March 11, 2014

7:00 P.M.

The Town of Pink Hill held its monthly board meeting on Tuesday, March 11, 2014 at 7:00 p.m. in the town hall board room. Present for the meeting were Mayor Carol Sykes, Commissioners Mike Hill, Donald King and Debra Grady, Town Attorney George Jenkins, Public Works Director Timmy Kennedy, Police Chief Joey Thigpen, and Town Clerk Kimberly Mitchell.

Visitors present were Sue Hamilton, Kenneth Hamilton, and Susan Myers.

Mayor Sykes called the meeting to order. Mayor Sykes welcomed everyone to the meeting. Commissioner King then led everyone in the pledge of allegiance. Commissioner Hill made a motion to approve the regular board minutes from February 20, 2014. Commissioner King seconded the motion and it carried unanimously. Commissioner Hill made a motion to approve the agenda and amendments if needed. Commissioner King seconded the motion and it carried unanimously.

The first item on the agenda was Adverse Weather Condition/Personnel Policy. Mayor Sykes stated the town has a personnel policy with adverse weather conditions listed in it. She said during this last go round of weather there were days that the schools were closed but the office did not need to be closed. Mayor Sykes said she asked Kim if she would get the policy from the county to show what they do. Mayor Sykes asked everyone to look at their copy. Mayor Sykes then proceeded to read the Adverse Weather Policy for Lenoir County. The policy read as follows: The administrative offices of Lenoir County must be open during normal business hours to serve our citizens. These offices will remain open, even in adverse weather, and it is the responsibility of employees to make a good faith effort to come to work during these times. Mayor Sykes asked if everyone agreed with that. She then continued to read about Mandatory Operations: It is recognized that some other operations in and out of “Pink Hill” must continue to provide services without regard to weather conditions or utility conditions. Therefore, department managers shall predetermine and designate the mandatory operations, which will remain open. At a minimum, mandatory operations shall include: Law Enforcement, “Public Works, and Fire Department.” Timmy asked for them to put in the policy that the only time the Fire Department does not leave the station is if there are sustained winds 40 MPH or higher. Mayor Sykes then read Accounting for Time Not Worked: When an employee, who is not in a mandatory operation, chooses not to report to work or chooses to leave early or when it has been determined that services will be suspended or delayed, time lost will be:

1. Charged to vacation leave,
2. Charged to accrued compensatory time,
3. Taken as leave without pay, or
4. Made up in accordance with the provisions outlined below.

Employees who are on prearranged vacation leave or sick leave will charge leave to the appropriate account with no provisions for make-up time. Mayor Sykes then read Using Vacation and/or Compensatory Leave: Employees, not working in mandatory operations, who anticipate problems in transportation should be permitted and encouraged to avail themselves of leave privileges when encountering difficulty in reporting for work or when leaving early. Mayor Sykes then read Other Operations: The Mayor or Designee may determine to what extent any other operations, which are not mandatory, may be suspended or temporarily closed or delayed. Mayor Sykes then read Make-up Provisions: Where operational needs allow, except for employees in mandatory operations, department managers (which would be Kim, Timmy, and Joey) must make every reasonable effort to arrange schedules whereby employees will be given an opportunity to make up time not worked (either by suspension of services or voluntary action by employee) rather than charging it to leave. There are very few opportunities for such time to be made up without the employee working more than forty hours. Since hours worked in excess of forty during a workweek would constitute overtime under Federal regulations for FLSA non-exempt employees, it will be necessary for make-up time to be limited to the workweek in which the time is lost or in a week when the employee has not worked a full work schedule due to such absences as holidays, vacation, bonus leave, sick leave, civil leave, etc. (See advisory note below for use of compensatory time.) Mayor Sykes asked George to explain this. George stated when you work forty hours a week anything over that is time and a half and under Federal regulations you cannot use that as make-up time. He said if you like work Memorial Day that would not be considered overtime, but if you could use the Friday after Thanksgiving to make up your lost time because you wouldn’t work forty hours that week. Mayor Sykes then read the Advisory Note: Employees shall first use existing earned compensatory time to make up for time lost due to adverse weather. Employees may use future earned compensatory time to make up for time lost due to adverse weather if the Mayor or designee first approves the compensatory overtime in response to bona fide needs for work in excess of forty hours. Commissioner King asked if the designee has to be prenamed. George said he would suggest that the designation needs to be in writing of some sort. Kim asked George when does the Mayor put it in writing and he stated whenever she gets ready to designate. Mayor Sykes continued reading: If there is no bona fide need for overtime, then the make-up time must be limited to weeks when an employee has not worked a full forty hours due to scheduled or unscheduled absences. Department managers must use extreme care in determining when overtime is justified and decisions to require overtime shall be based on the same criteria as used when adverse weather is not an issue. Time must be made up within 12 months from the occurrence of the absence. If it is not made up within 12 months, the appropriate leave must be charged, or leave without pay. If an employee separates from employment with the Town of Pink Hill before adverse weather leave is made up, it must be charged to vacation or bonus leave or deducted from the final paycheck. Mayor Sykes asked if everyone understood and agreed with this policy. Commissioner Hill made a motion to approve the changes to the adverse weather policy as of March 11, 2014. Commissioner Grady seconded the motion and it carried unanimously.

