



**TOWN OF RICHLANDS**  
**Town Board Meeting**  
**March 12, 2024**  
**6:00 PM**  
***AGENDA***

**I. Meeting Called to Order by Mayor McKinley Smith**

**II. Pledge of Allegiance**

**III. Invocation**

**IV. Adoption of the Agenda**

**V. Adoption of the Minutes**

1. February 2024 Meeting Minutes

**VI. Public Comment**

**VII. Public Hearings**

**VIII. Old Business**

1. Street Resurfacing Project

**IX. New Business**

1. Police Radio Purchase
2. Planning Board Appointments

**X. Administrator Notes and Updates**

1. Administrator Notes and Updates

**XI. Police Report**

1. January-February Police Reports

**XII. Board Member Concerns and Committee Updates**

**XIII. Personnel**

**XIV. Closed Session**

**XV. Adjourn**



**TOWN OF RICHLANDS**  
**Regular Board Meeting**  
*Agenda Item V. - 1.*  
February 2024 Meeting Minutes

**Description:**

February 20, 2024 Meeting Minutes.

**Review:**

Attached are the minutes for the February 20, 2024 Regular Meeting of the Richlands Board of Aldermen.

**Action Needed:**

Review the minutes and adopt the December 12 meeting minutes.

**ATTACHMENTS:**

Description

▣ February 2024 Meeting Minutes

# **TOWN OF RICHLANDS**

## **NORTH CAROLINA**

Office of the  
Town Clerk  
(910) 324-3301  
(910) 324-2324 fax  
[townclerk@richlandscnc.gov](mailto:townclerk@richlandscnc.gov)



Mailing Address:  
P.O. Box 245  
Richlands, N.C. 28574

The Richlands Board of Aldermen met in Regular Session on Tuesday, February 20, 2024, at 6:00 pm at the Richlands Town Hall. Present for the meeting were:

Alderman Kent Painter  
Mayor Pro-Tem Tom Brown  
Mayor McKinley Smith

Alderman Marilyn Bunce  
Alderman Paul Conner  
Alderman Kandy Koonce

Also present were:

Gregg Whitehead, Town Administrator  
Erin Juhls, Town Clerk

Keith Fountain, Town Attorney  
Johnathan Jarman, Public Works Director

Absent: William A Horne, Chief of Police

There were 3 (three) citizens present.

### **I. MEETING CALLED TO ORDER:**

Mayor McKinley Smith called the meeting to order at 6:00 pm.

### **II. PLEDGE OF ALLEGIANCE:** Mayor John Davis, Swansboro

### **III. INVOCATION:** Mayor McKinley Smith

### **IV. ADOPTION OF AGENDA:**

Gregg Whitehead, Town Administrator, presented the agenda to the Board.

A **motion** was made by Alderman Paul Conner seconded by Alderman Kandy Koonce to approve the agenda as amended with the addition of the January Special Call meeting minutes that need to be approved and to discuss quotes for a police car that needs repairs. The motion was unanimously carried.

### **V. ADOPTION OF MINUTES (December 12, 2023 & January 18, 2024):**

A **motion** was made by Alderman Marilyn Bunce, seconded by Alderman Kandy Koonce to approve the Regular Board Meeting Minutes of December 12, 2023. The motion was unanimously carried.

A **motion** was made by Alderman Kandy Koonce, seconded by Alderman Kent Painter to approve the Special Call Meeting Minutes of January 18, 2024. The motion was unanimously carried.

**VI. PUBLIC COMMENT:**

Joe Meininger with Boy Scout Troop # 215 addressed the Board and requested the fee be waived for use of the Richlands Community Building on April 19<sup>th</sup> and 20<sup>th</sup> for their Pinewood Derby.

A **motion** was made by Alderman Kandy Koonce, seconded by Alderman Tom Brown to waive the fees for Boy Scout Troop 215 for April 19 & 20<sup>th</sup>. The motion was unanimously carried.

Mayor John Davis, Swansboro thanked the Board for allowing him to speak and to say the Pledge of Allegiance. He stated he is running for County Commissioner and wants to work on overall county strategy and plan, in particular, our infrastructure plan, services plan and utilities plan. He would also like to see the county and municipalities working together on all our needs.

**VII. PUBLIC HEARING:**

**1. PETITION FOR VOLUNTARY ANNEXATION (SQUIRES RUN VILLAGE)**

Mayor Smith opened the public hearing in order to hear public comment regarding a petition by South State Development to voluntarily annex the following described territory and filed pursuant to G.S. 160A-31:

All 65.99 acres of property identified as Onslow County Tax Parcel 43-60.16 and owned by South State Development, LLC.

With no comments from the public, Mayor Smith closed the public hearing.

