

**TOWN OF PINEBLUFF
BOARD OF COMMISSIONERS
SPECIAL MEETING
WORK SESSION
July 13, 2021**

The Board of Commissioners of the Town of Pinebluff held a Work Shop on Tuesday, July 13, 2021 at 5:30 p.m. at the Town Hall to discuss agenda items.

Present were Mayor Rachel Byrd, Commissioners, Skip Ruedeman, Mike Thomas, Gene Crabtree, and Guy McGraw. Commissioner Jerry Williams was absent. A Quorum was present.

Also, present was Town Clerk, Betty O. McDuffie. Citizen present was Mark McDuffie.

Mayor Rachel Byrd called the Work Session to order at 5:31 p.m.

Everyone stood for the Pledge of Allegiance.

Commissioner Skip Ruedeman informed the Board that they had a water leak on North Pecan Street due to a service person cutting the line. The Town was not informed prior to the work being done.

Commissioner Ruedeman informed the Board that he did not have the information for the Personnel Policy because he did not have the chance to work on it.

Commissioner Guy McGraw informed the Board that we should open the Lake up to everyone and if we have to charge, we can charge more for citizens in the ETJ.

Commissioner Gene Crabtree stated that we should not charge for the pins, citizens that want to use the Lake should just be able to come in and get a pin. Also, he heard that if Federal Money was used to upgrade the Lake it is to be open to the Public.

Commissioner Mike Thomas informed the Board that he had talked to citizens in Town and they liked having access to the Lake and was concerned with other people taking over.

Commissioner Thomas also informed the Board that he would like to sponsor a Family Day at the Lake, we could have hotdogs. At this time we can do this instead of having to get a licensing for every time we want to show a movie.

After discussion the Board decided to have the Family Day, Saturday, September 25th.

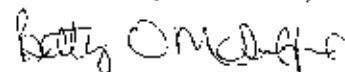
Moore County Planning and Transportation Director, Debra Ensminger came to talk to the Board about taking over the Building Inspections for the Town. The Town will still be responsible for Zoning Permits and Landscaping Plans.

Commissioner Crabtree made a motion to adjourn the Work Session.

Commissioner Thomas seconded. All ayes. Motion carried.

The Work Session adjourned at 6:30 p.m.

Respectfully submitted,



Betty O McDuffie, CMC
Town Clerk

**TOWN OF PINEBLUFF
REGULAR MEETING
July 15, 2021**

The Board of Commissioners of the Town of Pinebluff held their regularly scheduled meeting on Thursday, July 15, 2021 at 7:30 p.m. at the Town Hall.

Present were Mayor Rachel Byrd, Commissioners Jerry Williams, Guy McGraw, Skip Ruedeman, and Gene Crabtree. Commissioner Mike Thomas was absent. A Quorum was present.

Also, present were Town Clerk, Betty O. McDuffie and Street Supervisor, Mike Crabtree. Police Chief, Pike Nordgren and Finance Officer, Debbie Caulk were absent. Citizens present Mark McDuffie, Debbie Glisson, John Warren, Melissa Kelso, and Patrick Neligan.

CALL TO ORDER:

Mayor Rachel Byrd called the meeting to order at 7:28 p.m.

Everyone stood for the Pledge of Allegiance.

DISCUSSION/ADJUSTMENT TO THE AGENDA:

Commissioner Jerry Williams presented the adjustments to the agenda: Public Address to the Board: Add "B" – Closed Session for attorney-client privilege – per G.S. 143-318.11 and move personnel from Administration. Water-Sewer: Add #3 – Water line for 130 Snoozing Pine Lane. Administration: Add #3- 2020 Tax Refund for George Stone.

Commissioner Jerry Williams made a motion to accept the adjustments to the agenda. Commissioner Gene Crabtree seconded.

CONSENT AGENDA:

Approval of items A through G.

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

PUBLIC ADDRESS TO THE BOARD:

Citizens' Time:

There was no one.

Commissioner Jerry Williams made a motion to go into Closed Session at 7:32 p.m. per G.S. 143-318.11 for attorney-client privilege and personnel. Commissioner Skip Ruedeman seconded. All ayes. Motion carried.

Commissioner Williams made a motion to return to regular board meeting at 8:30 p.m. Commissioner Gene Crabtree seconded. All ayes. Motion carried.

Commissioners Williams stated that no decisions were made on the attorney matters and personnel.

DEPARTMENTAL REPORTS

Zoning/Planning:

None

Police Department:

In the absence of Police Chief, Pike Nordgren, Commissioner Jerry Williams presented the Police Department's monthly report for June.

Commissioner Williams made a motion to accept the Police Department's report. Commissioner Skip Ruedeman seconded. All ayes. Motion carried.

Fire Department:

Commissioner Guy McGraw presented the Fire Department's monthly report for June.

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

Streets:

Commissioner Skip Ruedeman presented the Street Department's monthly reports for June and informed the Board of other duties that the guys had done during the month of June.

Street Supervisor, Mike Crabtree informed the Board about the dead pine trees on the Town's right-of-ways. He also informed the Board of the work they had been doing at the Lake and Community Center building. He had also met with the Moore County Fire Marshall who had left a list of items that need to be fixed within 30 days before he returns. He told the Board that he would like to move the ice machine from the Community Center to the Maintenance Building.

Mr. Crabtree presented the Board a bid to put a fence around the Dam at the Lake for \$1,200.00. He told the Board that Commissioner Mike Thomas had him to get the bid.

Commissioner Ruedeman made a motion to approve the purchase of the fence to go around the Dam at the Lake. Commissioner Guy McGraw seconded. All ayes. Motion carried.

Mayor Rachel Byrd stated that she would check with Commissioner Thomas.

Mr. Crabtree also informed the Board that he would like to build benches and build a canopy on the end of the dock at the Lake.

Commissioner McGraw stated since Commissioner Thomas was absent, we should table until he could give his input.

Commissioner Ruedeman made a motion to table the benches and canopy until Commissioner Thomas is present. Commissioner Jerry Williams seconded. All ayes. Motion carried.

Commissioner Ruedeman made a motion to accept the Street Department's monthly reports. Commissioner Jerry Williams seconded. All ayes. Motion carried.

Mr. Crabtree informed the Board that he was having trouble with the inside and outside lights at the Maintenance Building. Also, he would like to add some outside lights in the front and back of the building, to help when getting parts and equipment for water leaks at night.

Commissioner McGraw informed the Board that he had spoke to Commissioner Thomas and he would be looking at the light situation at the Maintenance Building.

Commissioner Gene Crabtree asked why not hire an electrician to do the work.

After discussion, Commissioner McGraw made a motion to table talking to Duke about putting up outside lights until we talk to Commissioner Thomas. Commissioner Williams seconded. All ayes. Motion carried.

Water-Sewer:

Commissioner Skip Ruedeman presented the Water Department's monthly report for June.

Commissioner Ruedeman asked the question why on last month's report there were monies for late fees but not this month.

Commissioner Gene Crabtree stated that last month we did not have anyone to do the late list so we waived the fees.

Commissioner Ruedeman made a motion to accept the Water Department's reports. Commissioner Jerry Williams seconded. All ayes. Motion carried.

Commissioner Ruedeman presented the Board two (2) quotes to refurbish the well on Addor Road and to run the water line to the Pinebluff Ellery on US Hwy #1. He let them know at this time it was for information only because he would rather spend the money to have the water lines mapped.

Commissioner Guy McGraw made a motion to give a water tap for Cleo Hill at 130 Snoozing Pine Lane. Commissioner Crabtree seconded. All ayes. Motion carried.

Street Supervisor, Mike Crabtree informed the Board that before a water tap is put in a call has to be put into 811, but the Town of Pinebluff is not on the list. This causes a problem when contractors come into town to dig and they hit the water line and we are responsible for fixing the leak. He wanted to know is there anyway the Town can be put on the list.

Mayor Rachel Byrd asked Town Clerk, Betty McDuffie if she would contact 811 and find out what we have to do to become a member.

Parks, Recreation, and Cemetery:

Mayor Rachel Byrd informed the Board that since Commissioner Mike Thomas was out-of-town, he had sent an email; she read it to the Board. He had two (2) proposals for equipment replacement for the park at the Community Center - (1) \$112,000.00 and (2) \$121,000.00, this would be taking the equipment out and replacing. He has complete drawings but would like to put together a team to possibly do a lot of the work themselves. Also, the sign at the Cemetery needed to be painted the one behind the flower bed and the bushes need to be trimmed behind the sign. Everything else looks good. Mike Crabtree and his team do a great job keeping the place in good shape. Another factor the other dock at the Lake needs the top replaced in the near future. He plans to reach out to Moore County Home Builders Association for possible donations for the repairs to the dock. He also wanted to state that Commissioner Skip Ruedeman and his wife Candy had assisted Mike Crabtree and his team with cleaning up and with some repairs to the Community Center Building.

Commissioner Ruedeman informed the Board that at the Community Center Building there was an upright freezer that was not working and a washer and dryer that look to not be working also.

After discussion the Board decided to put these items on surplus.

Street Supervisor, Mike Crabtree informed the Board that there was a lot of work needed to done at the Community Center Building if the Board wanted to continue

renting it out. The A/C unit on the kitchen side has gone out and we have two (2) quotes, Option#1-\$6,690.00 for a Heil 14 Seer straight A/C condenser with a horizontal cased coil and Option#2-\$4,925.00 for a Heil 14 Seer straight A/C only condenser.

After discussion, Commissioner Ruedeman made a motion to go with option#1 for \$6,690.00 Commissioner Gene Crabtree seconded. All ayes. Motion carried.

Building Inspection:

Commissioner Jerry Williams made a motion to accept the Building Inspection Report for June. Commissioner Gene Crabtree seconded. All ayes. Motion carried.

Administration:

Commissioner Gene Crabtree presented the monthly tax reports for June.

Commissioner Crabtree made a motion to accept the real property, personal property, and motor vehicle tax reports. Commissioner Jerry Williams seconded. All ayes. Motion carried.

Commissioner Crabtree made a motion to create a position for an administrative consultant to research the feasibility of hiring a Town Manager. Commissioner Williams seconded. All ayes. Motion carried.

Commissioner Williams made a motion to refund 2020 personal taxes for George Stone in the amount of \$6.03 for a 1989 Galaxy 18' Boat. Commissioner Crabtree seconded. All ayes. Motion carried.

Unfinished Business:

None

New Business:

None

Other Business:

None

Announcements:

None

Adjournment:

Commissioner Gene Crabtree made a motion to adjourn. Commissioner Jerry Williams seconded. All ayes. Motion carried.

Meeting adjourned at 9:30 p.m.

Sincerely,


Betty O. McDuffie, CMC
Town Clerk

**TOWN OF PINEBLUFF
SPECIAL / REGULAR MEETING
AUGUST 23, 2021**

The Board of Commissioners of the Town of Pinebluff cancelled their regularly scheduled meeting for Thursday, August 19, 2021 at 7:30 p.m. due to lack of Commissioners.

The Board of Commissioners of the Town of Pinebluff held a special meeting Monday, August 23, 2021 to cover the agenda for Thursday, August 19th at the Town Hall.

Present were Mayor Rachel Byrd, Commissioners Jerry Williams, Guy McGraw, and Mike Thomas. Commissioner Gene Crabtree came in at 6:38 p.m. Commissioner Skip Ruedeman was absent. A Quorum was present.

Also, Finance Officer, Debbie Caulk and Building Inspector/Zoning Administrator, David Francis were present. Police Chief, Pike Nordgren, Town Clerk, Betty O. McDuffie, and Street Supervisor, Mike Crabtree and were absent. Citizens present Jimmy Carpenter, John Warren and Patrick Neligan.

CALL TO ORDER:

Mayor Rachel Byrd called the meeting to order at 6:15 p.m.

Everyone stood for the Pledge of Allegiance.

Commissioner Jerry Williams gave the invocation in the honor the of the death of Commissioner Skip Ruedeman.

DISCUSSION/ADJUSTMENT TO THE AGENDA:

None

CONSENT AGENDA:

Approval of items A through G.

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

PUBLIC ADDRESS TO THE BOARD:

Citizens' Time:

There was no one.

DEPARTMENTAL REPORTS

Zoning/Planning:

Zoning Administrator, David Francis informed the Board under the new state zoning requirements in the General Statues - 160B all municipalities are required to have a multi-family zoning district at this time there is not one on the map. At one time there was an area on US Hwy #1 pasted Family Dollar on the old zoning map. There is an area that a gentleman is requesting on US Hwy # 1 beside ATEX Technology.

Mr. Francis also informed the Board that when Habitat for Humanity began building in the Addor area they will need to put up an announcement or statement on the Town's website, the information board at the Post Office, or here at the town hall explaining in detail what their plans are.

Commissioner Guy McGraw informed Mr. Francis that he would like his opinion on turning the building inspection department over to Moore County.

Mr. Francis informed the Board that with his age and health he would be giving up the job in the near future anyway.

Police Department:

In the absence of Police Chief Pike Nordgren, Commissioner Jerry Williams presented the Police Department's monthly report for July.

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

Fire Department:

There was no Fire Department report.

Commissioner Guy McGraw informed the Board that they would begin scheduling job interviews for the new Fire Chief.

Commissioner Jerry Williams made a motion to accept the fire report as submitted. Commissioner McGraw seconded. All ayes.

Streets:

Commissioners Jerry Williams and Guy McGraw thanked Commissioner Mike Thomas for the work he had done so far at fixing the lights at the maintenance building.

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

Water-Sewer:

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

Commissioner McGraw made a motion to accept water leak adjustment for Francis Irby in the amount of \$110.61; water leak adjustment for Cecilia Dickerson in the amount of \$98.18; water leak adjustment for Lillie Pierce in the amount of \$211.14. Commissioner Williams seconded. All ayes. Motion carried.

Parks, Recreation, and Cemetery:

Commissioner Mike Thomas informed the Board about the quote of \$121,000.00 for equipment for the park beside the Community Center Building. This quote is not for everything. I would like to put a committee together of volunteers to help with the labor and see if I can get the sand donated.

After discussion the Board decided to add the playground and picnic for Saturday, September 25th to the next work session. Thursday, September 2nd at 5:30 p.m.

Commissioner Thomas also informed the Board that the late Commissioner Skip Ruedeman and his wife Candy had did a great job at the Community Center and Street Supervisor, Mike Crabtree and his crew also did a great job inside and outside the Community Center.

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

Building Inspection:

Commissioner Jerry Williams made a motion to accept the Building Inspection Report for June. Commissioner Mike Thomas seconded. All ayes. Motion carried.

Administration:

Commissioner Gene Crabtree presented the monthly tax reports for July.

Commissioner Crabtree made a motion to accept the real property, personal property, and motor vehicle tax reports. Commissioner Jerry Williams seconded. All ayes. Motion carried.

Finance Officer, Debbie Caulk informed the Board that ARP (American Rescue Program) had deposited \$257,985.58 into the Town's account and another \$257,985.58 will be deposited next year. I have a list of items that the money can be spent on, water infrastructural is one of the biggest that stood out for the Town. If the Board agrees I would like to put this money into the Enterprise Fund.

Commissioner Williams stated no because once it goes into the Enterprise Fund it can't not be used for anything else.

Commissioner Guy McGraw made a motion to accept ARP funding and table where to put the funds until Work Session on September 2nd. Commissioner Williams seconded. All ayes. Motion carried.

Commissioner Williams made a motion to approve renewal the Moore County/Pinebluff Fire Inspection agreement. Commissioner McGraw seconded. All ayes. Motion carried.

Mayor Rachel Byrd informed the Board that she had spoke to the attorney about filling the late Commissioner Skip Ruedeman position for the next two years. There is no time line but we need to be fill it.

Unfinished Business:

After discussion the Board decided to table the benches and canopy for the pier at the Lake.

Commissioner Gene Crabtree made a motion to spend up to \$1,500.00 on lights for the maintenance building after discussion the motion died on the table.

