

**Mayor**

Doris Underwood

**Commissioners**

Christopher Carlson

Edward Lowery Jr.

Daniel McColl

Tony McVickers

Benjamin Mahaffey

**Attorney**

Sarah Price



**Town Clerk/Finance Officer**

Raymie Day

**Utility Clerk**

Lana Penfield

**Interim Chief of Police**

John Micheals

**Public Works Director**

Joe Penfield

**Code Enforcement Officer**

Tina Odom

## MEETING MINUTES APRIL 15<sup>th</sup>, 2025

*Called to order by Mayor Underwood 18:31*

*Invocation by Danny McColl*

*Pledge of allegiance led by Mayor Underwood*

*Approval of meeting minutes for March 4<sup>th</sup>, 2025 were approved by the board*

### **The following members of the board of commissioners were present:**

Mayor Underwood

Commissioner Carlson

Commissioner Lowery

Commissioner Mahaffey

Commissioner McColl

Commissioner McVickers

Mayor Underwood called for the approval of the minutes from March 4<sup>th</sup>, 2025.

Commissioner Carlson made the motion for approval and Commissioner Mahaffey seconded and the motion carried.

### **Overview**

- **Ordinance enforcement** on fences, sheds, and accessory buildings is questioned.
- **Property deals:** Discussion of potential purchase (Dr. Locklear property) and EMS building usage.
- **Police actions:** Procurement and reimbursement issues for police radios, with plans for local programming.
- **Infrastructure concerns** regarding driveways, stop signs, and drainage standards in Cardinal Cove and Freedom Place subdivisions.
- **Legal and communication issues:** Liability discussions and updates for the town website and social media.

### **Fences and Sheds Enforcement**

- **Discussion on compliance:** Commissioner Lowery debated the issue of a falling fence and a truck-box shed going against the town ordinance. The question was raised as to if it violates a newly amended ordinance or an old one.
- **Penalties:** The concern was raised over informing residents about penalties (e.g., \$50 per day) without having a clear, enforceable ordinance to review. Tina stated there is one.

## Property Purchase and EMS Building Usage

- **Property Negotiation:** Discussion about revisiting the deal on the property owned by Dr. Locklear, including drafting a proposal for board approval was raised. Mayor Underwood and the board discussed allowing Tina to speak with Dr. Locklear again. No motion was needed as this topic has already been approved by the board.
- **EMS Building Concerns:** The board discussed reclaiming *or* purchasing the EMS building back from the county to use for the maintenance department. The EMS buildings is not currently being utilized by the county. Mayor Underwood stated she has spoken to the county with no response. A draft will be created for Mayor Underwood to take to the board.

## Police Radios and Procurement

- **Radio Reimbursement and Purchase:** Reviewed the status of newly purchased police radios that were not delivered. There is a monthly reimbursement of \$1,500 from the previous vendor who failed to deliver the purchased radios. A motion was made to purchase only one new radio from a NEW vendor until the other reimbursement is completed to purchase more. Motion was approved.
- **Local Programming:** The police department has found someone locally that can program the one radio needing reprogramed.

## Driveways, Stop Signs, and Infrastructure (DOT punch list)

- **Compliance Issues:** Extensive discussion on driveway permitting, drainage pipe requirements, and the new neighborhoods (Cardinal Cove and Freedom Place) adhering to county/state standards. The board is aware the streets in Cardinal Cove and Freedom Place are not state or town maintained streets with the exception of Magnolia Street in the Freedom Place Subdivision. Magnolia is a town maintained street. Tina will check to see if penalties can be given to the builder and developer for the driveway issues.
- **Clarification of Responsibilities:** Debate over whether builders or developers should be held accountable for infrastructure shortcomings such as improperly placed stop signs and inadequate drainage.
- **Enforcement and Liability:** Stressed the need to install stop signs to mitigate legal liability and enhance safety, with potential penalties for non-compliance. Requested for the towns attorney to send a formal letter addressing the legal liability associated with the missing stop signs and request ordinance compliance.

## Website and Social Media Updates

- **Updating Online Content:** The need to post current meeting minutes and update the police departments information on the town website was raised. Officer Sabangan and Raymie (Town Clerk) will work on the website.
- **Enhanced Social Media Presence:** Discussions included using monthly police statistics and updates to improve the public image of local law enforcement via their Facebook page.

### **Additional Municipal Projects**

- **Tree Removal and Sewer Line Adjustments:** Reviewed estimates for significant tree removal projects and discussed no longer rerouting sewer lines to resolve land use issues. Lana (Utility Clerk) will follow up with David Honeycutt (McGill Engineer Associate) and explain the financial benefit to the town by not rerouting the lines.

### **Police**

- **Police Updates:** Officer Sabangan updated the current police activity reports.  
Calls as followed  
8 traffic stops (6 citations/7 verbal)  
2 larcenies  
4 Alarms  
3 speak with an officer  
2 Change in Mental Status  
1 Unauthorized use of a motor vehicle  
1 Check on subject  
1 Disorderly conduct  
1 911 Hangup  
1 OD/Poisoning  
1 Vehicle fire

### **Public Comments**

- The request was made that the board purchase a microphone so the public is able to hear the meetings more clearly.

### **Action Items**

- **Police Dept:** Program the new police radio locally and order 1 replacement radio until the previously radios have been reimbursed.
- **Tina:** (Code Enforcement Officer) Prepare a detailed analysis to delineate responsibilities between builders and developers regarding stop signs and

May 6, 2026

Re:

Page 4

---

drainage issues. Speak to Dr. Locklear about the purchase of his land near town hall.

- 
- **Sarah:** (Town Attorney) Send a formal letter addressing the legal liability associated with the missing stop signs and ordinance compliance.
- **Raymie:** (Town Clerk) Coordinate with Officer Sabangan to update the police section of the website and also post current town meeting minutes.
- **Lana:** (Utility Clerk) Speak with David Honeycutt on saving the town funds by rerouting sewer lines by shortening the distance without compromising functionality.

#### **Commissioner Comments**

- Commissioner Mahaffey requested a closed session for human resources issues.