**2. ZONING TEXT AMENDMENTS:**

Mayor Smith opened the public hearing in order to hear public comment regarding various proposed text amendments to Chapter 153 (Zoning) of the Town of Richlands Code of Ordinances.

With no comments from the public, Mayor Smith closed the public hearing.

**3. SUBDIVISION TEXT AMENDMENT:**

Mayor Smith opened the public hearing in order to hear public comment regarding a proposed text amendment to Chapter 152 (Subdivisions) of the Town of Richlands Code of Ordinances. The proposed text amendment will change the open space dedication requirement in 152.071 (B) (1) from 5% of the gross acreage to 20% and will require that no more than 40% of the open space may be wetlands.

With no comments from the public, Mayor Smith closed the public hearing.

**VIII. OLD BUSINESS:**

**IX. NEW BUSINESS:**

1. **ORDINANCE 2024-01 (ZONING TEXT AMENDMENTS):**

Now that the public hearing has been held, the Board deliberated and voted on Ordinance 2024-01.

A **motion** was made by Alderman Tom Brown, seconded by Alderman Paul Conner to approve Ordinance 2024-01 (Zoning Text Amendments). The motion was unanimously carried.

2. **ORDINANCE 2024-02 (VOLUNTARY ANNEXATION ORDINANCE):**

Town Administrator, Gregg Whitehead presented Ordinance 2024-02 to the Board. The Ordinance will provide for the voluntary annexation of 65.99 acres of land located in between the Tri-Filed Estates and Maidstone Place subdivisions and is being developed by South State Development, LLC. The tract of land is the location of the Squires Run Village subdivision currently under development. The Board has the option of making the effective date of the annexation immediately upon approval or on June 30, 2024.

Now the public hearing has been held, the Board deliberated and voted on Ordinance 2024-02 (Voluntary Annexation Ordinance).

A **motion** was made by Alderman Kandy Koonce, seconded by Alderman Tom Brown, to approve Ordinance 2024-02 (Voluntary Annexation Ordinance). The motion was unanimously carried.

A **motion** was made by Alderman Paul Conner, seconded by Alderman Kandy Koonce to amend Ordinance 2024-02 to make it effective immediately. The motion was unanimously carried.

3. **ORDINANCE 2024-03 (SUBDIVISION TEXT AMENDMENTS):**

Now that the public hearing has been held, the Board deliberated and voted on Ordinance 2024-03.

A **motion** was made by Alderman Kent Painter, seconded by Alderman Paul Conner to approve Ordinance 2024-03 (Subdivision Text Amendments). The motion was unanimously carried.

4. **RESOLUTION 2024-01 (STREET DEDICATION):**

Town Administrator, Gregg Whitehead presented Resolution 2024-01 to the Board which accepts the dedication of the streets, rights-of-way, and facilities located within the rights-of-ways to the town.

24 East Development, LLC submitted a letter requesting that the town accept the dedication of the streets and stormwater facilities for Nathaniel Drive, Cats Way, and Sylvester Farm Road at the Landing Subdivision. The street curbing, stormwater pipes and street lighting have been completed. However, recent utility repairs on Nathaniel Drive have left several spots that still need to be filled in and repaired.

A **motion** was made by Alderman Marilyn Bunce, seconded by Alderman Paul Conner to table the resolution until roads are completed, in compliance, and have been inspected by everyone. The motion was unanimously carried.

**5. FINAL PLAT APPROVAL (SQUIRES RUN VILLAGE):**

South State Development has submitted a final plat for approval. Section I-A of Squires Run Subdivision will create 21 lots and connect Maidstone Park Subdivision. A bond letter has been submitted and reviewed by Public Works Director, Johnathan Jarman, and is deemed appropriate.

A **motion** was made by Alderman Paul Conner, seconded by Alderman Marilyn Bunce to approve the final plat for Section I-A of Squires Run Subdivision. The motion was unanimously carried.

**6. POLICE CAR REPAIRS:**

Mr. Whitehead submitted two quotes for repairs on Car # 5. The first is the cost of replacing the motor with a 4-year warranty, which would be the third motor in this vehicle. The first replacement was under warranty. The second quote would be to replace the parts and repaired by staff. The difference will be about \$1600.00.

After some discussion, a **motion** was made by Alderman Paul Conner, seconded by Alderman Tom Brown to table the discussion until the next meeting. The motion was unanimously carried.

**X. ADMINISTRATOR NOTES AND UPDATES:**

The Town Administrator, Gregg Whitehead, presented a copy of notes and updates to the Board which is incorporated by reference and hereby made part of these minutes. He also reported on the following:

- The Town Hall LED sign is on, but we are waiting for the software to be installed.