The next item on the agenda was Pink Hill Rose Festival & Planting Roses in Town. Susan Myers came to discuss the Pink Hill Rose Festival. Susan stated they have got a really good team working on the festival. She said the festival is a whole lot bigger this year and they need to figure out the logistics. She stated that is what she wanted to talk with the board about tonight. Susan said the Rose Festival this year is going to be done in an L-shape. She said hopefully if it grows, then next year they can do it in a U-shape. She stated there will be some streets that will need to be closed just like last year. Mayor Sykes asked if there was going to be a street dance this year. Susan said there would be a dance but they are not calling it a street dance and the Classic Collection Band that will be playing will be paid for by the Pink Hill Ruritan Club. She also stated that it will be free from 6:00 p.m. to 9:00 p.m. Susan said on Saturday, April 12, 2014 there will be the crowning of the Rose Court. The girls that win will be who raises the most money. They will be selling t-shirts and other things to raise money. Susan said on Friday, May 16, 2014 there will be a kickoff to the Rose Festival with a golf tournament. There will also be a 5K Pink Walk/Run & Kid’s Fun Run and then the Crossroads Band will be playing for free. She said the only thing you really have to pay for is the kid’s band for the inflatables. Kim asked if Pine Street was going to have to be closed on Friday, May 16, 2014. Susan stated that was a good question because at some point it would have to be closed because the band will be playing. She was unsure of what time the band would start but she was thinking probably around 6:00 p.m. Commissioner Hill said the street would need to be closed an hour before and an hour after they finish. Kim asked if the 5K Walk/Run would be in town and Susan stated yes it would. Susan said that Crossroads Band is a popular band and they play at Maynard’s a lot. Commissioner Hill asked Susan who was in charge of the golf tournament. She stated Dr. Alice Scott and the other is G.L. Kennedy but she is not sure. Susan said at their next meeting they are going to work on some more times and logistics and they have a good team of volunteers. She said what if 3,000 people show up for the festival, where is everyone going to park. She stated they need handicap parking and golf carts to transport people. Susan asked if there were any more questions about Friday, May 16, 2014. She said she would give another update at the next meeting. Susan said on Saturday morning, May 17, 2014, at 10:00 a.m. the Rose Court will be introduced at the same place it was last year. This will be the kickoff and it would be good for any town officials that could be there to be there to be announced also. She stated the bands that will be playing include The Local Boys, Lee Family, Huckleberry Brothers and more. She said they have Christian rap group that is going to play for free which would attract some of the young kids. There will also be a softball tournament and Corn-Hole tournament and they need someone to help run it. There will be the antique cars and tractors displayed. There will also be a salsa food contest and April Kennedy is in charge of that. Susan said they are going to have an amateur Pink Wine Contest and she volunteered herself to be one of the judges but she thinks she needs someone more qualified to be the judge. She said that Al is in charge of the vendors. Mayor Sykes asked Susan to explain the contest. Susan said a lot of people around town make homemade wine so that is what will be tasted. She said at 5:00 p.m. they will have a band called “I Forgot” and they are a teenage punk rock band. They are going to open for the Classic Collection Band. Susan said hopefully this will get some teenagers to come. She said on one of these two days of the festival they will have other things going on like Jennifer’s School of Dance, jump rope kids, and different things like that. Susan said she knows they will need some streets barricaded off and she needs to talk with Chief Thigpen about this. She said they are also going to need garbage cans and