

**TOWN OF PINEBLUFF
REGULAR MEETING
July 21, 2022**

The Board of Commissioners of the Town of Pinebluff held their regularly scheduled meeting on Thursday, July 21, 2022 at 6:30 p.m. at the Town Hall.

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

Also present were Town Clerk, Betty McDuffie, Town Administrator, Melissa Adams, Police Chief, Pike Nordgren, Fire Chief, Jonathan Richardson, Finance Officer, Beth Cowan, and Interim Finance Officer, Debbie Caulk. Zoning Administrator/Building Inspector, David Francis was absent. Citizens present were Mark McDuffie, Gene Crabtree, Freddie Smith, Patrick Neligan, Craig Baggett, William Scott, Kathleen Hartke, Barry Stevens, Frank Wanko, Malcolm and Ann Mills, Steve and Diane Byrd, and Mike and Sherry Lucas.

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 "e" – Budget Amendment #19; Add "f" – Budget Amendment #1. Fire Department: Add "f" – Budget Amendment #21. Streets: Add #2 – Budget Amendment #22; Add #3 – Budget Amendment #2. Water-Sewer: Add #5 – Budget Amendment # 23; Add #6 – Water Leak Adjustment for Lee Ann Allen. Parks, Recreation, and Cemetery: Add #2 – Budget Amendment # 20. Administration: Add #6 – Budget Amendment #18; Add #7 – Budget Amendment # 17.

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

PUBLIC ADDRESS TO THE BOARD:

Citizens' Time:

Mr. Frank Wanko informed the Board that he worked for an engineering company for water works and he had a copy of grants that were given to Towns throughout North Carolina, but Pinebluff is not listed and we need grants for this water situation we are in. He stated that something has to be done about these back-to-back water leaks.

Commissioner Rachel Byrd informed Mr. Wanko that the Town did not receive this information or we would have put in for any grants, because we have WithersRavenel working on a grant for us at this time. The grant if we get it will be for mapping our water lines throughout Town.

Mr. Malcolm Mills informed the Board that he had been living in Town for three (3) years and was here to discuss the Police Department. He felt the Police Chief was not

proactive, he felt we needed to get rid of the type of uniforms we have, unmarked cars, and nepotism. He also felt that speed was going unchecked and he asked were businesses really being checked, why check the cemetery and why was there not any accident reports available. Nic's Pic Zwik was a place that was used for selling of drugs, why nothing is being done.

Mr. Gene Crabtree informed the Board that what he had to say was not a reflection of Commissioner Robbie Conley but he wanted the Board to know that the Street/Water Department employees were late, they were hired to do a job and they don't know the equipment and need to work on work ethics.

Mayor Ronald McDonald informed Mr. Crabtree that we had a new hire and he would start August 8th.

Mr. Freddie Smith informed the other citizens present that he has lived in Pinebluff for over 70 years and some of the water lines are 70 years old or older. The Board you have before you can not tell when a water leak is going to occur. Also, your tax dollars can not be used to fix the problem, the water department has to support itself. He then in turn thanked the Board for the work they are doing because he has seen a number of Board members at the water leaks and helping out.

Ms. Kathleen Hartke informed the Board that she was here to discuss a late fee and disconnection fee that she was charged last month. She never received a bill, if I receive a bill, I pay it. She felt she should not be penalized for not receiving a bill.

Mr. Barry Stevens informed the Board that he had worked in water service over 42 years up North and has lived in the Town for five (5) years. After water leaks something should be done about the air pockets in the water causing it to be white and you should not have to turn the whole Town off.

Mayor McDonald informed Mr. Stevens that the valve situation will be addressed later in the meeting.

DEPARTMENTAL REPORTS

Zoning/Planning:

None

Police Department:

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

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

Town Administrator, Melissa Adams presented the update on the action plan for recruitment and retention of police officer positions. She informed the Board that she and Police Chief Nordgren had met and discussed ideas for recruitment and retention of police officer positions and came up with the following: (1) The Chief and I went to speak with the graduating BLET students at Sandhills Community College July 18th and are tentatively scheduled to go to other schools the week of July 25th. (2) Other open positions are being advertised and we are actively recruiting for experienced police

officers at a higher pay rate. (3) The Chief and I would like to offer the sign in bonus the same way the Town of Aberdeen does: a \$1,000.00 to start and a \$1,000.00 after six (6) months of employment. The officer would be required to sign a contract with a two (2) year commitment or he will be required to pay it back if they leave our employment before the two-year commitment has been fulfilled. (4) The Chief and I would like to offer to feed the police officers once a month, with the Town paying for the meals: one month it would be breakfast, next month lunch, and next month it would be dinner, keeping the majority of the meals in Town. (5) The Chief and I would like to offer to pay for the Individual LEO Range Membership for our police officers, the cost usually runs \$25.00 per year. (6) The Chief and I would like to offer the rental of the Ballfield, the Community Center, and/or the Lake Shed at no cost to the police officers, perhaps once a quarter for a family event. (7) the Chief and I would like to come up with some specific goals for the police officers to meet then perhaps they could get additional time off – any where from two (2) to three (3) extra days depending on the goals met.

After discussion, Commissioner Guy McGraw made a motion to change the sign on bonus to a \$1,000.00 to start and a \$1,000.00 after six (6) months. Commissioner Williams seconded. All ayes. Motion carried.

Commissioner McGraw made a motion to for the Town to pay the police officers individual LEO range Membership annually. Commissioner Williams seconded. All ayes. Motion carried.

Commissioner McGraw made a motion to allow the police officers to rent the Community Building, Ballfield, or Lake Shed quarterly at no cost. Commissioner Williams seconded. All ayes. Motion carried.

After discussion, Commissioner McGraw made a motion for the Town to spend up to \$50.00 per month per police officer for meals and the funds can come out of the General Fund. Commissioner Mike Thomas seconded. All ayes. Motion carried.

Commissioner Williams informed the Board that there was a need for a stop sign at the corner of West New England Avenue and South Pine Street.

After discussion, Commissioner Williams made a motion to put a stop sign at the corner of West New England Avenue and South Pine Street. Commissioner Thomas seconded. (3) ayes. (1) nay (Commissioner McGraw voted no). Motion carried.

Commissioner Williams presented the Board the police departments three (3) year goals: (1) Connect with the Community; (2) Strengthen work force; (3) Enhance public safety.

Commissioner Williams made a motion to accept the goals as written.

After discussion the motion died on the table for lack of a second.

Commissioner McGraw made a motion to accept the plan as presented but without the statement on the bottom. Commissioner Thomas seconded. (3) ayes. (1) nay (Commissioner Williams voted no). Motion carried.

Commissioner Williams made a motion to accept Budget Amendment #19 and Budget Amendment #1 as written. Commissioner Byrd seconded. All ayes. Motion carried.

Fire Department:

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

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

Fire Chief Richardson informed the Board that he had two applicants for volunteer firefighters. Gerald Tyndall was a volunteer firefighter with the Town before and he moved away, but is back now and would like to be a volunteer, he still has his certifications. The second applicant is Gentry Fortuno.

Commissioner McGraw made a motion to accept the two (2) applicants for volunteer firefighters. Commissioner Jerry Williams seconded. All ayes. Motion carried.

Fire Chief Richardson informed the Board that time to time the Fire Department/Fire Chief has been given gift cards as a thank you from citizens in the fire district and he would like to be able to disperse those to fire department personnel as they are received instead of waiting until scheduled meetings.

Commissioner Byrd asked to document all gift cards so we can keep a paper trail.

After discussion, Commissioner McGraw made a motion to allow the Fire Chief to disperse gift cards as he receives them and let the Board know at the following meeting in his monthly report. Commissioner Mike Thomas seconded. All ayes. Motion carried.

Commissioner McGraw made a motion to accept the two (2) gift cards that the Fire Chief had received. Commissioner Byrd seconded. All ayes. Motion carried.

Fire Chief Richardson informed the Board that he would like to increase the part-time firefighters pay to meet the salaries of other fire departments in the area. The raise would be based on the number of years they have worked for the Town: less than three (3) years it would be 3% making the rate \$12.45 per hour; less than five (5) years 4% making the rate \$12.57 per hour, and five or more years 7% making the rate \$12.94 per hour. He also informed the Board that firefighters are hard to recruit and retain. We need to do everything that we can do to recruit and most certainly retain our current firefighters.

After discussion, Commissioner McGraw made a motion to give the part-time firefighters a raise according to the Fire Chief's recommendations. Commissioner Byrd seconded. All ayes. Motion carried.

Commissioner McGraw made a motion to accept Budget Amendment #21 as written. Commissioner Byrd seconded. All ayes. Motion carried.

Streets:

Mayor Ronald McDonald had to leave, so Commissioner Jerry Williams stepped in as Mayor Pro-Tem.

In the absence of Commissioner Robbie Conley, Commissioner Mike Thomas presented the Street Department's monthly report for June.

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

Commissioner McGraw made motion to accept Budget Amendment #22 and Budget Amendment #2 as written. Commissioner Williams seconded. Motion carried.

Water-Sewer:

In the absence of Commissioner Robbie Conley, Commissioner Mike Thomas presented the Water-Sewer Department's monthly report for June.

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

Commissioner Guy McGraw made a motion to accept the water leak adjustment for Yanin and Fineses Pinacho in the amount of \$158.42 due to a leak in the main line in front of the house; a water leak adjustment for Joseph and Mary Harrington in the amount of \$126.01 for a water leak in the main line in front of the house; and a water leak adjustment for Lee Ann Allen in the amount of \$50.99 for a water leak in main line in the front of the house. Commissioner Thomas seconded. All ayes. Motion carried.

Town Clerk, Betty McDuffie informed the Board that the Town of Southern Pines increased their water bill by \$.30 per 1,000 gallons, this is for Oakwood and the Pines. Commissioner Robbie Conley had asked that we increase our fees by \$.10 per 1,000 gallons to help offset the increase.

After discussion, Commissioner McGraw made a motion to increase the fees for the Oakwood and the Pines by \$.10 per 1,000 gallons across the board. Commissioner Rachel Byrd seconded. All ayes. Motion carried.

Commissioner McGraw made a motion to accept Budget Amendment #23 as written. Commissioner Thomas seconded. All ayes. Motion carried.

Parks, Recreation, and Cemetery:

Commissioner Mike Thomas informed the Board that there was a church that was renting the Community Center for the last couple of months and it has been rented quite a few times this summer for parties. The Ballfield and Lake Shed has been rented a number of times also. The 4th of July cookout was a success.

Commissioner Guy McGraw wanted to thank Commissioner Thomas and the Friends of Lake for a wonderful job they did for the 4th of July cookout held Saturday, July 2nd.

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

Commissioner Thomas made a motion to accept Budget Amendment #20 as written. Commissioner Williams seconded. All ayes. Motion carried.

Building Inspection:

Commissioner Rachel Byrd presented the Building Inspection's monthly report for June.

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

Administration:

Commissioner Rachel Byrd presented the monthly tax reports for June.

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

Town Administrator, Melissa Adams informed the Board that we had received the rough draft of the Town Ordinance and Unified Development Ordinance. The Town Clerk and I have been going through it to make sure nothing is amiss.

Town Administrator Adams informed the Board that the changes were made to the new Personnel Policy and the Town's attorney did a resolution.

After discussion, Commissioner McGraw made a motion to accept the adoption of the new Personnel Policy. Commissioner Williams seconded. All ayes. Motion carried.

After discussion, Commissioner McGraw made a motion to accept Resolution #2022-06. Commissioner Williams seconded. All ayes. Motion carried.

Town Administrator Adams informed the Board that she had made some changes to the Town's website: I have added the 2022-2023 Budget, added 2021-2022 Audit, I will be adding the minutes after the Board meetings, and the Town Ordinances will be added as a link after American Legal Publishing finishes.

Commissioner McGraw made a motion to accept Budget Amendment #17 and Budget Amendment #18 as written. Commissioner Williams seconded. All ayes. Motion carried.

Unfinished Business:

None

New Business:

Commissioner Guy McGraw presented the Board a short-term Capital Improvement Plan to spend the ARP Funding that Mayor Ronald McDonald, Commissioner Robbie Conley, and myself have worked on. The first item on the list is cut-off water valve installation for a \$125,000.00, the plan is to install 25 strategically placed cut-off valves throughout the water system. This would take approximately eight (8) weeks to do about six (6) valves a week. This would alleviate having to cut the whole Town off when we have water leaks.

After discussion, Commissioner McGraw made a motion to fund the installation of the 25 cut-off valves for \$125,000.00, starting with Walnut Street (US Hwy#1) in five (5) or six (6) places. Commissioner Jerry Williams seconded. All ayes. Motion carried.

Town Administrator, Melissa Adams informed the Board that she would have to check on the next item, purchasing 2,000 cases of water to see if we can use ARP Funding for this and there are a couple of other items that are questionable.

Commissioner McGraw stated that the next item would be a cellular dialer, this would alert the Town during any high unexpected use of water from the Tower. The cost would be \$1,695.00 for the dialer and \$299.40 per year for cell subscription.

After discussion, Commissioner McGraw made a motion to purchase the cellular dialer for \$1,695.00 and pay \$299.04 annually for the cell subscription. Commissioner Rachel Byrd seconded. All ayes. Motion carried.

Commissioner McGraw informed the Board that next on the list was a mini excavator and trailer for approximately \$120,000.00. After finding that we have one

viable machine to dig and repair water leaks that is currently broken down. Also, Bruce McFadden that fixes our water leaks said the current backhoe we have is too big for the job. This will reduce the time that Mr. McFadden has to load and bring his mini excavator and trailer, this could be time spent working on the leak.

After discussion, Commissioner McGraw made a motion to purchase the mini excavator and trailer for \$120,000.00. Commissioner Byrd seconded. All ayes. Motion carried.

Commissioner McGraw stated that the next item on the list was a police/rescue all-terrain vehicle for approximately \$25,000.00 to check the walking and running trails in Pinebluff and the Fire Chief stated that he did not have a way to rescue an injured patient on those trails without more manpower but this would be perfect.

After discussion, Commissioner McGraw made a motion to purchase the all-terrain vehicle for \$25,000.00 contingent on the ARP Fund. Commissioner Mike Thomas seconded. All ayes. Motion carried.

Commissioner McGraw informed the Board that next on the list was a storage building for the Police and Fire Departments, they would like to purchase a 14' x 40' storage building to have for storage to make more room in their offices. The cost would be \$16,382.00 and we would purchase it locally.

After discussion, Commissioner Byrd made motion to purchase the storage building for \$16,382.00 contingent on the ARP Fund. Commissioner McGraw seconded. All ayes. Motion carried.

Commissioner McGraw informed the Board that next on the list was turnout gear for the Fire Department to replace gear that is at least ten years old. It is required to be replaced every ten years. The cost will be \$15,000.00.

After discussion, Commissioner McGraw made a motion to purchase turn-out gear for the firefighters for \$15,000.00. Commissioner Byrd seconded. All ayes. Motion carried.

Commissioner McGraw informed the Board that the last item on the list is Nixel Notification System or one like it that can be used by both Public Safety Departments and Water Department to alert the Town of water leaks and emergencies. The cost will be approximately \$4,000.00 per year and we would like to pay for two (2) years up front for a total of \$8,000.00, that will give us time to figure out how to continue paying the fee.

After discussion, Commissioner McGraw made motion to purchase the telephone call out notification system and the Fire Chief will check into different systems when he gets the chance for the best system and the best cost. Commissioner Thomas seconded. All ayes. Motion carried.

Other Business:

None

Announcements:

Town Clerk, Betty McDuffie reminded the Board that it was time for on-line Ethics Training and once you are signed up you have until October to get the two (2)

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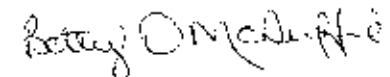
hour session done and the only ones that would have to take it is the newly elected members.

Adjournment:

Commissioner Rachel Byrd made a motion to adjourn. Commissioner Jerry Williams seconded. All ayes. Motion carried.

Meeting adjourned at 9:35 p.m.