**XI. POLICE REPORT:**

A copy of the Activity Report for December 2023 and January 2024 is incorporated by reference and hereby made part of these minutes.

**XII. BOARD MEMBER CONCERNS AND COMMITTEE UPDATES:**

**Mayor McKinley Smith:** Thanked Alderman Bunce for attending the remembrance ceremony. Approximately 4 acres of land at the end of Railroad Street was donated in 1901 when blacks did not have anywhere to bury their loved ones. Approximately eight hundred graves have been identified but there are many more that are unknown.

**Alderman Marilyn Bunce:** Saturday, a week ago, attended a lovely ceremony at Brickmill Cemetery for a day of remembrance for Black History month. There are eight hundred people buried that there is a record of, and only about 40 or 50 markers. A lot of the markers are deteriorated, and you can tell where there are graves but no markings.

Would also like the town to get in touch with the Richlands Chamber of Commerce by the end of the month to see what their plan is for the Richlands Christmas parade because there are preparations that need to be made early in the year.

Would like Gregg to look into ordinances for stormwater ponds and fencing.

**Alderman Kandy Koonce:** Inquired if there was any new information on the street paving. Mr. Whitehead stated that the engineer is working on the final costs to oversee the street paving project but that the storm water improvements need to be finished first.

**Alderman Tom Brown:** Discussed stormwater ponds, and how they seem to be getting worse with debris, cans, cardboard, and plastic especially the ones in the Sylvester Farms area. He does not feel that that the State is properly taking care of them. He feels with a new development that they would want it to look better. He also feels that the streets are not being maintained properly and have weeds and dirt in the curb and gutter. These things could clog up the stormwater drains.

Inquired if a municipality could make an ordinance for certain things including fencing for stormwater ponds.

Mr. Whitehead stated that he will look into ordinances on stormwater ponds.

**XIII. PERSONNEL:**

**XIV. CLOSED SESSION:**

**XV. ADJOURN:**

With no further business, a **motion** was made by Alderman Paul Conner, seconded by Alderman Kandy Koonce to adjourn the meeting at 6:53 pm. The motion was unanimously carried.

Respectfully Submitted,

---

Attest:  
Erin Juhls, Town Clerk

---

Mayor McKinley Smith



**TOWN OF RICHLANDS**  
**Regular Board Meeting**  
*Agenda Item VIII. - 1.*  
Street Resurfacing Project

**Description:**

Street Resurfacing Project.

**Review:**

The final street resurfacing project estimates including engineering costs have been submitted to the town for review and discussion. The total estimated cost of the street resurfacing project is \$2,797,432. Paving accounts for \$2,495,864 and engineering and construction management accounts for \$310,568 of the total.

The Board now needs to formally decide how to proceed. Due to the amount of the project, the town will be required to borrow a significant portion of the total cost. The best option is to apply for a loan with the USDA's Community Facilities Direct Loan and & Grant Program.

**Action Needed:**

Act as desired.

**ATTACHMENTS:**

Description

- ▢ Street Resurfacing Project Cost Estimate
- ▢ Street Resurfacing Project Cost Summary
- ▢ USDA Community Facilities Program



March 1, 2024

Town of Richlands, NC  
302 S. Wilmington Street  
PO Box 245  
Richlands NC 28574-0245

Attn: Mr. Gregg Whitehead, Town Manager  
Mr. Johnathan Jarman, Public Works Director

Email: [publicworks@richlandsnc.gov](mailto:publicworks@richlandsnc.gov)

Phone: 910-324-3301

**SUBJECT:** Town of Richlands, NC  
Pavement Management Plan – Street Resurfacing & Rehabilitation Project  
Estimate of Probable Project Cost  
R & A File No: 2023005.1

Dear Mr. Whitehead and Mr. Jarman:

Subsequent to our presentation of the Pavement Management Plan to the Board, we were tasked with developing an estimate of project to include all the streets recommended for full depth reclamation (FDR) and resurfacing as well as all the streets recommended for various levels of full depth patch with milling and resurfacing (M&F). The original estimate for those streets for FDR was \$967,660 and included 32 street segments totaling 14,920 linear feet and 36,598 square yards. For the M&F streets, the total for 20% & 30% full depth patch (FDP) was \$1,302,307 and included 35 street segments totaling 20,352 linear feet and 57,415 square yards of pavement. The total estimated construction cost for both the FDR and M&F streets was \$2,269,967. We recommend including a 10% contingency for total of \$2,495,864.

For engineering services, we have broken it down into three phases: Design, Bid and Construction phases. We estimate that the project timeframe will be as follows: 2 Months - Subsurface Investigations, 2 Months - Plans and Specifications, 1 Month - Bidding/Contract Documents, 6 Months - Construction, and 1 month – Project Closeout. We have included some time for USDA funding assistance.

