

**Town of Washington Park  
Municipal Building  
December 1, 2025, 7:00 p.m.**

United Bank	General Fund	\$ 385,614.58
United Bank	Capital Reserve CD	84,329.17
United Bank	Powell Bill Checking	51,960.07
United Bank	Powell Bill/Saving CD	11,145.42
United Bank	American Rescue Plan Account	<u>98,245.91</u>
<b>Total</b>		<b>\$ 631,295.15</b>

**Present:** Thomas Richter, Mayor; Jeff Peacock, Mayor pro tem; Lee Bowen, Commissioner; Wade Dale, Commissioner, Trey Howdy, Commissioner; Vail Rumley, Commissioner

Mayor Richter called the meeting to order.

**Approve Agenda:** Clerk Alligood asked to move approval of the November minutes and financial report up on the agenda to be addressed by the current Board, before the new Board is sworn in. Commissioner Dale made a motion to approve the agenda, as amended. Seconded by Commissioner Bowen. Passed by all

**November Minutes and Financial Report:** The November financial report and minutes were reviewed. Mayor pro tem Peacock made a motion to approve the financial report. Seconded by Commissioner Dale. Passed by all. Mayor pro tem Peacock made a motion to approve the minutes. Seconded by Commissioner Rumley. Passed by all.

Commissioner Dale stepped down from the Dias. Trey Howdy was seated at the Dias. Clerk Alligood then swore in Mayor Richter and Board members Lee Bowen, Trey Howdy, Jeff Peacock, and Vail Rumley.

The Board, upon motion of Commissioner Rumley, seconded by Commissioner Bowen, selected Commissioner Peacock to continue to serve as Mayor pro-tem.

**Public Input:** Kim Warren spoke regarding her conversations with the USACE as they relate to her property at 322 River Road. She indicated the flags are placed where they need to be; she was also told a survey would need to be completed in order to mark the exact locations of the flags. She wants to be sure the Town is still proceeding forward.

**Old Business**

**320 Isabella Avenue:** The contractor has not returned calls to work on the yard. Mayor pro tem Peacock made a motion to authorize the Clerk to spend up to \$400 to hire a contractor to abate the yard. Seconded by Commissioner Rumley. Passed by all.

**320 River Road:** The map provided by the USACE does not match up with the location of the flags on the property. The property owners indicated they do not have any documents noting the pin locations of the flags. Commissioner Bowen contacted Hugh Sorrell, who said the USACE typically requires a survey to provide pin locations. Commissioner Bowen proposes hiring Sorrell Surveying to place iron markers noting the placement of the USACE flags and providing a map with the pin locations of the flags. Once the line is marked, the Town can enforce the ordinance from that line forward. Discussion about enforcing the new ordinance throughout the Town. Commissioner

Bowen made a motion to hire Sorrell Surveying to survey and mark the flag locations on a map, not to exceed \$700. Seconded by Mayor pro tem Peacock. Passed by all.

**RCCP Update:** Engineering/Design of Living Shoreline (LSL) – Phase 3: Received reimbursement of \$19,392.78. Received, paid, and submitted for reimbursement invoice in the amount of \$56,783.85. To date, \$152,366 has been spent on the grant; the approximate balance is \$85,000. RK&K anticipates completing the design plans by the end of March 2026.

Closing America's Wastewater Access Gap (CAWAG) – Wastewater Analysis: TEAMS meeting on November 12 with Stacey Harris, Beaufort County Sanitation, to discuss history and status of septic systems in Washington Park. A second TEAMS meeting was held on November 24 with the full group. Rivers & Associates continues to finalize cost estimates; plans were discussed to review in more detail the history of repair/replacement work for septic systems in Washington Park. A public input meeting is anticipated for January. The next check-in call is scheduled for December 22, 2025.

Stormwater Analysis – Phase 3: An RFQ has been prepared and will be posted for three (3) weeks, seeking a firm to perform the work. Once a firm is selected, the Board will need to approve the contract; anticipate contract approval at the February meeting.

