

**Mayor**  
*Jeff Holt*

**Mayor Pro-Tem**  
*Greg Baker*

**Board of Commissioners**  
*Jimmy Garner*  
*Phil Pittman*  
*Bill Radford*

**Interim Town Administrator**  
*Sharon Evans*



**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  
DECEMBER 19, 2024**

**WELCOME AND CALL TO ORDER**

Mayor Jeff Holt called the regular meeting of the Pine Level Board of Commissioners to order on Thursday, December 19, 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, Recreation Director/Zoning Administrative Scottie Hayes, and Town Clerk Ashley Willoughby.

**OTHERS PRESENT**

Town Attorney Chip Hewett, Pine Level Fire Chief Joseph Radford, Pine Level Chairman Randy Jones and Vice- Chairman Kevin Kornegay, Greg Johnson, Terry Rains, Vann Jones, Andrew Hodge, Matt Johnson, Samuel and Debra Heuertz, Dennis Peacock, Austin Parrish, Mark Peedin, and Peter Perchak.

**INVOCATION:** Commissioner Phil Pittman

**PLEDGE:** Terry Rains

**APPROVAL OF AGENDA:**

Motion to approve the agenda as presented: Commissioner Phil Pittman  
Second: Commissioner Bill Radford  
Vote: Unanimous

**APPROVAL OF CONSENT AGENDA**

Includes: Minutes from November 18, 2024 meeting, Closed Session Minutes from November 18, 2024, FY 2023-2024 Audit Response Letter, and November 2024 Check Listing.

Motion to approve: Commissioner Bill Radford

Second: Commissioner Greg Baker

Vote: Unanimous

**PUBLIC COMMENT**

None

**MEETING SCHEDULE FOR 2025**

Mayor Jeff Holt stated this Board would typically meet on the second Monday of every month at 7 p.m.; however, due to scheduling conflicts there were a few months where some of the regular meetings were being considered for the third Monday of the month at 7 p.m.

The proposed meeting schedule for 2025:

January 13, 2025	May 19, 2025	September 8, 2025
February 17, 2025	June 9, 2025	October 20, 2025
March 10, 2025	July 14, 2025	November 10, 2025
April 14, 2025	August 11, 2025	December 8, 2025

Motion to adopt the meeting schedule for 2025: Commissioner Greg Baker

Second: Commissioner Bill Radford

Vote: Vote: Unanimous

**PUBLIC HEARING- TO CONSIDER MORATORIUM ON ALL MAJOR SUBDIVISIONS**

A motion was made by Commissioner Greg Baker to open the public hearing at 7:06 p.m. to consider a moratorium on all major subdivisions. Motion was seconded by Commissioner Bill Radford and the vote was unanimous.

Mayor Jeff Holt stated this Board had called for the public hearing to consider adopting another moratorium on all major subdivisions at the end of the last meeting. He mentioned there had been six new subdivisions to submit plans after the expiration of the last moratorium on October 14<sup>th</sup>. He stated those subdivisions projects were already on the books would not be affected by this moratorium if passed. He continued to say there were about a thousand houses total coming with the new subdivisions plus other subdivisions in progress. He stated Town Attorney Chip Hewett had advised the Board members that in order for the Town to adopt another moratorium which puts a hold on reviewing and accepting any new major subdivision, then the Town Board would need to meet certain General Statue requirements. He mentioned the Town Board could not just enact a moratorium based on personal opinion or to prevent further growth. He stated only valid reasons could be used and gave an example such as available sewer capacity; which the Town Board used during the first moratorium.

The Board members discussed some reasons to justify a moratorium which included the following: sewer capacity, water supply capacity, needing to hire additional police officers, purchasing needed equipment, hiring additional personal for the utility departments, recreation

department, and training new personal. Also, giving the fire department time to get additional staff and equipment needed.

