



WORK SESSION
TOWN HALL COUNCIL CHAMBERS
MONDAY, FEBRUARY 26, 2024 AT 6:00 PM

[HTTPS://US02WEB.ZOOM.US/J/81610594907](https://us02web.zoom.us/j/81610594907)

AGENDA

CALL TO ORDER

DISCUSSION ITEMS

1. Pineville Neighbors Place Update (*Staci McBride*)
2. Paws in the Park Signage (*Ryan Spitzer*)
3. Employee Handbook Update (*Linda Gaddy*)
4. Entrance Signs (*Travis Morgan*)
5. Pour and Play (*Ryan Spitzer*)
6. Cone Mill Redevelopment (*Jon Visconti*)

CLOSED SESSION

7. Closed Session pursuant to NCGS 143.318.11 (5) - acquisition of property for a substation

ADJOURN

If you require any type of reasonable accommodation as a result of physical, sensory, or mental disability in order to participate in this meeting, please contact Lisa Snyder, Clerk of Council, at 704-889-2291 or lsnyder@pinevillenc.gov. Three days' notice is required.



TOWN COUNCIL AGENDA ITEM

MEETING DATE: February 26, 2024

| | | | |
|--|--|-----------------------|---------------|
| Agenda Title/Category: | Paws in the Park Signage | | |
| Staff Contact/Presenter: | Ryan Spitzer | | |
| Meets Strategic Initiative or Approved Plan: | Yes | No x | If yes, list: |
| Background: | Paws in the Park would like to have off premise event signage leading up to their event. Currently the Town Ordinances do not allow this so Council would need to either give an exemption or amend the Town Ordinances. The organization would like the signage up prior to the event. Section 5.2.7 (c) allows Town Council to approve banners in the right of way for non-profit organizations. | | |
| Discussion: | Town Council: <ol style="list-style-type: none"> 1. Deny the request for off premise signage 2. Allow the organization to have the requested banners in the right of way per Section 5.2.7. | | |
| Fiscal impact: | N/A | | |
| Attachments: | <ol style="list-style-type: none"> 1. Map of locations 2. Town of Pineville Applicable Ordinances | | |
| Recommended Motion to be made by Council: | N/A | | |

TOWN OF PINEVILLE SIGNAGE

5.2.7 Religious Institutions and Other Non-Profit Organizations

Temporary special event signs or banners for religious, charitable, civic, or similar verified non-profit organizations provided that:

- A) Two on-premise signs no larger than thirty-two (32) square feet property shall be permitted per event. Portable signs may be used for such purposes.
- B) Signs shall be erected no sooner than 14 days before and removed 7 days after the event.
- C) The Town Council may approve other signs or banners to be located in or across a public road right-of-way. The number, location, material, and direction of such signs shall be determined by the Town Council.

5.3 PROHIBITED SIGNS

- F) Any sign placed on any curb, sidewalk, post, pole, hydrant, bridge, tree, or other surface located on, over, or across any public street or right-of-way unless authorized by the Pineville Town Council or the North Carolina Department of Transportation
- I) Portable signs (except as otherwise stated in this Ordinance).
- R) Banners. Banner signs of vinyl fabric, corrugated plastic or similar material or displays typically used in association with temporary events unless specifically stated elsewhere.

