

TOWN OF PINEBLUFF
REGULAR MEETING OF THE BOARD
6:30 P.M.
MAY 16, 2024
AGENDA

“All items are for discussion and possible action”

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. DISCUSSION/ADJUSTMENT TO AGENDA
- IV. CONSENT AGENDA
 - A. Regular Board Meeting Minutes – April 18, 2024
 - B. Approval of Financial Statements – April 30, 2024
 - C. Proclamation National Police Week – May 12-18, 2024
 - D. Proclamation National Public Works Week – May 19-25, 2024
- V. PUBLIC ADDRESS TO THE BOARD
 - A. Citizens’ Time
- VI. DEPARTMENTAL REPORTS
 - A. Zoning/Planning
 - 1. Planning Board made a recommendation for a Conditional Use Permit for Annette Gonzalez
 - 2. Planning Board made a recommendation for a Petition for Zoning Amendment for Kathleen Sykes White
 - B. Public Safety
 - 1. Police Department
 - a. Monthly Report for April
 - 2. Fire Department
 - a. Monthly Report for April
 - b. New Full-time positions – John H. White and Samantha S. Hinson
 - c. North Carolina Firefighters Advanced Professional Certificates Awarded
 - d. Purchase of New Washing Machine and Dryer
 - e. Approval of Donation
 - f. Hydrant Maintenance & Testing
 - g. CPR Incident
 - h. Carport for John A. McKiver Sr. Public Safety Facility
 - C. Streets
 - 1. Street Department’s Report for April
 - D. Water-Sewer
 - 1. Water Department’s Report for April
 - 2. Water Leak Adjustment for Mark Richey
 - 3. Water Leak Adjustment for Rebecca Miller
 - 4. Pinebluff Spring 2024 Lead Service Line Application
 - 5. Resolution #2024-04 – Resolution by Governing Body of Applicant
 - E. Parks, Recreation, and Cemetery
 - 1. Monthly Report for April
 - 2. Lake Admissions
 - F. Building Inspection
 - 1. Monthly Report for April

G. Administration

1. Monthly Tax Reports for April
2. Town Administrator's Report for April

VII. UNFINISHED BUSINESS

VIII. NEW BUSINESS

IX. OTHER BUSINESS

X. ANNOUNCEMENTS

XI. ADJOURNMENT

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

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

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

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

Citizens present were Mark McDuffie and John Johnson.

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:
Police Department: Add "b" – Vehicle. Administration: Add #4– Resolution #2024-03.

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

CONSENT AGENDA:

Approval of items A through G.

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

PUBLIC ADDRESS TO THE BOARD:

Town Administrator, Melissa Adams informed the Board that Scott Matthews could not make meeting but he had emailed her his information, which I have presented to you. He feels the 6" piping would be fine and the cost comparison for 6" = \$36,722 compared to 8" = \$66,978. But, he would recommend going with the 8" line due to the fact that the subdivision we are tying into has a low fire flow based on the current flows to their hydrants. An 8" line would help to increase the fire flow. We could use this to have them to annex into the Town limits.

After discussion the Board decided for the Town Administrator to get in touch with Mr. Braden Riley about annexing into town limits.

Mr. John Johnson came in at that time to inform the Board that he was there to talk about the water line and fire hydrant pressure, he was hoping Scott Matthews was going to be there.

The Board members informed him that they were trying to get in touch with Mr. Braden Riley about annexing into the town limits.

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 March.

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

Police Chief Norgren presented the Board the Traffic Enforcement Special they did on April 10th, from 3 pm to 6 pm. – areas of enforcement – West Chicago Avenue, North Ridgcrest Street, and US HWY #1, for a total of 26 citations.

Police Chief Nordgren informed the Board that after speaking to the Town Administrator and the Finance Officer about the budget, He had spoken to Shane English at First Bank about financing a new truck for the Police Department. They had one on the lot for \$52,090.00 and he had the funds to make the first year's payment this year in this year's budget.

Commissioner Guy McGraw made a motion for the Police Chief to get the Police truck and finance it through First Bank. Commissioner Robbie Conley seconded. All ayes. Motion carried.

Police Chief Nordgren informed the Board that this year in August the Police Department would like to have a free Public Safety Night Out at the Ballfield for the children if we can get enough donations and volunteers. There will be hotdogs, bounce houses, games, etc.

After discussion, Commissioner Guy McGraw made a motion to give a \$500.00 donation and the Town will give a matching \$500.00 donation for the August sponsorship for the Police Department. Commissioner Jerry Williams seconded. All ayes. Motion carried.

Fire Department:

In the absence of Fire Chief, Jonathan Richardson, Fire Captain, Stephen Mancos presented the Fire Department's monthly report for March.

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

Commissioner Guy McGraw made a motion to accept the Budget Amendment #19 by decreasing line item #60-4410-9700- Contingency Surplus by \$6,392.72 and increasing line item #10-4410-3501-Motorola Flash by \$6,392.72. These funds are needed for the Motorola Solutions Dealer to Flash the portable radios and allow TDMA updates to occur at the state level on the VIPER radio system. Commissioner Jerry Williams seconded.

Streets:

In the absence of Commissioner Frank Wanko, Commissioner Robbie Conley presented the Street Department's monthly report for March.

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

Commissioner Williams made a motion to accept the annual NC Department of Transportation Agreement Mowing with the Town of Pinebluff. Commissioner Guy McGraw seconded. All ayes. Motion carried.

After discussion, Commissioner McGraw made a motion to purchase and have Commissioner Thomas put in a HVAC system at the Town Maintenance Building for approximately \$3,800.00. Commissioner Williams seconded. All ayes. Motion carried.

Water-Sewer:

In the absence of Commissioner Frank Wanko, Commissioner Robbie Conley presented the Water-Sewer Department's monthly report for March.

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

Commissioner Conley informed the Board that he and the Mayor were approached by a customer that had not received his water bill so he was on the late list and it was his first time. We need to discuss possibly removing the late fee for first time customers on the late list.

Commissioner Guy McGraw asked if we could offer to email the water bills to our customers that have email access.