Commissioner Guy McGraw made a motion to spend up to \$2,000.00 on lights and cables at the maintenance building. Commissioner Mike Thomas seconded. All ayes. Motion carried.

Commissioner McGraw made a motion to table discussion about discussing signing up for 811. Commissioner Thomas seconded. All ayes. Motion carried.

New Business:

None

Other Business:

None

Announcements:

None

Adjournment:

Commissioner Gene Crabtree made a motion to adjourn. Commissioner Mike Thomas seconded. All ayes. Motion carried.

Meeting adjourned at 7:38 p.m.

Sincerely, 
Betty O. McDuffie, CMC
Town Clerk

**TOWN OF PINEBLUFF
BOARD OF COMMISSIONERS
SPECIAL MEETING
WORK SESSION
September 02, 2021**

The Board of Commissioners of the Town of Pinebluff held a Work Session on Thursday, September 02, 2021 at 5:30 p.m. at the Town Hall to discuss agenda items.

Present were Mayor Rachel Byrd, Commissioners Mike Thomas and Guy McGraw. Commissioner Jerry Williams and Gene Crabtree were absent. A Quorum was not present. The Board would just discuss the agenda but no decisions will be made and it will not be considered an official meeting.

Also, present was Finance Officer, Debbie Caulk. Town Clerk, Betty McDuffie was absent. Citizen present was Ronald McDonald.

Mayor Rachel Byrd called the Work Session to order at 5:37p.m.

Everyone stood for the Pledge of Allegiance.

The Board discussed what to do with the park on Pecan Street by the Community Center Building or upgrading the lights at the ballfield. They also discussed getting a grant to help upgrade the parks and upgrading the lights at the ballfield.

Commissioner Mike Thomas presented the Board a flyer that he had made for the community picnic for Saturday, September 25th at 3:00 p.m.

Commissioner Guy McGraw asked Finance Officer, Debbie Caulk if she got the money from Phillip Boles for hot dogs for the picnic.

Finance Officer Caulk informed Commissioner McGraw that yes Mr. Boles had given the money to Peter Carpenter for the Friends of the Lake Committee.

Commissioner McGraw informed the Board that he would give a couple of hundred dollars as needed for the picnic.

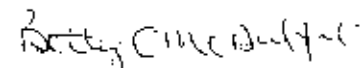
Finance Officer Caulk informed the Board that she had spoke to the auditor and he said to set up a special line item for the ARP Funding, then it can be used for any department. The Board would just need to decide what to use it for such as water infrastructural or a bonus to employees that get the Covid-19 vaccination or have gotten the vaccination.

Mayor Rachel Byrd informed the Board that the replacement for the late Commissioner Skip Ruedeman should have some experience in water.

Commissioner McGraw informed the Board that Steve Templin retired from the Town of Aberdeen Water Department and he would speak to him.

The Work Session adjourned at 6:39 p.m.

Respectfully submitted,



Betty O McDuffie, CMC
Town Clerk

**TOWN OF PINEBLUFF
REGULAR MEETING
SEPTEMBER 16, 2021**

The Board of Commissioners of the Town of Pinebluff held their regularly scheduled meeting for Thursday, September 16, 2021 at 7:30 p.m. at the Town Hall.

Present were Mayor Rachel Byrd, Commissioners Jerry Williams, Guy McGraw, Gene Crabtree and Mike Thomas. A Quorum was present.

Also present were Finance Officer, Debbie Caulk, Town Clerk, Betty McDuffie, Assistant Fire Chief, Alan Holmes, and Building Inspector/Zoning Administrator, David Francis. Police Chief, Pike Nordgren and Street Supervisor, Mike Crabtree were absent. Citizens present were Mark McDuffie, John Warren, Robbie Conley, and Patrick Neligan. Also present was Town of Pinehurst Fire Chief, Carlton Cole.

CALL TO ORDER:

Mayor Rachel Byrd 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 – Notice of Inspection; Public Safety – Police Department: Move “b” Closed Session to Public Address to the Board – Add “C”: Water-Sewer: Add #3 – O’Malley easement to lift-station.

Commissioner 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. Patrick Neligan informed the Board that a number of his neighbors asked what the Town was going to do about the property on North Curren Street. The owner of the property has garbage and signs along the side of his property.

Mayor Rachel Byrd told Mr. Neligan that the Town had just been informed this week and we were taking the steps to take care of it.

Commissioner Guy McGraw informed Mr. Neligan that it had been turned over to the Police Department and it would be handled.

After discussion of the driveway permit and since Mr. Joree Sykes was absent and there were questions for him, Commissioner Jerry Williams made a motion to table until next month. Commissioner McGraw seconded. All ayes. Motion carried.

Commissioner Williams made a motion to go into Closed Session for Personnel per G.S.143-318.11 at 7:37 p.m. Commissioner McGraw seconded. All ayes. Motion carried.

Commissioner Williams informed everyone that personnel were discussed but no decisions were made.

Commissioner McGraw made a motion to return to the regular board meeting at 8:41 p.m. Commissioner Mike Thomas seconded. All ayes. Motion carried.

DEPARTMENTAL REPORTS

Zoning/Planning:

Zoning Administrator, David Francis informed the Board that they had a copy of the letter going to Ms. Gloria Sands at 650 North Walnut Street. Due to she has been allowing someone to live in the storage building in her back yard, we have gotten a number of complaints. I have been trying to work with her since the early part of this year.

Mr. Francis informed the Board that he would be sending the letter certified tomorrow and then the first of October he will be going in to check to see if the building is still being used as a resident. I will compile my information and come back before the Board at your next meeting.

Commissioner Jerry Williams made a motion for Zoning Administrator, David Francis to go forward with the letter. Commissioner Mike Thomas seconded. All ayes. Motion carried.

Police Department:

In the absence of Police Chief, Pike Nordgren, Commissioner Jerry Williams presented the Police Department's monthly report for August.

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

Fire Department:

Commissioner Guy McGraw presented the Fire Department's monthly report for August.

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

No discussion on hiring of a Fire Chief.

Streets:

Commissioner Jerry Williams presented the Street Department's monthly report for August.

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

Commissioner Williams informed the Board that the zero-turn lawnmower had to have repairs, because it needed to be put back into the circuit as soon as possible. After speaking with the Mayor, we agreed to go ahead and have it repaired for \$1,200.00.

Commissioner Williams also informed the Board that the old gator needed repairs we have a quote for \$750.00 to \$800.00.

After discussion about the repairs to the old gator, Commissioner Thomas made a motion to have the old gator fixed. Commissioner Gene Crabtree seconded. All ayes. Motion carried.

Water-Sewer:

Commissioner Guy McGraw presented the Water Department's monthly report for August.

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

After discussion, Commissioner McGraw made a motion to accept the Resolution and for WithersRavenal to resubmit the grant to the State Water Infrastructure Authority at no extra cost. Commissioner Williams seconded. All ayes. Motion carried.

After the Board discussed the request from the Town's attorney to meet with Mr. O'Malley about an alternative way to access the lift-station, Commissioner McGraw made a motion to not meet with him because we have already made an offer. Commissioner Williams seconded. All ayes. Motion carried.

Parks, Recreation, and Cemetery:

Commissioner Mike Thomas informed the Board that we were waiting to get the liability insurance from the gentleman that will be putting up the fence at the dam at the Lake. If we do not hear from him, I will contact Mr. Mabe.

Commissioner Thomas informed the Board that he had been looking at a way to improve the basketball court at the Pecan Street Park. He presented the Board a picture of the changes. The cost if we do the work will only cost approximately \$3,000.00. I also have discussed with a group about upgrading this particular park for adults by putting in an obstacle court and fixing up the old shuffle board.

After discussion, Commissioner Guy McGraw made a motion for Commissioner Thomas to spend up to \$5,000.00 to upgrade the basketball court. Commissioner Thomas seconded. All ayes. Motion carried.

Commissioner Thomas reminded the Board about the community gathering at the Lake Saturday, September 25th. The Board discussed who would be handling food, drinks, chips, napkins, and paper plates.

Commissioner Thomas made a motion to accept the Parks and Recreation's monthly report for August as presented. Commissioner McGraw seconded. All ayes. Motion carried.

Building Inspection:

Commissioner Jerry Williams presented the Building Inspection's monthly report for August.

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

Administration:

Commissioner Gene Crabtree presented the monthly tax reports for August.

Commissioner Crabtree made a motion to accept the real property, personal property, and motor vehicle tax reports. Commissioner Jerry Williams seconded. All ayes. Motion carried.

Commissioner Crabtree presented the job description for part-time finance officer.

The Board discussed different ways to advertise: put on the website, League of Municipality, Indeed Jobs, and the Pilot.

After discussion, Commissioner Guy McGraw made a motion to advertise the job description as soon as possible and spend up to \$500.00. Commissioner Williams seconded. All ayes. Motion carried.

Town Clerk, Betty McDuffie informed the Board that there was a tax release for personal property because the gentleman did not live in Pinebluff, so per the County we need to release it.

Commissioner Williams made a motion to give the tax release to Edsel Scott Halso in the amount of \$12.67. Commissioner Mike Thomas seconded. All ayes. Motion carried.

Unfinished Business:

After discussion, Commissioner Jerry Williams made a motion to table the discussion about signing up for 811. Commissioner Mike Thomas seconded. All ayes. Motion carried.

New Business:

None

Other Business:

None

Announcements:

None

Adjournment:

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

Meeting adjourned at 9:54 p.m.

Sincerely,



Betty O. McDuffie, CMC
Town Clerk

TOWN OF PINEBLUFF
BOARD OF COMMISSIONERS
SPECIAL MEETING
October 06, 2021

The Board of Commissioners of the Town of Pinebluff held a Special Meeting, Wednesday, October 06, 2021 at 5:30 p.m. at the Town Hall.

Present were Mayor Rachel Byrd, Commissioners, Jerry Williams, Gene Crabtree, Mike Thomas, and Guy McGraw. A Quorum was present.

Also, present were Town Clerk, Betty O McDuffie and Deputy Fire Chief, Alan Holmes.

Citizens present were Mark McDuffie, John Wilson, Johnny Ransom, Robbie Conley, Pat Nelligan, Logan Deberry, and Jonathan Richardson. Also present was Chris Prentice with Sandhills Sentinel.

Mayor Rachel Byrd called the Special Meeting to order at 5:30 p.m.

Everyone stood for the Pledge of Allegiance.

Mayor Byrd explained the purpose of the Special Meeting was a number of items on the agenda dealing with the Fire Department.

Commissioner Guy McGraw informed the Board that a committee was formed to pick the best candidate for Fire Chief out of two (2) candidates. The Town does not have a contract in place so the Town's attorney will be drawing up a contract for the new chief to sign.

Commissioner McGraw made a motion to hire Jonathan Richardson as Pinebluff's new Fire Chief at \$60,000.00 annually plus benefits. Commissioner Gene Crabtree seconded. 3 ayes. 1 nay (Commissioner Jerry Williams voted no). Motion carried.

Commissioner Williams read a letter that he had written to the Board explaining his "No" vote. He felt due process was not followed in choosing between the two candidates that were in the running for Fire Chief. He explained that his "No" vote was not against anyone but to set the record straight and to clear the name of the candidate who was wrongly accused.

Deputy Fire Chief, Alan Holmes presented the names of the six (6) part-time firefighters Kendrick Ross-Gillespie, Joseph Kennerly, Austin Forro, Matthew Black, Austin Tibbel, and John Wilson who was a volunteer firefighter. We have one (1) volunteer firefighter, John White, but hoping to increase the number of volunteers we have in the near future. He also informed the Board that Police Chief, Pike Nordgren had done the background checks for all of the candidates.

Commissioner McGraw made a motion to hire the six (6) part-time firefighters and accept the new volunteer firefighter. Commissioner Williams seconded. All ayes. Motion carried.

Mayor Rachel Byrd presented the names of the firefighters that had turned in their resignation letters, John Warren and Travis McGougan.

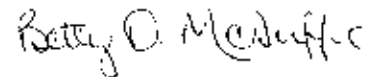
Commissioner Williams informed the Board that David Alston was not resigning but take a leave of absence.

Commissioner McGraw made a motion to accept the resignations of John Warren and Travis McGougan. Commissioner Crabtree seconded. All ayes. Motion carried.

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Special Meeting Minutes
October 6, 2021

With no further discussion, Commissioner Williams made a motion to adjourn.
Commissioner McGraw seconded. All ayes. Motion carried.
Special Meeting adjourned at 5:45 p.m.

Respectfully submitted,



Betty O McDuffie, CMC
Town Clerk

**TOWN OF PINEBLUFF
REGULAR MEETING
OCTOBER 21, 2021**

The Board of Commissioners of the Town of Pinebluff held their regularly scheduled meeting for Thursday, October 21, 2021 at 7:30 p.m. at the Town Hall

Present were Mayor Rachel Byrd, Commissioners Jerry Williams, Guy McGraw, Gene Crabtree and Mike Thomas. A Quorum was present.

Also present were Finance Officer, Debbie Caulk, Town Clerk, Betty McDuffie, Deputy Fire Chief, Alan Holmes, Fire Chief, Jonathan Richardson, Administrative Consultant, Melissa Adams, and Building Inspector/Zoning Administrator, David Francis. Police Chief, Pike Nordgren and Street Supervisor, Mike Crabtree were absent. Citizens present were Mark McDuffie, Ronald McDonald, Robbie Conley, William Beard, Joree Sykes, Debbie Glisson, Patrick Neligan, and Craig and Joan Baggett. Also present was Farrah Newman with Habitat for Humanity.

CALL TO ORDER:

Mayor Rachel Byrd called the meeting to order at 7:30 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 “b”- Budget Amendment #4: Add “c” – Approval of Assistant Fire Chief; Add “d”- purchase of three (3) turn out gear; Add “e” - disposal of old turn out gear; Add “g” - Full-time Firefighter advertisement for employment. Parks, Recreation and Cemetery: Add #2 – Budget Amendment #5. Administration: Add #5 – Employee bonus for taken the Covid injections: Add #6 – Service contract for the Administrative Consultant.

Commissioner 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. Patrick Neligan informed the Board that he would like to recommend Reverend Virgil Dwyer of the Ives Memorial Baptist Church for “Citizen of the Year”. he informed the Board that he had done a lot for the Town.

Farrah Newman informed the Board that she was with Habitat for Humanity and they had met with the Planning Board Tuesday, but the Planning Board did not have a quorum so it will not be until next month before the Board can meet with them. She wanted to know if there was anyway for them to have the meeting sooner.

Mayor Rachel Byrd stated that she would contact the Town’s attorney to see if the Planning Board can hold a special meeting.

Mr. Joree Sykes presented his drawing for the driveway to his two (2) lots on South Apple Street, the driveway would come off East Pinebluff Lake Road.

After discussion, Commissioner Jerry Williams made a motion to allow Mr. Sykes to open a driveway off East Pinebluff Lake Road to his two (2) lots on South Apple Street. Commissioner Guy McGraw seconded. All ayes. Motion carried.

Mr. Robbie Conley wanted to know why the Police Department was not writing traffic tickets. He heard the Board had told them not to write tickets. He informed the Board that he lives on West Chicago Avenue and there were people speeding down West Chicago Avenue and North Ridgecrest Street all the time. He wanted to know why the officers were not doing their jobs.

Commissioner Williams informed Mr. Conley that during Covid the State Department said for the officers to use discretion and to only approach vehicles when necessary.

DEPARTMENTAL REPORTS

Zoning/Planning:

Zoning Administrator, David Francis informed the Board that he had inspected the property on US Hwy #1 - 650 North Walnut Street - and there is no one living in the storage building now. He also informed the Board that he had spoken to an employee of Topem and Dropem Tree Cutting Company, because they were cutting trees off the town's property and the adjacent property owner of the property they were hired to clear off of South Peach Street. He informed them they were cutting in the wrong area.

Police Department:

In the absence of Police Chief, Pike Nordgren, Commissioner Jerry Williams presented the Police Department's monthly report for September.