Design phase services -	\$113,252
Bid phase services -	\$ 12,436
Construction phase services -	<u>\$175,880</u>

Total Engineering Services -	\$301,568
------------------------------	-----------

To minimize cost, we will be utilizing available GIS information in production of the base plans for the project and augmenting the plans with GPS location work for areas identified for full depth patching as well as valve and manhole covers located in the existing pavement. The geotechnical services will be provided by Geotechnologies that will include 57 borings, 27 for FDR streets and 30 for M&F streets. Their services will include laboratory testing of the cores and full-depth reclamation designs.

In summary the Total Project Cost is estimated as follows:

Construction -	\$2,269,967
10% Contingency -	<u>\$ 226,897</u>
Total Construction -	<b><u>\$2,495,864</u></b>

Engineering Design -	\$ 113,252
Bidding Services -	\$ 12,436
Construction -	<u>\$ 175,880</u>
Total Engineering –	<b><u>\$ 301,568</u></b>

<b>Total Project Cost -</b>	<b><u>\$2,797,432</u></b>
-----------------------------	---------------------------

Should you have any questions please do not hesitate to let me know.

With Kindest Regards,



Scott P.M. Godefroy, P.E.  
Project Manager

cc: File 2023005.1

TOWN OF RICHLANDS  
PAVEMENT CONDITION SURVEY  
AND  
RESURFACING PLAN

STREET NAME	SECTION LIMITS	SECTION	PCI	LENGTH (ft)	FULL DEPTH RECLAMATION	MILL & FILL W/40% -5% FDP	CRACK SEAL & MICRO SURFACE
East Point Street	Slyvester to Franck St	3	0	715	\$37,809	\$40,555	\$6,650
Annie Road	Esquire Dr to Northcross	1	4	1,400	\$111,048	\$119,112	\$19,530
Esquire Drive	Franktown Rd to Annie Rd	5	6	425	\$33,711	\$36,159	\$5,929
Academy Street	Richlands Rd to Franck St	4	8	600	\$42,304	\$45,376	\$7,440
East Point Street	School to Woodson St	1	8	600	\$31,728	\$34,032	\$5,580
Fay Avenue	Nan St to Richlands Rd	2	8	575	\$30,406	\$32,614	\$5,348
Nicholson Street	Hargett St to Foy St	2	8	430	\$29,055	\$31,164	\$5,110
Sabrina Street	Brookhaven Dr to Wilmington St	1	8	500	\$36,722	\$39,389	\$6,458
East Point Street	Woodson St to Sylvester St	2	10	215	\$11,369	\$12,195	\$2,000
Esquire Drive	Annie Rd to Airleigh	4	10	400	\$31,728	\$34,032	\$5,580
Henrian Street	Fay Ave to Hardy Ave	1	10	500	\$23,502	\$25,209	\$4,133
Railroad Street	Hargett St to Foy St	1	10	500	\$26,440	\$28,360	\$4,650
Fay Avenue	Henrian St to Nan St	1	12	600	\$31,728	\$34,032	\$5,580
Church Street	Frank St to Hargett	2	13	400	\$23,502	\$25,209	\$4,133
Esquire Drive	Airleigh to Groveshire Pl	3	14	400	\$31,728	\$34,032	\$5,580
Penster Court	cul-de-sac to Pembury Wy	1	14	275	\$27,909	\$29,936	\$4,908
Fairview Lane	Pete Jones Dr to cul-de-sac	1	16	320	\$31,493	\$33,780	\$5,539
New Street	Academy St to Elizabeth St	2	16	125	\$8,446	\$9,059	\$1,485
Onslow Street	Franck St to Hargett St	2	16	360	\$23,267	\$24,957	\$4,092
