

TOWN OF PINEBLUFF
REGULAR MEETING OF THE BOARD

6:30 P.M.

April 17, 2025

AGENDA

“All items are for discussion and possible action”

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. DISCUSSION/ADJUSTMENT TO AGENDA
- IV. CONSENT AGENDA
 - A. Regular Board Meeting Minutes – March 20, 2025
 - B. Approval of Financial Statements – March 31, 2025
- V. PUBLIC ADDRESS TO THE BOARD
 - A. Citizens’ Time
- VI. DEPARTMENTAL REPORTS
 - A. Zoning/Planning
 - 1. Public Hearing – Petition for Zoning Amendment – Jeffrey Wright – Southeastern Construction
 - 2. Planning Board Recommendation for a Conditional Use Permit Application for Southbury Development
 - 3. Discussion of Town Unified Development Ordinance – Section 152.495 – Retention and Protection of Large Trees
 - B. Public Safety
 - 1. Police Department
 - a. Monthly Report for March
 - b. Approve Resolutions No. 2025-05 Authorizing the Disposition of Certain Personal Property by Exchange
 - c. Adopt the National Police Week Proclamation
 - d. Nuisance and Abatement for Tobacco and Vape Shop
 - e. Promotion for Police Sergeants
 - f. Resignation Letter for Police Officer
 - e. Hiring of New Police Officer
 - g. Discussion of HVAC Unit for Police Department
 - 2. Fire Department
 - a. Monthly Report for March
 - b. New Full-Time Firefighter Isaiah McCaskill
 - c. Request to Accept Donated Equipment from Woodman of the World
 - d. Request to Accept Donated Grant from Habor Freight
 - e. Request to Hire Personnel
 - C. Streets
 - 1. Street Department’s Report for March
 - D. Water-Sewer
 - 1. Water Department’s Report for March
 - 2. Water Leak Adjustment for Charles Ross
 - E. Parks, Recreation, and Cemetery
 - 1. Monthly Report for March
 - F. Building Inspection
 - 1. Monthly Report for March
 - 2. IWORQ Service Agreement

G. Administration

1. Monthly Tax Reports for March
2. Town of Pinebluff FY24 Financial Performance Indicator of Concern
3. Approval Proposal for Providing Auditing Services for the Town of Pinebluff
4. Adopt the Administrative Professionals Day Proclamation
5. Approve the Closing of Town Hall for Lunch on Administrative Professionals Day
6. Discussion of Scheduling a Budget Meeting/Workshop
7. Town Administrator's Report for March

VII. UNFINISHED BUSINESS

VIII. NEW BUSINESS

IX. OTHER BUSINESS

X. ANNOUNCEMENTS

XI. ADJOURNMENT

**TOWN OF PINEBLUFF
REGULAR MEETING
March 20, 2025**

The Mayor and the Board of Commissioners of the Town of Pinebluff held their regularly scheduled meeting on Thursday, March 2, 2025 at 6:30 p.m. at the Community Center at 110 North Pecan Street instead of the Town Hall due to renovations.

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

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

Citizens presents were Priscilla Cox, Mark McDuffie, John O'Malley, Jeff Wright, Kat Tapie, Shane Sanders, Reno Dellacqua, Alexandria Rye, and Braden Riley.

CALL TO ORDER:

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

Everyone stood for the Pledge of Allegiance.

DISCUSSION/ADJUSTMENT TO THE AGENDA:

Commissioner Jerry Williams presented the adjustments to the agenda:

Consent Agenda: Public Address to the Board: Add before Citizens' Time – Spring Meadows Subdivision Water System. Streets: Add #3 – Resolution No. 4 – Authorizing the Disposition of Certain Property of Public Auction. Water-Sewer: Add #4 – Water Leak Adjustment for Phyllis Jones; Add # 4 – Water Leak Adjustment for Jason Livengood. Administration: Add to #5 – Discussion of Audit.

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

PUBLIC ADDRESS TO THE BOARD:

Mr. Braden Riley informed the Board that in order for them to go forward with getting their water line permitted from the State they needed the Board to sign a waiver stating that the fire hydrant in the new subdivision extension flows will be ok to flow below 500 gpm @ 20 psi for the Spring Meadows Subdivision to be constructed.

Citizens' Time:

Ms. Priscilla Cox presented the Board information of the Historical Area and a Historical sign that could be put in their front yard. She stated that Pinebluff needed a Historical Committee with maybe five (5) members.

Mr. John O'Malley presented the Board a packet that he put together about the lawsuit then he read a letter that he had wrote.

DEPARTMENTAL REPORTS

Zoning/Planning:

Mr. Jeff Wright informed the Board that he would like to rezone 3.21 acres from R-30 to R-20 to be able to subdivide the property into smaller lots and build more affordable homes. He stated to the Board that as you can see by the drawing the property

is off Cindy Road behind the property that we are building homes on Merle Road. Since Cindy Road is not open, as you can see by the drawing I will be making a road through my own property.