Parks, Recreation, and Cemetery:

Commissioner Mike Thomas informed the Board that he is looking into some landscaping at the Cunningham Park; painting the handrails at the ballfield; upgrading the mulch at the park at the Ballfield. We are still waiting to hear from Bruce McFadden and Environmental Health about the septic lines for the bathrooms at the Lake. There was an accident at the Lake during the Easter weekend, a boy fell through the pier and got cut and needed stitches. The next day the pier was repaired. We have talked about extending the beach area of the lake, but maybe not this year.

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

The Board discussed that people were already swimming in the lake and it was not Memorial Day. The Board decided that they could come in and get their pin and swim.

After discussion, Commissioner Guy McGraw made a motion to open the Lake up to all of Moore County residents at \$75.00 for the family plus \$5.00 per lake pin, it would still be \$50.00 for ETJ residents plus \$5.00 per lake pin. Commissioner Robbie Conley seconded. 2 ayes. 2 nays. (Commissioners Jerry Williams and Commissioner Mike Thomas voted no). Mayor Ronald McDonald broke the tie and voted aye. Motion carried.

Building Inspection:

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

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

Administration:

Town Clerk, Betty McDuffie presented the monthly tax reports for March. 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 for March.

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 at last month's meeting we had items declared surplus but we did not do a resolution and I have one now and I have added a few other items.

After discussion of the resolution, Commissioner McGraw made a motion that any of the firefighter items not donated to Sandhills CC Fire Academy or Associations can be sold for surplus. Commissioner Robbie Conley seconded. All ayes. Motion carried.

Commissioner McGraw made a motion to approve Resolution No. R2024-02 with the changes. Commissioner Conley seconded. All ayes. Motion carried.

After discussion of the Resolution No. R2024-03 Memorandum, Commissioner Conley made a motion to approve the Resolution. Commissioner McGraw seconded. All ayes. Motion carried.

Town Administrator Adams informed the Board that the Town's attorney, Kevin Hornik had called to say that ATEX Technologies' attorney had contacted him to say that they were ready to hookup to the Town of Southern Pines but they are under impression they are going with the Town of Southern Pines for good. I have talked with the Town of Southern Pines Manager and explained to him that we were supposed to have something in writing and that it was only temporary until we get our old sections of water lines replaced and finish putting in water cutoff valves.

UNFINISHED BUSINESS:

None

New Business:

None

Other Business:

None

Announcements:


None

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Regular Board Minutes
April 18, 2024

Adjournment:

Commissioner Jerry Williams made a motion to adjourn. Commissioner Robbie Conley seconded. All ayes. Motion carried.
Meeting adjourned at 8:10 p.m.

Sincerely,



Betty O. McDuffie, CMC
Town Clerk



National Police Week Proclamation

May 12-18, 2024

National Police Week offers honor, remembrance, and peer support, while allowing law enforcement, survivors, and citizens to gather and pay homage to those who gave their lives in the line of duty.

WHEREAS, the Congress and The President of the United States have designated May 15th as **Peace Officers Memorial Day**, and the week in which it falls as Police Week;

WHEREAS, the International Association of Chiefs of Police has declared police officer safety and wellness a top priority, and the IACP's Center for Officer Safety and Wellness promotes the importance of individual, agency, family, and community safety and wellness awareness; and

WHEREAS, the members of the police department of the **Town of Pinebluff** play an essential role in safeguarding the rights and freedoms of the citizens of our community; and

WHEREAS, it is important that all citizens knows and understand the problems, duties and responsibilities of their police department, and that members of our police department recognize their duty to serve the people by safeguarding life and property, by protecting them against violence or disorder, and by protecting the innocent against deception and the weak against oppression or intimidation; and

WHEREAS, the officers of our police department for the **Town of Pinebluff** undoubtedly provide a vital public service;

NOW THEREFORE, I, Mayor Ronald McDonald, call upon all citizens of the **Town of Pinebluff** and all patriotic, civil and educational organizations to observe the week of May 12-18, 2024, as Police Week with appropriate ceremonies and observances in which our community may join in commenorating police officers, past and present, who by their faithful and loyal devotion to their responsibilities have rendered a dedicated service to their communities and, in doing so, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.

I FURTHER call upon all citizens of the **Town of Pinebluff** to observe May 15, 2024 as Peace Officers Memorial Day to honor those oddicers who, through their couragouus deeds, have lost their lives or have become disabled in the performance of duty.

IN WITNESS WHEREOF, I have hereunto set my hand the 16th day of May, 2024.

Ronald McDonald, Mayor



National Public Works Week Proclamation

May 19-25, 2024

WHEREAS, public works professionals focus on infrastructure, facilities and services that are of vital importance to substantial and resilient communities and to the public health, high quality of life and well-being of the people of **The Town of Pinebluff**; and,

WHEREAS, these infrastructures, facilities and services could not be provided without the dedicated efforts of the public works professionals, who are engineers, managers and employees at all levels of government and the private sector, who are responsible for rebuilding, improving and protecting our nation's transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

WHEREAS, it is in the public interest for the citizens, civic leaders and children in **The Town of Pinebluff** to gain knowledge of and to maintain a progressive interest and understanding of the importance of public works programs and public works programs in their respective communities; and,

WHEREAS, the year 2024 marks the 64th annual National Public Works Week sponsored by the American Public Works Association/Canadian Public Works Association be in now,

RESOLVED, I, Mayor Ronald McDonald, do hereby designate the week May 19-25, 2024 as National Public Works Week; I urge all citizens to join with representatives of the American Public Works Association/Canadian Public Works Association and government agencies in actives, events and ceremonies designed to pay tribute to our public works professionals , engineers, managers and employees and to recognize the substatial contributions they make to protecting our national health, safety, and quality of life.