Mayor Jeff Holt exemplified the need for additional personal for emergency services including police and fire are important. He stated there was a shortage County-wide and there are very few candidates going through the academy. He explained how the cost of hiring and training new employees would affect the Town and purchasing the needed equipment like possible trash trucks in the future had gone up. He stated the Town was in the process of drilling a new well which would double the Town's water capacity; however, that would take about eighteen months to complete if not more. He mentioned the County was enlarging their facilities to increase the available sewer capacity; however, the Town's issue was not available capacity, but the transmission to the County. He stated the Town was about 70% capacity considering the new developments that submitted plans after the last moratorium expired. He exemplified Attorney Chip Hewett stated the Town had justifiable cause to enter into a moratorium considering those factors. Commissioner Jimmy Garner stated this would not hinder future commercial development if any wished to come in.

Mayor Jeff Holt stated the Town Board wants to be proactive by reserving some of the capacity for future use until some of these developments get through. He wanted to mention there were discussions between the County and the towns about entering into a regional water/ sewer authority, which would share capacity between the towns; however, no agreements had been made yet.

Debra Heuertz, resident of 113 Oak Street, asked if there was any chance the current developments being considered now may not have available sewer capacity if the Town only had 30% left for growth. Mayor Jeff Holt stated those new developments were already figured into the 70%. He explained the how the State sets the sewer rate. He mentioned the Town looking into additional training and possibly hiring additional staff for the Zoning Department.

Randy Jones, resident at 120 Dogwood Lane/ Chairman of Pine Level Planning Board, stated wanted to commend the Town Board for considering a moratorium and asked the Town Board consider a minimum of two years. He mentioned there was about 843 homes on the books right now with more smaller lots around town which could be built in the next four to five years. He asked the Town Board to seriously consider during the next moratorium having meetings with the fire department, police department, trash department, and improving communications between all departments. He stated the Planning Board had six applications turned in October and asked if there was a way to stagger applications once the next moratorium expires. He voiced his concerns about the need to hire an expert to help with the growth management within the town and to help the Planning Board. He stated he knows the town may not stay the "Best Little Town in NC," but he would like for it to stay the "Best Growing Town in NC" at least.

Kevin Kornegay, resident at 205 N Peedin Ave./ Vice-Chairman of Pine Level Planning Board, asked if there was a way to stagger the applications coming in. He asked if there was a way during the moratorium for the Town to still receive and allow reviewal up until preliminary plat phase if the developers understood they would not have the sewer capacity until the Town's

moratorium expires. He mentioned this could help the Town see what was coming and better plan with the departments verses not knowing until after moratorium. He stated he doesn't know the logistics on how that could be done. Attorney Chip Hewett stated the Town could not approve any new development during a moratorium; only consider or suggest. Commissioner Jimmy Garner stated there are six subdivisions on the books which would take about three years to start turning dirt or start building. He asked Attorney Chip Hewett if the Board could consider three years for the moratorium. Attorney Chip Hewett explained how many years the Board could consider and the General Statutes mentions it would be at the discretion of the governing body. He stated the Town Board could terminate moratorium any time after it has been adopted.

After some discussion, it was determined that no new development applications could be considered during the moratorium due to possible changes within that time frame with the NC General Statues, the Town's Unified Development Ordinance, fees, and Board members (both Town and Planning).

Motion to close the public hearing: Commissioner Jimmy Garner

Seconded by: Commissioner Bill Radford

Vote: Unanimous

Motion to Adopt an Ordinance Establishing a Moratorium on All Major Subdivision for 3 years from this date for the reasons of water supply, sewer supply, personnel, and public safety:

Commissioner Jimmy Garner

Seconded by: Commissioner Bill Radford

Discussion: Town Clerk Ashley Willoughby asked Attorney Chip Hewett if the conditions mentioned should be included in the motion for adopting the moratorium. Attorney Chip Hewett stated it would not hurt and explained to the Board members that Ms. Willoughby was referring to the background of basis. Commissioner Jimmy Garner amended his motion to include "for the reasons of water supply, sewer supply, personnel, and public safety." Attorney Chip Hewett stated his office had prepared a draft ordinance which would be effective on 19<sup>th</sup> December, 2024. Commissioner Phil Pittman asked if this Board or the next Board could go back and make changes if needed. Attorney Chip Hewett stated they could. Mayor Jeff Holt stated the Board could call for a public hearing to make changes later; if it wished to. Commissioner Bill Radford stated this Board could extend it at the end of the three years. Attorney Chip Hewett mentioned the history of the last moratorium. He stated the Board had to call for a public hearing 60 days prior to the expiration to consider extending it or determined to let it expire.

