

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
November 18, 2025**

Called to order by Mayor Underwood 6:30PM

Invocation by Tony McVickers

Pledge of allegiance led by Mayor Underwood

The following members of the board of commissioners were present:

Mayor Underwood

Commissioner Carlson

Commissioner Lowery

Commissioner McVickers

Commissioner McColl

Commissioner Mahaffey

Overview

Reviewed and approved previous meeting minutes.

Announced upcoming events: swearing-in on December 2nd and Christmas tree lighting. Discussed maintenance and infrastructure updates, including sewer project re-bid. Reviewed legal complexities of Ruritan property purchase.

Financial and police department updates provided.

Website redesign proposed to save \$130/month.

Approved meeting dates for January-June 2026.

Introducing Parkton Medical Wellness Center business plan.

Meeting Minute Approval

- Approval of meeting minutes from October 7 (both open and closed session) as well as October 21 presented for approval
- Commissioner Carlson motioned for the approval of the minutes. The motion was seconded by Commissioner Lowery. All in favor.

New Business

Election Results

- Mayor Underwood states the new mayor and board members will be sworn in On December 2nd.
- Christmas tree lighting @6:30pm followed by the swearing in.

Meeting Dates for Jan – Jun 2026.

- Board agrees to the proposed meeting dates for Jan – Jun 2026.
- Town Clerk requests the motion be made for the minutes.

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- Commissioner Carlson made the motion for meeting dates to be approved. Commissioner McVickers seconded the motion. All in favor.

Old Business

Maintenance Building Updates

- Building updates include garage and seal repairs pending.
- Diamond estimate received, higher than previous and over the other estimate.
- Front portion parking lot estimate received; back portion estimate pending.

Sewer Project Updates

- No new updates on the sewer project.
- The well project will be re-bid due to only two initial bids; new bid process allows for one bid; results expected in 10 days.

Ruritan Property Update

- Lawyer Price gives updates on the deed.
- Ruritan properties 1955 deed is phrased as being jointly owned by Ruritans and three churches (Presbyterian Church, Baptist Church and Methodist Church of the white race). The deed also restricts use to scouting/youth activities; unclear if property can be sold or reverts to prior owner's heirs.
- Title search and inquiry to title insurance company pending for clarification on restrictions and ownership.
- Commissioner McVickers states that if the churches have boards, not senior pastors, they are likely to serve as the decision-makers for sale negotiations.
- Current owners may be unaware of their claims; town must negotiate with all parties if sale proceeds.
- Lawyer Price to continue to work on the offer.

Public comments

- No public comments

Department reports

Public Works

- Updates given by Utility Clerk Penfield.
- Approved 17 new accounts this month.
- Cutoff lists were reduced from 16 to 4; all but one restored.

Police

- Updates given by Police Chief Chitwood
- Police issued 7 citations, 2 warnings, responded to 4 accidents, 2 suspicious persons, 2 alarms, 1 assault, 1 welfare check, 1 vandalism.
- Officer Sabangan completed basic narcotics investigator school, attending Police Law Institute.
- Police department renovations underway; onboarding process ongoing.
- Police vehicles were purchased and awaiting upfitting.
- Equipment was donated from other towns and costs remained below expected amounts.

Administration

- Town Clerk Day gives updates and website proposals.
- Audit for 2024-25 fiscal year started; police car capital management transfers completed.
- Proposed new website via Squarespace to save \$130/month.
- Canva subscription for \$200/year for graphics.
- New website to improve usability, reduce costs, and enhance staff visibility.
- Website structure reorganized; it will include department headshots and staff info.
- Site is user friendly.
- Domain remains with GoDaddy; requires redirect to new site.
- Board states Ms. Day doesn't need permission to complete this duty and they appreciate being informed of the plans.

Legal

- Lawyer Price gives legal updates.
- Hughes property currently has a claim on the estate. Nothing can be handled until this claim has been settled.
- Request was made that the board send questions to Mrs. Price ahead of board meetings so she can research the topic and consult with other legal experts.
- Best practices for closed sessions are to close for sensitive items but notify the public that you will reopen.

Zoning

Commissioner Lowery gives zoning updates.

- 11 permits, 3 fences, 1 addition, 6 new houses/driveways, 1 single drive.
- Brought in \$890.00 of revenue to the town.

Commissioner Comments

- Commissioner McVickers states that he has emailed Ms. Day a proposal and asks that she send it out to everyone.
- Proposed Parkton Medical Wellness Center business plan outlined.
- Plan includes employing 5–7 staff (nurse practitioners, physician assistants, medical assistants, office managers).
- Operating hours: 5 days/week plus half-day Saturday.
- Ownership: local husband and wife team.
- Information will be forwarded for group review and discussion.
- Commissioner Carlson commends Chief Chitwood for the hard work he is putting in for the police department and tells the public they will be seeing new police vehicles on the road soon.

Motion was made by Commissioner Mahaffey to close the session for an HR item.

Commissioner Lowery seconds the motion.

Session closed.

Session re-opened for the public.

May 6, 2026

Re:

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Christmas Party

- Mayor Underwood states that the Christmas Party for the team will be held on December 16th.
- Sammios will be catering, and the party will be held at the First Missionary Baptist Church.
- Assistance has been requested from Mayor Underwood to the board to set up of the party as it is for the employees.

Adjournment

- Commissioner Lowery motioned the meeting be adjourned. Commissioner Carlson seconded the motion. All in favor.