Proclaimed this 16th day of May 2024

Ronald McDonald, Mayor

PINEBLUFF PLANNING BOARD/BOARD OF ADJUSTMENTS
REGULAR MEETING
APRIL 16, 2024

Members present: Chairperson Frank McNeill, Jr., George Stone, Michael Cunningham, and Malcolm Mills, Chuck Watson, and Johnny Williamson

Members absent: Cliff Brown

Others presents: Zoning Administrator, David Francis, Town Administrator, Melissa Adams, Town Clerk, Betty McDuffie, Commissioner Robbie Conley, Mayor Ronald McDonald, Annette Gonzalez and friend, Garrett Salter, and Andy and Kathleen White

Chairperson Frank McNeill called the meeting to order at 6:03 p.m.

Chairperson McNeill informed the Board that the first thing on the agenda is the approval of the minutes from the January 16th meeting and asked if there were any changes.

George Stone made a motion to approve the minutes from the last meeting. Malcolm Mills seconded. All ayes. Motion carried.

Chairperson McNeill informed the Board that next on the agenda was the Conditional Use Permit Application for Annette Gonzalez.

Ms. Annette Gonzalez informed the Board that she would like to put a single wide mobile home on the lot.

Town Clerk, Betty McDuffie informed the Board that this area is zoned R-30 which is for site-built homes and modular, but there are some mobile homes surrounding this property, but they are grandfathered in. You would not be rezoning the area you be conditioning this one lot if you make the recommendation for the Board of Commissioners to approve.

After further discussion, Chuck Watson made a motion to make the recommendation to the Board of Commissioners for the Conditional Use Permit for Annette Gonzalez. George Stone seconded. All ayes. Motion carried.

Chairperson McNeil informed the Board next on the agenda is a Special Use Permit Application for Salter Family Holdings, LLC.

Mr. Garrett Salter informed the Board that they wanted to open an Automotive Service and Detail Business at 545 N Walnut St.

After discussion, Michael Cunningham made a motion to set a Public Hearing for the Special Use Permit Application for Salter Family Holdings, LLC at next month's meeting. George Stone seconded. All ayes. Motion carried.

Chairperson McNeill informed the Board next on the agenda was the Petition for Zoning Amendment for Kathleen Sykes White.

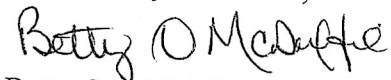
Ms. White informed the Board that she would to develop a subdivision but she would like to rezone from R30 to R20. I would also like to reduce minimum lot width to 80' instead of 100' and 35' minimum at street line be added to UDO at Sec 152.282(B) under R-20 Zone.

After the Board discussed the Petition for Zoning Amendment, they then read the Recommendation and Consistency Statement Recommending Adoption of the zoning change from R-30 to R-20 requesting by Kathleen Sykes White, George Stone to make their recommendation to the Board of Commissioners. Chuck Watson seconded. All ayes. Motion carried.

George Stone made a motion to adjourn. Michael Cunningham seconded. All ayes. Motion carried.

With no further items on the agenda, Chairperson Frank McNeill adjourned the Regular Board meeting at 6:35 p.m.

Respectfully submitted,



Betty O. McDuffie, CMC
Town Clerk

Activity Log Event Summary (Totals)

Pinebluff Police Department

(04/01/2024 - 04/30/2024)

<No Event Type Specified>	1	911 EMS Call	10
911 Hang Up Call	4	911/ Call for service	29
Accident	1	Administrative Duties	54
Alarm Activation	1	Animal Complaint: Dog	2
Arrest	1	Assist Aberdeen P.D.	1
Assist Fire Dept.	2	Assist Highway Patrol	1
Assist Motorist	1	Assist Sheriff's Department	5
Assist within Department	2	B & E Residence	2
Business Check	1,476	Business Closing	21
Careless & Reckless Driving	2	Check of lake/parks	588
Citation	53	Citizen Assist	1
Clerk of Court	2	District Attorneys office	1
Domestic	3	DWI/ Drug/ License Check Point	1
Foot Patrol	24	Investigation	3
K-9 Training	8	Magistrates Office: Carthage	1
Maintenance of Vehicle	46	Meal in Town	18
Meal out of Town	10	Public Service	5
Radar Survey	2	Residence Check	3
Shots Fired	1	Special Assignment-C.O.P.	1
Speeding	14	Training	1
Trespassing	3	Warning Citation	26
Warning-Verbal	4	Well-being check	1

Total Number Of Events: 2,436

POLICE MONTHLY CALL TOTALS-2024

JANUARY – 130

FEBRUARY – 137

MARCH – 165

APRIL – 124

MAY –

JUNE –

JULY –

AUGUST –

SEPTEMBER –

OCTOBER –

NOVEMBER –

DECEMBER -



Monthly Activity Report

April 2024

Incident Summary

<u>Number of Calls</u>	<u>Fire Calls</u>	<u>EMS Calls</u>	<u>Aid Given</u>	<u>Overlapping Calls:</u>
MONTH: <u>54</u>	<u>20</u>	<u>34</u>	<u>7</u>	<u>6</u>
YTD: <u>214</u>	<u>89</u>	<u>125</u>	<u>34</u>	<u>28</u>

*EMS calls include Motor Vehicle Accidents.

Incidents by Area:

MONTH: IN TOWN - <u>15</u>	OUT OF TOWN - <u>31</u>	Out of 71 First Due Area - <u>8</u>
YTD: IN TOWN - <u>52</u>	OUT OF TOWN - <u>126</u>	Out of 71 First Due Area - <u>36</u>

YTD Fire Loss: \$5,400.00 Contents or property lost as a result of fire in our 1st due district.

*Increase of \$4,100.00 in fire loss for the month of April 2024.

-Increase is the result of a vehicle fire on Fellowship Way on 04/04/2024.