Sincerely,



Betty O. McDuffie, CMC
Town Clerk

**TOWN OF PINEBLUFF
REGULAR MEETING
August 18, 2022**

The Mayor and the Board of Commissioners of the Town of Pinebluff held their regularly scheduled meeting on Thursday, August 18, 2022 at 6:30 p.m. at the Town Hall.

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

Also present were Town Clerk, Betty McDuffie, Town Administrator, Melissa Adams, Police Chief, Pike Nordgren, Fire Chief, Jonathan Richardson, and Deputy Fire Chief, Alan Holmes. Citizens present were Mark McDuffie, Gene Crabtree, Patrick Neligan, and Mike and Sherry Lucas.

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: Fire Department: Add "d" – Disaster Relief Program Agreement. Water-Sewer: Add #3 AIA Grant Update. New Business: Add "A" – Moore County Chamber of Commerce Membership: Add "B" – Closed Session per G.S.143-318.11(a)(1).

Commissioner Williams made a motion to accept the adjustments to the Adjustments to the Consent Agenda. Commissioner Rachel Byrd 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:

Mr. Gene Crabtree informed the Board that in June he did not receive a water bill and his bill was \$57.86. He informed the Board that his water bill normally runs between \$42.00 and \$44.00 per month. He had a copy of his last bills for up to four (4) years and always ran around this amount, then in July I did not pay it the bill on time and the amount with the late fee was \$57.87. He informed the Board that he felt he was charged a late fee in June or the meter was read wrong.

Commissioner Rachel Byrd informed Mr. Crabtree that she had spoken to his son and his son check the meter and said it was reading correctly.

Town Clerk, Betty McDuffie informed the Board that when Mr. Crabtree came to her, she had someone check the meter and the reading was correct. She also informed Mr. Crabtree that since he had a copy of the readings and the bills in front of him, he can see there was no late fee added to his account in June.

After discussion, Commissioner Guy McGraw made a motion to take \$15.00 off Mr. Crabtree's water bill. Commissioner Robbie Conley seconded. All ayes. Motion carried.

DEPARTMENTAL REPORTS

Zoning/Planning:

None

Police Department:

Police Chief Pike Nordgren presented the Police Department's monthly report for July. He informed the Board that he had two (2) hires with experience and one (1) hire that has a couple of months experience. We are just waiting on the paperwork from the State.

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

Town Administrator, Melissa Adams and Police Chief Nordgren presented the update on specific goals for additional time off for Police Officers: (1) traffic contacts (min. 200 every six months); (2) meet with local Businesses (Monthly-document); (3) help keep the Town clean (Litter Clean-up); (4) citizens contacts (must participate in above 25 monthly – documented); (5) coffee with a Cop-Town will have coffee and pastries at Town Hall once a quarter from 7:30 a.m. to 8:30 a.m. and invite citizens to stop by to meet and talk with Police Officers; this will be advertised on the website, Facebook, and possibly on the water bill, prior to the event happening (Must participate in a minimum of two (2) events); (6) participate in all Governor's Highway Safety Program (GHSP) Campaigns; (7) assist and analyze speed signs.

After discussion, Commissioner Williams made a motion to accept the specific goals as written except to change the traffic contacts to a minimal of 325 citations instead of 200. Commissioner Mike Thomas seconded. All ayes. Motion carried.

Fire Department:

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

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

Fire Chief Richardson presented the Board a copy of the updated letter that was submitted to Pee Dee Electric for their Board of Directors meeting in August. This is for the potential % interest loan in which they voted for us to apply for the grant through USDA.

Fire Chief Richardson informed the Board that he had worked with several apparatus vendors to spec and price the tanker that will fill our needs. Fout Brothers out of Milledgeville, Georgia have been more than willing to work with us to spec the taker that fits our needs. He informed the Board that he would like the drop tank storage on the sides of the apparatus below the tank. Some vendors did not or could not design/spec a tanker with this type of drop tank storage. Also, the price of Fout Brothers is well below other vendors that he has spoken to. Fout Brothers is a smaller manufacture and deals with building this budget friendly type apparatus. Currently there are seven (7) departments in Moore County who have had Fout Brothers tankers for several years. They have held up well and served the departments of Moore and surrounding counties as

well. At this time, he would like to get authorization from the Board to proceed with the purchase from Fout Brothers.

I have two (2) options for purchase: (1) – 8 years - \$330,720.63 20% down from (ARP Funding) for an amount of \$66,144.12 leaving the loan amount for \$264,576.51 and we would make an annual payment of \$33,072.07; (2) – 5 years - \$330,720.63 20% down from (ARP Funding) for an amount of \$66,144.12 leaving the loan amount for \$264,576.51 and we would make an annual payment of \$52,915.31. We have an allotted amount of \$50,984.00 from Moore County annually for the apparatus that we can make the payments with.

After discussion, Commissioner Rachel Byrd made a motion to go with option #1 for purchasing the tanker. Commissioner Williams seconded. All ayes. Motion carried.

Commissioner McGraw made a motion authorize the Fire Chief to purchase the tanker from Fout Brothers. Commissioner Williams seconded. All ayes. Motion carried.

Fire Chief Richardson informed the Board that he had spoken to the North Carolina Food Bank and they are willing to donate the Town 332 cases of water to give to citizens when we begin putting the water valves in and have the water off for an extended time.

Commissioner McGraw made a motion to approve the donation of the 332 cases of water from the Food Bank. Commissioner Williams seconded. All ayes. Motion carried.

Streets:

Commissioner Robbie Conley presented the Street Department's monthly report for July.

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

Water-Sewer:

Commissioner Robbie Conley presented the Water-Sewer Department's monthly report for July. He also informed the Board that the new Street/Water Department Supervisor and a Street Maintenance employee were working as of August 8th and August 15th.

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

After discussion, Commissioner Guy McGraw made a motion to accept the employment of James Andy Dick and Pedro Miguel Rodriguez for the Street/Water Department and the employment of Brandon Phillips and Branden Mastrostefano for the Police Department. Commissioner Williams seconded. All ayes. Motion carried.

Town Administrator, Melissa Adams informed the Board that that we would not need to go through the informal bid procedure to contract to have the water valves put in. An itemized quote would need to be obtained along with a purchase order and this can be paid with ARP Funds. Regarding the other items that she researched, the following items will not be permitted outright with ARP Funds: the purchase of water, the purchase of the all-terrain vehicle, the purchase of the storage building, and the purchase of additional

fire department turnout gear (you cannot use ARP funds for items currently budgeted) and we also have a pending grant for the gear.

Town Administrator Adams informed the Board that we received the letter of Intent for the AIA Grant and we have been approved for \$233,000.00 with neither a required match nor grant fee.

Parks, Recreation, and Cemetery:

Commissioner Mike Thomas informed the Board that the Friends of Pinchbluff Committee has opened the book store at the Community Center. The lines on the parking lot at the Cemetery has been done. There have been some in-house repairs done to the boom dump truck and other equipment. The paving at the Lake has been done. He also informed the Board that he would like to get a plan together for the Town parks. Also, he wanted to let the Board know there will be an end of the season cook-out at the Lake, Saturday, September 24th by the Friends of Pinchbluff Committee.

Commissioner Robbie Conley made a motion to accept the Parks, Recreation, and Cemetery report as presented. Commissioner Jerry Williams seconded. All ayes. Motion carried.

Building Inspection:

Commissioner Rachel Byrd presented the Building Inspection's monthly report for July.

Commissioner Guy McGraw made a motion to accept the Building Inspection Report. Commissioner Robbie Conley seconded. All ayes. Motion carried.

Administration:

Commissioner Rachel Byrd presented the monthly tax reports for July.

Commissioner Guy McGraw made a motion to accept the monthly tax reports. Commissioner Mike Thomas seconded. All ayes. Motion carried.

Town Administrator, Melissa Adams informed the Board that there was a typo correction in the New Personnel Policy. Under Article VII Holidays and Leaves of Absence-Section 28. Voluntary Shared Leave – it reads employees may donate vacation, but it should read may donate sick leave.

Commissioner McGraw made the motion to change the wording in the Personnel Policy for Voluntary Shared Leave. Commissioner Jerry Williams seconded. All ayes.

Commissioner Williams informed the Board that the Town needed to have a Public Information Officer (PIO), an individual to be available for public comments on behalf of the Town for the media such as the newspaper.

After discussion, Commissioner Williams made a motion to appoint someone as the PIO. Commissioner Byrd seconded. Two ayes. Three nays (Commissioners Robbie Conley, Mike Thomas, and Guy McGraw voted nay). Motion denied.

Unfinished Business:

None

New Business:

Commissioner Guy McGraw informed the Board that it would be beneficial for the Town to join the Moore County Chamber of Commerce. They offer an assistance in a lot of areas, such as getting businesses to come into Town and networking for the Town. The cost would be an annual fee of \$675.00 plus a one-time fee of \$50.00. The first year would be \$725.00.

After discussion, Commissioner McGraw made a motion to join the Moore County Chamber of Commerce. Commissioner Mike Thomas seconded. All ayes. Motion carried.

Commissioner Rachel Byrd made a motion to go into Closed Session per G.S. 143-318.11(a)(1) attorney-client privilege at 8:33 p.m. Commissioner Jerry Williams seconded. All ayes. Motion carried.

Commissioner Byrd made a motion to return to the Regular Board Meeting at 8:55 p.m. Commissioner Williams seconded. All ayes. Motion carried.

Commissioner Byrd stated that during the Closed Session they discussed going to court for a lawsuit.

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 9:00 p.m.

Sincerely,


Betty O. McDuffie, CMC
Town Clerk

**TOWN OF PINEBLUFF
BOARD OF COMMISSIONERS
SPECIAL MEETING
WORK SESSION
September 13, 2022**

The Mayor and Board of Commissioners of the Town of Pinebluff held a Work Session on Tuesday, September 13, 2022 at 5:30 p.m. at the Town Hall to discuss the Parks in Town.

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

Also, present were Town Administrative, Melissa Adams, Fire Chief, Jonathan Richardson, Street Supervisor, Andy Dick, and Town Clerk, Betty McDuffie. Citizens present were Patrick Nefigan and Mike and Hannah Ough.

Mayor Ronald McDonald called the Work Session to order at 5:32 p.m.

Everyone stood for the Pledge of Allegiance.

Commissioner Rachel Byrd informed the Board that during work session we normally do not allow citizens to speak but tonight she wanted to make a motion to allow the citizens to speak about the parks. Commissioner Jerry Williams seconded. All ayes. Motion carried.

Mr. Patrick Nefigan informed the Board that they needed to put their focus on the park at the Community Center. They also needed to take a look at the Community Center it needed a lot of work to update it, then it could be used as a Boys or Girls Club and a place for bingo.

Commissioner Guy McGraw informed the Board that if we did not do something with the Community Building it was going to fall down around us. He recommended moving the Town Hall to the Community Building and selling the current Town Hall and put the money in the Community Center for repairs.

Mr. Mike Ough informed the Board that we needed safe and updated parks with bathrooms. He informed the Board that he and his wife had to take their two little girls to other parks in Moore County.

Mrs. Hannah Ough informed the Board that she had a degree in Parks and Recreation and would be willing to help out if the Board would get a committee together, to brainstorm on what is needed to most in the parks.

Commissioner Mike Thomas informed everyone that he was aware that the parks needed a lot of attention, but it is going to cost a lot of money. We have almost \$200,000.00 but with the cost of things that is just a drop in the bucket. We would like to put in for a grant but it is too late for this year, but we can go ahead and start researching for next year. He also informed the Board that Ives Memorial Baptist Church would like to adopt the Donald Cunningham Eastside Park, but at this time he did not know all the details. I do know we would not want to relinquish ownership of the park.

Town Administrator, Melissa Adams recommended that we use WithersRavenal to help write the grant application, they helped The Town of Hope Mills get a PARTF (Parks and Recreation Trust Fund) Grant, and because the Town of Pinebluff is familiar with their work.

Commissioner McGraw informed the Board we needed to spend the money we have now and if we get the grant money, we can just do more to the parks. He felt we needed to spend some of the money we had in General Fund, because we would have a better chance of getting a grant if we did not have so much money put back.

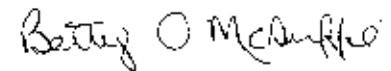
Page 2
Work Session Minutes
September 13, 2022

After discussion, the Board decided to start by cleaning up the Donald Cunningham Eastside Park this Fall and Winter by cutting down some trees, getting rid of the poison oak, and finishing the fence.

With no further discussion, Commissioner Mike Thomas made a motion to adjourn. Commissioner Jerry Williams seconded. All ayes. Motion carried.

The Work Session adjourned at 6:40 p.m.

Respectfully submitted,



Betty O McDuffie, CMC
Town Clerk

**TOWN OF PINEBLUFF
REGULAR MEETING
September 15, 2022**

The Mayor and the Board of Commissioners of the Town of Pinebluff held their regularly scheduled meeting on Thursday, September 15, 2022 at 6:30 p.m. at the Town Hall.

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

Also present were Town Clerk, Betty McDuffie, Town Administrator, Melissa Adams, Police Chief, Pike Nordgren, Fire Chief, Jonathan Richardson, and Street Supervisor, Andy Dick. Citizens present were Mark McDuffie, Malcolm Mills, Patrick Neligan, and Clarissa Person.

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: Consent Agenda: Add "C" – Approval of Work Session minutes for September 13th. Water-Sewer: Add #5 – Water Leak Adjustment for LouAnn Craven; Add #6 – Water Leak Adjustment for Corney and Vivian Cook; Add #7 – Purchase made at Carolina Water Systems Administration; Add #4 – Closed Session per G.S. 145-318.11 for Personnel. Unfinished Business: Add "A" – Storage Building for Police and Fire. Announcements: Add "A" – Thank You note from Growing Moore Readers.

Commissioner Rachel Byrd made a motion to accept the adjustments to the Adjustments to the Consent Agenda. Commissioner Williams seconded. All ayes. Motion carried.

CONSENT AGENDA:

Approval of items A through G.

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

PUBLIC ADDRESS TO THE BOARD:

Citizens' Time:

Mr. Patrick Neligan asked the Board when the police cars are going to be labeled.

Commissioner Robbie Conley informed Mr. Neligan that the striping for the police cars have been ordered and would be put on the cars as soon as they come in.

Ms. Clarissa Person informed the Board that the last couple of months her water bill has been high. She has no leaks and there is only one person living in the home.

Town Clerk, Betty McDuffie informed the Board that she had sent the guys to check the meter and the reading was correct.

After discussion, Mayor Ronald McDonald asked Street Supervisor, Andy Dick to check the meter out Friday and change it out.

DEPARTMENTAL REPORTS

Zoning/Planning:

None

Police Department:

Police Chief Pike Nordgren presented the Police Department's monthly report for August. He informed the Board that one of the new officers, Brandon Phillips had started.

Mayor Ronald McDonald asked if any of the new officers were experience officers.

Police Chief Nordgren stated that they each has some experience as police officers.

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

Fire Department:

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

Commissioner Guy McGraw 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 they had received pricing from the vendors that we have used in the past to purchase uniforms. We have sufficient funds to cover the purchase of t-shirts and job shirts for \$1,690.00 from Marker 8 Gear and \$799.40 for pants from Quantico Tactical for a total of \$2,489.40.

Fire Chief Richardson informed the Board that the State of North Carolina has made some changes for requiring background checks for Fire/Rescue personnel. We are now required to have applicants subject to finger prints and we will have to receive background checks from NCSBI. There will be a \$38.00 charge for each applicant.

Fire Chief Richardson informed the Board that he had a new part-time Firefighter Applicant, Stephen Gore. He has the certification and experience to be a benefit to our department.

Commissioner Rachel Byrd made a motion to accept the new part-time Firefighter/EMT applicant Stephen Gore. Commissioner McGraw seconded. All ayes. Motion carried.

Fire Chief Richardson informed the Board that he had received pricing for purchasing turn out gear: each set of coat and pants will cost \$3,145.00. We currently have \$17,645.00 in the budget. We will be purchasing five (5) sets of gear and will use the remaining money in the budget for other gear needs such as gloves, boots, and helmets.

