



## **Town of Beaufort, NC**

701 Front St. - P.O. Box 390 - Beaufort, N.C. 28516  
252-728-2141 - 252-728-3982 fax - [www.beaufortnc.org](http://www.beaufortnc.org)

### **Town of Beaufort Board of Commissioners Regular Meeting 6:00 PM Monday, September 14, 2020 - Held Electronically Through Zoom Due to the COVID19 Pandemic Minutes**

---

---

#### **Call to Order**

Mayor Newton called the meeting to order.

#### **Roll Call**

Mayor Newton called roll and declared a quorum present for the meeting.

#### **PRESENT**

Mayor Everette Newton  
Commissioner Sharon Harker  
Commissioner Charles McDonald  
Commissioner Ann Carter  
Commissioner Marianna Hollinshed  
Commissioner John Hagle

#### **Agenda Approval**

A motion was made to approve the agenda as presented.

Motion made by Commissioner Hagle.  
Voting Yea: Commissioner Harker, Commissioner McDonald, Commissioner Carter, Commissioner Hollinshed, Commissioner Hagle

#### **Calendar**

Town Clerk Davis reviewed the calendars for September and October. She noted all meetings will continue to be held virtually through Zoom due to the COVID19 pandemic. All events have been cancelled with the exception of the Beaufort Farmers Market which is held each Saturday.

She did reminded everyone that early voting began on October 15, 2020.

Mayor Newton added other information. Gallants Channel will start a drive in with the first movie taking place on October 3, 2020. Halloween is October 31st. He also indicated the Christmas Flotilla is on December 5th and Race to the North Pole is December 12th.

### **Public Comment**

No public comments were made.

### **Presentations**

#### 1. USDA Project Financing

Mark Garner of Rivers & Associates, Inc. gave the following report regarding the Town of Beaufort's application for USDA funding through grants and/or loans.

TOWN OF BEAUFORT

USDA SEWER, WATER & STORMWATER PROJECTS

PRESENTATION TO BOARD OF COMMISSIONERS

September 14, 2020

#### OVER-ARCHING PROJECT PURPOSE:

1. The Town desires to improve certain City-owned streets.
2. Prior to doing so, the Town also desires to improve previously targeted wet infrastructure underlying its
3. Town staff met with USDA in October 2019 to discuss potential funding opportunities for wet infrastructure improvements.
4. Early in 2020, Town staff engaged in the process of prioritizing previously identified specific projects for water distribution, sewer collection and stormwater drainage improvements as related to future street improvements.

#### SEWER PROJECT:

1. Groundwater infiltration and surface water inflow into the sewer collection system is an ongoing concern.
2. Over the years, documented sanitary sewer overflows have occurred at various locations at least partially attributed to extraneous flows.
3. Infiltration & Inflow increases pumping & treatment costs as well as occupying hydraulic capacity in the WWTP better utilized for treatment of wastewater.
4. Leaking pipelines can lead to surface settlement and failure.
5. Failed pipelines can lead to blockages, overflows & disruption of service.

6. Various surface water quality studies have identified pollutant markers which may be affiliated with

direct or indirect cross connection contamination from wastewater via stormwater drainage.

7. After the mid-2000s sewer rehab project, a follow-up study of the sewer collection system was performed

in 2010. The study indicated positive results for reduction of infiltration / inflow.

8. The study also indicated that of 25+ miles of gravity sewer main, approx. 10 miles of sewer main not

previously rehabbed now exhibited infiltration measured at a rate in excess of 1,500 GPD/in-mi.

9. Those pipeline locations are fairly well scattered throughout the community.

10. The proposed project intends to address pipelines exceeding 1,500 GPD/in-mi.

11. Alternatives considered:

- No Action - not a viable solution to meet project goals
- Complete Pipeline Replacement - most disruptive to surface conditions, most environmental impacts, by far the most expensive option to implement
- Sewer Line Rehabilitation - meets project goals, least disruptive to surface conditions with only "spot" excavations, least environmental impacts, least expensive option to implement

12. Project includes approximately:

- 32,000 LF 8" & 10" pipe liner.
- 4,700 LF replace/point repair pipe.
- 49 EA manhole rehab/replacement.
- 623 EA 4" & 6" service lateral replacement.

