



**Village Council
Minutes for the Regular Meeting of May 28, 2024
Assembly Hall
395 Magnolia Road
Pinehurst, North Carolina
4:30 p.m.**

The Pinehurst Village Council held a Regular Meeting at 04:30 p.m., Tuesday, May 28, 2024, in the Assembly Hall of Village Hall, 395 Magnolia Road, Pinehurst, North Carolina.

The following were in attendance in Assembly Hall:

Mr. Patrick Pizzella, Mayor
Dr. Jeff Morgan, Councilmember
Ms. Barb Ficklin, Councilmember
Mr. John Taylor, Mayor Pro Tem
Mr. Jack Farrell, Councilmember
Mr. Jeff Sanborn, Village Manager
Ms. Shannon Konstantinou, Village Clerk
Mr. Paul Conners, IT Specialist

And approximately 8 attendees in addition to 40 staff and 2 press.

1. Call to Order.

Mayor Pizzella called the Village Council meeting to order at 04:30 p.m.

2. Invocation by Mr. Jason Whitaker, Chief Information Officer, and Pledge of Allegiance by Eli Brown.

Upon a motion by Councilmember Morgan, seconded by Mayor Pro Tem Taylor, Council unanimously approved amending the May 28, 2024, Regular Meeting agenda to insert Resolution 24-23 Honoring Mr. Jeff Batton as Item #3 by a vote of 5-0.

3. Resolution 24-23 Honoring Mr. Jeff Batton

Mayor Pizzella presented Resolution 24-23 Honoring Mr. Jeff Batton for his 29 years of service to the Village of Pinehurst community.

Mr. Jeff Batton, Assistant Village Manager for Operations, expressed his gratitude and appreciation for the 29 years of service he has had with the Village Council, the Village Staff, and

the Village of Pinehurst community.

Upon a motion by Councilmember Morgan, seconded by Councilmember Farrell, Council unanimously approved Resolution 24-23 honoring Mr. Jeff Batton by a vote of 5-0.

A Resolution Honoring the Service of
Mr. Jeffrey H. Batton

That Whereas, the Village Council of Pinehurst, North Carolina wishes to acknowledge and express its gratitude and appreciation to Mr. Jeffrey H. Batton for 29 years of dedicated public service to its citizens; and

Whereas, Mr. Batton served from 1995 to 2001 as the first Parks and Recreation Director for the Village of Pinehurst; and

Whereas, Mr. Batton was promoted to the position of Assistant Village Manager for Operations in 2001; and

Whereas, Mr. Batton consistently exhibited fine moral character, impeccable integrity, exemplary leadership and acted in the utmost professional manner while leading substantial and long-lasting enhancements that improved the overall quality of life for all citizens of Pinehurst; and

Whereas, Mr. Batton was instrumental in acquiring land to build athletic fields and other park amenities thereby expanding park services across the Village and in the design and construction of the Cannon Park Community Center; and

Whereas, Mr. Batton played key roles in several capital projects including the design and construction of Pinehurst Fire Station #1, the acquisition and transition of the Given Memorial Library and Tufts Archives to the Village, and the Downtown Amenities Plan; and

Whereas, Mr. Batton was fundamental in leading the Village through the 1999, 2005, and 2014 US Open Championship events, in negotiations with the USGA to designate the Village of Pinehurst as the first US Open anchor site, and in negotiations with the USGA to establish a second headquarters in the Village of Pinehurst known as Golf House Pinehurst; and

Whereas, Mr. Batton acted as Interim Village Manager from December 2014 until July 2015.

Now, Therefore, Be It Resolved by the Village Council of the Village of Pinehurst, North Carolina, in a Regular Meeting assembled this 28th day of May 2024 as follows:

Section 1. That the Village Council hereby expresses, on behalf of the citizens of Pinehurst, its great appreciation to Jeffrey H. Batton for his 29 years of faithful and dedicated public service to this community first as Parks and Recreation Director then as Assistant Village Manager for Operations.

