



**Village Council
Agenda for Regular Meeting of June 24, 2025
Assembly Hall
395 Magnolia Road, Pinehurst, NC 28374
Pinehurst, North Carolina
4:30 PM**

1. Call to Order
2. Invocation and Pledge of Allegiance
3. Reports
 - A. Manager
 - B. Council
4. 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
 1. June 10, 2025, Special Meeting Minutes
 2. June 10, 2025, Closed Session Minutes
 3. June 10, 2025, Regular Meeting Minutes
 4. June 10, 2025, Work Session Minutes

End of Consent Agenda

5. Public Comments
6. Resolutions
 - A. Consider Resolution 25-22-Changes to the Position Classification and Pay Plan Policy
 - B. Consider Resolution 25-23 Reappointment of the Neighborhood Advisory Committee Representatives for Clarendon Gardens, Donald Ross, East Lake Pinehurst, Lake Pinehurst Association, Monticello, North Lake Pinehurst, Pinehurst No.6, Pinehurst No.7, Pinewild, Village Acres, and West Lake Pinehurst
 - C. Consider Resolution 25-28 Appointment of the Neighborhood Advisory Committee Representative for Country Club of North Carolina (CCNC), Linden Road West, and Pinewild

- D. Consider Resolution 25-26 Directing the Clerk to Investigate a Petition for Annexation Received Under NC GS § 160A-31 (150 Foxfire Road)
 - E. Consider Resolution 25-24 Approving an Additional Employee Holiday and Additional Vacation Hours
 - F. Consider Resolution 25-25-Retiree Benefit Allowance
- 7. Other Business
 - 8. Motion to Adjourn

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.



**June 10, 2025, Special Meeting Minutes
ADDITIONAL AGENDA DETAILS:**

FROM: Shannon Konstantinou, Village Clerk
CC: Village Council; Doug Willardson
DATE OF MEMO: 06/16/2025

MEMO DETAILS

ATTACHMENTS

1. 06.10.2025 DRAFT Special Meeting Minutes_Closed Session



**Village Council
Minutes for the Special Meeting of June 10, 2025
Fallon Council Conference Room
395 Magnolia Road
Pinehurst, North Carolina
04:00 p.m.**

The Pinehurst Village Council held a Special Meeting – Closed Session at 04:00 p.m., Tuesday, June 10, 2025, in the Fallon Council Conference Room of Village Hall, 395 Magnolia Road, Pinehurst, North Carolina.

The following were in attendance in the Fallon Council Conference Room:

Mr. Patrick Pizzella, Mayor
Dr. Jeff Morgan, Councilmember
Mr. John Taylor, Mayor Pro Tem
Ms. Barb Ficklin, Councilmember
Mr. Doug Willardson, Village Manager
Mr. Carlton Cole, Assistant Village Manager
Ms. Shannon Konstantinou, Village Clerk

1. Call to Order.

Mayor Pizzella called the Village Council meeting to order at 04:07 p.m.

Councilmember Morgan arrived to the Special Meeting at 04:18 p.m.

2. Closed Session.

A. Closed Session Pursuant to NCGS § 143-318.11(a)(5)

Village Council will hold a Closed Session pursuant to NCGS § 143-318.11(a)(5) to establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract.

Upon a motion by Mayor Pro Tem Taylor, seconded by Councilmember Ficklin, Council unanimously approved to recess the Special Meeting and enter the Closed Session pursuant to NCGS § 143-318.11(a)(5) to establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract by a vote of 3-0 at 04:08 p.m.

Upon a motion by Councilmember Morgan, seconded by Mayor Pro Tem Taylor, Council unanimously approved to adjourn the Closed Session and re-enter the Special Meeting by a vote of 4-0 at 04:21 p.m.

3. Motion to Adjourn.

Upon a motion by Mayor Pro Tem Taylor, seconded by Councilmember Ficklin, Council unanimously approved to adjourn the Special Meeting by a vote of 4-0 at 04:22 p.m.

Respectfully Submitted,

Shannon Konstantinou
Village Clerk

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

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DRAFT



June 10, 2025, Closed Session Minutes
ADDITIONAL AGENDA DETAILS:

FROM: Shannon Konstantinou, Village Clerk
CC: Village Council; Doug Willardson
DATE OF MEMO: 06/16/2025

MEMO DETAILS

ATTACHMENTS

1. 06.10.2025 DRAFT CLS Minutes



June 10, 2025, Regular Meeting Minutes
ADDITIONAL AGENDA DETAILS:

FROM: Shannon Konstantinou, Village Clerk
CC: Village Council; Doug Willardson
DATE OF MEMO: 06/16/2025

MEMO DETAILS

ATTACHMENTS

1. 06.10.2025 DRAFT Regular Meeting Minutes



**Village Council
Minutes for the Regular Meeting of June 10, 2025
Assembly Hall
395 Magnolia Road
Pinehurst, North Carolina
4:30 p.m.**

The Village of Pinehurst Village Council held a Regular Meeting at 04:30 p.m., Tuesday, June 10, 2025, 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. Doug Willardson, Village Manager
Ms. Shannon Konstantinou, Village Clerk
Mr. Josh Dockery, IT Systems Specialist

And approximately 7 members of the audience in attendance, in addition to 5 staff and 1 press.

1. Call to Order.

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

2. Invocation and Pledge of Allegiance.

- A. Invocation by Mr. David Kimsey member of the Stake High Council of the Fayetteville NC West Stake of The Church of Jesus Christ of Latter-Day Saints**
B. Pledge of Allegiance by Jethro Kimsey

Mayor Pizzella noted the absence of Councilmember Farrell.

3. Reports:

Village Manager

- Mr. Doug Willardson reported on the July 03, 2025, Celebrating Independence Concert and Fireworks; the July 04, 2025, Celebrating Independence Parade; and the July 01, 2025, implementation of timed parking in Downtown (signs will be installed soon and the timed parking implementation advertised).

Village Council

- Mayor Pizzella reported on the June 02, 2025, Pinehurst No. 6 Homeowners Association meeting; the recent Moore County Historical Association Annual Meeting; the June 01, 2025, First Baptist Church of Pinehurst groundbreaking; the June 09, 2025, Moore County Economic Development Partnership meeting; and a recent visit to the Village's Welcome Center located in the Theatre

Building in Downtown.

- Councilmember Morgan reported on the recent Central Pines Regional Council (CPRC) meeting and the June 14, 2025, celebration of the United States Army's 250th birthday.
- Mayor Pro Tem Taylor reported on the June 04, 2025, TCC Regular Meeting.
- Councilmember Ficklin did not have anything to report.
- Councilmember Farrell was absent.

4. 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 27, 2025, Regular Meeting Minutes
- May 27, 2025, Work Session Minutes

B. Budget Amendments Report

Mayor Pizzella verified with Mr. Willardson that there was nothing out of the ordinary about the Budget Amendments Report to share with Council prior to a vote on the Consent Agenda items.

End of Consent Agenda.

Upon a motion by Councilmember Ficklin, seconded by Councilmember Morgan, Council unanimously approved all items of the Consent Agenda by a vote of 4-0.

5. Proclamation.

A. 2025 Flag Day and 250th Birthday of the United States Army Proclamation

Mayor Pizzella read aloud the 2025 Flag Day and 250th Birthday of the United States Army Proclamation.

MAYORAL PROCLAMATION VILLAGE OF PINEHURST

WHEREAS, the Village of Pinehurst recognizes the importance of commemorating the date in 1777 when the Second Continental Congress approved the design for the first national flag and the date in 1775 when the United States Army was officially established; and

WHEREAS, on June 14, 1777, the Second Continental Congress adopted the United States flag and established the 13 alternating red and white stripes and 13 white stars on a blue field pattern; and

WHEREAS, in 1916 President Woodrow Wilson proclaimed June 14 as Flag Day and in 1949 Flag Day was officially recognized by the United States Congress; and

WHEREAS, Flag Day is a day of renewal and reminder of this nation's devotion to our "great mission of liberty and justice" and of the rededication of ourselves to an "America which no man can corrupt, no influence draw away from its ideals, no force divide against itself"; and

WHEREAS, on June 14, 1775, the Continental Congress passed a resolution adopting the New England Army of Observation or Continental Army, the first national institution, for the defense of American liberty; and

WHEREAS, on July 04, 1776, with the Declaration of Independence, the Continental Army and the militia in service to the Continental Congress became known as the Army of the United States; and

WHEREAS, the Village of Pinehurst encourages all citizens to commemorate the adoption of our national flag by displaying the flag and honoring its significance as a symbol of our great nation; and

WHEREAS, the Village of Pinehurst encourages all citizens to commemorate the establishment of the United States Army by participating in celebrations honoring the legacy of service and sacrifice of this important institution and cornerstone in the defense of our nation.

NOW THEREFORE, I, Patrick Pizzella, Mayor of the Village of Pinehurst, do hereby proclaim June 14th, 2025, as Flag Day and 250th Birthday of the United States Army in the Village of Pinehurst.

6. Public Comments.

None.

7. Resolutions.

A. Consider Resolution 25-18 Reappointment of Ms. Carol Henry to the Planning & Zoning Board and Board of Adjustment (Extra-Territorial Jurisdiction Representative)

Council and Mr. Willardson spoke in favor of Ms. Carol Henry's reappointment to the Planning & Zoning Board and Board of Adjustment as the Board's Extra-Territorial Jurisdiction representative.

Upon a motion by Mayor Pro Tem Taylor, seconded by Councilmember Morgan, Council unanimously approved Resolution 25-18 Reappointment of Ms. Carol Henry to the Planning & Zoning Board and Board of Adjustment (Extra-Territorial Jurisdiction Representative) effective September 01, 2025, to serve at the pleasure of the Council until the end of her term on August 31, 2027, by a vote of 4-0.

RESOLUTION #25-18:

A RESOLUTION REAPPOINTING AN EXTRATERRITORIAL JURISDICTION REPRESENTATIVE FOR THE VILLAGE OF PINEHURST TO THE PLANNING & ZONING BOARD AND BOARD OF ADJUSTMENT.

THAT WHEREAS, the Village of Pinehurst has established a Planning and Zoning Board and a Board of Adjustment as required by its Development Ordinance and authorized by North Carolina General Statutes 160D-301 and 160D-302; and

WHEREAS, on the 13th day of March 2012 the Pinehurst Village Council adopted Ordinance #12-10 to amend Chapter 31 of the Pinehurst Municipal Code to combine the Planning and Zoning Board and the Board of Adjustment; and

WHEREAS, Ms. Carol Henry's term as the Extraterritorial Jurisdiction Representative for the Planning & Zoning Board and Board of Adjustment expires on August 31, 2025; and

WHEREAS, the Village Council of the Village of Pinehurst is desirous of reappointing Ms. Henry as the Extraterritorial Jurisdiction Representative for the Planning & Zoning Board and the Board of Adjustment as required by its Development Ordinance and authorized by North Carolina General Statute 160D-307.

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Pinehurst, North Carolina in a Regular Meeting assembled this 10th day of June 2025 as follows:

Ms. Carol Henry shall be reappointed as Extraterritorial Jurisdiction Representative of the Planning & Zoning Board and the Board of Adjustment, effective September 01, 2025, to serve

at the pleasure of the Council until the end of her term on August 31, 2027.

THIS RESOLUTION passed and adopted this 10th day of June 2025.

B. Consider Resolution 25-19 Appointment of Mr. Randy Gould to the Neighborhood Advisory Committee (Old Town West)

Mr. Willardson briefly described Mr. Randy Gould's background and spoke in favor of his appointment to the Neighborhood Advisory Committee as the representative for the Old Town West area.

Upon a motion by Councilmember Morgan, seconded by Mayor Pro Tem Taylor, Council unanimously Resolution 25-19 Appointment of Mr. Randy Gould to the Neighborhood Advisory Committee (Old Town West) effective June 10, 2025, to serve at the pleasure of the Council until the end of his term on June 30, 2027, by a vote of 4-0.

RESOLUTION #25-19:

A RESOLUTION APPOINTING THE NEIGHBORHOOD ADVISORY COMMITTEE REPRESENTATIVE FOR THE OLD TOWN WEST AREA.

WHEREAS, the Village of Pinehurst established a Neighborhood Advisory Committee (NAC) in 2008; and

WHEREAS, the Village of Pinehurst officially reorganized the Neighborhood Advisory Committee (NAC) under the leadership of the Village Council of the Village of Pinehurst on the 11th day of April 2023; and

WHEREAS, Mr. Randy Gould and the Village Council of the Village of Pinehurst are desirous of Mr. Gould serving as a representative of the Old Town West area on the Neighborhood Advisory Committee.

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Pinehurst, North Carolina in a Regular Meeting assembled this 10th day of June 2025 as follows:

Mr. Randy Gould is appointed as a representative of the Old Town West area on the Neighborhood Advisory Committee, effective June 10th, 2025, said term to expire June 30th, 2027.

THIS RESOLUTION passed and adopted this 10th day of June 2025.

C. Consider Resolution 25-16 Adopting and Amending Certain Financial Policies

Ms. Dana Van Nostrand, Financial Services Director, reviewed a memo detailing the recommended amendments to existing financial policies (Purchasing and Contracting Policy, Capital Assets Policy, and Personal Property Disposition Policy) and proposed new financial policies (Budget and Financial Planning Policy, Accounting and Financial Reporting Policy, Debt Policy, and Donations Policy).

Council and Ms. Van Nostrand discussed how funds are encumbered in the context of departmental budgets, the policy categories being adjusted to reflect the categories used in the accounting system, what types of purchases the capitalization threshold would apply to, how subscriptions costs are reported, potential sale prices of current fleet vehicles being phased out in the transition to the Enterprise Fleet Management Program, the length of time between updates for some of the financial policies, and the motivation behind Ms. Van Nostrand doing a review of the Village's financial policies.

Upon a motion by Councilmember Ficklin, seconded by Councilmember Morgan, Council unanimously approved Resolution 25-16 Adopting and Amending Certain Financial Policies consisting of amendments to the Purchasing and Contracting Policy, the Capital Assets Policy, and the Personal Property Disposition Policy, and adoption of the Budget and Financial Planning Policy, the Accounting and Financial Reporting Policy, the Debt Policy, and the Donations Policy by a vote of 4-0.

RESOLUTION #25-16:

A RESOLUTION ADOPTING AND AMENDING FINANCIAL POLICIES OF THE VILLAGE OF PINEHURST (FINANCIAL POLICIES UPDATE).

THAT WHEREAS, Chapter 160A, Article 7 of the General Statutes of North Carolina outlines the powers and duties of the Village Manager and the Village Council; and

WHEREAS, the Village Council has deemed it necessary and in the best interests of its employees and citizens to formulate and revise administrative policies; and

WHEREAS, the Village Council by Resolution #10-03 established that “All financial policies of the Village shall be approved by the Village Council”; and

WHEREAS, the Village has an inter-departmental Policy Committee to review all policies that impact employees and departments’ activities across the organization; and

WHEREAS, the Village Council by Resolution #17-11 established that the Village Manager may approve administrative policies as recommended by the Policy Committee and designated two financial policies previously approved by Village Council as administrative policies; and

WHEREAS, as the operational needs of the Village change, the Village Council and the Village Manager have, from time to time, adopted and amended previously adopted financial policies for the Village of Pinehurst.

NOW, THEREFORE, BE IT RESOLVED, by the Village Council of the Village of Pinehurst, North Carolina, in the regular meeting assembled this 10th day of June, 2025, as follows:

SECTION 1. All the financial policies recommended by the Village’s Financial Services Director, listed in Attachment #1 hereto, which have been reviewed by the Village Manager, are hereby amended and approved by the Village Council effective July 1, 2025.

SECTION 2. The Financial Services Director is hereby instructed to inform all employees of these approved or updated policies in a timely manner.

THIS ORDINANCE passed and adopted this 10th day of June, 2025.

RESOLUTION #25-16 ATTACHMENT #1

Financial Policies Updated

1. Purchasing and Contracting Policy
2. Capital Assets Policy
3. Personal Property Disposition Policy

New Financial Policies Adopted

1. Budget and Financial Planning Policy
2. Accounting and Financial Reporting Policy
3. Debt Policy
4. Donations Policy

D. Consider Resolution 25-17 to Commit Fund Balance for Future Capital

Ms. Van Nostrand reviewed a memo detailing the Village's Fund Balance Policy provision allowing Council to commit a portion of the General Fund balance for future capital needs if the fund balance at year-end exceeds 40% of actual General Fund expenditures.

Council and Ms. Van Nostrand discussed the 15% of expenditures minimum General Fund balance requirement and how this percentage is calculated.