13. Preliminary Opinion of Project Cost = \$12,041,000

14. Negative impacts:

- Block-by-block traffic detours during construction.
- Short-term noise from construction activity.
- Short-term interruptions of sewer service.
- Surface disruption (streets, sidewalks) during construction.

15. Positive impacts:

- Construction mainly on public rights-of-way.
- Reduction in infiltration/inflow volume.
- Flow reduction at PS & WWTP (saves annual cost & increases available capacity).
- Improvement to aging infrastructure.
- Restore integrity of sanitary sewer infrastructure, mitigating potential for direct / indirect cross connection with stormwater infrastructure.

- Facilitates future street improvements.

## WATER PROJECT:

1. Town received a State grant to inventory & assess current condition of water system assets.
2. Water System Assessment Project completed in 2019 identified multiple distribution system needs.
3. The older portions of the water system were constructed 70-100 years ago.
4. Approx. 48 miles of distribution system.
5. Older parts of the system include:
  - 4.1% (10,000 LF) is Asbestos Cement Pipe
  - 3.1% (7,800 LF) is small diameter Galvanized Steel Pipe
  - 9.9% (25,000 LF) is unlined Cast Iron Pipe
6. As part of the asset assessment process, staff reported:
  - Re-occurring repair of breaks (leaks) in Abestos Cement, Galvanized and Cast Iron pipes.
  - Numerous non-functioning valves in the older portions of the system.
  - Parts no longer available for certain older components (i.e. valves, hydrants).
  - Several areas served by small diameter dead-end galvanized water mains.
7. Leaking pipelines contribute to unaccounted for water loss, increasing annual cost of service.
8. Leaking pipelines can lead to surface settlement and failure.
9. Non-functional valves contribute to large area service disruption for repairs.
10. Hydrants in disrepair are unavailable for service if needed.
11. Proposed project intends to:
  - Replace ACP, GIP and CIP mains in areas targeted by Town staff.
  - Replace associated hydrants and valves.
  - Replace associated service laterals.
  - Eliminate various small diameter dead-end water mains.
  - Begin upgrade of water delivery to the older residential and downtown commercial area.
12. Project locations are mostly concentrated in the older portion of the system (older sections of Town).
13. Alternatives considered:
  - No Action - not a viable solution to meet project goals
  - Pipeline Bursting - requires long & impractical periods of service disruption, tends to be a more expensive option to implement
  - Water Main Replacement - meets project goals, implemented with various short-term

disruptions to service, least expensive option to implement

14. Project includes approximately:

- 24,000 LF 6", 8" & 12" water main replacement.
- 38 fire hydrants replacement.
- 65 new valve replacement.
- 422 EA service lateral replacement.

15. Preliminary Opinion of Project Cost = \$8,302,000

16. Negative impacts:

- Block-by-block traffic detours during construction.
- Short-term noise from construction activity.
- Short-term interruptions of water service.
- Surface disruption (streets, sidewalks) during construction.

17. Positive impacts:

- Construction mainly on public rights-of-way.
- Reduction in unaccounted for water loss due to leaks.
- Reduction at WTP (saves annual cost & increases available water capacity).
- Improvement to aging infrastructure.
- Eliminate several small diameter mains, increasing flow and potentially pressure.
- Improved water distribution circulation in certain areas.
- Facilitates future street improvements.

#### STORMWATER PROJECT:

1. Town has had performed several studies of the drainage network as far back as 2005.
2. Three main watersheds are: Taylor Creek, Town Creek & Davis Bay (Turner Creek & Gibbs Creek).
3. Taylor Creek & Town Creek are the most developed watersheds.
4. Increased density of impervious area has contributed to undersized existing conveyances.
5. Most area soils are either partially or fully hydric soils w/ high moisture content & limited absorption / retention capability.
6. Topographic relief is minimal translating to slow movement of surface runoff.
7. Within the Town, the drainage network includes approx.:
  - 36.5 mile of open channel.
  - 10.7 miles of closed conveyances (6" - 84").
  - 600+ drainage structures
8. Thirteen "hotspots" were previously identified as areas of frequent flooding, potentially due to:

- Extreme high tides.
- High levels of impervious area.
- Mis-management of privately-owned Stormwater Control Measures.
  - Inadequate or failed infrastructure.
  - Infrequent maintenance.