Section 2. That a copy of this resolution be spread upon the permanent minutes of the Village of Pinehurst and a copy thereof, duly executed by the Mayor, be presented to Mr. Batton as a token of our gratitude.

This Resolution passed and adopted this 28th day of May 2024.

4. Reports:

Village Manager

- Mr. Jeff Sanborn thanked Mr. Jeff Batton, Assistant Village Manager for Operations, for his dedication not only to the community of the Village of Pinehurst but to the Village Staff, credited Mr. Batton for being integral in fostering the strong culture of teamwork amongst Village Staff, and wished Mr. Batton the best of luck in retirement; and announced the promotion of Mr. J. Carlton Cole, Fire Chief, to the position of Assistant Village Manager for Operations upon Mr. Batton's retirement on May 31, 2024.

Village Council

- Mayor Pizzella thanked Mr. Jeff Batton, Assistant Village Manager for Operations, for his service to the Village of Pinehurst; reported on the May 20, 2024, Neighborhood Advisory Committee meeting, the May 10, 2024, opening of Golf House Pinehurst and World Hall of Fame (free admission until July 01, 2024, the May 23, 2024 Historic Preservation Commission meeting, the Memorial Day Weekend Pinehurst Concours d'Elegance hosted by the Sandhills Motoring Expo., and the May 28, 2024, Tri-Cities Work Group meeting; encouraged residents to participate in cleanup activities within the Village; commended the Pinehurst Business Partners for their "Rock the Village" event; and reminded everyone of the upcoming adjustments to the Village Council meeting schedule.
- Councilmember Morgan reported on the May 22, 2024, Central Pines Regional Council meeting; commended and thanked Mr. Jeff Batton, Assistant Village Manager for Operations, for his service; and commended Mr. J. Carlton Cole for his service and congratulated him on his promotion to Assistant Village Manager for Operations.
- Councilmember Ficklin reported on the May 15, 2024, Sandhills Metropolitan Planning Organization meeting; the May 20, 2024, Neighborhood Advisory Committee meeting; the May 20, 2024, Pinehurst Business Partners meeting; the Centerpiece magazine promoting the June 11, 2024, PBS documentary "It's a Beautiful Day in Pinehurst"; thanked Mr. Jeff Batton, Assistant Village Manager for Operation for his service; and congratulated Mr. J. Carlton Cole, Fire Chief, on his promotion to Assistant Village Manager for Operations.
- Mayor Pro Tem Taylor congratulated Mr. Jeff Batton, Assistant Village Manager for Operations, on his service and retirement; provided information on how to obtain backflow testing; and reported on the May 15, 2024, Sandhills Metropolitan Planning Organization Meeting, the May 20, 2024, Neighborhood Advisory Committee meeting, and the May 28, 2024, Moore County Board of Commissioners meeting.
- Councilmember Farrell thanked Mr. Jeff Batton, Assistant Village Manager for Operations, for his service; congratulated Mr. J. Carlton Cole, Fire Chief, on his promotion to Assistant Village Manager; and reported on the May 28, 2024, Tri-Cities Work Group meeting, the May 20, 2024, Neighborhood Advisory Committee meeting, and the May 16, 2024, quarterly Regional Land Use Advisory Commission meeting.

5. Motion to Approve Consent Agenda.

All items listed below are considered routine or have been discussed at length in previous meetings and will be enacted by one motion. No separate discussion will be held unless requested by a member of the Village Council.

A. Approval of Village Council Meeting Minutes

- May 14, 2024, Regular Meeting
- May 14, 2024, Work Session
- May 20, 2024, Special Meeting – Budget Workshop

End of Consent Agenda.

Upon a motion by Councilmember Ficklin, seconded by Councilmember Morgan, Council unanimously approved the Consent Agenda by a vote of 5-0.

6. **Quarterly Financial Statements as of March 31, 2024.**

Ms. Dana Van Nostrand, Financial Services Director, reviewed a presentation of the Quarterly Financial Statements as of March 31, 2024, highlighting the Budget-to-Actual Summary, Revenues versus Expenditures, General Fund Revenues, General Fund Expenditures, Cash and Investments, the Library Expansion Capital Project Fund, and the SMPO Special Revenue Fund.

