

Town of Winfall Workshop

Minutes of the Workshop Held on July 27, 2026

Meeting Information

Date	07/27/2026
Time	5:30 PM
Location	Town of Winfall Municipal Building
Type	Workshop

Attendance

Mayor Preston White

Council Members: Cynthia Cunningham, Ronald Smirlock, Robert Valentine, Arnetta Ormond

Town Office Assistant Manager: Debbie Parker, Clerk/ Finance Officer Valerie Jackson

Other Attendees from Community: Ms. Debera Long

Mr. Stephen McDonald

Mr. Bryan Anderson

Call to Order

The workshop was called to order by Mayor Preston White with prayer & pledge of Allegiance at 5:30 PM.

No conflict of interest

Agenda Approval: Mayor Pro-Tem Cunningham made a motion to approve the agenda.

The motion was seconded by Councilman Smirlock.

During discussion, Councilman Valentine requested two additions to the agenda:

- **Add Item D. Dog Park under Old Business.**
- **Add Item C. Resolution for Water Meter Readings.**

Mayor Pro-Tem Cunningham then amended his motion to approve the agenda with the requested additions. Councilman Smirlock restated his second to the amended motion.

The motion to approve the agenda, as amended to include Item D. Dog Park under Old Business and Item C. Resolution for Water Meter Readings, was put to a vote and passed unanimously.

Agenda Items Discussed: Old Business

A. Sealed Bid for Property on Louise Street – Update

- The sealed bid notice for the property on Louise Street has been posted on the Town's Facebook page and website.
- The notice will also be published in the **Perquimans Weekly** newspaper on **August 8, 2026.**
- The bid period will remain open for **10 days**, with sealed bids due no later than **5:00 p.m. on August 11, 2026.**

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B. Revisit Sewer Budget for Sewer Maintenance Position

- Councilman Valentine stated that the adopted budget does not reflect the wage amount advertised for the Sewer Maintenance position. He noted that the budgeted salary appears lower than the amount listed in the job advertisement and emphasized that the Town should maintain consistency between the approved budget and the advertised wage.
- Councilman Smirlock explained that the adjustment has been made in the budget-to-actual figures to reflect the increased wage. He stated that the revised salary amount will be reflected in the July financial report.
- Councilman Valentine also noted that the **North Carolina Rural Water Association** has a website where municipalities can advertise job openings and recommended that the Town post the Sewer Maintenance position there in addition to its current advertisements.

C. Credit Card Surcharge Naming / Convenience Fee Discussion

Town Clerk Valerie Jackson informed the Board that she contacted **PNC Merchant Services** to obtain information regarding adding fees for customers who use the Town's credit card machine and online payment services. She explained that the **PNC card reader system is separate from Authorize.Net**, which is the Town's online payment portal.

PNC advised that if the Town applies a fee to debit card transactions, the Town should consider using the term "**convenience fee**" rather than "surcharge" and establish a set dollar amount for the fee.

Mayor White stated that Attorney Crowe reviewed the current resolution and advised that the resolution is acceptable for the Town's use. Mayor White further stated that Attorney Crowe indicated he would defend the resolution in court if any legal questions or challenges arise.

Councilman Smirlock stated that the Town should obtain additional information from PNC regarding the exact cost charged to the Town per transaction in order to determine an appropriate set convenience fee amount for customers. It was suggested that this matter be tabled until the fee amount can be confirmed and brought back before the Board at the next meeting. It was also noted that the previous approval of the current resolution would need to be rescinded.

Motion: Councilman Valentine made a motion to table the discussion regarding the credit card fee naming and policy until the next Board meeting. The motion was seconded by Councilman Smirlock, Vote: Motion passed unanimously.

D. Dog Park Discussion

Councilman Smirlock presented information regarding the possibility of establishing a dog park within the Town park area. He stated that he spoke with a representative from Currituck County, which currently operates a dog park. According to Councilman Smirlock, the Currituck County dog park has been successful, with minimal issues related to pet owners not cleaning up after their dogs and no reported incidents involving aggressive dogs.