Town Administrator, Melissa Adams informed the Board that she and the Fire Chief had submitted all the requested documentation required for the Rural Economic Development Grant application for the Pinebluff Tanker Purchase Project. We have received the narrative for RED Grant application and have reviewed it and provided feedback. We should be receiving a finalized application package for the USDA grant application soon. Once USDA has acknowledged receipt of the loan application, Fire Chief Richardson may proceed with ordering the Tanker.

Streets:

Commissioner Robbie Conley presented the Street Department's monthly report for August.

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

After looking over the information for a computer for the Maintenance Building, Commissioner Guy McGraw made a motion to spend up to \$1,500.00 due to we will need to put the mapping system on the new computer. Commissioner Williams seconded. All ayes. Motion carried.

Commissioner McGraw made a motion to pay up to \$150.00 for internet installation and up to \$75.00 per month for internet at the Maintenance Building. Commissioner Conley seconded. All ayes. Motion carried.

Commissioner Conley presented the Board a couple of quotes for a new four-wheel four (4) door truck for the Street Department.

After discussion, Commissioner Conley made a motion to spend up to \$55,000.00 for a Dodge Ram or something comparable for a new truck and we will finance. Commissioner McGraw seconded. All ayes. Motion carried.

Street Supervisor, Andy Dick informed the Board that he had spoken to the Judicial Services Coordinator at the Division of Adult Correction and Juvenile Justice in Carthage about their Community Service Work Program. We would like to use some nonviolent offenders to help with picking up trash, pine cones, etc.

After discussion, Commissioner Conley made a motion to allow the Street Supervisor to sign up for the Community Service Work Program. Commissioner McGraw seconded. All ayes. Motion carried.

Water-Sewer:

Commissioner Robbie Conley presented the Water-Sewer Department's monthly report for August.

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

After discussion, Commissioner Conley made a motion to accept the water leak adjustments for Matthew Sykes in the amount of \$162.89; for Frank and Inge Wanko in the amount of \$770.92; for Lou Ann Craven in the amount of \$133.09; and for Corney and Vivian Cook in the amount of \$226.78. Commissioner Guy McGraw seconded. All ayes. Motion carried.

After discussion, Commissioner Conley made a motion to purchase a new tap machine for \$3,922.96 for the Water Department to help with putting in water taps and fixing water leaks. Commissioner Rachel Byrd seconded. All ayes. Motion carried.

Town Administrator, Melissa Adams informed the Board that the Town was awarded grant funding in August in the amount of \$233,000.00 from NCDI:Q. She also informed the Board that she had prepared a RFQ for Professional Services for Water Asset and Inventory and Assessment (AIA). As part of the advertising process, the Town

must pick a minimum of two (2) methods of outreach and keep documentation, there are five (5) methods listed. I have chosen four (4) of these methods: Newspaper advertisement; Direct solicitation – send to a minimum of three (3) firms; and NC DOA HUB Office Website posting. Also, we need to have a selection committee which should be comprised of Mayor Ronald McDonald, Commissioner Robbie Conley, myself, and either Town Clerk, Betty McDuffie or Finance Officer, Beth Cowan to open and score the RFQs that are received and recommend a selection to the Board of Commissioners to be voted on at the Regular Board Meeting October 20th.

After discussion, Commissioner Williams made a motion to have the five (5) names listed to be on the committee. Commissioner McGraw seconded. All ayes. Motion carried.

Street Supervisor, Andy Dick informed the Board that he had contacted a number of companies that sold water repair parts and could not find compression couplings, they were on back order but he finally found some at Carolina Water Systems in Liberty, North Carolina. So, he went and picked up fourteen of two different sizes for a total of twenty-eight. The cost with taxes was \$1,087.12. These are used to fix water leaks.

Commissioner Williams made a motion to accept the purchase of the compression couplings in the amount of \$1,087.12. Commissioner Byrd seconded. All ayes. Motion carried.

Parks, Recreation, and Cemetery:

Commissioner Mike Thomas informed the Board that the Friends of Pinebluff Committee was still trying to hold the picnic Saturday, September 24th but the time may change from 12:00 p.m. to 2:00 p.m. instead of 12:00 p.m. to 5:00 p.m. The Book Store is open and making money for projects for the Veteran's Memorial and the Lake. The Cemetery looks good but the sign at the Cemetery needs to be cleaned.

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

After discussion, Commissioner Robbie Conley made a motion to spend up to \$4,000.00 for the fence at the Donald Cunningham Park. Commissioner Williams seconded. All ayes. Motion carried.

Building Inspection:

Commissioner Rachel Byrd presented the Building Inspection's monthly report for August.

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

Administration:

Commissioner Rachel Byrd presented the monthly tax reports for August.

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

Commissioner Byrd made a motion to release the personal property taxes for Quentin Drake in the amount of \$3.72 because he does not live in town; a partial release for Tyler Roberts in the amount of \$81.00 because there was an adjustment in value. Commissioner Williams seconded. All ayes. Motion carried.

Unfinished Business:

Commissioner Guy McGraw informed the Board that the Fire and Police Department really needed to purchase a storage building. On the Fire Station side, we needed to make room for the firefighters to have some where to sleep instead of sleeping in the recliners.

After discussion, Commissioner Rachel Byrd made a motion to purchase the storage building and to spend up to \$15,000.00 including the material to separate the building for fire and police. The funds will come out of the General Fund or we can get a loan. Commissioner Robbie Conley seconded. All ayes. Motion carried.

New Business:

None

Other Business:

Commissioner Rachel Byrd made a motion to go into Closed Session per G.S.143-318.11 for Personnel at 8:04 p.m. Commissioner Jerry Williams seconded. All ayes. Motion carried.

Commissioner Byrd made a motion to return to the Regular Board Meeting at 8:25 p.m. Commissioner Williams seconded. All ayes. Motion carried.

Commissioner Byrd made a motion to hire Abelardo Santander Hernandez for the part-time position for the Street and Water Department and to change Street Supervisor, Andy Dick's job title to Public Works Manager. Commissioner Williams seconded. All ayes. Motion carried.

Announcements:

Commissioner Rachel Byrd read the "thank you" note from Growing Moore Readers for allowing them to use the outside of the Community Building to have a reading program in July and August.

Adjournment:

Commissioner Jerry Williams made a motion to adjourn. Commissioner Rachel Byrd seconded. All ayes. Motion carried.

Meeting adjourned at 8:35 p.m.

Sincerely,



Betty O. McDuffie, CMC
Town Clerk

**TOWN OF PINEBLUFF
REGULAR MEETING
October 20, 2022**

The Mayor and the Board of Commissioners of the Town of Pinebluff held their regularly scheduled meeting on Thursday, October 20, 2022 at 6:30 p.m. at the Town Hall.

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

Also present were Town Clerk, Betty McDuffie, Town Administrator, Melissa Adams, Police Chief, Pike Nordgren, Fire Chief, Jonathan Richardson, Finance Officer, Beth Cowan, and Public Works Manager, Andy Dick. Citizens present were Mark McDuffie and Jared and Angela Gaudet.

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: Zoning/Planning: Add #1 – Reappoint Johnny Williamson as Planning Board ETL Member. Public Safety – Fire Department: Add “e” – Update on the purchase of the storage building; Add “f” – Update on the purchase of Tanker and USDA Loan; Add “g” – Budget Amendment #4; Add “h” – Update on repairs to Mack Truck. Water-Sewer: Add #5 – Water Leak Adjustment for Thad Jones, Parks, Recreation, and Cemetery: Add #2 – Pine-straw Contract Renewal.

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

PUBLIC ADDRESS TO THE BOARD:

Citizens’ Time:

Mr. Jared Gaudet asked the Board if they could connect the loop at the Wellsprings Park on the west side of Town. He also asked if it would be possible to connect it to the east of Town to the Veterans Memorial Park. He also informed the Board that he would be willing to volunteer his time to help with connecting the loop.

Commissioner Guy McGraw stated that for safety reasons going across US Hwy #1 (South Walnut Street) is not feasible.

Commissioner Mike Thomas informed Mr. Gaudet that he and Commissioner Robbie Conley had been talking about opening the loop on Wellsprings Park. He also told Mr. Gaudet that he would get with him later.

Commissioner McGraw informed Commissioner Thomas that there is another citizen, Brad Carfaro that would be willing to help also.

DEPARTMENTAL REPORTS

Zoning/Planning:

Town Clerk, Betty McDuffie informed the Board that Planning Board/Board of Adjustment member Johnny Williamson's term was up and he is willing to sign up for another three (3) years. Being that he is in our ETJ he has to be appointed by Moore County Board of Commissioners first.

Commissioner Guy McGraw stated that he would like to meet any members that was up for renewal.

After discussion, Commissioner Jerry Williams made a motion to send Johnny Williamson's name to the Moore County Board of Commissioners for reappointment for another three (3) year term. Commissioner McGraw seconded. All ayes. Motion carried.

Police Department:

Police Chief, Pike Nordgren presented the Police Department's monthly report for September. He also informed the Board that the striping had been placed on the police vehicles.

Commissioner Guy McGraw asked where we stood with hiring the fifth police officer.

Police Chief Nordgren stated that he and Town Administrator, Melissa Adams was talking to someone with experience, but if it does not work out we will have to advertise again.

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

Fire Department:

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

Commissioner Guy McGraw asked about if we could put a gate closer to where the Fire Department/Rescue brings injured patients to be flown out on the helicopter at the ballfield.

Commissioner Mike Thomas stated that he would take a look.

Commissioner Guy McGraw 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 on September 26th an inspector with North Carolina Department of Insurance, Office of the State Fire Marshal (OSFM) completed our Public Protection Class Rating Inspection. We should know the results of the inspection in 90-120 days from September 26th.

Fire Chief Richardson informed the Board that he would like to apply for the NC Forestry 2022-2023 Volunteer Fire Assistance Program 50/50 Matching Funds Grant. This grant application would be for Personal Protective Equipment and Equipment to replace/enhance our Wildland Fire Fighting equipment. The maximum amount that we can receive is \$10,000.00.

After discussion, Commissioner McGraw made a motion to approve for the Fire Chief to apply for the NC Forestry 2022-2023 Volunteer Fire Assistance Program 50/50 Matching Funds Grant. Commissioner Williams seconded. All ayes. Motion carried.

Fire Chief Richardson informed the Board that we still have not heard back on the Assistance to Firefighters Grant (AFG) 2021 and Staffing for Adequate Fire and Emergency Response Grant (SAFER) 2021. The money for these grants is near being exhausted by the number of grants that have been awarded to other agencies across the nation. If we receive a denial for either grant, we would like to apply again for the new funding cycle. The new funding cycle has been rumored to be opening in November 2022 for both grants.

After discussion, Commissioner McGraw made a motion to approve for the Fire Chief to reapply for the AFG and SAFER grant in November 2022. Commissioner Mike Thomas seconded. All ayes. Motion carried.

Fire Chief Richardson informed the Board that the storage building is being ordered from Poole's Portable Buildings and Carports here in Town. He also informed the Board that the firefighters would be putting up the wall in the building to divide the Police and Fire Department. They also would be doing the bedroom inside the fire-station.

Commissioner McGraw made a motion to accept Budget Amendment #4 to increase Gen Fund – Fund Balance #10-3990-0000 by \$13,685.30, increase Capital Outlay – Building #10-4310-5100 by \$3,421.33, and increase Capital Outlay – Building #10-4410-5100 by \$10,263.97 to purchase the storage building for fire and police departments. Commissioner Thomas seconded. All ayes. Motion carried.

Fire Chief Richardson informed the Board that the Tanker had been ordered and it was going to be financed with the USDA.

Fire Chief Richardson informed the Board that the old Mack firetruck had stuck valves and locked up cylinders in the motor. Due to the age of the truck, they do not make parts for it, we will have to replace the motor. We are looking at junk yards to get a suitable motor.

Streets:

In the absence of Commissioner Robbie Conley, Commissioner Guy McGraw presented the Street Department's monthly report for September.

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

Water-Sewer:

In the absence of Commissioner Robbie Conley, Commissioner Guy McGraw presented the Water-Sewer Department's monthly report for September.

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

After discussion of the letter from Clarissa Person asking for an adjustment after her meter was changed out, Commissioner Williams made a motion not to give her an

adjustment per our Town policy and State policy. Commissioner McGraw seconded. All ayes. Motion carried.

After discussion, Commissioner McGraw made a motion give a water leak adjustment to Daniel Hodges for a leak in the water heater in the crawlspace in the amount of \$93.42 and a water leak adjustment for Thad Jones for a leak in his irrigation system in the amount of \$312.27. Commissioner Mike Thomas seconded. All ayes. Motion carried.

Town Administrator, Melissa Adams informed the Board that we had only received one (1) RFQ for professional services for Water Asset and Inventory and Assessment (AIA) for the grant we received. The Engineering firm is WithersRavenal and they scored a 100 on all scopes of work. I spoke to the grant manager, Linda Culpepper and she said we could move forward with one applicant.

Commissioner Williams made a motion to approve the RFQ for WithersRavenal to do the mapping of the water system. Commissioner McGraw seconded. All ayes. Motion carried.

Town Administrator Adams informed the Board that first we will have a scoping meeting, Monday, October 31st with the Mayor, Commissioner Conley, Public Works Manager, Andy Dick, and myself will meet with WithersRavenal Project Manager, Brandon Inscore. After the meeting WithersRavenal will do a contract to present to the Board. We will then need to have a Special Meeting to sign the contract, to keep from having to wait until our next Regular Board meeting in November.

Parks, Recreation, and Cemetery:

Commissioner Mike Thomas informed the Board that the Friends of Pinebluff Committee was not having their Fall Carnival this year but will still have their Trunk or Treat at the Community Center parking area if we get enough people willing to participate. That will be Saturday, October 29th. There was a lot of debris at the Cemetery after the storm but the Street Department employees have cleaned it up. I will be getting quotes for the unfinished fence at the Cunningham Park and the extra gate at the ballfield.

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

After discussion, Commissioner Thomas made a motion to accept the Pine-straw Contract for another year. Commissioner Guy McGraw seconded. All ayes. Motion carried.

Building Inspection:

In the absence of Commissioner Rachel Byrd, Commissioner Guy McGraw presented the Building Inspection's monthly report for September.

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

Administration:

In the absence of Commissioner Rachel Byrd, Commissioner Guy McGraw presented the monthly tax reports for September.

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

After discussion, Commissioner McGraw made a motion to set the date for the annual Christmas Open House for Sunday, December 18th from 2:00 p.m. to 4:00 p.m.
Commissioner Williams seconded. All ayes. Motion carried.

Unfinished Business:

None

New Business:

None

Other Business:

None

Announcements:

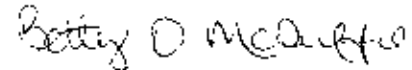
Town Administrator, Melissa Adams informed the Board that she would be in New York from November 1st to the November 5th.

Adjournment:

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

Meeting adjourned at 7:50 p.m.

Sincerely,



Betty O. McDuffie, CMC
Town Clerk

TOWN OF PINEBLUFF
BOARD OF COMMISSIONERS
SPECIAL MEETING
November 09, 2022

The Mayor and the Board of Commissioners of the Town of Pinebluff held a Special Meeting, Wednesday, November 09, 2022 at 12:00 p.m. at the Town Hall.

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

Also, present were Town Clerk, Betsy O McDuffie, Public Works Manager, Andy Dick, and Town Administrator, Melissa Adams.

Mayor Ronald McDonald called the Special Meeting to order at 12:00 p.m.

Everyone stood for the Pledge of Allegiance.

Mayor McDonald informed the Board that that the Special Meeting was to discuss the approval of the contract with WithersRavenal for Professional Services for Water AIA Engineering.

Town Administrator, Melissa Adams informed the Board that the Town's attorney had reviewed the proposed contract and said everything looked good. She then asked the Board if they had any questions.

Commissioner Robbie Conley wanted to know if they had a time frame for when they will start on the project.

Town Administrator Adams said it would be probably be after the first of the year.

Commissioner Jerry Williams made a motion to accept the contract as written.