9. Various surface water quality studies have identified pollutant markers which may be affiliated with

direct or indirect cross connection contamination from wastewater via stormwater drainage.

10. In 2020, Town staff identified six priority areas of problematic infrastructure.

11. Project proposes to:

- Upgrade existing failed or undersized drainage infrastructure.
- Replace associated drainage structures.
- Re-route drainage conveyance from under existing an home.
- Re-route drainage to remove flow from certain overburdened existing infrastructure.
- Relocate / realign certain water / sewer utilities in conflict with proposed improvements.

12. Locations are mostly concentrated in the older portion of the system, drain to Taylor Creek & address

several "hotspots".

13. Alternatives considered:

- No Action - not a viable solution to meet project goals
- Stormwater Pipeline Replacement - meets project goals, implemented with least disruption
- to private property, least expensive option to implement

14 Project includes approximately: - 3,100 LF remove existing drainage culverts.

- 5,100 LF 15", 18", 24", 30" & 36" drainage culvert replacement.
- 84 EA new drainage structures.
- Associated utility relocations.

15. Preliminary Opinion of Project Cost = \$3,507,000

16. Negative impacts:

- Block-by-block traffic detours during construction.
- Short-term noise from construction activity.
- Some construction activity on private property.
- Short-term interruptions of utility service.
- Surface disruption (streets, sidewalks) during construction.

17. Positive impacts:

- Construction mostly on public rights-of-way.
- Upgrade to aging infrastructure.
- Increased capacity, mitigate flood potential.

- Address Town targeted areas of concern.
- Addresses several "hotspots".
- Restore integrity of drainage infrastructure, mitigating potential for direct /indirect cross connection with sanitary sewer infrastructure.
- Facilitates future street improvements.

#### GENERAL:

1. Three separate projects will mostly happen in parallel.
2. Anticipated timeline for project completion is 3 - 3.5 years after funding is secured.

Commissioner Harker asked about the application process and the time line and whether or not COVID19 has impacted the submittal. Mr. Garner reported the process had not been impacted by COVID19. All environmental reports and preliminary engineering reports have been approved by USDA for water and sewer.

Commissioner McDonald asked how long the drainage studies had been done. Mr. Garner indicated the drainage study he knew about was done in 2005. The Water Project is based on the Asset Inventory Assessment completed in 2019. He reported a comprehensive water system study was completed by Rivers in 2005. As far as the sanitary sewer project the first studies started in 1999. During the mid 2000s some repairs were made to lower leakage into the system. Commissioner McDonald asked Mr. Garner to identify target areas. Mr. Garner indicated the water system target areas were mainly in the older section of town in the historic district. The sewer system target is all over the town.

Commissioner McDonald asked if the areas noted are the ones being recommended for repair. Mr. Garner reported his firm along with town staff were recommending the areas outlined in the presentation. Commissioner McDonald asked if the repairs would cause an impact on other areas needing repair. Mr. Garner indicated that should not be the case. Commissioner McDonald asked if the repairs would impact the quality of the water or impact the water tower. Mr. Garner indicated the repairs would help fix water that is being lost through leakage and going into the ground. The upgrade in lines should provide a more efficiently operating treatment plant. On the sewer side if you have leakage into the lines, then water is treated that does not need treatment.

Mr. Garner also spoke about the target areas for the storm water drainage system infrastructure repairs. He reported the goal was to keep the cost under \$4 million dollars so the storm water fee could support the project. Commissioner McDonald asked when the projects would begin. Mr. Garner indicated once a funding package is received then the total process time would be approximately 3 to 3 1/2 years.

Commissioner Hagle asked about the original schedule was for construction to begin sometime next year and if that was still in line. Mr. Garner stated it would all depend on when the funding agency offered a funding package (loan and grant funding) the town could accept. Once the funding has come forth then it should take about a year in order to obtain permits and put the project out for bid. Mr. Garner indicated it would most likely be early 2022 before construction would begin.