Councilman Smirlock noted that if the Town moves forward with developing a dog park, fundraising efforts would be needed to help support the costs associated with opening and maintaining the facility.

The Board discussed the possibility of conducting a community survey to gather residents' feedback, interest, and concerns regarding a potential dog park.

Councilman Smirlock will gather additional information and provide a future presentation outlining the requirements, costs, and details involved in establishing a dog park.

New Business:

A. Part-Time Police Officer Application

The Board discussed the part-time police officer application. It was noted that this matter involves personnel information and will need to be addressed during a closed session at the next Board meeting.

B. Law Enforcement Services Update

Councilman Smirlock reported that Sheriff Shelby White presented an option for the Perquimans County Sheriff's Office to provide patrol services for the Town of Winfall on a month-to-month basis. He stated that the Town would have the ability to discontinue the service at any time.

Mayor White stated that further discussion regarding this matter should be postponed until the Board enters into closed session.

C. Handrails for Town Building Porch

Deputy Clerk Debbie Parker informed the Board that handrails are needed on the porch area of the Town building. She stated that many elderly customers have difficulty navigating the steps and that handrails would improve safety and accessibility.

Mayor White directed staff to contact a contractor to obtain quotes and ensure that the handrails are installed properly and meet safety requirements.

D. Resolution for Water Meter Readings

Councilman Valentine stated that the Town is losing revenue from customers whose water meters are not functioning properly and are currently being billed only the flat rate due to zero usage readings.

Councilman Valentine suggested reviewing historical meter readings from the period when the meters were functioning correctly and establishing a resolution that would allow the Town to bill customers based on their average usage until the meters are repaired or replaced.

The Board agreed that additional review is needed. Staff will further evaluate past usage records to determine the appropriate average consumption amounts before bringing the matter back for consideration.

Other Comments:

Additional Discussion Items

- **Savings Account Authorization:**

Town Clerk Valerie Jackson stated that PNC Bank requires the Board meeting minutes to reflect authorization for her to open a savings account in the Town of

Winfall's name. The minutes must also specify the exact amount of funds authorized is to be transferred into account.

- **Stop Sign Purchase Update:**

Mayor White stated that the Town needs to proceed with ordering the stop signs for the four-way stop intersections. The Town will need a total of **12 stop signs**.

Councilman Smirlock reported that the signs have already been added to the online order cart and are ready to be purchased. He also noted that the Town will need additional materials, including sign poles and reflective tape to be placed along the poles for visibility. Councilman Valentine suggested obtaining an additional quote before finalizing the purchase. He referenced a previous discussion where Mrs. Jackson mentioned contacting another company for pricing; however, no response has been received at this time. The Board discussed moving forward with the same company previously used for the Town's street signs.

- **Town of Winfall Back-to-School Bash Announcement:**

Mayor White announced that the Town of Winfall will host the **Back-to-School Bash on August 15, 2026, from 11:00 a.m. to 4:00 p.m.** The Town is accepting donations and appreciates the support of community members and sponsors.

Adjournment

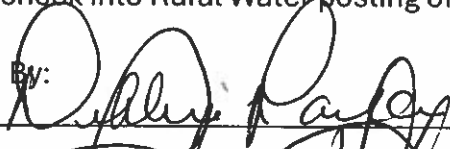
No other business conducted/ ***motion to adjourn by Councilman Valentine, second by Councilman Smirlock voted on, unanimously approved.**

Meeting adjourned at 6:25pm.

Action Items & Next Steps

- Closed session for Police application and Perquimans Sheriff Department
- Renaming of Credit Card and flat rate charge
- Office call for contractor to get quote for handrails on porch
- Information about Dog Park is coming fourth.
- Office will check into Rural Water posting of Hiring flyer

Minutes Prepared By:

Debbie Parker,  (signature)

Preston White, Mayor



Valerie Jackson, Clerk

Town of Winfall



08/18/26