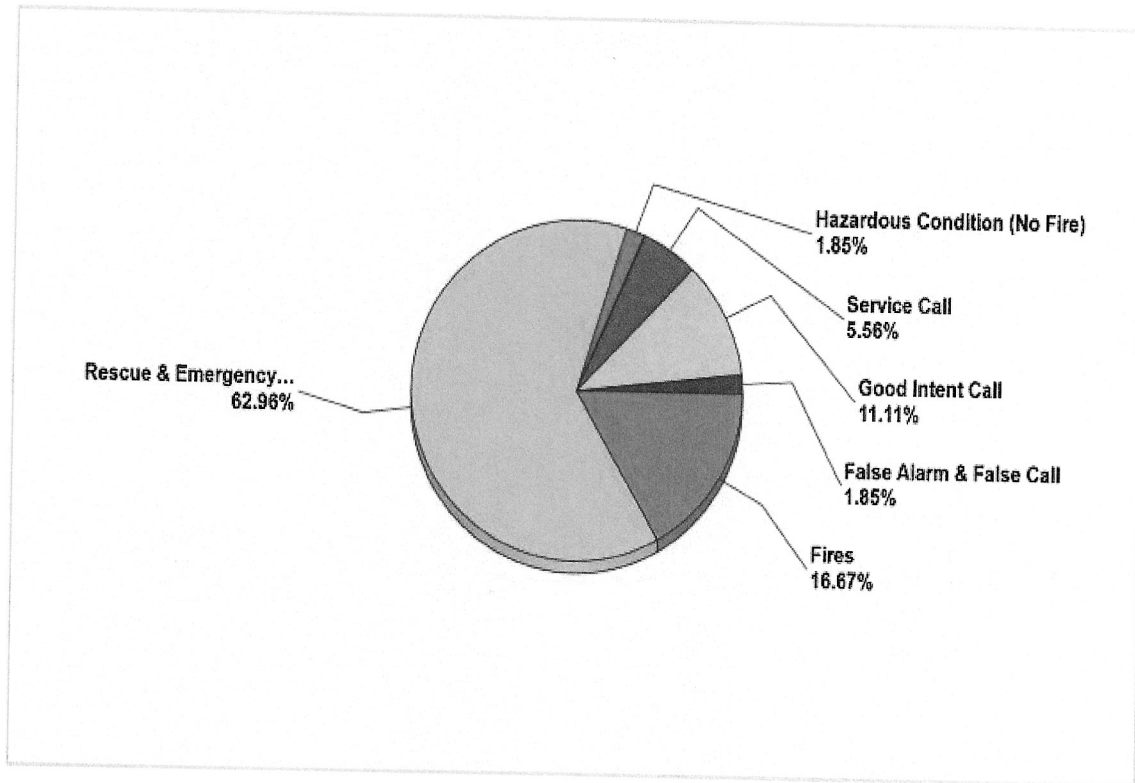
Incident Type Count per Station for Date Range

Start Date: 04/01/2024 | End Date: 04/30/2024

INCIDENT TYPE	# INCIDENTS
Station: 71 - PINEBLUFF FIRE DEPARTMENT	
111 - Building fire	3
131 - Passenger vehicle fire	1
141 - Forest, woods or wildland fire	2
142 - Brush or brush-and-grass mixture fire	3
311 - Medical assist, assist EMS crew	9
321 - EMS call, excluding vehicle accident with injury	20
322 - Motor vehicle accident with injuries	1
324 - Motor vehicle accident with no injuries.	3
341 - Search for person on land	1
442 - Overheated motor	1
500 - Service Call, other	2
561 - Unauthorized burning	1
611 - Dispatched & cancelled en route	2
621 - Wrong location	1
622 - No incident found on arrival at dispatch address	1
631 - Authorized controlled burning	1
651 - Smoke scare, odor of smoke	1
740 - Unintentional transmission of alarm, other	1
# Incidents for 71 - Pinebluff Fire Department :	54

Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 04/01/2024 | End Date: 04/30/2024



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	9	16.67%
Rescue & Emergency Medical Service	34	62.96%
Hazardous Condition (No Fire)	1	1.85%
Service Call	3	5.56%
Good Intent Call	6	11.11%
False Alarm & False Call	1	1.85%
TOTAL	54	100%

Training Information:

Training Hours for April 2024: 358.75

Training Hours YTD 2024: 1,527.16

Fire & Life Safety Tip:

-See Safety Tip sheet below and spread the word.

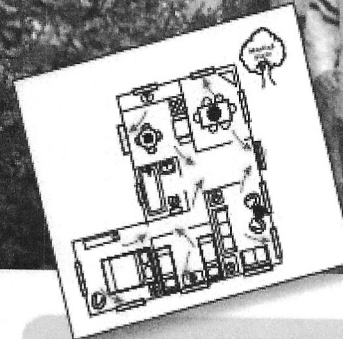
Topic(s): Escape Planning

Fire prevention and public education saves lives!



Escape Planning

Plan Ahead! If a fire breaks out in your home, you may have only a few minutes to get out safely once the smoke alarm sounds. Everyone needs to know what to do and where to go if there is a fire.



SAFETY TIPS

- ❏ **MAKE** a home escape plan. Draw a map of your home showing all doors and windows. Discuss the plan with everyone in your home.
- ❏ **KNOW** at least two ways out of every room, if possible. Make sure all doors and windows leading outside open easily.
- ❏ **HAVE** an outside meeting place (like a tree, light pole or mailbox) a safe distance from the home where everyone should meet.
- ❏ **PRACTICE** your home fire drill at night and during the day with everyone in your home, twice a year.
- ❏ **PRACTICE** using different ways out.
- ❏ **TEACH** children how to escape on their own in case you can't help them.
- ❏ **CLOSE** doors behind you as you leave.

IF THE ALARM SOUNDS...

- ❏ If the smoke alarm sounds, **GET OUT AND STAY OUT**. Never go back inside for people or pets.
- ❏ If you have to escape through smoke, **GET LOW AND GO** under the smoke to your way out.
- ❏ **CALL** the fire department from outside your home.

FACTS

- ❗ A closed door may slow the spread of smoke, heat, and fire. Install smoke alarms inside every sleeping room and outside each separate sleeping area. Install alarms on every level of the home. Smoke alarms should be interconnected. When one smoke alarm sounds, they all sound.
- ❗ According to an NFPA survey, only **one of every three** American households have actually developed and practiced a home fire escape plan.
- ❗ While **71%** of Americans have an escape plan in case of a fire, only **47%** of those have practiced it.
- ❗ **One-third** of American households who made an estimate thought they would have at least 6 minutes before a fire in their home would become life-threatening. The time available is often less. And only **8%** said their first thought on hearing a smoke alarm would be to get out!