Ms. Van Nostrand verified for Council that there is a seasonality to the sales tax revenue.

7. **Motion to Recess the Regular Meeting and Enter the Public Hearing.**

Upon a motion by Councilmember Morgan, seconded by Mayor Pro Tem Taylor, Council unanimously approved to recess the Regular Meeting and enter the Public Hearing by a vote of 5-0.

8. **FY 2025 Budget Public Hearing.**

Ms. Dana Van Nostrand, Financial Services Director, reviewed a presentation on the FY 2025 Strategic Operating Plan and FY 2025 Budget.

Council and Ms. Van Nostrand discussed the projected number of new homes for FY 2025 being 70, the replacement rate / timeline for fleet vehicles, and the process followed for purchase orders.

Mayor Pizzella opened the Public Hearing to comments from attendees noting both attendees listed on the Public Hearing signup sheet wished to speak during the Public Comments period of the meeting. Hearing no other attendees wishing to speak, Mayor Pizzella asked for a motion to adjourn the Public Hearing.

9. **Motion to Adjourn the Public Hearing and Re-Enter the Regular Meeting.**

Upon a motion by Councilmember Morgan, seconded by Councilmember Farrell, Council unanimously approved to adjourn the Public Hearing and re-enter the Regular Meeting by a vote of 5-0.

10. **Discuss and Consider a Contract for Legal Services for FY 2025.**

Ms. Dana Van Nostrand, Financial Services Director, reviewed the terms of the FY 2025 Contract for Legal Services highlighting changes from FY 2024.

Council and Mr. Sanborn discussed Section II: Relationship, Section IV: Compensation, and Section I: Scope.

Council agreed to amend the contract language on page 2, last paragraph to include the sentence "A summarized report of the services provided under this agreement, including the hours of

service by category or project, shall be submitted at least quarterly to the Village Manager by the 15th of the month following the period of service”.

Council further agreed to amend the contract language on page 3, first full paragraph to read “For additional services provided to the Village in cases of litigation, beyond the initial thirty (30) hours per month, as authorized through the office of the Village Manager, the Village agrees to pay the Firm the Attorney’s hourly rate of \$415 for such services, upon presentation to the Village of an invoice describing the services provided, the provider, the applicable hourly rate, and the amount of time spent by the provider on each particular task”.

Upon a motion by Councilmember Farrell, seconded by Councilmember Ficklin, Council unanimously approved the contract for legal services with Van Camp, Meacham, & Newman, PLLC for Fiscal Year 2025 with the stated revisions by a vote of 5-0.

11. Discuss and Consider Ordinance 24-10 Amending the Library Expansion Capital Project Fund Budget.

Ms. Dana Van Nostrand, Financial Services Director, reviewed a memo detailing the proposed amendments to the Library Expansion Capital Project Fund Budget.

Upon a motion by Councilmember Morgan, seconded by Mayor Pro Tem Taylor, Council unanimously approved Ordinance 24-10 amending the Library Expansion Capital Project Fund Budget by a vote of 5-0.

ORDINANCE #24-10:

AN ORDINANCE AMENDING THE LIBRARY EXPANSION CAPITAL PROJECT FUND BUDGET FOR THE VILLAGE OF PINEHURST, NORTH CAROLINA.

THAT WHEREAS, the Village adopted Ordinance #22-06 establishing the Library Expansion Capital Project Fund for the design and construction of an expansion of the Given Memorial Library and Tufts Archives building located on Cherokee Road; and

WHEREAS, the Village adopted Ordinance #23-12 amending the Library Expansion Capital Project Fund budget; and

WHEREAS, the Village has commenced the architectural and design services related to the expansion; and

WHEREAS, on the 14th day of May, 2024 the Village Council approved an amendment to the design services contract with Oakley Collier Architects, increasing the contract to \$600,900; and

WHEREAS, the Library Expansion Capital Project Fund budget needs to be amended to increase the appropriation for design costs and;