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

Fire Department:

Deputy Fire Chief, Alan Holmes presented the Fire Department's monthly report for September. He informed the Board that he had a candidate, Justin McLeod for a part-time firefighter and one volunteer, Matt Horner.

Commissioner Jerry Williams made a motion to hire Justin McLeod for the part-time position after the Police Chief gives the okay for the background check. Commissioner Guy McGraw seconded. All ayes. Motion carried.

Commissioner Williams made a motion to accept Matt Horner's application for volunteer firefighter after the Police Chief gives the okay after the background check. Commissioner McGraw seconded. All ayes. Motion carried.

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

Commissioner McGraw made a motion to accept Budget Amendment #4 for General Fund to decrease Full-time Firefighters - #10-4410-0201 by \$20,721.67 and to increase Salaries-Fire Chief - #10-4410-0200 by \$20,721.67; decrease Retirement - #10-4410-1000 by \$1,100.00 and to increase 401k Expense @3% by \$1,100.00. These monies are needed for payroll expenses for the new Fire Chief. Commissioner Williams seconded. All ayes. Motion carried.

Commissioner McGraw informed the Board that the Town of Spring Lake had just purchased turn-out gear for Fire Chief Jonathan Richardson and it had just come in and he would like the Town of Pinebluff to purchase it. The Town would save money and the Chief would not have to wait for a new set of turn-out gear to come in.

After discussion, Commissioner McGraw made a motion to purchase the turn-out for the Fire Chief from the Town of Spring Lake for no more than \$2,200.00. Commissioner Williams seconded. All ayes. Motion carried.

Commissioner McGraw informed the Board that the Fire Department was going to order three (3) turn-out gear sets for the new firefighters. Turn-out gear is in the 2021-2022 Budget.

Commissioner McGraw informed the Board that we needed a new Surplus Commissioner since Commissioner Ruedeman has passed, because he had some turn-out gear that needed to be put on surplus.

After discussion, Commissioner Mike Thomas said he would be the Surplus Commissioner.

Commissioner Gene Crabtree made a motion to put the turn-out gear on surplus and to allow the Fire Chief to dispose of it by giving it to a Fire Department that was in need in North Carolina if possible. Commissioner McGraw seconded. All ayes. Motion carried.

Mayor Rachel Byrd informed the Board that the starting date on the contract for the Fire Chief was October 29th but it will need to be amended to October 22nd because the Chief is going to work this coming weekend.

Commissioner Williams made a motion to accept the contract for the Fire Chief with the change for the starting date from October 29th to October 22nd. Commissioner McGraw seconded. All ayes. Motion carried.

Commissioner McGraw informed the Board that the Fire Chief would like to advertise for the full-time firefighters on the Town's website, Facebook, and send out to the surrounding different fire departments, there will be no cost to the Town.

Commissioner McGraw informed the Board that the Fire Chief would like to advertise in-house for the Assistant Fire Chief.

Streets:

Commissioner Jerry Williams presented the Street Department's monthly report for September.

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

Town Clerk, Betty McDuffie informed the Board that Street Supervisor, Mike Crabtree would like to change the lights on the Christmas Angels to color bulbs instead of clear. He has left a sample in the back for you to take a look.

After discussion, Commissioner Thomas made a motion to allow the Street Supervisor to change the clear bulbs to colored bulbs on the Angels. Commissioner Guy McGraw seconded. All ayes. Motion carried.

Town Clerk McDuffie informed the Board that the Street Supervisor said the light bulbs on the four (4) Christmas wreaths that we use during the holidays did not work, the bulbs are fine, but the electrical is malfunctioning. If we order new wreaths now, we would not get them until after Christmas, but if the Board is willing to wait until the new year, we could get 33% off the price.

After discussion, Commissioner McGraw made a motion to table the purchase of the four (4) Christmas wreaths, Commissioner Thomas seconded. All ayes. Motion carried.

Water-Sewer:

Commissioner Jerry Williams presented the Water Department's monthly report for September.

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

Commissioner McGraw made a motion to approve the water leak adjustment for Fred Melnis in the amount of \$45.99 for a leak in the main water line. Commissioner Gene Crabtree seconded. All ayes. Motion carried.

Commissioner Williams made a motion to accept Budget Amendment #3 for the Enterprise Fund, to decrease Capital Out-lay Wells - #60-4100-5101 by \$19,122.60 and increase M&R Bldg/Grounds - #60-4100-3500 by \$19,122.60 to payroll expenses for a new sump pump at the Felis Drive lift station and repairs to the chemical feed pump at Well #4. Commissioner McGraw seconded. All ayes. Motion carried.

Parks, Recreation, and Cemetery:

Commissioner Mike Thomas informed the Board that he had lowered the basketball backboards down to meet regulations at the Community Center. He also informed the Board that he would be picking up the material to fix the basketball court tomorrow. The Community Center Building, the Parks, and the Cemetery are in good condition.

Commissioner Thomas made a motion to accept Budget Amendment #5 for the General Fund to decrease the Contingency Surplus - #10-4100-9700 by \$6,690.00 and to increase M&R Building/Grounds - #10-6080-3500 by \$6,690.00, these monies are needed for the new A/C unit that was installed in the Community Center in July 2021. Commissioner Guy McGraw seconded. All ayes. Motion carried.

Commissioner Thomas informed the Board that the Veteran's Memorial and Friends of the Lake Committees would like to use the storage building behind the Community Center as a permanent haunted house and leave everything setup.

After discussion, Commissioner Jerry Williams made a motion to allow the Committees to use the storage building for a haunted house. Commissioner McGraw seconded. All ayes. Motion carried.

Commissioner Thomas made a motion to accept the Parks and Recreation monthly report for September as presented. Commissioner Gene Crabtree seconded. All ayes. Motion carried.

Commissioner Thomas informed the Board that the Friends of the Lake and Veteran's Memorial Committees are sponsoring a trunk-or-treat at the Committee Center and they will be serving candy, snacks, hotdogs and drinks. They will also have music and games. This will take place Sunday, October 31st from 2:00 p.m. to 6:00 p.m.

Building Inspection:

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:

Commissioner Gene Crabtree presented the monthly tax reports for September.

Administrative Consultant, Melissa Adams gave a brief summary of her work experience. She also informed the Board of the items that she was working on: (1) we have five (5) applicants to interview for the Finance Officer position; (2) working on job descriptions, pay scale, and classifications in the Personnel Policy; (3) Codification of the Unified Development Ordinance (UDO) and the Pinebluff Town Ordinance. To get the ordinance codified we will work with American League through the North Carolina League of Municipality. This will be a six (6) to nine (9) month process, once they are through the ordinances will be online for the citizens to view. The cost will be approximately \$9,000.00 but we can pay \$4,500.00 this fiscal year and pay the other half in the next fiscal year. There will be an annual fee of approximately \$500.00 to keep the Ordinances up to date and on the website for access.

After discussion, Commissioner Guy McGraw made a motion to have the Town Ordinances and the UDO codified. Commissioner Jerry Williams seconded. All ayes. Motion carried.

Commissioner Crabtree made a motion to accept the real property, personal property, and motor vehicle tax reports. Commissioner Williams seconded. All ayes. Motion carried.

Mayor Rachel Byrd presented the Board the service contract for Administrative Consultant, Melissa Adams.

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

Town Clerk, Betty McDuffie informed the Board that there was a tax release for personal property because the gentleman did not live in Pinebluff, so per the County we need to release it.

Commissioner Williams made a motion to give the tax release to Benjamin W. Carlson in the amount of \$8.03. Commissioner Mike Thomas seconded. All ayes. Motion carried.

Commissioner McGraw informed the Board that he would like to recommend the late Commissioner Skip Ruedeman as the "Citizen of the Year" because of all the things he did for the Town.

Mayor Byrd informed the Board that gives two (2) nominations and wanted to know if there were any others.

After discussion, Commissioner Williams made a motion to nominate the late Commissioner Skip Ruedeman as "Citizen of the Year". Commissioner Crabtree seconded. All ayes. Motion carried.

Town Clerk, Betty McDuffie informed the Board that the Town of Pinebluff was a member of the Fort Bragg Regional Land Use Advisory Commission (RLUAC) and they would like for the Board to sign a Resolution accepting the changes to the bylaws.

Mayor Byrd read the mission of the Fort Bragg regional Land Use Advisory Commission (RLUAC).

After discussion Commissioner McGraw made a motion to accept the Resolution. Commissioner Williams seconded. All ayes. Motion carried.

Commissioner McGraw informed the Board that he would like to use some of the ARP money to offer a \$200.00 COVID vaccine incentive to all employees. The incentive would be paid in December to all vaccinated employees that submit proof of the vaccine. The deadline to submit proof of vaccination is December 15, 2021. Payout will be given between December 17th and 23rd.

After discussion, Commissioner McGraw made a motion to give a \$200.00 bonus to all employees that have the vaccination by December 15th. Commissioner Williams seconded. (3) ayes, (1) nay (Commissioner Crabtree voted no). Motion carried.

Unfinished Business:

After discussion, Commissioner Guy McGraw made a motion to sign up for 811. Commissioner Mike Thomas. All ayes. Motion carried.

New Business:

None

Other Business:

None

Announcements:

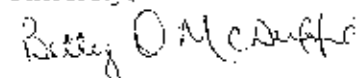
Mayor Rachel Byrd reminded everyone about the Trunk or Treat at the Community Center. Sunday, October 31st from 2:00 p.m. to 6:00 p.m. Also, she reminded the Board that election is Tuesday, November 2nd.

Adjournment:

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

Meeting adjourned at 9:30 p.m.

Sincerely,



Betty O. McDuffie, CMC
Town Clerk

**TOWN OF PINEBLUFF
REGULAR MEETING
NOVEMBER 18, 2021**

The Board of Commissioners of the Town of Pinebluff held their regularly scheduled meeting for Thursday, November 18, 2021 at 7:30 p.m. at the Town Hall

Present were Mayor Rachel Byrd, Commissioners Jerry Williams, Guy McGraw, Gene Crabtree and Mike Thomas. A Quorum was present.

Also present were Finance Officer, Debbie Caulk, Finance Officer, Kim Williams, Town Clerk, Betty McDuffie, Firefighter Logan DeBerry, Fire Chief, Jonathan Richardson, and Administrative Consultant, Melissa Adams. Police Chief, Pike Nordgren and Street Supervisor, Mike Crabtree were absent. Citizens present were Mark McDuffie, Ronald McDonald, Robbie Conley, James VanBoskerck, Malcolm Mills, and Jeremy Underhill. Also present was Farrah Newman with Habitat for Humanity.

CALL TO ORDER:

Mayor Rachel Byrd called the meeting to order at 7:32 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 – Planning Board's recommendation: (a) Conditional Use Permit Application – Habitat for Humanity; Add (b) Petition for Zoning Amendment Application; Add #2 – Appointment of Cliff Brown to Planning/Board of Adjustments – ETJ – letter send to Moore County Board of Commissioners. Public Safety – Police Department; Add "c" – Memorandum – Impacts of S.L.2021-138(S.B.300) on Local Governments; Administration; Add #4 – Debbie Caulk – contract labor. New Business: Add "A" – Classes for upcoming Commissioners; Add "B" – In-town new member for Planning/Board of Adjustments; Add "C" – Street light for South Vineland Street.

Commissioner Williams made a motion to accept the adjustments to the Consent Agenda. Commissioner Gene Crabtree 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 Gene Crabtree seconded. All ayes. Motion carried.

PUBLIC ADDRESS TO THE BOARD:

Citizens' Time:

Mr. Jeremy Underhill informed the Board that he has lived on West Craven Avenue for about 20 years and walks on North Ridgecrest Street in the mornings between 6:00 a.m. and 7:00 a.m. During his walks he has encountered a number of speeding vehicles and has almost gotten hit a few times. He would like to know if anything can be done about the speeding, because there have been quite a few houses built on North Ridgecrest in the last twenty years.

Commissioner Jerry Williams stated that he would check with the Police Chief about policing more in this area during this time frame.

DEPARTMENTAL REPORTS

Zoning/Planning:

Mayor Rachel Byrd presented the Board, Planning Board's recommendation to set a Public Hearing for a Conditional Use Permit Application for Habitat for Humanity.

Commissioner Jerry Williams made a motion to set a Public Hearing for December 16th at 7:30 p.m. to hear the information for the Conditional Use Permit Application for Habitat for Humanity. Commissioner Mike Thomas seconded. All ayes. Motion carried.

Mayor Byrd presented the Board, Planning Board's recommendation to set a Public Hearing for a Petition for a Zoning Amendment Application for Rhetsen Companies, INC.

Commissioner Williams made a motion to set a Public Hearing for December 16th at 7:30 p.m. to hear the information for the Zoning Amendment Application for Rhetsen Companies, INC. Commissioner Guy McGraw seconded. All ayes. Motion carried.

Mayor Byrd informed the Board that we have a number of Planning/Board of Adjustment members that were resigning due to health reasons. She had spoken to Cliff Brown; he was interested in being a ETJ member. He has been a member on the State Credit Union Board for more than 20 years and he is the Director for TEAMWORKZ. Their mission is to develop, provide, and coordinate lasting resources that will restore productive lives for the homeless.

Commissioner Williams made a motion to send Mr. Brown's information to Moore County Board of Commissioners requesting his appointment to the Planning/Board of Adjustment Board. Commissioner Thomas seconded. All ayes. Motion carried.

Police Department:

In the absence of Police Chief, Pike Nordgren, Commissioner Jerry Williams presented the Police Department's monthly report for October. He informed the Board that before the pandemic the police officers were writing 14 to 16 tickets per month, now during the pandemic they are writing 2.8 tickets per month. He also informed the Board that after placing the speed limit signs on West Chicago Avenue last month the average speed limit is around 22 to 25 miles per hour. There were only a couple over 35 miles per hour.

Commissioner Guy McGraw informed the Board that maybe we could offer all three (3) officers up to 10 hours of over-time to do traffic checks. They could probably keep their lights on for police present.

Commissioner Williams stated that he would talk to the Chief and the officers about the over-time.

Finance Officer, Kim Williams informed the Board that the Town of Robbins had a big speeding sign and it took pictures of the speeders.

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

Administrative Consultant, Melissa Adams presented the Board job descriptions for the Police Department. She stated that the Police Chief was exempt and should be getting comp time instead of over-time, but it would have to be the Board decision to pay him over-time.

Commissioner McGraw stated that maybe we could pay the Police Chief over-time after he accumulates 80 hours of comp time and pay time and a half.

Commissioner McGraw informed the Board that we really needed to hire the fourth police officer. Perhaps we could have Ms. Adams be in charge of the advertising and hiring of the fourth officer.

Ms. Adams stated that she would work with the Police Chief and Commissioner Williams on the hiring of the fourth officer.

Commissioner McGraw made a motion to allow Ms. Adams to spend up to \$1,000.00 for advertisement for advertising for the fourth officer and the funds will come out of the General Fund. Commissioner Gene Crabtree seconded. All ayes. Motion carried.

Commissioner McGraw made a motion to accept the job descriptions for the Police Department as presented. Commissioner Crabtree seconded. All ayes. Motion carried.

Commissioner Williams made a motion to table the Memorandum – Impacts of S.J. 2021-138 (S.B. 300) on Local Governments in order for the Board to have a chance to read over the material presented by the Town's attorney. Commissioner Mike Thomas seconded. All ayes. Motion carried.

Fire Department:

Fire Chief, Jonathan Richardson presented the Fire Department's monthly report for October. He informed the Board that all three full-time firefighters will be working by December 7th. He also informed the Board that the fire department will be hosting a CPR class at the Community Center Monday, December 13th.

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

Fire Chief Richardson informed the Board that the first grant he had, the Mayor had signed was for the regional grant to get seven (7) mobile and four (4) portable radios for \$49,259.00. The grant is a 95/5 percent, the Town's part would be \$4,926.00 plus sales tax and the grant fee for the grant writer for a total of \$9,566.00. The Town will not have to pay any fees unless we receive the grant. The second grant is an AMG grant for 15 sets of bumper gear (turnout gear) at \$3,300 per set (turnout gear needs to be changed out at least every 10 years). The grant will be for \$49,500.00. The cost to the Town would be \$2,475.00 plus \$990.00 to the grant writer. The Town will not have to pay any fees unless the grant is awarded. The third grant is a NC Forestry 50/50 grant. If we receive this grant, he would like to use this for hose replacement. Once again there will be no fee unless we get the grant.