Upon a motion by Mayor Pro Tem Taylor, seconded by Councilmember Morgan, Council unanimously approved Resolution 25-17 to Commit Fund Balance for Future Capital committing the amount of General Fund balance that exceeds 40% of actual General Fund expenditures as of June 30, 2025, as reported in the Annual Comprehensive Financial Report, for future capital needs by a vote of 4-0.

RESOLUTION #25-17:

**A RESOLUTION TO COMMIT A PORTION OF FUND BALANCE IN THE
GENERAL FUND FOR FUTURE CAPITAL.**

THAT WHEREAS, the Governmental Accounting Standards Board (GASB) has issued Statement No. 54 establishing a hierarchy clarifying the constraints that govern how a government entity can use amounts reported as fund balance; and

WHEREAS, the Village Council is the highest level of decision-making authority, and has the authority to commit, assign, or evaluate existing fund balance classifications and identify the intended uses of committed or assigned funds; and

WHEREAS, the committed fund balance classification reflects amounts subject to internal constraints self-imposed by the Village Council; and

WHEREAS, once the committed fund balance constraints are imposed, it requires the constraint to be removed by the Village Council prior to redirecting the funds for other purposes; and

WHEREAS, the Village Council has adopted a Fund Balance Policy, as amended from time to time, in order to maintain adequate working capital and a good credit rating; and

WHEREAS, the Village's Fund Balance Policy states the Village Council may commit a portion of fund balance for future capital needs in the General Fund when fund balance is in excess of 40% of actual General Fund expenditures as reported in the year-end Annual Comprehensive Financial Report; and

WHEREAS, the Village's Fund Balance Policy states that in no instance shall the amount of fund balance committed for future capital needs cause the unassigned General Fund fund balance to fall below 15% of actual General Fund expenditures as reported in the year-end Annual Comprehensive Financial Report; and

WHEREAS, the Village's Fund Balance Policy states the Council must approve a separate resolution

for the respective year to commit fund balance for future capital in the General Fund; and

WHEREAS, the calculation of committed fund balance will occur during the completion of the year-end Annual Comprehensive Financial Report.

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Pinehurst, North Carolina, in regular meeting assembled this 10th day of June 2025, as follows:

SECTION 1. In accordance with the provisions of GASB 54, Village Council hereby commits the amount of General Fund fund balance that exceeds 40% of actual General Fund expenditures as of June 30, 2025 as reported in the Annual Comprehensive Financial Report for future capital within that, as indicated by the committed fund balance classification, cannot be used for any purpose other than directed above, unless the Village Council adopts another resolution or ordinance to remove or change the constraint.

SECTION 2. To comply with the Village's Fund Balance Policy, should unassigned fund balance fall below 15% by committing fund balance for future capital as calculated in Section 1, the amount of committed fund balance for future capital will be reduced to ensure unassigned fund balance remains at 15% of actual General Fund expenditures.

THIS RESOLUTION passed and adopted this 10th day of June 2025.

E. Consider Resolution 25-20 Accepting the High Bid for Certain Real Property at Public Auction OR Resolution 25-21 Rejecting the High Bid for Certain Real Property at Public Auction

Mr. Willardson reviewed a memo detailing background information on the Council's decision sell the Village-owned property at 1755 Longleaf Dr. E at public auction, the auction process, and closing bids. Mr. Willardson recommended Council approve the resolution accepting the high bid.

Council spoke in favor of the public auction process for the sale of surplus real property. Mr. Willardson stated a review of vacant Village-owned lots is being done to determine if any additional lots are eligible to be sold as surplus real property.

Upon a motion by Councilmember Morgan, seconded by Mayor Pro Tem Taylor, Council unanimously approved Resolution 25-20 Accepting the High Bid for Certain Real Property at Public Auction for the sale of the vacant lot located at 1755 Longleaf Dr. E, Parcel ID #00023723, accept the high bid of \$93,000, and authorize the Village Manager to execute the documents necessary to transfer the title to the property by a vote of 4-0.

RESOLUTION #25-20:

**A RESOLUTION ACCEPTING THE HIGH BID FOR CERTAIN REAL PROPERTY
AT PUBLIC AUCTION**

WHEREAS, the Village Council of the Village of Pinehurst conducted an online auction sale of one parcel of property from May 14, 2025, to June 04, 2025; and

WHEREAS, the high bid was submitted for the property as shown on Attachment A.

NOW, THEREFORE, BE IT RESOLVED by the Village Council that:

The high bid of \$93,000 is accepted for the vacant lot located at 1755 Longleaf Dr. E, Parcel ID #00023723, Unit 9 Lot 365 PH I (as shown on Attachment A) and the Village Manager shall execute the documents necessary to transfer the title to the property.

THIS RESOLUTION passed and adopted this 10th day of June 2025.

Attachment A



High Bid for 1755 Longleaf Dr. E, Parcel ID #00023723, Unit 9 Lot 365 PH I is \$93,000.

8. Ordinances.

A. Consider Ordinance 25-09 Adopting the FY 2026 Annual Budget

Mr. Willardson stated Council and Village staff reached a decision on the FY 2026 Annual Budget at the prior meeting and asked Council to make a formal decision.

Ms. Van Nostrand noted the two changes to this year's annual budget ordinance compared to annual budget ordinances of previous years, which were made to items Section 7.b. Leases of normal and routine business equipment and vehicles and Section 7.d. Consultant services, professional services, contracted services, or maintenance service agreements.

Council, Mr. Willardson, Ms. Van Nostrand, and Mr. Mike Apke, Public Services Director, discussed the types of contracts under the proposed \$90,000 threshold that the Village Manager would be authorized to execute and the threshold for when a project must be put out for bids and when a contract can be executed without going through the bidding process.

Council spoke in favor of the FY 2026 Annual Budget.

Upon a motion by Councilmember Ficklin, seconded by Mayor Pro Tem Taylor, Council unanimously approved Ordinance 25-09 Adopting the FY 2026 Annual Budget by a vote of 4-0.

ORDINANCE #25-09

**VILLAGE OF PINEHURST
Budget Ordinance**

Fiscal Year 2026

BE IT ORDAINED AND ESTABLISHED by the Village Council of Pinehurst, North Carolina, in the Regular Meeting assembled this 10th day of June 2025 as follows:

SECTION 1. The following amounts are hereby appropriated in the General Fund for the operation of Village government and its activities for the fiscal year beginning July 1, 2025 and ending June 30, 2026, in accordance with the chart of accounts heretofore established for this Village:

GENERAL FUND EXPENDITURES:

Governing Body	\$	141,500
Administration		1,816,759
Finance		1,003,440
Human Resources		683,400
Police		5,081,268
Fire		4,512,495
Planning		1,219,200
Inspections		488,280
Public Services Administration		921,999
Streets/Grounds		3,399,000
Powell Bill		1,500,100
Solid Waste		3,345,460
Recreation		2,891,610
Library		662,056
Harness Track		1,025,580
Fair Barn		542,393
Debt Service		357,050
Other Financing Uses		<u>1,910,000</u>
TOTAL GENERAL FUND EXPENDITURES	\$	<u>31,501,590</u>

SECTION 2. It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2025 and ending June 30, 2026:

GENERAL FUND REVENUES:

Ad Valorem Taxes	\$	13,675,000
Other Taxes and Licenses		5,000
Unrestricted Intergovernmental		9,333,700
Restricted Intergovernmental		735,700
Permits and Fees		1,136,800
Sales and Services		892,830
Other Revenues		619,200
Investment Income		768,000
Other Financing Sources		828,800
Fund Balance Appropriations		<u>3,506,560</u>
TOTAL GENERAL FUND REVENUES	\$	<u>31,501,590</u>

SECTION 3. There is hereby levied a tax at the rate of twenty-two and one-half cents (\$0.225) per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 2025, for the purpose of raising revenue in the General Fund in Section 2 of this ordinance. This rate is based on a total valuation of property for the purposes of taxation of \$6,084,000,000 and an

estimated collection rate of 99.9% for real and personal property and 100.0% for motor vehicles.

SECTION 4. The following amounts are hereby appropriated in the Sandhills Metropolitan Planning Organization (SMPO) Special Revenue Fund for the operation of the SMPO and its activities for the fiscal year beginning July 1, 2025 and ending June 30, 2026, in accordance with the chart of accounts heretofore established for this Village:

SMPO SPECIAL REVENUE FUND EXPENDITURES:

Sandhills Metropolitan Planning Organization	\$ 494,197
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SECTION 5. It is estimated that the following revenues will be available in the SMPO Special Revenue Fund for the fiscal year beginning July 1, 2025 and ending June 30, 2026:

SMPO SPECIAL REVENUE FUND REVENUES:

Federal Grants	\$ 395,677
State Grants	6,706
Member Dues	<u>91,814</u>

TOTAL SMPO SPECIAL REVENUE FUND REVENUES	<u>\$ 494,197</u>
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SECTION 6. The Village Manager is hereby authorized to transfer appropriations as contained herein under the following conditions:

- a. He may transfer amounts between line-item expenditures within a department without limitation and without a report being required.
- b. He may transfer amounts between departments, including contingency appropriations, within the same fund to increase an appropriation up to \$25,000 in a single budget amendment. He must make an official report on such transfers at the next regular meeting of the Village Council. In the event a State of Emergency is declared by the Mayor or designee, unlimited budget amendment authority within the same fund is granted for expenditures directly related to the emergency. He must make an official report on any such transfers authorized under a State of Emergency at the next regular meeting of the Village Council.
- c. He may not transfer any amounts between funds, except as approved by the Village Council in the Budget Ordinance as amended.

SECTION 7. The Village Manager or his designee is hereby authorized to execute the necessary agreements within funds included in the Budget Ordinance for the following purposes:

- a. Purchase of apparatus, supplies, and materials where formal bids are not required by law;
- b. Leases of normal and routine business equipment and vehicles;
- c. Construction or repair work where formal bids are not required by law;
- d. Consultant services, professional services, contracted services, or maintenance service agreements up to an anticipated contract amount of \$90,000. In the event a State of Emergency is declared by the Mayor or designee, unlimited contracting authority is granted for services directly related to the emergency. The Village Manager must report to the Village Council any executed contracts exceeding \$90,000 during the State of Emergency declaration;
- e. Agreements for acceptance of State and Federal grant funds; and
- f. Grant agreements with public and non-profit agencies.

SECTION 8. The SMPO Governing Board or its designee is authorized to execute the necessary

agreements to complete the work of the SMPO within the SMPO Special Revenue Fund.

SECTION 9. Copies of this Budget Ordinance shall be furnished to the Village Clerk, Village Manager, and Financial Services Director for their direction and implementation.

THIS ORDINANCE passed and adopted this 10th day of June 2025.

B. Consider Ordinance 25-10 Updating the Procedures for Disposing of Personal Property

Ms. Van Nostrand reviewed a memo detailing the proposed increase to the delegation authority for the Village Manager to dispose of personal property (from \$10,000 to \$20,000).

Upon a motion by Mayor Pro Tem Taylor, seconded by Councilmember Morgan, Council unanimously approved Ordinance 25-10 Updating the Procedures for Disposing of Personal Property authorizing the Village Manager to dispose of surplus personal property valued at less than \$20,000 by a vote of 4-0.

ORDINANCE #25-10:

AN ORDINANCE PRESCRIBING PROCEDURES FOR DISPOSING OF PERSONAL PROPERTY VALUED AT LESS THAN \$20,000

THAT WHEREAS, the Village of Pinehurst from time to time has personal property which is no longer needed or required; and

WHEREAS, North Carolina General Statute 160A-266 authorizes Village Council to adopt procedures for the disposal or exchange of personal property valued at less than \$30,000 for any one item or group of items; and

WHEREAS, North Carolina General Statute 160A-270 provides that the Village Council may conduct electronic auctions of the Village's personal property by authorizing the establishment of an electronic auction procedure or by authorizing the use of existing private or public electronic auction services; and

WHEREAS, Village Council desires to adopt procedures for the disposal and exchange of surplus personal property valued at less than \$20,000 for any one item or group of items, including but not limited to disposal and exchange by electronic means.

NOW, THEREFORE, BE IT ORDAINED AND ESTABLISHED by the Village Council of Pinehurst, North Carolina, in the regular meeting assembled this 10th day of June 2025 as follows:

SECTION 1. Property That Can be Disposed of Under this Ordinance. The Village Manager is hereby authorized to declare surplus and dispose of any personal property owned by the Village of Pinehurst when, in his or her judgment, each of the following three criteria are met:

- a) the item or group of items to be disposed of has a fair market value of less than twenty thousand dollars (\$20,000.00);
- b) the property is no longer necessary for the conduct of Village business; and,
- c) sound property management principles and financial considerations indicate that the interests of the Village of Pinehurst would be best served by disposing of the property.

Personal property that, in the judgment of the Village Manager, meets these three criteria is referred to in this Ordinance as "Surplus Property."

SECTION 2. Methods of Disposition. The Village Manager may dispose of Surplus Property by any means which he or she judges reasonably calculated to secure for the Village the fair market value in money or other consideration and to accomplish the disposal efficiently and economically, including but not limited to the methods of sale provided in Article 12 of North Carolina General Statutes, Chapter 160A-266 and 160A-270. Such sale may be public or private, and with or without notice and minimum waiting period.

SECTION 3. Sale by Electronic Auction. As one of several means of disposing of Surplus Property, the Village Manager is specifically authorized to dispose of Surplus Property by electronic means. The Village Manager is authorized to establish procedures for disposing of Surplus Property by electronic means and is further authorized to use existing public or private electronic auction services to dispose of Surplus Property. Notwithstanding the requirements of North Carolina General Statute 160A-270, the Village shall not be required to provide advance notice of electronic auctions of such Surplus Property.

SECTION 4. Terms of Disposition. The Surplus Property shall be sold to the party who tenders the highest offer, or exchanged for any property or services useful to the Village of Pinehurst if greater value may be obtained in that manner, and the Village Manager is hereby authorized to execute and deliver any applicable title documents necessary or appropriate to consummate such sale. If no offers are received within a reasonable time, the Village Manager may retain the property for the Village, obtain any reasonably available salvage value, or cause it to be disposed of as waste material. No Surplus Property may be donated except by resolution of the Village Council.

SECTION 5. Records and Reports. The Village's Financial Services Director shall keep a record of all property sold under the authority of this Ordinance and that record shall describe the property sold or exchanged, to whom it was sold, or with whom it was exchanged, and the amount of money or other consideration received for each sale or exchange.

SECTION 6. Delegation. The Village Manager is authorized to delegate any or all of the authority granted or responsibilities assigned under this Ordinance to the Financial Services Director.

SECTION 7. This Ordinance is adopted pursuant to the provisions of North Carolina General Statutes 160A-266 and 160A-270.

THIS ORDINANCE passed and adopted this 10th day of June 2025.

9. New Business.

A. Consider Solid Waste Contract for Lofton Garbage Services in CCNC for FY26

Mr. Mike Apke, Public Services Director, reviewed a memo detailing the solid waste services for the Country Club of North Carolina (CCNC) neighborhood during Fiscal Year 2026.

Council and Mr. Apke compared the cost of solid waste services in CCNC versus Pinewild and discussed the quality of service / resident satisfaction for the Village's external solid waste providers and the possibility of entering into an extended / multi-year contract with Lofton next year instead of an annual contract.

Upon a motion by Mayor Pro Tem Taylor, seconded by Councilmember Morgan, Council unanimously approved the Solid Waste Contract for Lofton Garbage Services in CCNC for FY26 and authorize the Mayor or his designee to execute the contract renewal by a vote of 4-0.

10. Other Business.

Council discussed the Village's recent ranking as the 4th safest city in North Carolina for 2025 by Safewise.

Council noted the recent commitment by Amazon to build a data center campus in Richmond County and agreed to have future discussions on the impact this will have for the Village of Pinehurst and other areas around Richmond County.

11. Motion to Adjourn.

Upon a motion by Councilmember Morgan, seconded by Councilmember Ficklin, Council unanimously approved to adjourn the Regular Meeting by a vote of 4-0 at 05:37 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

DRAFT



June 10, 2025, Work Session Minutes
ADDITIONAL AGENDA DETAILS:

FROM: Shannon Konstantinou, Village Clerk
CC: Village Council; Doug Willardson
DATE OF MEMO: 06/16/2025

MEMO DETAILS

ATTACHMENTS

1. 06.10.2025 DRAFT Work Session Minutes



**Village Council
Minutes for the Work Session of June 10, 2025
Assembly Hall
395 Magnolia Road
Pinehurst, North Carolina
04:30 p.m.**

The Village of Pinehurst Village Council held a Work Session Meeting at 05:37 p.m., Tuesday, June 10, 2025, 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
Mr. John Taylor, Mayor Pro Tem
Ms. Barb Ficklin, Councilmember
Mr. Doug Willardson, Village Manager
Ms. Shannon Konstantinou, Village Clerk
Mr. Josh Dockery, IT Specialist

And approximately 2 members of the audience in attendance, in addition to 1 staff and 1 press.