After discussion, Commissioner Mike Thomas made a motion to accept the Planning Board Recommendation and Consistency Statement Recommendation, and to set a Public Hearing for next month's meeting, Thursday, April 17th at 6:30 p.m. Commissioner Jerry Williams seconded. All ayes. Motion carried.

Commissioner Guy McGraw made a motion to sign the waiver for the fire hydrant flows below 500 gpm @ 20 psi for the Spring Meadows Subdivision to be constructed. Commissioner Robbie Conley seconded. All ayes. Motion carried.

Police Department:

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

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

Police Chief Nordgren informed the Board that they were already planning for the Public Safety Night Out in August and would still be asking for donations if the Board knew of anyone that wanted to donate.

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 was requesting to accept the pee gavel donated by Southern Products & Silica Company in Hoffman.

Commissioner Conley made a motion to accept the donated pee gavel. Commissioner Frank Wanko seconded. All ayes. Motion carried.

Fire Chief Richardson requested approval for Fleet Connect to install needed antenna and equipment to have better radio and paging reception at the Fire Department. The cost would be \$2,020.85 which includes labor and equipment.

After discussion, Commissioner Guy McGraw made a motion to approve the purchase of the antenna and radio work. Commissioner Conley seconded. All ayes. Motion carried.

Streets:

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

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

Commissioner Robbie Conley made a motion to purchase six (6) Rapid Radios w/clips and chargers for \$899.00, five (5) for the Public Works Guys and one (1) for the Town Hall. Commissioner Guy McGraw seconded. All ayes. Motion carried.

Town Administrator, Melissa Adams presented the Board Resolution No. 2025-04 Authorizing the Disposition of Certain Property by Public Auction for the Public Works Department.

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

Water-Sewer:

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

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

Commissioner Williams made a motion to accept the water leak adjustment for George Zwiebel in the amount of \$37.31 for a water leak in the water line; water leak adjustment for Patrick Milcendeau in the amount of \$1,601.30 for a water leak near the meter; water leak adjustment for Phyllis Jones in the amount of \$21.04 for a leak near the meter; water leak adjustment for Jason Livengood in the amount of \$95.96 for a leak under the house. Commissioner Wanko seconded. All ayes. Motion carried.

Parks, Recreation, and Cemetery:

Commissioner Mike Thomas informed the Board that the Disc Golf Tournament went well; the bathrooms at the Lake had a setback; and lighting is done around the outside of the Maintenance Building.

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

Building Inspection:

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

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

Commissioner McGraw made a motion to approve the hiring of the part-time Administrative Assistant in the Administration Department. Commissioner Robbie Conley seconded. All ayes. Motion carried.

Commissioner McGraw stated that before we advertise the delinquent tax list could we give the individuals a telephone call first.

Town Clerk, Betty McDuffie informed the Board that she had just sent out another letter, but she would call the ones she had telephone numbers for.

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

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

Page 4
Regular Board Minutes
March 20, 2025

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 8:30 p.m.

Sincerely,

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

Betty O. Duffie, CMC
Town Clerk

LEGAL NOTICE-
NOTICE OF A PUBLIC HEARING
Town of Pinebluff

Notice is hereby given that a Public Hearing will be held by the Town Board of the Mayor and the Board of Commissioners at the Pinebluff Town Hall on the Thursday, 17th day of April, 2025 at 6:30 p.m. All interested citizens may be heard relative to the following:

To consider a Petition for Zoning Amendment requesting the foregoing property to be rezoned from R-30 District to R-20 District for the development of a major subdivision. The property is located on the right side of Cindy Road between US Hwy #1 and Merle Road. Pin #845919701091. Total acres are 3.21 acres. Road frontage is 780 linear ft. The applicate is Jeffrey Wright/Southeastern Construction of Rockfish.

Further information regarding this matter is available in the office of the Town Clerk and may be reviewed by any interested party at any time Monday through Friday from 8:00 a.m. to 4:30 p.m. All interested parties are invited to attend the hearing.

Betty O. McDuffie, CMC
Town Clerk

**PINEBLUFF PLANNING BOARD/BOARD OF ADJUSTMENTS
REGULAR MEETING
MARCH 25, 2025**

Members present: Chairperson Frank McNeill, Jr., George Stone, Malcolm Mills, Johnny Williamson, and Cliff Brown

Members absent: Chuck Watson and Michael Cunningham.

Others presents: Town Clerk/Zoning Administrator, Betty McDuffie, Mark McDuffie, Reno Dellacqaq with Southbury Development, Shane Sanders and Ashley Dunn with Sanders Engineering

Chairperson Frank McNeill called the meeting to order at 6:00 p.m.

