

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 July 1, 2025

Called to order by Mayor Underwood 7:00PM

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

The following members of the board of commissioners were not present:

Commissioner Mahaffey

Overview

Approved minutes from June 3rd and 17th meetings

Police Department consulting contract discussed and approved for one year at **\$16,000** (or **\$4,000/quarter**), with focus on hiring a full-time chief and department development

Budget adjustments and resource allocation for police and other departments reviewed

Public works update: 10 new accounts, 7 cut-offs, generator shipment, and maintenance updates

Community center proposal for youth and job support presented

ETJ (Extraterritorial Jurisdiction) and zoning enforcement discussed as ongoing political/legal issue

Sewer project updates: awaiting permits and bid status

Town finances: retirement matters, grant repayments, and budget strategies reviewed

Parade and event logistics finalized

Motion made to move forward with **trash** items.

Decision to **table water and sewer** items for further review for a few months.

Meeting Minutes

Mayor Underwood called for the approval of the minutes from June 3, 2025 and June 17, 2025.

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

Consent Items

- Recommendation was made to only increase the trash rates and table water sewer rates until later into the year for reevaluation.
- Board agrees to table water/sewer rates but continue with the trash increase. Commissioner McColl motioned the approval. Commissioner Lowrey seconded the motion. Motion carried.

New Business

N/A

Old Business

Police Department Consulting Contract Discussion

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- Contract duration: 1 year, cost: \$16,000 (\$4,000/quarter), terminable at the end of any quarter.
 - DVA to identify candidates, assist hiring, and mentor new full-time police chief.
 - Consulting service includes audits, policy/procedure development, and departmental assessments.
 - Chief Micheals was recognized for his performance; consulting to ensure standards and policies are established.
 - Budget review indicated need for restructuring law enforcement staffing.
 - The plan includes hiring a full-time chief, 1-2 full-time officers, and changes to part-time roles.
 - Implementation follows a quarterly order: budget/pay plan, asset audit, policy review, crime mitigation and annual review.
 - Chief Micheals and Commissioner Carlson endorsed the plan as feasible within the current budget, with future budget adjustments.
 - Commissioner McColl stated that the service contract would be better for the town if DV8 was only paid for the first quarter and finding a chief: contract could be reevaluated after the first quarter.
 - DV8 includes a panel offering three law enforcement officials with years of experience.
 - Panel will offer multiple consulting services over the course of their contract.
 - DV8 recommends audits for police records, employee records, evidence, assets, and policies.
 - The current administrative and evidence management processes have deficiencies; To reduce liability a full overhaul is advised per DV8.
 - Two options: hire a chief only now or commit to full service.
 - Recommendation: hire a chief first, assess the need for further support later.
 - Chief Micheals emphasized that sustained success depends on adequate chief compensation to prevent high turnover.
 - A motion was made by Commissioner Carlson to approve the DV8 contract and Commissioner Lowrey seconded. A vote was taken as Commissioner McColl was opposed. The approval of the police department contract for DVA Consulting Group passed with 4 for and 1 opposed.

Maintenance Shoop Updates

- No new updates on quotes are currently available as Tina is waiting for all the quotes to come back.

Commissioner Town Hall Request List

- No board members provided a list but agreed with the list created by the clerk and utility clerk.
- Commissioner McVickers stated he would like the list to include a separate section/office/desk for the commissioners to be able to work from.

Marquee Sign Update

- No updates currently

Public Comments

- Speaker served in the military, involved in Parkton for 20 years.
- Founded non-profit for single parents; aims to create community center for Parkton children.
- Conducted year-long research on grants to fund community center; requires town approval.
- Distributed community survey to gather feedback on center's value and features.
- Proposed center to include computer lab, job search resources, tutoring, and recreational spaces; presented funding and job creation proposal to mayor.

Department Reports

Public Works

- o 10 new accounts this month; 7 cut off, 3 still locked.
- o Sewer project awaiting railroad permit release before bidding.
- o Generator for public works shipped today or tomorrow.
- o Request was made for weekly updates from McGill.

Police

- o May: 2 alarm calls, 2 disorderly, 1 domestic, 1 officer request, 2 suspicious subjects, 11 traffic stops.
- o June: 1 alarm, 1 citizen assist, 3 health/welfare checks, 2 officer requests, 4 traffic stops.
- o 16 people (5 Parkton officers, 11 others) will be assisting with parking and the parade.
- o 2 deputies finishing hiring in 2 weeks.

Admin

- o Retirement documents completed and submitted, awaiting final amounts.
- o Sinarama design approved; measurements scheduled for vinyl installation on building front and sides.
- o Office computers ordered; setup scheduled for 16th of July.
- o Budget adjusted for signs and police computers; both ordered; signs arrive Wednesday.
- o Outstanding balance on first sewer project approximately \$300,000.
- o Grant matches payments and it is paid annually.
- o Loan is interest-free.
- o The request was made for documentation of the remaining exact balances.

Legal

- o ETJ process requires county commissioners to relinquish control; primarily a political issue.
- o Current moratorium on new ETJ in Wake County; no known local bill affecting this area.
- o Mention of the purchase of Dr. Locklears lot mentioned. Legal was informed that the lot has since been sold.

Parade and Event Updates

- Food truck setup assistance requested at 7:30.
- Police involvement addressed; Captain Bouchard managing hotline and complaints. All police questions are to go through Capt. Bouchard.
- Pamphlets about 4th of July are available for distribution.
- Parade route starts and returns at the elementary school; route clarified as not on Washington Street.