port-a-potties. Timmy let Susan know that last year OCS lent them ten extra trash cans to be used for the Rose Festival but now it is Waste Industries and not sure if they would do it because the town has no extra trashcans available. Mayor Sykes stated she would call Waste Industries and find out. Mayor Sykes asked Susan who her board members are that are helping her with the festival. Susan said she has a list but forgot to bring it tonight but stated different board members are doing different things. She said they have found people off the board for example, they are having a diaper derby and Chelsey Murphy is going to be in charge of it. She said it will be held somewhere in the gated community and they will be crawling on mats. Susan said Dr. Jennifer is in charge of the sponsors, Dr. Little is in charge of the entertainment, and some of the volunteers are Chelsey Murphy who is doing the Diaper Derby and Bill Turner who sits at the ball field. She stated she was not on the committee last year but did some things behind the scenes. She said she has not really been involved with the festival in the past two years but everybody thought that she was doing it, so she put herself on the committee. Mayor Sykes asked Susan to write down what her board members won’t do and aren’t going to do and what you need done and bring her a list. Susan stated she would do that. She said the way they are doing this is they have a committee and certain people are handling certain things, like Yvonne Deatherage is handling the Rose Court. She said the three main people on the committee are herself, Dr. Little, and Dr. Alice Scott. She stated they meet but the board is not really that involved in it. They are called if they need something. Mayor Sykes asked Susan if she was anticipating needing other law enforcement officers other than the towns. Susan said no she didn’t think so but they would need at least four officers. Mayor Sykes said the town has two full time and two part time and the part timers can only work so much. Mayor Sykes stated they cannot work over 20 hours per week. Kim said if they work over then they are going to run out of time that they can work for the town for the rest of the fiscal year. Susan asked Chief Thigpen if he could see how many hours he could get all four of them to work on that day at the festival. She also stated for the night before too. Susan mentioned about getting some of the towns good citizens to help clean up for the festival. Mayor Sykes stated she has a few people that she is going to talk to about this. Susan said the Girl Scouts have already volunteered and she is seeing if the Boy Scouts would volunteer too. She stated they have several other Christian and young groups that have volunteered also. Susan said if anyone has any more questions or thoughts to contact her. Mayor Sykes asked Susan if she has a list that shows who is on her committee and what each person is supposed to do, and if they can’t do it they need to let whoever is in charge of it know before that day. That way you would have time to get somebody to do it. Mayor Sykes stated she found that to be very helpful when she was doing the Christmas Parade. Susan said this year Alice was in charge and she was on the planning committee. She stated they are meeting separately from the board and then Susan said she told Alice she wanted to be in charge of it next year. Susan said there would be vendors and the fire department will be selling barbeque plates to make money. Susan then talked about the Pink Hill Flower Fund. She stated they are planting 500 roses this year. They have got 230 roses in the ground right now and 275 roses to go. She said they are a month behind on planting because of the weather. Susan said she is focusing this year on three areas to make it easy such as community property – Council on Aging, Pink Hill Area Preservation, Park Circle, Pink Hill property or street curving, and properties that she owns. She stated they are also doing some businesses that asked them to do roses. Susan said she wanted to thank the board for their help. Mayor Sykes and the board thanked Susan for everything she does and that they really appreciate it.