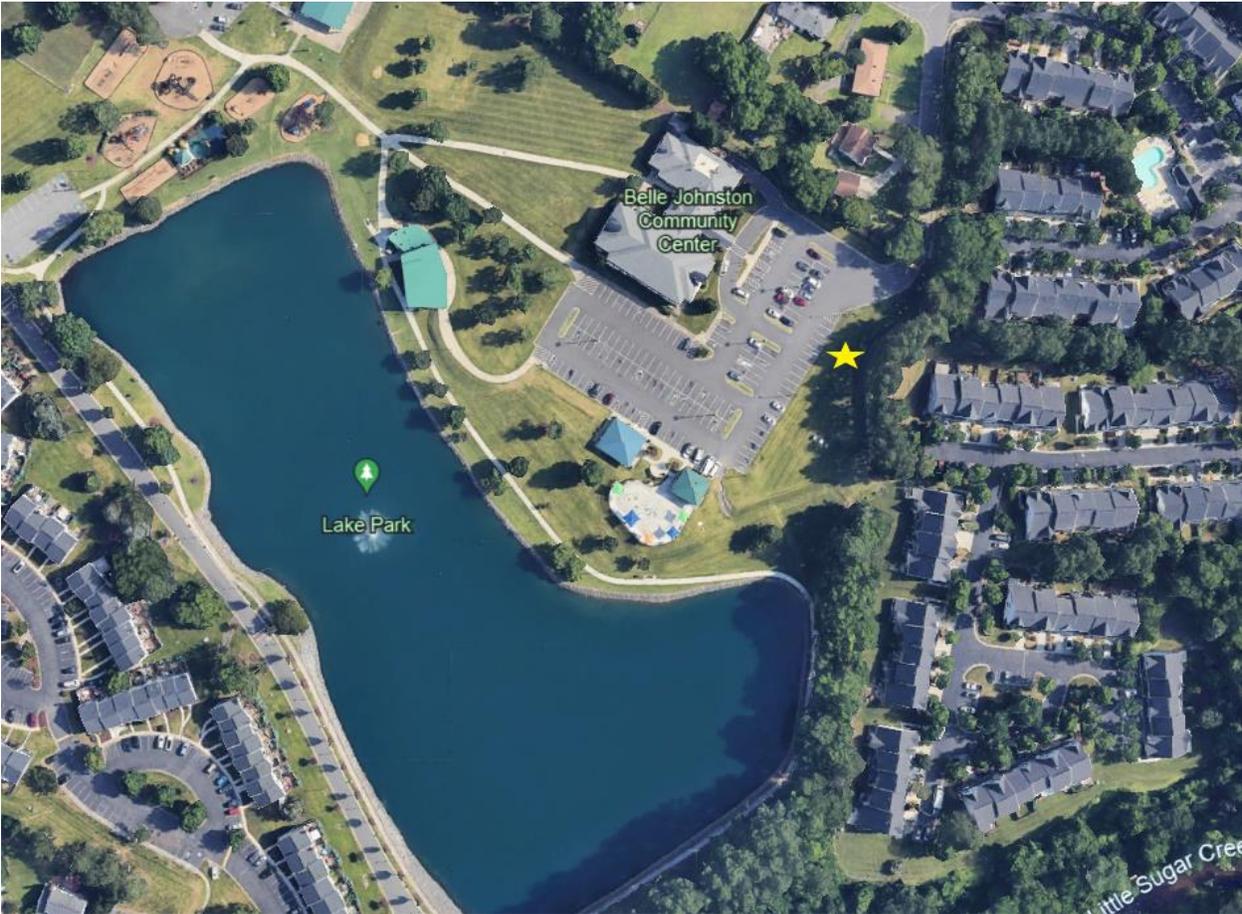
5.3 PROHIBITED SIGNS

- K) Off-Premise Sign (such as a Billboard). Any sign that is not located within the property that it identifies or advertises.

Paws in the Park Banner Locations

4' by 8'

