

**TOWN OF PINEBLUFF
REGULAR MEETING
February 15, 2024**

The Mayor and the Board of Commissioners of the Town of Pinebluff held their regularly scheduled meeting on Thursday, February 15, 2024 at 6:30 p.m. at the Town Hall.

Present were Mayor Ronald McDonald, Commissioners, Robbie Conley, Mike Thomas, Guy McGraw, Frank Wanko, and Jerry Williams. A Full Board was present.

Also, present were Town Administrator, Melissa Adams, Fire Chief, Jonathan Richardson, Finance Officer, Rachel Dysart, Public Works Manager, Andy Dick, Police Lieutenant, Daniel Thomas, Police Officer, Branden Mastrostefano, Zoning Administrator, David Francis, and Town Clerk, Betty McDuffie. Police Chief, Pike Nordgren was absent.

Citizens present were Mark McDuffie, Malcolm Mills, and Patrick Neligan.

Also present was Wade Greene, CPA with W Greene, PLLC.

CALL TO ORDER:

Mayor Ronald McDonald called the meeting to order at 6:30 p.m.

Everyone stood for the Pledge of Allegiance.

DISCUSSION/ADJUSTMENT TO THE AGENDA:

Commissioner Jerry Williams presented the adjustments to the agenda:

Public Address to the Board: Add – Audit Presentation – Wade Greene. Fire Department: Add “b” – Insurance Agent change; Add “c” – Live Fire Training on February 24, 2024. Water – Add #4 – Water Leak Adjustment for Ellis Domenech; Add #5 – Water Leak Adjustment for Johanna McDaniel; Add #6 – On-Call Agreement with ASM Engineering Administration: Add #6– Tax Releases

Commissioner Jerry Williams made a motion to accept the adjustments to the Consent Agenda. Commissioner Mike Thomas seconded. All ayes. Motion carried.

CONSENT AGENDA:

Approval of items A through G.

Commissioner Jerry Williams made a motion to accept the Consent Agenda except with Police Department Line Item #10-4310-3100 on the Financial Statements the funds are out of balance. Commissioner Frank Wanko seconded. All ayes. Motion carried.

PUBLIC ADDRESS TO THE BOARD:

Mr. Wade Greene pasted out the audit and then presented the Audit Presentation highlights for the Fiscal Year Ending June 30, 2023.

After discussion, Commissioner Jerry Williams made a motion to accept the audit as presented. Commissioner Guy McGraw seconded. All ayes. Motion carried.

Citizens’ Time:

There was no one.

DEPARTMENTAL REPORTS

Zoning/Planning:

None

Police Department:

In the absence of Police Chief, Pike Nordgren, Police Lieutenant, Daniel Thomas presented the Police Department's monthly report for January.

Commissioner Jerry Williams made a motion to accept the Police Department's report. Commissioner Frank Wanko seconded. All ayes. Motion carried.

Commissioner McGraw asked if any updates for the candidate for the 6th officer. Police Lieutenant Thomas stated that a few people filled out applications.

Fire Department:

Fire Chief, Jonathan Richardson presented the Fire Department's monthly report for January.

Commissioner Robbie Conley made a motion to accept the Fire Department's report. Commissioner Jerry Williams seconded. All ayes. Motion carried.

Fire Chief Richardson informed the Board that he was respectfully requesting to switch our insurance agent from FBIS, Bankers Insurance Company to Code 3. We wish to change because we need an agent more familiar with the functions and needs of the fire/rescue service. We also already have a relationship with Code 3 with other supplemental policies that we have with them which are paid through the Pinebluff Firefighters Relief Fund.

Commissioner Jerry Williams stated that he felt we need more information since this was a last-minute item on the agenda.

After discussion, Commissioner Guy McGraw made a motion to approve the change of the Insurance Agent to Code 3. Commissioner Frank Wanko seconded. Four ayes. One nay. (Commissioner Williams voted no) Motion carried.

Fire Chief Richardson informed the Board that the Department were planning a Live Fire Training at 110 West New England Avenue, Saturday, February 24, 2024. This training is contingent on receiving approvals back from two (2) state agencies. We plan to close off West New England Avenue access from South Walnut Street (US Hwy #1) on the date of training. This is for the safety of the personnel attending training and there will be proper signage and notification sent out to adjacent properties.

Streets:

Commissioner Frank Wanko presented the Street Department's monthly report for January.

Commissioner Guy McGraw made a motion to accept the Street Department's report. Commissioner Mike Thomas seconded. All ayes. Motion carried.

Water-Sewer:

Commissioner Frank Wanko presented the Water-Sewer Department's monthly report for January.

Commissioner Guy McGraw made a motion to accept the Water-Sewer Department's report. Commissioner Mike Thomas seconded. All ayes. Motion carried.