Everyone stood for the Pledge of Allegiance.

Frank McNeill informed the Board that the first thing on the agenda is the approval of the minutes from the February 25th meeting and asked if there were any changes.

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

Frank McNeill informed the Board that next on the agenda was a Conditional Use Permit for Southbury Development.

Mr. Sanders informed the Board that they wanted to create a major subdivision under the Clister Subdivision provision in Section 152.286 of the Town's Unified Development Ordinance (UDO). There will be approximately 36 homes and over six (6) acres of open space. We will pay the Town in-lieu of a park.

After discussion, George Stone made a motion to make the recommend to the Town Board of Commissioners the approval of the Conditional Use Permit for the Cluster Subdivision. Malcolm Mills seconded. All ayes. Motion carried.

Cliff Brown made a motion to adjourn. Johnny Williamson seconded. All ayes. Motion carried.

With no further items on the agenda, Frank McNeill adjourned the Regular Board meeting at 6:30 p.m.

Respectfully submitted,



Betty O. McDuffie, CMC
Town Clerk

§ 152.494 REQUIRED TREES ALONG DEDICATED STREETS.

Along both sides of all newly created streets that are constructed in accordance with the public street standards set forth in §§ 152.320 through 152.336, the developer shall either plant or retain sufficient trees so that between the paved portion of the street and a line running parallel to and 50 feet from the centerline of the street, there is for every 30 feet of street frontage at least an average of one deciduous tree that has or will have when fully mature a trunk of at least 12 inches in diameter. When trees are planted by the developer pursuant to this section, the developer shall choose trees that meet the standards set forth in §§ 152.510 through 152.523.

(Ord. passed 12-20-2001) Penalty, see § 152.999

§ 152.495 RETENTION AND PROTECTION OF LARGE TREES.

(A) Every development shall retain all existing trees 18 inches in diameter or more unless the retention of such trees would unreasonably burden the development.

(B) No excavation or other subsurface disturbance may be undertaken within the drip line of any tree 18 inches in diameter or more, and no impervious surface (including, but not limited to, paving or buildings) may be located within 12 and one-half feet (measured from the center of the trunk) of any tree 18 inches in diameter or more unless compliance with this section would unreasonably burden the development. For purposes of this division (B), a drip line is defined as a perimeter formed by the points farthest away from the trunk of a tree where precipitation falling from the branches of that tree lands on the ground.

(C) The retention or protection of trees 18 inches in diameter or more as provided in divisions (A) and (B) above unreasonably burdens a development if, to accomplish such retention or protection, the desired location of improvements on a lot or the proposed activities on a lot would have to be substantially altered and such alteration would work an unreasonable hardship upon the developer.

(D) If space that would otherwise be devoted to parking cannot be so used because of the requirements of divisions (A) or (B) above, and, as a result, the parking requirements set forth in §§ 152.460 through 152.471 cannot be satisfied, then the number of required spaces may be reduced by the number of spaces "lost" because of the provisions of divisions (A) and (B) above, up to a maximum of 15% of the required spaces.

(Ord. passed 12-20-2001) Penalty, see § 152.999

§ 152.496 SHADE TREES IN PARKING AREAS.

(A) Vehicle accommodation areas that are required to be paved by § 152.466 must be shaded by deciduous trees (either retained or planted by the developer) that have or will have when fully mature a trunk of at least 12 inches in diameter. When trees are planted by the developer to satisfy the requirements of this division (A), the developer shall choose trees that meet the standards set forth in §§ 152.510 through 152.523.

Activity Log Event Summary (Totals)

Pinebluff Police Department

(03/01/2025 - 03/31/2025)

911 EMS Call	10	911 Hang Up Call	2
911/ Call for service	58	Accident	2
Administrative Duties	13	Alarm Activation	1
Arrest	3	Assist Fire Dept.	2
Assist Fox Fire P.D.	1	Assist Highway Patrol	1
Assist other Agency	2	Assist Robbins P.D.	1
Assist Sheriff's Department	6	Assist within Department	6
Business Check	1,211	Business Closing	83
Careless & Reckless Driving	4	Check of lake/parks	404
Citation	100	Clerk of Court	2
District Attorneys office	2	Disturbance Call	2
Domestic	4	DWI	1
DWLR	3	Foot Patrol	18
Harassing Phone Calls	2	Investigation	2
Magistrates Office: Carthage	4	Maintenance of Vehicle	35
Meal out of Town	12	Meeting	5
Missing Child	2	Moore County Jail	3
Process Evidence	2	Processing of Arrestee(s)	3
Property: Found	2	Public Service	1
Report of C&R Driver	1	Speeding	23
Stolen Vehicle	1	Subpoena	2
Suspicious Person	2	Suspicious Vehicle	1
Training	1	Warning Citation	54
Warning-Verbal	13	Warrant	2