1. Call to Order.

Mayor Pizzella called the Village Council Work Session to order at 05:46 p.m.

2. General Business.

A. Discussion on Fencing Regulation Changes

Mr. Willardson reviewed a memo detailing the pause on enforcement of fencing violations when fencing is being used to protect foliage, the recommendation to include any amendments to the fencing regulations in the upcoming update of the Pinehurst Development Ordinance (PDO), and the request for Council feedback on what types / styles of foliage protection fencing should be considered allowable.

Council deliberated on the types / styles of foliage protection fencing to allow and the best way to amend the fencing regulations. Council agreed to have Kimley-Horn, the PDO update consultant, provide recommendations on the fencing regulation amendments as part of the PDO update process.

Council discussed the mostly negative response they have received from residents regarding the NC Wildlife Resources Commission's Community Deer Management Assistance Program (CDMAP) and the enrollment of West Pinehurst Park in the program this coming fall, which it is hoped will curb the overpopulation of deer in the Pinewild area.

B. Discussion on Developing the Travel Demand Model Projections for the SMPO

Mr. Willardson reviewed a memo detailing the development of a Travel Demand Model for the Sandhills Metropolitan Planning Organization (SMPO) and the role the Village will play in its development. This memo also detailed the upcoming project prioritization process the SMPO will be participating in for the State Transportation Improvement Program (STIP) 8.0 round of the 2028-2037 STIP development.

Council expressed concerns about the accuracy of population growth data being used in the development of the traffic demand projections. Mr. Willardson stated the Village will be able to make data recommendations to the SMPO on the Traffic Analysis Zones within the Village's jurisdiction, which will be based on the Village's knowledge of upcoming population increases and ongoing development and will help to alleviate some of the discrepancy between population growth data and realized growth.

C. Update and Timeline of PDO Modernization Project

Mr. Willardson reviewed a memo detailing the Purpose of the PDO Update, Project Schedule, and More Information. Mr. Willardson also provided a link in the memo to the PDO update page:

<https://www.vopnc.org/our-government/departments/planning-inspections/planning/pdo-update-2025>

Council and Mr. Willardson discussed Council being provided with a high-level overview of the changes to help them with their review of the updated PDO.

Council and Mr. Willardson further discussed the potential impact Senate Bill 382 could have on the PDO update and the PDO update consultant providing feedback to the Village should any impact occur.

Council asked that updates on the new library design and Chinquapin & Magnolia Rd. intersection project be given at an upcoming meeting.

Mr. Willardson provided Council with an update on the Short-Term Rental notice of violation letters recently sent and potential agenda items for the June 24, 2025, meetings.

3. Motion to Adjourn.

Upon a motion by Mayor Pro Tem Taylor, seconded by Councilmember Morgan, Council unanimously approved to adjourn the Work Session by a vote of 4-0 at 06:29 p.m.

Respectfully submitted,

Shannon Konstantinou
Village Clerk

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

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Consider Resolution 25-22-Changes to the Position Classification and Pay Plan Policy

ADDITIONAL AGENDA DETAILS:

FROM: Angela Kantor, Human Resources Director
CC: Village Council;
DATE OF MEMO: 06/06/2025

MEMO DETAILS

The Human Resources Department contracted with Central Pines Regional Council (CPRC) this year to perform a position classification and pay study. The study included:

- Evaluating all regular full-time and regular part-time positions in all Village departments;
- Conducting a salary survey of comparable organizations in the public sector;
- Reviewing position descriptions and recommending changes as needed; and
- Making recommendations for position classification changes and policy changes.

The study began with kick-off meetings in February and employees completing position description questionnaires outlining current job responsibilities. CPRC also conducted interviews with employees, department directors, and managers to clarify responsibilities.

CPRC conducted a salary survey to determine the competitiveness of our salary grades for each position. We selected areas to survey based on geography, job similarities, population, community similarities, and direct competitors for recruiting. The following municipalities were surveyed: Aberdeen, Albemarle, Asheboro, Carrboro, Clayton, Cornelius, Davidson, Fuquay-Varina, Garner, Harrisburg, Holly Spings, Laurinburg, Morrisville, Sanford, Southern Pines, as well as Moore County.

Based on the information collected and reviewed, we are recommending the following changes that more appropriately reflect the responsibilities for the positions and are more in line with our peers:

- 42 positions will move 1 grade, 18 positions will move 2 grades, 3 positions will move 3 grades.
- Add Assistant Fire Marshal II and III to the pay plan to allow for career development and progression. These positions would be in the same grade as Assistant Fire Marshal I. This allows for progression within the grade. This is not an addition to headcount.
- Add back the Investigator title corresponding to each Police Officer rank (PO, SPO, MPO). This allows for lateral movement without losing rank. This is not an addition to headcount.
- Change the title Fair Barn Coordinator to Venue Coordinator since the position currently coordinates rentals at the Fair Barn and the Arboretum.

We not only reviewed positions and pay grades during this process, but we also reviewed the policy outlining the administration of our pay plan. These are the changes we are recommending.

- Employees hired between January 1st and June 30th will receive a prorated merit increase the

following October. This is our current practice. We have added language to clarify the timing of the increase. (page 2, Merit Pay)

- Remove language that pro-rates COLA for employees hired during the fiscal year. Newly hired employees would be eligible for COLA if they are employed by the end of the fiscal year. (page 3, Cost of Living Adjustments)

We recommend increasing the pay grades by 2.9% based on the Consumer Price Index (CPI) for calendar year 2024, as outlined in the policy. We will continue to offer merit pay based on performance for the fiscal year. Merit increases will be effective October 1st. The amount of merit pay available is discussed during the budget process. This year, the merit range is 0%-3%. Those who earn 3% must demonstrate truly extraordinary performance.

I have attached Resolution 25-22 that will amend the Position Classification and Pay Plan based on the recommendations. I have also attached the policy and FY 2025-2026 Position Classification and Pay Plan tables for your review. Thank you for your consideration.

ATTACHMENTS

1. Pinehurst Presentation to Council 6-24-25 FINAL
2. Position Classification and Pay Plan Policy 7.2025
3. Position Classification and Pay Plan FY 2025-2026 Attachment B
4. Position Classification and Pay Plan (Seasonal, On-Call Positions) FY 2025-2026 Attachment C
5. Resolution #25-22 Position Classification and Pay Plan Changes

VILLAGE OF PINEHURST PAY/CLASSIFICATION STUDY REVIEW



JUNE 24, 2025

VILLAGE OF PINEHURST PAY AND CLASSIFICATION STUDY REVIEW

EXPECTED STUDY OUTCOMES

TO DETERMINE AND MAKE RECOMMENDATIONS
REGARDING THE GEOGRAPHIC MARKET PLACEMENT FOR
THE VILLAGE OF PINEHURST TO SUPPORT THE VILLAGE'S
EMPLOYEE RECRUITMENT AND RETENTION INITIATIVES.

STUDY PROCESS OVERVIEW

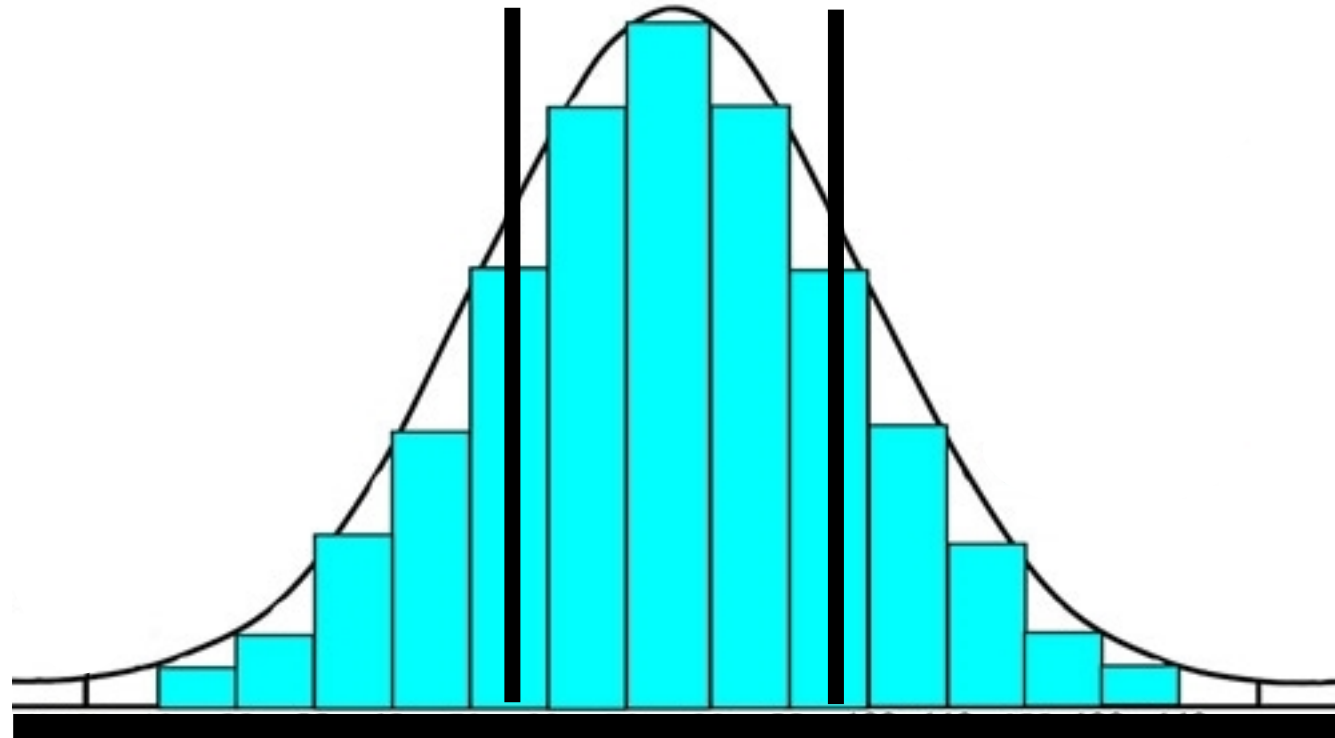
- Identified Local Comparison Market.
- Conducted Employee “Kick-Off” Meetings.
- Met Individually with Department Directors.
- Employees Completed 12-Page Position Description Questionnaire.
- Conducted Employee Interviews.
- Market Workforce Data Received, Analyzed and Comparisons Initiated.
- Preliminary Findings and Recommendations Developed and Reviewed.
- Finalization of Findings and Recommendations Presented this Evening.
- Job Descriptions Reviewed and Updated.

WORKFORCE ANALYSIS AT BEGINNING OF STUDY

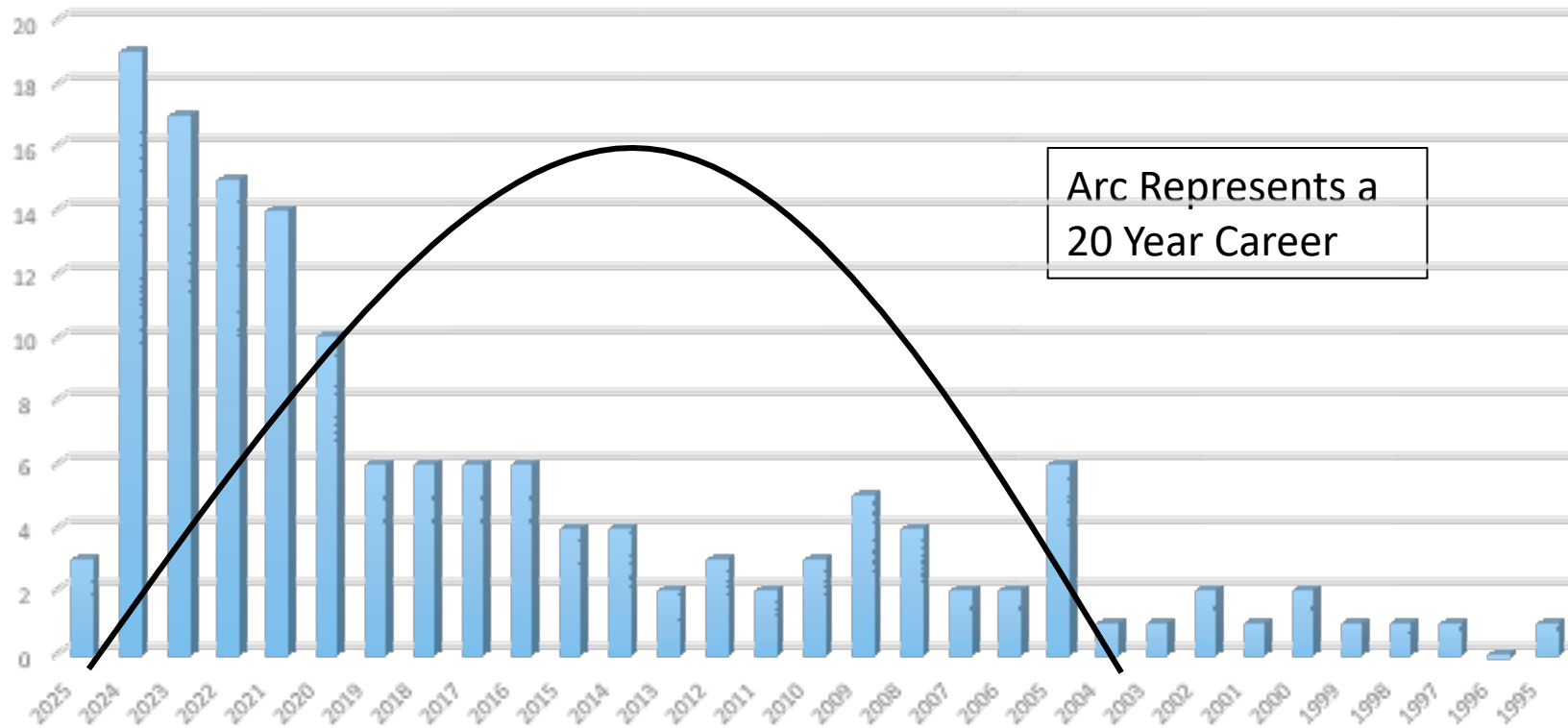
Standard Deviation “Bell” Curve

In a mature workforce, practically every element regarding employees' pay and performance would expect to be within standard deviations and resemble the “Bell Curve”

Two-thirds of workforce, typically, should be located within the middle third of the measured metric.