Your Source for **SAFETY** Information

NFPA Public Education Division • 1 Batterymarch Park, Quincy, MA 02169



Notable Events during April 2024:

- *Work on the Mack continued in Lumberton. Its running now. Brake system being checked.
- *Several Driver/Operators completed skills check off/training on the new Squad 71.
- *Continued planning and pricing for room remodel at Station.
- *Yearly physicals completed on personnel April 3rd & April 4th.
- *April 4th: Departmental meeting night: quarterly meeting & BBP/Infection Control training.
- *Week of April 8th all fire hose received its annual testing. Only 1 section of hose failed test.
- *April 9th: Budget Meeting at Town Hall.
- *April 9th: Public Education Flyers distributed to large employment occupancies for employees.
- *April 11th: Fire Chief attended Moore County Fire Chiefs Meeting at Aberdeen F/R.
- *April 13th: New Squad 71 officially put in-service.
- *April 15th-17th: Hosted Multi-Company Extrication Training with Aberdeen and Ft Liberty.
- *April 16th: Assisted with extrication training with SCC Paramedic Students.
- *April 22nd-24th: Dept meeting & BBP/Infection Control Training.
- *April 23rd: CPR incident, subject was resuscitated and transported, released from Hospital.
- *April 25th: Public Ed Flyers distributed to large employment occupancies for employees.
- *April 25th: Departmental Training night on Squad 71 and Communications.
- *April 26th: AED Cabinets installed at the Community Center and Town Hall.
- *April 26th: Assisted West End F/R with search for a missing person.
- *April 30th: Night-time Multi-Company Live Fire Training at SCC Training Center.



Town of Pinebluff
Fire / Rescue
"Serving the Community since 1926"



580 South Walnut Street
Pinebluff, North Carolina 28373
Station: 910-281-3053

To: Honorable Mayor & Town Board of Commissioners

From: Jonathan K. Richardson, Fire Chief

Date: May 16, 2024

Subject: North Carolina Firefighters Advanced Professional Certificates Awarded

In order to formally recognize the advanced level of competence of firefighters directly or indirectly serving the governmental units within the State of North Carolina, to foster increased interest in formal college education and professional fire protection programs, and to attract highly qualified individuals into a fire and rescue department, the North Carolina State Firefighters' Association has established a voluntary FIREFIGHTER'S ADVANCED PROFESSIONAL CERTIFICATE PROGRAM. Approved and implemented by the North Carolina State Firefighters' Association Board of Directors in 2004, this completely voluntary program is an innovative method by which dedicated firefighters may receive statewide recognition for education, professional training, and on-the-job experience.

The Firefighter Advanced Professional Certificate is awarded based on Training, Education & Experience.

Recently the Firefighter Advanced Professional Certificates were awarded to two of our Full Time Shift Supervisors.

Action Needed:

Acknowledgement of Awarded Certificates to:

- Lieutenant Kenneth (Paul) Christopher
- Lieutenant Joseph (Joe) Kennerly Jr.



Town of Pinebluff
Fire / Rescue
"Serving the Community since 1926"



580 South Walnut Street
Pinebluff, North Carolina 28373
Station: 910-281-3053

To: Honorable Mayor & Town Board of Commissioners

From: Jonathan K. Richardson, Fire Chief

Date: May 16, 2024

Subject: Purchase of New Washing Machine and Dryer

The current washing machine and dryer at the Fire Department is in need of replacement. The washer and dryer were moved from the previous FD location to the Public Safety Building. They are a mixed set and recently they have been giving issues with completing cycles.

I have met with Kees Appliance and have received a quote for a replacement washing machine and dryer. We have the money to cover the purchase of both in budget line 10-4410-3500 (\$2,769.91). If approved to purchase we would like to dispose/surplus the replaced washing machine and dryer. Quote from Kees: \$2,261.56, includes delivery, installation and haul away of the replaced washing machine and dryer.

Action Needed:

Approve or Deny purchase of washing machine and dryer.

Approve or Deny disposal or surplus of the replaced washing machine and dryer.



Town of Pinebluff
Fire / Rescue
"Serving the Community since 1926"



580 South Walnut Street
Pinebluff, North Carolina 28373
Station: 910-281-3053

To: Honorable Mayor & Town Board of Commissioners

From: Jonathan K. Richardson, Fire Chief

Date: May 16, 2024

Subject: Approval of Donation

Sandhills Wholesalers LLC had flooring in-stock and this is where we decided to get the flooring from for the room conversion/remodel. They sold us the flooring for \$387.58 and on the invoice has a donation amount of \$300.00. I'm respectfully requesting acceptance of the donation and approval for a receipt for the donation in the total of \$300.00.

Action Needed:

Approval or Denial of donation.

If approved, approval or denial of request to provide receipt for \$300.00 donation.



Town of Pinebluff
Fire / Rescue
"Serving the Community since 1926"



580 South Walnut Street
Pinebluff, North Carolina 28373
Station: 910-281-3053

To: Honorable Mayor & Town Board of Commissioners

From: Jonathan K. Richardson, Fire Chief

Date: May 16, 2024

Subject: Hydrant Maintenance & Testing

Respectfully notifying that hydrant maintenance and testing will start on May 20th and run thru the month of May. We will only be doing hydrant flushing and obtaining a static pressure. We will go around and paint hydrants also. We will start public notification of this on May 17th.

Action Needed:

Acknowledgement only



Town of Pinebluff
Fire / Rescue
"Serving the Community since 1926"



580 South Walnut Street
Pinebluff, North Carolina 28373
Station: 910-281-3053

To: Honorable Mayor & Town Board of Commissioners

From: Jonathan K. Richardson, Fire Chief

Date: May 16, 2024

Subject: CPR Incident

On April 24th, we had just finished a training session at the John A. McKiver Sr Public Safety Facility. We were dispatched to a report of a Cardiac Arrest. We had extra personnel at the station because of the training session for our staff. We responded and arrived on scene within 3 minutes of dispatch. The patient did not have a pulse upon our arrival. Thankfully because of a fast response, well trained and seasoned personnel we were able to provide excellent patient assessment and care. Before the arrival of EMS we had a pulse back on the patient. The patient was transported to the Hospital and remained there until being released on May 1st.