Total Number Of Events: 2,115

POLICE MONTHLY CALL TOTALS-2025

JANUARY – 150

FEBRUARY – 117

MARCH – 113

APRIL –

MAY –

JUNE –

JULY –

AUGUST –

SEPTEMBER –

OCTOBER –

NOVEMBER –

DECEMBER –

FELONY ARRESTS:

FLEE TO ELUDE ARREST, FAIL TO STOP FOR BLUE LIGHTS AND SIREN



Day Traffic Safety Event Report

Report Number	170966
Event Type	Checking Station
Host Agency	Pinebluff Police Department (175 credits)
Participating Agency	Foxfire Village Police Department (50 credits)
Participating Agency	NC State Highway Patrol 116 (50 credits)
Participating Agency	Richmond County Sheriff's Office (50 credits)
Event Date	Mar 16, 2025
Start Time	15:00
End Time	19:30
Location	us hwy 1/ West Monroe Street
Officer In Charge	officer matthew reeder
Attending Officers	11
Task Force	no
BATMobile Present	yes
Local Media Coverage	yes
Participating Media	Moore News
DWI Citations	0
Under 21 DWI Citations	0
Speed Citations	0
Restraint Citations	1
No Operator's License Citations	11
Driving While License Revoked Citations	6
Registration Violation Citations	0
No Insurance Citations	1
Other Traffic Citations	20
Fugitives Arrested	2
Stolen Vehicles Recovered	0
Drug Citations	0
Total Citations Written	39
Date Submitted	Mar 17, 2025
Submitted By	officer matthew reeder
Submitter Email	mreeder@pinebluffpdnc.org
Submitter Phone	336-653-5969
Submitter Extension	
Comments	Additional criminal violations Window Tint x 1, Conceal gun x 1- J. Mckenzie. 2 firearms seized, 1-M. Reeder, 1- J. Mckenzie.

3600



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

Memorandum

To: Honorable Mayor and Board of Commissioners
From: Melissa P. Adams, Town Administrator 
Date: April 8, 2025
Subject: Approve Resolution No.2025-05 Authorizing the Disposition of Certain Personal Property by Exchange

The Police Department would like to surplus certain personal property and exchange in return for gun parts to Arms Unlimited. Commissioner Williams has approved the inventory list.

Action: Vote to approve Resolution No. 2025-05 Authorizing the Disposition of Certain Personal Property by the Police Department.



**RESOLUTION AUTHORIZING THE DISPOSITION OF CERTAIN
PERSONAL PROPERTY**

RESOLUTION NO. R2025-05

WHEREAS, the Board of Commissioners of the Town of Pinebluff, North Carolina desires to dispose of certain surplus property of the Town;

WHEREAS, G.S. 160A-266 establishes a method to dispose of real or personal property; and

WHEREAS, the Town Board is granted authority to declare property surplus and under G.S. 160A-266 (a) (5), (c) a town may dispose of any personal property belonging to the town by exchange; and

NOW, THEREFORE, BE IT RESOLVED by the Pinebluff Board of Commissioners that the following property is hereby declared to be surplus to the needs of the Town and authorizes the exchange to be made to Arms Unlimited in return for gun parts. The following items from the Police Department are no longer needed.

Item declared to be surplus and exchange:

- 1 Smith & Wesson AR complete upper chambered in .223 used - in good condition
- 1 Delton AR complete upper w/ upgraded TROY Industry picatinny handguard chambered in .223 used - in good condition
- 2 Aimpoint PRO red dot sights with boxes and paperwork - like new condition
- 2 Stream Light TLR-1 tactical weapon lights - lightly used condition
- 4 AR handguards - new condition

ADOPTED and effective this the 17th day of April 2025.

RONALD MCDONALD, MAYOR


ATTEST:

Betty O. McDuffie, CMC Town Clerk



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

Memorandum

To: Honorable Mayor and Board of Commissioners
From: Melissa P. Adams, Town Administrator 
Date: April 8, 2025
Subject: Adopt the National Police Week Proclamation

National Police Week is May 11 through May 17, 2025, which offers honor, remembrance, and peer support, while allowing law enforcement, survivors and citizens to gather and pay homage to those who gave their lives in the line of duty. We are very lucky to have the awesome Police Department that we have, and we should take this time to appreciate and celebrate them.

Action: Adopt the Proclamation for National Police Week May 11 – 17, 2025.



National Police Week Proclamation

May 11-17, 2025

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

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

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

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

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

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

NOW THEREFORE, I, Mayor Ronald McDonald, call upon all citizens of the **Town of Pinebluff** and all patriotic, civil and educational organizations to observe the week of May 11-17, 2025, as Police Week with appropriate ceremonies and observances in which our community may join in commenorating police officers, past and present, who by their faithful and loyal devotion to their responsibilities have rendered a dedicated service to their communities and, in doing so, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.