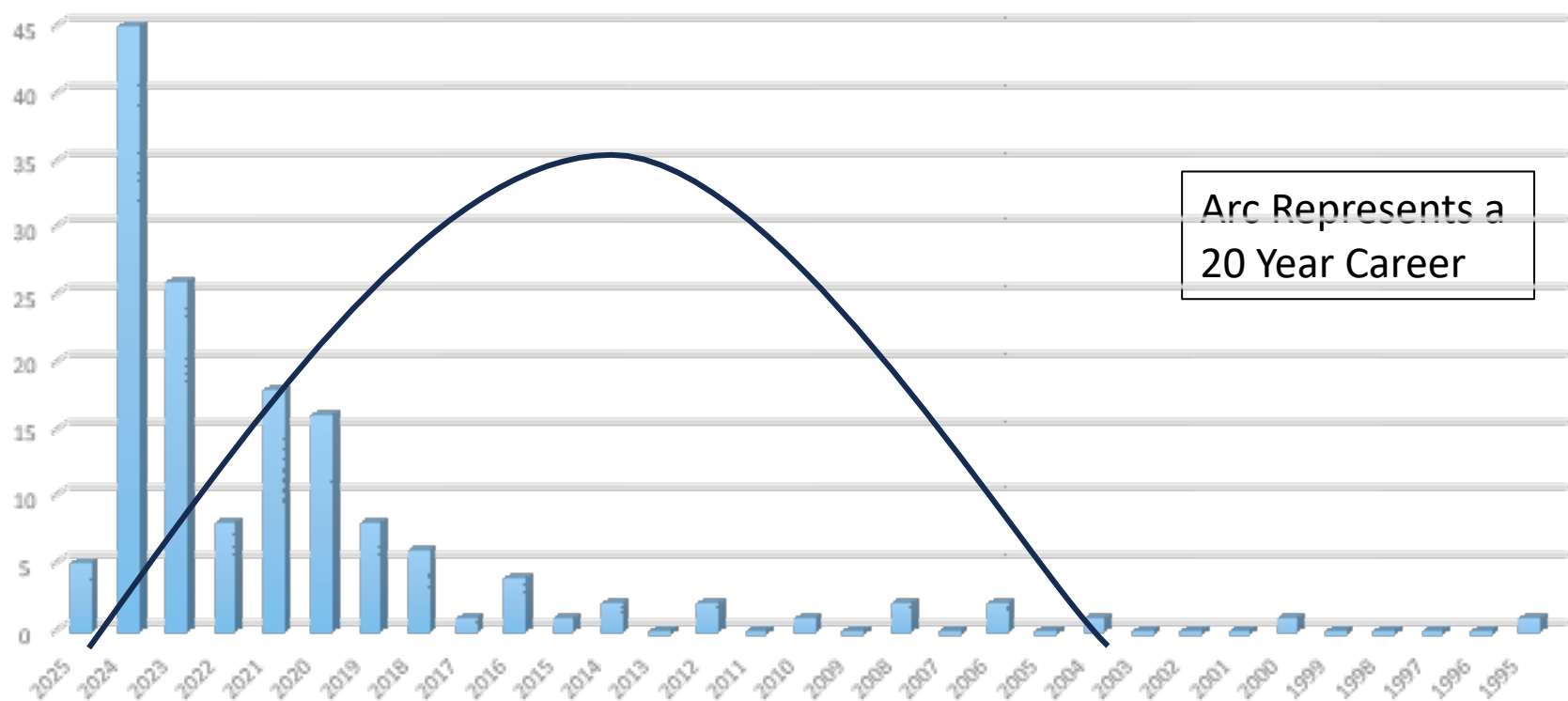


DISTRIBUTION OF ALL EMPLOYEES BY YEAR EMPLOYED



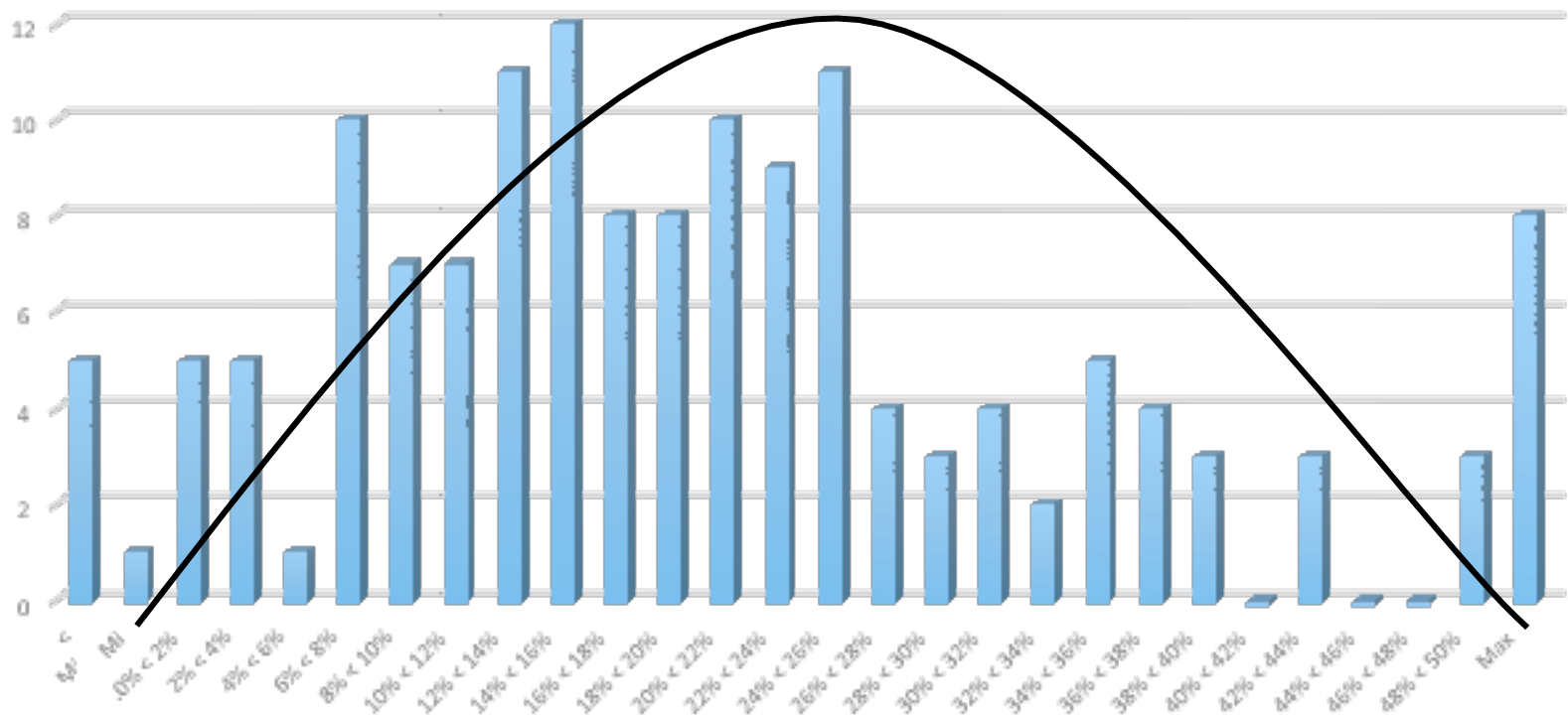
< 2 Yrs	33	22.00%
< 5 Yrs	74	49.33%
< 10 Yrs	106	70.67%
AVG:	8.13 Yrs	

DISTRIBUTION OF ALL EMPLOYEES BY TIME IN POSITION



< 2 Yrs	64	42.67%
< 5 Yrs	109	72.67%
< 10 Yrs	137	91.33%
AVG:	4.15 Yrs	

DISTRIBUTION OF ALL EMPLOYEES SALARIES AS PERCENT ABOVE MINIMUM

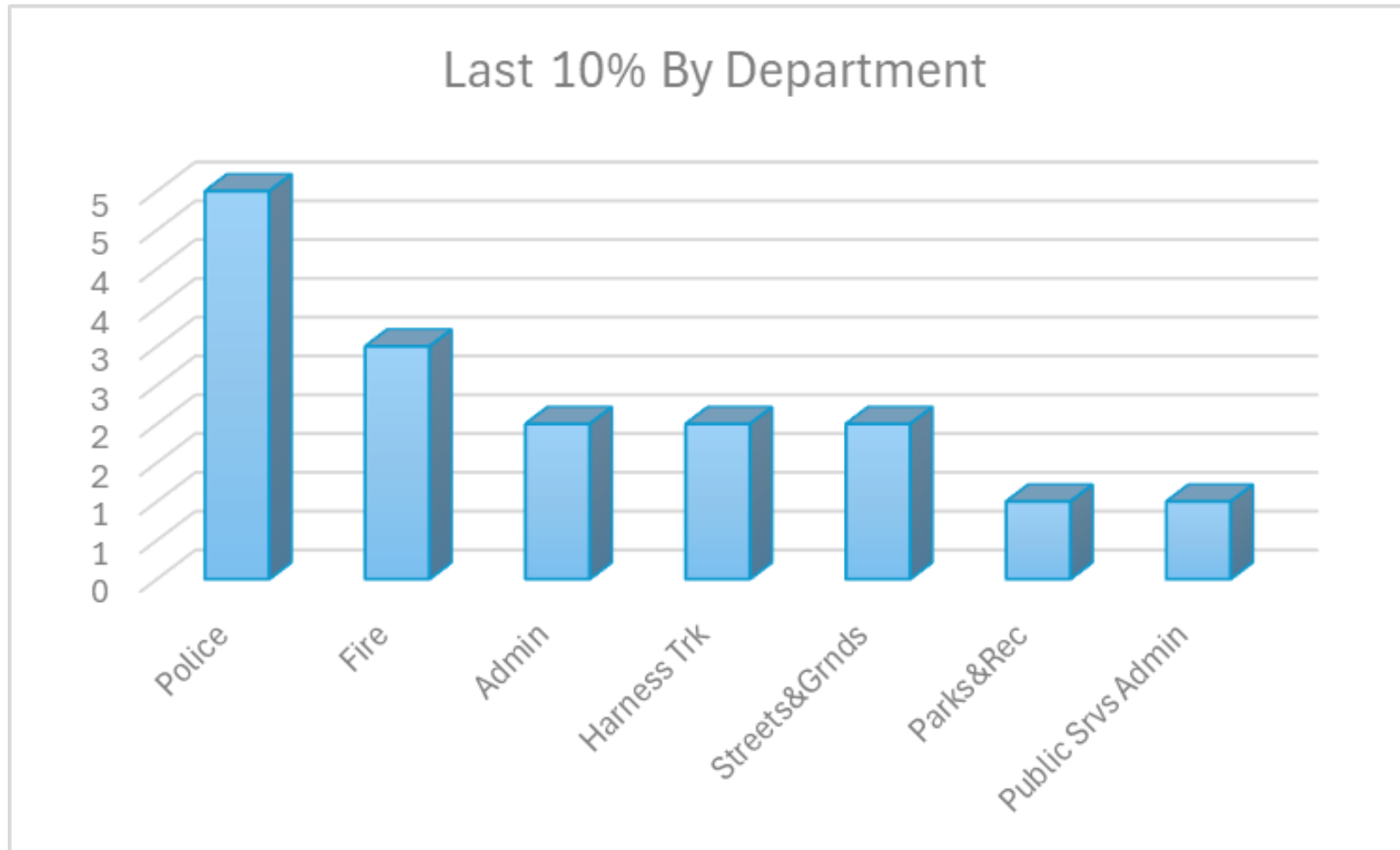


< 2%	11	7.38%
< 5%	17	11.41%
< 10%	34	22.82%
AVG:		20.71%

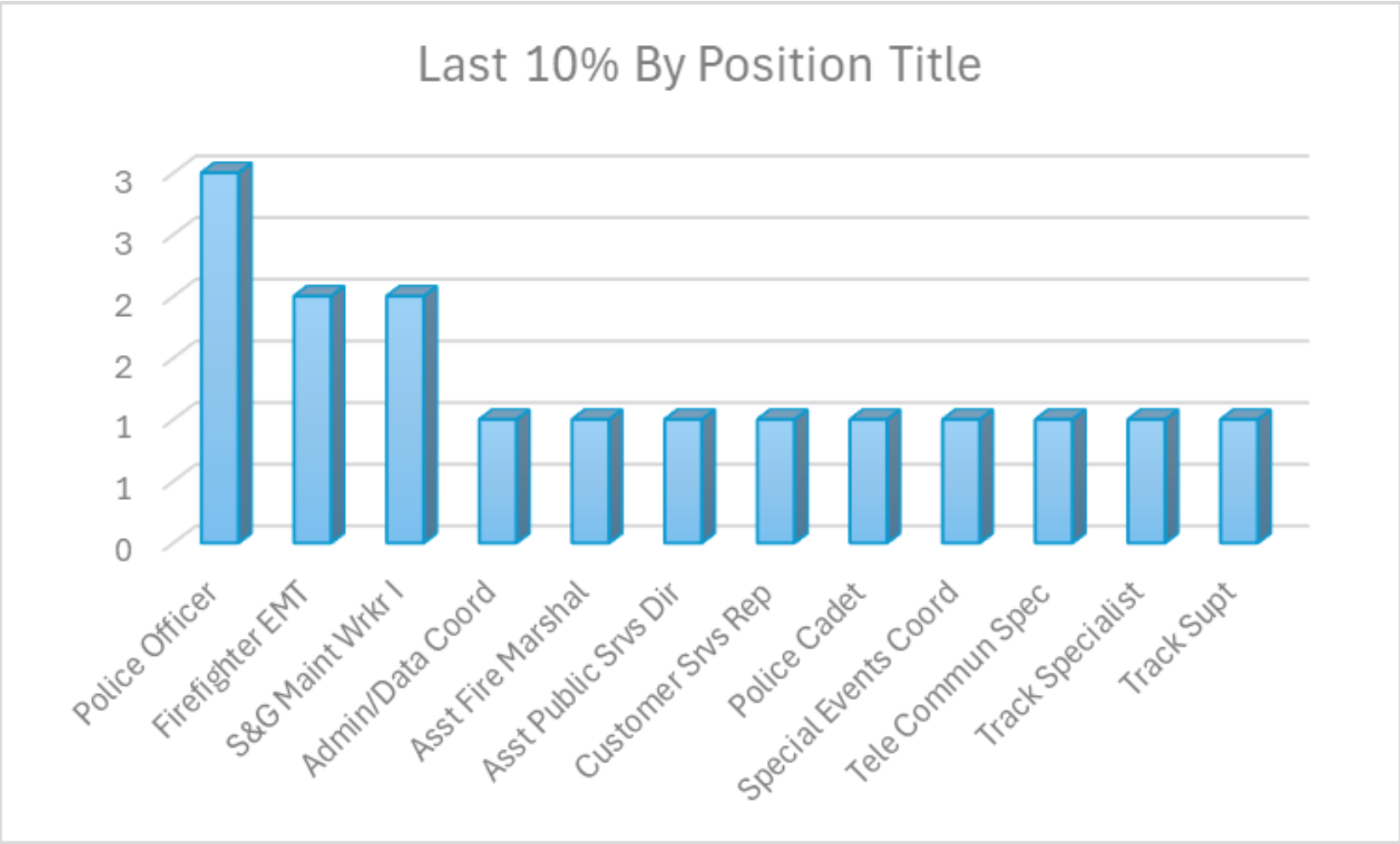
Pay Grade Range: 50%

< 2%	15	9.8%
< 5%	23	15.0%
< 10%	41	26.8%
AVG		19.5%

Last 10% (16) Employed Displayed by Department



Last 10% (16) Employed Displayed by Position



MARKET COMPARISONS

THE MARKET

16 Local Governments included in the study

- Similar in provision of services
- Variations of size of governments (large & small)
- Comparable job functions
- Direct competitors for labor

Aberdeen	Clayton	Garner	Moore County
Albemarle	Cornelius	Harrisburg	Morrisville
Asheboro	Davidson	Holly Springs	Sanford
Carrboro	Fuquay-Varina	Laurinburg	Southern Pines

<u>Police Officer</u>	<u>3%</u>	<u>Grd</u>	<u>Min</u>	<u>Midpt</u>	<u>Max</u>	<u>Salary</u>	<u>CR</u>	<u>% > Min</u>	<u>Range</u>	<u>Comparison Titles</u>
Aberdeen			44,681	55,852	67,021	46,021	0.82	3.0%	50.0%	Police Officer I
Albemarle			46,973	59,891	72,808	48,550	0.81	3.4%	55.0%	Police Officer I
Asheboro			45,619	57,024	68,429	48,226	0.85	5.7%	50.0%	Police Officer I
Carrboro			52,946	67,490	82,034	55,920	0.83	5.6%	54.9%	Police Officer I
Clayton			55,480	77,938	100,395	59,055	0.76	6.4%	81.0%	Police Officer
Cornelius			50,483	63,103	78,879	59,727	0.95	18.3%	56.2%	Police Officer
Davidson			52,247	65,309	78,371	60,693	0.93	16.2%	50.0%	Police Officer
Fuquay-Varina			58,716	76,331	93,946	62,188	0.81	5.9%	60.0%	Police Officer I
Garner			44,990	55,723	68,578	61,185	1.10	36.0%	52.4%	Police Officer I
Harrisburg										No police (Sheriff services)
Holly Springs			60,000	74,801	89,603	65,880	0.88	9.8%	49.3%	Police Officer
Laurinburg			46,976	58,356	69,735	48,036	0.82	2.3%	48.4%	Police Officer
Moore County			55,261	69,076	82,891	64,893	0.94	17.4%	50.0%	Deputy Sheriff
Morrisville			57,997	75,396	92,795	59,592	0.79	2.8%	60.0%	Police Officer
Sanford			64,356	85,271	106,187	69,773	0.82	8.4%	65.0%	Police Officer I
Southern Pines			49,643	62,054	74,465	56,828	0.92	14.5%	50.0%	Police Officer I
Pinehurst		20	50,944	63,680	76,416	53,415	0.84	4.9%	50.0%	
Average	53,997		52,425	66,908	81,742	57,771	0.86	10.2%	55.9%	
Median (50th pctl)	53,814	-2.5%	52,247	65,309	78,879	59,592	0.91	14.1%	51.0%	-10.37%
Recommendation		21	55,048	68,810	82,572				50.0%	
Market Deviation Avg.			-2.82%	-4.82%	-6.52%	-7.54%				

REVIEW OF PAY PLAN

CURRENT PAY PLAN

Current Pay Plan:

- Grades: 27
 - Range: 50%
 - % Differential Between Grades: 5%
-
- Market Average Range: 56%
 - Market Average Differential: 5%

PROPOSED PAY PLAN

Proposed Pay Plan:

- Grades: 32
- Range: 50%
- Differential Between Grades: 5%

- Market Average Range: 56%
- Market Average Differential: 5%

Proposed Pay Plan is Current Pay Plan Increased 2.9%

GRADE	MINIMUM	MIDPOINT	MAXIMUM
9	30,648	38,310	45,972
10	32,181	40,227	48,272
11	33,791	42,239	50,687
12	35,481	44,352	53,222
13	37,256	46,570	55,884
14	39,119	48,899	58,679
15	41,075	51,344	61,613
16	43,129	53,912	64,694
17	45,286	56,608	67,929
18	47,551	59,439	71,327
19	49,929	62,412	74,894
20	52,426	65,533	78,639
21	55,048	68,810	82,572
22	57,801	72,252	86,702
23	60,692	75,865	91,038
24	63,727	79,659	95,591
25	66,914	83,643	100,371
26	70,260	87,825	105,390
27	73,773	92,217	110,660
28	77,462	96,828	116,193
29	81,336	101,670	122,004
30	85,403	106,754	128,105
31	89,674	112,093	134,511
32	94,158	117,698	141,237
33	98,866	123,583	148,299
34	103,810	129,763	155,715
35	109,001	136,252	163,502
36	114,452	143,065	171,678
37	120,175	150,219	180,263
38	126,184	157,730	189,276
39	132,494	165,618	198,741
40	139,119	173,899	208,679

RECOMMENDATIONS

RECOMMENDATIONS

- ADOPT RECOMMENDED PAY PLAN (SLIDE # 16).
- ASSIGN EACH POSITION TO THE MARKET SUPPORTED PAY GRADE.
- ESTABLISH EMPLOYEE SALARIES UTILIZING TIME IN POSITION MODEL:
(UTILIZING VOP CURRENT SALARY ADMINISTRATION POLICIES).