Vote: Unanimous

Mayor Jeff Holt stated the Town now had a moratorium on all major subdivisions for three years. (***Expires: December 19, 2027***)

**PUBLIC HEARING- ANNEXATION REQUEST- RICHARD D. BRASWELL- TRADER'S POINT, LLC- PARCEL# 15M12024D**

A motion was made by Commissioner Greg Baker to open the public hearing at 7:31 p.m. to consider annexation request filed by Trader's Point, LLC. Motion was seconded by Commissioner Bill Radford and the vote was unanimous.

Mayor Jeff Holt stated the Board members received a packet showing the application, a GIS map showing the location of the property over near Highway 70, and the parcel map provided by the owner. He mentioned the clerk had investigated the sufficiency of the petition and verified the Town of Pine Level was the closest contiguous township to this non-contiguous parcel. He mentioned this public hearing had been advertised and adjoining property owners were notified. It was mentioned that the Town of Selma was not the closest township to this property.

Peter Perchak, resident at 49 Ruddy Duck Lane, asked where the property was located. Mayor Jeff Holt explained the location. He mentioned this was the first property of many owned by Trader's Point, LLC to ask for annexation and others would likely follow soon.

Motion to close the public hearing: Commissioner Phil Pittman  
Seconded by: Commissioner Bill Radford  
Vote: Unanimous

Motion to adopt the ordinance to extend the corporate limits: Commissioner Greg Baker  
Seconded by: Commissioner Bill Radford  
Vote: Unanimous

**PUBLIC HEARING- AMNEDMENT TO NO PARKING ORDINANCE**

A motion was made by Commissioner Jimmy Garner to open the public hearing at 7:34 p.m. to consider an amendment to the Town's no parking ordinance. Motion was seconded by Commissioner Bill Radford and the vote was unanimous.

Mayor Jeff Holt stated this public hearing was to consider an amendment to the Town's no parking ordinance to address some safety concerns in the Downtown area with vehicles parking within the line of sight of traffic. He stated there had been some vehicle incidents in the area near the corner of N Peedin Ave and W Main St. He mentioned Police Chief Ashley Woodard had investigated and spoken with NC DOT about what the Town could do to prevent further incidents on the State maintained road, since it runs through the Town's city limit. Police Chief Ashley Woodard stated a representative from NC DOT provided a sample ordinance to adopt for the area mentioned.

Commissioner Jimmy Garner asked if the owners and business owners were notified of the public hearing. Ms. Willoughby stated the property owner should have received a public notice and the Police Chief had notified the business owners about the parking concerns there. Commissioner Jimmy Garner asked if they got a copy of the proposed ordinance. Mayor Jeff Holt stated the owners would not have received a copy of the ordinance, but just the notice of

the public hearing. He wanted to clarify the parking area in question was on the side on the building where Hannahcakes Bakery was. Police Chief Ashley Woodard stated the line where people were parking blocks the line of sight for the vehicles at the stop sign on Main Street. Fire Chief Joseph Radford wanted clarification as to the location of the no parking area and whether it would affect the parking in front of the Fire Station.

The Board members explained it was just beside the building as mentioned prior and would not affect the existing parking spaces in front of the businesses along Main Street. Police Chief Woodard mentioned the State would install the no parking signs. Mayor Jeff Holt stated this was to give the Town the ability to enforce the no parking and help keep people safe. He stated all the customers can park in the spaces along Main Street to visit the businesses.

