

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

TOWNHALL MEETING MINUTES June 3rd, 2025

Called to order by Mayor Underwood 6:29PM

Invocation by Commissioner McVickers

Pledge of allegiance led by Mayor Underwood

The following members of the board of commissioners were present:

Mayor Underwood

Commissioner McVickers

Commissioner Carlson

Commissioner Lowery

Commissioner Mahaffey

Commissioner McColl

Overview

Meeting minutes from May 6th, 20th, and 25th approved.

Consent agenda items on state retirement and employer compensation passed.

Budget adjustments discussed for water, sewer, and retirement funds

Maintenance shop issues: heat, lack of restrooms, and potential new building (40x60 ft, est. \$20,000–\$50,000)

Grant opportunities and funding sources explored for public works.

Police department: new hires, equipment upgrades, and technology needs (Windows 11, CAD system)

Purchase of land of Dr. Locklears Land for future government expansion discussed and motioned to purchase

Permits: 8 new accounts, 8 permits issued, 6 new constructions

Retirement forms and loan payments updated

Donations and legal/ethical use of funds reviewed

Action items: cost analysis for new building, research on equipment, follow-up on legal/financial questions.

Approval of Previous Meeting Minutes

- Approved meeting minutes from May 6th, May 20th, and May 25th.
- Commissioner Mcaffey motioned. Commissioner McVickers seconded.

Consent item

Retirement & Compensation

- Approval of the state retirement and employee compensation was passed.
- Commissioner Mcaffey motioned. Commissioner Lowery seconded.

NEW BUSINESS

Meeting Minute Calendar

- Approval of the remaining 2025 meeting were discussed.
- The decision was made to combine the Town Hall meeting and workshop meeting in November.
- The meeting date is set for November 18th, 2025 at 6:30PM.

OLD BUSINESS

2025/2026 Budget

- Budget can be adjusted throughout the year, not fixed after July 1.
- Previous year's budget used as baseline; adjusted for current year.
- Two main changes: increased chemical and retirement amounts in water/sewer.
- Budget approval required before implementation in QuickBooks and operations.
- New fiscal year starts July 1 with updated budget.
- Budget for 2025/2026 was approved.
- Mayor Underwood motioned. Commissioner Mahaffey seconded.

Maintenance Shop: Facility Issues & Solutions

- Maintenance shop lacks adequate heating, air conditioning, and restroom.
- Temperatures have reached 90°F, making work conditions untenable.
- Temporary relocating to EMS building was discussed with the county; The county offered for the town to rent one bay and cover all the expenses to include rental includes utilities.
- Rental option was not adequate enough for the needs of the town.
- Negotiation ongoing to purchase the building back from the county.
- The town is still allowed to use the EMS kitchen for Meals on Wheels.
- Proposal to construct new 40×60 ft metal building with utilities (heat, AC, water, bathroom).
- Estimated cost for slab and building: \$20,000–\$30,000; total with utilities up to \$50,000.
- Funding options include grants and capital improvement budget; possible reimbursement.
- Action items: conduct cost analysis, determine building size, research utility connections, and prepare information for the next meeting.

Public Comments

No public comments were taken or addressed.

DEPARTMENT REPORTS

Public Works and Zoning

- Test results returned positive.
- Pothole repairs pending dry weather.
- Rain forecasted for next week may delay patching.
- Drainage issues persist on Armory Rd and Washington St. Washington St. deteriorating rapidly; French drain installed in two yards with limited success.

-
- Eight new accounts opened in Freedom Place Subdivision; 14 on cutoff list, 7 cut off, 2 remain off.
 - Sewer project awaiting DOT permit reversal; bid process expected by end of month; business district not in original plans but under review for possible connections.
 - Sewer loan balance inquiry pending; no response from contact yet.
 - Sewer loan requires payment via bank wire, not checks.
 - Total sewer loan amount is just below \$30,000, split into two loans: ~\$24,000 and ~\$4,000.
 - Annual payment due every May; payment made this week, reflected in budget.
 - Invoice received with current amount due and was paid.
 - Zoning issued 8 permits in the past month: 1 for garage, 1 fence and 6 for new construction.

Police Department: Reports, Staffing, and Technology

- Answered 8 emergency 911 calls this month.
- Issued 18 citations, 1 warning, 2 verbals.
- Deputies Hunt and Lindsley completed firearms qualification; pending additional clearances before starting part-time.
- Coordinating officer assignments for July 4th parade security and traffic control.
- Implementing county CAD system for emergency tracking; incurs \$5/month per user for security and tech support.
- Sole source vendor provides unique system capturing date, time, and speed for every vehicle entering town.
- System enables data aggregation to inform law enforcement deployment and maximize enforcement efforts.
- Alternative systems are cheaper but lack data analysis capabilities; only provide radar and signage.
- Proposed compromise: purchase two data-retention units (approx. \$2,600 each) and two basic units (\$500–\$700 each).
- Purchase options available within current budget.
- Approval was made to purchase 3 laptops and 4 of the data retention units.
- Commissioner Carlson motioned. Commissioner Lowery seconded.

Administration

- Retirement setup completed for all five members; forms pending for back pay calculation.
- Loan payment discussed.
- Governor's Highway Grant offers funding for one police officer and one vehicle.
- Obtained quotes for new vehicle after grant discussion.

Legal

-
- Local business owner donated a \$3000.00 check to the town.
 - Donation was not allocated for a specific purpose.
 - Commissioner McVicker stated the ethics training he attended indicated unallocated donations may not be allowed.
 - Legality of unallocated donations questioned; follow-up with attorney suggested.
 - First step is to contact county manager to get on commissioners' agenda.
 - Formal request needed for extraterritorial jurisdiction consideration.
 - Discussion centers on process for extraterritorial authority.
 - Town attorney presented an offer to purchase Dr. Locklear's land for government expansion.
 - It was stated that there were discrepancies noted in previous meeting minutes regarding the land purchase discussion. Commissioner McVickers stated that it was approved to move forward with the offer of \$80,000 to purchase the land.
 - Purchasing the land supports future expansion because there is only so much land available.
 - The board was informed that Dr. Locklear already has an offer on his lot pending.
 - Proposal to call for a new vote to proceed with the offer to purchase the land was motioned by Commissioner McVickers. 4 votes in favor of placing an offer. Commissioners Lowery and McColl oppose. Offer to purchase is approved.

Action Items

Cost Analysis for New Maintenance Building

Obtain quotes and conduct a quick cost analysis for a 40x60 ft metal building, including concrete, plumbing, and electrical.

Research Equipment and Vendor Options

Tina requested to check with contacts for building and equipment pricing, and report findings at the next meeting.

Adjust Budget Before July 1st

Commissioner Carlson to send an update on the final cost of the laptops and signs to the town clerk so that the budget will reflect final purchase amounts and ensure compliance with auditor requirements.

Provide Retirement Back Pay Information

Town Clerk to complete retirement forms and provide the full amount of back pay to the team as soon as processed.

Follow Up on Legal Use of Donations

Mayor Underwood to consult with the town attorney to confirm the legal and ethical use of direct business donations.

Formal Request for Extraterritorial Jurisdiction

Town attorney is to reach out to the county manager to get on the commissioners' agenda for extraterritorial jurisdiction approval.