Commissioner Hollinshed asked if the funding was not as robust would the projects be cut back in parallel or would the worst areas be isolated and leave the other areas for another time. Mr. Garner indicated if the loans and grants offered were not enough to be supported by the current rate structures and revenue streams in place, then discussions would need to be held to address the adjustment of the projects. He stated he believed the three projects would still run in parallel since there are three different rates. Commissioner Hollinshed asked if the burden was too great the town could either back out of the funding or raise rates. He confirmed this for Commissioner Hollinshed.

Town Manager Day indicated the timing is pretty much as expected which is based on the financing offer from USDA. Mr. Day reported the expectation was to have an offer during the month of October. Mr. Day stated the project maximizes the grant funding.

Commissioner McDonald asked at what point from taxes will the town have enough money to move forward along with the grant. Mr. Day reported the funding is already available. He informed Commissioner McDonald the taxes collected are only for streets. The revenues from fees for utilities will help pay for the water, sewer and storm water projects. Mr. Day reported there were no rate changes provided the full amount of funding is received.

Mayor Newton asked if the storm water outfalls would be refurbished or new ones placed. Mr. Garner indicated there would be new outfall lines in two areas.

Town Manager Day reported no one had signed up for public comments regarding the proposed financing/funding for the project.

## **Manager Report**

Town Manager Day reported the sales tax revenues are actually 34% higher than last year, so a significant rebound occurred. He stated he did not expect that trend to continue. He also reported Randolph Johnson Park may very well be finished next week with training for operation of the splash pad also scheduled for the next week. Finally, there was discussion about the Right of Way (ROW) in front of Homer Smith Seafood some meetings ago and we should be able to come back with information in the near future after a meeting being held next week.

Commissioner Harker asked about the time frame of when to turn the waterpark off. Mr. Day reported that would be up to the engineers and the public works supervisor. Once the park is finished it will be opened. If the weather is still good, then the splash pad will also be opened as long as the weather is good.

Commissioner Hagle asked about the Godette Hotel and the gym on Ann Street. Mr. Day reported the Mayor had contact with representatives of Preservation NC but indicated he had not received a response from Maggie Gregg. Mr. Day reported a complaint was received that daily drop ins were being allowed at the gym. Mr. Day called the owner and was informed that was not the case in the Beaufort location.

Commissioner Hollinshed asked if the opening of the park would be mutually exclusive if the splash pad was not able to be opened due to the time of the year. Mr. Day indicated it would be opened. She also asked about the time frame for opening town hall. Mr. Day reported one of the things being worked on is the redesign of the lobby for security changes in Town Hall. He indicated there was also a ramp to be installed on the Pollock Street side of the building. He indicated some areas of town hall are very small and are not feasible to create a six foot distance. She asked how many were in town hall working on a daily basis. Mr. Day indicated it varies on a daily basis. He reported the move to upgraded software will help with the inspectors being out of the office instead of having to come to the office. One planner works remotely three days a week. The positions upstairs are in and out since most of them can work remotely. There is not a hard fast schedule.

Commissioner Carter indicated she tried to call the water department today and got no answer. She indicated she left a message and still had not received a call back. She asked why Town Hall could not be reopened and limiting the number of people that can come in. Commissioner Carter indicated the building needed to be opened so that we could get back to functioning. Town Manager Day reported the lobby was not sufficient for more than two people. She indicated she was hearing complaints daily.

## **Items of Consent**

A motion was made to approve the Items of Consent as presented.

Motion made by Commissioner Hagle.

Voting Yea: Commissioner Harker, Commissioner McDonald, Commissioner Carter, Commissioner

Hollinshed, Commissioner Hagle

2. Draft Minutes of the July 13, 2020 Regular Meeting, July 27, 2020 Work Session, and August 10, 2020 Regular Meeting
3. Navigable Waters Ordinance Amendment
4. FY 21 Budget Amendment #2
5. Emergency Management Ordinance

### **Public Hearing**

6. Renewal of Permit for Hungry Town Tours

Town Clerk Davis reported the request was for the renewal of the Walking Tour Permit for Hungry Town Tours. Ms. Davis stated the application was complete with no new changes being made to the tours. The renewal permit will be for a two year time period. Ms. Davis informed the board members both Mr. and Mrs. Cartier were available for questions or comments if the board so desired.