Ragsdale Street	Richlands Rd to Franck St	1	16	225	\$13,881	\$14,889	\$2,441
Church Street	Richlands Rd to Frank St	1	18	360	\$20,094	\$21,554	\$3,534
Church Street	Hargett St to Foy St	3	18	400	\$31,728	\$34,032	\$5,580
Lucile Britt Winstead Street	Foy St to Hargett St	1	19	520	\$38,191	\$40,964	\$6,717
Hancock Street	Jarman St to Richlands Rd	3	22	175	\$10,282	\$9,821	\$1,808
Hancock Street	Williams St to Jarman St	2	24	350	\$20,564	\$19,643	\$3,617
Norwood Baysden Street	Frank St to Hargett St	1	24	475	\$32,095	\$30,657	\$5,645
Onslow Street	Sylvester St to Mills St	5	24	550	\$29,084	\$27,781	\$5,115
Onslow Street	Woodson St to Sylvester St	6	24	225	\$11,898	\$11,365	\$2,093
Trenton Street	Hargett St to Foy St	1	24	440	\$23,267	\$22,224	\$4,092
Foy Street	Wilmington St to Nicholson St	4	26	715	\$50,412	\$48,153	\$8,866
Onslow Street	Mills St to Cooper St	4	26	425	\$22,474	\$21,467	\$3,953
Foy Street	Cox St to Lucile Britt Rd	8	27	250	\$15,423	\$14,732	\$2,713
Annie Road	Northcross to cul-de-sac	2	28	360	\$52,057	\$49,724	\$9,155
Foy Street	Railroad St to Church St	1	28	675	\$39,660	\$37,883	\$6,975
Hancock Street	Dreadnaught St to Williams St	1	28	600	\$35,253	\$33,673	\$6,200
New Street	Elizabeth St to Wilmington St	3	28	425	\$28,717	\$27,430	\$5,050
Woodson Street	Richlands Rd to Onslow St	2	28	850	\$52,439	\$50,089	\$9,223
Elizabeth Street	New St to Wilmington St	1	30	775	\$59,196	\$49,591	\$10,411
Cooper Street	Pete Jones Dr to Onslow St	1	32	662	\$42,786	\$35,844	\$7,525
Foy Street	Trenton St to Cox St	7	32	300	\$18,508	\$15,505	\$3,255
Hancock Street	Richlands Rd to Hargett St	4	32	75	\$4,407	\$3,692	\$775
Mills Street	Peter Jones Dr to Onslow St	1	32	560	\$42,774	\$35,834	\$7,523
Airleigh Place	Northcross to cul-de-sac	2	34	380	\$53,644	\$44,940	\$9,434
Foy Street	Church St to Academy St	2	34	485	\$29,209	\$24,470	\$5,137
Pete Jones Drive	Mills St to Sylvester St	3	36	450	\$54,202	\$45,408	\$9,533
Woodson Street	Onslow St to East Point St	1	36	575	\$35,474	\$29,718	\$6,239
Airleigh Place	Esquire Dr to Northcross	1	38	1,400	\$111,048	\$93,030	\$19,530
Brookhaven Drive	Sabrina Dr to Wilmington St	2	38	1,030	\$75,648	\$63,374	\$13,304
Cox Street	Franck St to Hargett St	1	38	380	\$22,327	\$18,704	\$3,927
Esquire Drive	Groveshire Pl to Landover Dr	2	38	340	\$26,969	\$22,593	\$4,743
Foy Street	Rand St to Railroad St	0	38	1,400	\$90,484	\$75,802	\$15,913
Sylvester Street	Onslow St to East Point St	2	38	840	\$54,290	\$45,481	\$9,548
Brooksdale Drive	Wilmington St to Dillard Ln	1	40	340	\$21,975	\$18,409	\$3,865
Groveshire Place	Esquire Dr to Ashland Dr	1	40	1,200	\$91,659	\$76,787	\$16,120
Onslow Street	Cooper St to Frank St	3	40	425	\$22,474	\$18,828	\$3,953
Pete Jones Drive	Cooper St to Mills St	2	40	325	\$39,146	\$32,794	\$6,885
Williams Street	Dreadnaught St to Hancock St	1	40	450	\$26,440	\$22,150	\$4,650