The next item on the agenda was Water Wells in Town. Commissioner Hill said he knows that they cannot do anything about the wells already drilled in town, but we need to keep a handle on and make sure that people are not trying to hook on to the public water system. He said he also thinks that the depth of the wells needs to be checked and that the town should have someone look at the well drawings and make sure they are proper and not something that could create a problem down the road for the town. Timmy said if somebody knows how to drill their own well for irrigation purposes only they can. He said the town does not have an ordinance in place that says that they can’t for irrigation purposes only. The only thing it says in the town’s ordinance is that it cannot be in no way form or fashion tied to any of the plumbing that goes to the town’s water. Commissioner Hill said he thinks they need to either adopt an ordinance or adopt a policy to have anyone who wants to drill a well come to the town so we can be informed on where one is being drilled. Commissioner Hill said if it is for the heating system then it is okay but for other reasons like irrigation not okay. Timmy said the town has two customers who both live on Pinewood Home Drive who have wells for irrigation purposes. George told Commissioner Hill that they needed to get together before the next meeting and do a draft ordinance for water wells. Mayor Sykes asked if it could be done as a policy instead of an ordinance. George stated you could but it would be harder to enforce as a policy than an ordinance. Commissioner Hill said he wanted it to be something that the town can enforce.

The next item on the agenda was the WASA Report. Commissioner Hill said he went to the WASA meeting the other night. He informed the board about what was discussed. He said the speaker was Nat Wilson and Gabriel Cooper from the Water Resources Division of North Carolina Public Water Supply. Representatives present were George Graham, Don Davis, John Bell, and Brian Brown. What they were doing was questioning water resources about giving variances to Greene County so they won’t have to buy water from either WASA or Greenville Utilities. Commissioner Hill said that WASA wants to write a letter to all of our representatives and also to all the state division of water resources to look at this very carefully because Lenoir County except for LaGrange has already met the 75% withdraw. He said the original members of WASA were Pink Hill, Deep Run, Kinston, North Lenoir, Bill Arthur, Dabney Miller, Ayden, and Grifton. The original members were also LaGrange, Greene County, Farmville, and Fountain. Commissioner Hill said the members have spent $143 million on the plant. He stated if there is any money or grant money out there, he thinks they need to give it to us to offset some of our debt. He also stated any fines should be handed to those other counties and other systems for not complying. He said if they are not going to comply with the rules, it should be mandatory to hook up to WASA so our rates will not go up no more. Commissioner Hill said that is why they want to write the letter and he would like permission from the board to sign that letter. Commissioner Grady made a motion to authorize Commissioner Hill to sign the WASA letter. Commissioner King seconded the motion and it carried unanimously.

Police Updates was the next agenda item. Chief Thigpen reported since the last meeting that he was here because he was unable to be here at February’s meeting. He stated they have had 9 different incidents that were reported, 2 arrests, 2 accidents, issued 27 citations with a total of 31 charges, and they have issued 15 warning citations. Chief Thigpen informed the board that Commissioner King rode with him last week. He said everything is going good. Chief Thigpen said he has not had any anonymous calls about traffic that were mentioned at the January meeting. He stated that the cars are good and he has ordered the new radios and he is getting ready to order the new radars. He said this was already budgeted for. Mayor Sykes thanked Chief Thigpen for his work.

The next item on the agenda was the Fire Department Report. Timmy said he did not have an actual report because it had been only two weeks since their last board meeting. He said he did have one very important thing to bring up before the board and did not have time to get anything written to bring before them. He stated it is concerning their ISO rating and they have an inspection coming in June. He said Kenny, himself, and one of their captains went to a class at LCC this weekend and they found out a lot of information some of which they already knew but some of it they didn’t or they got more clarification. He said one of the things was they have three engines in their station and one of them in the charter. Kenny said in the Bylaws they are to keep an engine in town at all times with two personnel in it. He stated the way their need of fire flow is coming now due to all the new construction and size of some of the buildings in our district, their need of fire flow has gone up to three engines instead of two. Kenny said they have a choice. The federal guidelines also state that instead of having two personnel that they require you to have four personnel to an engine at all times. Kenny said what they need to do is remove that from the Bylaws saying that they have to leave an engine in town and two personnel. He stated 90 to 95 percent of the time there will still be one in town, but we just have to remove it from the paperwork. Kenny said because at some point in time we may have to have all three trucks respond to a fire. He said if they leave that in their Bylaws about having an engine at the station at all times, then it is going to hurt them. Timmy said they would draw up a draft of changes to the Bylaws and bring to the next board meeting on April 8, 2014.