He also informed the Board that they had purchased six (6) sets of turnout gear for the price of the three (3) that was requested last month.

Administrative Consultant, Melissa Adams presented the Board job descriptions for the Fire Department.

Commissioner McGraw made a motion to accept the job descriptions for the Fire Department as presented. Commissioner Jerry Williams seconded. All ayes. Motion carried.

Mayor Rachel Byrd read the Proclamation for the late Pinebluff Fire Chief, John A. McKiver, Sr. She informed the Board that it would be presented to the family at Open House Sunday, December 5th.

After discussion, Commissioner McGraw made a motion to accept the sick time for the Fire Chief from the Town of Spring Lake to be used toward retirement or a major illness. Commissioner Crabtree seconded. All ayes. Motion carried.

Commissioner McGraw made a motion to purchase two (2) antennas and six (6) batteries for \$965.38 plus tax and shipping and handling. Commissioner Crabtree seconded. All ayes. Motion carried.

Streets:

Commissioner Guy McGraw presented the Street Department's monthly report for October.

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

Commissioner Gene Crabtree informed the Board that the leaf machine was down and that they were having to pick the leaves up by hand. Also, Street Supervisor, Mike Crabtree had put up a map of the Town at the maintenance building in which he was been marking where each water main and water valves are located.

Administrative Consultant, Melissa Adams presented the Board job descriptions for the Water and Street Department.

Commissioner McGraw made a motion to accept the job descriptions for the Water and Street Department as presented. Commissioner Williams seconded. All ayes. Motion carried.

Water-Sewer:

Commissioner Jerry Williams presented the Water Department's monthly report for October.

Commissioner Williams made a motion to accept the Water Department's report. Commissioner Gene Crabtree seconded. All ayes. Motion carried.

Commissioner Guy McGraw made a motion to give a water leak adjustment to Brittany Keith in the amount of \$61.13 for a leak just past the meter toward the house. Commissioner Williams seconded. All ayes. Motion carried.

Parks, Recreation, and Cemetery:

Commissioner Mike Thomas informed the Board that the Community Center Building's propane tank was at 10%.

After discussion the Board decided to have the Town Clerk call Sandhill's Propane and have them put in and keep the tank at 50% at the Community Center.

Commissioner Thomas informed the Board that he along with Mike Crabtree and Pat Nelligan had put down the paint on the basketball court at the Community Center. He also would like to put a bench or plaque at the Lake for the late Commissioner Skip Ruedeman.

After discussion of the roof for the end of the dock at the Lake, Commissioner Thomas stated that he would get a quote to build the roof.

Commissioner Thomas made a motion to accept the report as presented. Commissioner Jerry Williams seconded. All ayes. Motion carried.

Building Inspection:

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

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

Administration:

Commissioner Gene Crabtree presented the monthly tax reports for October.

Commissioner Crabtree introduced the new part-time Finance Officer, Kim Williams, she comes to us from the Town of Robbins.

Commissioner Crabtree informed the Board that Finance Officer, Debbie Caulk would still be working for the Town as contractor after the end of the month and the attorney would be writing up her contract.

After discussion, Commissioner Guy McGraw made a motion to accept the contract for Debbie Caulk after the attorney writes it and she will be paid \$25.00 per hour. Commissioner Crabtree seconded. All ayes. Motion carried.

Commissioner Crabtree 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 there was a tax release for personal property because the gentleman did not live in Pinebluff, so per the County we need to release it.

Commissioner McGraw made a motion to give the tax release to Eric Todd Nuckles in the amount of \$19.51. Commissioner Crabtree seconded. All ayes. Motion carried.

Administrative Consultant, Melissa Adams presented the Board job descriptions for the Administration Department.

Commissioner McGraw made a motion to accept the job descriptions for Administration as presented. Commissioner Crabtree seconded. All ayes. Motion carried.

Unfinished Business:

None

New Business:

Administrative Consultant, Melissa Adams presented the Board a list of dates for the classes to Essentials of Municipal Government for the newly elected Commissioners when they take office. She also let the Board know that this would be a good class for all the Commissioners to attend.

After discussion, Commissioner Guy McGraw made a motion to allot up to \$2,500.00 for Board members to attend the Essentials of Municipal Government classes. Commissioner Mike Thomas seconded. All ayes. Motion carried.

Mayor Rachel Byrd introduced Malcolm Mills to the Board and let them know that he is interested in being on the Planning/Board of Adjustments.

Mr. Malcolm Mills told the Board a little bit about himself. He retired from the State Highway Patrol and is working with Moore County Sheriff's Department part-time.

Commissioner Jerry Williams made a motion to appoint Malcolm Mills on Planning/Board of Adjustments for a three (3) year term. Commissioner McGraw seconded. All ayes. Motion carried.

Town Clerk, Betty McDuffie informed the Board that there are a couple of new homes built on South Vineland Street and the one of the new homeowners was requesting a street light. The closest light on either side is more than 500 feet away.

Commissioner McGraw made a motion to have Duke Energy put a street light on South Vineland Street. Commissioner Gene Crabtree seconded. All ayes. Motion carried.

Other Business:

Commissioner Guy McGraw informed the Board about the Proclamation for Digital Inclusion Month from the Moore County Board of Commissioners.

After discussion, Commissioner McGraw made a motion to accept the Proclamation after the Town Clerk types it from the model the County sent. Commissioner Mike Thomas seconded. All ayes. Motion carried.

Announcements:

Commissioner Guy McGraw informed the Board that the Town did not get the Safer Grant for the three (3) firefighters.

Mayor Rachel Byrd reminded the Board about the annual Open House, Sunday, December 5th at the Town Hall from 2:00 p.m. to 4:00 p.m.

Commissioner McGraw informed the Board that Santa Claus would be riding on the fire truck through town, Saturday, December 11th from 12:00 p.m. to 3:00 p.m.

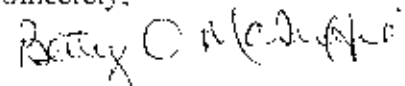
Commissioner McGraw informed the Board that the annual Fire Department's dinner would be Friday, December 17th at 6:00 p.m. The current Board and the newly elected Board is invited.

Adjournment:

Commissioner Jerry Williams made a motion to adjourn. Commissioner Gene Crabtree seconded. All ayes. Motion carried.

Meeting adjourned at 9:30 p.m.

Sincerely,



Betty O. McDuffie, CMC
Town Clerk

TOWN OF PINEBLUFF
BOARD OF COMMISSIONERS
SPECIAL MEETING
November 03, 2021

The Board of Commissioners of the Town of Pinebluff held a Special Meeting, Wednesday, November 03, 2021 at 5:30 p.m. at the Town Hall.

Present were Mayor Rachel Byrd, Commissioners, Jerry Williams, Gene Crabtree, Mike Thomas, and Guy McGraw. A Quorum was present.

Also, present were Town Clerk, Betty O McDuffie, Administrative Consultant, Melissa Adams, and Fire Chief, Jonathan Richardson.

Citizens present were Mark McDuffie, Robbie Conley, and Ronald McDonald.

Mayor Rachel Byrd called the Special Meeting to order at 5:27 p.m.

Everyone stood for the Pledge of Allegiance.

Mayor Byrd explained the purpose of the Special Meeting was a number of items on the agenda dealing with Personnel.

Commissioner Jerry Williams made a motion to go into Closed Session for Personnel and Attorney client privilege per G.S.143-318.11 at 5:29 p.m. Commissioner Guy McGraw seconded. All ayes. Motion carried.

Commissioner Williams made a motion to come back to the regular meeting at 6:38 p.m. Commissioner Mike Thomas seconded. All ayes. Motion carried.

Commissioner McGraw made a motion to hire the Noah Stubbs for a part-time firefighter, hire three full-time firefighters: Joseph Kennerly, Jr. starting at \$31,705.00 and after he finishes his training in three (3) months he will make \$32,705.00; Justin McCloud starting at \$37,405.00; Matthew Black starting at \$36,950.00. Commissioner Gene Crabtree seconded. All ayes. Motion carried.

Commissioner McGraw made a motion to accept Fire Chief Richardson's pay raise schedule. Commissioner Crabtree seconded. All ayes. Motion carried.

Commissioner McGraw made a motion to allow the Fire Chief to put in for two grants: one for turn-out-gear and the second one for mobile and portable radios. The cost out of pocket should be no more than \$10,000.00 we will be tagging along with the County. Commissioner Williams seconded. All ayes. Motion carried.

Commissioner Williams made a motion to add a position to the Police Department – Lieutenant – with a \$5,000.00 increase in salary. Commissioner Thomas seconded. All ayes. Motion carried.

Commissioner Crabtree made a motion to give Building Inspector/Zoning Administrator a stipend of \$75.00 per paid period to cover the use of his truck for inspections. Commissioner Williams seconded. All ayes. Motion carried.

Administrative Consultant, Melissa Adams informed the Board that there were five (5) applicants for the part-time Finance Officer that we interviewed and one (1) telephone interview. The one that stood out was the former Finance Officer for the Town of Robbins, she worked at the Town of Southern Pines, and the Moore County School System also. She is asking for \$30.00 per hour but I would like to negotiate with her and offer her \$20.00 to \$25.00 per hour.

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Special Meeting Minutes
November 03, 2021

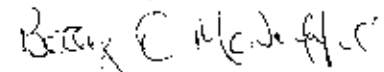
Commissioner Crabtree made a motion to hire Kim Williams and to allow Ms. Adams to negotiate her hourly pay between \$20.00 to \$25.00 per hour. Commissioner Williams seconded. All ayes. Motion carried.

After discussion the Board decided to have the annual Open House, Sunday, December 6th at the Town Hall from 2:00 p.m. to 4:00 p.m.

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

Special Meeting adjourned at 7:00 p.m.

Respectfully submitted,



Betty O'McDuffie, CMC
Town Clerk

TOWN OF PINEBLUFF
BOARD OF COMMISSIONERS
SPECIAL MEETING
December 14, 2021

The Board of Commissioners of the Town of Pinebluff held a Special Meeting, Tuesday, December 14, 2021 at 5:30 p.m. at the Town Hall.

Present were Mayor Rachel Byrd, Commissioners, Jerry Williams, Gene Crabtree, Mike Thomas, and Guy McGraw. A Quorum was present.

Also, present were Town Clerk, Betty O McDuffie, Administrative Consultant, Melissa Adams, Finance Officer, Kim Williams, and Fire Chief, Jonathan Richardson.

Citizens present were Mark McDuffie and Robbie Conley.

Mayor Rachel Byrd called the Special Meeting to order at 5:30 p.m.

Everyone stood for the Pledge of Allegiance.

Mayor Byrd explained the purpose of the Special Meeting was to discuss the presentation and discussion of the Compensation and Classification Study Report. The Board may or may not take action. We may possibly go into Closed Session for Personnel per G.S.143-318.11.

Administrative Consultant, Melissa Adams presented the Board her findings and recommendations for the Compensation and Classification Study. The goal of the study is to maintain a fair, equitable, and competitive classification and compensation that allows the Town to attract and retain qualified employees. There were eight surrounding organizations that were selected for the survey that represented as closely as possible to the "Labor Market" within which the Town competes.

With my findings I recommend the new pay scale for the following positions within the pay grade: Town Clerk from pay grade 7 to pay grade 9; Finance Officer from pay grade 9 to pay grade 11; Fire Chief and Police Chief from pay grade 15 to pay grade 16. New positions that have been created are: Firefighter/EMT pay grade 7; Streets Labor position pay grade 3; Customer Services Representative pay grade 5. The implementation cost to one Public Utility Worker whose salary is below the new minimum for their pay grade 6 will be \$823.20, not including taxes and benefits. The implementation cost to move one long term Public Utility Worker to mid-point of their pay grade 6 will be \$3,274.79, not including taxes and benefits. The implementation cost to move two, long term full-time employees (Town Clerk, Police Chief) into the mid-point of their new pay grades 9 and 16, respectively is \$3,911.00 and \$4,254.09, not including taxes and benefits. In addition, it is recommended that the Police Chief receive an additional 2.5% (\$1,513.00) due to compression and years of service with the Town. Total implementation cost for the full-time employees is \$13,776.08, not including taxes and benefits. The recommendation is that the Streets part-time labor position receive \$13.00 per hour; Customer Services Representative part-time positions receive \$14.50 an hour and the most tenured \$14.75 per hour.

Ms. Adams informed the Board that this was a recommendation but it was left up to the Board. The money could be given all at once or broken up to be given part now and then the rest at the 2022-2023 Budget preparation.

Ms. Adams also stated additionally, it is recommended that the Town may consider reviewing the part-time rate for the firefighters during the 2022-2023 Budget preparation process.

After discussion, Commissioner Guy McGraw asked if there were funds available to make all the recommendations.

Finance Officer, Kim Williams stated that it was not in salaries but it could be pulled out of the General Fund Contingency Reserve.

Commissioner Jerry Williams stated that we did not need to give all the raises at this time, because what we give now, we will have to be able to give the upcoming years.

Commissioner McGraw stated that we need to not only look out for our citizens we need to look out for our employees too. In order to keep our employees from leaving we need to be complete with our salaries.

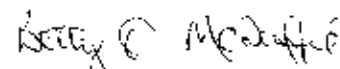
Commissioner McGraw asked if the Board could get what it would cost for all the recommendations up to the end of the fiscal year by Thursday's meeting.

Finance Officer Williams informed the Board that she was not working tomorrow but she would do a spreadsheet from home and try and have it for Thursday's meeting.

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

Special Meeting adjourned at 6:15 p.m.

Respectfully submitted,



Betty O. McDuffie, CMC
Town Clerk

**TOWN OF PINEBLUFF
REGULAR MEETING
DECEMBER 16, 2021**

The Board of Commissioners of the Town of Pinebluff held their regularly scheduled meeting for Thursday, December 16, 2021 at 7:30 p.m. at the Town Hall

Present were Mayor Rachel Byrd, Commissioners Jerry Williams, Guy McGraw, Gene Crabtree and Mike Thomas. A Quorum was present.

Also present were Finance Officer, Kim Williams, Town Clerk, Betty McDuffie, Volunteer Firefighter Johnnie Lynch, Fire Chief, Jonathan Richardson, Zoning Administrator, David Francis, Police Lieutenant, Daniel Thomas and Administrative Consultant, Melissa Adams. Police Chief, Pike Nordgren and Street Supervisor, Mike Crabtree were absent. Citizens present were Mark McDuffie, Debbie Glisson, Ronald McDonald, Robbie and Michelle Conley, James VanBoskerek, Melissa Kelso, Paula McKenzie, Heather Hynes, Tom Rindfleisch, and Patrick Nelligan. Also present was Farrah Newman and Philip Picerno with Habitat for Humanity, Tim O'Conner with Dollar General, and the Town's attorney, Kevin Hornik.

CALL TO ORDER:

Mayor Rachel Byrd called the meeting to order at 7:30 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 “D” – Approval of Special Meeting minutes – December 14, 2021; Organizational Meeting – Add “H” – Replacement Commissioner for the late Commissioner Skip Ruedeman; Public Safety – Fire Department: Add “j”- Sick leave for Matthew Black; Water-Sewer – Add #3 – Water leak adjustment for Cody Nash.

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

CONSENT AGENDA:

Approval of items A through G.

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

UNFINISHED BUSINESS:

Mayor Rachel Byrd called the first Public Hearing to order – Conditional Use Permit Application for Habitat for Humanity to create a Subdivision of 12 lots for affordable single family residential housing at 355 Addor Road. She informed the Board that this was a quasi-judicial hearing. The purpose of this hearing is for the Board to hear and review evidence presented in support or against the Conditional Use Permit application under consideration. If the applicant presents evidence showing all approval criteria have been met, the Board must approve their request unless competent, material, and substantial evidence to the contrary has been presented per N.C. Gen. Stat. – 160A-388.