Commissioner Harker indicated she was glad the Cartiers were asking for a tour renewal since they have been so successful with this venture.

Mr. Cartier reported they are only taking one family or group at a time due to the COVID19 pandemic. Additionally, he reported there were not changes to the routes/tours and running only be appointment at this time. He indicated they closed down the third week in March and did not reopen until after Memorial Day. He indicated the starting locations have been pivoted.

Commissioner Hollinshed recommended approval of the renewal permit.

Commissioner Carter indicated the tours are a positive approach for the town.

Commissioner Harker made a motion to open the public hearing. The vote was 5 to 0 in favor.

Being no comments made, Commissioner Hollinshed made a motion to close the public hearing. The vote was 5 to 0 in favor.

Mayor Newton reminded everyone since this was a public hearing the public comment time period would be extended for a 24 hour period after the meeting. He stated the final decision would be made during the September 28, 2020 work session.

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

7. Preliminary Plat for Live Oak Commons

Town Planning Director Kyle Garner gave the following presentation.

The applicant wishes to Subdivide a 1.279 Acre Tract into 8 Single-Family Lots. In addition to Planning Staff the Town Engineer and applicants Engineer will also be available to answer questions regarding the proposed infrastructure. During the August 24 BOC Workshop the applicants engineer provided a revised plan showing a turn around (hammerhead between lots 6 and 7) to address some of the Planning Boards concerns regarding service and safety vehicles.

At the August 17th meeting the Planning Board unanimously recommended denial of the Preliminary Plat based on:

The design having 20 foot wide pavement width when section 9.11 of the Subdivision Ordinance has a Minimum of 24 foot pavement width and;

The need for better vehicular circulation found in Section 10.01 of the Subdivision Ordinance.

The location is at the intersection of Live Oak Street and Loftin Lane. The street will be private and not dedicated to the town. This subdivision will have grass swales instead of curb and gutter. Sidewalks will not be included on the internal street but there will be a sidewalk along Live Oak Street. Finally, on each deed when the property is sold, there will be a requirement for a notation the owner is aware the street in the subdivision is not a town owned street and the HOA is required to maintain the street.

Commissioner Harker asked about the hammerhead turn around and what could be done if there is parking in the turn around area. Mr. Garner indicated he believed the turn around area would still be able to accommodate the area needed for safety vehicle. She also asked about the width of the street and the minimum required. Mr. Garner indicated the 24 width is required if the street is going to be dedicated to the town. Chief Ray commented when the proposal for the turn around was presented it was noted that parking was not to be allowed in the area. The HOA would be responsible to enforce the no parking area.

Commissioner McDonald asked why it was be a private road. Town Planning Director Garner indicated the developer was asking for the road to be private. Ron Cullipher reported the primary reason for the private road was due to it being such a small community and trying to limit the impacts in such a small subdivision. Commissioner McDonald also asked about public services. Mr. Garner indicated the town would serve the homes in the subdivision for utilities and trash collection.

Commissioner Hagle indicated he thought of the street as more a common driveway for the eight lots in the subdivision.

Commissioner Hollinshed asked if the clearance of the hammerhead could be a condition of approval. Mr Garner and Town Attorney Grady confirmed it could be a condition for approval.

A motion was made to approve the subdivision with the hammerhead clearance and signage a condition of approval.

Motion made by Commissioner Carter.

Voting Yea: Commissioner Harker, Commissioner Carter, Commissioner Hollinshed,  
Commissioner Hagle

Voting Nay: Commissioner McDonald

## 8. Soil Mining Request

Proposed High Rate Infiltration System Basin

Town Engineer Greg Meshaw gave the following report.