Water/Sewer Updates was next on the agenda. Timmy wanted to talk to the board about a budget item for the upcoming budget. He said it was something they had talked about in the past. He said in hot weather it is a problem. He said Mr. Scotty Wilkins called him and they have just come out with a new mixer that goes on the inside of the tank and this is turnkey price which is $14,500. Timmy said Mr. Wilkins stated he would go 3 years on the payment which would be $4,833 a year for 3 years. Timmy said he would like to find out more about the pax mixer. Commissioner Hill said the other thing that he would like to look at is if it is feasible to put a pump on the outside of the tank and let it fill from the top instead of coming up. He said to see if that was feasible and how much it would cost. The mixer would help to have fresher water especially in hot weather. Mayor Sykes asked who else has done this. Timmy said that Deep Run has done two or three of their tanks. Timmy said the other thing he would like to discuss with the board was getting a new employee. He said that grass cutting season would be starting in April and he would like to get somebody in here within the next 30 to 45 days. Mayor Sykes said that she and Commissioner Hill would like to talk with him about several options for hiring. Commissioner Hill said if it was okay they could meet at Town Hall on Monday, March 17, 2014 at 9:00 a.m. Mayor Sykes and Timmy stated that time would be fine. Timmy said on Monday, March 17, 2014 WASA Plant is going to cutoff their ammonia and are going to only be feeding free chlorine. Timmy said they will be doing a burnout for the next month. He said that water will not hit our system until probably the 20th and 21st of March. Timmy said the construction is still going good. They have been held up especially over the last couple of weeks due to the weather. He stated they have done some more services. Mayor Sykes said she has had two or three people mention about the corner of Hwy 11 and going down to Bill Sutton about it needing some more gravel there. Kim asked if the construction crew is going to wait until the very end to plant grass in the customer’s yards. Timmy stated yes. Mayor Sykes thanked Timmy for his work. Commissioner King said that Timmy and Kenny make a team over there at the fire department and that is what it is all about. What one doesn’t take up, the other one catches. He stated they were a team and he is proud of them.

The next item on the agenda was Budget Amendments if needed. Kim said there were no budget amendments only transfers.

Remarks by Town Attorney was next on the agenda. George said he had no comments but thanked the board for allowing him to be here.

The next item on the agenda was Comments by the Board. Commissioner Hill said the May board meeting will have to be changed because he will not be available that date. Commissioner Hill said the Rural Water Conference is that week and he would like for Timmy and Kim to go if they can. Commissioner Hill made a motion to change May’s board meeting from May 13, 2014 to May 20, 2014. Commissioner King seconded the motion and it carried unanimously. Commissioner King said last week he rode around with Chief Thigpen and he told him a lot of things that he had never thought about. Commissioner King said he kept remembering all these things that people have complained about to our police department and everything Chief Thigpen has told them is true. He has gone around and he showed him things that he has seen. Commissioner King said you have to actually catch the man first before you can do anything with him. Commissioner King said they are so organized and it takes more than one person to catch them. Commissioner King said it is everything that Chief Thigpen said and he showed it to him. He said the police are just outnumbered and therefore you are just outmaneuvered and that is it in a nutshell.

The next item on the agenda was Public Comment Period. There were no public comments at this time.

The next item on the agenda was Closed Session. There was no need for a closed session at this time.

With there being no further business to be discussed the meeting was adjourned.

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Mayor Town Clerk