

**Town of Washington Park  
Municipal Building  
December 6, 2021  
7:00 p.m.**

United Bank	General Fund	\$ 271,533.56
United Bank	Capital Reserve Fund/Truck Fund	82,100.00
United Bank	Powell Bill Checking	13,384.00
United Bank	Powell Bill/Saving CD	65,270.85
United Bank	Capital Reserve Fund/CD	76,263.29
United Bank	American Rescue Plan Act Fund	<u>68,236.58</u>
	<b>Total</b>	<b>\$ 576,788.28</b>

**Present**

Thomas B. Richter, Mayor  
Jeff Peacock, Mayor pro tem  
Lee Bowen, Commissioner  
Belinda Cowell, Commissioner  
Wade Dale, Commissioner  
Patrick Nash, Commissioner

**Absent**

none

Mayor Richter called the meeting to order.

The Town Clerk, Denise Dale, administered the oath of office to the newly elected Board of Commissioners and Mayor.

Commissioner Bowen made a motion to approve the agenda. Seconded by Commissioner Dale. Passed by all.

Mayor Richter called on Danna Layne, of Nunn, Brashear, and Uzzell, PA, the accounting firm hired by the Town to do the annual audit. Ms. Layne gave a detailed presentation of the audit which included two findings of negative performance indicators. The Town has submitted a corrective action plan to the Local Government Commission regarding segregation of duties and maintaining the general ledger on the modified accrual basis, not on a cash basis of accounting. Mayor Richter thanked Ms. Layne for her presentation.

Mayor Richter called upon Mr. Rianhard of 322 Isabella Avenue. Mr. Rianhard voiced his ongoing concerns regarding 320 Isabella Avenue. Commissioner Nash said that he had called the Sheriff's office recently regarding break-ins at 320 Isabella and asked for increased surveillance at this unoccupied residence. Clerk Dale said that she would follow up with the City of Washington Chief Building Inspector, Mike Weldin, regarding his inspection of the property. Discussion followed regarding the potential use of cameras, but no action was taken. Mayor Richter thanked Mr. Rianhard for his comments.

The financial report and the minutes were approved with corrections upon motion by Commissioner Peacock. Seconded by Commissioner Dale. Passed by all.

### **Old Business**

320 Isabella Avenue: Mayor Richter led a discussion regarding the NC General Statute 160D-1203 (3)(a) which discusses the repair or a building at a reasonable cost in relation to the tax value of the dwelling. This amount is necessary for the Building Inspector to access the condition of the property to determine the approximate cost of repairs versus the tax value. Commissioner Bowen made a motion to define the relative value as 50%. Seconded by Commissioner Dale. Passed by all.

North side of Isabella Ave East end: Sorrell Surveying has completed the elevations, but is waiting for the drawing to be finished. After that, Commissioner Bowen will go to the homeowners with the drawing.

Maple Branch cleanout: Clerk Dale said that she had spoken with Nathaniel Alligood at Beaufort County Soil and Water and that the contractor would begin the week of December 13, 2021.

Eastern Washington Park town boundary: no update from Sorrell Surveying.

400 block College/Fairview Avenues: no update.

Replacement dump truck: Commissioner Bowen said that he was having second thoughts about a second compactor truck. Discussion followed. No action was taken.

Parking vehicles in the Town's rights-of-way: Clerk Dale said that she had not heard from the Planning Board, but would follow up with Seth Laughlin for further information.

### **Reports**

Commissioner Dale – reported that the pickleball nets were in need of repair. He will try to source heavier duty nets.

Commissioner Nash – no report except for 320 Isabella break in.

Mayor pro tem Peacock – no report.

Commissioner Bowen – no further report.

Commissioner Cowell – reported that Washington Utilities had cut down a tree on the Shorewood ditch. She had no further information and asked the clerk to follow up.

### **Clerk's Report**

The clerk reported that the Town had received an insurance check from Auto Owners Insurance for the stolen wood chipper for \$8734.99; that a refund of \$16.71 was received for the Workers' Comp audit; that \$20,934.12 had been received this month for ad valorem taxes; that one tennis key and one pickleball key had been sold.

Commissioner Nash made a motion to name Jeff Peacock as Mayor pro tem. Seconded by Commissioner Dale. Passed by all.

Commissioner Bowen made a motion to give \$50 Christmas checks to the permanent workers and a \$25 Christmas check to the temporary worker. Seconded by Mayor pro tem Peacock. Discussion followed. Passed by all.

The clerk presented the latest version of the Municipal Records Retention and Disposition Schedules for approval. Mayor pro tem Peacock made a motion to approve and adopt the latest version of the Municipal Records Retention and Disposition Schedules. Seconded by Commissioner Nash. Passed by all.

There being no further business, the meeting was adjourned by Mayor Richter.

The next regular meeting will be Monday, January 10, 2022 at 7:00 pm at the Municipal Building.

Denise D. Dale  
Clerk, Town of Washington Park