



**TOWN OF GRIFTON**  
**BOARD OF COMMISSIONERS**  
**REGULAR MEETING**  
**Tuesday, August 8, 2023**  
**7:00 PM**

**AGENDA**

- A. Meeting Called to Order.
- B. Pledge of Allegiance to the Flag of the United States of America.
- C. Approval of Minutes: (July 11, 2023, Regular Meeting.)
- D. Manager's Report
1. Monthly Manager's Report
- E. Recognition of Persons to Be Heard **NOTE:** This is an opportunity for public comment, and we thank you for coming to the Board of Commissioners meeting tonight to share your views. We value all citizens input.
- Speaker comments are limited to a maximum of 5 minutes during the public comment period.
  - Groups shall designate one speaker to represent the group on a particular subject matter.
  - At the conclusion of the 5 minutes, each speaker shall leave the podium.
  - Comments will be directed to the full Board, not an individual Board member or Staff member.
  - Although the Board is interested in hearing your comments, speakers should not expect any comments, action, or deliberation from the Board on any issue raised during public comment period.
  - Please state your full name and address.
- F. Presentation
1. Presentation from Mrs. Desha Hollowell with Globe Life and Legal Shield. *Pgs. 4-6*
2. Presentation from Mr. Shimura Hardy to build a practice field on Town allocated/owned property from FEMA and to ask for a sponsorship from the Town of Grifton. *Pg. 7*
- G. Discussion Items
1. Consideration to renew a lease between the Town of Grifton "Owner" and Contentnea Adventures, LLC "Tenant"
2. Consideration to adopt the revised Personnel Policy and Procedure manual for the Town of Grifton that includes an updated Social Media policy. *Pgs. 8-12*

3. Consideration for the Town of Grifton to participate in the Low Income Household Water Assistance program (LIHWAP) *Ag. 13-14*
4. Consideration to accept an appropriation of \$3,000 for the Grifton Public Library for Fiscal Year 2023-24. Agreement must be returned prior to the release of the Grant Funding. *Ag. 15*
5. Consideration to accept and appropriation of \$5,000 for the Grifton Civic Center for Fiscal Year 2023-24. Agreement must be returned prior to the release of the Grant Funding. *Ag. 16*

**H. Commissioners Comments**

**I. Closed Session G.S. 143-318.11**

- (6) Personnel

**J. Adjournment**



August 8, 2023

**Memorandum**

To: Mayor and Commissioners

From: Oryan D. Lowry, Town Manager

Subject: Manager's Comments for August 8, 2023, Regular Meeting

**Item E-1:**

The Town of Grifton's Tank maintenance contract will remain the same from last fiscal year 2023, *Ag 1*

**Item E-2:**

Met with the Director of Pitt County EMS to discuss the possibility of transitioning to the County 911 service.

**Item E-3:**

The Town of Grifton will host a back to school social for Teachers and Staff at the Town Depot. On Monday August 21<sup>st</sup> from 11:30 AM to 1:00 PM.

**Item E-4:**

Phase 2 portion of Lane Farms will no longer be moving forward due to a land purchase. *Ag. 2-3*

**Item E-5:**

A revised copy of the Lease agreement will be typed for your review. "NO CHANGES"



**TOWN OF GRIFTON BOARD OF  
COMMISSIONERS  
REGULAR MEETING (Minutes)  
TUESDAY, JULY 11, 2023**

**Present:** Mayor B.R. Jackson; Commissioners Jessica Daigneault, Angela Gay, Claude Kennedy, Raymond Oakes; Manager Oryan Lowry, Clerk Tina Mitchell

Mayor Jackson called the meeting to order.

Mayor Jackson led the Board of Commissioners in the Pledge of Allegiance to the Flag of the United States of America.

**Approval of Minutes**

Commissioner Kennedy made a motion to approve minutes as presented. The motion was seconded by Commissioner Daigneault. The motion carried unanimously.

**Manager's Report**

Monthly Manager's Report – See Attached

- 1) Owner's (Town of Grifton) certificate of completion USDA-RD Wastewater Pump Station and Sewer System Improvement.
- 2) Filing for Elected Office 2023 Municipal Elections (filing noon July 7 to noon July 21)
- 3) Update on CMSD The Contentnea Metropolitan Sewage District Board meeting. The budget was approved for the fiscal year 2023-2024. Also, had a public hearing for the amendments. We gave an update on the USDA closing our grant and we are in the process of recouping about \$17000.00 of administrative cost. The cost will come back to the Town. The next CMSD meeting is scheduled for July 26<sup>th</sup>.

**Recognition of Persons to Be Heard** NOTE: This is an opportunity for public comment, and we thank you for coming to the Board of Commissioners meeting tonight to share your views. We value all citizens' input. Speaker's comments are limited to a maximum of 5 minutes during the public comment period. Groups shall designate one speaker to represent the group on a particular subject matter. At the conclusion of the 5 minutes, each speaker shall leave the podium. Comments will be directed to the full Board, not an individual Board member or Staff member. Although the Board is interested in hearing your comments, speakers should not expect any comments, action, or deliberation from the Board on any issue raised during the public comment period. Please state your full name and address.