Blue Treasure LLC, the developer of the Beau Coast subdivision, has requested permission to mine the soils from a tract that it transferred to the Town in 2014. More specially, Blue Treasure LLC has proposed to excavate soil from the tract to within 12+ inches of the future, finished lines and grades needed to form a wastewater effluent high rate infiltration basin (HRIB). This basin once complete, will be available for future expansion of the Town's wastewater disposal capacity, subject to permitting by the NC Department of Environmental Quality.

Blue Treasure will benefit if the request is granted because there will be a close source of fill material during the construction of the next phase of Beau Coast. The Town will benefit because the HRIB will be constructed to near the future, finished grades at no cost to the Town.

A geotechnical study was completed with the geotechnical engineer indicating the design and layout of the proposed HRIB should be able to accommodate the 350,000 gallons per day. The basin will not need to be used right away. The geotechnical engineer provided suggestions on how to keep the area maintained until the time came for use.

Currently the permit has expired for this HRIB. He reported the process for the re-permitting can be done concurrent with the excavation or after the excavation. A recommendation was made to put some small wells in the area which is being done before the excavation begins.

Staff recommendation is to approve the request.

Commissioner Harker commented that the re-permitting be completed and stated as long as the dirt being removed does not have an impact on the permit process then she is in favor of the request.

Commissioner McDonald asked approximately how much would be removed? Mr. Meshaw indicated he did not have the exact figure but would be the information out.

Commissioner Hagle asked about the time limit on the permit. Mr. Meshaw indicated it would be for a number of years and will require renewal. Commissioner Hagle also asked about the safety around the pond. Mr. Meshaw indicated at the very least a gate will be put at the vehicular entrance. Commissioner Hagle asked if a fence could be put around the pond. Mr. Meshaw indicated that could be considered.

Commissioner Carter asked about the proposed wells that will be placed around the pond. Mr. Meshaw indicated the wells will monitor the ground level around the site.

A motion was made to approve the request by Blue Treasure LLC to allow mining of the soils from the Town's tract subject to Blue Treasure LLC agreeing to mine the soils to near the future, finished lines and grades needed to form a permittable HRIB and in accordance with the guidelines and recommendations of a recently completed geotechnical report commissioned by the Town.

Motion made by Commissioner Hollinshed.

Voting Yea: Commissioner Harker, Commissioner McDonald, Commissioner Carter, Commissioner Hollinshed, Commissioner Hagle

#### 9. Appointment to Airport Authority

Town Clerk Davis reported the Town of Beaufort appoints one in town resident to serve on the Airport Authority. Currently Gerard Currier serves on the board with his term expiring on August 31, 2020. The appointment to the board will become effective immediately and will be for a two year term. Three citizens have expressed interest in serving on the board. Those citizens are Gerard Currier, Scott Evans and James Taylor.

Commissioner Harker made a motion to open the nomination period. The vote was 5 to 0 in favor.

Commissioner Carter made nominated Scott Evans.

Commissioner McDonald nominated Gerard Currier.

Being no further nominations, Commissioner Hagle made a motion to close the nominations. The vote was 5 to 0.

Scott Evans received four votes. Gerard Currier received one vote.

#### 10. Human Resources Officer

Town Manager Day gave the following report.

The recently adopted Five Year Financial Plan includes a new Human Resources Officer position in FY 2022, separating the human resources functions from the current, combined Town Clerk/Human Resources Officer position.

Due to the upcoming departure of the current Town Clerk/Human Resources Officer, recruitment and hiring of an HR Officer now, rather than waiting until next July, is requested.

With the current tax rate, sufficient funds are available for the HR Officer position in the FY21 adopted budget. Additionally, based on the most recent sales tax receipts (May – a 9% increase

over last year, and June, a 34% increase) and robust tourist and building activity this fiscal year, it appears we will exceed the budgeted sales tax revenue for FY21.

The current Town Clerk/Human Resources Officer position will become the Town Clerk/Assistant to the Town Manager position and remain at salary grade 22 (minimum salary of \$57,151). In its new form this position will assist the Town Manager with various projects and issues as the incumbent is available.

Commissioner Harker stated the position had been looked at for FY22 and this is an opportunity to separate the two positions. She continued by saying the HR requirements due to the COVID19 situation are numerous and someone is needed who is skillful to make sure employees are taken of. Also we need someone that can help diversity. She concluded by saying she was for moving the time line forward to hire a Human Resources Officer because we have a growing staff and need some more diversity in the administrative area.