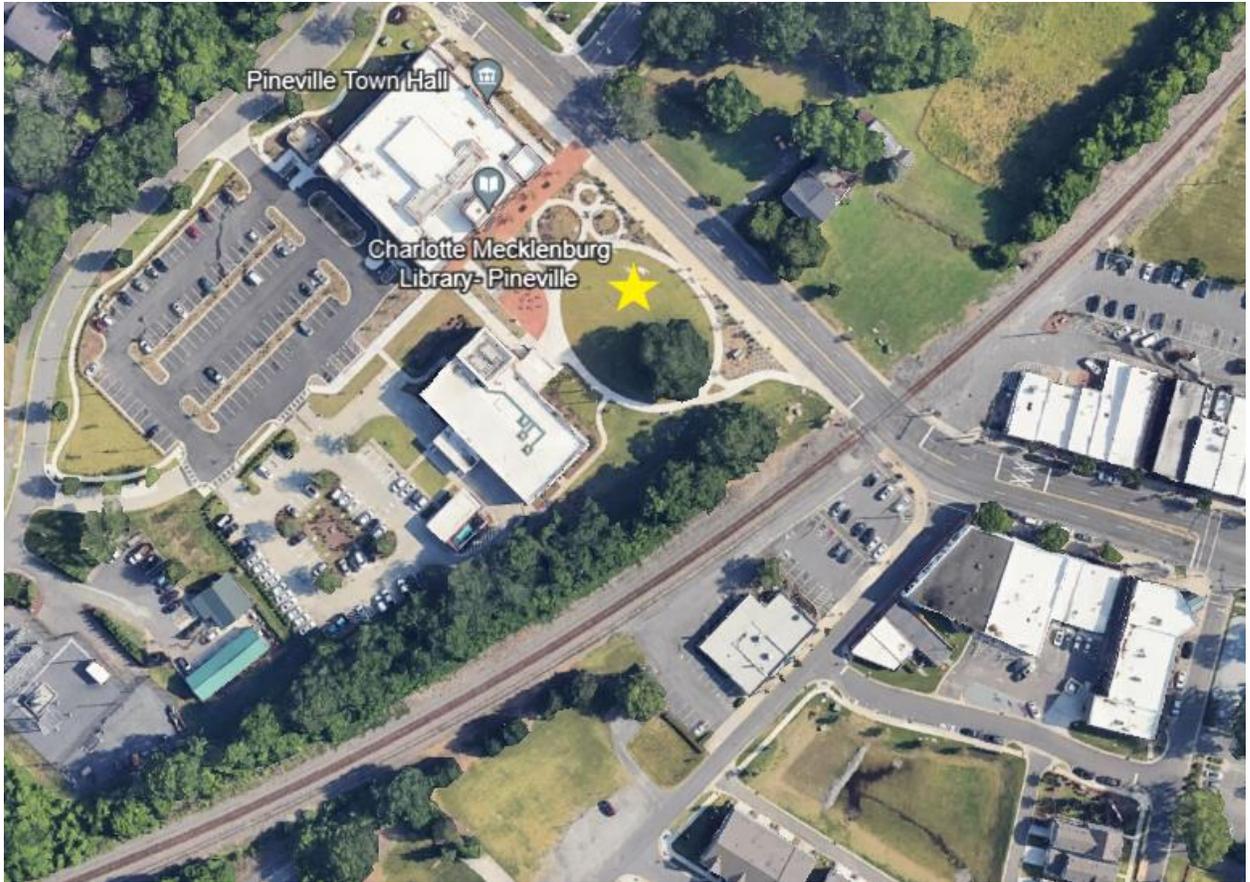
1. Lake Park



2. Polk Site



3. Town Hall





TOWN COUNCIL AGENDA ITEM

MEETING DATE: 2/26/2024

| | | | |
|--|--|-----------|---------------|
| Agenda Title/Category: | HR Handbook of Policies revised 2024 | | |
| Staff Contact/Presenter: | Linda Gaddy | | |
| Meets Strategic Initiative or Approved Plan: | Yes | No | If yes, list: |
| Background: | We have conducted a complete review and update of our Employee Handbook of policies. Last revision was in 2019, minor addition 2021. | | |
| Discussion: | Review the significant changes to policies and the handbook. | | |
| Fiscal impact: | Almost none. One benefit increase that could cost \$2000 per year. | | |
| Attachments: | PowerPoint presentation Short List of Significant changes | | |
| Recommended Motion to be made by Council: | | | |



Employee Handbook Update

2024



Employee Handbook update 2024

We have conducted a complete review of our Employee Handbook of policies.

Our handbook was already in overall good shape, but this review was conducted to update to any new law or regulations, and to address any areas that were vague or no longer working in all situations, or any new topics that need a policy.

No handbook can anticipate all employee questions or issues, but a comprehensive Handbook will accomplish this for most all circumstances.

Employee Handbook update 2024

We enlisted the assistance of H.R. consultant Susan Nunn, who worked with the Town's H.R. Director to revise and update policies.

The changes were reviewed by Town Attorney, Janelle Lyons. The following are highlights of the changes we deem necessary at this time.

These should also carry us into the future, unless we experience a pressing need to adopt a revision to a policy at some point.



Significant updates



Significant updates, other than clean up and some reorganization

1. Throughout, used gender neutral pronouns.
2. Throughout, deleted unnecessary or repetitive, or too limiting wording. Often, by trying to name every example or instance that could occur, the organization gets trapped or limited by trying to be too specific.
3. Throughout, moved administrative procedures out of the policy handbook into a new Procedures Manual. There were many procedures (such as payroll preparation) in our policy handbook that did not belong there. They belong in a Procedure Manual.
4. Section 1: Organization of the Personnel System, enhanced EEO and diversity language, clarified roles and chain of command when addressing concerns.
5. Section 3: Recruitment and Selection, enhanced EEO statement.
6. Section 4: Compensation, starting salaries above mid-point are not always Council approved, they are Town Manager approved.
7. Section 4: Compensation, clarify demotion.
8. Section 4: Compensation, Longevity pay, clarify/define continuous service, effects of breaks in service.
9. Section 4: Compensation, Performance Management and Merit Pay, updated to current practice and terminology.

Significant updates, other than clean up and some reorganization

- 10. Section 5: Conditions of Employment, Employment of Relatives, prohibitions, added relationships to elected officials, but kept the before 3/9/2021 exemption for direct family members working in the same department (grandfathered in).
- 11. Section 5: Conditions of Employment, combined and updated harassment policies.
- 12. Section 5: Conditions of Employment, new Personal Relationships in the Workplace policy
- 13. Section 6: Added a remote/flexible work policy just in case. Currently there are no remote workers, unless occasional in Administration as needed. *
- 14. Section 7: Employee Benefits, Short Term Disability referenced the Leave section p. 52 for policy. Further procedure will be included in Procedure Manual.
- 15. Section 7: Employee Benefits for Retired 25 or More Years of Service, incorporated the Post-retirement Medical Benefits Policy adopted 09/10/2019 that has been an amendment to the handbook. If hired after 9/10/2019 retirees do not receive medical benefits. If hired prior to 09/10/2019 and meet other criteria listed, they can receive medical benefits until Medicare eligible and then \$150/month stipend toward a Medigap plan.
- 16. Section 7: Employee Benefits, Tuition Assistance, increased \$500 per year reimbursement to \$1000 per year. One semester at CPCC is now \$500, so this benefit amount is not adequate any longer.