NOW, THEREFORE, BE IT ORDAINED AND ESTABLISHED by the Governing Body of the Village of Pinehurst, North Carolina, that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the Library Expansion Capital Project Fund is amended as follows:

SECTION 1. A portion of the appropriations for the project shall be transferred from the Capital Outlay: Construction Costs line item to the Capital Outlay: Design Costs line item to fund the Oakley Collier Architects contract increase for design services as follows:

	Account Name	Current Budget	Amendment	Amended Budget
Account No.				
50-80-615-7600	Capital Outlay:	\$400,500	\$200,400	\$600,900
	Design Costs			
50-80-615-7601	Capital Outlay:	1,019,500	(200,400)	819,100
	Construction Costs			
TOTAL		\$1,420,000	\$0	\$1,420,000

SECTION 2. The revenues anticipated to be available to complete this project are unchanged.

SECTION 3. Copies of this capital project ordinance shall be furnished to the Village Clerk, Village Manager, and Financial Services Director for direction in carrying out this project.

THIS ORDINANCE passed and adopted this 28th day of May, 2024.

12. Discuss and Consider Resolution 24-22 Amendments to the Service Awards and Retirement Recognitions Policy.

Ms. Angela Kantor, Human Resources Director, reviewed a memo detailing the proposed amendments to the Service Awards and Retirement Recognitions Policy.

Upon a motion by Councilmember Ficklin, seconded by Councilmember Farrell, Council unanimously approved Resolution 24-22 Amendments to the Service Awards and Retirement Recognitions Policy by a vote of 5-0.

RESOLUTION #24-22:

A RESOLUTION AMENDING THE POLICY ON SERVICE AWARDS AND RETIREMENT RECOGNITIONS FOR THE VILLAGE OF PINEHURST.

WHEREAS, the Village Council of Pinehurst, North Carolina, adopted the “Retirement Recognitions and Gifts Policy” on May 8, 2012; and

WHEREAS, the Village Council of Pinehurst, North Carolina, renamed and amended the “Service Awards and Retirement Recognitions Policy” on July 28, 2020; and

WHEREAS, upon review, the Village’s Policy Committee recommends changes to the policy to include changes to the timing of awards for employee service milestones prior to retirement, retirement recognitions and other updates;

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Pinehurst, North Carolina in a regular meeting assembled this 28th day of May, 2024 as follows:

SECTION 1. That the Service Awards and Retirement Recognitions Policy is hereby amended effective from the date of its adoption; and said policy attached hereto as Attachment A and made a part hereof; the same as if included verbatim.

THIS RESOLUTION passed and adopted this 28th day of May, 2024.

	VILLAGE OF PINEHURST STANDARD PROCEDURE	
SUBJECT: Service Awards and Retirement Recognitions	Effective Date: 05/08/2012	
Department: Human Resources	Policy No.: HR-116	
Prepared by: Human Resources	Revised: 05/28/2024	
Approved by: Village Council	# of Pages: 3	

I. POLICY:

The Village of Pinehurst values the contributions, knowledge and experience of employees and recognizes the importance of honoring employee service. The purpose of this policy is to recognize and celebrate the dedication and hard work of those employees who reach service milestones or retire from the Village of Pinehurst.

II. ELIGIBILITY:

- A. Regular full-time and regular part-time employees are eligible for a service award in the year in which they complete 5, 10, 15, 20, 25, 30, 35, and 40 years of service with the Village of Pinehurst.
- B. Employees must be eligible and apply for retirement benefits under the North Carolina Retirement System and have at least five years of full-time service with the Village of Pinehurst, not including sick time, to be eligible for a retirement gift and/or recognition. Employees who are injured in the line of duty and qualify for disability retirement will

be handled outside the parameters of this policy.

III. DEFINITIONS:

- A. A regular full-time employee works at least 37.5 hours per week.
- B. A regular part-time employee works at least 20 hours per week.

IV. PROCEDURE:

- A. Service Awards: Employees will receive service awards when they complete the full-time service as defined in the Eligibility section. The award will be given in the paycheck that includes the service milestone. Eligible employees will receive a taxable monetary award according to the following schedule. Awards are subject to applicable withholdings and deductions.

