

# Memorandum



**To:** Mayor and Town Council  
**From:** Barbara Monticello  
**Date:** 1/08/2021  
**Re:** **New Business:** Annual Appointments

Each year the Council appoints representatives to various boards and committees as required by state law, town policy or agency regulations. This is typically done at the beginning of the year although some county committees/boards operate on a fiscal, rather than a calendar year and make their appointments at that time. The appointments that need to be made for 2021 are as follows:

**THE PLANNING BOARD CURRENTLY CONSISTS OF THE FOLLOWING MEMBERS:**

Jim Knowles (3 year term expires 12/22)  
 Thomas White (3 year term expires 12/21)  
 Eric Fransen (3 year term expires 12/22)  
~~William Chaney (3 year term expires 12/21) (resigned, need to fill vacancy)~~  
 Kevin Kendrick (3 year term expires 12/22)

\*Alternate to this board is Randy Smith (term exp 12/22) has stated his interest in moving to a regular seat on this board. Should he move to the regular seat that is vacant, then the alternate seat will need to be filled. Additionally, Mr. Gary Wright has also expressed interest in participating on this board.

**THE BOARD OF ADJUSTMENT (BOA) CURRENT CONSISTS OF THE FOLLOWING MEMBERS:**

Mark Matthews (3 year term expires 12/20) *still wants to participate, needs to be reappointed*  
~~Joseph Yarber (3 year term expires 12/20) (resigned, need to fill vacancy)~~  
 Thomas White (3 year term expires 12/21)  
~~William Chaney (3 year term expires 12/21) (resigned, need to fill vacancy)~~  
 Jeff King (3 year term expires 12/21)

\*Alternate to this board, Bill Ryan, has moved out of Pineville and is no longer eligible to participate on the board. That leaves two regular seats and one alternate seat vacant. Mr. Jim Knowles has expressed interest in participating on this board as well as continuing his participation on the Planning Board.

**TELEPHONE BOARD:** The Telephone Board will consist solely of Town Council Members, the Town Manager and Telecommunications Director.

**Terms for the following boards/committees are as follows:**

<u>Committee</u>	<u>Current</u>	<u>Proposed</u>
<b>CITIZENS TRANSIT ADVISORY GROUP:</b>	Tommy Fellers (term expires 6/30/20)	Board has not asked for a new volunteer
<b>ARTS and SCIENCE COUNCIL: ADVISORY COMMITTEE</b>	David Neely (2 year term expires 6/30/22) Greg Record (moved/resigned)	Need to fill vacancy
<b>CRTPO (MUMPO) REPRESENTATIVE:</b>	Jack Edwards, term expired 12/20	recommend reappointment (s/b Elected Official)
<b>MTC REPRESENTATIVE:</b>	Jack Edwards, term expired 12/20	recommend reappointment
<b>CENTRALINA COG DELEGATE:</b>	Jack Edwards, term expired 12/20 Ryan Spitzer, Alternate	recommend appointing ASW recommend reappointment unless other interested party
<b>MECKLENBURG COUNTY PLANNING COMMITTEE:</b>	Jack Edwards (term expired 12/20)	recommend reappointment unless other interested party
<b>ELECTRICITES:</b>	Jack Edwards, (term expired 12/20) Ryan Spitzer, <i>Alternate</i>	Jack Edwards (main) Ryan Spitzer (alternate) recommend reappointment unless other interested party
<b>TAX COLLECTOR:</b>	Mecklenburg County	was reappointed in August
<b>TOWN ATTORNEY:</b>	Janelle Lyons, term expired 12/20	recommend reappointment/ open for discussion
<b>MUNICIPAL EDUCATION: ADVISORY COMMITTEE</b>	Joe Maxim, 2 year term expires 12/21	Joe Maxim
<b>THE CHARLOTTE-MECKLENBURG STORM WATER ADVISORY COMMITTEE:</b>	Randy Smith (Resident) term expires 6/30/21	Randy Smith
<b>AIRPORT ROUNDTABLE:</b>	<del>Theresa Brunner</del> (resigned) (no term provided)	Open-board has not asked for another volunteer
<b>HAZARD MITIGATION COMMITTEE:</b>	Gerelyn Garcia (Resident) (no term provided) Libby Boatwright (Alt Resident) Brian Elgort (Town Rep) Mayor Edwards (Alt. Town Rep)	Keep as is Keep as is Keep as is Keep as is
<b>PINEVILLE PARKS &amp; RECREATION BOARD:</b> (all 3-year terms)	<b>Current Members:</b> Megan Bailey      Lorraine Haynes Sue Bankston      Yvette Isaacs Randy Brantley    Barbara Manning Tad Hardy          Stacy Shatterly Tristan McMannis   Clay Perry (Chair)	Keep all as is