IMPLEMENTATION COST

IMPLEMENTATION COSTS

IMPLEMENTATION REQUIRED FUNDING:

Salaries:	\$526,760.83
(27%) FICA/Retirement/401(k)/etc.	<u>\$142,225.42</u>
Total Implementation Costs*	\$668,986.25

*The specific required funding requirements will fluctuate up to the time of approval and implementation as employees terminate, are employed, are promoted, etc. The required funding amount will also fluctuate slightly based on the specific percentage required for FICA, Retirement, 401(k), and other payroll associated costs.

THANK YOU,
I LOOK FORWARD TO DISCUSSION
AND ANSWERING QUESTIONS YOU MAY HAVE.

ATTACHMENT A

		VILLAGE OF PINEHURST STANDARD POLICY	
SUBJECT:	Position Classification and Pay Plan Policy	Effective Date:	11/17/2009
Department:	Human Resources	Policy No.:	HR-416
Prepared by:	Human Resources	Revised:	6/24/2025
Approved by:	Village Council	# of Pages:	5

PURPOSE OF THE POSITION CLASSIFICATION AND PAY PLAN:

The Position Classification and Pay Plan (Attachments B and C) is aimed at providing a complete inventory of all authorized positions in the Village service and an accurate description and specification for each class of employment. The Plan standardizes job titles, each of which is indicative of a range of duties and responsibilities.

The Plan includes the basic salary ranges for each regular full-time and regular part-time position approved by Council. These ranges are market-based pay grades consisting of minimum, midpoint and maximum pay rates. The Plan also includes basic salary ranges for seasonal, on-call, reserve, and other part-time positions working less than 20 hours per week. These ranges have minimum and maximum pay rates.

GENERAL PROVISIONS OF THE PLAN:

Administration and Maintenance

The Village Manager, assisted by the Human Resources Director, is responsible for the administration and maintenance of the Plan. The Human Resources Director should annually review portions of the Plan and recommend appropriate changes to the Village Manager. All employees covered by the Plan must be paid at a rate listed within the salary range established for the respective position.

The Plan is intended to provide equitable compensation for all employees, reflecting differences in the duties and responsibilities, the comparable rates of pay for positions in private and public employment in the area, changes in the impacts of inflation, the financial condition of the Village, and other factors. The Human Resources Director will be responsible for making comparative studies of all factors affecting the level of salary ranges and for recommending changes to the Village Manager. The Human Resources Director will also conduct a competitive and comparative salary study for each position at least every three years. Any changes increasing or decreasing the assigned salary grade for a position or the title for a position, must be approved

by Village Council. Any changes modifying the salary ranges in the Plan must also be approved by Village Council.

Starting Salaries

Applicants who are in positions approved in the Plan shall be employed within the salary range for that position classification.

Financial Incentives

The Village Manager has the authority to approve certain financial incentives in order to recruit qualified candidates for certain positions. Moving expenses may be reimbursed to newly hired employees who are relocating to the Pinehurst area. Reimbursement amounts will depend on the position and the relocation distance. An automobile allowance may also be offered for certain positions in lieu of an assigned Village vehicle.

Merit Pay

Merit increases will be based on employee performance from July 1st through June 30th and will be effective October 1st for all eligible employees. Merit increases will range from zero to three percent, with three percent being reserved for truly extraordinary performance. Employees will receive a performance review, with no salary adjustment, after six months in a new position and then annually thereafter immediately following the end of the fiscal year.

Employees hired between July 1st and December 31st are eligible for a performance-based, prorated merit increase the following October. Employees hired between January 1st and June 30th will be eligible for a pro-rated merit increase, based on the budgeted merit percentage, the following October. Upward movement within the established salary range for an employee is not automatic, but rather based upon specific performance-related reasons and other factors. All performance reviews are based on an employee's demonstration of the Village's core values and the behavioral and technical competencies listed in their position description as well as the completion of goals. Employees in supervisory roles are also evaluated on leadership attributes.

Seasonal, on-call, reserve, and other part-time positions working less than 20 hours per week, but at least 520 hours in the fiscal year, are also eligible for a merit increase. These employees will be evaluated on their job knowledge, demonstration of the Village's core values and other factors. Merit increases will also be prorated based on hire date as listed above.

Guidelines for determining performance levels and performance pay increases or other performance-related movement within the pay grade may be established in procedures approved by the Village Manager. The merit increase range is subject to change during the Strategic Operating Plan process, which begins in February and ends in June each year.

Lump Sum Payment

Employees who are at the maximum of the salary range for their position classification may be eligible for a lump sum payment at performance evaluation time. Lump sum payments are awarded based on the employee's performance and will also be between zero and three percent.

Lump sum payments do not become part of base pay. The lump sum payment range will be the same as the merit increase range and is subject to change during the Strategic Operating Plan process, which begins in February and ends in June each year.

Cost of Living Adjustments (COLA)

Each year, the position classification and pay plan grades may be adjusted by the annual average consumer price index percentage change for the prior calendar year. Adjustments to pay grades will be effective July 1st.

Employees, including the Village Manager, may also receive a cost-of-living adjustment (COLA) based on the annual average consumer price index percentage for the prior calendar year. Employees who work less than 20 hours per week will be eligible for COLA. Returning camp staff will be eligible for COLA at the start of camp unless an internal equity-based increase exceeds COLA amount. Recreation instructors are not eligible for COLA.

The COLA will be effective July 1st of the new fiscal year. COLA will be applied before any other pay adjustments.

Salary Effect of Promotions, Demotions, Transfers, Interim Assignments and Reclassifications

Promotions – When an employee is promoted, the employee's salary will be negotiated within the new grade. The amount of the pay increase depends on performance, degree of increased responsibility, time since the last salary adjustment, budget, and other factors. Promoted employees are still eligible for a performance-based merit increase the following October; however, the merit increase will be prorated from the promotion date.

Demotions – When an employee is demoted, the salary normally should be set at the rate in the lower pay range, which provides a minimal decrease in pay if action is not the result of corrective action. If the current salary is within the new range, the employee's salary may be retained at the previous rate. If the demotion is the result of corrective action, the salary may be decreased.

Transfers – The salary of an employee reassigned to a position in the same class or to a position in a different class within the same salary grade should not be changed by reassignment. However, employees transferred to a position in a lower salary grade may receive a decrease in pay.

Interim Assignments – If an employee accepts an interim assignment for a higher-level position that is temporarily vacant, the employee may receive a 5% increase for each grade up to 10% or minimum of the pay grade, whichever is higher. The interim assignment must be at least four consecutive weeks. Once the interim assignment ends, the employee's pay will revert to the pay established before the interim assignment.

Reclassifications – If a position is reclassified to a higher salary grade, employees in that position may receive a 5% increase for each grade up to 10%. There may be exceptions if the changes in

the job responsibilities are significant enough to warrant a greater increase or the employee's salary remains below the minimum of the new grade after any adjustment.

The Village Manager may delay implementation of a pay increase for any employee who has recently documented corrective actions and who is not currently meeting all job requirements until such time the employee is fully meeting all job requirements. Otherwise, all employees will be treated consistently in the implementation.

Regardless of the position in the new salary grade, employees who have been hired or promoted to a position within the past year are not automatically eligible for salary increases due to changes in position reclassifications.

If the position is reclassified to a lower salary grade, the employee's salary should remain the same. If the employee's salary is above the maximum established for the new range, the salary of that employee shall be maintained at the current level until the range is increased above the employee's salary.

Effective Date of Salary Changes

Salary changes approved after the first working day of a pay period shall become effective at the beginning of that pay period or at such specific date as may be established pursuant to procedures approved by the Village Manager. Salary adjustments recommended because of the annual salary study are effective July 1st once approved by council. Salary adjustments based on any off-cycle pay and classification plan changes will be effective as directed by Village Council.

Payroll Deduction

Deductions shall be made from each employee's salary, as required by law. Additional deductions may be made upon the request of the employee on determination by the Village Manager as to capability of payroll equipment and appropriateness of the deduction.

Composition of the Plan

The Plan should consist of:

- a) a grouping of positions in classes which are approximately equal in difficulty and responsibility which call for the same general level of qualifications, and which can be equitably compensated within the range of pay under similar working conditions;
- b) class titles descriptive of the work of the class; and
- c) the appropriate pay grade associated with the position.

Use of the Plan

Class specifications should be descriptive of the type and scope of work performed. The Plan is to be used:

- a) as a guide in recruiting and examining applicants for employment;
- b) in determining lines of promotion and developing employee training programs; and
- c) in determining salary to be paid for various types of work;

Authorization of the Plan

The Plan shall be approved by the Village Council and will be maintained on file with the Human Resources Director. Copies will be available to all Village employees for review. New positions shall be established upon recommendation of the Village Manager and approval of the Village Council, after which the Human Resources Director is responsible for either allocating the new position into the appropriate existing class or revising the Plan to establish a new class to which the position may be allocated. The Village Manager may approve changes to existing positions that do not require a change in pay grade or a change in title.

Request for Reclassification

Department Heads may request that a position be reclassified into a different class or pay grade based on significant and permanent changes in the level of duties, responsibilities, and/or authorities. Upon receipt of such request, the Human Resources Director will study the request, determine the merit of reclassification and if merited, recommend a reclassification and a new pay grade to the Village Manager. Modified positions also may be evaluated for proper position classification. To assist the Village on this review process, Department Heads are expected to:

- a) be familiar with the Position Classification and Pay Plan;
- b) make sure they are informed about the job duties performed by each employee under their supervision;
- c) advise the Human Resources Director of any permanent changes in job duties;
- d) make recommendations for changes in position classifications. These recommendations should be based on significant changes in the duties associated with a position and/or in the structure of a department that will continue to exist on a long-term basis.

The Village Council is responsible for approving any recommended reclassifications. The Village may contact outside consultants and other sources to assist in any reclassification decision.

Approved by:

Patrick Pizzella, Mayor

6/24/2025
Date

25-22
Village Council, Resolution

6/24/2025
Date

Village of Pinehurst
Position Classification and Pay Plan
FY 2025-2026

ATTACHMENT B

FLSA	GRADE	POSITION	MINIMUM	MIDPOINT	MAXIMUM
	13	Streets & Grounds Maintenance Worker I	37,256	46,570	55,884
	14	Parks Maintenance Specialist I Streets & Grounds Maintenance Worker II Track Specialist	39,119	48,899	58,679
	15	Customer Service Representative Fleet Service Apprentice Library and Archives Associate Parks Maintenance Specialist II Solid Waste Equipment Operator Track Crew Leader	41,075	51,344	61,613
	16	Administrative Assistant Firefighter Trainee Grounds Maintenance Crew Leader Street Maintenance Crew Leader	43,129	53,912	64,694
	17	Administrative Specialist Assistant Solid Waste Superintendent Facilities Maintenance Technician Financial Services Technician Firefighter (Non-EMT) Fleet Service Technician I Recreation Assistant Telecommunications Specialist I	45,286	56,608	67,929
E	18	Administrative & Data Coordinator Code Compliance Technician Firefighter EMT (2nd Class, 1st Class) Fleet Service Technician II Human Resources Technician Library Services and Archives Supervisor Telecommunications Specialist II	47,551	59,439	71,327
E	19	Venue Coordinator IT Technician Planning and Zoning Specialist Police Cadet Senior Fleet Service Technician Track Superintendent	49,929	62,412	74,894
	20	Admin & Telecommunications Coord Athletic Coordinator Fire and Life Safety Educator Parks Maintenance Supervisor Recreation Programs Coordinator Senior Firefighter (Fire Engineer) Special Events Coordinator	52,426	65,533	78,639
	21	Code Compliance Specialist Fire Lieutenant Grounds Maintenance Supervisor Police Officer Police Officer-Investigator	55,048	68,810	82,572
E E	22	Engineering Technician Financial Services Supervisor Senior Police Officer Senior Police Officer-Investigator Stormwater Technician Street Maintenance Supervisor	57,801	72,252	86,702

E=Exempt from the Wage and Hour provisions of the Fair Labor Standards Act (FLSA)
2.9%=Grade adjustment from previous year

5%=Spread between grades
50%=Spread within the grade

Village of Pinehurst
Position Classification and Pay Plan
FY 2025-2026

ATTACHMENT B

FLSA	GRADE	POSITION	MINIMUM	MIDPOINT	MAXIMUM
	23	Building Inspector I Information Technology Systems Specialist Master Police Officer Master Police Officer-Investigator Planner I	60,692	75,865	91,038
E E E E E	24	Assistant Fire Marshal (I, II, III) Building Inspector II Communications Specialist Fire Captain (Senior Fire Captain) Fleet Maintenance Superintendent Human Resources Generalist Police Sergeant Recreation Superintendent Solid Waste Superintendent	63,727	79,659	95,591
E E E E	25	Building Inspector III Buildings and Grounds Superintendent GIS Analyst IT Business Analyst Senior Planner Village Clerk	66,914	83,643	100,371
E	26	Detective Lieutenant Police Lieutenant Principal Planner	70,260	87,825	105,390
E E E	27	Assistant Public Services Director Battalion Chief IT Infrastructure Administrator Planning Supervisor	73,773	92,217	110,660
E E E	28	Assistant Financial Services Director Building Code Official Library Services and Archives Director Police Captain	77,462	96,828	116,193
E	29	Deputy Fire Chief/Fire Marshal	81,336	101,670	122,004
E	30	Organizational Performance Director	85,403	106,754	128,105
E	31	Deputy Police Chief	89,674	112,093	134,511
E	32	Parks and Recreation Director	94,158	117,698	141,237
E	33	Human Resources Director	98,866	123,583	148,299
E E E E E	34	Chief Information Officer Financial Services Director Fire Chief Planning and Inspections Director Public Services and Engineering Director	103,810	129,763	155,715
E	35	Police Chief	109,001	136,252	163,502
	36		114,452	143,065	171,678
E	37	Assistant Village Manager	120,175	150,219	180,263

Village of Pinehurst
Position Classification and Pay Plan (Seasonal, On-Call, Reserve, and Other PT Positions)
FY 2025-2026

ATTACHMENT C

GRADE	POSITION	MINIMUM	MAXIMUM
11P	Facility Supervisor, Recreation	\$12.35	\$18.52
12P	Camp Counselor	\$13.58	\$20.37
13P	Event Maintenance Staff Fair Barn Facility Crew	\$15.00	\$22.50
14P	Reserve Firefighter, Non-EMT	\$15.64	\$23.46
15P	Reserve Firefighter EMT	\$16.43	\$24.65
16P	Camp Supervisor	\$16.46	\$24.70
17P	Fair Barn Assistant	\$16.98	\$25.47
18P	Staffing Pool	\$18.78	\$28.17
19P	On-Call Telecommunications Specialist Parking Attendant Library and Archives Associate	\$19.75	\$29.62
20P	Fire Inspector Reserve Police Officer	\$24.01	\$36.01
30P	Recreation Program Instructors*	\$30.00	\$45.00

*Grade 30P no annual COLA adjustment
All Positions are Non-Exempt

RESOLUTION #25-22:

A RESOLUTION AMENDING THE POSITION CLASSIFICATION AND PAY PLAN POLICY FOR THE VILLAGE OF PINEHURST.

