

**Town of Washington Park
Municipal Building
December 3, 2012
7:00 p.m.**

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|------------------|-------------------------|--------------|
| First South Bank | General Fund | \$ 65,940.98 |
| First South Bank | Capital Reserve Fund | 19,030.78 |
| First South Bank | Powell Bill/Checking | 9,689.90 |
| First South Bank | Powell Bill/Saving CD | 89,419.62 |
| First South Bank | Capital Reserve Fund/CD | 70,092.25 |

Total **\$254,173.53**

Present

Thomas Richter, Mayor
Jeff Peacock, Mayor pro tem
Lee Bowen, Commissioner
Patrick Nash, Commissioner
Jim Pagnani, Commissioner
Don Wilkinson, Commissioner

Absent

Mayor Richter called the meeting to order and the agenda was approved.

Mayor Richter called on Mr. Wood for his report. He provided another estimate for the repair of the bed of the dump truck for comparison. He reported that the garbage for the month was 29,860# and yard debris was 61,920# for the month. He reported no problems with personnel or vehicles.

A motion was made by Commissioner Wilkinson to accept the Beaufort County Iron Works' estimate of \$1982.10 to repair the bed of the dump truck and fix the doors and latch. Seconded by Commissioner Bowen. Passed by all.

Old Business

Mac Jones' ditch: Commissioner Wilkinson reported that he and Mr. Wood and Mayor pro tem Peacock had shot the area with a laser and that there was a good grade from the house to the ditch and a good grade from the ditch to the west, but that Dr. Jones' back yard was still mushy even without significant rainfall. It was decided that Mr. Wood, Commissioner Wilkinson, Mayor pro tem Peacock, and the clerk would meet soon with Dr. Jones to walk the ditch and discuss possible solutions.

Fences/Trey Smith: Mr. Smith was present to hear the Board's recommendations on the direction to take regarding fence styles and a proposed fence ordinance. Commissioner Bowen reported on the existing fences in Washington Park and the fence styles that are commonly available. His recommendation is to have an ordinance which prohibits certain styles, i.e. barbed wire, razor wire, chain link. He reiterated that existing fences are all fine, but that this would be for new fences going forward or where 50% or more of an existing fence is replaced. Commissioner Bowen suggested that there be limitations for front yard fences and back yard fences. Discussion followed regarding fence heights, sight lines at corner lots, opacity, as well as the possibility of obtaining a permit prior to erecting a fence. The suggested permit would require a drawing of the proposed

enclosure with heights and materials indicated, as well as a fee (to be determined) for the fence permit. Trey Smith will take the suggestions and come back to the Board at the January meeting with proposed draft language for a fence ordinance.

Mayor Richter raised the question of necessitating permits with fees in Washington Park for driveways, fences, outbuildings, dog pens, etc. Discussion followed. Trey Smith will provide the clerk with permit fees of other towns of similar size for comparison.

The minutes and financial statement were read and approved.

Ryan Cowell/Three Acre Wood: Mayor pro tem Peacock reported that the bridge repairs are finished and that Ryan was scheduled to spread the reject on Saturday, December 8, 2012.

Merit awards: Commissioner Pagnani led a discussion regarding the evaluation reporting for employees. He handed out a proposed two-page review sheet for the Town Clerk's annual evaluation for the fiscal year budget purposes. Commissioner Pagnani also reviewed the previous handouts for evaluation of the workers. Discussion followed regarding the timetable and procedures for evaluation of employees and the subsequent distribution of merit awards. It was agreed that Brian Wood, Commissioner Wilkinson, Mayor pro tem Peacock, and the clerk would meet to discuss merit awards for CJ and James as soon as possible. It was also agreed that there would be a 3% cap on awards for CJ and James.

Commissioner Bowen thanked Commissioner Pagnani for all his work on the merit award evaluation procedures.

New Business

Mayor Richter said that the Beaufort County Countywide Tourism Authority Feasibility Study requires a representative from Washington Park. Discussion followed. It was decided that the mayor would ask Bill Rianhard to serve; then Bo Lewis, if Mr. Rianhard refuses the appointment.

Reports

Commissioner Pagnani – no report.

Commissioner Nash – reported a larceny in the 400 block of Fairview as well as a fire at 316 College Avenue.

Commissioner Bowen – no report.

Commissioner Wilkinson – no report.

Mayor pro tem Peacock – asked about any reports filed with Animal Control on Leroy Scott's dog. Commissioner Nash said that he was not aware of any formal complaints, but would contact Beaufort County Animal Control.

Clerk's Report

The clerk reported that Elizabeth Wilder had come to her regarding the use of the Municipal Building after the informal "Christmas Parade." The clerk told Ms. Wilder that historically the Municipal Building was not used for private or public parties. Discussion

followed. The Board decided not to allow the building's use for the participants of the "Christmas Parade" at this time, but did agree that the Municipal Building's usage rules should be revisited in the near future with a discussion of permits and rules for usage and possible fees for the Municipal Building. She also presented to the Board insurance quotes from Morris Agency for \$6216 and Bragaw & Company for \$3980 for 2013 commercial liability, professional insurance and auto coverage. Commissioner Pagnani made a motion to accept the bid from Bragaw for 2013 insurance coverage. Seconded by Commissioner Nash. Passed by all. The clerk reported that she had renegotiated a contract with Unifirst, the uniform company, for \$10 less per week than is currently being charged. The clerk reviewed the holiday garbage schedule and asked that there be a Town Crier with this information. She also asked if the Board wanted to give \$50 to each worker for Christmas. The Board agreed to give the employees a \$50 Christmas award.

The next meeting is scheduled for Monday, January 7, 2013.

There being no further business, the meeting was adjourned.

Denise D. Dale
Clerk, Town of Washington Park