

**TOWN OF PINEBLUFF
REGULAR MEETING
January 18, 2024**

The Mayor and the Board of Commissioners of the Town of Pinebluff held their regularly scheduled meeting on Thursday, January 18, 2024 at 6:30 p.m. at the Town Hall.

Present were Mayor Ronald McDonald, Commissioners, Rachel Byrd, Mike Thomas, Guy McGraw, and Jerry Williams. Commissioner Robbie Conley was absent. A Quorum was present.

Also, present were Town Administrator, Melissa Adams, Police Chief, Pike Nordgren, Fire Chief, Jonathan Richardson, Finance Officer, Rachel Dysart, Public Works Manager, Andy Dick, and Town Clerk, Betty McDuffie.

Citizens present were Mark McDuffie and Patrick Neligan.

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:
Administration: Add #4– Ethics Training for Municipal Officials – On-Demand Course.
Fire Department: Add “e” – Part-Time FF/EMT.

Commissioner Guy McGraw 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 Guy McGraw made a motion to accept the Consent Agenda. Commissioner Jerry Williams seconded. All ayes. Motion carried.

PUBLIC ADDRESS TO THE BOARD:

Citizens' Time:

There was no one.

DEPARTMENTAL REPORTS

Zoning/Planning:

None

Police Department:

Police Chief, Pike Nordgren presented the Police Department's monthly report for December.

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

Police Chief Nordgren informed the Board that he had gotten the cost for the CAD and ABL with a server. It would be approximately \$6,785.00.

Commissioner Guy McGraw made a motion to have the Town Administrator and the Finance Officer to take up to \$7,000.00 out from General Fund or Contingency to cover the cost of the CAD and ABL with server. Commissioner Williams seconded. All ayes. Motion carried.

Commissioner McGraw asked if we had any new candidates for the 6th officer.

Town Administrator, Melissa Adams stated that she had someone that she was going to talk to the Police Chief about. She also informed the Board that she was doing an update on the pay study and as it looks, we are comfortable with areas our size.

Fire Department:

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

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

Fire Chief Richardson informed the Board that he was respectfully requesting to authorize our local Motorola Solutions Dealer to Flash our portable radios. This would allow our radios to operate once the TDMA update occurs at the State level on the VIPER radio system. The cost would be approximately \$6,392.73

After discussion, Commissioner McGraw made a motion to approve the flashing of the portable radios. Commissioner Jerry Williams seconded. All ayes. Motion carried.

Fire Chief Richardson informed the Board that the Department had received a donation of three (3) \$50.00 gift cards given to the three (3) shifts from the Elks Club on Christmas. This will be given to each shift Lieutenant to use as needed for food, drinks, and supplies needed at the station.

Commissioner Williams made a motion to accept the donation as received. Commissioner Thomas seconded. All ayes. Motion carried.

Fire Chief Richardson informed the Board that he was respectfully requesting to apply for the Assistance to Firefighters Grant (AFG) this year and to apply for the Regional Grant for Radio Replacement.

After discussion, Commissioner McGraw made a motion for the Chief to put in for the AFG grant for Self-Contained Breathing Apparatus (SCBA) and radio replacement. Commissioner Williams seconded. All ayes. Motion carried.

Fire Chief Richardson informed the Board that he was respectfully requesting to hire Alex Troyer for a part-time FF/EMT position if his background checked out.

Mayor Ronald McDonald asked if he worked anywhere else.

Fire Chief Richardson said he worked part-time for the Town of Carthage.

Commissioner Williams made a motion to hire Mr. Troyer as a part-time FF/EMT employee. Commissioner McGraw seconded. All ayes. Motion carried.

Streets:

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

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

Commissioner McGraw made a motion to accept the Resolution to declare the 2006 Ford F-150 as surplus and place it on GovDeals for sale and have Town Administrator and Public Works Manager to set the minimum bid. Commissioner Williams seconded. All ayes. Motion carried.

Water-Sewer:

Commissioner Guy McGraw presented the Water-Sewer Department's monthly report for December.

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

Town Clerk, Betty McDuffie informed the Board that the water leak for Rebecca Miller was on the Town's side that bled on to her side. For her adjustment I did an average of her water bills and gave her an adjustment.

After discussion, Commissioner Williams made a motion to accept the water leak adjustment for Rebecca in the amount of \$461.46 for a leak in the setter on the meter; water leak adjustment for Collette Hutton in the amount of \$98.88 for a leak in a pipe under the crawlspace. Commissioner McGraw seconded. All ayes. Motion carried.

Parks, Recreation, and Cemetery:

Commissioner Mike Thomas informed the Board that the Public Works guys and a Community Service Worker built the shed at the Cunningham Park to cover the picnic tables, all that is left to do is to put the metal on the roof. The Community Service Worker came out on a Saturday and brought some of the construction workers he worked with to finished it.

Commissioner Guy McGraw stated that he may have some new black tin to go on the roof of the shed at Cunningham Park.

Director of Public Works, Andy Dick stated that he had collected donations for all 18 holes of the Disc Golf Baskets and was now working on getting the sponsors for the concrete pads and the benches.

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

Building Inspection:

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

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 December.

Commissioner McGraw made a motion to accept the monthly tax reports. Commissioner Mike Thomas 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.

Finance Officer, Rachel Dysart presented the Board Direct Deposit information for citizens for their water bills. She stated there would be no fee to the Town.

After discussion, Commissioner McGraw made a motion to agree to the bank draft for citizens water bills. Commissioner Williams seconded. All ayes. Motion carried.

Town Administrator Adams informed the Board that the newly elected Commissioners would have to take a two-hour Ethics Training On-Demand Course for Municipal Officials. The Town Clerk will sign you up and you will take it at your convenience.

UNFINISHED BUSINESS:

None

New Business:

Town Administrator, Melissa Adams informed the Board that there was a committee formed of the Finance Officer, the Town Clerk, the Public Works Manager, myself, and the Mayor on RFQs and Scoring on Qualifications-Based Selection Process and Points System for determining an Engineering Firm for the 2023 Appropriations Act. First, we need a motion approving WithersRavenel as an on-call multi-disciplined Engineering Firm and approving LKC, and ASM Engineering Firm as on-call multi-disciplined Engineering Firms.

After discussion, Commissioner Guy McGraw made a motion to approve the companies as on-call multi-disciplined Engineering firms. Commissioner Jerry Williams seconded. All ayes. Motion carried.

Town Administrator Adams stated that second the Board needed to approve WithersRavenel as the Engineering Firm for the project known as; 2023 Appropriations Act, Session Law (S.L.2023-134) which allocated \$5,200,000.00 to the Town of Pinebluff for water improvements.

After discussion, Commissioner Frank Wanko made a motion award the project to WithersRavenel. Commissioner McGraw seconded. All ayes. Motion carried.

Town Administrator Adams presented a three (3) month calendar for the Board to take a look to see when they wanted to schedule a budget workshop.

After discussion the Board decided on Saturday, February 10th at 10:00 a.m. at the Public Safety Building for a budget workshop/retreat.

Other Business:

None

Announcements:

None

Adjournment:

Commissioner Jerry Williams made a motion to adjourn. Commissioner Guy McGraw seconded. All ayes. Motion carried.

Meeting adjourned at 8:10 p.m.

Sincerely,



Betty O. McDuffie, CMC
Town Clerk