TOWN OF RICHLANDS  
PAVEMENT CONDITION SURVEY  
AND  
RESURFACING PLAN

STREET NAME	SECTION LIMITS	SECTION	PCI	LENGTH (ft)	FULL DEPTH RECLAMATION	MILL & FILL W/40% -5% FDP	CRACK SEAL & MICRO SURFACE
Academy Street	Franck St to Hargett St	3	42	375	\$24,237	\$20,304	\$4,263
Dreadnaught Street	Williams St to Williams St Ext	3	42	100	\$5,876	\$4,922	\$1,033
Henderson Street	End to Franck St	1	42	325	\$15,276	\$12,798	\$2,687
Landover Drive	Esquire Dr to Ashland Dr	1	42	1,200	\$91,659	\$76,787	\$16,120
Penster Court	Pembury Wy to Maidstone Dr	2	42	300	\$17,627	\$14,767	\$3,100
Esquire Drive	Woodruns Cr to cul-de-sac	0	45	120	\$33,021	\$27,663	\$5,807
Cox Street	Hargett St to Foy St	2	50	450	\$26,440	\$22,150	\$4,650
Dreadnaught Street	Dead End to Hancock	1	52	900	\$52,880	\$44,300	\$9,300
Foy Street	Academy St to Wilmington St	3	54	625	\$44,525	\$37,301	\$7,831
Brookhaven Drive	cul-de-sac to Sabrina Dr	1	58	350	\$34,519	\$28,918	\$6,071
Nicholson Street	Franck St to Hargett St	1	60	380	\$26,234	\$18,897	\$4,614
Maidstone Drive	Shilling St to Comfort Rd	1	62	625	\$55,083	\$39,677	\$9,688
Pembury Way	Penster Ct to Shilling St	1	62	1,600	\$94,009	\$67,716	\$16,533
Hardy Avenue	Henrian St to Nan St	1	64	575	\$27,028	\$19,468	\$4,753
Dreadnaught Street	Williams St Ext to Richlands Rd	4	66	450	\$26,440	\$19,045	\$4,650
Williams Street Extension	Dreadnaught St to Dead End	1	66	300	\$17,627	\$12,697	\$3,100
Foy Street	Onslow St to Trenton St	6	67	265	\$16,349	\$11,776	\$2,875
Amberwine Circle	Esquire Dr to cul-de-sac	1	68	480	\$60,166	\$43,338	\$10,581
Maidstone Drive	Penster Ct to Shilling St	2	70	2,245	\$197,859	\$142,520	\$34,798
Esquire Drive	Landover Dr to Woodruns Cr	1	72	375	\$29,745	\$21,426	\$5,231
Woods Run Circle	Esquire Dr to cul-de-sac	1	72	550	\$65,512	\$47,189	\$11,522
Dreadnaught Street	Hancock to Williams St	2	74	300	\$17,627	\$12,697	\$3,100
Maidstone Drive	cul-de-sac to Penster Ct	3	74	140	\$24,090	\$17,352	\$4,237
Northcross Street	Airleigh Pl to Annie Rd	1	74	390	\$30,935	\$22,283	\$5,441
Academy Street	Foy St to New St	1	80	425	\$24,971	\$16,521	\$4,392
Pete Jones Drive	Fairview Ct to Cooper St	1	80	325	\$39,146	\$25,899	\$6,885
Nan Street	Hardy Ave to Fay Ave	1	82	325	\$17,186	\$11,370	\$3,023
Dukes Lake Circle	Esquire Dr to cul-de-sac	1	84	625	\$71,241	\$47,133	\$12,529
Foy Street	Nicholson St to Onslow St	5	84	225	\$15,534	\$10,277	\$2,732
Landover Drive	Ashland Dr to Dead End	2	85	370	\$29,348	\$19,417	\$5,162
Academy Street	Hargett St to Foy St	2	90	430	\$27,791	\$18,387	\$4,888
Ashland Drive	Groveshire Pl to Landover Dr	1	92	390	\$30,935	\$20,466	\$5,441
Onslow Street	Hargett St to Foy St	1	95	450	\$29,084	\$19,242	\$5,115
Groveshire Place	Ashland Dr to Dead End	2	97	350	\$27,762	\$18,367	\$4,883
Berlin Court	Dillard Ln to cul-de-sac	1	100	100	\$18,214	\$12,050	\$3,203
Dillard Lane	cul-de-sac to cul-de-sac	1	100	910	\$70,565	\$46,686	\$12,410
Gadson Court	Dillard Ln to cul-de-sac	1	100	100	\$18,214	\$12,050	\$3,203
Hardy Avenue	Dead end to Henrian St	2	100	200	\$9,401	\$6,220	\$1,653
Nathaniel Drive	Sylvester St to Koonce Fork Rd	1	100	2,210	\$233,730	\$154,634	\$41,106
New Street	Dead End to Academy St	1	100	275	\$12,926	\$8,552	\$2,273
Pembury Way	Shilling St to cul-de-sac	2	100	275	\$27,909	\$18,464	\$4,908
Ragsdale Street	Dead End to Richlands Rd	2	100	225	\$13,881	\$9,184	\$2,441
Shilling Street	Pembury Wy to Maidstone Dr	1	100	330	\$19,389	\$12,828	\$3,410
Sylvester Street	Peter Jones Dr to Onslow St	1	100	600	\$35,253	\$23,323	\$6,200
Proposed FDR Totals				14,920 ft	\$967,660.00		
Proposed Mill & Fill w /40%-5% Full Depth Patch (PCI range 22 - 28)				20,352 ft		\$1,247,364	
Proposed Crack Seal & Micro seal				8,675 ft			\$121,123
<b>Resurfacing Total</b>				<b>\$2,336,147.00</b>			

Cost Estimate Does Not Include:

1. Engineering & Project Management
2. Utility Adjustments
3. ADA Compliance (Handicapped Ramps)
4. Traffic Markings (Striping, Cross Walks, Etc.)