Mayor Byrd swore in everyone that was going to speak on behalf or against the Conditional Use Permit application.

Zoning Administrator, David Francis presented the Board his information proving that all the material presented showed that all criteria had been met for the Conditional Use Permit application.

Commissioner McGraw made a motion to accept the Conditional Use Permit application for Habitat for Humanity. Commissioner Williams seconded. All ayes. Motion carried.

Mayor Byrd called the second Public Hearing to order – Zoning Amendment application – Rhetsen Companies, INC – Dollar General Store to change Central Business (CB) to General Business (GB) in order to have a larger store. She asked if anyone had anything to say for or against the Zoning Amendment application.

Ms. Paula McKenzie informed the Board that she had received a letter because her property was behind the property in question. She was here opposing the change because she felt it would lower her property value to have a store that close.

Mr. Tim O'Conner for Dollar General informed the Board that the store would put up a fence as a buffer, along with the trees that are already there, and they would be doing landscaping which is required by the Town.

Commissioner McGraw informed Ms. McKenzie that commercial property normally raised the surrounding property values not lower them.

Mr. James VanBoskerck informed the Board that he was the property owner and would be selling the property to Rhetsen Companies, INC with the understanding that they have a "A" frame roof, redbricks covering the front and sides of the building and a covering on the front, so it will be attractive for the Town.

Commissioner Williams asked what size the building for the Dollar General would be versus the Family Dollar building.

Mr. O'Conner informed the Board that the building would be 10,640 sq. ft. but he did not know what size the Family Dollar building was. The building here in Pinebluff is larger than most Dollar Generals because it would have a fresh produce section.

After discussion, Commissioner McGraw made a motion to re-zone the property in question to General Business instead of Central Business (CB) to accommodate the 10,640 sq. ft. store. Commissioner Gene Crabtree seconded. All ayes. Motion carried.

After discussion of the Compensation and Classification Study, Commissioner McGraw made a motion to approve the recommendations as presented. Commissioner Crabtree seconded. All ayes. Motion carried.

Mayor Byrd informed the Board that Chuck Watson agreed to be on the Planning/Board of Adjustment for the ETJ. He helps with the Friends of the Lake and Veteran's Committees.

After discussion, Commissioner Jerry Williams made a motion to send Mr. Watson's name to the Moore County Board of Commissioners in order for them to appoint him to the Planning/Board of Adjustments Committee for the ETJ opening. Commissioner McGraw seconded. All ayes. Motion carried.

Finance Officer, Kim Williams asked the Board when they would like the pay increases to take effect.

Commissioner Williams made a motion that it would take effect the next pay roll not the current one. Commissioner Crabtree seconded. All ayes. Motion carried.

Commissioner Williams made a motion to pay the Police Chief increase retroactive from October 6, 2021, when the Fire Chief started working. Commissioner Mike Thomas seconded. Two ayes (Commissioners Jerry Williams and Mike Thomas). Two nays (Commissioners Gene Crabtree and Guy McGraw). Mayor Rachel Byrd broke the tie, she voted aye. Motion carried.

Commissioner Williams presented Mayor Byrd and Commissioner Crabtree plaques for their time spent on the Board.

Town's attorney, Kevin Hornik informed the Board that the information he had sent in regards of the Impacts of S.L. 2021-138 (SB 300) on Local Governments was for information only at this time; but it dealt with updating the Town's Ordinance in the near future under Police criminal prosecution enforcement section, we have civil but not criminal.

ORGANIZATIONAL MEETING CALLED TO ORDER:

Mayor Rachel Byrd administered the oath of office to the newly elected Mayor Ronald McDonald.

Mayor Ronald McDonald administered the oath of office to newly elected Commissioners Jerry Williams and Robbie Conley.

After all oaths were administered the new Mayor and Board members took their seats.

Mayor McDonald informed the Board that he would recommend that Commissioner Williams continue to be Mayor Pro-Tem.

Commissioner Mike Thomas made a motion to appoint Commissioner Williams as Mayor Pro-Tem. Commissioner Robbie Conley seconded. All ayes. Motion carried.

Commissioner Williams made a motion to appoint Rachel Byrd as Commissioner to fulfill the two (2) years that the late Commissioner Skip Ruedeman had left. Commissioner Guy McGraw seconded. All ayes. Motion carried.

Mayor McDonald informed the Board that Rachel Byrd will be Commissioner of Administration, Jerry Williams – Commissioner of Police, Guy McGraw – Commissioner of Fire, Mike Thomas – Commissioner of Parks, Recreation, and Cemetery, Robbie Conley – Commissioner of Streets and Water-Sewer.

After discussion, Commissioner Williams made a motion to set the date for the regularly scheduled Board meeting will continue to be the 3rd Thursday of every month but the time will change to 6:30 p.m. Commissioner Byrd seconded. All ayes. Motion carried.

After discussion, Commissioner McGraw made a motion to continue using Brough Law Firm as the Town's attorneys. Commissioner Williams seconded. All ayes. Motion carried.

PUBLIC ADDRESS TO THE BOARD:

Citizens' Time:

Ms. Melissa Kelso informed the Board that she was renting the Committee Center Christmas Day to feed the homeless through a non-profit organization TEAMWORKZ. Their mission is to develop, provide, and coordinate lasting resources that will restore productive lives to the homeless. She wanted to know if the Board would allow her to get in the Community Center on the 24th to get everything together for Christmas Day at no cost.

The Commissioners asked if the center was rented for that day.

Town Clerk, Betty McDuffie informed the Board that at this time no one had rented it for the 24th.

Commissioner Mike Thomas reminded the Board that it had been used by non-profit before.

Commissioner Guy McGraw made a motion to allow TEAMWORKZ to use the Community Center all day on the 24th. Commissioner Jerry Williams seconded. All ayes. Motion carried.

Mr. James VanBoskerck informed the Board that he was there to complain about the lack of work the police has done to solve the cases of robbery he has happen to his properties. The value of the property that has been stolen values over \$30,000.00. These robberies need to be solved and the individuals prosecuted. He feels the Town has not had success with the hiring of police personnel except for Officer Daniel Thomas. Also, a friend of his has been trying to get a license to sell and buy gold but the Police Chief is holding him up for over a year and a half.

Town Clerk, Betty McDuffie informed Mr. VanBoskerck that was incorrect, the Chief and the Town had filled out the paperwork a couple of times and sent it to the State and Zoning Administrator, David Francis had contacted them a number of times.

DEPARTMENTAL REPORTS

Zoning/Planning:

None

Police Department:

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

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

Commissioner Guy McGraw informed Police Lieutenant Thomas how much he appreciates what the Police do and the patrolling with the lights flashing, letting their presence known.

Fire Department:

Fire Chief, Jonathan Richardson presented the Fire Department's monthly report for November. He informed the Board that all three full-time firefighters were working and he had at least one full-time employee there every day. He also informed the Board that the CPR class at the Community Center Monday, December 13th was a success.

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 offered 13 SCBA (air packs), masks, and bottles (which has at least three years before inspection) at no charge.

Commissioner McGraw made a motion for the Fire Department to accept the 13 SCBA (air packs) masks, and bottles at no cost. Commissioner Williams seconded. All ayes. Motion carried.

After discussion, Commissioner McGraw made a motion to pay to have the SCBA (air packs) tested annually at \$42.00 each. Commissioner Rachel Byrd seconded. All ayes. Motion carried.

Fire Chief Richardson informed the Board that he had a candidate, Noah Stubbs, he would like to hire for part-time help. He has past all background checks, has his training, and he works for the forestry service.

Commissioner McGraw made a motion to accept Noah Stubbs as a part-time firefighter. Commissioner Williams seconded. All ayes. Motion carried.

Fire Chief Richardson informed the Board that he had went over the Town's Code of Ordinance for the Fire Department (Chapter 10) and he had a few items that needed to be updated. Also, we need an updated letter that will help with the ISO numbers.

Town attorney, Kevin Hornik asked the Town Clerk to send him a copy of the letter and he would review and give suggestions and he would go over any suggestions that the Fire Chief had for the Town Ordinance.

After discussion, Commissioner McGraw made a motion to have the Mayor sign the updated letter as discussed. Commissioner Williams seconded. All ayes. Motion carried.

Fire Chief Richardson informed the Board that he had a volunteer firefighter (Joe Mancos) that would like to move to part-time status. He has been with the Department for years and is at Captain status. He has retired from the County EMS Department.

Commissioner McGraw made a motion to hire Joe Mancos as a part-time firefighter from volunteer status. Commissioner Williams seconded. All ayes. Motion carried.

Fire Chief Richardson informed the Board that he had a young man Savion Roper, that would like to be a volunteer firefighter and he would like to sponsor him to attend the fire academy.

Commissioner McGraw made a motion for Savion Roper to be a volunteer firefighter and sponsor him for the fire academy. He will have to do at least two (2) twelve hour shifts a month for the Town. Commissioner Robbie Conley seconded. All ayes. Motion carried.

Fire Chief Richardson informed the Board that Deputy Chief, Alan Holmes had been working quite a bit after Fire Chief McKiver's death and had accumulated approximately 199 hours of comp-time. I would like for the Board to pay him these hours so he does not take the time off, because we need him in-house, he is mechanically inclined and will work on the vehicles when needed.

Commissioner McGraw made a motion to pay up to 200 hours for straight time to Deputy Chief, Alan Holmes. Commissioner Byrd seconded. All ayes. Motion carried.

Fire Chief Richardson informed the Board that he would like to purchase a new computer for his office, right now he was sharing with Deputy Chief Holmes, which makes it hard when they both were working the same day. The cost and setup would be between \$1,500.00 and \$1,600.00. Fire Chief McKiver did have a laptop but we have not been able to locate it.

After discussion, Commissioner McGraw made a motion to purchase the computer up to \$1,600.00. Commissioner Byrd seconded. All ayes. Motion carried.

Fire Chief Richardson presented the Board the letter from the Town of Spring Lake regarding the full-time employee Matthew Black's 285.67 hours of sick leave time.

After discussion, Commissioner McGraw made a motion to accept the 285.67 hours of sick leave for Matthew Black to be used toward retirement or for a major illness. Commissioner Mike Thomas seconded. All ayes. Motion carried.

Streets:

Commissioner Jerry Williams presented the Street Department's monthly report for November.

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

Town Clerk, Betty McDuffie informed the Board that she had a request from the home owners in the new homes on North Ridgecrest Street for a street light.

After discussion, Commissioner Thomas made a motion to have Duke Energy put up a street light if it meets the requirements. Commissioner Robbie Conley seconded. All ayes. Motion carried.

Water-Sewer:

Commissioner Guy McGraw presented the Water Department's monthly report for November.

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

After discussion of fixing the handheld versus purchasing two (2) new ones and software, Commissioner Thomas made a motion to fix the handheld for \$600.00. Commissioner Jerry Williams seconded. All ayes. Motion carried.

Commissioner Thomas made a motion to give a water leak adjustment to Cody Nash in the amount of \$22.92 for a leak under the house. Commissioner McGraw seconded. All ayes. Motion carried.

Parks, Recreation, and Cemetery:

Commissioner Mike Thomas informed the Board that the Cemetery looks good, the sign needs to be painted. Also, the Parks look good and he was still working on getting quotes for new equipment for the parks. He would be replacing the wood on the 2nd dock at the Lake in a month or two. Also, the lights at the Veteran's Memorial Park are not working, the lights are defective. Peter Carpenter is to get three (3) replacement lights. Mike Crabtree was to fix one temporarily.

Town Clerk, Betty McDuffie stated that yes Mr. Crabtree did fix the one light at the Veteran's Park.

Commissioner Thomas made a motion to accept the report as presented. Commissioner Jerry Williams seconded. All ayes. Motion carried.

Commissioner Guy McGraw made a motion for Commissioner Thomas to spend up to \$2,500.00 to replace the boards on the pier at the Lake. Commissioner Williams seconded. All ayes. Motion carried.

Building Inspection:

Commissioner Jerry Williams presented the Building Inspection's monthly report for November.

Commissioner Williams made a motion to accept the Building Inspection Report. Commissioner Guy McGraw 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.

Commissioner Byrd made a motion to give the partial tax releases to Ronald and Barbara McDonald in the amount of \$180.00 for real property taxes because they were approved for Veteran's exemption per the County; and to George Stone in the amount of \$113.48 for personal property that was sold. Commissioner Williams seconded. All ayes. Motion carried.

Unfinished Business:

None

New Business:

None

Other Business:

None

Announcements:

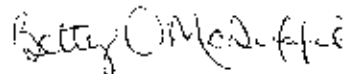
None

Adjournment:

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

Meeting adjourned at 9:45 p.m.

Sincerely,


Betty O. McDuffie, CMC
Town Clerk

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

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

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

Also present were Finance Officer, Kim Williams, Town Clerk, Betty McDuffie, Administrative Consultant Melissa Adams, and Fire Chief, Jonathan Richardson. Police Chief, Pike Nordgren and Street Supervisor, Mike Crabtree were absent. Citizens present were Mark McDuffie, and Patrick Neligan. Also present was Cliff Brown with Teamworkz.

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 #1 – Confirming the appointment of Chuck Watson and Cliff Brown to the Planning/Board of Adjustments; Public Safety – Fire Department: Add "h"-Ipad and internet

Commissioner Byrd made a motion to accept the adjustments to the Adjustments to the Consent Agenda. Commissioner Mike Thomas 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. Cliff Brown with Teamworkz first wanted to thank the Board for allowing his organization to use the Community Center during the Christmas holiday. They were able to give out approximately 400 meals either pickup, delivery, or eat in. They gave out clothing to help out at least 75 to 80 people. He also informed the Board that he had eight (8) rooms for this weekend at Best Western that would be used to house the homeless folks that he was able to gather himself, because at this time he was the only one on his team. He was here asking for the Town to help by allowing the Community Center to be used for shelter during bad weather for the homeless, they could setup cots and patio heaters. Also, he would like to use it for sponsoring dinners for the homeless or people in need. He had a restaurant in Sanford that was going to give him a 100lbs of hamburger meat and potatoes, and Texas Roadhouse would give salads and rolls.

DEPARTMENTAL REPORTS

Zoning/Planning:

Commissioner Rachel Byrd read the letters from the Clerk to the Board of Commissioners of Moore County in regards to their appointment of Cliff Brown and Chuck Watson to the Town's ETC Planning/Board of Adjustments Committee.

Commissioner Byrd made a motion to accept the appointment of Cliff Brown and Chuck Watson to the Planning/Board of Adjustment Committee. Commissioner Jerry Williams seconded. All ayes. Motion carried.

Police Department:

In the absence of Police Chief, Pike Nordgren. Commissioner Jerry Williams presented the Police Department's monthly report for December and informed the Board that the Police Department did a great job the past weekend with helping out with the storm.

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

Commissioner Guy McGraw asked if we had received any applications for the open police position and when was it advertised.

Administrative Consultant, Melissa Adams informed the Board that we had received 13 resumes but only three (3) had the required qualifications and the job position was advertised the first part of January.

Fire Department:

Commissioner Guy McGraw informed the Board that the Fire Department and Police Department did a great job this weekend and the Fire Chief was sick but still came out to help, but he did stay in his truck and supervised.

Fire Chief, Jonathan Richardson presented the Fire Department's monthly report for December and he informed the Board that the Department was not granted the Forestry Service Grant, but no one else in Moore County received it either.

Commissioner Mike Thomas asked if they had gotten a list of surplus items yet.

Fire Chief Richardson informed the Board that they were still going through storage areas and old equipment, he wanted to know if the Town would have a place the items after everything is cleaned out.

Commissioner Thomas said he would get with Commissioner Robbie Conley and Street Supervisor, Mike Crabtree about an area at the Maintenance Building for surplus items.