Significant updates, other than clean up and some reorganization

- 17. Section 8: Holidays and Leaves, added annual limit on accumulated sick leave that can be used for care of sick family member. No limit for the employee.
- 18. Section 8: Holidays and Leaves, Vacation Leave, required to use comp time before vacation to reduce buildup of comp time.
- 19. Section 8: Holidays and Leaves, Sick Leave, added annual limit on accumulated sick leave that can be used for care of sick family member. No limit for employee.
- 20. Section 8: Holidays and Leaves, new pregnant and nursing mothers section conforms to new laws and regulations.
- 21. Section 10: Discipline, process, eliminated too restrictive “progressive discipline” wording and step. Although we practice progressive discipline, we need the flexibility to move faster through the steps when the circumstances dictate that.
- 22. Section 11: Grievance procedure, timeframes for each person in the process to respond are lengthened to more standard time frames. Ours were too short causing each party to have to respond too quickly.

Significant updates, flexible/remote work policy

Currently there are no remote workers, unless occasional in Administration as needed, and none planned, but we believe that there needs to be a policy governing flexible/remote work, should it become a need in the future. If a department requested to change to a 4-day work week, for example.

The Policy proposed is a basic simple one that just allows the Town Manager to develop and approve such schedules if it fits all the criteria listed. Should a need occur the policy states:

“The Town desires to create an opportunity for flexible work options when feasible, create a culture that embraces work-life integration, increase productivity, reduce absenteeism and turnover, and enhance customer satisfaction. To this end, the Town Manager has the authority to create and approve written administrative guidelines and procedures establishing remote or flexible work arrangements.

The Town must be appropriately staffed during normal business hours and appropriate service/on-call levels must be maintained when evaluating flexible work arrangement and time-off requests. An employee’s first responsibility is to perform the duties of her/his job, including the availability to respond to telephone and e-mail communications, the ability to attend work regularly, meet and interact with associates and supervisors, and the ability to meet with and serve customers. There are certain positions that cannot accommodate flexible work arrangements. Every job, employee, and situation are different; it cannot be assumed that the same decision is appropriate for two similar positions. The Town provides and delivers certain services to its citizens and customers on a continuous basis and the interruption or delay of several of those services could cause an inconvenience or, more importantly, create an emergency situation placing people and/or property in danger.”

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Currently there are no remote workers, unless occasional in Administration as needed, and none planned, but we believe that there needs to be a policy governing flexible/remote work, should it become a need in the future. If a department requested to change to a 4-day work week, for example.

The Policy proposed in the Handbook a basic simple one that just allows the Town Manager to develop and approve such schedules if it fits all the criteria listed. Should a need occur the policy states:

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Significant updates, flexible/remote work policy

If we decide that this is an important policy to put in place, then we would include or reference a full detailed policy outlining the definition of types of flexible work, the approvals needed, and the rules around work, including from a remote location.

The definitions of three alternative work arrangement options available to full-time non-exempt employees.

- 1. **Alternate Hours** – A block of time at the start or end of traditional eight-hour days during which non-exempt employees may report and complete their required shift hours of work.
- 2. **Job Sharing** – One full-time job is shared by two part-time employees. Job-sharing as an alternative work arrangement must ensure a continuity of work that equates to one full-time position’s duties.
- 3. **Remote Work** – Working from home or another remote location for all or part of the regular work week.

Other rules would include:

An employee requesting to work remotely must have been employed with the Employer for a minimum of 90 days (unless there are extenuating circumstances preapproved by the Department Head and Town Manager), and must otherwise meet certain criteria to be eligible for this benefit.

Significant vs. cosmetic updates

These are just any significant changes. The full list of sections checked or edited is a six-page chart, because we reviewed the entire Handbook. The rest are changes to wording for clarification, elimination of duplication, or slight reorganization.

Once everyone has reviewed and approved, the plan is to roll out to managers and employees effective May 1, 2024. All employees will sign the Acknowledgement of Receipt.

Procedures Manual

The administrative procedures removed from the policy handbook, plus some procedures that H.R. has been formally documenting that have only been informal to date, and any accompanying forms are being compiled into a new Human Resources Procedures Manual.

A few procedures were also Finance polices and procedures that are not governed by Human Resources, but published by Finance. Those were also removed because they do not belong in H.R. (such as Use of Town Credit Cards, Travel expenses)

Procedures Manual

Town of Pineville
Human Resources

Procedures and Supplemental Policies Manual

|

Revised [5/1/2024](#)

| | |
|--|---|
| Town of Pineville Policy and Procedures |  Pineville NORTH CAROLINA |
| Section 3: | |
| Policy Title: | Policy Number: |
| | Effective Date: |
| | Revision Date |
| | Approved by: |
| | Page Number: 1 of |

POLICY
text

PURPOSE
text

SCOPE
text

ORGANIZATIONAL RULES
1.