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

IN WITNESS WHEREOF, I have hereunto set my hand the 17th day of April, 2025.

Ronald L. McDonald, Mayor

March 2025

MONTHLY REPORT





March 2025

	<u>Number of Calls</u>	<u>Fire Calls</u>	<u>EMS Calls</u>	<u>Aid Given</u>	<u>Overlapping Calls:</u>
MONTH:	<u>71</u>	<u>40</u>	<u>31</u>	<u>6</u>	<u>22</u>
YTD:	<u>191</u>	<u>99</u>	<u>92</u>	<u>24</u>	<u>40</u>

*EMS calls include Motor Vehicle Accidents.

Incidents by Area:

MONTH:	IN TOWN - <u>15</u>	OUT OF TOWN - <u>44</u>	Out of 71 First Due Area - <u>12</u>
YTD:	IN TOWN - <u>48</u>	OUT OF TOWN - <u>113</u>	Out of 71 First Due Area - <u>30</u>
YTD Fire Loss: <u>\$18,200.00</u>	Contents or property lost as a result of fire in our 1st due district.		

*Outside Fire extended to fence and lawn mower – March 2nd, Forest Place

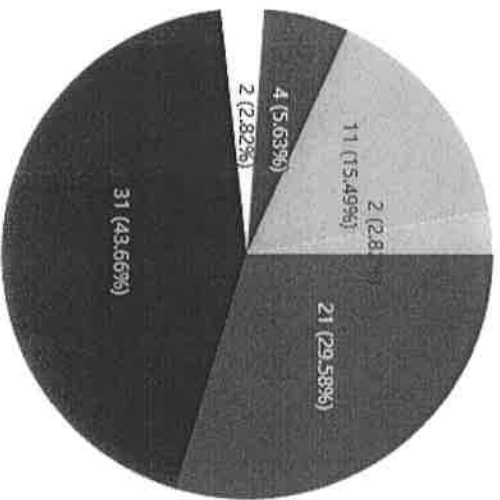
*Outside Fire extended to fence – March 8th, Chapel Drive



March 2025

► Incident Type Breakdown

Total (71)



Incident Type Series

- 1 - Fire
- 3 - Rescue & Emergency Medical Service Incident
- 4 - Hazardous Condition (No Fire)
- 5 - Service Call
- 6 - Good Intent Call
- 7 - False Alarm & False Call

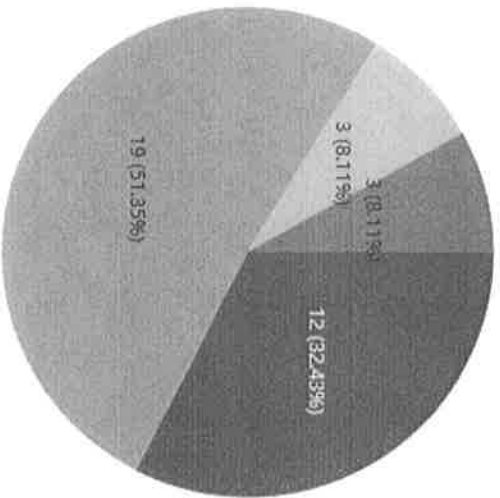
Rescue & EMS Incidents include Motor Vehicle Accidents



March 2025

► Aid Given or Received

Total aid given and received (37)



- Mutual aid received
- Automatic aid received
- Mutual aid given
- Automatic aid given



March 2025

Training Hours:

March 2025: 310.7

Year to Date: 934.55

STREET REPORT FOR MARCH 2025

TRUCK 196-8			TRUCK 196-9		
DATE	TONS	COST	DATE	TONS	COST
3/3/2025		\$ -	3/3/2025		\$ -
3/4/2025	2.71	\$ 108.40	3/4/2025		\$ -
3/5/2025	3.00	\$ 120.00	3/5/2025		\$ -
3/6/2025		\$ -	3/6/2025		\$ -
3/7/2025		\$ -	3/7/2025		\$ -
3/10/2025		\$ -	3/10/2025	3.50	\$ 140.00
3/11/2025		\$ -	3/11/2025	6.13	\$ 245.20
3/12/2025		\$ -	3/12/2025	6.48	\$ 259.20
3/13/2025		\$ -	3/13/2025	5.57	\$ 222.80
3/14/2025	2.96	\$ 118.40	3/14/2025	5.06	\$ 202.40
3/17/2025	8.61	\$ 344.40	3/17/2025	2.79	\$ 111.60
3/18/2025		\$ -	3/18/2025		\$ -
3/19/2025	3.71	\$ 148.40	3/19/2025		\$ -
3/20/2025		\$ -	3/20/2025	1.20	\$ 48.00
3/21/2025	3.03	\$ 121.20	3/21/2025		\$ -
3/24/2025	6.32	\$ 252.80	3/24/2025		\$ -
3/25/2025		\$ -	3/25/2025		\$ -
3/26/2025		\$ -	3/26/2025		\$ -
3/27/2025		\$ -	3/27/2025		\$ -
3/28/2025	6.19	\$ 247.60	3/28/2025		\$ -
3/31/2025	5.69	\$ 227.60	3/31/2025	1.13	\$ 45.20
TOTALS					
	42.22	\$ 1,688.80		31.86	\$ 1,274.40
GRAND TOTALS					
	74.08			\$ 2,963.20	