Commissioner Rachel Byrd seconded. All ayes. Motion carried.

Commissioner Williams made a motion to adjourn. Commissioner Byrd seconded. All ayes. Motion carried.

Special Meeting adjourned at 12:10 p.m.

Respectfully submitted,



Betty O. McDuffie, CMC
Town Clerk

**TOWN OF PINEBLUFF
REGULAR MEETING
November 17, 2022**

The Mayor and the Board of Commissioners of the Town of Pinebluff held their regularly scheduled meeting on Thursday, November 17, 2022 at 6:30 p.m. at the Town Hall.

Present were Mayor Ronald McDonald, Commissioners, Jerry Williams, Rachel Byrd, Robbic Conley, Guy McGraw, and Mike Thomas. A Full Board was present.

Also present were Town Clerk, Betty McDuffie, Town Administrator, Melissa Adams, Police Chief, Pike Nordgren, Fire Chief, Jonathan Richardson, Finance Officer, Beth Cowan, Public Works Manager, Andy Dick, Water/Street Maintenance Employee, Miguel Garay-Rodrigue. Citizens present were Mark McDuffie and Matthew Mills.

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 Safety – Fire Department: Add “e” – Gas and Diesel. Water-Sewer: Add #4 – Water Leak Adjustment for Ann Lane. New Business: Add “B” – Closed Session per G.S.143-318.11 for possible litigation.

Commissioner Rachel Byrd made a motion to accept the adjustments to the Adjustments to the Consent Agenda. Commissioner Williams 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 Rachel Byrd seconded. All ayes. Motion carried.

PUBLIC ADDRESS TO THE BOARD:

Citizens' Time:

There was no one.

DEPARTMENTAL REPORTS

Zoning/Planning:

After discussion, Commissioner Rachel Byrd made a motion to reappoint Johnny Williamson as the ETJ Planning/Board of Adjustment member. Commissioner Jerry Williams seconded. All ayes. Motion carried.

Police Department:

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

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

Fire Department:

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

Fire Chief Richardson also informed the Board that Commissioner Guy McGraw and Town Administrator, Melissa Adams had approved the purchase of tires for vehicle 717 for a little over a \$1,000.00, approved the repairs to the heating and air unit for \$1,495.00, and annual service for vehicle 711 for approximately \$2,000.00

Commissioner McGraw made a motion to accept the Fire Department's report. Commissioner Rachel Byrd seconded. All ayes. Motion carried.

Fire Chief Richardson informed the Board that the NC Forestry 2022-2023 Volunteer Fire Assistance Program 50/50 Matching Funds Grant I submitted was denied.

Fire Chief Richardson informed the Board that for years the volunteer pay per call has been \$7.00 per incident. With fuel cost increasing and the demand on Volunteers being more because of training and increasing call year after year it is important for us to do what we can to support retention of the Volunteers we have. I recommend \$8.00 per call plus \$.50 per incident for each certification they have obtained.

Fire Chief Richardson also recommended that the Volunteers receive the same Christmas Bonus as the paid employees.

Commissioner McGraw made a motion to give the Volunteers the reimbursements as presented and to give the same Christmas bonus as the other employees. Commissioner Robbie Conley seconded. All ayes. Motion carried.

Fire Chief Richardson informed the Board that he would like their approval to pay for catering the Christmas Dinner for the Fire Department, Retired members, and other Town staff. The cost is \$20.00 per person and the total cost would be approximately \$1,400.00 for the meal. Also, I am requesting to pay for gifts for our current and retired personnel for approximately \$1,500.00.

After discussion, Commissioner Byrd made a motion to approve to spend approximately \$1,400.00 for the Fire Department's annual Christmas Dinner. Commissioner McGraw seconded. All ayes. Motion carried.

Commissioner McGraw made a motion to approve to spend approximately \$1,500.00 for gifts for the Fire Department's employees and retirees. Commissioner Byrd seconded. All ayes. Motion carried.

Fire Chief Richardson informed the Board that he had been monitoring their fuel budget so far this year and the cost of diesel and gas have both taken a toll on the budget. With the rising cost he has talked to Town Administrator, Melissa Adams about researching what it would take to have a gas and diesel pump station installed at the Fire Station. This could be beneficial for more than cost savings; it could also allow the staff to have accessibility to gas and diesel during power outages in Town. This would be for all Departments if approved.

After discussion the Board informed the Chief to get the information together and bring it back to the Board.

Streets:

Commissioner Robbie Conley presented the Street Department's monthly report for October.

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

Water-Sewer:

Commissioner Robbie Conley presented the Water-Sewer Department's monthly report for October.

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

Commissioner Conley made a motion give a water leak adjustment to Frederick Canty for a leak in his crawlspace under the house in the amount of \$316.85. Commissioner Williams seconded. All ayes. Motion carried.

After discussion, Commissioner Conley made a motion to give Ann Lane a water leak adjustment for a dripping faucet in one bathroom and running toilet in another in the amount of \$68.66. Commissioner Williams seconded. All ayes. Motion carried.

The Board discussed the updates from Environmental Protection Agency (EPA) on the changes to the Lead and Copper Rule. By October 16, 2024 all water systems must prepare an inventory of service lines and to classify them as Lead, Non-Lead, or Unknown. We will be required to replace lead services in the distribution system or have a plan created by October 16, 2024. The final rule requires us to provide awareness to homeowners with LSLs annually, and replace the portion of LSL when a customer chooses to replace their customer-owned portion of the line within 45 days.

Parks, Recreation, and Cemetery:

Commissioner Mike Thomas informed the Board that he had been contacted by Ashley Baker with CVB in Moore County about the Year of the Trail. They would like to include Pinebluff with the other Municipalities in placing pinecones on the trails for walkers or runners to find. I would like to name our trails and get them prepped for this event. Also, we have looked at connecting the loop at the Wellsprings Park. There is nature spring that runs across, we would have to build a crosswalk across the spring. At this time, I am not sure what the cost would be.

After discussion, Commissioner Guy McGraw made a motion to build the crosswalk and make the connection with the loop and to spend no more than \$5,000.00. Commissioner Jerry Williams seconded. All ayes. Motion carried.

Commissioner Thomas made a motion to accept the Parks, Recreation, and Cemetery report as presented. Commissioner Williams seconded. All ayes. Motion carried.

Building Inspection:

Commissioner Rachel Byrd presented the Building Inspection's monthly report for October.

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

Administration:

Commissioner Rachel Byrd presented the monthly tax reports for October.

Commissioner Byrd made a motion to accept the monthly tax reports. Commissioner Robbie Conley seconded. All ayes. Motion carried.

After discussion of the Cell Tower Proposal, Commissioner Guy McGraw made a motion to not accept the lease purchase from Everest Infrastructure Partners, Inc. Commissioner Mike Thomas seconded. All ayes. Motion carried.

After discussion the Board decided to check on the payments and the current lease agreement with Crown Castle.

The Board discussed having remote public meetings. they decided to have the Town's attorney establish a local policy including: (1) Majority of the Board will have to physically be present; (2) The remote Board member participant(s), however, must attend the public meeting in real time video for the whole meeting; (3) The Board member(s) must be able to hear the meeting and be adequately heard by the public.

Unfinished Business:

None

New Business:

Commissioner Rachel Byrd made a motion to go into Closed Session per G.S.143-318.11 for personnel and possible litigation at 7:34 p.m. Commissioner Jerry Williams seconded. All ayes. Motion carried.

Commissioner Williams made a motion to return to the Regular Board meeting at 7:58 p.m. Commissioner Byrd seconded. All ayes. Motion carried.

Commissioner Williams informed the Board that there was a discussion in closed session, but no decisions were made.

Other Business:

None

Announcements:


Reminders: (1) Open House - Sunday, December 18th - 2:00 p.m. to 4:00 p.m.; (2) Santa will be on the Fire Truck - Sunday, December 18th starting at 12:00 p.m. on the east side of town; (3) Toys for Tots boxes are at the Town Hall and the Fire Station; (4) Fire Department annual Christmas Dinner - Friday, December 16th at the Fire Station starting at 6:00 p.m.

Adjournment:

Commissioner Jerry Williams made a motion to adjourn. Commissioner Rachel Byrd seconded. All ayes. Motion carried.

Meeting adjourned at 8:05 p.m.

Sincerely,


Betty O. McDuffie, CMC
Town Clerk

**TOWN OF PINEBLUFF
REGULAR MEETING
December 15, 2022**

The Mayor and the Board of Commissioners of the Town of Pinebluff held their regularly scheduled meeting on Thursday, December 15, 2022 at 6:30 p.m. at the Town Hall.

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

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

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 Safety – Police Department: Add “b” - Additional money for advertising for 5th Police Officer Position. Fire Department: Add “j” – Discussion of Fuel Station. Water-Sewer: Add #2 - Water Leak Adjustment for Jamie Martin.

Commissioner Williams made a motion to accept the adjustments to the Adjustments to the Consent Agenda. Commissioner Rachel Byrd 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 Rachel Byrd 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 November.

Commissioner Rachel Byrd made a motion to accept the Police Department’s report. Commissioner Jerry Williams seconded. All ayes. Motion carried.

Commissioner Williams made a motion to allocate an additional \$1,000.00 for advertising for the 5th Police Officer position. Commissioner Byrd seconded. All ayes. Motion carried.

Fire Department:

Fire Chief, Jonathan Richardson presented the Fire Department’s monthly report for November.

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

Fire Chief Richardson informed the Board that on December 8th he had received a notice from FEMA that we have been denied the SAFER Grant that we applied for in February 2022. This grant was for additional Full Time Firefighters.

Fire Chief Richardson informed the Board that during the power outage event that severely hampered normal life of many citizens in Moore County we had an outpouring of donations of items and money (cash and check). Some of the donations of food items came in so quick and were handed out that we are not able to confirm just how much was done. The items we know were donated to the department was \$285.00, one (1) pallet of heater meals, and two (2) pallets of bottled water.

Commissioner Byrd made a motion to accept the donations that were received. Commissioner Jerry Williams seconded. All ayes. Motion carried.

Fire Chief Richardson informed the Board that he would like their approval to donate the funds of \$285.00 that we received during the power outage event to a specific family who assisted in supplying the food, cooking, and serving the meals for three (3) days. This family took their own money and without hesitation helped until power was restored. They never asked for a penny, nor told how much they spent out of their pocket to purchase the supplies. They live outside of Moore County and just wanted to help people in need.

After discussion, Commissioner Robbie Confey made a motion to donate the funds to the family that assisted with the meals during the power outage. Commissioner McGraw seconded. All ayes. Motion carried.

Fire Chief Richardson informed the Board that on December 7th he had received an application for a volunteer firefighter from Victoria Ward. I would like to add her as a member of the department contingent upon an acceptable NCSBI background check. The background check will only be done if her application is accepted by the Board.

Commissioner Williams made a motion accept Victoria Ward's application for a volunteer firefighter. Commissioner Byrd seconded. All ayes. Motion carried.

Fire Chief Richardson informed the Board that he had twenty-two SCBA (Self Contained Breathing Apparatus) currently in service and need to have an annual flow test which will cost \$38.00 for each apparatus. We could have additional cost for any repairs that need to be made while they are being flow tested, that will not be known until they are flow tested.

After discussion, Commissioner Williams made a motion to have the SCBA tested and any repairs that may need to be done. Commissioner Byrd seconded. All ayes. Motion carried.

Fire Chief Richardson informed the Board that on November 26th personnel noticed that Engine 711 passenger side outside tires had a crack/split in the sidewall of the tires. Once notified we took Engine 711 out of service until Blacks tire could provide a quote for replacement of the two (2) tires for \$1,256.87. I requested approval from

Town Administrator, Melissa Adams and Commissioner Guy McGraw since we would need to get Engine 711 back into service before the December Regular Board meeting.

Fire Chief Richardson informed the Board that part-time employee Johnnie Lynch has offered to donate a new 9000lb wench to the Fire Department at no cost and does not wish for a donation receipt. The wench would be installed on Brush Truck 717 (P-250) and it would be beneficial to the Department.

Commissioner McGraw made a motion to accept the donation of the wench from Johnnie Lynch. Commissioner Conley seconded. All ayes. Motion carried.

Fire Chief Richardson informed the Board that on November 26th he entered the department a chance to receive three (3) mattresses free of charge from the Dreams 4 All Foundation. They provide mattresses to foster families, adoption families, charity organizations, teachers, police and fire personnel. On November 30th, I was notified that we were approved for the three (3) mattresses. I spoke with Commissioner McGraw before I picked up the mattresses.

Commissioner Williams made a motion to accept the three (3) mattresses free of charge. Commissioner McGraw seconded. All ayes. Motion carried.

After discussion, Commissioner McGraw made a motion to move forward with up to \$20,000.00 for getting three (3) bids for a fuel station for gas and diesel. Commissioner Williams seconded. All ayes. Motion carried.

Streets:

Commissioner Robbie Conley presented the Street Department's monthly report for November.

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

Water-Sewer:

Commissioner Robbie Conley presented the Water-Sewer Department's monthly report for November.

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

Commissioner Guy McGraw made a motion give a water leak adjustment to Jamie Martin for a leak underground in between the meter and the house in the amount of \$333.89 provided he meets all the guidelines. Commissioner Williams seconded. All ayes. Motion carried.

Parks, Recreation, and Cemetery:

Commissioner Mike Thomas informed the Board that he had someone come and take measurements at the Cunningham Park for the completion of the fence. The guys have been getting it cleared. We are still working on getting the park at the Wellsprings Park joined together.

Commissioner Jerry Williams made a motion to accept the Parks, Recreation, and Cemetery report as presented. Commissioner Rachel Byrd seconded. All ayes. Motion carried.

Building Inspection:

Commissioner Rachel Byrd presented the Building Inspection's monthly report for November.

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

Administration:

Commissioner Rachel Byrd presented the monthly tax reports for November.

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

Unfinished Business:

None

New Business:

After discussion the Board decided to set a Budget Work Session Wednesday, February 1st, 2023 for 5:30 p.m.

Other Business:

None

Announcements:

Reminders: (1) Open House Sunday, December 18th 2:00 p.m. to 4:00 p.m.;
(2) Santa will be on the Fire Truck Sunday, December 18th starting at 12:00 p.m. on the east side of town.

Adjournment:

Commissioner Jerry Williams made a motion to adjourn. Commissioner Rachel Byrd seconded. All ayes. Motion carried.

Meeting adjourned at 7:49 p.m.

Sincerely,



Betty O. McDuffie, CMC
Town Clerk

**TOWN OF PINEBLUFF
REGULAR MEETING
January 19, 2023**

The Mayor and the Board of Commissioners of the Town of Pinebluff held their regularly scheduled meeting on Thursday, January 19, 2023 at 6:30 p.m. at the Town Hall.

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

Also present were Town Clerk, Betty McDuffie, Town Administrator, Melissa Adams, Police Chief, Pike Nordgren, Fire Chief, Jonathan Richardson, Firefighter Matthew Black, Finance Officer, Beth Cowan, Public Works Manager, Andy Dick, and Zoning Administrator, David Francis.

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: Consent Agenda: Add "C" – Special Meeting Minutes – January 13, 2023. Public Safety – Fire Department: Add "h" – Fiscal Year (FY) 2022 Assistance to Firefighter Grant(s) (AFG) Regional Application.

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

PUBLIC ADDRESS TO THE BOARD:

Citizens' Time:

There was no one.

DEPARTMENTAL REPORTS

Zoning/Planning:

Zoning Administrator, David Francis informed the Board that he had went to the different Towns in the County to check their zoning districts. Some of them do have smaller zoning districts than 15,000 sq ft lots. The parcel in question is two (2) lots that are a little over 7,000 sq ft each which is what the majority of the lots are in the old district of Town.

Town Clerk, Betty McDuffie informed the Board that if you took a look at the majority of the legal descriptions of the parcels in the Town you would see that it takes two (2) lots to make one parcel such as the property in question "Blk 1 3 Lot 19 20". It takes two (2) to meet our zoning which is R-15 (15,000 sq ft lot). As the Town's attorney stated you cannot build two (2) houses on this parcel because it is zoned R-15.