Town Administrator, Melissa Adams informed the Board that we must first accept the On-call Agreement with WithersRavenal before we can negotiate a scope of services and contract with them for the 5.2-million-dollars water line replacement project. This is

their standard On-Call Agreement. It contains standard language that is set out in the RFQ that I put out. I have reviewed it and found no issues and sent it to the attorney to review.

After discussion, Commissioner Jerry Williams made a motion to approve the On-Call Agreement with WithersRavenel for three (3) years from the effective date of Agreement, with the option to extend an additional two (2) years for a total of five (5) years. Commissioner McGraw seconded. All ayes. Motion carried.

Commissioner McGraw made a motion to give a water leak adjustment to Ellis Domenech in the amount of \$17.42 for a leak in the toilet; water leak adjustment to Johnna McDaniel in the amount of \$371.89 for a leak in her upstairs toilet. Commissioner Mike Thomas seconded. All ayes. Motion carried.

Town Administrator Adams presented the Board the On-Call Agreement from ASM Engineering, PLLC.

Commissioner McGraw made a motion to accept the On-Call Agreement from ASM Engineering, PLLC. Commissioner Williams seconded. All ayes. Motion carried.

Parks, Recreation, and Cemetery:

Commissioner Mike Thomas informed the Board that the Public Works guys were removing the dead brush at Cemetery. He stated he would like to put in new landscaping and have a new sign put in. He stated that he had a number of people to approach me about putting a bathroom at the Cunningham Park. He also would like to sponsor some events at the Lake. There will be another wrestling event at the Community Center Saturday, March 9th but the Town is not sponsoring this one.

Commissioner Guy McGraw stated that for now perhaps we could put a port-a-john at Cunningham Park until we can make a decision about a bathroom.

Commissioner Thomas made a motion to accept the Parks, Recreation, and Cemetery Report. Commissioner Robbie Thomas seconded. All ayes. Motion carried.

After discussion, Commissioner McGraw made a motion to put a port-a-john at the Cunningham Park. Commissioner Frank Wanko seconded. All ayes. Motion carried.

Building Inspection:

Commissioner Guy McGraw presented the Building Inspection's monthly report for January.

Commissioner McGraw made a motion to accept the Building Inspection Report. Commissioner Jerry Williams seconded. All ayes. Motion carried.

Administration:

Commissioner Guy McGraw presented the monthly tax reports for January.

Commissioner McGraw made a motion to accept the monthly tax reports. Commissioner Jerry Williams seconded. All ayes. Motion carried.

Town Administrator, Melissa Adams presented the monthly Administrator's report.

Commissioner McGraw made a motion to accept the Administrator's report. Commissioner Jerry Williams seconded. All ayes. Motion carried.

Town Administrator Adams informed the Board that following a training class that Finance Officer, Rachel Dysart and I attended we became aware that other Towns were giving retention bonuses, as one of the ways to keep their employees from leaving. They give it to both full-time and part-time, but this year we would like to give \$600.00 to our full-time employees to be distributed in June. We have 15 full-time employees that would be a total cost of \$9,000.00. The retention bonus check would be taxable.

After discussion, Commissioner Williams made a motion to approve the retention bonuses for \$600.00 for the full-time employees. Commissioner Mike Thomas seconded. All ayes. Motion carried.

After discussion, Commissioner Williams made a motion to approve the annual Metermark LLC contract. Commissioner Frank Wanko seconded. All ayes. Motion carried.

Mayor Ronald McDonald informed the Board since we have a full Board tonight, we can vote for the Mayor Pro Tem.

Commissioner Thomas made motion to vote for Commissioner Williams for Mayor Pro Tem. Commissioner Williams seconded. All ayes. Motion carried.

Town Clerk, Betty McDuffie informed the Board that the Moore County Tax Department had sent two (2) personal property tax releases because the customers do not live in Town.

Commissioner McGraw made a motion to release the taxes for Michael Carr in the amount of \$21.35 and Cody Nash in the amount of \$95.67. Commissioner Williams seconded. All ayes. Motion carried.

UNFINISHED BUSINESS:

None

New Business:

None

Other Business:

The Board decided to schedule the next Budget Workshop for Tuesday, March 19th at 5:30 p.m. at the Town Hall, but if the Planning Board has a meeting that night, the Work Shop will be moved to the Community Center.

Town Administrator, Melissa Adams informed the Board that she and Finance Officer, Rachel Dysart had looked over salaries and if the Board would still like to hire Jerry Tyndall full-time the money is there for this budget year.

Commissioner Robbie Conley made a motion to hire Jerry Tyndall full-time starting tomorrow. Commissioner Frank Wanko seconded. All ayes. Motion carried.

Announcements:

None

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Adjournment:

Commissioner Jerry Williams made a motion to adjourn. Commissioner Mike Thomas seconded. All ayes. Motion carried.
Meeting adjourned at 8:05 p.m.

Sincerely,

A handwritten signature in cursive script that reads "Betty O. McDuffie".

Betty O. McDuffie, CMC
Town Clerk