DEFINITIONS
1.

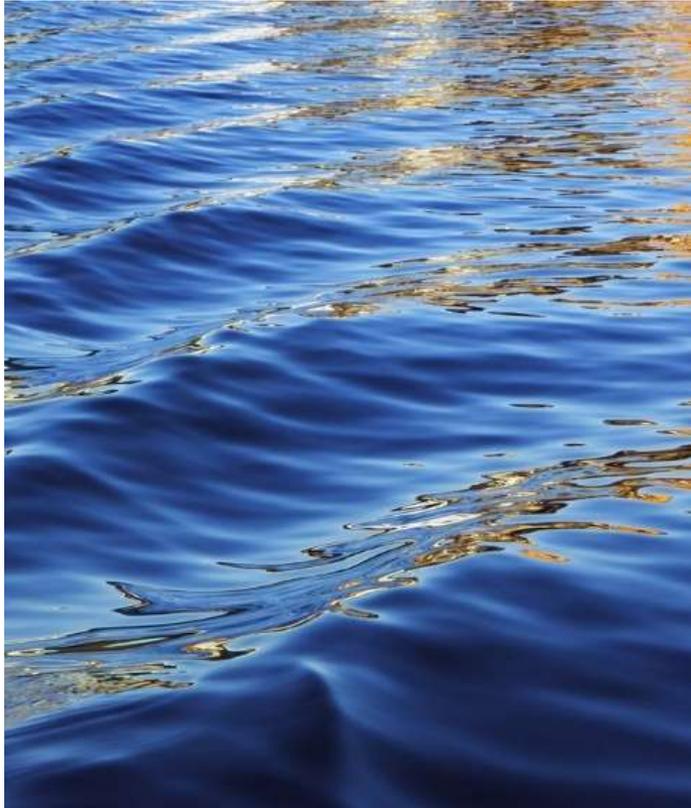
PROCEDURES
1.
2.

FORMS, APPENDICES



Employee Handbook Update

2024



Town of Pineville Employee Handbook revision 2024

We have conducted a complete review of our Employee Handbook of policies. Our handbook was already in overall good shape, but this review was conducted to update to any new law or regulations, and to address any areas that were vague or no longer working in all situations, or any new topics that need a policy. No handbook can anticipate all employee questions or issues, but a comprehensive Handbook will accomplish this in most all circumstances.

We enlisted the assistance of H.R. consultant Susan Nunn, who worked with the Town's H.R. Director to revise and update policies. The changes were reviewed by Town Attorney, Janelle Lyons. Below are highlights of the changes we deem necessary at this time. These should also carry us into the future, unless we experience a pressing need to adopt a revision to a policy at some point.

Below are the most significant changes. The rest on the full list are basically wording clean-up, clearer language, and some reorganization.

1. Throughout, used gender neutral pronouns.
2. Throughout, deleted unnecessary or repetitive, or too limiting wording. Often, by trying to name every example or instance that could occur, the organization gets trapped or limited by trying to be too specific.
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The full list summarizing all of the edits is available, as well as the current version that was last updated in March 2021 just to include the addition of the first Firefighters hired by the Town.

Once this revision is approved it will be rolled out effective April 1st 2024.

Linda Gaddy
Human Resource Director

Workshop Meeting



To: Town Council

From: Travis Morgan

Date: 2/26/2024

Re: **Town Entry Sign** (*Informational Item*)

REQUEST:

Consideration and recommendation for new welcome to Pineville sign on North Polk Street.

STAFF COMMENT:

We are looking at replacing the prior sign that was by the current Hyundai dealership. We are moving away from the prior “cabinet” style internally illuminated sign type and more toward a more attractive municipal sign type reflective of the character of the Town. See attached sign types and initial staff proposal. Comment and suggestions welcomed. Brick is a suggested material reflective of Main Street, The former mill, and overlay standards. The sign should be legible at night so illumination is a consideration. Carved wood signs can be nice but not the best choice for long term maintenance. Text can be “Welcome to Pineville” or simply “Town of Pineville. A standard graphic interest tactic would be to use a script serif font with a sans serif font. Lighting can be internally lit, down lit, up lit, or back “halo” type.