WHEREAS, the Village Council of Pinehurst, North Carolina, adopted the Position Classification and Pay Plan Policy on November 17, 2009; and

WHEREAS, the Village Council of Pinehurst, North Carolina, amended the Position Classification and Pay Plan Policy on March 11, 2025; and

WHEREAS, changes in the organizational infrastructure and guiding policies and procedures must be made as personnel needs of the Village change;

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Pinehurst, North Carolina in a regular meeting assembled this 24th day of June 2025 as follows:

SECTION 1. That the Position Classification and Pay Plan Policy is hereby amended effective July 1, 2025; said policy attached hereto as Attachment A and made a part hereof; the same as if included verbatim.

SECTION 2. That the pay ranges in the Position Classification and Pay Plan for the Village of Pinehurst are hereby amended by 2.9 percent; said Pay Plans attached hereto as part of Attachment B and Attachment C and made a part hereof; the same as if included verbatim.

THIS RESOLUTION passed and adopted this 24th day of June 2025.

(Municipal Seal)

VILLAGE OF PINEHURST
VILLAGE COUNCIL

By: _____
Patrick Pizzella, Mayor

Attest:

Approved as to Form:

Shannon Konstantinou, Village Clerk

Michael J. Newman, Village Attorney



Consider Resolution 25-23 Reappointment of the Neighborhood Advisory Committee Representatives for Clarendon Gardens, Donald Ross, East Lake Pinehurst, Lake Pinehurst Association, Monticello, North Lake Pinehurst, Pinehurst No.6, Pinehurst No.7, Pinewild, Village Acres, and West Lake Pinehurst

ADDITIONAL AGENDA DETAILS:

FROM: Shannon Konstantinou, Village Clerk
CC: Village Council; Doug Willardson
DATE OF MEMO: 06/02/2025

MEMO DETAILS

Attached for your consideration is a resolution reappointing representatives to the Neighborhood Advisory Committee (NAC) for the following neighborhoods: Clarendon Gardens, Donald Ross, Lake Pinehurst Association, North Lake Pinehurst, Pinehurst No.6, Pinehurst No.7, and Village Acres.

The Neighborhood Advisory Committee was first established in 2008 and was reorganized under Council leadership on April 11, 2023, to strengthen communication and engagement between the Village and its neighborhoods. The current representatives listed in the resolution have expressed interest in continuing their service, and staff recommends their reappointment for an additional two-year term, effective July 1, 2025 through June 30, 2027.

Staff appreciates the continued commitment of these individuals to serving their communities and supporting the Village's neighborhood engagement efforts.

ATTACHMENTS

1. DRAFT Resolution 25-23 Reappoint NAC (Multiple Areas)

RESOLUTION #25-23:

A RESOLUTION REAPPOINTING THE NEIGHBORHOOD ADVISORY COMMITTEE REPRESENTATIVE FOR CLARENDON GARDENS, DONALD ROSS, LAKE PINEHURST ASSOCIATION, NORTH LAKE PINEHURST, PINEHURST NO.6, PINEHURST NO.7, AND VILLAGE ACRES

WHEREAS, the Village of Pinehurst established a Neighborhood Advisory Committee (NAC) in 2008; and

WHEREAS, the Village of Pinehurst officially reorganized the Neighborhood Advisory Committee (NAC) under the leadership of the Village Council of the Village of Pinehurst on the 11th day of April 2023; and

WHEREAS, the below Neighborhood Advisory Committee Representatives and the Village Council of Pinehurst are desirous of the Representatives continuing to serve as members of the Neighborhood Advisory Committee for an additional term.

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Pinehurst, North Carolina in a Regular Meeting assembled this 24th day of June 2025 as follows:

Ms. Fiona Fuller is reappointed as a representative of the Clarendon Gardens area on the Neighborhood Advisory Committee, effective July 01st, 2025, said term to expire June 30th, 2027.

Ms. Jennifer Tomilin is reappointed as a representative of the Donald Ross area on the Neighborhood Advisory Committee, effective July 01st, 2025, said term to expire June 30th, 2027.

Mr. Jeffrey Heintz is reappointed as a representative of the Lake Pinehurst Association area on the Neighborhood Advisory Committee, effective July 01st, 2025, said term to expire June 30th, 2027.

Ms. Carolyn Jamison is reappointed as a representative of the North Lake Pinehurst area on the Neighborhood Advisory Committee, effective July 01st, 2025, said term to expire June 30th, 2027.

Mr. Kevin Fitzpatrick is reappointed as a representative of the Pinehurst No.6 area on the Neighborhood Advisory Committee, effective July 01st, 2025, said term to expire June 30th, 2027.

Ms. Kimberly Davis is reappointed as a representative of the Pinehurst No.7 area on the Neighborhood Advisory Committee, effective July 01st, 2025, said term to expire June 30th, 2027.

Mr. Kevin Mckinney is reappointed as a representative of the Village Acres area on the Neighborhood Advisory Committee, effective July 01st, 2025, said term to expire June 30th, 2027.

THIS RESOLUTION passed and adopted this 24th day of June 2025.

(Municipal Seal)

VILLAGE OF PINEHURST
VILLAGE COUNCIL

By: _____
Patrick Pizzella, Mayor

Attest:

Approved as to Form:

Michael J. Newman, Village Attorney

Shannon Konstantinou, Village Clerk



**Consider Resolution 25-28 Appointment of the Neighborhood Advisory
Committee Representative for Country Club of North Carolina (CCNC), Linden
Road West, and Pinewild
ADDITIONAL AGENDA DETAILS:**

FROM: Shannon Konstantinou, Village Clerk
CC: Village Council; Doug Willardson
DATE OF MEMO: 06/17/2025

MEMO DETAILS

Attached for your consideration is Resolution #25-28, which appoints three new representatives to the Neighborhood Advisory Committee (NAC) for the following neighborhoods:

- Country Club of North Carolina (CCNC) – Mr. Gregg Johnson
- Linden Road West – Mr. Mac Brown
- Pinewild – Mr. Joseph Shea

These appointments follow the Village Council's April 11, 2023, reorganization of the NAC and represent continued progress in ensuring every neighborhood has a voice in community discussions. Each of the individuals named in this resolution has expressed a willingness to serve and support enhanced communication between their neighborhood and Village leadership.

If approved, their terms will begin effective June 24, 2025, and continue through June 30, 2027.

We welcome and thank these new appointees for their service and look forward to their contributions to the Neighborhood Advisory Committee.

ATTACHMENTS

1. DRAFT Resolution 25-28 Appoint NAC (Multiple Areas)

RESOLUTION #25-28:

**A RESOLUTION APPOINTING THE NEIGHBORHOOD ADVISORY COMMITTEE
REPRESENTATIVE FOR COUNTRY CLUB OF NORTH CAROLINA (CCNC), LINDEN
ROAD WEST, AND PINEWILD**

WHEREAS, the Village of Pinehurst established a Neighborhood Advisory Committee (NAC) in 2008; and

WHEREAS, the Village of Pinehurst officially reorganized the Neighborhood Advisory Committee (NAC) under the leadership of the Village Council of the Village of Pinehurst on the 11th day of April 2023; and

WHEREAS, the below Neighborhood Advisory Committee Representatives and the Village Council of Pinehurst are desirous of the Representatives serving as members of the Neighborhood Advisory Committee.

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Pinehurst, North Carolina in a Regular Meeting assembled this 24th day of June 2025 as follows:

Mr. Gregg Johnson is appointed as a representative of the CCNC area on the Neighborhood Advisory Committee, effective June 24th, 2025, said term to expire June 30th, 2027.

Mr. Mac Brown is appointed as a representative of the Linden Road West area on the Neighborhood Advisory Committee, effective June 24th, 2025, said term to expire June 30th, 2027.

Mr. Joseph Shea is appointed as a representative of the Pinewild area on the Neighborhood Advisory Committee, effective June 24th, 2025, said term to expire June 30th, 2027.

THIS RESOLUTION passed and adopted this 24th day of June 2025.

(Municipal Seal)

VILLAGE OF PINEHURST
VILLAGE COUNCIL

By: _____
Patrick Pizzella, Mayor

Attest:

Approved as to Form:

Shannon Konstantinou, Village Clerk

Michael J. Newman, Village Attorney



**Consider Resolution 25-26 Directing the Clerk to Investigate a Petition for Annexation Received Under NC GS § 160A-31 (150 Foxfire Road)
ADDITIONAL AGENDA DETAILS:**

FROM: Shannon Konstantinou, Village Clerk
CC: Village Council; Doug Willardson
DATE OF MEMO: 06/16/2025

MEMO DETAILS

Attached for your consideration is Resolution #25-26, which directs the Village Clerk to investigate the sufficiency of a voluntary annexation petition received under N.C. General Statute § 160A-31.

Background:

On June 24, 2025, the Village received a petition from Sunrise Assurance Services, Inc., requesting annexation of a 0.91-acre parcel located at 150 Foxfire Road (Parcel ID #97000954). The property is contiguous to the Village's corporate limits and is zoned R-MF (Residential Multi-Family). The applicant, Pride Custom Homes, Inc., is proposing a five-unit townhome development on the parcel and will also be applying for a Special Intensity Allocation (SIA) as part of the development process.

Purpose of Resolution:

Per N.C. Gen. Stat. § 160A-31, the Village is required to formally direct the Village Clerk to investigate the sufficiency of the petition before proceeding further with the annexation process. If the petition is found to be sufficient, the next step would be for Council to adopt a resolution setting a date for a public hearing on the proposed annexation.

Key Details:

- Petitioner: Sunrise Assurance Services, Inc.
- Applicant: Pride Custom Homes, Inc.
- Acreage: 0.91 acres
- Location: Intersection of Foxfire Road and Linden Road
- Zoning: R-MF
- Proposed Use: 5-unit townhome building
- Water/Sewer Provider: Moore County
- Overlay Districts: None

Staff recommends adoption of Resolution #25-26 to initiate the annexation review process as

required by statute. The Village Clerk will report back with findings regarding petition sufficiency, after which the Council may consider scheduling a public hearing.

ATTACHMENTS

1. DRAFT Resolution 25-26 Directing the Clerk to Investigate a Petition Received Under NC GS § 160A-31 (Foxfire & Linden Condos)_Attachment A

RESOLUTION #25-26:

**A RESOLUTION DIRECTING THE CLERK TO INVESTIGATE A PETITION RECEIVED
UNDER NC GS § 160A-31**

WHEREAS, a petition requesting annexation of an area described in said petition was received on June 24, 2025, by the Village Council (Attachment A); and

WHEREAS, NC GS § 160A-31 provides that the sufficiency of the petition shall be investigated by the Village Clerk before further annexation proceedings may take place; and

WHEREAS, the Village Council of the Village of Pinehurst deems it advisable to proceed in response to this request for annexation.

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Pinehurst, North Carolina in a Regular Meeting assembled this 24th day of June 2025 as follows:

The Village Clerk is hereby directed to investigate the sufficiency of the above described petition and to certify as soon as possible to the Village Council the result of their investigation.

THIS RESOLUTION passed and adopted this 24th day of June 2025.

VILLAGE OF PINEHURST
VILLAGE COUNCIL

(Municipal Seal)

By: _____
Patrick Pizzella, Mayor

Attest:

Approved as to Form:

Shannon Konstantinou, Village Clerk

Michael J. Newman, Village Attorney

**Annexation Information**

Per NCGS 160A-31, a property owner may petition the Village of Pinehurst for voluntary annexation of property contiguous to the existing corporate limits. Owners of property that is non-contiguous to the existing corporate limits of the Village may petition the Village of Pinehurst for voluntary annexation under the authority contained in NCGS 160A-58.1.

Intake Information

Property Address	
Street Address	150 Foxfire Rd
City, State, Zip Code	Aberdeen, NC 28315
Parcel ID #	97000954

Owner Information			
Name	SUNRISE ASSURANCE SERVICES INC	Home Phone #	
Street Address	PO BOX 1457	Mobile Phone #	910-303-4828
City, State, Zip Code	VASS, NC 28394	Business Phone #	
Email	pridebuiltnc@gmail.com		

Licensed Professionals	
(License #s must include all letters and numbers as filed with the NC Licensing Board)	
	Surveyor (Required)
License #	L-5423
Name	David R. Essick - DZT Lands Surveying PLLC
Street Address	7500 NC Hwy 15/501 Suite 5
City, State, Zip	West End, NC 27376
Phone #	910-420-1325
Email	david@dztsurveying.com

Applicant			
Name	Pride Custom Homes, Inc.	Other Phone #	
Email	pridebuiltnc@gmail.com	Street Address	30 McFarland Rd
Mobile Phone #	910-303-4828	City, State, Zip Code	Pinehurst, NC 28374

**Annexation**

No Fee

(Revised 09/2019)

Project Information

Description of Area to be Annexed	A triangle parcel that at the intersection of and bordered by Foxfire Rd and Linden Rd.
Number of Acres to be Annexed	0.91 AC
Reason for Annexation	The applicant is proposing to build a 5 unit townhome building. and will also be applying for a special intensity allocation, as required for the project

Location Information

Zoning District	R-MF
Overlay District	☐ Historic Preservation Overlay District ☒ N/A ☐ Pinehurst South Overlay District
Roads	☐ Public ☒ Private
Water Provider	Moore County
Sewer Provider	Moore County

Required Documents

☒ Map of Property to be Annexed (with Existing Village Corporate Limits Shown)
☒ Last Deed of Record
☐ Boundary Survey of Property to be Annexed
☒ Metes and Bounds Description

Certification

The undersigned SUNRISE ASSURANCE SERVICES, INC., being owner of all real property located within the area described in the attached metes and bounds description, requests that such are be annexed into the Village of Pinehurst, North Carolina.

Owner Signature: [Signature] Date: 12 JUN 25
VICE PRESIDENT

Judy D. Martin
Moore County, NC

October 08, 2007 02:26:42 PM

Book 3312 Page 80-82

FEE: \$20.00

INSTRUMENT # 2007019382

ATTACHMENT A



INSTRUMENT # 2007019382

This Instrument Prepared By:
H. Craig Phifer, III
Clarke & Phifer, L.L.P.
135 Applecross Road
Pinehurst, North Carolina 28374

STATE OF NORTH CAROLINA
COUNTY OF MOORE

GENERAL WARRANTY DEED

THIS DEED, made this 26th day of September, 2007 by Sunrise Investment Group, a North Carolina General Partnership, Grantor, to Sunrise Assurance Services, Inc., a North Carolina corporation, Grantee;

Tax Address: PO Box 11104, Fayetteville, North Carolina 28303-2799.

WITNESSETH:

That said Grantor, for valuable consideration paid by the Grantee, the receipt of which is hereby acknowledged, has and by these presents does grant, bargain, sell and convey unto the Grantee in fee simple, all that certain lot, tract or parcel of land situate in Mineral Springs Township, Moore County, North Carolina, and more particularly described as follows:

See Exhibit "A" Attached Hereto and Incorporated By Reference.

This conveyance is made subject to: (i) utility easements of record; (ii) ad valorem taxes for the current year, which taxes shall be prorated as of the date of closing; and (iii) unviolated restrictive covenants that do not materially affect the value of the property.

And being the same property conveyed to Grantor by Deed, in Book 1638, Page 160, Moore County Registry, Carthage, North Carolina.

TO HAVE AND TO HOLD the aforesaid lot or parcel of land and all privileges and appurtenances thereto belonging to the Grantee in fee simple.

And the Grantor covenants with the Grantee that Grantor is seized of the premises in fee simple, has the right to convey the same in fee simple, that title is marketable and free and clear of all encumbrances, and that Grantor will warrant and defend the title against the lawful claims of all persons whomsoever except for the exceptions noted herein.

The designation Grantor and Grantee as used herein shall include said parties, their heirs, successors, and assigns, and shall include singular, plural, masculine, feminine or neuter as required by context.

IN WITNESS WHEREOF, the Grantor has hereunto set his hand and seal the day and year first above written.

Sunrise Investment Group

By: Mary Etowski (SEAL)
Mary Etowski, Partner
=====

COUNTY OF MOORE
STATE OF NORTH CAROLINA

I certify that the following person(s) personally appeared before me this day and I have personal knowledge of the identity of the principal(s) or have seen satisfactory evidence of the principal's identity, by a current state or federal identification with the principal's photograph in the form of a [] driver's license or _____, or a credible witness has sworn to the identity of the principal(s); each acknowledging to me that he or she voluntarily signed the foregoing document for the purpose stated therein and in the capacity indicated:

Name of Principal(s): Mary Etowski, Partner of Sunrise Investment Group, a North Carolina General Partnership.