Water Report for MARCH 2025

Water Taps and sewer	0	Dollar Amount Billed	\$0.00
New Deposits	4	Dollar Amount Billed	\$400.00
Refunded Deposits	2	Dollar Amount Refunded	-\$109.68
Water # Gallons Billed Pinebluff System	2,653,175	Dollar Amount Billed	\$26,954.52
Water # Gallons Billed Oakwood Hills System	397,580	Dollar Amount Billed	\$4,494.74
Water # Gallons Not Billed (Town Use)	15,410	Not Billed	(\$121.70)
Sewer	399,071	Dollar Amount Billed	\$5,021.68
Late Notices Given	85	Dollar Amount Billed	\$1,275.00
Disconnection Processing Fee for Non-Payme	14	Dollar Amount Billed	\$350.00
Total Billed Amount			\$38,264.56

Gallons Billed	2,653,175
Unbilled Water Use	15,410
Water Leaks Estimated Loss	45,000
Gallons Pumped	2,614,380
Gallons Unaccounted For	

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

WATER LEAK ADJUSTMENTS GIVEN	JULY-JUNE	JULY 2024 - JUNE 2025
MARCH	\$1,755.61	\$7,605.62

Town of Pinebluff

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

ALL TOWN

REPORT of PERMITS ISSUED

Page # 1

From: Month 03 Day 01 Year 25
Thru: Month 03 Day 31 Year 25

PERMITS ISSUED	USE DESCRIPTION	VALUE OF CONST.	FEEES
1	RESIDENTIAL, STORAGE BUILDING WITH FLOOR	14,000.00	100.00

BUILDING PERMITS ISSUED	1		
BUILDING ESTIMATED COST	14,000.00		
BUILDING PERMIT FEES	100.00		
HOMEOWNERS RECOVERY FUND	.00	NCRF COUNT :	
INSULATION FEES (MECHECK)	.00	INSUL COUNT :	
BUILDING RESIDENTIAL SQUARE FOOTAGE	320.00		
BUILDING COMMERCIAL SQUARE FOOTAGE	.00		
BUILDING INDUSTRIAL SQUARE FOOTAGE	.00		

ELECTRICAL PERMITS ISSUED	2		
ELECTRICAL ESTIMATED COST	1,400.00		
ELECTRICAL PERMIT FEES	200.00		

PLUMBING PERMITS ISSUED	0		
PLUMBING ESTIMATED COST	.00		
PLUMBING PERMIT FEES	.00		

MECHANICAL PERMITS ISSUED	4		
MECHANICAL ESTIMATED COST	26,727.00		
MECHANICAL PERMIT FEES	420.00		

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

MANUFACTURED HOME PERMITS ISSUED	1
MANUFACTURED HOME ESTIMATED COST	8,000.00
MANUFACTURED HOME PERMIT FEES	250.00

OTHER PERMITS & MISC RECEIPTS

PERMITS ISSUED	USE DESCRIPTION	
1	FENCE	75.00
1	WRECKING/DEMOLITION	75.00

MISC PERMITS ISSUED	2
MISC ESTIMATED COST	28,000.00
MISC PERMIT FEES	150.00

GRAND TOTALS

From: Month 03 Day 01 Year 25
 Thru: Month 03 Day 31 Year 25

TOTAL PERMITS ISSUED	10	
TOTAL ESTIMATED CONSTRUCTION COST	78,127.00	
TOTAL PERMIT FEES	1,120.00	
HOMEOWNERS RECOVERY FUND	.00	NCRF COUNT :
INSULATION FEES (MECHECK)	.00	INSUL COUNT :
TOTAL INSPECTIONS	47	
Building Inspections	24	
Electrical Inspections	9	
Mechanical Inspections	11	
Plumbing Inspections	3	
Fuel Gas Inspections	0	
Specialty/Misc. Inspections	0	
Manfg. Housing Inspections	0	
TOTAL RESIDENTIAL SQUARE FOOTAGE	320.00	
TOTAL COMMERCIAL SQUARE FOOTAGE	.00	
TOTAL INDUSTRIAL SQUARE FOOTAGE	.00	



iWorQ Price Proposal

Pinebluff	Population- 1,554
325 E Baltimore Ave Pinebluff, NC 28373	Prepared by: Peter Vernon