Commissioner Guy McGraw recommended we have a zoning district R-7 (7,000 sq ft lots).

After further discussion, Commissioner Jerry Williams made a motion to accept the Zoning report as submitted. Commissioner Robbic seconded. All ayes. Motion carried.

Commissioner Williams made a motion to take the R-7 rezoning to the Planning Board. Commissioner McGraw seconded. All ayes. Motion carried.

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 Rachel Byrd seconded. All ayes. Motion carried.

Commissioner Guy McGraw asked Commissioner Williams how many police officers would it take to have 24-hour coverage seven (7) days a week?

Commissioner Williams stated that was something he and the Chief would have to research.

Town Administrator, Melissa Adams reminded everyone about the Coffee with a Cop, Wednesday, January 25th at 7:30 a.m. here at the Town Hall.

Fire Department:

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

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

Fire Chief Richardson informed the Board that on December 20th he had received a notification from the Moore County Department that was the lead organization for our regional application for radio replacement grant and he had received a notice from FEMA about our application for turnout gear that both request for grants were denied by FEMA.

Fire Chief Richardson presented the Board the Certificate of the Fire District Rating(s). The Town received a Class 3 (previously Class 4). The Pine Forest Fire District (which is the out-of-town fire district) received 3/9E Classification.

Fire Chief Richardson informed the Board that Firefighter Matthew Black was awarded the North Carolina Advanced Professional Certificate on December 9th by the NCSFA. I would like to congratulate him on his award. This goes to show the level of personnel we have in our department serving the Town of Pinebluff and its residents.

The Board congratulated Firefighter Black on his achievement.

Fire Chief Richardson informed the Board that on January 6th a citizen contacted the Fire Station and shared he had two (2) lockers that he would like to donate to the department. I went and checked them out and they would be beneficial to the department.

Commissioner Guy McGraw made a motion to accept the lockers that was donated to the Fire Department. Commissioner Williams seconded.

Fire Chief Richardson informed the Board that he would like to use Vickers Consulting out of Texas for assistance to apply for the Firefighters Grant (AFG) for equipment and Staffing for Adequate Fire and Emergency Response (SAFER) Grant

After discussion, Commissioner McGraw made a motion to use Vickers Consulting for assistance in the AFG and SAFER grant applications and to approve the Fire Chief to work with Vickers in deciding what is the best equipment for us to apply for in the AFG. Commissioner Williams seconded. All ayes. Motion carried.

Fire Chief Richardson presented the Board his 2022 Year End Report.

Commissioner Byrd made a motion to accept the 2022-year end in report. Commissioner Williams seconded. All ayes. Motion carried.

Fire Chief Richardson informed the Board that several departments in Moore County are again planning to submit an AFG Regional application for portable and mobile radios. This year unlike the previous year the Towns/Villages of Whispering Pines, Southern Pines, Aberdeen, and Pinchurst will no longer be included on this regional grant application. This is being done in hopes of improving our potential for being awarded the grant. We would like to put in for four (4) handheld portable P-25 radios at \$6,450.00 each and seven (7) mobile P-25 radios at \$4,370.00 each. For a total of \$56,390.00. If we are awarded, we would be responsible for 10% matching funds of \$5,639.00, 2% for grant writer fee of \$1,247.00, and taxes \$3,948.00 for a total of \$10,834.00. The prices include radio, charger, and tax.

Commissioner Williams made a motion to allow the Fire Chief to sign and complete all the required paperwork to be included on the regional grant with the other departments of Moore County that are participating. Commissioner Robbie Conley seconded. All ayes. Motion carried.

Streets:

Commissioner Robbie Conley presented the Street Department's monthly report for December.

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

Water-Sewer:

Commissioner Robbie Conley presented the Water-Sewer Department's monthly report for December.

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

After discussion, Commissioner Rachel Byrd made a motion give a water leak adjustment to Jeffery McNeill for a leak at the main water line in between the meter and the house in the amount of \$42.43; an adjustment to Rachel Morrison for a leak by the meter in the amount of \$105.75; an adjustment for Charmaine Flowers for a water leak in the hot water heater in the amount of \$118.25. Commissioner Williams seconded. All ayes. Motion carried.

After discussion of the renewing meter reading contract with Metermark, Commissioner Conley made a motion to cancel the contract at the end of the term and do the meter readings in house. Commissioner Williams seconded. All ayes. Motion carried.

After discussion of the Cutoff Notice the Board decided to table it.

Parks, Recreation, and Cemetery:

Commissioner Mike Thomas informed the Board that they would be working on putting in a parking lot at Wellspring Park and spurring up a trailhead to put the Town's trails on the map for hikers, walkers, and runners. Commissioner Conley is finishing up the cover on the dock at the Lake. We are still getting prices to finish the fence at the Cunningham Park and a gate at the ballfield. I am working on getting the lake trail mapped out.

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

Commissioner Williams made a motion to deny the purchase agreement for the Town's Cemetery. Commissioner Rachel Byrd seconded. All ayes. Motion carried.

Building Inspection:

Commissioner Rachel Byrd presented the Building Inspection's monthly report for December.

Commissioner Byrd made a motion to accept the Building Inspection Report. Commissioner Robbie Conley seconded. All ayes. Motion carried.

Administration:

Commissioner Rachel Byrd presented the monthly tax reports for December.

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

Town Administrator, Melissa Adams presented the Board the increase in the attorney's fees for FY 2023-2024 & 2024-2025.

After discussion, Commissioner Mike Thomas made a motion to have Town Administrator Adams to get quotes from other law firms. Commissioner Williams seconded.

Town Clerk, Betty McDuffie informed the Board that the Moore County Tax Department is requesting to refund the late listing penalty on the following 2022 business personal property taxes: Aberdeen Leasing Co., Inc. in the amount of \$2,192.18; ATIX Technologies Inc. in the amount of \$1,259.45; McMurray Fabrics Inc. in the amount of \$518.60.

Commissioner Williams made a motion to refund the late listing penalty on all three companies. Commissioner Robbie Conley seconded. All ayes. Motion carried.

Town Administrator Adams informed the Board that the Codification project of the Town Ordinance is complete. The Town must now officially adopt the Code of Ordinance by Ordinance. Once you have officially adopted the Code of Ordinances, American Legal Publishing will complete the final stages of the online Library services. Once this is complete, I will receive an email that the code has been added online and a link in which to access the online code. I will then add that link to our Town Website.

Commissioner Byrd made a motion to adopt the Ordinance enacting a Code of Ordinances for the Town of Pinebluff Codification Project. Commissioner Guy McGraw seconded. All ayes. Motion carried.

Unfinished Business:

Fire Chief, Jonathan Richardson informed the Board that he had spoken to Consolidated Oil in Robbins about the gas pumps for the Town. I have the information on the fire code side but am still working on the electrical side of the job.

New Business:

Town Administrator, Melissa Adams informed the Board that she and Police Chief, Pike Nordgren would like to discuss the possibility of a Town Garage to do basic maintenance issues on Town vehicles.

Police Chief Nordgren informed the Board that part-time Firefighter John Wilson has proposed the option of creating a Town Shop or Town Garage in order for the Town to save money on general maintenance on Town vehicles. He would like to use a portion of the Community Building. He would be doing the work and the Town would pay him. He would work on all vehicles. Police, Fire, and Public Works, with the exception on some items on the large fire trucks.

Town Administrator Adams stated that Mr. Wilson had given an estimated cost for tools and equipment for approximately \$10,847.83.

Commissioner Robbie Conley said that they could clean out one of the bays at the Maintenance Building and they could install the lift and do the work there.

After further discussion, Commissioner Guy McGraw made a motion for a Budget Amendment for \$15,000.00 to start the process for the garage and funds will come out of General Fund Balance – Contingency Fund and it will be setup at the Maintenance Building. Commissioner Jerry Williams seconded. All ayes. Motion carried.

Other Business:

None

Announcements:

Work Shop for proposed 2023-2024 Budget Wednesday, February 1st at 5:30 p.m.

Adjournment:

Commissioner Jerry Williams made a motion to adjourn. Commissioner Rachel Byrd seconded. All ayes. Motion carried.

Meeting adjourned at 8:30 p.m.

Sincerely,



Betty O. McDuffie, CMC
Town Clerk

**TOWN OF PINEBLUFF
BOARD OF COMMISSIONERS
SPECIAL MEETING
WORK SESSION
February 01, 2023**

The Mayor and Board of Commissioners of the Town of Pinebluff held a Work Session on Wednesday, February 01, 2023 at 5:30 p.m. at the Town Hall to discuss items on the agenda.

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

Also, present were Town Administrator, Melissa Adams, Police Chief, Pike Nordgren, Fire Chief, Jonathan Richardson, Street Supervisor, Andy Dick, Public Works Employee, Miguel Rodrigue, Finance Officer, Beth Cowan, and Town Clerk, Betty McDuffie. Citizen present was Mark McDuffie.

Mayor Ronald McDonald called the Work Session to order at 5:30 p.m.

Everyone stood for the Pledge of Allegiance.

Mayor McDonald informed the Board that there were a number of items on the agenda to be discussed.

Finance Officer, Beth Cowan presented the Board a number of 2023 proposed budget amendments.

After discussion of how to pay the mechanic for the repair shop the Finance Officer will set up a line item in Administration.

Town Administrator, Melissa Adams informed the Board that at the next proposed 2023-2024 Budget the Department Heads needed to have their list of personnel needs, any new vehicles, equipment needs, and any big-ticket items.

Mayor McDonald informed the Board that we needed to be looking at getting CDL license for our employees because it is State required. The cost is approximately \$4,500.00 per person and they have to attend school for four (4) weeks, four (4) days a week.

Commissioner Rachel Byrd informed the Board that she would like to see security cameras on all the Town's buildings: Town Hall, Library, Community Center, and Maintenance Building.

Town Administrator Adams informed the Board that next year we will probably have the Capital Improvement Plan (CIP) in place.

Commissioner Guy McGraw informed the Board that we needed to look at how much money we should keep in the bank and take the rest and put it into our Capital Improvement Plan, so we can buy vehicles and equipment without financing.

Finance Officer Cowan said she would check into it.

Fire Chief, Jonathan Richardson informed the Board that they had done everything for the gas and diesel tanks, we are now waiting on the gas company. He did ask the Board how they wanted to keep up with usage: punch code, cards, or gas sheets like we use now, and would it be each department.

After discussion the Board decided to use gas sheets per department.

Mayor McDonald informed the Board that after last month's meeting he had giving it some thought and felt that we should allow Metermark to continue reading the meters for another year until the guys had more of a chance to get a few more things done and had the chance to find where all the meters are located.

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Work Session Minutes
February 01, 2023

Town Clerk, Betty McDuffie informed the Board that if the Board decided at a later date to cancel the contract with Metermark they can do it in a 30-day period.

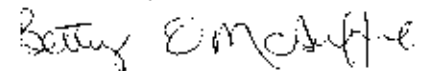
After discussion, Commissioner Byrd made a motion to sign the contract for Metermark for another year. Commissioner Jerry Williams seconded. All ayes. Motion carried.

Commissioner Williams made a motion to schedule the next budget meeting work session for Wednesday, March 01, 2023 at 5:30 p.m.

With no further discussion, Commissioner Jerry Williams made a motion to adjourn. Commissioner McGraw seconded. All ayes. Motion carried.

The Work Session adjourned at 6:50 p.m.

Respectfully submitted,



Betty O. McDuffie, CMC
Town Clerk

**TOWN OF PINEBLUFF
REGULAR MEETING
February 16, 2023**

The Mayor and the Board of Commissioners of the Town of Pinebluff held their regularly scheduled meeting on Thursday, February 16, 2023 at 6:30 p.m. at the Town Hall.

Present were Mayor Ronald McDonald, Commissioners, Jerry Williams, Rachel Byrd, and Guy McGraw. Commissioner Robbie Conley came in at 6:45 p.m. Commissioner Mike Thomas was absent. A Quorum was present.

Also present were Town Administrator, Melissa Adams, Police Chief, Pike Nordgren, Fire Chief, Jonathan Richardson, Finance Officer, Beth Cowan, and Zoning Administrator, David Francis. Town Clerk, Betty McDuffie and Public Works Manager, Andy Dick were absent.

Citizens present was Patrick Neligan and also present was NC Office State Fire Marshal, Brian Cox.

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 Safety - Fire Department: Add "f" – Purchasing of Equipment. Streets: Add #5 – Budget Amendment #9.

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

CONSENT AGENDA:

Approval of items A through G.

Commissioner Rachel Byrd 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.

NC Office State Fire Marshal, Brian Cox informed the Board that Pinebluff's Fire Department went from scoring a 6/9 to 3/9 (this is within a 5-mile radius). This is very good it will help citizens in Town and out of town to save hundreds of dollars on their homeowner insurance. He also informed the Board that volunteer firefighters throughout the state are dying out and we need to depend more and more on paid firefighters.

Mayor Ronald McDonald asked is the rate based on the number of citizens we have in Town.

Mr. Cox informed him no, it is based on training, equipment, trucks, gear, and hoses. Also, it is based on the ability of the fire department to fight fire and the service they give the community.

DEPARTMENTAL REPORTS

Zoning/Planning:

The Town's attorney, Kevin Hornik called in and informed the Board that he had spoken to Commissioner McGraw about a developer that would like to build on two (2) nonconforming lots. First, we could look at making some accommodations for nonconforming lots that are under 7500 sq ft. by preparing a text amendment for nonconforming lots but that could cause problems down the line. Second, we could put in a new zoning district R-7 minimum 7000 sq ft lot and build a modest size home. Third, we could amend the UDO to allow Conditional Zoning. As the Board you decide which you prefer. Once you get the text back if you approve then you send it to the Planning Board and they will make the recommendation to the Board Commissioners. You will then set a Public Hearing. He also wanted the Board to know that the UDO needed to be updated. You can check on getting some quotes yourself or the firm can take a look at it for you.

After discussion, Commissioner Guy McGraw made a motion for the Town's attorney to work on a text amendment and bring it back to the Board. Town Administrator, Melissa Adams and Town Clerk, Betty McDuffie can check on some quotes to update the UDO. Commissioner Rachel Byrd seconded. All ayes. Motion carried.

Police Department:

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

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

Police Chief Nordgren informed the Board that he attended the job fair at Fair Barn in Pinchurst. we had a few contacts. He also informed the Board that they would be attending the BLEET school in Richmond County next week. then one in Cumberland County, and one in Raleigh coming up.

Town Administrator, Melissa Adams informed the Board that she had advertised for a police officer and had spent \$750.00.

Police Chief Nordgren informed the Board that the Town was competing with almost every other municipality in the County for police officers.

Commissioner Williams made a motion to approve the Budget Amendment #5 to transfer funds from the vacant Police I.T position to Police Employee Bonuses associated with the new Police Officers by \$9,000.00; to approve Budget Amendment #6 to move monies from General Fund Balance to Contracted Services (Police) to pay for the contract with Moore County Sheriff's Office for off-duty deputy patrol for \$10,150.00. Commissioner Guy McGraw seconded. All ayes. Motion carried.

Fire Department:

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

Commissioner Guy McGraw 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 is requesting approval to list Engine 712 for sale through Brindlee Mountain Fire Apparatus. Brindlee has sent the information packet and contract to be signed. We have listed an asking price of \$35,000.00. It is reasonable to think that because of the age of the apparatus and the needed repairs that the asking price of \$35,000.00 is just a starting point and may actually sell well below that price. He also informed the Board that he would like to check into adding a satellite substation on Rose Ridge Road because it is over the five (5) to six (6) mile radius in the future. It would just need to house a firetruck, other apparatus and bathrooms.

After discussion, Commissioner McGraw made a motion to list Engine 712. Commissioner Williams seconded. All ayes. Motion carried.

Fire Chief Richardson informed the Board that we are at the time of year where physicals for the Fire Department personnel are needed again. This year we have some additional personnel and the cost will be a little higher than last year. This year it will take \$3,715.00 for the eleven (11) personnel. The physicals will be completed by North Greenville Fitness. They will be coming to Aberdeen in March and we will be able to get in with them.