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 would like to re-apply for the SAFER Grant for three full-time Firefighters this grant would be no cost for the Town, it will pay 100% for three (3) years. The grant writer will only charge \$50.00 to update the previous grant request.

Commissioner McGraw made a motion to approve the re-applying of the SAFER Grant for three (3) full-time Firefighters. Commissioner Byrd seconded. All ayes. Motion carried.

Commissioner McGraw informed the Board that the Fire Chief had to use his own credit card to purchase the memorial coins in honor of the late Fire Chief John McKiver.

The funds for the reimbursement would come out of donations that people have made in honor of the late Chief.

Commissioner Jerry Williams wanted to know what the coins were for and was the money coming in through the Town.

Commissioner McGraw informed the Board that the coins were purchased to sale to raise money to put a memorial at the Public Safety Building in honor of the late Chief and yes, the money comes through the Town, because we have a line item for donations. This money has been used in the past to purchase food for the firefighters.

Commissioner Byrd informed the Board that the Budget Amendment #8 was for the donation money for the Fire Department.

After further discussion, Commissioner McGraw made a motion to reimburse Chief Richardson \$1,955.00 for the purchase of the coins. Commissioner Williams seconded. All ayes. Motion carried.

Fire Chief Richardson asked the Board about the approval of allowing the Fire Chief and Deputy Chief to accept any donated equipment to the Fire Department which is deemed as needed.

After discussion, Commissioner McGraw made a motion to allow the Fire Chief and Deputy Chief to accept donated items but not to put them in use until the Board accepted the donated equipment. Commissioner Williams seconded. All ayes. Motion carried.

After discussion of the email address for the Fire Chief, Commissioner Williams made a motion to table the approval of the email address until Finance Officer, Kim Williams had the chance to check into some options. Commissioner McGraw seconded. All ayes. Motion carried.

Commissioner McGraw informed the Board that the Fire Chief uses his own personal cell phone and he was asking the Board to allow a monthly stipend for up to \$75.00 per month. This would keep him from having to carry two (2) cell phones.

After discussion, Commissioner McGraw made a motion pay the Fire Chief a stipend for up to \$75.00 for the use of his own cell phone the funds would come out of line item #10-4410-3200. Commissioner Mike Thomas seconded. All ayes. Motion carried.

Fire Chief Richardson informed the Board that he would like to purchase an Ipad with Wi-fi internet. This past weekend when the power went out, they did not have access to their computers for reports and putting information regarding the trucks. The purchase would be through Firstnet.Priority which is for Emergency Departments.

After discussion, Commissioner McGraw made a motion for the Fire Chief to purchase an IPAD with internet through Firstnet.Priority up to \$75.00 per month. Commissioner Robbie Conley seconded. All ayes. Motion carried.

Streets:

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

Commissioner Conley presented the Board pictures of gravel driveways that were throughout Town. He informed the Board that as you can see the gravel comes out into the streets and washes down into neighboring yards. He had spoken to a couple of builders that build and live in town and they said they could not believe the town did not require the builder to add a concrete lip to come up to the street. He also informed the Board that the Town Clerk recommended that he come before the Board and if they agreed then send the information to the Town's attorney.

After discussion, Commissioner McGraw made a motion to make the recommendation to the Town's attorney to change the ordinance for the builder to add a concrete lip to the end of the driveway for new constructions. Commissioner Rachel Byrd seconded. All ayes. Motion carried.

Commissioner Conley informed the Board that he would like to add ten (10) flags and poles on US Hwy #1 (Walnut Street) so the flags would be line up on both sides equally. The cost would be under \$750.00 because the flags are \$36.00 each and the poles are \$20.00 each for a total of \$560.00, but he was not sure if there are funds available due to all purchases have not been posted.

After discussion, Commissioner Byrd made a motion to purchase the flags and poles and the money is to come out of each department or the Contingency Fund. Commissioner Conley seconded. All ayes. Motion carried.

Commissioner Conley informed the Board that he was told that the Street and Water Departments were handle by two different commissioners at one time. Commissioner Skip Ruedeman was retired and he had the time to focus on both departments but it was a little much with him working and trying to be here for the Town employees when they need me. He wanted to know if the Board had any suggestions.

Commissioner Byrd informed Commissioner that when she was mayor, she was the one to decide to combine the two (2) departments because the same employees work for both departments and this way, they are not pulled in different directions between two (2) commissioners. She did let Commissioner Conley know if he needed any help to let her know and she would try and see if she could help him.

Water-Sewer:

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

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

Commissioner Conley presented the update on the AIA application. The State Infrastructure Authority met on February 9th and voted not to fund the Town's AIA application.

After discussion, the Board decided to have the Town Clerk find out if there would be a fee to resubmit the application in May and to find out why they did not give the Town the grant for a second time.

Parks, Recreation, and Cemetery:

Commissioner Mike Thomas informed the Board that he was still looking into the cost to build the canopy for the end of the pier at the Lake. In the past we have gotten donated sand from the place in Hoffman, this year he informed the Board that he would like to get enough sand to fill in the volleyball court to get it set up for use. Also, Reverend Virgil Dwyer has offered to give lumber to build a bench at the Lake in memory of the late Commissioner Skip Ruedeman. He presented the Board a template that Sarah Watson, with the Friends of the Lake Committee, did of the sign to put at the Lake to eliminate some of the many signs. He also informed the Board that at the Veterans Memorial Park the Veteran's and Friends of the Lake Committee had the fence that needed to be put up and they will be doing fund raisers to raise the money to build a gazebo at the Veteran's Memorial Park.

Commissioner Guy McGraw informed the Board that the Fire Department would like to move the Mack truck to the Community Center Building so they can have space at the fire station to put exercise equipment for the firefighters, because they are required to work out for at least an hour when doing eight- or twelve-hour shifts.

After discussion, Commissioner Thomas made a motion to allow the fire department to place the Mack truck in the small bay at the Community Center Building and will need to add a lock for the small bay. Commissioner Robbie Conley seconded. All ayes. Motion carried.

Commissioner Thomas made a motion to accept the monthly report as presented. Commissioner Rachel Byrd 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 Guy McGraw seconded. All ayes. Motion carried.

Administration:

Commissioner Rachel Byrd presented the monthly tax reports for January.

Commissioner Byrd made a motion to accept the monthly tax reports.

Commissioner Mike Thomas seconded. All ayes. Motion carried.

Unfinished Business:

Building Inspector/Zoning Administrator, David Francis informed the Board that Crumpler Funeral Home addition was put on hold because the building contractor had quit, but they will now be resuming because they have hired a new contractor. They would like to go ahead with the crematorium before they finish the side edition. At first he thought they would have to come back before the Board but the NC State Funeral Board states they can go forward with the building of the crematorium first. He also informed the Board that he informed Mr. Crumpler that he had 12 months to complete the addition or he would have to come back and pay full price for another building permit.

New Business:

None

After discussion of dates to do the Municipal Government training with the Town's attorney, Commissioner Guy McGraw made a motion to have the class by zoom for \$950.00, Wednesday, February 9th at 5:30 p.m. to 8:30 p.m. Commissioner Byrd seconded. All ayes. Motion carried.

Unfinished Business:

None

New Business:

Commissioner Guy McGraw informed the Board that we needed to schedule a Work Session in the near future to discuss at least how to spend the money for ARP.

Commissioner Mike Thomas stated that he would like to discuss plans for the park(s).

Mayor Ronald McDonald informed the Board that since we would be having a special meeting with the Town's attorney Wednesday, February 9th to schedule the work session sometime in March.

After discussion, Commissioner Rachel Byrd made a motion to schedule the work session for Wednesday, March 9th at 5:30 p.m. Commissioner Jerry Williams seconded. All ayes. Motion carried.

Other Business:

None

Announcements:

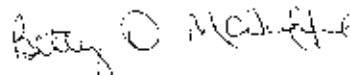
None

Adjournment:

Commissioner Jerry Williams made a motion to adjourn. Commissioner Mike Thomas 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
February 09, 2022**

The Board of Commissioners of the Town of Pinebluff held a Special Meeting, Wednesday, February 09, 2022, via the Zoom web conferencing application to discuss Municipal Government Training with the Town's attorney.

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

Also, present was Town Clerk, Betty McDuffie. Citizen present was Peter Carpenter, also present was the Town's attorney Kevin Hornik virtually.

Town's attorney, Kevin Hornik was the moderator of the meeting.

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

Town's attorney, Kevin Hornik explained the purpose of the Special Meeting was to hold a training presentation and to hold a Closed Session for a possible litigation per G.S.143-318.11.

Mr. Hornik began by letting the Board know that they could always contact him through email or telephone if they ever had any questions. He then began by presenting a slide show of the items he was to discuss.

Items that were discuss were (1) The Town of Pinebluff Form of Government (2) Local Government Authority (3) Types of Local Government Decisions (4) How Decisions are made (5) Public Records and Open Meetings Laws (6) Use of Town Property (7) Disposal of Surplus Property (8) Decorum of the Board and Social Media. Along with the items discussed he presented the Board, the North Carolina General Statues for each item to explain in depth.

Commissioner Robbie Conley informed the attorney that Mr. Cliff Brown had asked if the Board had made a decision about allowing his organization to use the Community Center Building for a homeless shelter during bad weather. He told Mr. Brown that no decision was made, was that okay.

Mr. Hornik informed Commissioner Conley that was the correct answer to give.

Mr. Hornik also presented the Board a list of available resources for local officials and board members: (1) UNC School of Government (2) North Carolina League of Municipalities (3) The Brough Law Firm, PLLC.

Mr. Hornik asked the Board if they had any questions at this time, if not they could contact him later through email or telephone.

Commissioner Jerry Williams informed the attorney that in the past before a Commissioner contacted the Town's attorney, they discussed it with the Mayor first.

Mr. Hornik informed the Board that was a good practice, but it was left up to the Board to decide how they wanted to handle it.

Commissioner Rachel Byrd made a motion to go into Closed Session for a possible litigation per G.S.143-318.11 at 6:30 p.m. Commissioner Williams seconded. All ayes. Motion carried.

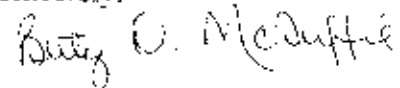
Commissioner Byrd made a motion to return to the Special Board Meeting at 6:50 p.m. Commissioner Williams seconded. All ayes. Motion carried.

Commissioner Byrd informed the Board that during Closed Session the Board informed the Town's attorney, Kevin Hornik to proceed.

Page 2
Special Board Meeting
February 09, 2022

Commissioner Williams made a motion to adjourn at 6:55 p.m. Commissioner Mike Thomas seconded. All ayes. Motion carried.

Sincerely,

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

Betty O. McDuffie, CMC
Town Clerk

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

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

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

Also present were Town Clerk, Betty McDuffie, Administrative Consultant Melissa Adams, Zoning Administrator/Building Inspector, David Francis, and Fire Chief, Jonathan Richardson. Police Chief, Pike Nordgren and Street Supervisor, Mike Crabtree were absent. Citizens present were Mark McDuffie, Gene Crabtree, and Chuck and Sarah Watson.

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: Public Safety - Fire Department: Add "g"- Physicals for Fire Department Personnel; Streets: Add #4 - Discussion of Departments.

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

PUBLIC ADDRESS TO THE BOARD:

Citizens' Time:

There was no one.

DEPARTMENTAL REPORTS

Zoning/Planning:

None

Police Department:

In the absence of Police Chief, Pike Nordgren and Commissioner Jerry Williams, Commissioner Guy McGraw presented the Police Department's monthly report for January.

Commissioner McGraw asked if we had received anymore applications for the two (2) police officer positions.

Administrator Consultant, Melissa Adams informed the Board that we had received a couple more applications but they did not have any qualifications.

The Board discussed ways in which the Town could get more applicants interested such as attending job fairs and more advertisement such as advertising in the Fayetteville and Hoke County areas.

Administrator Consultant Adams said she would check to see how much has been spent on advertisement and how much was left in that line item.

The Board wanted to reiterate that Ms. Adams and the Mayor would be sitting in on the interviews for the new officers.

Commissioner McGraw 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 January.

Fire Chief Richardson informed the Board that he had gotten an extra three (3) months before the State will come out and do the ISO rating of the Fire Department. He also let the Board know that he had went to the Industrial business in Town and in out fire district area to hand out fire public education material for their employees.

Commissioner Mike Thomas asked if they had gotten their list of surplus items yet and how much space he was going to need for storage.

Fire Chief Richardson said he would need approximately the space of the board room table.

Commissioner Thomas said he would get with the Chief later about a space.

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 they had went out on a call for a television smoking in a home. They went out and checked it and everything was okay, but the homeowner wanted them to take the television with them. After checking out the television at the station, it proved to work fine, but the lady still did not want it back.

Commissioner McGraw made a motion for the Fire Department to accept the television as a donation. Commissioner Thomas seconded. All ayes. Motion carried.

Fire Chief Richardson informed the Board that F.F. Kemmerly, one of the new full-time firefighters had finished his three (3) months training and his salary would now reflect that, in which the Board had voted on when he was hired.

Fire Chief Richardson had presented the Board information that he had compiled together about pay for the volunteers per call. He would like to increase that according to certifications and years of service. With the rising cost of gas prices and it would be an incentive to have them come out for more calls he felt this was a good thing.

Commissioner McGraw informed the Board that if we had more volunteers coming out on calls that would help cut down on hiring full-time firefighters.

After discussion the Board decided to table until the Chief had a chance to gather more information.

Fire Chief Richardson informed the Board that when it comes to repairs on the fire trucks it can be very expensive and a lot of the times the repairs needed to be done before the Board meeting. As of right now we have a fire truck with repairs for approximately \$3,000.00.

After discussion, Commissioner McGraw made a motion to allow the Fire Commissioner and the Administrator Consultant to make the decision for repairs on

emergency apparatuses for up to \$5,000.00 as long as the funds are in the budget and to bring it before the Board at the following Board meeting. Commissioner Robbie Conley seconded. All ayes. Motion carried.

Fire Chief Richardson informed the Board that the sprinkler system at the fire station was up for a five (5) year interior inspection and there were some repairs needed before the Moore County Fire Marshall would pass the building. The cost would be approximately \$2,000.00.

After discussion, Commissioner McGraw made a motion to have the five (5) year interior sprinkler system inspections and to do the repairs for up to \$2,000.00. Commissioner Thomas seconded. All ayes. Motion carried.

Fire Chief Richardson informed the Board that the trial for Netduty Scheduling program was up and he would like to purchase it for the remaining budget year for \$535.00 and the annual renewal fee would be approximately \$1,500.00 per year. The firefighters are able to do their time sheets online and keep up with their schedule. The program will also let the firefighters know if a person cannot come in for their regularly scheduled day, then the next available firefighter can come in without having to call around to try and find someone to work.

Commissioner Conley asked if this scheduling could be used for the other departments or if our current software company would allow it.

Fire Chief Richardson stated that they could not piggy back on with the fire department but the company may have a program that would accommodate the other departments, he could check with the company.

Town Clerk, Betty McDuffie informed the Board that she would check with Southern Software to see if they offer anything.

After further discussion, Commissioner McGraw made a motion for the Fire Chief to purchase the scheduling program with Netduty Scheduling for the rest of the budget year for \$535.00 and to renew for the next budget year for approximately \$1,500.00. Commissioner Thomas seconded. All ayes. Motion carried.

Fire Chief Richardson informed the Board that he had nine (9) employees that need to get a required annual physical, the rest will get their physicals at their full-time job. The Town of Aberdeen will have someone in house in March to do their physicals at a cost of \$272.00 per firefighter and we would like to piggyback with them.

After discussion, Commissioner Byrd made a motion pay approximately up to \$2,500.00 for the nine (9) firefighters physicals and the funds will come out of the General Fund - Contingency Fund. Commissioner McGraw seconded. All ayes. Motion carried.