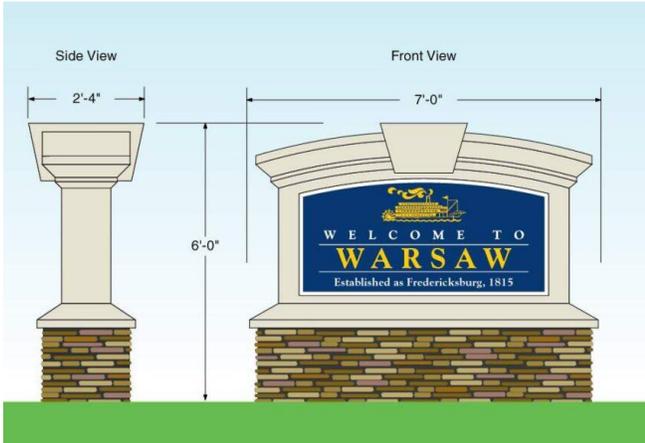
NEXT STEPS:

With consensus on sign type/style we can progress to going out for formal design that we can bring back before you and then proceed after quotes to install.

Note images below are Brick style:



Slab style sign on masonry base:



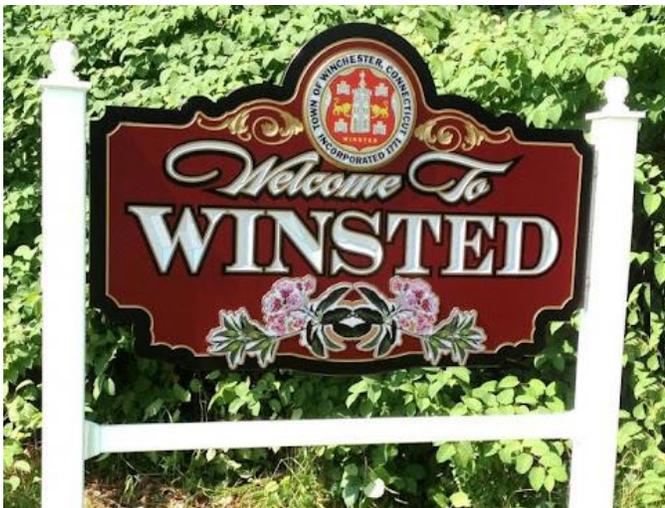
Hanging sign type:



“L” shape slab style sign



Carved wood between posts type





TOWN COUNCIL AGENDA ITEM

MEETING DATE: 2/26/2024

| | | | | |
|--|--|----|---------------|--|
| Agenda Title/Category: | Pour in Play Lake Park | | | |
| Staff Contact/Presenter: | Jordan Williams | | | |
| Meets Strategic Initiative or Approved Plan: | Yes | No | If yes, list: | |
| | | | | |
| Background: | Look at the cost of pour in play at Lake Park | | | |
| Discussion: | Pour in Play quotes and rankings of playgrounds | | | |
| Fiscal impact: | | | | |
| Attachments: | Pour in Play quotes. Playground rankings for pour in play | | | |
| Recommended Motion to be made by Council: | Consider pour in play in the Zipline and Tower playgrounds | | | |