Action Needed:

Acknowledgement only



Town of Pinebluff
Fire / Rescue
"Serving the Community since 1926"



580 South Walnut Street
Pinebluff, North Carolina 28373
Station: 910-281-3053

To: Honorable Mayor & Town Board of Commissioners

From: Jonathan K. Richardson, Fire Chief

Date: May 16, 2024

Subject: Carport for John A. McKiver Sr. Public Safety Facility

Respectfully requesting permission to purchase a carport for use for PD and FD. This will allow both departments to park one vehicle underneath it to protect the vehicles. Vehicles to be stored will be the spare PD vehicle and Utility 71 (Tahoe). This cost will be split 50/50 by both departments. We have received a quote for the carport of \$2,265.00 which includes delivery & set-up.

Action Needed:

Approve or Deny purchase.

STREET REPORT FOR APRIL 2024

TRUCK 196-8			TRUCK 196-1		
DATE	TONS	COST	DATE	TONS	COST
4/1/2024	2.76	\$ 96.60	4/1/2024		\$ -
4/2/2024	8.98	\$ 314.30	4/2/2024		\$ -
4/3/2024	4.00	\$ 140.00	4/3/2024		\$ -
4/4/2024	9.47	\$ 331.45	4/4/2024		\$ -
4/5/2024		\$ -	4/5/2024	0.90	\$ 31.50
4/8/2024		\$ -	4/8/2024		\$ -
4/9/2024		\$ -	4/9/2024		\$ -
4/10/2024		\$ -	4/10/2024		\$ -
4/11/2024		\$ -	4/11/2024		\$ -
4/12/2024		\$ -	4/12/2024		\$ -
4/15/2024		\$ -	4/15/2024		\$ -
4/16/2024	5.70	\$ 199.50	4/16/2024		\$ -
4/17/2024	7.10	\$ 248.50	4/17/2024	1.59	\$ 55.65
4/18/2024	8.30	\$ 290.50	4/18/2024		\$ -
4/19/2024		\$ -	4/19/2024		\$ -
4/22/2024	6.71	\$ 234.85	4/22/2024		\$ -
4/23/2024	9.90	\$ 346.50	4/23/2024		\$ -
4/24/2024	3.10	\$ 108.50	4/24/2024		\$ -
4/25/2024		\$ -	4/25/2024		\$ -
4/26/2024		\$ -	4/26/2024		\$ -
4/29/2024	5.31	\$ 185.85	4/29/2024		\$ -
4/30/2024	4.90	\$ 171.50	4/30/2024		\$ -
TOTALS	76.23	\$ 2,668.05		2.49	\$ 87.15
GRAND TOTALS	93.06				\$ 3,257.10

TRUCK 196-3

DATE	TONS	COST
4/1/2024		\$ -
4/2/2024		\$ -
4/3/2024		\$ -
4/4/2024		\$ -
4/5/2024		\$ -
4/8/2024		\$ -
4/9/2024		\$ -
4/10/2024		\$ -
4/11/2024		\$ -
4/12/2024		\$ -
4/15/2024		\$ -
4/16/2024		\$ -
4/17/2024	7.56	\$ 264.60
4/18/2024	6.78	\$ 237.30
4/19/2024		\$ -
4/22/2024		\$ -
4/23/2024		\$ -
4/24/2024		\$ -
4/25/2024		\$ -
4/26/2024		\$ -
4/29/2024		\$ -
4/30/2024		\$ -

14.34 \$ 501.90

Water Report for APRIL 2024

Water Taps and sewer	0	Dollar Amount Billed	\$0.00
New Deposits	2	Dollar Amount Billed	\$200.00
Refunded Deposits	4	Dollar Amount Refunded	-\$210.17
Water # Gallons Billed Pinebluff System	3,407,178	Dollar Amount Billed	\$31,659.37
Water # Gallons Billed Oakwood Hills System	526,770	Dollar Amount Billed	\$5,348.72
Water # Gallons Not Billed (Town Use)	7,530	Not Billed	(\$79.76)
Sewer	475,623	Dollar Amount Billed	\$5,535.90
Late Notices Given	96	Dollar Amount Billed	\$1,440.00
Disconnection Processing Fee for Non-Payme	11	Dollar Amount Billed	\$275.00
 Total Billed Amount			 \$44,169.06

Gallons Billed	3,407,178
Unbilled Water Use	7,530
Water Leaks Estimated Loss	65,000
Gallons Pumped	3,696,490
Gallons Unaccounted For	216,782

	<u>MARCH</u>	<u>FEBRUARY</u>
Static Water Level Well #1	29 feet	27 feet
Static Water Level Well #2	55 feet	53 feet
Static Water Level Well #3	73.5 feet	72 feet
Static Water Level Well #4	34 feet	33 feet
Static Water Level Well #5	44 feet	43 feet

<u>WATER LEAK ADJUSTMENTS GIVEN</u>	<u>JULY-JUNE</u>	<u>JULY 2023 - JUNE 2024</u>
		\$10,483.27

Town of Pinebluff Task Order No. 1 Pinebluff, North Carolina Pinebluff Spring 2024 Lead Service Line Application

A. Preliminary Matters

This Task Order is hereby included as an addition to and incorporated as part of the On-Call Services Agreement awarded March 6, 2024 between Town of Pinebluff (Client) and WithersRavenel, Inc. (Consultant) for professional services.

B. Project Description

This fee agreement is intended to provide the scope of services and associated fees to provide consulting services per request of Town of Pinebluff and formalize an agreement for the implementation and logistics for these services.

This agreement is based on the project located in Pinebluff, North Carolina.

Listed below is a summary of the key aspects of the project based on discussions and preliminary research. Refer to the Scope of Services and Additional Services/Exclusions for further detailed information.