Commissioner McDonald indicated he hoped the person would be able to work with people and have the skills needed for the position. He asked if the position was needed now. He commented he suggested moving forward now instead of waiting until later. Town Manager Day indicated the timing is due to a departure and over the past couple of years the bar has been raised and now is the time to continue moving forward.

Commissioner Hagle stated he understood the need for HR as well as the clerk job being a full-time position. He asked if the organization at a point in history a full-time HR person is needed. He agreed we have had continued growth in staff but could it be contracted out until the organization is at a point a full-time HR person is needed.

Town Manager Day stated as with other functions we do there are limitations that occur due to staffing but HR is an essential function of the organization tasked with making sure legislative requirements are met and followed. He further indicated as being a previous HR Manager, he understood all that needed to be done as well as how a well developed HR Department looked and operated. Mr. Day also commented progress has been made, but there are many issues that have not been able to be addressed because of the lack of time to put forward with one person doing both jobs.

Commissioner Hollinshed stated she was opposed to hiring an additional staff member for HR at this time. As just mentioned it has gotten so specialized and Commissioner Hollinshed she was sure there were organizations that could handle the outsourcing. She continued by saying a clerk can do both functions for a very short time until and HR person can take on the job. Additionally, she indicated the funding was not in the budget until next year, there is no space in Town Hall for another person, people are not coming into the office, so cross training for several months could take place. She concluded by saying she did not want to see staff grow in the higher levels.

Commissioner Carter indicated she agreed with Commissioner Hollinshed at the time and further stated the biggest single item in the budget is personnel. Hiring new personnel has escalated every year as far as costs. She stated Town Hall was not open and no place for them to be housed. She questioned the salary which was close to \$1000 per employee and that was not easy to overcome. She continued by saying this position could be contracted out.

Mayor Newton asked what was meant by building too much admin staff. Commissioner Carter indicated there were a lot of admin staff and she understood they were needed, but we do not need to keep adding. She stated people in town were not happy about having so many people working in town hall and not being able to get into town hall at this time.

Commissioner Harker stated she did not understand when exactly would be the right time. She indicated the size of the organization should not be taken into consideration but how the employees are being treated. She stated the connection with employees is key and not something that could be fostered with contracting out the services. She continued by saying she advocated for adding in the new HR position.

A motion was made to approve the hiring of a new HR Director. Commissioner Hagle commented a supervisor can also help out with the HR function and help support the employees. He further stated the supervisor is key to employee relations also.

Motion made by Commissioner Harker.

Voting Yea: Commissioner Harker, Commissioner McDonald

Voting Nay: Commissioner Carter, Commissioner Hollinshed, Commissioner Hagle

### **Mayor/Commission Comments**

Commissioner Harker thanked the Mayor, Chief Ray, Chief Burdette and Rachel Johnson for participating in the Hurricane Community Forum. With fall approaching please make sure you get your flu shot. She also thanked the commissioners for an open robust conversation. Commissioner Harker also thanked Michele Davis for her work.

Commissioner McDonald thanked Michele Davis for her work and wished her the best.

Commissioner Hagle thanked all those citizens who volunteered time to serve on boards. He wished Michele Davis the best. His safety message was to focus on driving since it was getting dark earlier.

Commissioner Hollinshed commented two years ago tonight we were waiting for Hurricane Florence. She urged everyone to stay aware of the weather issues. She wished Michele Davis the best in her new position.

Commissioner Carter thanked Michele Davis for her help over the years.

Mayor Newton thanked Michele Davis for the work she has done. On the COVID19 front there is a reduction in the number of cases for the county.

### **Adjourn**

A motion was made to adjourn. The meeting the adjourned at 8:35 pm.

Motion made by Commissioner Hagle.

Voting Yea: Commissioner Harker, Commissioner McDonald, Commissioner Carter, Commissioner Hollinshed, Commissioner Hagle

---

Mayor Everette S. (Rett) Newton

---

Michele Davis, Town Clerk