**Action Requested:** Recommend reappointments where indicated.



Application for Board Appointments
Town of Pineville
P.O. Box 249
Pineville, NC 28134

Name: Jim H. Knowles Date: 1/6/21
Address: 1013 Cone Ave Phone: 704-889-2012
Email Address: jknowles@PinevilleDSL.NET Cell Phone: 704-534-1951

Which Board do you wish to participate on: Planning Board Board of Adjustment [checked]

Please explain briefly why you are seeking appointment to this board:
I want to help the town in it efforts to provide services to the residents of Pineville. I currently am on the Planning Board. I would like to serve on the Board of Adjustments as well. I have been a resident of Pineville since 1983 and am vested in this community. Thanks for considering me.

Please describe any professional experience you may have that would be relevant to this board:
I have served on the Planning Board for many years. I am a resident of the town since 1983, own property on Cone Ave, and am a Registered Pharmacist in NC & SC.

Please describe any committees, organizations or other boards you may have participated on or educational background you have that would qualify you for this position on the board:
Planning Board of the town of Pineville, many church committees, & a Registered Pharmacist in NC & SC. Worked on multiple committees at my work.

Please tell us anything else about yourself that would be beneficial to this board:
I believe I covered everything in the above statements.

Signature: Jim Knowles Date: 1/6/2021



# Application for Board Appointments

Town of Pineville

P.O. Box 249

Pineville, NC 28134

Name: Gary Wright Date: 01/08/2021

Address: 126 Lynnwood Lane Phone: 704-351-5306

Email Address: gwright@labella.com Cell Phone: 704-351-5306

Which Board do you wish to participate on: Planning Board  Board of Adjustment

Please explain briefly why you are seeking appointment to this board: Recruited and also have interest in serving my community

Please describe any professional experience you may have that would be relevant to this board:  
Worked in local government for 38 years.  
Worked with Engineering firms last 4 years.  
Background = Roadway construction, storm water, erosion control, concrete, asphalt.

Please describe any committees, organizations or other boards you may have participated on or educational background you have that would qualify you for this position on the board:  
2 yr AAS Degree Architectural Design  
2 yr ~~EE~~ AAS Degree Civil Eng Technology Degree  
Studied Civil Eng. @ UNC-Charlotte - did not complete.  
State certified in concrete, asphalt, erosion control

Please tell us anything else about yourself that would be beneficial to this board:  
Lived in Pineville since 1982

Signature: Gary Wright Date: 01/08/2021



**Application for Board Appointments**  
 Town of Pineville  
 P.O. Box 249  
 Pineville, NC 28134

*Rec'd 1/12/2021  
1:00 PM*

Name: David Neeley Date: 1/11/2021  
 Address: 11807 Carolina Blossom Ln, Pineville, NC 28134 Phone: (704) 369-6247  
 Email Address: davidneeley3@gmail.com Cell Phone: (704) 369-6247

Which Board do you wish to participate on: Planning Board  Board of Adjustment

**Please explain briefly why you are seeking appointment to this board:**  
I am seeking appointment to the Planning Board because as a Pineville resident, small business owner (service industry), and member of the Pineville Chamber of Commerce, I am heavily vested in Pineville's hospitable reputation and ability to attract profitable businesses.

**Please describe any professional experience you may have that would be relevant to this board:**  
Personal and Business spending are major factors in measuring economic viability of an area. As a financial planner, I am aware that well-maintained buildings, homes, and good planning, anedotally, have a positive affect spending in an area.