### **New Business**

**Discuss Vacant Town Board Seat:** Commissioner elect Tim Melton decided to accept the vacant Public Works employee position with the Town. In order to accept the position, he declined his newly elected position as a Town Board Commissioner, leaving a vacancy on the Board. The Clerk shared options for filling the vacancy, as indicated by the Town attorney: (1) motion and vote method - a Board member makes a motion and if that person receives a majority vote, then they fill the vacancy; or (2) nomination and ballot method - nominations are held and the members vote by ballot. Commissioner Bowen made a motion to nominate Wade Dale to fill the current Town Board vacancy; seconded by Commissioner Rumley. Passed by all. Mr. Dale accepted the position. Clerk Alligood swore in Commissioner Dale, and he rejoined the Dias.

**MEC Planning and Zoning Administration Services Contract Amendment #2:** The current contract with the MEC to amend the Town ordinances is set to expire on December 31. Due to the intervening request to rezone which was received by the Town and later withdrawn, additional time is needed to finalize the process of amending the Town ordinances. The MEC proposes a new deadline of June 30, 2026. Mayor pro tem Peacock made a motion to approve the date amendment. Seconded by Commissioner Rumley. Passed by all.

**Grant Project Ordinance Phase 3 – Stormwater Action Plan:** Commissioner Bowen made a motion to approve the grant project ordinance for the Stormwater action plan RCCP Phase 3 grant. Seconded by Mayor pro tem Peacock. Passed by all.

**2026 Meeting Schedule:** Clerk Alligood reviewed the proposed 2026 meeting schedule, noting dates the meeting would need to be rescheduled from the first Monday of the month: March (due to set up for primary election on March 3; April (due to the Easter Monday holiday); July (due to the July 4 holiday); September (due to the Labor Day holiday); and November (due to set up for the November elections on November 3). Two (2) options were provided for the July meeting (June 29 or July 13). Mayor pro tem

Peacock made a motion to approve the proposed schedule, holding the July meeting on June 29. Seconded by Commissioner Rumley. Passed by all.

### **Commissioners' Reports**

**Commissioner Dale:** The Turkey Trot was held on Thanksgiving morning with approximately 75 participants.

**Commissioner Rumley:** One incident was reported on November 12 in the 200 block of Isabella Avenue; and the Beaufort County Sheriff's Office conducted 32 drive-through neighborhood checks.

**Mayor tem Peacock:** The Townscape committee intends to plant the remaining trees on Isabella Avenue this week. Mayor pro tem Peacock then discussed the Commissioner's areas of responsibility. Now is a good time to review the current assignments and the division of work, such as splitting street and drainage between two (2) members and adding Beautification/Trees to someone, especially now that the Townscape Committee is assisting with some of those tasks. After a brief discussion, it was decided to discuss it in more detail at the January meeting and to keep the duties the same for now: Mayor pro-tem Peacock – Finance; Commissioner Bowen – Streets and Drainage; Commissioner Rumley - Public Safety; Commissioner Dale – Recreation, assigning Beautification/Trees to Commissioner Howdy.

**Commissioner Bowen:** The Shipley's have completed their front driveway on Small Street and the pipe on the Spruce Street side has been installed, replacing it with corrugated plastic. Contacted Stuart Dudley regarding raising the grate at 201 Isabella Avenue; he will work on it at his convenience.

**Commissioner Howdy:** Looking forward to working with the Board.

### **Clerk's Report**

**Deposits** received in November totaled **\$89,562.34** (Ad Valorem / NCVTS: \$55,291.50; Local Option Sales Tax: \$14,487.11; Quarterly Solid Waste Tax: \$75.95; Reimburse LSL grant: \$19,392.78; Tennis/PB keys: \$55.00; Misc – sale of dump truck top: \$210; Misc – reimburse public hearing ad: \$50). **Ordinance Review:** Planning Board meeting held November 5. MEC updating draft for Board to review; anticipate having draft available for review and posting by end of December then scheduling the public hearing for February. **FY25 Audit:** Audit has been completed and there were no findings; the auditor plans to make the audit presentation at the January meeting. **Notice of Compliance:** submitted compliance notice for deck at 604 Fairview Avenue; pergola at 607 Small Street. Led to discussion regarding parameters the City of Washington looks at for requiring a building permit. Clerk Alligood was asked to contact the City of Washington for more information.

Commissioner Dale then asked about Christmas bonuses. Mayor pro tem Peacock made a motion to give a \$50 bonus to employees. Seconded by Commissioner Dale. Passed by all.

The next regular meeting will be Monday, January 5, 2026, at 7:00 pm at the Municipal Building. There being no further business, the Mayor adjourned the meeting.

April S. Alligood, Clerk  
Town of Washington Park