After discussion, Commissioner Rachel Byrd made a motion to approve the physicals for the Fire Department Personnel. Commissioner McGraw seconded. All ayes. Motion carried.

Fire Chief Richardson presented the Board an update on the potential of fuel tanks being installed at the Public Safety Building. We have received a quote back from Consolidated Oil, LLC. The cost with setup and electrical hookup is \$23,572.32. The only additional cost outside of the quote is getting an engineered drawing completed for approximately \$1,500.00.

After discussion, Commissioner Byrd made a motion to approve the fuel tanks and engineer drawing for approximately \$25,000.00. Commissioner McGraw seconded. All ayes. Motion carried.

Fire Chief Richardson informed the Board he would like to purchase two (2) items for placement on Fire Apparatus for increasing operational functions on incidents. I would like to purchase a DeWalt Flexvolt 9" Cut Off Saw with blades, charger, and batteries; also, would like to purchase a DeWalt Cut Off tool with charger and batteries for approximately \$1,200.00.

After discussion, Commissioner Robbie Conley made a motion to approve the purchase of the two (2) pieces of equipment for \$1,200.00. Commissioner Williams seconded. All ayes. Motion carried.

Commissioner McGraw made a motion approve Budget Amendment #8 to transfer monies from Contingency Surplus to Employee Bonus (Fire) by \$2,000.00. These monies are needed to pay for additional employee bonuses given to firefighters after the power outage in Moore County in December. Commissioner Byrd seconded. All ayes. Motion carried.

Streets:

Commissioner Robbie Conley presented the Street Department's monthly report for January.

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

Commissioner Conley informed the Board that a street light is needed at the corner of North Pine Street and Tyner Avenue.

After discussion, Commissioner Guy McGraw made a motion to approve the street light for the corner of North Pine Street and Tyner Avenue. Commissioner Conley seconded. All ayes. Motion carried.

The Board discussed the letter from NC Department of Transportation about the Town's Powell Bill Funds. At this time the current balance exceeds the sum of the allowed number of allocations by an estimated \$2,442.80. The Town has until June 30, 2023 to spend the excess funds or they will have to be paid back. At this time, we are allowed 10 allocations but because our population is less than 5,000, we can apply for 20 allocations. This would need to be presented to the NCDOT-Powell Bill April 30, 2023.

Commissioner McGraw informed the Board that everyone should pool together and get a list of potholes and give to Town Administrator, Melissa Adams, so Commissioner Conley is not completely responsible of finding the potholes that need paving.

Commissioner Conley presented the Board Budget Amendment #7, to transfer money from Fund Balance to Street Group Insurance to correct an error made during budget preparation in the amount of \$28,000.00.

Commissioner Byrd made a motion to approve Budget Amendment #7. Commissioner Williams seconded. All ayes. Motion carried.

Water-Sewer:

Commissioner Robbie Conley presented the Water-Sewer Department's monthly report for January.

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

After discussion, Commissioner Guy McGraw made a motion give a water leak adjustment to Tony and Sharon Fox for a leak in the main water line in the house in the amount of \$187.66; an adjustment to Rebecca Carter for a leak in the main water line in the amount of \$56.18. Commissioner Williams seconded. All ayes. Motion carried.

Parks, Recreation, and Cemetery:

In the absence of Commissioner Mike Thomas, Commissioner Robbie Conley informed the Board that they had started on the trail at Wellsprings Park and went around the Cemetery and removed dead trees.

Commissioner Guy McGraw presented the Board a report from Commissioner Thomas: (1) Very pleased we were able to install a double gate at the Ballfield for EMS

to load patients onto the helicopter. This will also serve as equipment entrance for maintenance staff. (2) The fence is installed at Cunningham Park; next we have a few trees to remove then ground work before the play pieces are put in. (3) Commissioner Conley and Public Works Manager, Andy Dick's guys started the trail connection at Vineland Street Trail, we have lots to do there. (4) We have a few trees to remove at the Cemetery (dead and leaning very badly). He also wanted to give a thanks to all the maintenance guys along with Commissioner Conley for all their work in the Parks and Cemetery.

Commissioner Rachel Byrd made a motion to accept the Parks, Recreation, and Cemetery report as presented. Commissioner Jerry Williams seconded. All ayes. Motion carried.

Building Inspection:

Commissioner Rachel Byrd presented the Building Inspection's monthly report for January.

Commissioner Byrd made a motion to accept the Building Inspection Report. Commissioner Robbie Conley seconded. All ayes. Motion carried.

Zoning Administrator, David Francis informed the Board that we have Airbnb's in Town but we do not have any regulations in our Ordinance, but the Town's attorney is looking into this.

Administration:

Commissioner Rachel Byrd presented the monthly tax reports for January.

Commissioner Byrd made a motion to accept the monthly tax reports. Commissioner Robbie Conley seconded. All ayes. Motion carried.

Commissioner Byrd informed the Board that the Moore County Tax Department is requesting to refund a portion of the real property taxes for Alena Scarlett in the amount of \$180.00 for a Late 2022 VET Application approved by BOIR.

Commissioner Guy McGraw made a motion to refund the \$180.00 Commissioner Conley seconded. All ayes. Motion carried.

Commissioner Byrd read the Memorandum from Town Administrator, Melissa Adams regarding the discussion of adopting a Finance Policy. Finance Officer, Beth Cowan has spoken to the Town Auditor and he indicated that we would need to create a Fund Balance Policy and a Capital Improvement Fund. Also, Ms. Adams is researching Fund Balance Policies.

Town Administrator Adams presented the Board regarding LGC Staff Guidance on Fund Balance Available, the average is to have 25 to 28 percent available above the budget and excess can be put into CIP.

Commissioner Byrd made a motion to approve Budget Amendment #9 move funds from the Contingency Surplus into Capital Outlay – Equipment (Streets) in the amount of \$15,000.00 to purchase the initial equipment for the vehicle maintenance garage for the town. Commissioner Conley seconded. All ayes. Motion carried.

Unfinished Business:

None

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Regular Board Minutes
February 16, 2023

New Business:

None

Other Business:

None

Announcements:

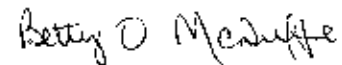
Work Shop for proposed 2023-2024 Budget Wednesday, March 1st at 5:30 p.m.

Adjournment:

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

Meeting adjourned at 8:31 p.m.

Sincerely,



Betty O. McDuffie, CMC
Town Clerk

**TOWN OF PINEBLUFF
BOARD OF COMMISSIONERS
SPECIAL MEETING
WORK SESSION
March 01, 2023**

The Mayor and Board of Commissioners of the Town of Pinebluff held a Work Session on Wednesday, March 01, 2023 at 5:30 p.m. at the Town Hall to discuss items on the agenda.

Present were Mayor Ronald McDonald, Commissioners Rachel Byrd, Guy McGraw, Jerry Williams and Robbie Conley. Commissioner Mike Thomas came in at 5:50 p.m. A Full Board was present.

Also, present were Town Administrator, Melissa Adams, Police Chief, Pike Nordgren, Fire Chief, Jonathan Richardson, Public Works Manager, Andy Dick, Public Works Employee, Miguel Rodrigue, Finance Officer, Beth Cowan, and Town Clerk, Betty McDuffie.

Citizen present was Mark McDuffie.

Mayor Ronald McDonald called the Work Session to order at 5:30 p.m.

Everyone stood for the Pledge of Allegiance.

Mayor McDonald informed the Board that there were a number of items on the agenda to be discussed.

Commissioner Jerry Williams informed the Board that there was an adjustment to the agenda: Fire: Add #6 – Quote to repair or replace the 7.5 ton heat pump condenser.

Commissioner Rachel Byrd made a motion to accept the adjustment to the agenda. Commissioner Williams seconded. All ayes. Motion carried.

Town Administrator, Melissa Adams informed the Board that having a good amount of fund balance available is good for short term borrowing, emergencies, and unforeseen events. Also, we can get lower interest rates on loans and void LGC warnings. The Finance Officer and I have spoken to Capital Management Fund about moving money from First Bank to get a better interest rate. There would be at least a 4% increase. Also, I have talked to other municipalities about putting the money for our CIP into a restricted account. they recommend that it is not a good idea because if you did have an emergency, you could not get the money out except for whatever CIP project we had set aside. Most other municipalities are designating money by ordinance or resolutions every year for their CIP projects. She informed the Board that her recommendation was to have a Fund Balance Policy for 25% to 30% above the budget.

Commissioner Guy McGraw asked if the Departments saved money from their previous budget can that money go into their CIP project

Town Administrator Adams informed Commissioner McGraw that she would check into that.

After discussion, Commissioner Williams made a motion to have the Fund Balance Policy 25% to 30% above the budget. Commissioner McGraw seconded. All ayes. Motion carried.

Finance Officer, Beth Cowan informed the Board that she recommended raising the spending limits for Department Heads and individual Commissioners. She recommended \$500.00 for Department Heads and a \$1,000.00 for Department Heads and their Commissioner.

Commissioner McGraw suggested doing like we did for the Fire Department and have Town Administrator Adams to have a say before it has to come before the Board.

After discussion, Commissioner Williams made a motion to set it to \$500.00 per Department Head, a \$1,000.00 for Department Head and their Commissioner. \$2,000.00 for Department Head, their Commissioner, and the Town Administrator. Commissioner Robbie Conley seconded. All ayes. Motion carried.

Finance Officer, Beth Cowan informed the Board that she had spoken to the auditor and he recommended creating a new department for the garage and establish a commissioner to oversee.

After discussion, Commissioner Williams made a motion to establish a new department and it will be named Garage and the Street Commissioner will be in charged. Commissioner Conley seconded. All ayes. Motion carried.

The Department Heads gave the Board a list of budget items and items for their CIP projects.

Commissioner McGraw made a motion to allow the Street Department to spend up to \$70,000.00 for a new truck. Commissioner Conley seconded. All ayes. Motion carried.

Commissioner Byrd made a motion for the Street Department to go ahead and order a new Trackhoe for next year's budget for approximately \$84,044.20. Commissioner McGraw seconded. All ayes. Motion carried.

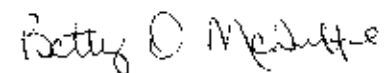
Commissioner Williams made a motion to schedule the next budget meeting work session for Wednesday, April 05, 2023 at 5:30 p.m. Commissioner Byrd seconded. All ayes. Motion carried.

After discussion of replacing the condenser coil or purchasing a new system. Commissioner McGraw made a motion to have Commissioner Mike Thomas to take a look at the system and if he can not fix it, we will replace the condenser coil and have 4 Seasons Heating & Air to replace it for \$4,541.00 with a one (1) year warranty. Commissioner Williams seconded. All ayes. Motion carried.

With no further discussion, Commissioner Williams made a motion to adjourn. Commissioner Conley seconded. All ayes. Motion carried.

The Work Session adjourned at 7:45 p.m.

Respectfully submitted,



Betty O McDullie, CMC
Town Clerk

**TOWN OF PINEBLUFF
REGULAR MEETING
March 16, 2023**

The Mayor and the Board of Commissioners of the Town of Pinebluff held their regularly scheduled meeting on Thursday, March 16, 2023 at 6:30 p.m. at the Town Hall.

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

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

Citizens present were Mark McDuffie, Patrick Neligan, Robby Synder, Todd Aaron, and also present was the Town's Auditor, Wade Greene 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: Water-Sewer – Take off #2 – Full-time employee for Water, Other Business: Add #1 – Mini-Pantry.

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

PUBLIC ADDRESS TO THE BOARD:

Citizens' Time:

The Town's Auditor, Wade Greene presented the Board with the Audit Presentation for the Fiscal Year Ending June 30, 2022. He informed the Board that in the General Fund – Fund Balance Available as a percentage of Expenditures the Town is at 119.52% down from 166.85% last year.

Commissioner Guy McGraw ask Mr. Greene what was his recommendation on keeping the funds above the budget.

Mr. Greene said he recommended at least 100%. I would not recommend below 75%. The LGC recommends at least 30-50%.

Mr. Greene informed the Board that the Water and Sewer Fund – Fund Balance Available as a percentage of Expenditures the Town is at 350.84%.

After further discussion, Commissioner Jerry Williams made a motion to accept the audit report as presented. Commissioner Rachel Byrd seconded. All ayes. Motion carried.

Mr. Robby Synder informed the Board that he would like to be able to use golf carts on Town streets. He would not used them on State maintained streets. He presented the Board information he had gotten from the Village of Pinehurst.

Police Chief, Pike Nordgren informed the Board that he did not have a problem with it as long as it is a license driver and they do not have small children hanging off the back and not crossing US Hwy #1.

After discussion the Board decided to have the Police Chief and Fire Chief to get together with the Village of Pinehurst and come up with some rules to have for golf carts being used on Town streets.

DEPARTMENTAL REPORTS

Zoning/Planning:

None

Police Department:

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

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

Police Chief Nordgren informed the Board that he has attended the BLEET schools and other municipalities are offering cadets while they are still in school a job and paying them while they are in school. We have one that is interested and I will be interviewing him Saturday, March 18th.

After further discussion, Commissioner Guy McGraw made a motion to hire and pay a BLEET Student but to leave the negotiations up to the Police Chief and the Town Administrator. Commissioner Williams seconded. All ayes. Motion carried.

Fire Department:

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

Commissioner Guy McGraw 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 recently two (2) of our full-time Firefighter/EMT's have completed certifications which will give them the raises per the previously approved pay plan for firefighters. Matthew Black will get a \$500.00 raise for completing Technical Rescuer: Machinery & Agriculture Rescue. Joseph Kennerly will get a \$150.00 raise for completing NC Wildland Fire Suppression.

Fire Chief Richardson informed the Board that he was requesting \$40,000.00 to purchase needed equipment to meet the North Carolina Association of Rescue & Emergency Services Medium Rescue Standard. Also, Medium Rescue is recognized by Moore County Fire Commissioner which will potentially be more funding we can receive from the County once we are at the Standard. We would have the chance to get at least \$10,000.00 to \$16,000.00 more per year.

After discussion, Commissioner Jerry Williams made a motion to approve the purchase of needed equipment for Medium Rescue Standard in the amount \$40,000.00 and those funds can come out of ARP. Commissioner McGraw seconded. All ayes. Motion carried.

Fire Chief Richardson informed the Board that he was requesting to purchase a 2023 Chevrolet Silverado 1500 for \$50,577.13 (tax, tags, and fees included). The current Chevrolet Tahoe assigned to myself will be given to the Pinebluff Police Department to allow them to have a newer patrol vehicle. This will allow the Fire Department to have a truck for hauling items.

After discussion, Commissioner McGraw made a motion to approve the purchase of the truck by financing and to do a Budget Amendment to purchase the equipment for the truck for \$4,400.00. Commissioner Rachel Byrd seconded. All ayes. Motion carried.

Town Administrator, Melissa Adams informed the Board that they had approved \$1,500.00 for Engineering cost for the fuel tanks but the estimate came in at \$2,880.00 a difference of \$1,452.32.

After discussion, Commissioner Williams made a motion to pay the Engineers the difference of \$1,452.32. Commissioner Mike Thomas seconded. All ayes. Motion carried.

Fire Chief Richardson informed the Board that quite a few Municipalities have Junior Firefighters ages 14 and older. They would not be fighting fires but they would get the training and help out where needed. This could possibly encourage young people to become future firefighters.

After discussion, Commissioner Williams made a motion for the Fire Chief to get more information and to start a Junior Fireman for the Town of Pinebluff. Commissioner McGraw seconded. All ayes. Motion carried.

Streets:

Commissioner Robbie Conley presented the Street Department's monthly report for February.

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

Water-Sewer:

Commissioner Robbie Conley presented the Water-Sewer Department's monthly report for February.

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

Commissioner Rachel Byrd made a motion to go into Closed Session per G.S.143-318.11 for Personnel at 7:44 p.m. Commissioner Williams seconded. All ayes. Motion carried.

