

**Town of Washington Park
Municipal Building
December 4, 2023
7:00 p.m.**

United Bank	General Fund	\$ 379,624.88
United Bank	Capital Reserve Fund/Truck Account	82,100.00
United Bank	Powell Bill Checking	38,904.03
United Bank	Powell Bill/Saving CD	66,852.10
United Bank	Capital Reserve CD	78,059.50
United Bank	American Rescue Plan Act Account	<u>137,516.01</u>
Total		\$ 783,056.52

Present

Thomas Richter, Mayor
Jeff Peacock, Mayor pro tem
Lee Bowen, Commissioner
Belinda Cowell, Commissioner
Wade Dale, Commissioner
Vail Rumley, Commissioner

Absent

Mayor Richter called the meeting to order. Mayor pro tem Peacock made a motion to approve the agenda. Seconded by Commissioner Dale. Passed by all.

The Town Clerk, Denise Dale, administered the oath of office to the newly elected Board of Commissioners and Mayor. Clerk Dale then administered an oath to the new Town Clerk, April Alligood.

The Board, upon motion of Commissioner Bowen, seconded by Commissioner Dale, selected Commissioner Peacock to continue to serve as Mayor pro-tem. The Board then reviewed their areas of responsibility. Each member wished to maintain their current area (Mayor pro-tem Peacock – Finance; Commissioner Bowen – Streets and Drainage; Commissioner Cowell – Beautification; Commissioner Dale – Recreation), assigning Crime and Public Safety to new Commissioner Rumley.

Mayor Richter asked for public input. MacGregor Bell provided an update on 320 Isabella Avenue. The demolition crew removed the rear addition to the house. He indicated a structural inspection would be conducted next week; he will assess how the results fit into his current plans. Pictures of the demolition were provided by Mayor Richter and passed around for review.

Bill Rianhard asked who the new zoning compliance officer would be. He was told the new Clerk would serve as the zoning compliance officer. It was also stated that before a building permit could be issued/approved, the zoning compliance officer would need to review the plans to ensure they met the necessary zoning requirements for Washington Park.

Clerk Dale asked that the Board appoint Clerk Alligood as the new Finance Officer, Budget Officer, and Zoning Compliance Officer. Mayor pro-tem Peacock made a

motion, seconded by Commissioner Bowen, to appoint Clerk Alligood as the Budget Officer. Passed by all.

Mayor pro-tem Peacock made a motion, seconded by Commissioner Dale, to appoint Clerk Alligood as the Finance Officer. Passed by all.

Commissioner Bowen made a motion, seconded by Commissioner Cowell, to appoint Clerk Alligood as the Zoning Compliance Officer. Passed by all.

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

Old Business

320 Isabella Avenue: In addition to above summary, Mr. Bell indicated the septic tank was located under the portion of the house that was demolished. He anticipates it was damaged and may need to be either repaired or replaced. He also stated he was not aware of where the drain field was located.

Drainage North side of Isabella Ave East end: no report.

Eastern Washington Park town limit: Commissioner Bowen reported that Sorrell Surveying has not been able to complete the survey work at this time.

Parking vehicles in the Town's rights-of-way: Commissioner Bowen reported more review and discussion will be needed. One example discussed is distinguishing between parking in the median, parking in right-of-way, parking in driveway, etc.

Tree cut on College Avenue: The Town attorney finalized and mailed a letter to Mr. Spain last week. Discussion was held regarding Mr. Spain being able to plant the tree himself and that he will have 30 days to comply.

Short-term rentals: North Carolina State legislation re Accessory Dwelling Units (ADUs) never passed. Discussion followed regarding a possible garage apartment being occupied by a non-family member; it was noted that there is possibly more than one instance of this occurring. Washington Park ordinances allow only one residence per lot per Town Zoning Ordinance.

Multi-family occupancies of residences: see short-term rentals

Resilient Coastal Communities Program: Clerk Dale reported the next Community Action Team (CAT) meeting is scheduled for Wednesday, December 6, 2023, at 10:00 am at the Municipal Building. January's CAT meeting is scheduled for Wednesday, January 17, 2024, at 10:00 am at the Municipal Building. There will also be a public open house at the Municipal Building on Thursday, December 14, 2023, from 4:00 pm until 6:30 pm.