- 1) Waldo Alicea of 292 Chebistal Drive shared that they will be selling Christmas trees again this year. This is the third year that we have been selling Christmas trees. We are getting bigger trees this year, but the price will be about the same. We will also have other things to add to the adventure like having a Santa Claus and other items to give to the community after the parade.
- 2) Suzanne Carr of 6764 Glenwood Drive shared that she is concerned that the church property across the street from her may turn into a parking lot. The headlights glare into her living room at night. She would like to be notified if this is what they plan on doing.

## **Public Hearings**

On a motion of Commissioner Barnes, seconded by Commissioner Gay that we go into a public hearing. Motion carried Unanimously.

- 1) Public Hearing on proposed Town of Grifton Draft ordinance to amend Chapter 91: Animals (Allow Chickens in the Town Limits)

Manager Oryan Lowry shared that he and the Intern did some research on the surrounding municipalities, and they put together a draft to be added as an addendum to our current ordinance.

- 1) Waldo Alicea of 292 Chebistal Drive is for the chicken ordinance if they are properly maintained.
- 2) Malysa Jackson of 6546 Church Street is concerned about having code enforcement. If there is one in place and enforced, then she is fine with having chickens.

3) Wendy Shultz of 6970 Church Street wants to be a chicken tender. She is for having chickens. Mayor B. R. Jackson asked for a show of hands from the people who are for and against the chicken ordinance. The majority ruled for having chickens in Town.

On a motion of Commissioner Kennedy, seconded by Commissioner Barnes that we go out of public hearing. Motion carried Unanimously.

On a motion of Commissioner Barnes, seconded by Commissioner Daigneault, that we go back into our regular meeting. Motion carried Unanimously.

## **Discussion Items**

- 1) Consideration of resolution to amend Chapter 91 Animals to accommodate for Chickens in the Town Limits.

On a motion of Commissioner Barnes, seconded by Commissioner Daigneault, that this be allowed. Motion carried, majority rules. Commissioner Oakes voted Nay.

- 2) Petition for Satellite Annexation of Pitt County Tax Parcel 85887. Request a Public Hearing for the August Board meeting.

On a motion of Commissioner Barnes, seconded by Commissioner Daigneault that we have a public hearing. Motion carried Unanimously.

- 3) Consideration of Preliminary plat (5 lots) and request from Mr. Ricky M. Bryant to establish Veterans Housing at the end of Mashie Drive

Commissioner Barnes asked if it will be consolidated into one facility or 5 individual lots. Mr. Bryant said that it will be 5 individual lots.

Commissioner Gay asked who will be doing this. Mr. Ricky Bryant shared that it's a non-profit organization run by Spiritual Awakening Ministries for veterans. Commissioner Gay also asked, with it being a non-profit, will that give you certain exemption and will the Town receive any revenue for this. Mrs. Bryant shared that they are a 501c3 non-profit organization. What it allows us to do is receive our funding from the North Carolina Finance Agency and we are also working in collaboration with HUD Vash Housing Program. Mrs. Bryant also shared that the Town would receive all the utilities that are associated, and the tax exemption doesn't carry in terms of not paying taxes on the house. Meaning we are not going to be liable for the revenue that does come in, we are not going to pay taxes to the IRS. We are going to file it accordingly with the 990 forms. Mayor B. R.



Jackson clarified that we understand that we won't get any income tax off it, but we would get regular property tax as if it were a regular home. Mrs. Bryant said yes, that is correct.

Commissioner Kennedy asked if this was funded by the State or the Federal Government. Mrs. Bryant said that it will be funded by the Federal government. What happens is that the local VA which is less than 50 miles from where the houses will be, will take care of the vouchers for the veterans that will reside there. Another words, it is guaranteed payment. Commissioner Kennedy also asked what size structure the homes will be. Mrs. Bryant said that the homes will be 3 bedrooms, 2 baths. Approximately between 1800 and 2200 Square feet. If it is a 2-bedroom home, the minimum will be 1600 square feet. Mayor B. R. Jackson asked a member of the planning board that was present at this meeting if he had any concerns about this development. Mr. Rosco stated that the only concern was that the map did not meet the R-14 and that was discussed but I don't know that it was finalized. If it doesn't meet R-14, then the map would have to be redrawn. Mr. Bryant said that the surveyor, Mr. Edwards, is aware of changes that may need to be made, he just needs to know what they are, and he will update the map. Mayor B.R. Jackson asked who would be responsible for the lift station and water mains. Manager Oryan Lowry said that it would be the property owner. Mr. Bryant agreed that they are responsible for paying for the extension from the current location at the end of Mashie to the property. Mayor B. R. Jackson added, and a lift station if necessary. Mr. Bryant said that he didn't know that a lift station would be necessary. Manager Oryan Lowry said that it would be a question for Wooten Company.