Randy Jones asked Attorney Chip Hewett if he was correct that the Town could pass any ordinance that exceeds the standards of the State contingent that it does not lessen the standards of the State. Attorney Chip Hewett stated that was correct.

Motion to close the public hearing: Commissioner Bill Radford

Seconded by: Commissioner Greg Baker

Vote: Unanimous

Motion to adopt the ordinance amending the no parking ordinance: Commissioner Bill Radford

Seconded by: Commissioner Phil Pittman

Discussion: Commissioner Jimmy Garner mentioned he would hate to hurt a business, but this was something the Town needed to do to keep drivers and citizens safe. Mayor Jeff Holt stated the ordinance mentions sending a written request to the Wilson DOT office to install the signs and asked for that to be done soon if passed.

Vote: Unanimous

## **COMMITTEE REPORTS**

### **SENIORS**

Commissioner Phil Pittman stated the seniors did not meet this month due to the holiday, but wanted to invite every senior to come to the next meeting in January.

### **MOCCASIN CREEK**

Mayor Jeff Holt stated the Chairman of the Moccasin Creek Board, Rodney Cabe, was not present tonight; however, he wanted to recognize a new member of the Moccasin Creek Board Mrs. Debra Heuertz. He stated Mrs. Heuertz had been appointed to replace Richard D. Braswell's position on the Board. He mentioned Moccasin Creek Board had recently awarded a maintenance contract for next year for mowing along the right-of-ways and other maintenance needs.

## **PLANNING BOARD**

### **a) Emily Gardens- Final Plat Phase 1 Section 1**

Mayor Jeff Holt stated this Board had received a request to approve a final plat submitted for Emily Gardens Phase 1 Section 1. He mentioned in the packet there was the application form, map, and memorandum from the Planning Board. He asked Zoning Administrator Scottie Hayes to update the Board members on the development. Zoning Administrator Scottie Hayes stated the Planning Board reviewed the map and made a motion to recommend denying the final plat due to concerns on the sidewalks. He mentioned the developer had since made corrections to include sidewalks as it was originally presented on the preliminary plat and wanted to get approval from the Town Board for the final plat. Mayor Jeff Holt asked for clarification that at the time the Planning Board wanted to deny the final plat was due to it missing the sidewalks and now the developers had corrected the issue by including them. Zoning Administrator Scottie Hayes stated that was correct. Commissioner Bill Radford asked if the Planning Board had changed their recommendation. Zoning Administrator Scottie Hayes stated they did not because once they make a recommendation it comes before the Town Board for consideration. Attorney Chip Hewett wanted to clarify the Planning Board were an advisory board and the Town Board makes the final decision.

Randy Jones, Chairman of the Pine Level Planning Board, asked if the developer was building the sidewalks. Dennis Peacock, representative of the development, stated the builders of the lot would be installing the sidewalks and it would usually be towards the end of the construction was the standard practice. He mentioned this would prevent damage to the sidewalk and street during the construction.

Attorney Chip Hewett wanted to clarify for the record in regards to the sidewalk that the Planning Board made a recommendation to approve the preliminary plat for the section of development with two conditions which included approval of annexation and street names. He stated the reason it was important to mention this was that the Planning Board did not meet to discuss anything further requirements after the approval. He mentioned the Town has a default provision in the ordinance that says if the Planning Board does not act on a request after sixty days, then it is approved or it moves forward to the Town Board.

Mayor Jeff Holt stated the Board members had received the information regarding the development's history, the Planning Board's recommendation, the attorney's review, and the updates to the map to show the sidewalks. He stated the developer was requesting the Town Board consider approving the final plat with the map last presented to the Planning Board with the correction of adding the sidewalks as approved on the preliminary plat.