Commissioner Byrd made a motion to return to the Regular Board meeting at 8:13 p.m. Commissioner Conley seconded. All ayes. Motion carried.

Commissioner Byrd stated that no action was taken in Closed Session.

Parks, Recreation, and Cemetery:

Commissioner Mike Thomas informed the Board that the Friends of Pinebluff Committee said that sales at the Book Store is very slow so they wanted to know if they could turn the store into an Honor system.

After discussion the Board decided that no they would prefer to not have the Book Store on an honor system.

Commissioner Thomas informed the Board that the Public Works employees were working on getting the old play equipment out of the Cunningham Park and getting the trees cut down to accommodate the new play equipment. After they get the trees cut down, they will have to get all the roots out and level the ground.

Commissioner Thomas also informed the Board that he would still like to have a gathering for the opening of the Lake for Memorial Day weekend.

Commissioner Guy McGraw asked if we were still going to have the Lake pins.

Commissioner Thomas informed the Board that he would like to fix the old Schaffer sign on Pinebluff Cemetery Road.

After discussion the Board decided for Commissioner Thomas to fix the old Schaffer sign.

Commissioner Thomas informed the Board that the Friends of Pinebluff was supposed to get the new sign for the Lake, we need to go ahead and get this sign.

Commissioner Robbie Conley informed the Board that after talking to Public Works Manager, Andy Dick and Town Clerk, Betty McDuffie he had ordered four (4) signs to put at the Ballfield - "No Dogs Allowed". People are allowing their dogs to run loose in the ballfield and not cleaning up behind them, even though we have a doggie poop station in all our parks. The Ballfield is being used more by baseball teams for practice.

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

Building Inspection:

Commissioner Rachel Byrd presented the Building Inspection's monthly report for February.

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

Administration:

Commissioner Rachel Byrd presented the monthly tax reports for February.

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

Finance Officer, Beth Cowan informed the Board that she would like the Board to amend the employee leave sheets. The sheet requires the employee, Department Head, Commissioner, and Mayor to sign. By the time I receive the sheet the employee has already took the time off before everyone has signed. I get the sheet and have to have the Commissioner and Mayor to sign after the fact. I feel the employee and the Department Head should be the only one to sign.

After discussion, Commissioner Guy McGraw made a motion to amend the employee leave sheets to have Employee, Department Head, and Town Administrator to sign. Commissioner Byrd seconded. All ayes. Motion carried.

After discussion of the delinquent tax list to be posted in the Pilot newspaper. Commissioner Byrd made a motion to advertise the delinquent tax list in the newspaper April 12th. Commissioner Williams seconded. All ayes. Motion carried.

Unfinished Business:

None

New Business:

None

Other Business:

Town Clerk, Betty McDuffie presented the Board a drawing of the mini-pantry. The Moore County Leadership Institute, sponsored by the Moore County Chamber is exploring the provision of mini-pantries in areas of Moore County that have food deserts. They would invite people to place non-perishable food items and personal hygiene items in the pantry. Then people in need would be able to go in and get what they need.

After discussion the Board said they would like to see how the other areas work before making a decision. so they tabled until a later date.

Announcements:

Work Shop for proposed 2023-2024 Budget Wednesday, April 5th at 5:30 p.m.

Adjournment:

Commissioner Jerry Williams made a motion to adjourn. Commissioner Mike Thomas seconded. All ayes. Motion carried.

Meeting adjourned at 8:55 p.m.

Sincerely,



Betty O. McDuffie, CMC
Town Clerk

**TOWN OF PINEBLUFF
BOARD OF COMMISSIONERS
SPECIAL MEETING
WORK SESSION
April 20, 2023**

The Mayor and Board of Commissioners of the Town of Pinebluff held a Work Session on Thursday, April 20, 2023 at 5:00 p.m. at the Town Hall to discuss items on the agenda.

Present were Mayor Ronald McDonald, Commissioners Rachel Byrd, Jerry Williams, and Guy McGraw. Commissioner Robbie Conley came in at 5:23 p.m. Commissioner Mike Thomas came in at 5:45 p.m. A Full Board was present.

Also present were Town Administrator, Melissa Adams, Fire Chief, Jonathan Richardson, Public Works Manager, Andy Dick, Finance Officer, Beth Cowan, and Town Clerk, Betty McDuffie.

Citizen present was Mark McDuffie.

Mayor Ronald McDonald called the Work Session to order at 5:08 p.m.

Everyone stood for the Pledge of Allegiance.

Mayor McDonald informed the Board that we were here to discuss the FY 2023-2024 Proposed Fire Department Budget.

Commissioner Rachel Byrd made a motion to accept the agenda as presented. Commissioner Jerry Williams seconded. All ayes. Motion carried.

Fire Chief Richardson presented the Board his proposed 2023-2024 Fire Department budget. In his proposed budget he is requesting two additional full-time Firefighter/EMT positions. He is also requesting at least a dollar raise for the part-time firefighters and 3% COLA.

The Board discussed the Fire Departments 2023-2024 proposed budget.

The Board decided to schedule the next budget meeting Wednesday, May 10th at 5:30 p.m.

With no further discussion, Commissioner Williams made a motion to adjourn. Commissioner Byrd seconded. All ayes. Motion carried.

The Work Session adjourned at 6:05 p.m.

Respectfully submitted,

Betty O McDuffie

Betty O McDuffie, CMC
Town Clerk

**TOWN OF PINEBLUFF
REGULAR MEETING
April 20, 2023**

The Mayor and the Board of Commissioners of the Town of Pinebluff held their regularly scheduled meeting on Thursday, April 20, 2023 at 6:30 p.m. at the Town Hall.

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

Also present were Town Administrator, Melissa Adams, Police Chief, Pike Nordgren, Fire Chief, Jonathan Richardson, Finance Officer, Beth Cowan, Public Works Manager, Andy Dick, Zoning Administrator, David Francis, and Town Clerk, Betty McDuffie.

Citizens present were Mark McDuffie, Patrick Neligan, Robby Synder, Jimmy Carpenter, Jeremy Underhill, Mike and Sherry Lucas, and Wesley and Medina James.

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 Rachel Byrd presented the adjustments to the agenda:

Zoning/Planning Add #2 Short Term Rentals (Air N B), Police Department – Add “c” – Bill for repair to A/C unit at the Police Department, Fire Department - Add “d”
Budget Amendment #12, Streets Move #2 – Town Garage to Police Department – “b”,
Add # 2 – Spray License, Water-Sewer Add #3 – Sewer Rates, New Business: Add “A”
– Discussion of Tri-City Meeting.

Commissioner Jerry Williams made a motion to accept the adjustments to the Consent Agenda. Commissioner Guy McGraw 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:

Mr. Jeremy Underhill informed the Board that he has a Town's fire hydrant in his right-of-way to access his property. He had contacted the Town a number of times and was told he would have to pay to move the fire hydrant. He then presented the Board paperwork to show that the fire hydrant was put in after the property was subdivided and the easement was put in before the fire hydrant.

Mayor Ronald McDonald informed the Board that the Town should pay to move the fire hydrant.

After discussion, Commissioner Rachel Byrd made a motion that the Town will take the monetary responsibility of moving the fire hydrant. Commissioner Jerry Williams seconded. All ayes. Motion carried.

Mr. Jimmy Carpenter informed the Board that he had been approached about the property on the corner of South Current Street and East Philadelphia Avenue which is 305 East Philadelphia Avenue. The property has been abandoned for years, the house is fallen in and the yard is all grown up.

After discussion, Commissioner Byrd made a motion to start the process of condemnation of the property at 305 East Baltimore Avenue. Commissioner Williams seconded. All ayes. Motion carried.

Mr. Wesley James informed the Board that he had a complaint about the tractor trailers traveling on East New England Avenue and the speeding cars going up and down the street.

The Board informed Mr. James that East New England Avenue from Currant Street to Pinebluff Lake Road was a state maintain street and we can not control the type of vehicles traveling on the street. The Police Department can take a more active role in monitoring the speeders.

Mr. Robby Synder informed the Board that he was just checking on the update on the use golf carts on Town streets.

Police Chief, Pike Nordgren informed Mr. Synder that he was still waiting to hear from the Village of Pinchurst and the State.

DEPARTMENTAL REPORTS

Zoning/Planning:

Zoning Administrator, David Francis informed the Board that Andy Dick was doing a great job training in the inspection department.

Zoning Administrator Francis informed the Board that Nathali Delgado has two parcels on Pinebluff Lake Road and they are zoned R-8 (for mobile homes) but he would like to rezone to R-30 (single family stick-built homes). The lots are over 30,000 sq ft each. The Planning Board has made their recommendation. If you agree you will need to set a Public Hearing.

After discussion, Commissioner Guy McGraw made a motion to set the Public Hearing at next month's regular board meeting. Commissioner Robbie Conley seconded. All ayes. Motion carried.

Town Clerk, Betty McDuffie informed the Board that the Town's attorney stated that there were two (2) ways to treat short term rental (AirBnBs). (1) To be treated as single-family residential uses. The general rule is that, if a Town's ordinance does not specifically regulate a particular use (short term rentals, in this case), then you should treat them the same as the most similar use listed in the ordinance (which is probably single-family residential use, in this case). (2) The Board could amend the UDO to regulate short term rentals as a separate use. But he would need specific direction from the Board to explore the option and to begin preparing a zoning text amendment.

After discussion, Commissioner Conley made a motion to leave the Town ordinance as is. Commissioner Mike Thomas seconded. All ayes. Motion carried.

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 Rachel Byrd seconded. All ayes. Motion carried.

Police Chief Nordgren informed the Board that the company came in and put in the lift in the Town Garage but the concrete underneath is only 4" deep but should be at least 6".

After discussion, Commissioner Guy McGraw made a motion to cut the concrete out under the lift and put in 8" concrete and to allocate \$2,500.00 for the job but to adjust the amount as needed. Commissioner Williams seconded. All ayes. Motion carried.

Police Chief Nordgren presented the Board a bid from TempControl to fix the heating and air unit at the Police Station for \$2,214.90.

Commissioner McGraw made a motion to have TempControl fix the A/C unit at the Police Station. Commissioner Robbie Conley seconded. All ayes. Motion carried.

Fire Department:

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

Commissioner Guy McGraw 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 requesting to promote the three (3) full-time Firefighters to Lieutenants. They have been serving more and more in a Supervisor/Leadership capacity since they started in 2021. We have the funding to allow for these promotions in the budget already for the remainder of the fiscal year. If you approve the promotions they will take effect April 28, 2023.

After discussion, Commissioner Guy McGraw made the motion to approve the promotions to take effect April 28, 2023. Commissioner Jerry Williams seconded. All ayes. Motion carried.

Fire Chief Richardson informed the Board that the work on the antique Mack Fire Truck has been ongoing for the past few months, but they have run into a problem. There is a valve that has broken off in the engine so now the entire engine will need to be rebuilt. We have talked to a few vendors about the rebuild and it mostly likely will not be able to take place in this fiscal year. He asked the Board if the funds allotted for repairs to the Mack be reallocated to fix the Mack in the next fiscal year.

Finance Officer, Beth Cowan informed the Fire Chief that any money left will go into the General Fund but it will be no problem to do a budget amendment.

Commissioner Williams made a motion to approve Budget Amendment #12 to decrease Contingency Surplus #10-4100-9700 by \$4,541.00 and to increase Capital Outlay-Equipment (Fire) #10-4410-5200 by \$4,541.00 to pay for replacing existing condenser coil with new replacement coil for the 7.5-ton industrial heat pump (Fire Department). Commissioner McGraw seconded. All ayes. Motion carried.

Streets:

Commissioner Robbie Conley informed the Board that the Public Works employees were taking the class to get their pesticide license. I would like to make motion to give them a \$.50 raise if they pass the class and get their licenses.

Commissioner Jerry Williams seconded. All ayes. Motion carried.

Commissioner 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.

Water-Sewer:

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 Guy McGraw made a motion to give Kimberly Eden a water leak adjustment of \$220.48 for a water leak in the hot water heater under the house.

Commissioner Mike Thomas seconded. All ayes. Motion carried.

Town Clerk, Betty McDuffie presented the Board the County of Moore's sewer rate increase by \$.10 per 1000 gallons.

After discussion, Commissioner McGraw made a motion to increase the sewer rates by \$.10 per 1000 gallons in July. Commissioner Thomas seconded. All ayes. Motion carried.

Parks, Recreation, and Cemetery:

Commissioner Thomas informed the Board that the Public Works employees were doing a great job on the Cemetery and the Parks. Also, with the pinecone hunt the walking trails have been used quite a bit.

Commissioner Thomas also informed the Board that he needed to purchase two (2) new picnic tables and three (3) eight-foot benches for the Cunningham Park for \$8,046.97, but he was not sure if he had the money.

Town Administrator, Melissa Adams informed Commissioner Thomas that he had the money.

Commissioner Thomas made a motion to purchase the picnic tables and benches for Cunningham Park. Commissioner Robbie Conley seconded. All ayes. Motion carried.

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

Building Inspection:

Commissioner Rachel Byrd presented the Building Inspection's monthly report for March.

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

Administration:

Commissioner Rachel Byrd presented the monthly tax reports for March.

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

Town Clerk, Betty McDuffie informed the Board that Michael Williams would like to sell his lot to the Town that butts up to the Town's empty lot next to the Town Hall.

After discussion, Commissioner Byrd made a motion to not purchase Mr. Williams property. Commissioner Williams seconded. All ayes. Motion carried.

Town Clerk McDuffie informed the Board that Moore County Partners in Progress would like for the Town to budget \$1,000.00 for the FY 2023-2024 budget.

After discussion, Commissioner Byrd made a motion to table until next month's meeting and invite them to come give the Board a little more information about Partners in Progress. Commissioner Williams seconded.

Unfinished Business:

None

New Business:

Town Administrator, Melissa Adams informed the Board she and the Mayor have attended meetings concerning the possibility of an MPO -- Metropolitan Planning Organization being formed for our area for transportation planning purposes. Federal Law requires urban areas with more than 50,000 residents to fall within a MPO; the 2020 census has designated our area with a population of 50,319. As a result, either a new MPO must be formed or an existing nearby MPO could be expanded to cover the area. There is some talk that FAMPO -- Fayetteville Area Metropolitan Planning Organization is interested in expanding to our area. Should our municipalities not be interested in forming our own MPO. The Town of Pinebluff would need to make a decision by Resolution possibly by this June of our interest in participating in the MPO. The next informal meeting will be hosted by the Town of Aberdeen at the Aberdeen Fire Station, Monday, April 24th at 1:30 p.m. They have asked if myself and another representative of the Town can attend.

Other Business:

None

Announcements:


None

Adjournment:

Commissioner Jerry Williams made a motion to adjourn. Commissioner Rachel Byrd seconded. All ayes. Motion carried.

Meeting adjourned at 8:10 p.m.

Sincerely,



Betty O. McDuffie, CMC
Town Clerk

**TOWN OF PINEBLUFF
BOARD OF COMMISSIONERS
SPECIAL MEETING
WORK SESSION
May 10, 2023**

The Mayor and Board of Commissioners of the Town of Pinebluff held a Work Session on Wednesday, May 10, 2023 at 5:30 p.m. at the Town Hall to discuss items on the agenda.

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

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

Citizen present was Mark McDuffie.

Mayor Ronald McDonald called the Work Session to order at 5:35 p.m.

Everyone stood for the Pledge of Allegiance.

Mayor McDonald informed the Board that we were here to discuss the FY 2023-2024 Proposed Budget.

Commissioner Jerry Williams presented an adjustment to the agenda: a new ice machine for the Public Safety Building.

Commissioner Rachel Byrd made a motion to accept the adjustment to the agenda and the agenda as presented. Commissioner Williams seconded. All ayes. Motion carried.

Town Clerk, Betty McDuffie informed the Board that Southern Software had help print the budget sheets, but they were not in the format that they were accustomed to seeing. All the revenues had not been put in for all the accounts. At this time the revenue total is \$2,882,319.98 and the expenditure total is \$3,485,954.28.