Annual Subscription Fees

Application(s) and Service(s)	Package Price	Billing
Community Development (Basic) *Permit Management *Code Enforcement -Available on any computer, tablet, or mobile device using Chrome Browser -Track permits and cases with customizable reporting -Track fees and payments -Inspection and plan review tracking -Track violations, activities and follow ups -Includes Sensitive File Uploads that are required to finish permit, licensing or code enforcement process (i.e Driver's License) -OpenStreetMap tracking abilities with quarterly updates -Free forms, letters, and/or permits utilizing iWorQ's template library, and up to 3 custom letters	\$2,400.00	Annual
Subscription Fee Total (This amount will be invoiced each year)	\$2,400.00	Annual

One-Time Setup, GIS integration, and Data Conversion Fees

Service(s)	Package Price	Billing
Implementation and Setup cost year 1	\$1,500.00	Year One
Up to 5 hours of GIS integration and data conversion	Included	Year One
Data Conversion	Included	Year One

Grand Total Due Year 1	\$3,900.00	Year One Total
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MONTHLY TAX REPORT

Month End	Amount Collected MTD	Amount Collected YTD	% Collected YTD	% Uncollected	Releases Refunds/Releases
31-Aug	75,116.85	75,116.85	10%	90%	1.32
30-Sep	124,217.81	199,334.66	27.00%	73.00%	3.85
31-Oct	19,502.12	218,836.78	30.00%	70.00%	0.00
30-Nov	300,213.09	519,049.87	71.00%	29.00%	0.00
31-Dec	81,753.55	600,803.42	82.00%	18.00%	0.00
31-Jan	99,327.23	700,130.65	96.00%	4.00%	0.00
28-Feb	9,115.46	709,246.11	97.00%	3.00%	31.58
31-Mar	4,104.00	713,350.00	98.00%	2.00%	0.00
30-Apr					
31-May					
30-Jun					
31-Jul					
31-Aug					
Total					

2024 REAL AND PERSONAL TAXES

REAL VALUATION	170,263,240
PERSONAL VALUATION	13,990,713
LESS SENIOR CITIZEN & VETERAN EXEMPTION	-2,095,280
DEFER	-2,078,600
PERSONAL PROPERTY EXEMPTIONS	-6,181
UTILITY VALUATION	2,044,967
TOTAL TAX VALUATION	182,118,859
PENALTY	
TOTAL LEVY AMOUNT	728,475.44
BUDGET LEVY AMOUNT	707,728
DISCOVERIES	972.36
2024 RELEASES	-31.58

Monthly Tax Report						
MOTOR VEHICLE						
2024-2025						
Month	Amount	Interest	Total	Release	DMV	Total
End	Collected	Collected	Amount	Refunds	Fee	DMV
			Collected			Fee
July	7,147.94	42.25	7,190.19	37.73	222.53	222.53
Aug	7,044.86	80.93	14,315.98	6.02	212.68	435.21
Sept	5,109.07	41.34	19,466.39	290.22	171.13	606.34
Oct	6,130.70	69.77	25,666.86	83.41	193.65	799.99
Nov	5,111.37	74.09	30,852.32	285.64	186.51	986.50
Dec	6,590.66	82.00	37,524.98	180.80	228.96	1,215.46
Jan	6,193.07	59.23	43,777.28	12.34	199.27	1,414.73
Feb	6,463.12	44.72	50,285.12	0.00	226.08	1,640.81
Mar						
Apr						
May						
June						



TOWN OF PINEBLUFF

325 E. Baltimore Avenue
Pinebluff, NC 28373
(910) 281-3124

Fiscal Year: 2024

Unit Name: Pinebluff

Date Audit Presented to Governing Board: 02/20/2025

FPIC Response Due Date: 04/21/2025

Response Date: 03/28/2025

RE: Town of Pinebluff FY24 Financial Performance Indicator of Concern

This letter is to serve as the required response to the Town's FY24 Financial Performance Indicator of Concern (FPIC). The Water and Sewer Fund: Capital Asset Condition Ratio formula calculates that anything less than 0.50 may signal the need to replace assets in the near future; the Town of Pinebluff is currently at 0.25. To correct this matter, our water and sewer system is being evaluated by the engineering firm Withers Ravenel.

The Town of Pinebluff's FY24 Audit was submitted to the LGC on February 19, 2025. The Town was unable to reach Wade Greene (our auditor) by phone or email from the beginning of August until mid-October. After many unsuccessful attempts, the Town contacted the NC State Treasurer's office to see how we needed to proceed since our audit was going to be late. They suggested we send another email to Wade Greene (our auditor) and copy their office (email at: slgfd@nctreasurer.com) and request a tentative beginning and completion date of our FY24 Audit. This email was sent on December 13, 2024. Mr. Greene called the next day stating he would come to our Town Hall the following week to begin our audit, and he did.