Motion to approve the final plat request with the condition the sidewalks are included:

Commissioner Phil Pittman

Seconded by: Commissioner Bill Radford

Vote: Unanimous

Mayor Jeff Holt stated before the lots are record that a copy of the mylar showing the corrected changes be presented to Zoning Administrator Scottie Hayes and himself to ensure those

corrections have been made. Attorney Chip Hewett wanted to clarify for future reference that most preliminary plats would normally show squares for just the lots and does not include street lights, sidewalks, and streets shown on the map. He stated the Boards could consider that and that way the Boards could set conditions for approving the preliminary plat which could include the sidewalk locations just like the annexation and street names as previously mentioned.

**b) Call for Public Hearing for Rezoning Request Filed by Trader's Point, LLC- Parcel #15M12024D**

Mayor Jeff Holt stated this property had just been annexed and was now looking for rezoning. He mentioned all that was needed was to call for a public hearing to consider the rezoning request.

Motion to call for a public hearing for next month's meeting: Commissioner Bill Radford  
Seconded by: Commissioner Greg Baker  
Vote: Unanimous

**c) Call for Public Hearing for Special Use Request Filed by TruValue Properties, LLC for Hil Sher Townhouses- Parcel #12N10031D**

Mayor Jeff Holt stated all that was needed was to call for a public hearing to consider a special use request for proposed townhouse development.

Motion to call for a public hearing for next month's meeting: Commissioner Jimmy Garner  
Seconded by: Commissioner Phil Pittman  
Vote: Unanimous

Attorney Chip Hewett stated it would be a quasi-judicial hearing.

**NEW BUSINESS**

**a) Annexation Request- DMS Partners, LLC- Parcel #12001020 & 12001021B  
RES-12-24-25-014 for Parcel #12001020 & RES-12-24-25-015 for Parcel #12001021B**

Mayor Jeff Holt stated the clerk had received two annexation requests from DMS Partners, LLC and what was needed was a motion to adopt these resolutions directing the clerk to investigate the sufficiency of these petitions, then report back to the Board with her findings.

Motion to adopt the two resolutions to direct the clerk to investigate this annexation requests:  
Commissioner Greg Baker  
Seconded by: Commissioner Bill Radford  
Discussion: Mayor Jeff Holt referenced the resolution numbers as follows: RES-12-24-25-014 (for Parcel #12001020) & RES-12-24-25-015 (for Parcel #12001021B)  
Vote: Unanimous



**b) Call for Public Hearing for Rezoning Request Filed by Paul and Wendy Bailey-Bailey Meadows- Parcel #12N10006B**

Mayor Jeff Holt stated all that was needed was to call for a public hearing to consider the rezoning request.

Motion to call for a public hearing for next month's meeting: Commissioner Bill Radford

Seconded by: Commissioner Greg Baker

Vote: Unanimous

**TOWN ATTORNEY'S REPORT**

Attorney Chip Hewett stated the Town had received a request for a potential land donation for a 2.6-acre property located on Kornegay Ave. (parcel # 12010019H). He mentioned his office would receive an appraisal letter for this property, if the Board decided to move forward with the donation. He mentioned donors would do this for reasons such as tax write-off purposes and/or the donor may do so to specific a use for a particular program/ service for the property. He wanted to clarify this could happen only if the township had governing authority of the property. He stated he would like for the Board members to consider the property donation and he would reach back out to the owner for the next steps. Mayor Jeff Holt asked if any action could be taken tonight. Attorney Chip Hewett stated he would contact the donor to see what the donor would prefer considering the tax filing year was coming up. He stated the Board could go on record stating they would accept the property and the appraisal could be provided, then the Town would follow up with the value provided. Mayor Jeff Holt asked if there was a formal response needed to give to the donor if this Board decides to take action tonight. Attorney Chip Hewett stated there was a form to be signed and filed with IRS that the donor's accountant would do, but the Town would just coordinate with the CPA of the donor to get this done.