**Please describe any committees, organizations or other boards you may have participated on or educational background you have that would qualify you for this position on the board:**  
My current and previous board service includes:  
Chair, Director, Pineville Chamber of Commerce - current  
Representative, Arts & Science Council, SE Subcouncil/Pineville - current  
Director, Big Brothers Big Sisters of Central Carolinas - 2016-2018

**Please tell us anything else about yourself that would be beneficial to this board:**  
I live in the Carolina Village neighborhood off Dorman Rd in Pineville, NC. As a financial planner, my disposition is bent toward strategies that build value. Personally, professionally, civically, I am highly interested in furthering the aims of Pineville for the benefit of its citizens and would therefore, consider it an honor to serve on the Planning Board

Signature :  Date : 1/11/2021

**Barbara Monticello**

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**From:** Claire Jenkins <caashworth@gmail.com>  
**Sent:** Friday, January 8, 2021 2:55 PM  
**To:** BMonticello@pinevillenc.gov  
**Cc:** Joseph B. Maxim  
**Subject:** Claire Jenkins Resume - consideration for ASC Public Sector Advisory Council  
**Attachments:** ClaireJenkins Resume 2020.pdf

Good afternoon Barbara,

I filled out the application online for the ASC Public Sector Advisory Council and Joe Maxim advised me to forward you my resume as well. I have included a PDF in this email. Please let me know if anything additional is needed.

Thank you!

Claire Jenkins

704-473-0854

**Claire A. Jenkins**  
 416 Fisher Street  
 Pineville, NC 28134  
 704-473-0854  
 caashworth@gmail.com

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### OBJECTIVE

**Sales or Office Associate/Manager** providing effective assistance and leadership for operation of office, gallery, or retail store. Experienced in most phases of business operation, including sales, inventory, scheduling, and managing people. Effective facilitator and team player with ability to meet performance goals. Demonstrated success in organization of products and events, and always being customer-oriented.

### PROFESSIONAL EXPERIENCE

**Venturi Restoration, Pineville, NC**

**August 2015 to September 2020**

#### PROJECT COORDINATOR

Analytical and adaptable Project Coordinator with 5 years of experience facing challenges to achieve consistent quality results.

- Responsible for office administrative operations in restoration business management system DASH, adding notes, communicating tasks and deadlines.
- Worked specifically with mitigation and contents project managers to ensure compliance with internal system and with insurance carriers.
- Assisted project managers with inputting data.
- Aided in collections and cash flow, including communicating with mortgage companies.
- Responsible for inputting timecard entries in DASH system and submitting payroll information to both payroll department and staffing companies.

**Springs Insurance, Indian Land, SC**

**October 2011 to August 2015**

#### CUSTOMER SERVICE REPRESENTATIVE

Assisted office manager/sales agent with commitment to customer service by handling customer inquiries, billing questions and payments.

- Responsible for front office, handled all incoming calls, and scheduling of customers.
- Reviewed personal policies and maintained Agency Management System.
- Interacted with customers to identify their needs and resolve issues as quickly as possible.
- Documented customer interactions, details of inquiries, as well as actions taken.
- Billed all commission statements for agency.
- Superior customer service skills.
- Proficient in Microsoft Office applications Excel, Outlook, Powerpoint, and Word.

**Animal Supply House, Rock Hill, SC**

**January 2006 to May 2019**

**ASSISTANT MANAGER**

Assisted owners of pet supply retail store by supervising other sales people and general operation of the store.

- Purchased and managed inventory.
- Responsible for weekly work schedule of all employees.
- Responsible for customer sales and receipts.
- Organized store's stock.

**Art by J, Belmont, NC**

**August 2009 to May 2012**

**ART INSTRUCTOR**

Assistant art instructor in a private art school, teaching children ages 6 to 18. Aided in teaching children fundamentals of art using a range of art media including pastel, oil pastel, watercolor, acrylic, and clay. Assisted in planning and setting up of Christmas and Spring art shows.

**Sports Connection, Charlotte, NC**

**January 2008 to July 2009**

**ADMINISTRATIVE ASSISTANT AND HOSTESS**

Administrative assistant responsible for event planning and managing events as a hostess for children's birthday parties and other types of group outings. Events included games such as bowling, laser tag, video and arcade games.

- Member of "Birthday/Event Team."
- Successful party booking rates due in part to outgoing personality.
- Designed information flyers for the facility.
- Organized work areas in detail.
- Designed layout of retail area for new section, "Animaland."
- Purchased and managed inventory for "Animaland" and led training of employees for operation.
- Successful time management of parties and events.

**EDUCATION**

**B.A., Art with Art History Minor, Winthrop University, Rock Hill, South Carolina**