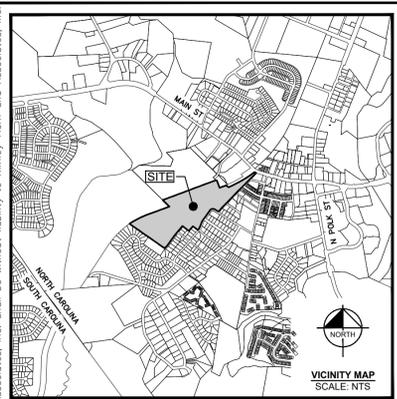
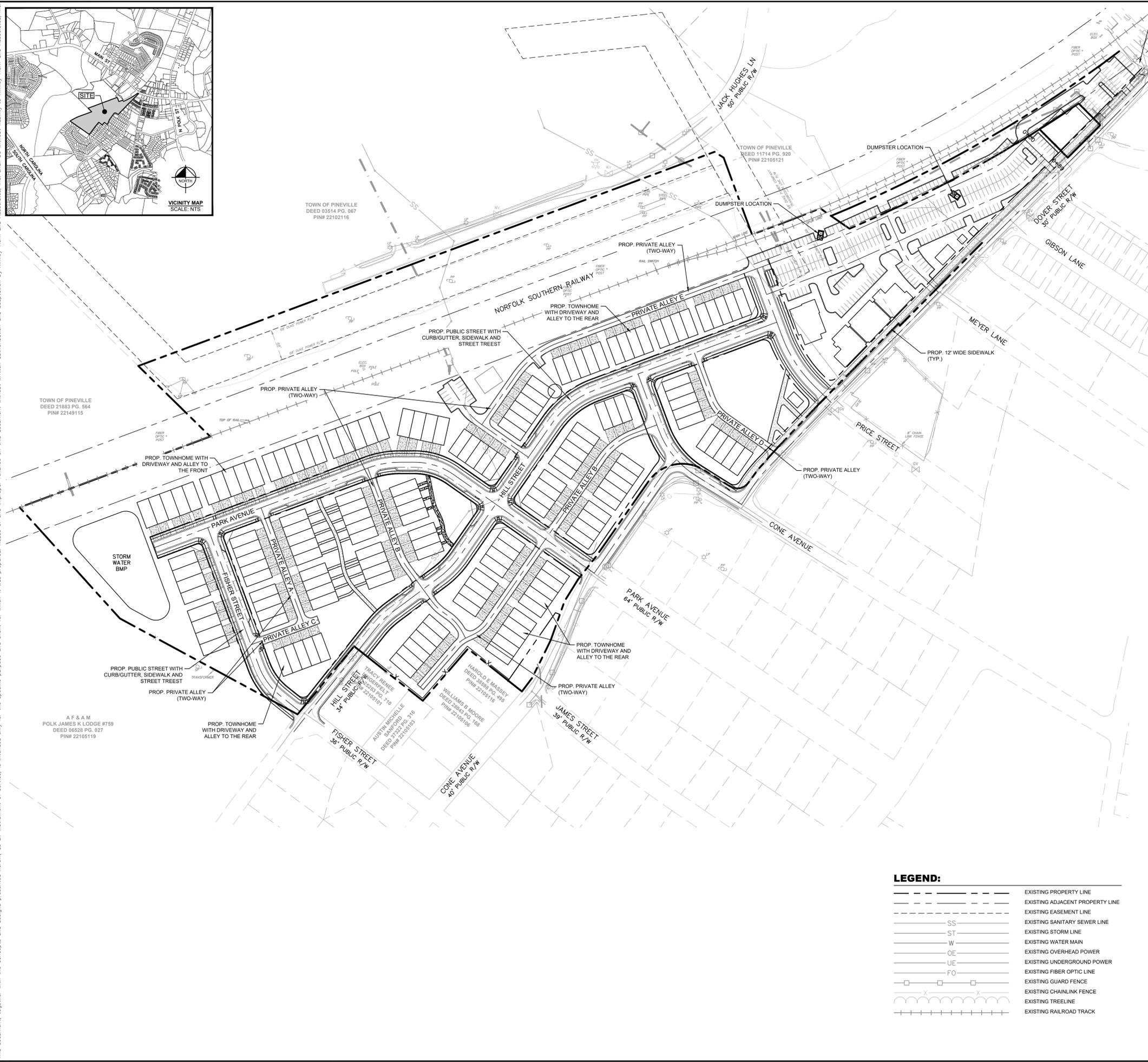
ADA Pour and Play Playground Priority List

1. ADA Accessible Playground
2. Zipline
3. Jack Hughes Park
4. ADA Swing Sets
5. Blue and Red Playground
6. Dinosaur Playground
7. Blue and Yellow Playground

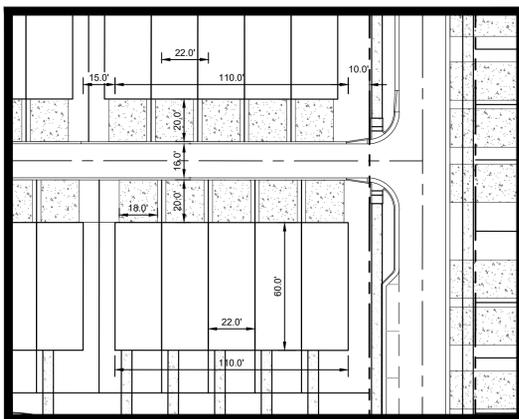
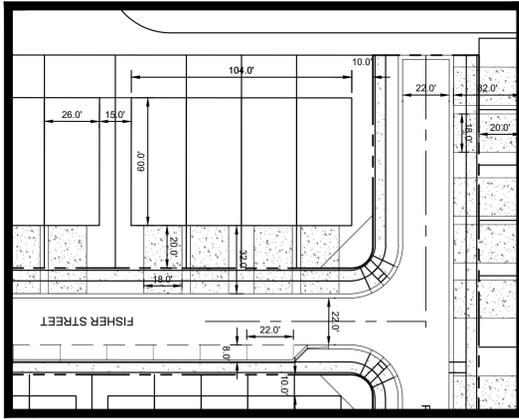
| Pour in Play Quotes | | | |
|---------------------|----------------------------|---------------|-------------------|
| Area | | Gametime | Barr's Recreation |
| 1 | Tower | \$ 125,554.02 | \$ 154,654.50 |
| 2 | Zipline | \$ 56,623.36 | \$ 78,372.94 |
| 3 | Jack Hughes Park | No Quote | No Quote |
| 4 | Swing Sets | No Quote | No Quote |
| 5 | Blue and Red Playground | \$ 70,998.68 | No Quote |
| 6 | Dinosaur Playground | \$ 82,415.50 | No Quote |
| 7 | Blue and Yellow Playground | \$ 72,474.36 | No Quote |



Plotted By: Atuncer, Carlos Date: February 22, 2024 01:59:07pm File Path: K:\FOM_PRA\014242_Cone Mill MX\02 - DWG\PlanSheets\Resizing_C-Site_Plan.dwg
 This document, together with the concepts and designs presented herein, is intended only for the specific purpose and client for which it was prepared. Reuse of and improper reliance on this document without written authorization and adaptation by Kimley-Horn and Associates, Inc. shall be without liability to Kimley-Horn and Associates, Inc.