For the purposes of this agreement and any subsequent agreements the following references shall apply:

1. Town of Pinebluff shall be known as the "Client" or "Town".
2. WithersRavenel shall be known as the "Consultant".
3. The property and overall project shall be known as the "Project".
4. North Carolina Department of Environmental Quality shall be known as "NCDEQ".
5. Division of Water Infrastructure shall be known as "DWI".
6. The executed agreement shall be known as the "Agreement".

The Client wishes to pursue funding assistance from NCDEQ's DWI through the BIL Drinking Water State Revolving Fund (DWSRF) Lead Service Line Replacement Funds and would like assistance with completing the solicitation for the June 2024 funding cycle (Project). The primary objective of the Project is to obtain funding for finding and replacing service lines as discovered.

C. Timeline for Services

Consultant will begin work upon receipt of executed Task Order and written notice to proceed from the Client. Services will complete upon Consultant's submission of the proposed solicitation to the North Carolina Division of Water Infrastructure by the June 07, 2024 deadline, and delivery of a copy of the solicitation to the Client.

RESOLUTION BY GOVERNING BODY OF APPLICANT

RESOLUTION- #2024-04

WHEREAS, The Town of Pinebluff has need for and intends to construct, plan for, or conduct a study in a project described as Pinebluff Lead Service Line Find and Replace Project, and

WHEREAS, The Town of Pinebluff intends to request State loan and/or grant assistance for the project,

NOW THEREFORE BE IT RESOLVED, BY THE TOWN COUNCIL OF THE TOWN OF PINEBLUFF:

That the Town of Pinebluff, the **Applicant**, will arrange financing for all remaining costs of the project, if approved for a State loan and/or grant award.

That the **Applicant** will provide for efficient operation and maintenance of the project on completion of construction thereof.

That the **Applicant** will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system and the repayment of all principal and interest on the debt.

That the governing body of the **Applicant** agrees to include in the loan agreement a provision authorizing the State Treasurer, upon failure of the Town of Pinebluff to make a scheduled repayment of the loan, to withhold from the Town of Pinebluff could otherwise be distributed to the local government unit in an amount sufficient to pay all sums then due and payable to the State as a repayment of the loan.

That Melissa Adams, Town Administrator, the **Authorized Representative** and successors so titled, is hereby authorized to execute and file an application on behalf of the **Applicant** with the State of North Carolina for a loan and/or grant to aid in the study of or construction of the project described above.

That the **Authorized Representative**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the **Applicant** has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, ordinances, and funding conditions applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the 16th of May 2024 at Pinebluff, North Carolina.

FORM FOR CERTIFICATION BY THE RECORDING OFFICER

The undersigned duly qualified and acting Town Clerk of the Town of Pinebluff does hereby certify: That the above/attached resolution is a true and correct copy of the resolution authorizing the filing of an application with the State of North Carolina, as regularly adopted at a legally convened meeting of the Pinebluff Town Council duly held on the 16th day of May , 2024 and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office. IN WITNESS WHEREOF, I have hereunto set my hand this 16th day of May, 2024.

(Signature of Recording Officer)

Town Clerk

(Title of Recording Officer)

Note: an Attestation by the Clerk/Recording Officer may be used in lieu of the Form for Certification by the Recording Officer.

Town of Pinebluff

325 East Baltimore Avenue
P.O. Box 367
Pinebluff, North Carolina 28373

ALL TOWN

REPORT of PERMITS ISSUED

Page # 1

From: Month 04 Day 01 Year 24
Thru: Month 04 Day 30 Year 24

PERMITS ISSUED	USE DESCRIPTION	VALUE OF CONST.	FEES
2	RESIDENTIAL, ADDITION	70,000.00	400.80
1	RESIDENTIAL, STORAGE BUILDING WITH FLOOR	8,156.39	100.00
1	RESIDENTIAL, GARAGE WITH FLOOR	4,500.00	100.00

	BUILDING PERMITS ISSUED	4	
	BUILDING ESTIMATED COST	82,656.39	
	BUILDING PERMIT FEES	600.80	
	HOMEOWNERS RECOVERY FUND	.00	NCRF COUNT :
	INSULATION FEES (MECHECK)	.00	INSUL COUNT :
	BUILDING RESIDENTIAL SQUARE FOOTAGE	1,488.00	
	BUILDING COMMERCIAL SQUARE FOOTAGE	.00	
	BUILDING INDUSTRIAL SQUARE FOOTAGE	.00	

	ELECTRICAL PERMITS ISSUED	4	
	ELECTRICAL ESTIMATED COST	3,000.00	
	ELECTRICAL PERMIT FEES	375.00	

	PLUMBING PERMITS ISSUED	1	
	PLUMBING ESTIMATED COST	.00	
	PLUMBING PERMIT FEES	190.00	

	MECHANICAL PERMITS ISSUED	9	
	MECHANICAL ESTIMATED COST	62,365.56	
	MECHANICAL PERMIT FEES	900.00	

	FUEL GAS PERMITS ISSUED	0	
	FUEL GAS ESTIMATED COST	.00	
	FUEL GAS PERMIT FEES	.00	

Town of Pinebluff

325 East Baltimore Avenue
P.O. Box 367
Pinebluff, North Carolina 28373

ALL TOWN

REPORT of PERMITS ISSUED

Page # 2

From: Month 04 Day 01 Year 24
Thru: Month 04 Day 30 Year 24

PERMITS ISSUED	USE DESCRIPTION	VALUE OF CONST.	FEES
<hr style="border-top: 1px dashed black;"/>			
	MANUFACTURED HOME PERMITS ISSUED	0	
	MANUFACTURED HOME ESTIMATED COST	.00	
	MANUFACTURED HOME PERMIT FEES	.00	

OTHER PERMITS & MISC RECEIPTS

PERMITS ISSUED	USE DESCRIPTION	VALUE OF CONST.	FEES
1	FENCE		75.00
<hr style="border-top: 1px dashed black;"/>			
	MISC PERMITS ISSUED	1	
	MISC ESTIMATED COST	.00	
	MISC PERMIT FEES	75.00	