Commissioner Kennedy said tell me again who is going to fund this. Mrs. Bryant said that it is funded by the North Carolina Housing Finance Agency, which is in Raleigh as well as the Continuing Care Group and Hud Vash. The Ministry is purchasing the land.

Commissioner Oakes asked if it has been checked for the water run off that comes through there. Mrs. Bryant said absolutely. Commissioner Oakes shared that in the area, along with 5 lots, there will be a lot of water coming to the ditches and it has backed up before. Mrs. Bryant said that they are making accommodations for a 50 Ft buffer for the stream that runs along the side of the land.

Manager Oryan Lowry mentioned that, based off the recommendations of the Planning Board, to make sure they are in compliance with our R-14 designation, he will also have to reach out to The Wooten Company so there are going to be some revisions. I would recommend that we try to work with Mr. Bryant and bring it back to the Board. Mayor B.R. Jackson asked Manager Oryan Lowry if he recommended that we table this for a month. Manager Oryan Lowry said yes, until we get this resolved with the Wooten Company and the right designation. Mrs. Bryant said that they have a settlement on this land tomorrow morning. That's why we came to the previous meeting and then came to this meeting as a secondary and final towards this process. Commissioner Kennedy shared that they may want to think about an extension. Manager Oryan Lowry said that he was referring to signing off on the on-plot map itself.

Commissioner Barnes asked the Mayer if Manager Oryan Lowry was just talking about the actual plot mat, and we know that it must be adjusted but what the Bryant's are asking for is the feasibility of doing this in that area to put the Veteran's homes. Commissioner Barnes asked if there was a possibly of splitting those two up and having two different agenda items. Manager Oryan Lowry said that it was up to the Board to decide that. Commissioner Barnes said that as far as the actual use of the property, He has no issues, it's just about how you are going to split it up into the plats.

Commissioner Kennedy shared that we just brought up a decision on having chickens being allowed in town. He asked if the community in that area had been notified about these homes and will they have any input on this decision. Manager Oryan Lowry said up to this point, no sir they haven't. Manager Oryan Lowry said that they aren't doing a rezoning request, if so, that's when the surrounding property owner would be notified. That would constitute a public hearing. Commissioner Barnes said that he will make a motion for the usage of it, but the plot plans will have to be renegotiated or redrawn.



On a motion of Commissioner Barnes, seconded by Commissioner Gay that this be allowed pending the changes to the plot map recommended by the Board of Commissioners. Motion carried Unanimously.

4) Consideration of Preliminary plat Modular Plan at the intersection of McCrae and Dupont Street. The Planning Board recommended that non-favorable action be taken on this item. Commissioner Barnes asked if it were a mobile home or a modular home. It was stated that it is a modular home.

On a motion of Commissioner Barnes, seconded by Commissioner Daigneault, that this not be allowed. Motion carried Unanimously.

### **Commissioner Comments**

Commissioner Kennedy shared that several months ago, the board with Mr. Warrens direction that we do some renovation work on the activity building on St. David Street Park. Since that time, we have had some vandalism to the doors. The Park building is not in use, and he was wondering what the timeline was before the building could be utilized again by the citizens of Grifton. Manager Oryan Lowry shared that the Public Works director was looking in to getting quotes on getting the doors repaired. He said that he would follow up with him first thing in the morning to see if he received any quotes in.

Commissioner Barnes stated that he had a citizen approach him about the possibility of using some of the Town FEMA land either behind HWY 55 or back off the creek between River Rd and Water Street for recreational football. There is a league that runs out of Jacksonville, part of one in Pitt County and Carteret County. These are kids from 18 to 25. They are willing to do the maintenance on it and keep the grass cut. Mayor B. R. Jackson asked if Commissioner Barnes would have the people that are asking about this come and talk to Manager Oryan Lowry.

He also said that we will have to know about Insurance and Liability. Commissioner Barnes shared that they would sign waivers and they do have Insurance as far as the organization.

Commissioner Oakes asked Manager Oryan Lowry if he had a chance to check on the ponds and the overgrowth of weeds. He said that he has, and it will be taken care of but it had to wait until July 1<sup>st</sup>, for the new budget to get it squared away.

Commissioner Daigneault shared that on August 14<sup>th</sup> from 8-11, the Grifton School was doing a community clean up and all community members are welcomed.

On a motion of Commissioner Oakes, seconded by Commissioner Barnes, that we go into closed Session. Motion carried Unanimously.

### **Adjournment**

On a motion of Commissioner Barnes, seconded by Commissioner Daigneault, that we adjourn. Motion carried Unanimously.

Respectfully Tina  
Mitchell Town of Grifton