ARPA fund: Commissioner Bowen is waiting on the drainage plan.

New Business

No new business discussed

Reports

Commissioner Dale – reported he received a quote from contractor John J. McCann, Jr. to repair the tennis/pickle ball courts, after the previous contractor notified him that he had dissolved his LLC and would not be able to perform the necessary work on the courts. Commissioner Dale also noted it would be mid-summer 2024 before the work would be completed. The Board reviewed the new quote. Mayor pro tem Peacock asked that the quote include resurfacing for four (4) pickleball courts instead of one (1) as noted on the quote. Mayor pro tem Peacock made a motion to accept the quote once amended to include 4 pickleball courts. Seconded by Commissioner Bowen, passed by all. Commissioner Dale also noted Fitness Unlimited held a 5K Turkey Trot through the Park on Thanksgiving Day. He also asked Todd to blow the leaves off the tennis courts. Additionally, Commissioner Dale mentioned the need to have better enforcement capabilities with regard to Town ordinances, referencing possible discussions with the Mid-East Commission. Mayor Richter indicated he is on the Board of the Mid-East Commission; he will speak with Director Bryant Buck and invite him to attend the next meeting to discuss options with the Board.

Commissioner Rumley – stated that she knows the players in public safety and will reach out to the Beaufort County Sheriff's Office (BCSO) to notify them that she is the new Crime and Public Safety contact on behalf of Washington Park. It was also noted that Lt. Dave Richards with the BCSO is listed as the liaison for Community Watch programs, according to the BCSO app.

Mayor pro tem Peacock – need to go into closed session to discuss a personnel matter.

Commissioner Bowen – reported that he is continuing to work on the analysis for street repaving. Ben Randolph, with Asphalt Solutions, thinks some of the quotes are overdone; the asphalt may be cracked in some places, but the base is good and may not require being refurbished. Commissioner Bowen needs more time to separate out and only do areas where asphalt needed. Clerk Dale notified Commissioner Bowen of a big tree root on Beech just before Isabella, that will need to be looked at.

Commissioner Cowell – reported that East Carolina University's presentation to the Board for the waterfront tree evaluation project is scheduled for December 12, 2023. Waiting on pricing/schedule for Stuart to plant trees in the Isabella median

Clerk's Report

Clerk Alligood reported: ad valorem taxes received last month were \$6,708.65, local option sales tax was \$14,090.11, one (1) yard sale permit had been issued, and one (1) pickleball key, and two (2) tennis keys had been sold. Additional bills paid last month included the auditor in the amount of \$8,550, legal fees in the amount of \$2,055, two (2) merit awards totaling \$3,782.50 and Dudley Landscaping was paid \$450 for tree trimming. The Clerk reported that the Winter Town Crier was hand-delivered to every resident on November 30, 2023, and that a copy was also emailed to the residents on the Washington Park email list (43 to date). Clerk Alligood discussed the 2024 meeting

schedule, specifically noting changes to meeting dates due to recognized holidays and the upcoming primary/election dates for 2024. Upon motion by Commissioner Bowen and seconded by Mayor pro tem Peacock, the Board approved the 2024 meeting schedule. The Board also agreed to a Christmas gift of \$50 for Town employees. Clerk Alligood reported that an Ethics on Demand class is available through the NCLM at a cost of \$60/person, as opposed to \$85/person from the UNC SOG. Provided update on bridge closing following public comment period during November meeting; Beaufort County Emergency Management indicated River Road/Highway 32 is an evacuation route and is not able to be completely shut-down during weather events. Commissioner Bowen recommended obtaining a sign from NCDOT regarding "high water" to put out when needed.

Mayor pro tem Peacock made a motion to go into closed session for a personnel matter. Seconded by Commissioner Dale. Passed by all.

Mayor pro tem Peacock made a motion to come out of closed session and return to the regular meeting. Seconded by Commissioner Bowen. Passed by all.

Commissioner Bowen made a motion to review the current personnel manual for necessary edits and/or updates. Seconded by Mayor pro tem Peacock. Passed by all.

Commissioner Bowen asked about the status of 512 River Road; no one has heard any updates on the property.

The next regular meeting will be Monday, January 8, 2024, at 7:00 pm at the Municipal Building.

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

April S. Alligood, Clerk
Town of Washington Park