Streets:

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

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

Commissioner Conley presented the Board pictures of gravel driveways that were throughout Town. He informed the Board that as you can see the gravel comes out into the streets and wash down into neighboring yards. He had spoken to a couple of builders that build into town and also live in town, and they said they could not believe the town did not require the builder to add a concrete lip to come up to the street. He also informed the Board that the Town Clerk recommended that he come before the Board and if they agreed then send the information to the Town's attorney.

After discussion, Commissioner McGraw made a motion to make the recommendation to the Town's attorney to change the ordinance for the builder to add a concrete lip to the end of the driveway for new constructions. Commissioner Rachel Byrd seconded. All ayes. Motion carried.

Commissioner Conley informed the Board that he would like to add ten (10) flags and poles on US Hwy #1 (Walnut Street) so the flags would be line up on both sides equally. The cost would be under \$750.00 because the flags are \$36.00 each and the poles are \$20.00 each for a total of \$560.00, but he was not sure if there are funds available due to all purchases have not been posted.

After discussion, Commissioner Byrd made a motion to purchase the flags and poles and the money is to come out of each department or the Contingency Fund. Commissioner Conley seconded. All ayes. Motion carried.

Commissioner Conley informed the Board that he was told that the Street and Water Departments were handle by two different commissioners at one time. Commissioner Skip Ruedeman was retired and he had the time to focus on both departments but it was a little much with him working and trying to be here for the Town employees when they need me. He wanted to know if the Board had any suggestions.

Commissioner Byrd informed Commissioner that when she was mayor, she was the one to decide to combine the two (2) departments because the same employees work for both departments and this way, they are not pulled in different directions between two (2) commissioners. She did let Commissioner Conley know if he needed any help to let her know and she would try and see if she could help him.

Water-Sewer:

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

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

Commissioner Conley presented the update on the AIA application. The State Infrastructure Authority met on February 9th and voted not to fund the Town's AIA application.

After discussion, the Board decided to have the Town Clerk find out if there would be a fee to resubmit the application in May and to find out why they did not give the Town the grant for a second time.

Parks, Recreation, and Cemetery:

Commissioner Mike Thomas informed the Board that he was still looking into the cost to build the canopy for the end of the pier at the Lake. In the past we have gotten donated sand from the place in Hoffman, this year he informed the Board that he would like to get enough sand to fill in the volleyball court to get it set up for use. Also, Reverend Virgil Dwyer has offered to give lumber to build a bench at the Lake in memory of the late Commissioner Skip Ruedeman. He presented the Board a template that Sarah Watson, with the Friends of the Lake Committee, did of the sign to put at the Lake to eliminate some of the many signs. He also informed the Board that at the Veterans Memorial Park the Veteran's and Friends of the Lake Committee had the fence that needed to be put up and they will be doing fund raisers to raise the money to build a gazebo at the Veteran's Memorial Park.

Commissioner Guy McGraw informed the Board that the Fire Department would like to move the Mack truck to the Community Center Building so they can have space at the fire station to put exercise equipment for the firefighters, because they are required to work out for at least an hour when doing eight- or twelve-hour shifts.

After discussion, Commissioner Thomas made a motion to allow the fire department to place the Mack truck in the small bay at the Community Center Building and will need to add a lock for the small bay. Commissioner Robbie Conley seconded. All ayes. Motion carried.

Commissioner Thomas made a motion to accept the monthly report as presented. Commissioner Rachel Byrd 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 Guy McGraw seconded. All ayes. Motion carried.

Administration:

Commissioner Rachel Byrd presented the monthly tax reports for January.

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

Unfinished Business:

Building Inspector/Zoning Administrator, David Francis informed the Board that Crumpler Funeral Home addition was put on hold because the building contractor had quit, but they will now be resuming because they have hired a new contractor. They would like to go ahead with the crematorium before they finish the side edition. As first he thought they would have to come back before the Board but the NC State Funeral Board states they can go forward with the building of the crematorium first. He also informed the Board that he informed Mr. Crumpler that he had 12 months to complete the addition or he would have to come back and pay full price for another building permit.

New Business:

None

Other Business:

None

Announcements:

Commissioner Guy McGraw informed the Board that the coins in honor of the late Fire Chief John McKiver had come in and the fire department was selling them for \$10.00 each. He wanted to know if the money needed to come through the Town. If so would it go into the donation line item. Also, if it has to come through the Town could we setup an expense account line item to make it easier to spend the money.

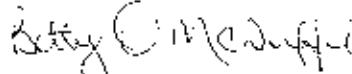
After discussion the Board decided to have the Town Clerk to check with the Town's attorney on how the money needed to be collected.

Adjournment:

Commissioner Rachel Byrd made a motion to adjourn. Commissioner Robbie Conley seconded. All ayes. Motion carried.

Meeting adjourned at 8:50 p.m.

Sincerely,


Betty O. McDuffie, CMC
Town Clerk

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

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

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

Also present were Town Clerk, Betty McDuffie, Finance Officers, Debbie Caulk and Beth Cowan, Zoning Administrator/Building Inspector, David Francis, Fire Chief, Jonathan Richardson, and Fire Fighter, Justin McLeod, Police Chief, Pike Nordgren and Street Supervisor, Mike Crabtree were absent. Citizens present were Gene Crabtree, Fran White, Tia Hopkins, and Patrick Nelligan. Also present were Larry and Carol Smith with Southmoore Heating and Cooling and the Town's auditor, Wade Greene with W. Greene and Company.

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:

Unfinished Business: Add "A" - Roof for dock at the Lake. Add "B" - Resolution - Change to Appendix C in the UDO to add C16 - Driveway entrances onto Town streets; Other Business: Add "A" - Budget Workshop meeting with SERCAP - Lisa Chapman.

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 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:

The Town's auditor, Wade Greene presented the Board the financial highlights of the audit presentation for the fiscal year ending June 30, 2021. He let the Board know that the General Fund balance available as a percentage of expenditures were at 166.85% an increase of 26.58% from last year. Water and Sewer Fund balance available as percentage of expenditures is 300.01% down 19.04% from last year. Long term debt we are at \$1,938,058 for governmental up by \$70.00 from last year. Business type of debt is at \$20,914 up by \$4,662 from last year. The tax collection rate is at 99.36% down by .30% from last year.

After discussion, Commissioner Jerry Williams made a motion to accept the 2020 - 2021 budget as presented. Commissioner Guy McGraw seconded. All ayes. Motion carried.

Interim Finance Officer, Debbie Caulk introduced the new Finance Officer, Beth Cowan to the Board.

Mr. Larry Smith with Southmoore Heating and Cooling informed the Board that he was there to complain about the Town's Building Inspector, David Francis. Mr. Francis went out to do an inspection Friday, March 11th and he called our telephone service a minimum of ten (10) times and he was loud and irate with our service.

Mayor Ronald McDonald informed Mr. Smith that the Board would check into this and would hold a special meeting to settle it at a later date.

DEPARTMENTAL REPORTS

Zoning/Planning:

Zoning Administrator/Building Inspector, David Francis informed the Board that the building of the Dollar General at the corner of East Chicago Avenue and North Walnut Street (US Hwy #1) was on hold because they found black mold in the five (5) cottages that are located there now. They will have to get that cleaned up before the cottages can be torn down. He also informed the Board that he had been approached by a company that would like to buy the Mr. Gozzi's property between East Chicago Avenue up to US Hwy #1 North to rezone and build a subdivision.

After discussion, Commissioner Jerry Williams made a motion to accept the Zoning report as presented. Commissioner Mike Thomas seconded. All ayes. Motion carried.

Police Department:

In the absence of Police Chief Pike Nordgren, Commissioner Jerry Williams presented the Police Department's monthly report for February.

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

Commissioner McGraw informed the Board that he had spoken to the Deputy Town Manager of the Town of Aberdeen and he said if his police officers wanted to work part-time he would allow it. I feel this would be a good way to have officers available until we can hire some full-time.

After discussion, Commissioner McGraw made a motion to hire full-time officers from other towns for part-time help and to have Administrative Consultant, Melissa Adams to advertise. Commissioner Mike Thomas 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 presented the Board a copy of the invoices that Commissioner Guy McGraw and Administrative Consultant, Melissa Adams approved for repairs for Engine 713 for \$2,673.37, repairs for Tanker 715 for \$2,838.09, and approved the ordering and purchase of tires for Engine 719 for \$3,236.67. These are repairs that could not wait until the Board meeting to be done. He also informed the Board that he would like to order and purchase tires for Engine 712 for \$3,323.67. At this

time Engines 719 and 712 were down until the tires can be replaced because they will not pass DOT inspections until getting new tires.

Fire Chief Richardson informed the Board that he would like to acknowledge Firefighter Justin McLeod for his accomplishments by presenting him an award from Firefighters Advanced Professional Certificate Program. Firefighter McLeod came up and the Fire Chief presented the award.

The Board and the audience congratulated Firefighter McLeod.

Fire Chief Richardson informed the Board that Engines 711, 712, and 719 are up for an oil change, but they all do not need to be done in this budget year. The cost is between \$1,800 to \$2,200 for each oil change, they only have to be done every other year.

After discussion, Commissioner McGraw made a motion to approve the oil change for one engine for up to \$2,300.00. Commissioner Williams 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.

Commissioner Conley informed the Board that the 2012 International Dump Truck went in for servicing and repairs for \$2,099.01, before the Board meeting, so I am bringing it to the Board now.

After discussion, Commissioner Conley made a motion to accept the repairs that was done to the 2012 International Dump Truck for \$2,099.01. Commissioner Williams seconded. All ayes. Motion carried.

Commissioner Conley informed the Board that they had the material to put a permanent United States flag at the north sign at the corner of North Currant Street and North Walnut Street, we will just need to put a light there. There is electricity there already we will just have to purchase the light.

After discussion, Commissioner Conley made a motion to place the flag at the sign and to add the light. Commissioner Guy McGraw 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 Conley informed the Board that he and the Mayor had went to talk to the couple with the water leak. They were out of Town for a few weeks and did not know they had a leak until they got back and did not have any water pressure. Their water bill is \$15,935.23 because they consumed 434,850 gallons. With the leak adjustment their water bill is going to be \$5,963.40 and they are on a fixed income.

After discussion, Commissioner Conley made a motion to table the adjustment until the Board had time to look at giving a better adjustment. Commissioner Guy McGraw seconded. All ayes. Motion carried.

Town Clerk, Betty McDuffie informed the Board that she had put the ARPA (American Rescue Plan Act) on the agenda because Commissioner McGraw had stated in the work shop that he would like a motion to allocate the money.

Commissioner McGraw made a motion to allocate the money from ARPA to water-sewer infrastructures. Commissioner Williams seconded. All ayes. Motion carried.

Parks, Recreation, and Cemetery:

Commissioner Mike Thomas presented the Board the drawings for a cover for the end of the dock at the Lake, and a quote for the siding of the roof. He also informed the Board that Cemetery and the Parks looked good.

After discussion, Commissioner Thomas made a motion to accept the monthly report as presented and to spend up to \$5,500.00 on the cover for the end of the dock at the Lake. Commissioner Guy McGraw seconded. All ayes. Motion carried.

After discussion about having lifeguards at the Lake for the Summer, Commissioner Thomas made a motion to have no lifeguards, but to still order lake pins. Commissioner Robbie Conley seconded. Three (3) ayes. One (1) nay. Commissioner Jerry Williams voted no. Motion carried.

After discussion, Commissioner McGraw made a motion to hire a seasonal part-time employee to help keep the Lake and the Parks cleaned. Commissioner Conley seconded. Three (3) ayes. One (1) nay. Commissioner Jerry Williams voted no. Motion carried.

The Board discussed opening the Lake to people surrounding the Town to use the Lake at a cost. They decided to have an open forum before next month's meeting for the citizens to give their input.

Commissioner Thomas made a motion to have the open forum at 6:00 p.m. Thursday, April 21st before the Regular Board Meeting. Commissioner Conley seconded. All ayes. Motion carried.

Building Inspection:

Commissioner Jerry Williams presented the Building Inspection's monthly report for February.

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

Administration:

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

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

After discussion, Commissioner Williams made motion to have the Town Clerk/Tax Collector to advertise the 2021 delinquent taxes in the Pilot. Commissioner Robbie Conley seconded. All ayes. Motion carried.

After discussion of the dates for budget meetings, Commissioner Williams made a motion to schedule the first one for Monday, April 11th in the late afternoon after we find out what time SERCAP will be here for the budget meeting on how to best spend the ARPA money for water-sewer infrastructures. Commissioner Mike Thomas seconded. All ayes. Motion carried.

Unfinished Business:

Town Clerk, Betty McDuffie presented the Board the Resolution from the Town's attorney to add "C16" to the Town's UDO (Unified Development Ordinance) under Appendix "C" – Driveway Entrances onto Town Streets.

After discussion, Commissioner Robbie Conley made a motion to accept the Resolution as written. Commissioner Jerry Williams seconded. All ayes. Motion carried.

New Business:

None

Other Business:

Commissioner Robbie Conley informed the Board that someone would like to donate twelve (12) orange traffic cones to the Town. They would just like to have a acceptance donation letter from the Town. They are valued at approximately \$50.00 per cone.

After discussion, Commissioner Jerry Williams made motion to accept the donation of the twelve (12) orange traffic cones. Commissioner Conley seconded. All ayes. Motion carried.

Fire Chief, Jonathan Richardson informed the Board that there was someone that would like to donate the Fire Department a four (4) drawer rolling cabinet tool box with tools.

After discussion, Commissioner Guy McGraw made a motion to accept the donation of the tool box with tools for the Fire Department. Commissioner Williams seconded. All ayes. Motion carried.

Announcements:

None

Adjournment:

Commissioner Jerry Williams made a motion to adjourn. Commissioner Robbie Conley seconded. All ayes. Motion carried.

Meeting adjourned at 8:20 p.m.

Sincerely,


Betty O. McDuffie, CMC
Town Clerk

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

April 11, 2022

The Board of Commissioners of the Town of Pinebluff held a Special Meeting, Monday, April 11, 2022 at 3:00 p.m. at the Town Hall.

Present were Mayor Ronald McDonald, Commissioners, Rachel Byrd, Jerry Williams, Robbie Conley, and Mike Thomas. Commissioner Guy McGraw came in at 3:35 p.m. A Full Board was present.

Also, present were Town Clerk, Betty O McDuffie, Administrative Consultant, Melissa Adams, Interim-Finance Officer, Debbie Caulk, and Fire Chief, Jonathan Richardson.

Citizens present were Mark McDuffie and Patrick Neligan. Also present was Lisa Chapman with SERCAP.

Mayor Ronald McDonald called the Special Meeting to order at 3:08 p.m.

Everyone stood for the Pledge of Allegiance.

Mayor McDonald explained the purpose of the Special Meeting was to discuss several items on the agenda.

Ms. Lisa Chapman ask the Board if they had any questions for her about the budget. She then asked the Board if they had a long-term Capital Improvement Project (CIP) in place.

Interim-Finance Officer, Debbie Caulk informed the Board that she did not have the 2022-2023 proposed budget for viewing because all departments have not turned their worksheets in.

Commissioner Jerry Williams informed Ms. Chapman that we had a long-term Land Use Plan in place.

Commissioner Mike Thomas asked if SERCAP offered any help with grants for parks and recreation.

Ms. Chapman informed Commissioner Thomas that no, but there were hundreds of grants offered and Sandhills Community College offered a free grant writing class. After the grant was written someone from SERCAP would be willing to review it before it was submitted.

Administrative Consultant, Melissa Adams presented the Board a copy of the updated Employee Evaluation form that she had been working on.

After discussion the Board decided for Ms. Adams to make a few changes and to add it to next week's agenda for the regular board meeting.

Commissioner Guy McGraw informed the Board that he had Ms. Adams to find out what the pay off cost for the fire engine and the knuckle boom dump truck would be and how much interest we would be saving if we pay it off early. According to the Town's auditor, the JGC says we only need to keep at least 66% in surplus income, but his recommendation would be to keep our surplus funds at least at a 100%. We are currently at 166% now, so we could pay these items off and that interest money could be used for something else such as hiring another street department employee.