Commissioner Jimmy Garner asked if the donor was trying to do it before the next tax filing year. Attorney Chip Hewett stated he would contact the donor to confirm if he wishes to do it before or after the end of the tax filing year. Mayor Jeff Holt stated the Town Board had received a request for the donation of 2.6 acres of property located on the corner of E Pine St. and Kornegay Ave. He asked what was the pleasure of the Board members and asked Attorney Chip Hewett to help guide the Board on the next steps. Commissioner Jimmy Garner asked if the property line stops before or goes pass the ditch. Attorney Chip Hewett stated it stops before the ditch.

Motion to accept the donation of property to the Town of Pine Level: Commissioner Bill Radford

Seconded by: Commissioner Greg Baker

Discussion: Mayor Jeff Holt asked if there was a motion need to authorize the clerk or himself to the sign for or for the validation of the property on the behalf of Town. Attorney Chip Hewett stated another motion could be made to authorize the Mayor to sign on the behalf of the Town.

Vote: Unanimous

Motion to authorize the Mayor to sign on the behalf of the Town: Commissioner Greg Baker

Seconded by: Commissioner Bill Radford

Vote: Unanimous

## **DEPARTMENT REPORTS**

**RECREATION-** Recreation Director Scottie Hayes stated basketball and cheerleading was in progress and would continue until end of February. He mentioned there were a total of eleven basketball teams and three cheerleading squads.

Mayor Jeff Holt wanted to thank Commissioner Bill Radford and everyone for their work on the Christmas Tree Lighting and Christmas Parade.

**PUBLIC WORKS-** Commissioner Phil Pittman mentioned the men are working hard making repairs despite the cold weather conditions.

**STREETS-** Commissioner Greg Baker stated Supt. Ray Stuckey was planning out the repairs to fix some of the potholes on the roads around the town.

There was a brief discussion about the Town's office operational hours during the holiday week. Commissioner Greg Baker stated he had not heard from GFL in a while. Mayor Jeff Holt mentioned there was a meeting scheduled for January 6<sup>th</sup> which would include GFL representatives, Ray Stuckey, and himself for a 6-month evaluation.

Peter Perchak, resident at 49 Ruddy Duck Lane, voiced his concerns about the time the garbage men come to pick up the trash.

**POLICE-** Police Chief Ashley Woodard informed the Board members the repairs to the animal shelter were underway and it was looking good so far. He mentioned the department received a new applicant from the last police academy who had just passed the psych evaluation. He informed the Board members the applicant would be starting with the Town on January 2<sup>nd</sup>. Mayor Jeff Holt asked if Chief Woodard was still looking for another officer. Chief Woodard mentioned his department needed one more full-time officer.

**FIRE DEPARTMENT-** Fire Chief Joseph Radford stated his department received about 60 calls this passed month. He mentioned the average response time once the department received the call was under 6 minutes.

The Board members wanted to thank the fire department for what they do for the citizens and the community.

**STAFF-** Town Clerk Ashley Willoughby wanted to update the Board members since the last meeting that Mayor Jeff Holt had administered the oath and sworn her in as the Town Clerk. She stated she just wanted the record to show it had been done, since this Board had directed the oath to be administered outside the regular meeting due to not having the oath present at the previous meeting.

## **MAYOR'S MINUTES**

Mayor Jeff Holt stated the Town's Employee Christmas Luncheon would be tomorrow. He mentioned he appreciates the local businesses who show their appreciation to the hard-working employees in the Town. He mentioned this Board could never fully express or show

how much we appreciate our employees; however, we try with our annual Christmas Luncheon and throughout the year.

The Board members wanted to thank all the employees for what they do for the citizens and for the Town.

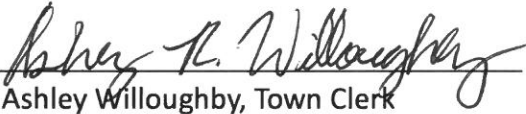
**ADJOURNMENT**

There being no further business to discuss, the meeting adjourned at 8:12 p.m.

Motion by: Commissioner Jimmy Garner

Seconded by: Commissioner Bill Radford

Vote: Unanimous

  
Ashley Willoughby, Town Clerk

  
Mayor

(SEAL)