To prevent recurrence of material weaknesses (segregation of duties) and deficiencies (expertise), the Town has hired an additional staff member to relieve some of the duties from the finance officer. This office change has allowed the finance officer to properly and primarily focus on the finances of the Town. Also, the finance officer has completed three finance courses

through the North Carolina League of Municipalities to prevent the material weakness or significant deficiency in the future.

Additionally, as the North Carolina General Statutes require, the finance officer of the Town of Pinebluff is in fact bonded by Western Surety Company for \$300,000.00 beginning July 1, 2024 with an indefinite ending date. The Town will make sure to increase the bond as needed.

Please feel free to contact staff with any questions or concerns.

Sincerely,

Rachel Dysart, Finance Officer

Betty McDuffie, Town Clerk

Melissa Adams, Town Administrator

Ronald McDonald, Mayor

Jerry Williams, Commissioner

Robbie Conley, Commissioner

Guy McGraw, Commissioner


Mike Thomas, Commissioner

Frank Wanko, Commissioner



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

Memorandum

To: Honorable Mayor and Board of Commissioners
From: Melissa P. Adams, Town Administrator 
Date: April 8, 2025
Subject: Approve Proposal for Providing Auditing Services for the Town of Pinebluff


The Administration/Finance Department put out (RFPs) Requests for Proposals for Auditing Services for the Town on February 22, 2025. The deadline for receipt of Proposals was March 31, 2025. We received two Proposals. They are attached for your review.

Action: Vote to approve a Proposal for Auditing Services for the Town of Pinebluff for FY Year 2024 – 2025 and future years in applicable.



Town of Pinebluff
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(910) 281-3124
Fax: (910) 281-4366

Memorandum

To: Honorable Mayor and Board of Commissioners
From: Melissa P. Adams, Town Administrator 
Date: April 8, 2025
Subject: Adopt the Administrative Professionals Day Proclamation

The last Wednesday on the Month of April is Administrative Professionals Day, recognizing the important contributions that our administrative professionals make each year and each day to our organization. We are lucky to have the wonderful staff that we have, and it is an honor to be able to recognize them.

Action: Adopt the Proclamation for Administrative Professionals Day on April 23, 2025.



ADMINISTRATIVE PROFESSIONALS DAY PROCLAMATION

WHEREAS, the next to last Wednesday on the month of April is Administrative Professionals Day, recognizing the important contributions that administrative professionals make each year to our workplace; and

WHEREAS, administrative professionals play an essential role in coordinating the office operations of businesses, government and other organizations; and

WHEREAS, the work of administrative professionals requires advanced knowledge and expertise in communications, computer software, office technology, project management, organization, customer service, and other vital office management responsibilities; and

NOW THEREFORE WE, I, Mayor Ronald McDonald, hereby proclaims April 23, 2025 as **ADMINISTRATIVE PROFESSIONALS DAY** in the Town of Pinebluff and citizens are encouraged to recognize and celebrate the essential role administrative professionals play in our Town.


Proclaimed this the 17th day of April, 2025.

Ronald L. McDonald



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

TOWN ADMINISTRATOR'S REPORT

To: Honorable Mayor and Board of Commissioners
From: Melissa P. Adams, Town Administrator 
Date: April 8, 2025

Update on the Waterline Extension project on Sandpit Road: Bruce McFadden has begun construction on the waterline.

The painting has been completed in the Town Hall. We are currently awaiting the quote for the tile in the bathrooms so that we can secure the loan for the laminate flooring and the tile work and order the new doors to finish out the refurbishment of the Town Hall. I would like to have an Open House once all the work has been completed. We will bring back some dates when we are closer to completion.

Our new Administrative Assistant Lisa Bowman has begun working and is doing a great job.

Mayor McDonald and I met with Natalie Hawkins and Darryn Burich from the Moore County Economic Development Partnership (MCEDP) on Tuesday, April 1, 2025, at 10:00 a.m. to discuss the ATEX water situation. It was a good meeting, and I believe they have a better understanding of the issues following our meeting.

The TCC meeting was held on Wednesday, April 2, 2025, at the Village Hall in Pinehurst.

The Teams meeting with WithersRavenel was held on Tuesday, April 8, 2025, at 9:00 a.m. with WithersRavenel. We went over the Draft AMP and Draft Rate Study, and scheduling the Board Presentation. We are looking at the May 15, 2025, Regular Meeting. Next Teams Meeting is scheduled for Wednesday, May 7, 2025.

The SMPO (Sandhills Metropolitan Planning Organization) Regular Monthly Meeting scheduled for Wednesday, April 16, 2025, at 10:00 a.m. at the Pinchurst Village Hall has been cancelled.