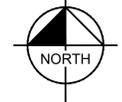
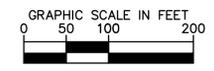


| SITE DATA TABLE | |
|---------------------------------------|-------------------------------|
| DEVELOPMENT DATA: | |
| TAX PARCEL ID: | 22105107, 22105117 & 22105111 |
| LAND USE: | VACANT |
| TOTAL SITE AREA: | +29.79 ACRES |
| TOTAL TOWNHOME AREA: | +17.58 ACRES |
| TOTAL DISTURBED AREA: | +29.79 ACRES |
| ZONING DATA: | |
| FEMA FLOOD PANEL: | 3710443900L |
| WATERSHED: | SUGAR |
| ZONING DISTRICT: | |
| CURRENT: | DC (DOWNTOWN CORE DISTRICT) |
| PROPOSED: | RMX (RESIDENTIAL MIXED-USE) |
| MULTI FAMILY AREA | |
| TOWNHOMES: | MAX. 162 UNITS |
| RESIDENTIAL GARAGE: | 324 |
| DRIVEWAY PAD PARKING: | 324 |
| OFFSTREET PARKING: | 15 |
| DEDICATED ON STREET PARKING: | 74 |
| PROPOSED DENSITY: | 9.22 DUA |
| COMMERCIAL AREA | |
| MINIMUM COMMERCIAL AREA: | +23,200 (SF) |
| MAXIMUM COMMERCIAL AREA: | +41,700 (SF) |
| TOTAL PARKING REQUIRED: | |
| MINIMUM PARKING REQUIRED: | 47 |
| MAXIMUM PARKING REQUIRED: | 85 |
| (1 PER 500 SF FOR GENERAL COMMERCIAL) | |
| TOTAL PARKING PROVIDED: | 266 |



LEGEND:

| | |
|-----------|---------------------------------|
| --- | EXISTING PROPERTY LINE |
| - - - | EXISTING ADJACENT PROPERTY LINE |
| - · - · - | EXISTING EASEMENT LINE |
| SS | EXISTING SANITARY SEWER LINE |
| ST | EXISTING STORM LINE |
| W | EXISTING WATER MAIN |
| OE | EXISTING OVERHEAD POWER |
| UE | EXISTING UNDERGROUND POWER |
| FO | EXISTING FIBER OPTIC LINE |
| □ | EXISTING GUARD FENCE |
| × | EXISTING CHAINLINK FENCE |
| ~ | EXISTING TREELINE |
| —+— | EXISTING RAILROAD TRACK |



| <p>FOR REFERENCE ONLY</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">KHA PROJECT</td> <td>014242006</td> </tr> <tr> <td>DATE</td> <td>MONTH YEAR</td> </tr> <tr> <td>SCALE</td> <td>AS SHOWN</td> </tr> <tr> <td>DESIGNED BY:</td> <td>AJG</td> </tr> <tr> <td>DRAWN BY:</td> <td>CDA</td> </tr> <tr> <td>CHECKED BY:</td> <td>JEH</td> </tr> </table> | KHA PROJECT | 014242006 | DATE | MONTH YEAR | SCALE | AS SHOWN | DESIGNED BY: | AJG | DRAWN BY: | CDA | CHECKED BY: | JEH | <p>REVISIONS</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>No.</th> <th>DATE</th> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </table> | No. | DATE | | | | |
|--|-------------|-----------|------|------------|-------|----------|--------------|-----|-----------|-----|-------------|-----|---|-----|------|--|--|--|--|
| KHA PROJECT | 014242006 | | | | | | | | | | | | | | | | | | |
| DATE | MONTH YEAR | | | | | | | | | | | | | | | | | | |
| SCALE | AS SHOWN | | | | | | | | | | | | | | | | | | |
| DESIGNED BY: | AJG | | | | | | | | | | | | | | | | | | |
| DRAWN BY: | CDA | | | | | | | | | | | | | | | | | | |
| CHECKED BY: | JEH | | | | | | | | | | | | | | | | | | |
| No. | DATE | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | |
| <p>SITE PLAN</p> | | | | | | | | | | | | | | | | | | | |
| <p>PINEVILLE CONE MILL DEVELOPMENT PREPARED FOR VENTURES, LLC. PINEVILLE, NORTH CAROLINA</p> | | | | | | | | | | | | | | | | | | | |
| <p>SHEET NUMBER C-03</p> | | | | | | | | | | | | | | | | | | | |