

**TOWN OF PINEBLUFF  
REGULAR MEETING  
March 21, 2024**

The Mayor and the Board of Commissioners of the Town of Pinebluff held their regularly scheduled meeting on Thursday, March 21, 2024 at 6:30 p.m. at the Town Hall.

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

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

Citizens present were Mike and Sherry Lucas.

**CALL TO ORDER:**

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

Everyone stood for the Pledge of Allegiance.

**DISCUSSION/ADJUSTMENT TO THE AGENDA:**

Commissioner Jerry Williams presented the adjustments to the agenda:  
Fire Department: Delete "d" – Full Time Lieutenant(s) pay adjustment; Delete "e" – Full Time Firefighter Salary Grade & Pay Range Adjustment. Streets: Add #2 – Proposals for a new heating and air unit. Administration: Add #5– New pay grades for Administration and the increase for the Town Clerk to the mid-pay grade 11 effective next pay period.

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

**CONSENT AGENDA:**

Approval of items A through G.

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

**PUBLIC ADDRESS TO THE BOARD:**

**Citizens' Time:**

There was no one.

**DEPARTMENTAL REPORTS**

**Zoning/Planning:**

None

**Police Department:**

Police Chief, Pike Nordgren presented the Police Department's monthly report for February. He informed the Board that the Department along with Sheriff's Department would be doing quarterly traffic enforcement stops throughout Town.

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

After discussion, Commissioner Guy McGraw made a motion to approve the hiring of Police Officer, Jacob Sikes. Commissioner Robbie Conley seconded. All ayes. Motion carried.

Police Chief Nordgren informed the Board that as long as they do not find any thing else wrong the cost for the repairs will be \$2,656.13 for the Chevy Tahoe.

Commissioner McGraw made a motion to pay up to \$4,000.00 for the repairs and leave that up to the Police Chief and the Town Administrator to finalize. Commissioner Williams seconded. All ayes. Motion carried.

**Fire Department:**

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

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

Fire Chief Richardson informed the Board that he was respectfully requesting to hold a fund-raising raffle to raise funds for the LED sign for the John A. McKiver Sr. Public Safety Facility. We will use the money we have received in donations in the past year to purchase a Fireman's leather helmet or \$1,000.00 cash give away to the grant prize winner of the raffle. We have received a craftsman tool set (\$300.00 value) and a gift certificate for a survival class (\$200.00 value) for the 2<sup>nd</sup> and 3<sup>rd</sup> prize winners.

Commissioner Frank Wanko asked if they were taking any more donations.

The Chief stated that they would appreciate any ideas or any donations.

After discussion, Commissioner Mike Thomas made a motion to approve the Fund Raiser for the John A. McKiver Public Safety Facility Sign. Commissioner Guy McGraw seconded. All ayes. Motion carried.

Fire Chief Richardson informed the Board that he was requesting approval for a Budget Amendment for \$6,392.72 for the Motorola radio flash for their portable radios. This was approved in January. The purchased was approved but no budget amendment was authorized. We did not have the funding in our budget specifically for this because we had applied for a grant for our radios to be replaced which was denied by FEMA in December 2023.

Commissioner Williams asked what line item the money would come from.

Commissioner McGraw made a motion for the funds for the Motorola Radio Flash – Budget Amendment to come out of Contingency or where ever the Finance Officer and the Administrator thinks best. Commissioner Wanko seconded. All ayes. Motion carried.

Town Administrator informed the Board that they would have to come back to the Board with the Budget Amendment for the \$6,392.72.

Fire Chief Richardson had a list of items to present to the Board for Surplus but he wanted to add 12 SRV Air Bottles along with the 17 pairs of boots, 24 turnout gear jackets, 13 turnout pants, and 16 turnout helmets.

Commissioner McGraw made a motion to put all the above items on surplus which are past their usable life span. Commissioner Thomas seconded. All ayes. Motion carried.

Fire Chief Richardson respectfully notified the Board that Mayor McDonald signed the Memorandum of Agreement (MOA) for Medium Rescue Services with Moore County and it is now with the County Board of Commissioners for their approval at one of their April meetings.

**Streets:**

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

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

**Water-Sewer:**

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

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

Town Administrator, Melissa Adams presented the Board the On-Call Agreement with LKC Engineering. It contains standard language that is set out in the RFQ that I put out. I have reviewed it and did not find any issues and sent it to the attorney to review.

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

Commissioner McGraw made a motion to give a water leak adjustment to Kevin McDowell in the amount of \$230.05 for a leak in an underground pvc pipe joint. Commissioner Jerry Williams seconded. All ayes. Motion carried.

**Parks, Recreation, and Cemetery:**

Commissioner Mike Thomas informed the Board that he had spoken to Bruce McFadden about the bathrooms at the Lake and he was waiting to hear from the Environmental Health. He also informed the Board that he had received the colorful pinecones and have hidden them throughout Delano Park. The Public Works employees have cleared some dead bushes at the Cemetery. Commissioner Thomas also informed the Board that the Disc-Golf is being used on a regular basis and the Cunningham Park is being used regularly, also.

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

**Building Inspection:**

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

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

**Administration:**

Commissioner Guy McGraw presented the monthly tax reports for February.

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

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

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

Town Clerk, Betty McDuffie informed the Board that since she sent the packets one person has paid their taxes and a couple had made a partial tax payment after I spoke to them when they came in to pay their water bill.

Commissioner McGraw made a motion to advertise the delinquent tax list in The Pilot. Commissioner Williams seconded. All ayes. Motion carried.

Town Administrator Adams informed the Board that the North Carolina Division of Archives and Records have a schedule of records of how long we are to keep our records and we are required to keep it on file and approved.

Commissioner McGraw made a motion to approve the last recommended 2021 Program Records Schedule for Local Government Agencies. Commissioner Williams seconded. All ayes. Motion carried.

Town Clerk, Betty McDuffie let the Board know that we had purged the attic and Town Administrator's office of any outdated records.

Town Administrator Adams informed the Board that there were new pay grades for administration and the increase for the Town Clerk to the mid pay grade 11 will be effective next pay period.

Commissioner McGraw made a motion that the grade and the pay increase will be effective next pay period. Commissioner Robbie Conley 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 Frank Wanko seconded. All ayes. Motion carried.

Meeting adjourned at 7:16 p.m.

Sincerely,



Betty O. McDuffie, CMC  
Town Clerk