5 years	\$250	25 years	\$1250
10 years	\$500	30 years	\$1500
15 years	\$750	35 years	\$1750
20 years	\$1000	40 years	\$2000

Only regular full-time and regular part-time service will be considered for service awards. Reserve, on-call, seasonal service will not be considered for service awards. If an employee is rehired, prior service will be considered for service awards. Employees will be recognized at the annual holiday luncheon in December.

- B. Retirement Recognitions: Department Directors will notify Human Resources of an employee's pending retirement. Human Resources will work with the Department Director and the retiring employee to coordinate an appropriate celebration and the appropriate gift.

Eligible employees will receive a taxable monetary gift according to the following schedule. Gifts are subject to applicable withholdings and deductions.

10 years but less than 15 years	\$650
15 years but less than 25	\$1300
25 years or more	\$1500

Eligible employees with at least 25 years of service will also receive a Village-sponsored, celebratory meal or reception at a Village facility coordinated through Human Resources. Village employees, Council and the retiring employee's immediate family will be invited. Additional people may be invited at the discretion of Human Resources.

Eligible employees with 5 years of service, but less than 25 years will receive a Village-sponsored reception coordinated through Human Resources.

Additional celebrations or gifts, departmental or otherwise, cannot be paid for with Village funds.

V. PUBLIC SAFETY:

The Village of Pinehurst recognizes the bravery and dedication of the public safety employees serving in the Pinehurst Police Department and Pinehurst Fire Department. In addition to the retirement gifts listed above, public safety employees may be awarded the gifts listed below.

- A. NCGS 20-187.2 authorizes the Village Council to award, upon request, a retiring law enforcement officer, or a surviving relative of an officer, the basic service side arm, no attachments, and badge of the officer at a price determined by the governing body. This policy sets the price for qualifying awards of basic side arms to retiring law enforcement officers at one dollar.

The law enforcement officer must have at least 10 years of service with the Village of Pinehurst to be eligible for this benefit. If the retiring officer has at least 5 years of service, but less than 10 years, the officer will have the option to purchase the service side arm for \$300. The retiring employee must follow all provisions of the statute and other applicable laws.

- B. NCGS 160A-294.1 authorizes the Village Council to award, upon request, a retiring firefighter or a surviving relative of the firefighter, the fire helmet of the firefighter at a price determined by the governing body. This policy sets the price for qualifying awards of fire helmets to retiring firefighters at one dollar. The firefighter must have at least 10 years of service with the Village of Pinehurst to be eligible for this benefit. If the retiring firefighter has at least 5 years of service, but less than 10 years, the firefighter will have the option to purchase the helmet for \$200. The retiring employee must follow all provisions of the statute and other applicable laws.

13. Other Business.

Mayor Pro Tem Taylor shared a report from the Moore County Board of Commissioners meeting on the issue of water and water rates and shared concerns expressed by attendees regarding services within the Pinehurst Extra-Territorial Jurisdiction.

14. Comments from Attendees.

Mr. Joe Buescher, President of the Royal Oak Homeowners' Association, thanked Council for their upcoming Work Session discussion on the acceptance of the Royal Oak subdivision and Mr. Mike Apke, Public Services Director, for his detailed report on the condition of the roads within the subdivision; and discussed the issues facing the Royal Oak community regarding road maintenance and bringing the roads up to Village standards.

Mayor Pizzella confirmed there were no further Public Comments.

15. Motion to Adjourn.

Upon a motion by Mayor Pro Tem Taylor, seconded by Councilmember Farrell, Council unanimously approved to adjourn the Regular Meeting by a vote of 5-0 at 06:04 p.m.

Respectfully Submitted,



Shannon Konstantinou
Village Clerk

A videotape of this meeting is located on the Village website: www.vopnc.org

Vision: The Village of Pinehurst is a charming, vibrant community, which reflects our rich history and traditions.

Mission: Promote, enhance, and sustain the quality of life for residents, businesses, and visitors.

Values: Service, Initiative, Teamwork, and Improvement