



## **Town of Beaufort, NC**

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### **Board of Commissioners Work Session Meeting 4:00 PM Monday, March 28, 2022 Train Depot- 614 Broad Street Beaufort, NC 28516 Minutes**

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#### **Call To Order**

Mayor Harker called the meeting to order at 4:00 p.m.

#### **Roll Call**

Elizabeth Lewis, Town Clerk, called the roll.

#### **PRESENT:**

Mayor Harker  
Mayor Pro Tem Hagle  
Commissioner Cooper  
Commissioner Hollinshed  
Commissioner Oliver  
Commissioner Terwilliger

#### **Agenda Approval**

Commissioner Hagle made a motion to approve the agenda as presented.

The motion passed unanimously.

#### **Public Comment**

There was none.

#### **Items for Discussion and Consideration**

1. Zoning Text Amendment - Duplexes as a Permitted Use in the TR Zone

Kyle Garner, Planning Director, asked that there be a Public Hearing set for the April regular meeting, to hear the proposed Zoning Text Amendment that would allow duplexes as a permitted use in the transitional (TR) zone.

Commissioner Terwilliger asked if there were any drawbacks to the amendment.

Mr. Garner did not indicate that there were any from staff's perspective.

Commissioner Hollinshed made a motion to set a Public Hearing for the item to be heard at the April 11<sup>th</sup> Regular Meeting.

The motion passed unanimously.

## 2. Minutes

Mayor Harker stated the consensus of the board was to place the proposed draft minutes (February 14<sup>th</sup> & 28<sup>th</sup>) on the agenda under items of consent for the next regular meeting.

## 3. NCDEQ-DWI Spring 2022 Applications

Greg Meshaw, Town Engineer, recommended applying for grant funds available through North Carolina Department of Environmental Quality. He explained along with the applications, resolutions must be adopted. He said there were four separate funding applications being made on behalf of the Town; two for the Wastewater Pump Stations Replacement, one for the Wastewater Collection System Rehabilitation and one for the Water Distribution System Improvements. He described each type of application, preconstruction (design) and construction, and explained what it meant for the Town in terms of funding.

Commissioner Terwilliger had questions as to why the application indicated the Town had not transferred funds from the water and/or sewer enterprise fund to the general fund.

Mr. Meshaw said there were utility accounting service amounts transferred to the general fund each year.

Mr. Clark confirmed that the Local Government Commission requires the resolutions and explained they understand there are administrative expenses for which there are transfers made back to the general fund.

Christi Wood, Finance Director, agreed and said these transfer amounts have been reflected in the audit.

Mr. Meshaw said they would double check which box should be selected.

Commissioner Oliver had similar concerns about the funds being transferred and suggested there be more discussion about it at the next meeting.

Mayor Harker confirmed a consensus to move the item under the discussion category at the April 11<sup>th</sup> Regular Meeting.

4. FY 2022 Budget Amendment 8

Mr. Clark explained FY 2022 Budget Amendment 8 requests the appropriation of fund balance for the replacement of floating ferry docks owned by the Town.

Commissioner Oliver made a motion to approve the budget amendment as submitted.

The motion passed unanimously.

5. FY 2022 Audit Contract

Christi Wood, Finance Director, requested approval of the FY 2022 audit contract. She explained the contract and engagement letter with Martins Starnes and Associates were included in the agenda packet. She said the cost of the FY 21 audit was \$27,035 and the fees for the FY 2022 audit will be \$29,035. She explained the fee aligns with the three-year agreement submitted by the firm; the \$2,000 increase is due to the single audit fee that will be required due to federal funding received.

Mayor Harker suggested placing it under items for discussion and consideration at the April 11<sup>th</sup> Regular Meeting, as several Commissioners had questions about the contract.

6. Financial Notes

Ms. Wood gave the February financial report and noted the sales and use tax distribution for March is \$215,076 which consists of December sales. She informed the group the local option sales tax currently reports collections for f months. She shared in March, the Town received approximately \$896,000 for ad valorem taxes collected by the county in January and February and approximately \$18,000 for January Motor Vehicle Taxes. She also reported the Town received stormwater fees totaling \$23,000 in January and February.

### **Mayor/Commissioner Comments**

Commissioner Hollinshed had no comments.

Commissioner Terwilliger gave his thanks to the Town employees.

Commissioner Hagle also thanked the employees for the work being done around Town.

Commissioner Oliver praised Todd and his team for consistent work on the financial side.

Commissioner Cooper announced he attended Coffee with a Cop and enjoyed speaking with the employees and citizens during that time.

Mayor Harker shared she had an opportunity to participate in a litter pickup with Dream Foundation; it was well attended, and they did a great job cleaning several areas of Beaufort.

### **Closed Session**

1. Pursuant to NCGS 143-318.11 (a) (3)

Commissioner Hagle made a motion to go into closed session, pursuant to NCGS 143-318. 11 (a) (3).

The motion carried unanimously.

**Adjourn**

Commissioner Terwilliger made a motion to adjourn the meeting.

The motion passed unanimously, and the meeting was adjourned at 5:30 p.m.

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Sharon Harker, Mayor

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Elizabeth Lewis, Town Clerk