Town Administrator, Melissa Adams informed the Board that her salary total was incorrect and the Administrator Assistant salary was not setup in the Enterprise (Water) Budget, because it will be split between Administration and Enterprise.

After discussion, Commissioner Williams made a motion to table the discussion of the 2023-2024 proposed budget until a later date when the revenue figures are all in place. Commissioner Byrd seconded. All ayes. Motion carried.

Fire Chief, Jonathan Richardson informed the Board that they could get a new ice machine for \$5,460.00 for the Public Safety Building. The one at the Maintenance Building was on its last leg. The total would be split between the Fire and the Police Department.

After discussion, Commissioner Williams made a motion to purchase the ice machine for \$5,450.00 for the Public Safety Building. Commissioner Byrd seconded.

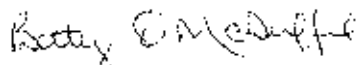
Town Clerk McDuffie informed the Board that Moore County Partners in Progress cannot make the May meeting, they will make the June meeting instead. If we want to budget the \$1,000.00 for next year's budget we will have to decide now.

After discussion the Board decided, they did not want to budget the \$1,000.00 but may want to give a one-time pledge after their visit in June.

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Work Session Board Minutes
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With no further discussion, Commissioner Williams made a motion to adjourn.
Commissioner Byrd seconded. All ayes. Motion carried.
The Work Session adjourned at 6:15 p.m.

Respectfully submitted,


Betty O McDuffie, CMC
Town Clerk

**TOWN OF PINEBLUFF
BOARD OF COMMISSIONERS
SPECIAL MEETING
WORK SESSION
May 23, 2023**

The Mayor and Board of Commissioners of the Town of Pinebluff held a Work Session on Tuesday, May 23, 2023 at 5:30 p.m. at the Town Hall to discuss the 2023-2024 proposed budget.

Present were Mayor Ronald McDonald, Commissioners Rachel Byrd, Jerry Williams, Robbie Conley, Guy McGraw, and Mike Thomas (came in at 5:36 p.m.). A Full Board was present.

Also, present were Town Administrator, Melissa Adams, Fire Chief, Jonathan Richardson, Police Chief, Pike Nordgren, Public Works Manager, Andy Dick, Public Works Employee, Miguel Rodrigue, and Town Clerk, Betty McDuffie, Finance Officer, Beth Cowan was absent.

Citizen present was Mark McDuffie.

Mayor Ronald McDonald called the Work Session to order at 5:30 p.m.

Everyone stood for the Pledge of Allegiance.

Mayor McDonald informed the Board that we were here to discuss the FY 2023-2024 Proposed Budget.

Mayor McDonald informed the Board that we needed to add a couple of items to the agenda: (1) Resolution for AIA Mapping Project; (2) Veolia (Suez) Contract.

Commissioner Rachel Byrd made a motion to accept the adjustments to the agenda and the regular agenda as presented. Commissioner Jerry Williams seconded. All ayes. Motion carried.

Town Administrator, Melissa Adams informed the Board that part of the budget increase was for the CIP (Capital Improvement Plan) in the budget was \$305,397.39 which includes \$125,000.00 for Parks and Recreation; \$73,197.43 for Police; \$26,600.00 for Fire; \$36,054.63 for Streets; and \$44,454.33 for Fire Department for a vehicle and Tanker. She also informed the Board that another increase was salaries in Fire and Police Departments; the salary for the full-time Administration person; and turnout gear for the Fire Department.

After discussion, Commissioner Guy McGraw made a motion to accept the Veolia contract. Commissioner Williams seconded. All ayes. Motion carried.

After discussion, Commissioner Williams made a motion to accept the Resolution for the AIA mapping project. Commissioner McGraw seconded. All ayes. Motion carried.

Town Administrator Adams presented the Board a certificate from Bravo Company 96th Civil Affairs Battalion. They had met with Public Safety and Public Works and myself this morning at the Public Safety Building.

With no further discussion, Commissioner Williams made a motion to adjourn. Commissioner McGraw seconded. All ayes. Motion carried.

The Work Session adjourned at 6:25 p.m.

Respectfully submitted,

Betty O McDuffie
Betty O McDuffie, CMC
Town Clerk

**TOWN OF PINEBLUFF
REGULAR MEETING
June 15, 2023**

The Mayor and the Board of Commissioners of the Town of Pinebluff held their regularly scheduled meeting on Thursday, June 15, 2023 at 6:30 p.m. at the Town Hall.

Present were Mayor Ronald McDonald, Commissioners, Jerry Williams, Rachel Byrd, Robbie Conley, Mike Thomas, and Guy McGraw (came in at 6:35 p.m.). A Full Board was present.

Also present were Town Administrator, Melissa Adams, Police Chief, Pike Nordgren, Fire Chief, Jonathan Richardson, Public Works Manager, Andy Dick, and Town Clerk, Betty McDuffie, Finance Officer, Beth Cowan, and Zoning Administrator, David Francis.

Citizen present was Natalie Hawkins with Moore County Economic Development Partnership.

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: Fire Department: Add "f" – Resolution declaring Pinebluff Engine 712 to be Surplus. Water-Sewer: Add # 3- Grant Project Ordinance. Administration: Add #2 – New Hire.

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

PUBLIC ADDRESS TO THE BOARD:

Citizens' Time:

Commissioner Jerry Williams made a motion to open the Public Hearing at 6:33 p.m. Commissioner Rachel Byrd seconded. All ayes. Motion carried.

Mayor Ronald McDonald informed the Board the purpose of the Public Hearing was to discuss the proposed 2023-2024 fiscal year budget.

Mayor McDonald asked if there were any comments.

Ms. Natalie Hawkins with Moore County Economic Development Partnership presented the Board a budget request of \$1,000.00 to come out of the 2023-2024 General Fund Budget for economic development services. We have five (5) Municipalities in the County participating now and would like to see all eleven participate.

Ms. Hawkins then explained their services: Help bring businesses in the County, help businesses expand. We also help with affordable housing in Moore County.

Commissioner Guy McGraw stated that he would like them to work more toward affordable housing because there are so many people have to move out of Moore County due to housing cost.

Town Clerk, Betty McDuffie asked if it was a one-time fee or annually.

Ms. Hawkins stated that it would be an annual fee.

Commissioner McGraw stated that next year we would have a new Board and he did not feel committing to something another Board may not want.

After no more comments, Commissioner Byrd made a motion to close the Public Hearing at 6:50 p.m. Commissioner Jerry Williams seconded. All ayes. Motion carried.

Commissioner Byrd made a motion to accept the 2023-2024 proposed budget. Commissioner McGraw seconded. All ayes. Motion carried.

After discussion, Commissioner McGraw made a motion to make a one-time allocation of \$2,000.00 to Moore County Economic Development Partnership to cover the next two (2) years and the funds can come out of this year's Contingency Fund. Commissioner Robbie Conley seconded. Four ayes. One nay. Commissioner Jerry Williams voted against. Motion carried.

Town Administrator, Melissa Adams presented the Board a final draft of the Fiscal Policy Guidelines for the Town of Pinebluff. The guidelines were established for Capital Improvement Budget Policies, Debt Policies, Reserve Policies, Budget Development Policies, and Cash Management and Investment Policies. With the Reserve Policies: Available fund balances at the close of each fiscal year should be at least 55% of the Total Annual Operating Budget of the Town.

After further discussing, Commissioner McGraw made a motion to accept the Fiscal Policy Guidelines as presented. Commissioner Mike Thomas seconded. Four ayes. One nay. Commissioner Jerry Williams voted against. Motion carried.

Town Administrator Adams presented the Board the updated Capital Improvement Plan (CIP) for FY 2023-24. She informed the Board that the Fire Pickup truck was added to the FY 2023/24 budget, the Police K-9 was also added to the FY 2023/24 budget, and the soon to be built restrooms at the Lake was added to the FY 2023/24 budget. She explained the Board that next year at Budget time we will look at the CIP and see if we can afford to move anything up or if we can afford to move on the items, we have listed for 2024/25 budget.

After discussion, Commissioner Williams made a motion to accept the Capital Improvement Plan (CIP) for FY 2023-2024 budget. Commissioner Byrd seconded. All ayes. Motion carried.

DEPARTMENTAL REPORTS

Zoning/Planning:

Zoning Administrator, David Francis informed the Board that he sent a certified letter to the Ives family in regards to the property at 305 East Philadelphia Avenue. The mother has passed and the family is now willing to sell the property. He informed the Board he had given them 60 days to sell the property or they will have to make arrangements to get it cleaned up.

Police Department:

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

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

Police Chief Norgren invited the Board to attend the "Coffee with Public Safety Officials" Friday, June 25th at 5:30 p.m. at the Public Safety Building. The meeting will be for the public to meet with the Police Officers and Firefighters.

Fire Department:

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

Commissioner Guy McGraw 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 the Board to accept the donation of a Cardiac Science G3 (AED) and a Medical Bag that has been donated to the Fire Department from Moore County Fire Chiefs Association.

Commissioner McGraw made a motion to accept the donation of the AED and Medical Bag from Moore County Fire Chiefs Association. Commissioner Williams seconded. All ayes. Motion carried.

Fire Chief Richardson informed the Board that he was requesting respectfully the Board to accept the donation of a LED Emergency Light Bar for Brush Truck 717. On June 1st the light stopped working and Lieutenant Justin McLeod has graciously donated a used replacement light bar.

Commissioner McGraw made a motion to accept the LED Emergency Light Bar for Brush Truck 717. Commissioner Williams seconded. All ayes. Motion carried.

Fire Chief Richardson informed the Board that he was requesting respectfully for the Board to accept the donations that have been received in memory/on behalf of Frankie Swaim-Butler. Approximately \$905.00 has been given but it could be more because I did not receive a copy of all the checks. Thank you. Letters were sent to all parties, who submitted donations.

Commissioner McGraw made a motion to accept all donations on behalf of the late Frankie Swaim-Butler and the money to be spent at a later date. Commissioner Williams seconded. All ayes. Motion carried.

Fire Chief Richardson informed the Board that he was requesting respectfully to declare Engine 712 (1994 Freightliner FL80) Surplus property and to be sold.

Commissioner McGraw made a motion to declare Engine 712 (1994 Freightliner FL80) Surplus property and to be sold. Commissioner Williams seconded. All ayes. Motion carried.

After discussion of the different methods that Engine 712 could be sold, Commissioner Mike Thomas made a motion to sell Engine 712 for \$29,999.99 to Montgomery Community College and accept Resolution #2023-02 - A Resolution declaring Pinebluff Engine 712 to be surplus property; declaring that Engine 712 is personal property valued at less than \$30,000.00; and directing the Town Staff to dispose of Engine 712 by private sale. Commissioner Robbie Couley seconded. All ayes. Motion carried.

Streets:

Commissioner Robbie Conley presented the Street Department's monthly report for May.

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

Water-Sewer:

Commissioner Robbie Conley presented the Water-Sewer Department's monthly report for May.

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

Commissioner Guy McGraw made a motion to give Herman Probst a water leak adjustment of \$67.09 for a water leak in the water line running to the house. Commissioner Jerry Williams seconded. All ayes. Motion carried.

Town Administrator, Melissa Adams presented the Grant Project Ordinance #2023-01- Town of Pinebluff FY22 Water Asset Inventory and Assessment Grant FY22 American Rescue Plan Act Grant Project #AIA-D-ARP-0112.

Commissioner McGraw made a motion to accept the Grant Project Ordinance #2023-01. Commissioner Williams seconded. All ayes. Motion carried.

Parks, Recreation, and Cemetery:

Commissioner Mike Thomas informed the Board that the annual cookout at the Lake was a success. There were quite a few people there but next year he hoped it would be even better. The Public Works guys did a great job getting the Lake ready for the cookout. The Parks, Lake, and Cemetery all look good.

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

Building Inspection:

Commissioner Rachel Byrd presented the Building Inspection's monthly report for May.

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

Administration:

Commissioner Rachel Byrd presented the monthly tax reports for May.

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

Town Administrator, Melissa Adams informed the Board that the interviews for the new Admin. employee were finished and we have a candidate that we have offered the job. Rachel Dysart.

Commissioner Byrd made a motion to hire Rachel Dysart as the new full-time Admin. employee. Commissioner Williams seconded. All ayes. Motion carried.

Unfinished Business:

None

New Business:

None

Other Business:

None

Announcements:

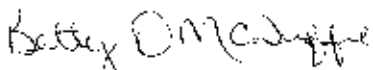
Town Clerk, Betty McDuffie informed the Board that she needed to know who would be attending the Planning Board Meeting, Tuesday, June 20th at 6:00 p.m. to discuss the new Zoning District. She also reminded the Board about the Public Hearing to discuss golf cart use, Wednesday, June 21st at 6:30 p.m.

Adjournment:

Commissioner Jerry Williams made a motion to adjourn. Commissioner Mike Thomas seconded. All ayes. Motion carried.

Meeting adjourned at 7:50 p.m.

Sincerely,


Betty O. McDuffie, CMC
Town Clerk

**TOWN OF PINEBLUFF
BOARD OF COMMISSIONERS
SPECIAL MEETING
PUBLIC HEARING**

June 21, 2023

The Mayor and the Board of Commissioners of the Town of Pinebluff held a Public Hearing, Wednesday, June 21, 2023 at 6:30 p.m. at the Town Hall.

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

Also, present were Town Clerk, Betty O McDuffie, Police Chief, Pike Nordgren, and Fire Chief, Jonathan Richardson.

Citizens presented were Robby Snyder, Todd Aaron, Brandon Wentland, Richard Wentland, Patrick Neligan, Chuck and Sara Watson, and Mike and Sherry Lucas.

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

Everyone stood for the Pledge of Allegiance.

Mayor McDonald informed the Board that that the Special Meeting was to hold a Public Hearing to receive input from citizens on their opinions in favor or against allowing golf carts in Town.

Todd Synder informed the Board that he was for the golf carts, because he would like to use it to visit his neighbors or take the kids to the park.

Brandon Wentland informed the Board that he used his golf cart at the Beach in South Carolina in a RV park; they pay for a sticker, they have to show proof of insurance, and they can only cross state-maintained streets at certain crossings. They can only go four (4) miles either way. He also stated he felt it was a fantastic idea to be able to use them here in Town.

Richard Wentland informed the Board that he would like to see the use of golf carts in Town and maybe we could set a certain crossing to go across US Hwy #1 and go down to the Lake.

Police Chief, Pike Nordgren informed the Board that if they were going to allow crossing on US Hwy #1, he would recommend Chicago Avenue and going down East Boston Avenue to South Peach Street to Pinebluff Lake Road to get to the Lake.

Todd Aaron stated that he would like to see the use of golf carts in Town.

Mike and Sherry Lucas stated that they were also for the use of golf carts in Town and felt that Chicago would be a good place to cross US Hwy #1.

Town Clerk, Betty McDuffie informed the Board that Commissioner Jerry Williams and Police Chief Nordgren had presented them operational rules for golf carts on public streets and roads. She asked if they wanted to take them and read over and get back together to see if there is anything they want to add or take away before it is presented to the Town's attorney, to have it implemented into the Town's Ordinance.

After discussion the Board decided to add to the rules from the Police Chief (1) to show proof of insurance before stickers are purchased, (2) one sticker on the front and one the back of golf cart on driver side, (3) only cross US Hwy #1 at Chicago Avenue, (4) the person crossing US Hwy #1 with the golf cart has to be at least 18 years old, (5) to get to the Lake you have to go down East Chicago Avenue to North Peach Street to South Peach Street to Pinebluff Lake Road to get to the Lake or go down East Boston Avenue to South Peach Street to Pinebluff Lake Road to get to the Lake.

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Public Hearing Minutes
June 21, 2023

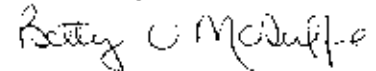
Mayor McDonald asked if anyone was against golf carts being used in Town.

There was no one.

Commissioner Jerry Williams made a motion to adjourn. Commissioner Rachel Byrd seconded. All ayes. Motion carried.

Public Hearing adjourned at 8:00 p.m.

Respectfully submitted,



Betty O McDuffie, CMC
Town Clerk