## **General Community Facilities Program:**

The Community Facilities program provides low interest loans and guarantee loans to develop essential community facilities. Loans and guarantees are available to public entities such as municipalities, counties, and special-purpose districts, as well as to non-profit corporations and tribal governments. Applicants must have the legal authority to borrow and repay loans, to pledge security for loans, and to construct, operate, and maintain the facilities. They must also be financially sound and able to organize and manage the facility effectively. Repayment of the loan must be based on tax assessments, revenues, fees, or other sources of money sufficient for operation and maintenance, reserves, and debt retirement. Feasibility studies prepared by a third party are required for start-up facilities.

- **Fund Uses:** Loan funds may be used to construct, enlarge, or improve community facilities for health care, public safety, and public services. This can include costs to acquire land needed for a facility, pay necessary professional fees, and purchase equipment required for its operation. Our program does not allow for assistance with rent and or utilities.
- **Rates and Terms:** Current rate 3.750%, but does change on a quarterly basis until fixed at loan approval. Once we approve a loan, you are locked in at that rate. If at the time our loan closes our rate has dropped, we will give the lower rate. Loan repayment terms may not exceed the applicant authority (under State law or organizational structure), the useful life of the facility, or a maximum 40 years. Community Facility loans are simple interest loans with no prepayment penalty.
- **Security Requirements:** bonds, notes pledging taxes, assessments on revenue and/or a mortgage may be taken on real and personal property.
- **Application Processing:** Applications are handled by USDA Rural Development area offices and can be submitted at any time. Area staff can provide application materials and current program information, and assist in the preparation of an application. The CF application process is a two-stage procedure (preapplication and application). After an application is submitted, time to process the application depends upon the scope of the project, environmental review, and legal issues. Our typical processing timeline is usually 60 – 90 days to get the application funded and be in a position to close the loan.
- **We also have a grant component to our program.** Eligibility is based on the median household income of the service area as well as financial need. We will need to review the project service area as well as the last 5 audits to determine possible grant assistance.



**TOWN OF RICHLANDS**  
**Regular Board Meeting**  
*Agenda Item IX. - 1.*  
Police Radio Purchase

**Description:**

Police Radio Purchase (Ordinance 2024-04).

**Review:**

The Town has been awarded a \$29,174 reimbursement grant from the Governors Crime Commission to assist with the purchase of handheld radios, laptop computers, and tasers for the Richlands Police Department. Initially, we are seeking to purchase 3 Motorola handheld radios for a total cost of \$17,065. Due to the amount of lead time to acquire the radios (20 weeks), the purchase will have to straddle two budget years, requiring the Board to adopt a grant project ordinance.

The attached grant project ordinance accounts for the receiving and expending of the grant funds through June 30, 2025.

**Action Needed:**

Approve the ordinance if desired.

**ATTACHMENTS:**

Description

- ▣ Ordinance 2024-04
- ▣ Motorola Radio Quote (March 2024)

**GRANT PROJECT ORDINANCE  
GOVERNORS CRIME COMMISSION  
ORDINANCE 2024-04**

BE IT ORDAINED by the town board of the Town of Richlands, North Carolina that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project ordinance is hereby adopted:

**Section 1:** This ordinance is to establish a budget for the Town of Richlands to expend monies provided to the Town by the Governors Crime Commission in the amount of \$29,174. The purpose of the grant is to provide funds for the purchase of handheld radios, laptop computers and tasers for the Richlands Police Department.

**Section 2:** The following amounts are appropriated for the project and authorized for expenditure:

Handheld Radios	\$17,065
Undesignated	\$12,109

**Section 3:** The following revenues are anticipated to be available to complete the project:

Governors Crime Commission	\$29,174
----------------------------	----------

**Section 4:** The Finance Officer is hereby directed to maintain sufficient specific detailed accounting records to satisfy the requirements of the grantor agency and the grant agreements.

**Section 5:** The Finance Officer is hereby directed to report the financial status of the project to the governing board on a quarterly basis.

**Section 6:** Copies of this grant project ordinance shall be furnished to the Budget Officer, the Finance Officer and to the Clerk to Town the Board of Aldermen.

**Section 7:** This grant project ordinance expires on June 30, 2025, or when all the General Fund Grant funds have been obligated and expended by the town, whichever occurs sooner.

Adopted this 12<sup>th</sup> day of March, 2024.