GRAND TOTALS

From: Month 04 Day 01 Year 24
Thru: Month 04 Day 30 Year 24

TOTAL PERMITS ISSUED	19	
TOTAL ESTIMATED CONSTRUCTION COST	148,021.95	
TOTAL PERMIT FEES	2,140.80	
HOMEOWNERS RECOVERY FUND	.00	NCRF COUNT :
INSULATION FEES (MECHECK)	.00	INSUL COUNT :
TOTAL INSPECTIONS	31	
Building Inspections	9	
Electrical Inspections	9	
Mechanical Inspections	11	
Plumbing Inspections	0	
Fuel Gas Inspections	0	
Specialty/Misc. Inspections	2	
Manfg. Housing Inspections	0	
TOTAL RESIDENTIAL SQUARE FOOTAGE	1,488.00	
TOTAL COMMERCIAL SQUARE FOOTAGE	.00	
TOTAL INDUSTRIAL SQUARE FOOTAGE	.00	

MONTHLY TAX REPORT

Month End	Amount Collected MTD	Amount Collected YTD	% Collected YTD	% Uncollected	Releases Refunds/Releases
31-Aug	6,280.38	6,280.38	1%	99%	0.00
30-Sep	160,687.23	166,967.61	23.00%	77.00%	0.00
31-Oct	35,094.30	202,061.91	27.00%	73.00%	0.00
30-Nov	341,677.26	543,739.17	75.00%	25.00%	0.00
31-Dec	104,822.60	648,561.77	89.00%	11.00%	0.00
31-Jan	54,674.00	703,235.77	97.00%	3.00%	0.00
28-Feb	10,997.64	714,233.41	98.00%	2.00%	117.02
31-Mar	1,773.32	716,006.73	98.00%	2.00%	0.00
30-Apr	641.21	716,647.94	99.00%	1.00%	0.00
31-May					
30-Jun					
31-Jul					
31-Aug					
Total					

2023 REAL AND PERSONAL TAXES

REAL VALUATION	169,591,690
PERSONAL VALUATION	12,900,031
LESS SENIOR CITIZEN & VETERAN EXEMPTION	-1,909,469
DEFER	-2,080,700
GAP VEHICLE BILLING	169,964
PERSONAL PROPERTY EXEMPTIONS	0
UTILITY VALUATION	2,164,318
	180,835,834
 TOTAL TAX VALUATION	 180,835,834
 PENALTY	
TOTAL LEVY AMOUNT	723,343.34
BUDGET LEVY AMOUNT	695,379
DISCOVERIES	0.00
2023 RELEASES	117.02

Monthly Tax Report

MOTOR VEHICLE

2023-2024

Month	Amount	Interest	Total	Release	DMV	Total
End	Collected	Collected	Amount	Refunds	Fee	DMV
			Collected			Fee
July	8,744.22	70.44	8,814.66	23.41	304.86	304.86
Aug	8,057.80	36.04	16,908.50	124.52	279.42	584.28
Sept	5,590.13	39.74	22,538.37	13.12	208.78	793.06
Oct	4,909.48	43.34	27,491.19	90.77	206.15	999.21
Nov	5,167.55	41.20	32,699.94	16.31	220.21	1,219.42
Dec	4,703.28	14.61	37,417.83	76.22	231.11	1,450.53
Jan	6,148.66	45.41	43,611.90	47.24	265.88	1,716.41
Feb	4,666.55	57.54	48,335.99	0.34	166.23	1,882.64
Mar	5,952.83	42.43	54,331.25	69.16	272.38	2,155.02
Apr						
May						
June						



Town of Pinebluff
325 East Baltimore Avenue
Pinebluff, N.C. 28373-8903
(910) 281-3124
Fax: (910) 281-4366

TOWN ADMINISTRATOR'S REPORT

To: Honorable Mayor and Board of Commissioners
From: Melissa P. Adams, Town Administrator
Date: May 9, 2024

Update on the Waterline Extension project on Sandpit Road: ASM Engineering, PLLC/Engineer Scott Matthews is in the process of re-submitting the plan to the State reflecting the change to an 8" line. Town Clerk Betty McDuffie has sent the property owner of the Development - Spring Meadows off Sandpit, Braeden Riley, the Satellite Annexation Form. We are waiting for him to send it back to us. The vacant property is going to be used as a parking lot for the 2024 US Open in June, so they are not in any hurry to begin construction until after that event.

We held a Teams meeting on Wednesday, May 1, 2024, with WithersRavenel. They discussed the GIS updates, missing pipe materials, GIS deliverables (within a few weeks), Risk Matrix Workshop; criteria for Water and Sewer LoF and CoF (set for, Wednesday, May 29, 2024 from 9:30 a.m. to 11:30 a.m.) GIS Deliverable: May 2024; Risk Analysis, 10 Year CIP: May/June 2024; Financial Analysis, & Rate Study: July 2024, Draft August 2024/Final September 2024; Additional Discussion Items: GPR Equipment & Lead Service Line. Our next Teams meeting is scheduled for June 5, 2024.

Parker Colbath, with WithersRavenel, our contact person for the water line replacement project has submitted the Request for Funding Form to the State. We are still awaiting a response from NCDEQ.

I attended the TCC meeting on Wednesday, May 1, 2024, at 10:00 a.m. in Pinehurst. NCDOT presented a proposed concept for the Pinehurst traffic circle, for future construction. The Pilot

Newspaper was in attendance and wrote an article concerning this issue. Once the 2029 US Open is over, construction is proposed for the traffic circle to become a “continuous flow intersection”. I have attached the Pilot article for your review.

The ETJ portion of House Bill 166 has been removed, due to the efforts of Pinebluff and local municipalities and has been changed to a “Study”. I have included the email from Derrick Applewhite from the NCLM and the Pilot newspaper article.

The SMPO (Sandhills Metropolitan Planning Organization) is holding their Regular Monthly Meeting on Wednesday, May 15, 2024, at 10:00 a.m. in Pinehurst.