals this year would be Donnie Mitchell and Connie Pennell.

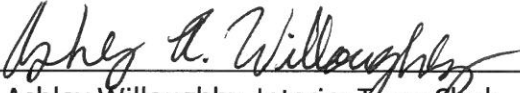
ADJOURNMENT

There being no further business to discuss, the meeting adjourned at 7:56 p.m.

Motion by: Commissioner Jimmy Garner

Seconded by: Commissioner Bill Radford

Vote: Unanimous


Ashley Willoughby, Interim Town Clerk


Mayor