Town Clerk, Betty McDuffie informed the Board that she had talked to the Town's attorney and he said we could make an adjustment to our water leak policy to include a special adjustment for citizens on set incomes but it would have to be available to anyone that is on a set income. She presented the Board a formula that she came up with using the usage adjustment

that was giving at last month's meeting but multiplying by the lowest water rate and this would cover the Town's upkeep of the water department and give the customer another \$3,000 plus off her bill. This would make her bill \$2,054.79 instead of the original \$15,935.23. The payments would be \$34.25 a month plus her new bill every month.

Town Clerk McDuffie also informed the Board that she spoke with Ms. Watkins and she had contacted Sandhills Coalition and they would be willing to pay \$2,000.00 to cover the bill.

After discussion, Commissioner Rachel Byrd made a motion to accept the \$2,000.00 that Sandhills Coalition has offered and the bill would be paid in full, Commissioner Robbie Conley seconded. All ayes. Motion carried.

Commissioner Byrd made a motion to add a #8 to the water leak policy to include a special adjustment for customers on a set income and they would have to show proof of their income. The adjustment will be done by using the lowest water rate for in-town, out-of-town, and Oakwood. Commissioner Williams seconded. All ayes. Motion carried.

Town Clerk McDuffie informed the Board that the AIA application resubmittal Resolution was for the water grant we have applied for in the past. We have to accept the resolution before they can resubmit the grant application.

Commissioner Williams made a motion to accept the AIA application resubmittal Resolution. Commissioner Mike Thomas seconded. All ayes. Motion carried.

Commissioner Byrd informed the Board that the previous Board had voted November 21, 2019 to release the funds for Friends of the Lake and Veteran's Committees in order for them to setup a non-profit 501-3C account.

After discussion, Commissioner Byrd made a motion stating that the funds were released to the Friends of the Lake/Veteran's Committees and the committee will pay the Town's attorney the fees to set the 501-3C account up. Commissioner Williams seconded.

Commissioner Williams made a motion to go into Closed Session per G.S.143-318.11 for Personnel at 4:42 p.m. Commissioner Thomas seconded. All ayes. Motion carried.

Commissioner Williams made a motion to come back into the regular meeting at 5:10 p.m. Commissioner Thomas seconded. All ayes. Motion carried.

Commissioner Williams made a motion to allow Street Supervisor, Mike Crabtree to us his vacation, personal, and comp time if he has any during his suspension. Commissioner Byrd seconded. All ayes. Motion carried.

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

Special Meeting adjourned at 5:20 p.m.

Respectfully submitted,


Betty O McDuffie, CMC
Town Clerk

**TOWN OF PINEBLUFF
BOARD OF COMMISSIONERS
UNOFFICIAL SPECIAL MEETING
May 03, 2022**

The Board of Commissioners of the Town of Pinebluff held a Special Meeting, Tuesday, May 03, 2022 at 3:00 p.m. at the Town Hall.

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

Also, present were Town Clerk, Betty O McDuffie, Interim-Finance Officer, Debbie Caulk, Finance Officer, Beth Cowan, Police Chief, Pike Nordgren, and Fire Chief, Jonathan Richardson.

Citizen present was Patrick Neligan.

Mayor Ronald McDonald called the Special Meeting to order at 3:02 p.m.

Everyone stood for the Pledge of Allegiance.

Commissioner Jerry Williams made a motion to adjourn the Special Meeting due to there was no quorum present. Commissioner Byrd seconded. All ayes. Motion carried.

Special Meeting adjourned at 3:05 p.m.

Respectfully submitted,



Betty O McDuffie, CMC
Town Clerk

TOWN OF PINEBLUFF
BOARD OF COMMISSIONERS
SPECIAL MEETING
May 10, 2022

The Board of Commissioners of the Town of Pinebluff held a Special Meeting, Tuesday, May 10, 2022 at 5:30 p.m. at the Town Hall.

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

Also, present were Town Clerk, Betty O McDuffie, Interim-Finance Officer, Debbie Caulk, Finance Officer, Beth Cowan, Administrator Consultant, Melissa Adams, and Fire Chief, Jonathan Richardson.

Citizens present were Mark McDuffie and Patrick Neligan.

Mayor Ronald McDonald called the Special Meeting to order at 5:30 p.m.

Everyone stood for the Pledge of Allegiance.

Commissioner Jerry Williams made a motion to add an adjustment to the agenda - Budget Amendments #9 through #14. Commissioner Rachel Byrd seconded. All ayes. Motion carried.

Commissioner Williams made a motion to go into Closed Session per G.S.143-318.11 for Personnel at 5:33 p.m. Commissioner Mike Thomas seconded. All ayes. Motion carried.

Commissioner Williams made a motion to come back into the Regular Board meeting at 6:20 p.m. Commissioner Byrd seconded. All ayes. Motion carried.

Commissioner Byrd informed the Board that during Closed Session the Board decided to pay Mark McDuffie \$15.00 per hour when he stands in to answer the phone and wait on customers when we are in a meeting or helps out around the Town Hall.

Commissioner Byrd made a motion to pay Mark McDuffie \$15.00 per hour. Commissioner Williams seconded. All ayes. Motion carried.

Commissioner Byrd made a motion to accept Budget Amendments #9 through #14 (Budget Amendment #9 - move \$355,080.46 to pay off the balance due on the fire-truck; Budget Amendment #10 - move \$58,384.51 to pay off the balance due on the dump truck; Budget Amendment #11 - move \$2,136.00 to cover expenses for nine firefighters' physicals; Budget Amendment #12 - move \$7,000.00 to cover the contract with Moore County Sheriff's Office for off-duty deputy patrol; Budget Amendment #13 - move \$990.00 to purchase four fingerprint recovery kits for Police Department; Budget Amendment #14 - move \$6,279.24 to purchase items for the Fire Department). Commissioner Williams seconded. All ayes. Motion carried.

The Board discussed the proposed 2022-2023 Budget.

The Board decided to increase line items in the Street Department - Line item #10-4520-3500 Maint & Repair-Buildings from \$3,000.00 to \$5,000.00; Line Item #10-4520-3501 Maint/Repair-Equipment from \$6,000.00 to \$7,500.00; and Line item #10-4520-3502 Maint & Repair-Vehicle from \$5,000.00 to \$8,000.00.

The Board discussed increasing the Landfill fees paid by the customers from \$3.00 to \$5.00 per month.

The Board discussed increasing the Solid Waste Disposal Fees for the items the Street Department picked up in front of customers residents.

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Special Board Minutes
April 21, 2022

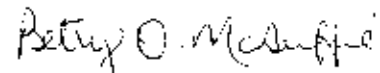
The Board discussed adding a Line item for over-time for the Street Department for unusual, unscheduled, short staff, or emergency nature. It would be authorized by the Commissioner in writing.

After discussion the Board decided that the next proposed 2022-2023 Budget meeting would be Tuesday, May 24, 2022 at 5:30 p.m.

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

Special Meeting adjourned at 7:15 p.m.

Respectfully submitted,



Betty O McDuffie, CMC
Town Clerk

**TOWN OF PINEBLUFF
BOARD OF COMMISSIONERS
SPECIAL MEETING
WORK SESSION
June 16, 2022**

The Mayor and Board of Commissioners of the Town of Pinebluff held a Work Session on Thursday, June 16, 2022 at 5:30 p.m. at the Town Hall to discuss updated Personnel Policy.

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 Administrative Consultant, Melissa Adams, Fire Chief, Jonathan Richardson, and Town Clerk, Betty McDuffie. Citizens present were Corney Cook and Jackie Harris.

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

Everyone stood for the Pledge of Allegiance.

Administrative Consultant, Melissa Adams informed the Board that there were only a few items that have been either updated or changed in the Personnel Policy.

Administrative Consultant Adams began by stating that the instead of Town Manager it will say Town Administrator and the Board will be in charge of making all personnel changes, such as hiring and firing, the Administrator will make recommendations.

Second item is the holiday schedule, the Town will recognize all State Holidays, we will have twelve days instead of eleven. The employees will get a third day off at Christmas.

The next item added was if an employee works on a holiday, they can opt to get paid for working and for the holiday instead of taking the holiday off at a later date as long as the Commissioner signs off on it. Also, added certification incentives, merit pay increases, social media, drug and alcohol use testing, performance evaluation, tuition assistance with courses taken for the employee's job, and shared sick leave.

There was a typo on page 47 it states County but it should read Town.

There was a change to a free burial plot for employees in the line of duty to a free burial plot for employees while they are still working for the Town.

The policy stated that bereavement pay was two (2) days per occurrence, changed to five (5) days per year, because a person could have quite a few family members to die with in a year. They would have the five (5) days to decide if they wanted to split them or take them all at once.

After discussion, the Board decided to change the bereavement pay to three (3) days per incident up to nine (9) days per year.

Administrative Consultant Adams informed the Board that she also added no hiring for a permanent position if the person is a family member of the Mayor, Board, Town Administrator, Finance Officer, Town Clerk, or other employee already working full-time.

The last item was to add an extra week for new hire employees, to be taken after probation and they have built up the time.

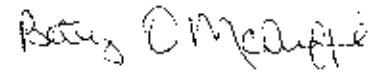
After discussion, the Board decided that only up to five (5) days could be taken off at a time unless they get the Commissioner to sign off on it.

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Commissioner Rachel Byrd made a motion to adjourn. Commissioner Guy McGraw seconded. All ayes. Motion carried.

The Work Session adjourned at 6:20 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Betty O McDuffie".

Betty O McDuffie, CMC
Town Clerk

**TOWN OF PINEBLUFF
REGULAR MEETING
June 16, 2022**

The Board of Commissioners of the Town of Pinebluff held their regularly scheduled meeting on Thursday, June 16, 2022 at 6:30 p.m. at the Town Hall.

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

Also present were Town Clerk, Betty McDuffie, Town Administrative Consultant, Melissa Adams, Police Chief, Pike Nordgren, Police Lieutenant, Daniel Thomas, 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 Corney Cook, Jackie Harris, and Gene Crabtree.

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: Streets: Add #5 – Budget Amendment #17. Administration: Add #5 – Budget Amendment #16; Add #6 – Updated Personnel Policy; Add #7- Town Administrator position; Add #8 – 2022-2023 Proposed Budget.

Commissioner Rachel Byrd made a motion to accept the adjustments to 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.

Mayor Ronald McDonald called the Public Hearing for the proposed 2022-2023 Budget to order.

There was no discussion.

Commissioner Jerry Williams made a motion to adjourn the Public Hearing and return to the Regular Board meeting at 6:35 p.m. Commissioner Rachel Byrd seconded. All ayes. Motion carried.

DEPARTMENTAL REPORTS

Zoning/Planning:

None

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.

Commissioner Guy McGraw asked if there could be an action plan in place for the next Board meeting for hiring new police officers.

Commissioner Robbie Conley thank Police Lieutenant Thomas for helping him with a project.

Police Chief Nordgren informed the Board that the new police officer would start after all his paperwork came in from the State.

Police Lieutenant, Daniel Thomas presented the Board updated slides on traffic speeding report throughout Town.

After discussion the Board asked if they could get an update with the police report periodically.

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 had been working with Pee Dee Electric to see if the Town would qualify for a Rural Economic Development loan that would be used to purchase the 3,000-gallon tanker. This loan would be a 0% interest loan for a maximum of 10 years. Also, he added that there was an update on the price for the tanker, it is now \$327,834.38.

After discussion, Commissioner Rachel Byrd made a motion to purchase a larger Tanker for a maximum of \$333,000.00 and to negotiate for the 0% interest loan with Pee Dee Electric. Commissioner Williams 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 Rachel Byrd seconded. All ayes. Motion carried.

Commissioner Conley presented the Board a water cooler that he would like to purchase for the concession stand at the ballfield, using the money that DOT (Department of Transportation) is refunding the Town for mowing the grass on State Maintained Streets in town last year.

After discussion, Commissioner Byrd made a motion to earmark the funds from DOT to purchase a water cooler for the ballfield. Commissioner Guy McGraw seconded. All ayes. Motion carried.

Town Clerk, Betty McDuffie informed the Board that they would need vote if they would like to continue the Municipal Mowing Agreement with DOT or cancel.

After discussion, Commissioner Guy McGraw made a motion to continue the contract with DOT for mowing State Maintained streets in Town. Commissioner Jerry Williams seconded. All ayes. Motion carried.

Commissioner Conley informed the Board that the Town Clerk had called the Board and got the okay to purchase a new leaf machine for \$54,352.00 on May 26th, but

after discussing it with the Mayor, we decided to upgrade since the leaf machine is used almost five (5) days a week. The new cost will \$65,305.00.

After discussion, Commissioner McGraw made a motion to upgrade the leaf machine for \$65,305.00. Commissioner Williams seconded. All ayes. Motion carried.

Commissioner Conley made a motion to accept Budget Amendment #17 to decrease Contingency Surplus - Line Item #10-4100-9700 by \$65,305.00 and to increase Capital Outlay-Equipment - Line Item #10-4520-5200 by \$65,305.00 to purchase the new leaf machine. Commissioner Williams seconded. All ayes. Motion carried.

Water-Sewer:

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

Commissioner Rachel Byrd 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 accept the water leak adjustment for Steve and Shauna Minks in the amount of \$71.56 due to a leak in the pressure reducing valve under the house; and a water leak adjustment for Dorothy Thomas in the amount of \$57.52 for a water leak in the water heater. Commissioner Williams seconded. All ayes. Motion carried.

Parks, Recreation, and Cemetery:

Commissioner Mike Thomas informed the Board that there were complaints on Facebook about the Cemetery but the guys have been keeping it picked up and mowed but we have been having some strong storms afterwards. He also informed the Board that he had mowed the grass at the parks and ballfield. He also stated that the Friends of the Lake Committee was having a 4th of July cookout at the Lake on 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.

Building Inspection:

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

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

Town Clerk, Betty McDuffie informed the Board that Moore County refunded Roger Seago a disabled senior a portion of his taxes due to a late 2021 Senior application approved by BOER on April 25, 2022.

Commissioner Guy McGraw made a motion to accept the refund of \$271.66 for 2021 taxes for Roger Seago. Commissioner Jerry Williams seconded. All ayes. Motion carried.

After discussion of the audit contract with Wade Greene Associates, Commissioner McGraw made a motion to accept the contract for another year. Commissioner Williams seconded. All ayes. Motion carried.

Commissioner Byrd made a motion to accept the proposed 2022-2023 Budget. Commissioner Williams seconded. All ayes. Motion carried.

Commissioner Byrd made a motion to go into Closed Session per G.S.143-318.11 for Personnel at 7:45 p.m. Commissioner Williams seconded. All ayes. Motion carried.

Commissioner Byrd made a motion to return to the Regular Board meeting at 8:15 p.m. Commissioner Williams seconded. All ayes. Motion carried.

Commissioner Byrd informed everyone that during Closed Session the Board agreed to hire a part-time Town Administrator and offered the job to Melissa Adams at \$45,000.00 per year.

Commissioner Byrd made a motion to offer Ms. Adams the contract and to have the Town's attorney to go over it. Commissioner Williams seconded. All ayes. Motion carried.

After discussion, Commissioner Byrd made a motion to accept Resolution #2022-05 for the Town of Pinebluff part-time Town Administrator effective July 1, 2022. Commissioner Williams seconded. All ayes. Motion carried.

Commissioner Byrd made a motion to accept Budget Amendment #16 to decrease Contingency Surplus – Line Item #10-4100-9700 by \$2,216.39 and to increase Landfill Fees-Roberson Only- Line Item #10-4730-4716 by \$1,159.26 and to increase Garbage Collection – Line Item #10-4730-4720 by \$1,057.13 to cover cost that was underestimated at budget preparation. 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 it was time for on-line Ethics Training and once you are signed up you have until October to get the two (2) hour session done.

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Adjournment:

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

Meeting adjourned at 8:20 p.m.

Sincerely,

A handwritten signature in black ink that reads "Betty O. McDuffie". The signature is written in a cursive, flowing style.

Betty O. McDuffie, CMC
Town Clerk