Date: 10/5/2007

Homer Craig Phifer III
Notary Public
Homer CRAIG Phifer III
Printed or typed name of Notary Public

My Commission Expires: 27 Sept. 2010

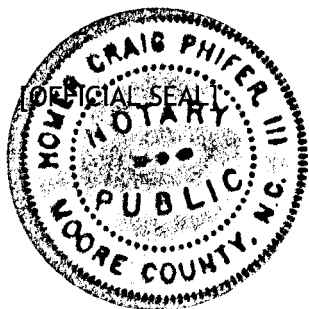
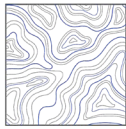


EXHIBIT "A"

A certain tract or parcel of land situated in Mineral Springs Township, Moore County, North Carolina, fronting in the intersection of Linden Road and Foxfire Road and lying to the southwest therefrom, located about two miles west of NC Hwy. 5, and being further described as follows:

BEGINNING at an iron rod situated in the northwest margin of the right of way of Linden Road in the Southeast line of that 13.44 acre tract of land described in Deed Book 528, Page 759, said rod further located as being North 33 degrees 45 minutes East a distance of 18.00 feet from a PK nail situated in the centerline of LaFayette Drive; running thence from said beginning corner with the east line of an 875 square foot parcel conveyed from La Foret Enterprises, Inc. to La Foret Townhomes Association I, North 79 degrees 56.5 minutes West a distance of 106.17 feet to an iron rod, said rod being a corner of said Townhomes Association common area tract; thence with a line of said common area, North 28 degrees 09 minutes West a distance of 149.51 feet to an iron rod situated within the south right of way margin of Foxfire Road in the north line of said 13.44 acre tract; thence with said north line of said 13.44 acre tract, North 67 degrees 43 minutes a distance of 360.33 feet to an iron rod situated in the right of way margin of Foxfire Road, the North corner of said 13.44 acre tract; thence with the northeast line of said 13.44 acre tract within the right of way margin of the intersection of Foxfire Road and Linden Road, South 39 degrees 15 minutes East a distance of 29.00 feet to an iron rod situated in the northwest right of way of Linden Road, the East corner of said 13.44 acre tract, thence with the Southeast line of said 13.44 acre tract, with the northwest right or way margin of Linden Road, South 33 degrees 45 minutes West a distance of 318.09 feet to the BEGINNING containing 1.09 acres more or less, and being a portion of said 13.44 acre tract.



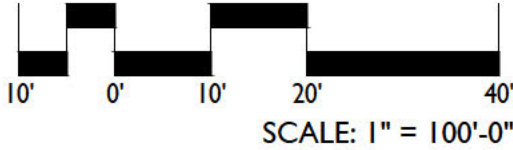
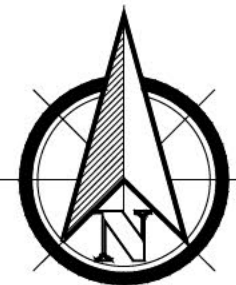
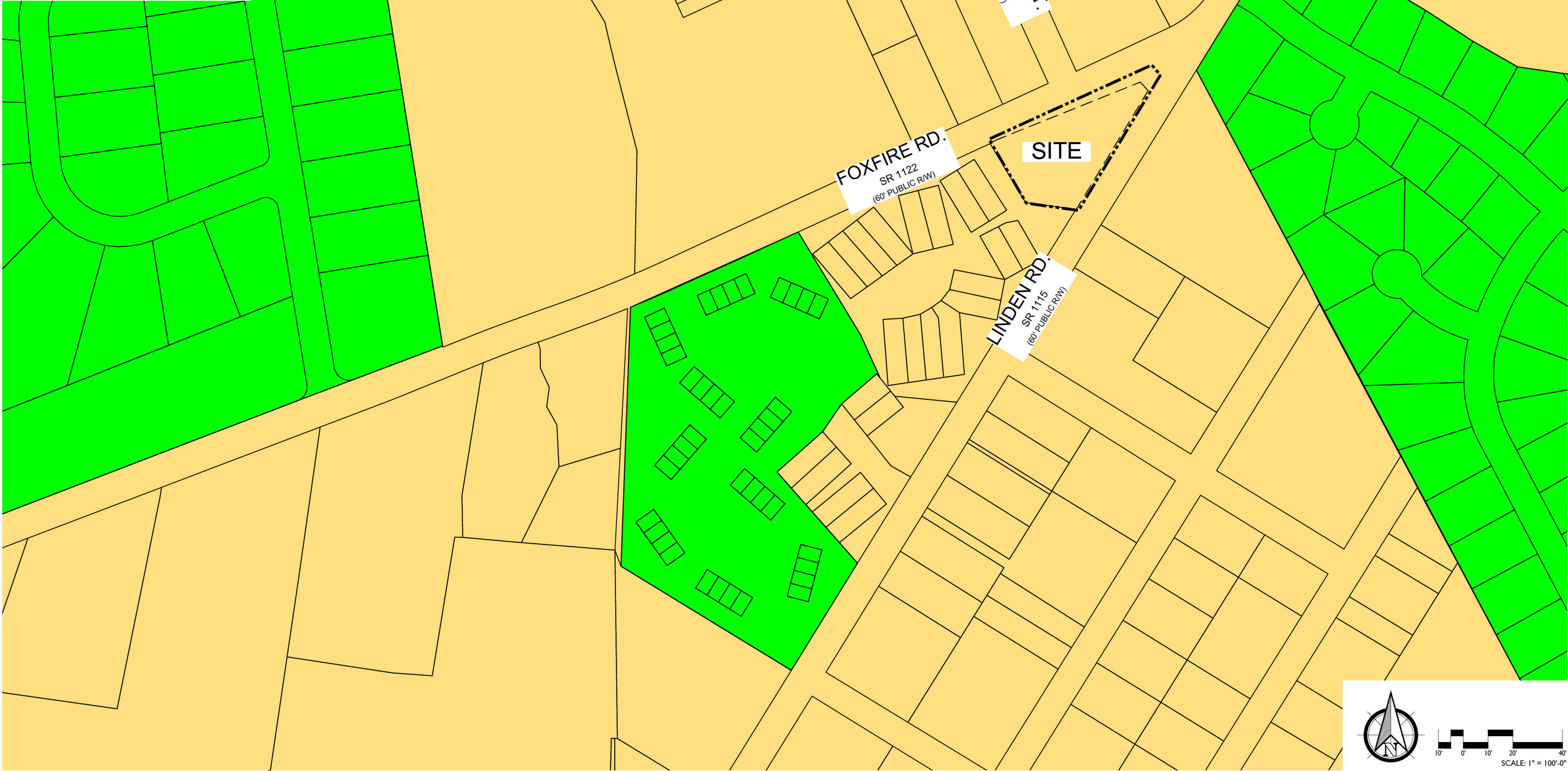
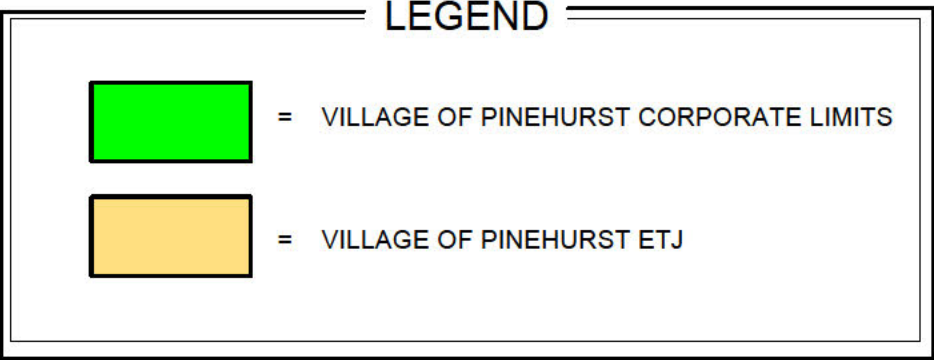
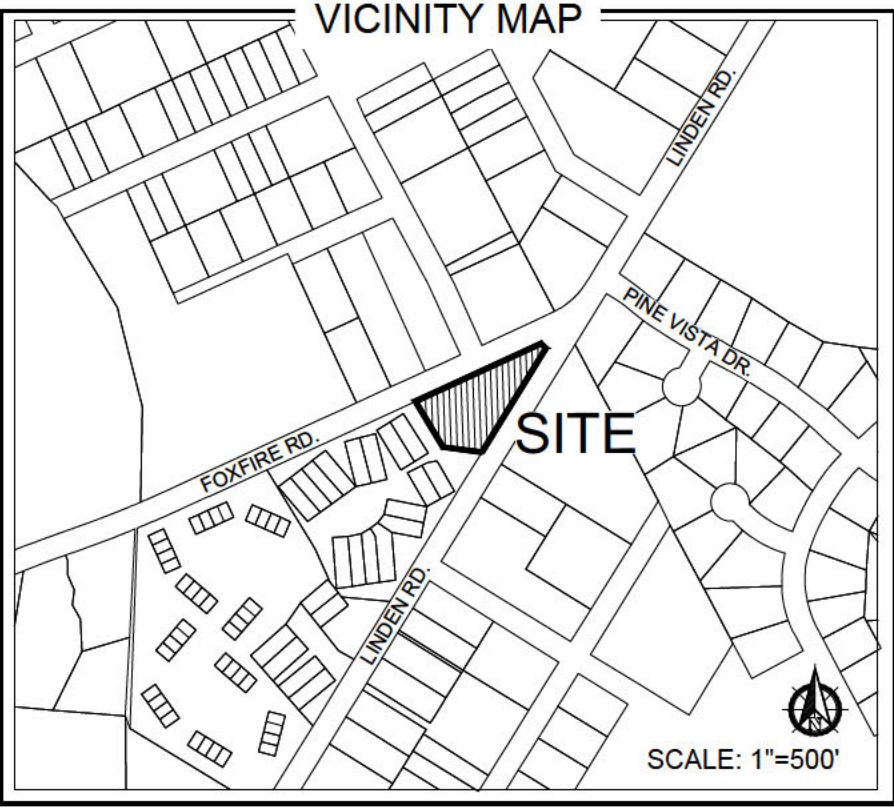
A CERTAIN TRACT OR PARCEL OF LAND SITUATED IN MINERAL SPRINGS TOWNSHIP, MOORE COUNTY, NORTH CAROLINA, FRONTING IN THE INTERSECTION OF LINDEN ROAD AND FOXFIRE ROAD AND LYING TO THE SOUTHWEST THEREFROM, LOCATED ABOUT TWO MILES WEST OF NC HWY. 5, AND BEING FURTHER DESCRIBED AS FOLLOWS:

BEGINNING AT AN EXISTING MAG NAIL INSIDE THE RIGHT OF WAY OF FOXFIRE ROAD LOCATED 117' FROM THE INTERSECTION OF LINDEN ROAD AND FOXFIRE ROAD; THENCE FROM THE BEGINNING SOUTH 41 DEGREES 08 MINUTES 43 SECONDS EAST 28.98 FEET TO AN EXISTING MAG NAIL INSIDE THE RIGHT OF WAY OF LINDEN ROAD ; THENCE SOUTH 31 DEGREES 36 MINUTES 04 SECONDS WEST 318.11 FEET TO AN 5/8" EXISTING IRON ROD 1" BELOW GROUND; THENCE NORTH 82 DEGREES 03 MINUTES 46 SECONDS WEST 106.14 FEET TO AN 4"x4" EXISTING CONCRETE MONUMENT 2" ABOVE GROUND; THENCE NORTH 30 DEGREES 05 MINUTES 08 SECONDS WEST 149.32 FEET TO AN 4"x4" EXISTING CONCRETE MONUMENT FLUSH WITH GROUND INSIDE THE RIGHT OF WAY OF FOXFIRE ROAD; THENCE NORTH 65 DEGREES 33 MINUTES 25 SECONDS EAST 359.85 FEET TO THE POINT AND PLACE OF BEGINNING CONTAINING 1.09 ACRES (0.91 ACRES LESS RIGHT OF WAY).

David R. Essick

Professional Land Surveyor

L-5423



FOXFIRE RD. PARCEL
PINEHURST, NORTH CAROLINA
CORPORATE LIMITS MAP

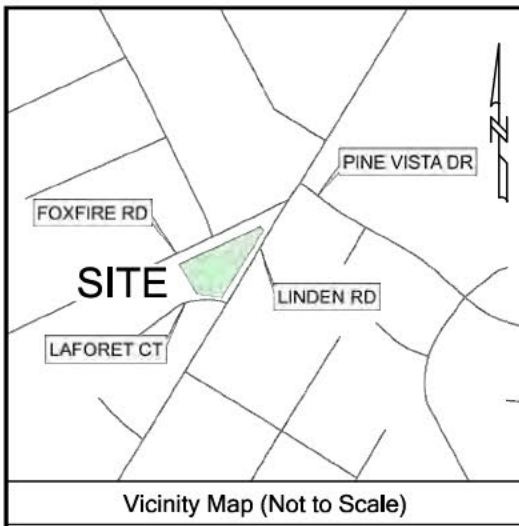
DATE: 06-16-2025
DESIGNED BY: REK
DRAWN BY: PJS
CHECKED BY: REK
SCALE: 1" = 100'-0"
PROJECT #: KJ022076
SHEET NUMBER:
EX-0.0

REVISIONS:

KOONTZJONESDesign
LAND PLANNING | LANDSCAPE ARCHITECTURE



140 APPLECROSS ROAD, SUITE B
PINEHURST, NC 28374
P: (910) 684-8467
W: www.koontzjonesdesign.com



Legend:

- Iron Pipe Found
- Iron Rod Found
- Concrete Monument Found
- PK Nail Found
- PK Nail Set
- Existing Right of Way
- Proposed Right of Way
- Boundary Line
- Adjacent Property Lines not Surveyed
- Existing Setback Lines
- Proposed Setback Lines
- Existing Contour
- Proposed Contour
- Approximate Location of Existing Waterline
- Proposed 6" Waterline
- Approximate Location of Existing Gas line
- Existing Sanitary Sewer Line
- Proposed 8" Sanitary Sewer Line
- Existing Easement
- Proposed Easement
- Existing Overhead Utility
- Existing Underground Utility
- Existing Wetland Limits
- Existing Fence
- Proposed Fence
- Proposed 4" Sewer Service
- Proposed 2" Water Service
- Limits of Disturbance
- Proposed Silt Fence
- Proposed Temporary Diversion
- Existing Stream Centerline
- Existing Soil Road
- Existing Gravel Road
- Existing Light Pole
- Existing Utility Pole
- Proposed Light Pole
- Proposed Utility Pole
- Existing Water Meter
- Proposed Water Meter
- Existing Water Valve
- Proposed Water Valve
- Existing Fire Hydrant
- Proposed Fire Hydrant
- Existing Sanitary Sewer Manhole
- Proposed Sanitary Sewer Manhole
- Existing Sewer Clean out
- Proposed Sewer Clean out
- Curb Inlet
- Existing Storm Drain Manhole
- Proposed Storm Drain Manhole
- High Density Polyethylene Pipe
- Reinforced Concrete Pipe
- Flared End Section
- 10" Pine (typ.)
- Existing Tree to be Removed
- Spot Elevation

REFERENCE:

Deed Book 3312, Page 80
Deed Book 1213, Page 110
Deed Book 298, Page 317
Plat Cabinet 3, Slide 260
Plat Cabinet 3, Slide 288
Plat Cabinet 4, Slide 71
Plat Cabinet 5, Slide 629
Moore County Registry

OWNER:

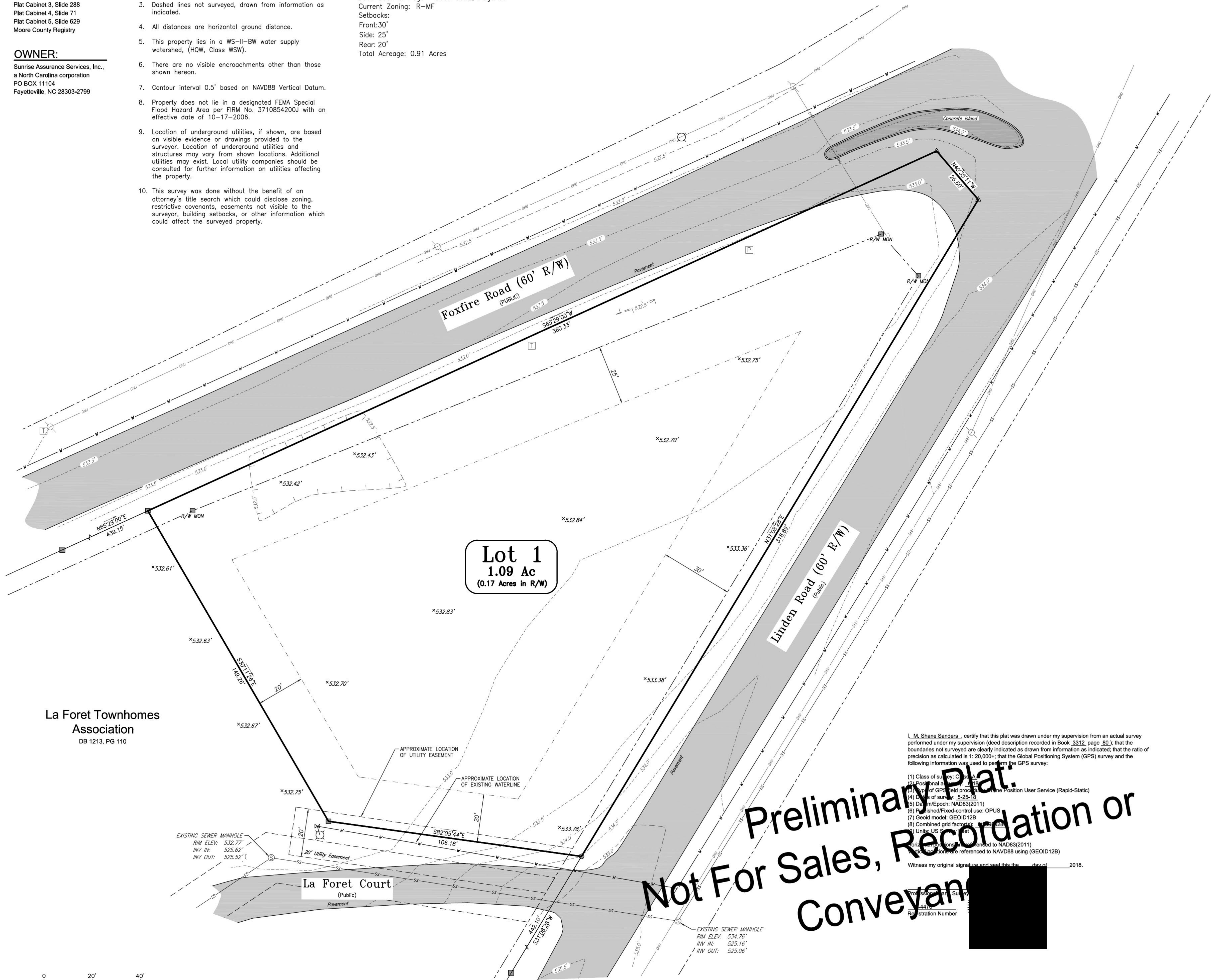
Sunrise Assurance Services, Inc.,
a North Carolina corporation
PO BOX 11104
Fayetteville, NC 28303-2799

General Notes:

- This map is not in accordance with GS 47-30.
- Area by coordinate method.
- Dashed lines not surveyed, drawn from information as indicated.
- All distances are horizontal ground distance.
- This property lies in a WS-II-BW water supply watershed, (HQW, Class WSW).
- There are no visible encroachments other than those shown hereon.
- Contour interval 0.5' based on NAVD88 Vertical Datum.
- Property does not lie in a designated FEMA Special Flood Hazard Area per FIRM No. 3710854200J with an effective date of 10-17-2006.
- Location of underground utilities, if shown, are based on visible evidence or drawings provided to the surveyor. Location of underground utilities and structures may vary from shown locations. Additional utilities may exist. Local utility companies should be consulted for further information on utilities affecting the property.
- This survey was done without the benefit of an attorney's title search which could disclose zoning, restrictive covenants, easements not visible to the surveyor, building setbacks, or other information which could affect the surveyed property.

Site Data:

Site Jurisdiction: Pinehurst
Address: 1192 Linden Road
Parcel ID #: 854220818793
Deed Book & Page Book 3312, Page 80
Current Zoning: R-MF
Setbacks:
Front: 30'
Side: 25'
Rear: 20'
Total Acreage: 0.91 Acres

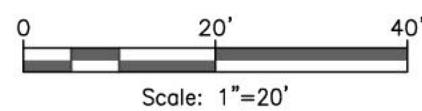


Survey for:
Sunrise Assurance Services, Inc.,
a North Carolina corporation
Boundary/Topographic Survey
1.09 ACRES
Mineral Springs Township, Moore County
Pinehurst, North Carolina
May 25, 2018 - Project# 1714101
Scale= 1"= 20'
Drafter: RRJr

180 Perry Drive
Southern Pines, NC 28387
Phone: (910) 246-0038
NC License # C-3791
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I, M. Shane Sanders, certify that this plat was drawn under my supervision from an actual survey performed under my supervision (deed description recorded in Book 3312, page 80); that the boundaries not surveyed are clearly indicated as drawn from information as indicated; that the ratio of precision as calculated is 1: 20,000+; that the Global Positioning System (GPS) survey and the following information was used to perform the GPS survey:

(1) Class of survey: Class A
(2) Positional accuracy: 1: 20,000+
(3) Type of GPS used: Real-time Kinematic Position User Service (Rapid-Static)
(4) Date of survey: 5-25-18
(5) Datum/EPOCH: NAD83(2011)
(6) Reduced/Fixed-control use: OPUS
(7) Geoid model: GEOID128
(8) Combined grid factor: 1.0000000000
(9) Units: US Survey Feet
(10) Horizontal datum: NAD83(2011)
(11) All elevations are referenced to NAVD88 using (GEOID128)

Witness my original signature and seal this 25th day of May, 2018.

M. Shane Sanders
Professional Land Surveyor
Registration Number 4444





Consider Resolution 25-24 Approving an Additional Employee Holiday and Additional Vacation Hours

ADDITIONAL AGENDA DETAILS:

FROM: Angela Kantor, Human Resources Director
CC: Village Council;
DATE OF MEMO: 06/17/2025

MEMO DETAILS

Vacation

The Village's current vacation accrual schedule was reviewed in February 2020 but has not been updated in over 17 years. To evaluate the competitiveness of our current benefits, we reviewed data from the 2025 NCLM Fringe Benefit Survey and data from local governments in our immediate area, including Moore County, Southern Pines, Sanford, and Aberdeen.

Compared to both state averages and local benchmarks, the Village's accrual rates are below standard, particularly beyond the 5-year mark. Below is a summary (annual hours):

Population	1yr	3yrs	5yrs	10yrs	15yrs	20yrs	25 yrs
Avg 5000-99999	88.20	96.89	113.63	135.80	158.15	178.63	184.59
Avg Aberdeen, Southern Pines, Sanford, Moore Co.	88.00	91.00	111.00	135.00	159.00	183.00	189.00
PINEHURST	80.00	80.00	96.00	120.00	144.00	160.00	160.00

In order to remain competitive and support employee recruitment and retention, **we recommend that Pinehurst adopt a vacation accrual schedule similar to the schedule currently used by Moore County**, which is also the most generous among our peers and aligns well with state averages.

Proposed	Less than 2 yrs	2 yrs	5 yrs	10 yrs	15 yrs	20 yrs	25yrs+
PINEHURST	96.00	108.00	132.00	156.00	180.00	204.00	204.00

Adopting this schedule would modernize our benefits to match current standards in our region and better support employee satisfaction and longevity. This is the schedule for an employee who works a 40-hour week. We recommend the new schedule beginning January 1, 2026.

Here is the full accrual schedule (annual hours):

	20-hour workweek	30-hour workweek	40-hour workweek	12-hour shift	24-hour shift	Dept Dir/Managers
Less than 2 years	48.00	72.00	96.00	101.00	130.00	204.00
2-4 years	54.00	81.00	108.00	113.00	146.00	204.00
5-9 years	66.00	99.00	132.00	139.00	178.00	204.00
10-15 years	78.00	117.00	156.00	164.00	211.00	204.00

15-19 years	90.00	135.00	180.00	189.00	243.00	204.00
20+ years	102.00	153.00	204.00	214.00	275.00	204.00

Holidays

The Village currently provides 12 paid holidays for employees. This total was last adjusted in 2020, when one holiday was added. After a thorough review of the North Carolina League of Municipalities (NCLM) Fringe Benefits Survey data, we have determined that the Village slightly lags behind the average number of holidays offered by municipalities across the state.

According to the NCLM data, the average number of paid holidays provided by municipalities with populations between 5,000 and 99,999 is **12.7 days**. The distribution of holiday offerings is as follows:

Population	10 days	11 days	11-12 days	12 days	12-13 days	13 days	13-14 days	15 days
5000-99999	1	3	3	14	2	29	6	1

Among our peer agencies in the region—including Aberdeen, Southern Pines, Sanford, and Moore County—12 holidays are commonly provided, matching our current policy.

However, considering that a growing number of municipalities are expanding their holiday offerings to include **Juneteenth**—either as a fixed holiday or as a floating holiday at the employee’s discretion—we recommend offering an **additional paid holiday (Juneteenth-for its historical significance)** beginning in **FY 2025–2026**. This adjustment would bring us more in line with statewide trends and further support employee engagement and satisfaction.

ATTACHMENTS

1. DRAFT Resolution 25-24 Additional Vacation Hours and Juneteenth Holiday

RESOLUTION #25-24:

A RESOLUTION APPROVING AN INCREASE TO THE VACATION ACCRUAL SCHEDULE AND THE ADDITION OF JUNETEENTH AS A RECOGNIZED HOLIDAY FOR ELIGIBLE VILLAGE EMPLOYEES.

WHEREAS, the Village Council of Pinehurst, North Carolina, recognizes the importance of providing competitive and equitable benefits to its employees to support recruitment, retention, and morale; and

WHEREAS, the Village currently provides vacation leave according to an established accrual schedule that reflects years of service; and

WHEREAS, after review and recommendation from the Village Manager and Human Resources, it has been determined that increasing the vacation accrual schedule will enhance employee satisfaction and align with industry best practices; and

WHEREAS, the federal and state governments have designated June 19 (Juneteenth National Independence Day) as a recognized holiday commemorating the end of slavery in the United States; and

WHEREAS, the Village Council desires to recognize this important day by designating Juneteenth as an official paid holiday for all eligible Village employees.

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Pinehurst, North Carolina in a regular meeting assembled this 24th day of June 2025, as follows:

SECTION 1. The vacation accrual schedule will increase effective January 1, 2026; and said schedule is listed below and made a part hereof; the same as if included verbatim. This schedule shall apply to all eligible employees.

	20-hr week	30-hr week	40-hr week	12-hr shift	24-hr shift	Dept Dir/ Managers
0-1 yrs	48	72	96	101	130	204
2-4 yrs	54	81	108	113	146	204
5-9 yrs	66	99	132	139	178	204
10-15 yrs	78	117	156	164	211	204
15-19 yrs	90	135	180	189	243	204
20+ yrs	102	153	204	214	275	204

SECTION 2. The official list of paid holidays observed by the Village will include June 19 (Juneteenth National Independence Day) effective July 1, 2026 and shall apply to all eligible employees.

THIS RESOLUTION passed and adopted this 24th day of June, 2025.

(Municipal Seal)

VILLAGE OF PINEHURST
VILLAGE COUNCIL

By: _____
Patrick Pizzella, Mayor

Attest:

Approved as to Form:

Shannon Konstantinou, Village Clerk

Michael J. Newman, Village Attorney

DRAFT



Consider Resolution 25-25-Retiree Benefit Allowance ADDITIONAL AGENDA DETAILS:

FROM: Angela Kantor, Human Resources Director
CC: Village Council;
DATE OF MEMO: 06/17/2025

MEMO DETAILS

Over the past several years employee surveys, staff input sessions, and ongoing conversations with both current employees and retirees have consistently highlighted the need and desire for a structured retiree benefit. This feedback has been valuable in shaping our recommendation to implement a program as part of our broader commitment to employee support and organizational sustainability.

This policy was developed using the following rationale:

- **Employee Feedback:** Survey results and feedback collected during departmental and all-staff meetings have repeatedly identified retiree benefits as a top concern. Employees express strong interest in having continued support after retirement as a reflection of long-term organizational commitment.
- **Recruitment and Retention:** Offering a retiree benefit allowance strengthens our position as a competitive employer in the public sector, helping to attract high-quality candidates and retain experienced staff who value long-term security.
- **Financial Stability and Well-Being:** A predictable retiree benefit contributes to post-employment well-being and provides peace of mind for planning purposes. This approach supports our efforts to foster financial stability for those who have dedicated years of service to the organization.
- **Equity and Recognition:** Providing a modest benefit acknowledges the contributions of long-serving employees and promotes fairness, particularly in light of rising healthcare costs.

We believe this is the most sustainable benefit the Village can offer, and we look forward to your guidance on advancing this initiative in alignment with our values and strategic workforce goals. Thank you for your consideration.

ATTACHMENTS

1. Retiree Benefit Allowance 1.2026
2. Resolution #25-25 Retiree Benefit Allowance Policy

	VILLAGE OF PINEHURST STANDARD PROCEDURE	
SUBJECT: Retiree Benefit Allowance	Effective Date: 01/01/2026	
Department: Human Resources	Policy No.: HR-118	
Prepared by: Human Resources	Revised:	
Approved by: Village Council	# of Pages: 3	

I. PURPOSE

The retiree benefit allowance is intended to reward employees who have dedicated many years of service to the Village and incentivize recruitment and retention of talented employees to remain with the Village until their retirement years. This policy acknowledges their contributions and ensures a smoother transition into retirement, promoting financial security and well-being.

II. POLICY

Employees who retire from the Village of Pinehurst with a minimum of 20 years of Village service along with other requirements will be eligible for a monthly allowance until age 65.

III. PROCEDURE

A. Eligibility:

1. Only benefit eligible employees are eligible for this benefit.
2. Only benefit eligible years of service will be considered. Sick time cannot be used for service credit for this benefit. Non-benefit eligible years of service will not be considered.
3. Years of service with the Village must be consecutive.
4. Employees must be at least age 50 and younger than age 65.
5. Employees must be eligible and apply for retirement benefits under the North Carolina Local Government Employees' Retirement System after January 1, 2026.

B. Schedule of Benefits:

1. The Village will provide a monthly allowance for eligible retirees up to age 65.
2. The allowance will cease upon the earliest of the following:
 - a) The month the retiree turns 65 (final allowance);
 - b) Failure to comply with policy requirements; or
 - c) The death of the retiree.

3. The allowance will be equal to the least expensive health insurance premium at the employee-only level offered to current employees. The amount of the allowance will reflect what the Village pays for current employees (not necessarily the total premium, but the portion the Village covers).
4. Retirees will receive an allowance based on the following:

Eligible Years of Service	Allowance Amount
30	100%
25	75%
20	50%

5. Retirees who were benefit eligible as part-time employees will also receive an allowance based on the following:

Eligible Years of Service	Allowance Amount
30	50%
25	38%
20	25%

6. For employees who served in full-time and part-time benefit eligible positions, the allowance amount will be determined based on the status at the time of retirement.

C. Requirements:

1. Employees must agree to the allowance amount at the time of retirement. If declined, the retiree cannot request the allowance later.
2. Retirees must confirm, in writing, their acceptance of the allowance amount annually during the enrollment period. Human Resources will send the annual notices including any changes. Failure to complete the annual confirmation will result in termination of the benefit effective the following January.
3. Retirees must maintain accurate and updated contact information (address, email, and phone number) with the Village after retirement.
4. Retirees will receive IRS Form 1099 each year they receive the allowance.

Approved by:

Patrick Pizzella, Mayor

06/24/2025

Date

25-25
Village Council, Resolution

06/24/2025

Date

Last Review Date	Revised
06/24/2025	NEW (effective 1/1/2026)

RESOLUTION #25-25:

A RESOLUTION APPROVING THE POLICY ON THE RETIREE BENEFIT ALLOWANCE FOR THE VILLAGE OF PINEHURST.

WHEREAS, the Village Council of Pinehurst, North Carolina, recognizes the importance of honoring and rewarding employees for dedicated service; and

WHEREAS, the Village seeks to enhance recruitment and retention of talented employees by offering competitive and rewarding benefits; and

WHEREAS, the purpose of the Retiree Benefit Allowance policy is to support employees transitioning to retirement by promoting financial security and well-being; and

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Pinehurst, North Carolina in a regular meeting assembled this 24th day of June, 2025 as follows:

SECTION 1. That the Retiree Benefit Allowance Policy is hereby adopted; 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 24th day of June, 2025.

(Municipal Seal)

VILLAGE OF PINEHURST
VILLAGE COUNCIL

By: _____
Patrick Pizzella, Mayor

Attest:

Approved as to Form:

Shannon Konstantinou, Village Clerk

Michael J. Newman, Village Attorney