ATTEST:

---

McKinley Smith, Mayor

---

Erin Juhls, Clerk



Billing Address:  
 RICHLANDS, TOWN OF  
 302 S WILMINGTON ST  
 RICHLANDS, NC 28574  
 US

Quote Date:03/06/2024  
 Expiration Date:05/05/2024  
 Quote Created By:  
 Mike Cavalluzzi  
 mikecavalluzzi@callmc.com

End Customer:  
 RICHLANDS, TOWN OF  
 Chief Horne

Contract: 19144 - 725G NORTH  
 CAROLINA, STATE OF (NON-ARIBA  
 BASED POS)  
 Payment Terms:30 NET

Line #	Item Number	Description	Qty	Sale Price	Ext. Sale Price
	APX™ 6000 Series	APX6000			
1	H98UCF9PW6BN	APX6000 700/800 MODEL 2.5 PORTABLE	3	\$5,118.59	\$15,355.77
1a	QA01648AA	ADD: HW KEY SUPPLEMENTAL DATA	3		
1b	Q667BB	ADD: ADP ONLY (NON-P25 CAP COMPLIANT) (US ONLY)	3		
1c	Q361AR	ADD: P25 9600 BAUD TRUNKING	3		
1d	Q58AL	ADD: 3Y ESSENTIAL SERVICE	3		
1e	QA00580AC	ADD: TDMA OPERATION	3		
1f	QA00631AB	ADD: DVRS PSU ACTIVATION	3		
1g	QA07577AA	ALT: BATT IMPRES 2 LIION TIA4950 IP68 3100T STD	3		
1h	H38BT	ADD: SMARTZONE OPERATION	3		
1i	Q806BM	ADD: ASTRO DIGITAL CAI OPERATION	3		
1j	QA09113AB	ADD: BASELINE RELEASE SW	3		
2	NNTN8860A	CHARGER, SINGLE-UNIT, IMPRES 2, 3A, 115VAC, US/NA	3	\$139.88	\$419.64



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.

Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 - #: 36-1115800





Line #	Item Number	Description	Qty	Sale Price	Ext. Sale Price
3	PMMN4135B	XVP850 REMOTE SPEAKER MICROPHONE WITH CHANNEL KNOB	3	\$380.70	\$1,142.10
Product Services					
4	LSV00Q00202A	DEVICE PROGRAMMING	3	\$49.00	\$147.00
Grand Total				\$17,064.51(USD)	

**Notes:**

- Unless otherwise noted, this quote excludes sales tax or other applicable taxes (such as Goods and Services Tax, sales tax, Value Added Tax and other taxes of a similar nature). Any tax the customer is subject to will be added to invoices.



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.

Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 ~ #: 36-1115800



## **TOWN OF RICHLANDS**

### **Regular Board Meeting**

#### *Agenda Item IX. - 2.* Planning Board Appointments

**Description:**

Planning Board Appointments.

**Review:**

The Planning Board Terms for both Mr. John Tripp (102 Nan Street) and Mr. Jason Smith (227 Maidstone Drive) are set to expire on March 13, 2024. Mr. Tripp and Mr. Smith have both expressed their desire to remain on the Planning Board. If the Board chooses to reappoint Mr. Tripp and Mr. Smith the new term will be for three years.

**Action Needed:**

Make the reappointments if desired.



## **TOWN OF RICHLANDS**

### **Regular Board Meeting**

#### *Agenda Item X. - 1.* Administrator Notes and Updates

**Description:**

- The Richlands Town Hall will be closed on Friday, March 29 for the observance of Good Friday.
- Don't forget that Daylight Savings Time starts this weekend. Spring Forward!
- The NC Office of State Budget and Management has released the 2022 population municipal estimates. The population of Richlands is now 2,418, a 48 person increase from last year.

**Review:**

**Action Needed:**



**TOWN OF RICHLANDS**  
**Regular Board Meeting**  
*Agenda Item XI. - 1.*  
January-February Police Reports

**Description:**

Attached is the Police Activity Log for January and February of 2024.

**Review:**

**Action Needed:**

Receive the Police Reports.

**ATTACHMENTS:**

Description

- ☐ January 2024 Police Activity Log
- ☐ February 2024 Police Activity Log

# Activity Log Event Summary (Cumulative Totals)

## Richlands Police Department

(01/01/2024 - 01/31/2024)

<No Event Type Specified>	2	911 Hang-Up	3
Adminstration Run	29	Alarm Activation	3
Arrest	6	Assist Citizen	27
Assist EMS	6	Assist Other Agency	4
Assist Other RPD Officer	3	Bank Escort	4
Business Check	1,811	Business Walk Through	22
Call for Service	192	Child Safety Seat	1
Citation	128	Crash	16
Death	1	Domestic Dispute	3
DWLR	11	Fingerprinting	3
Follow up Investigation	5	Fraud	1
FTO Training	22	Funeral Escort	1
Incident Report	8	Larceny	5
Lighting Violation	7	Lost/Stolen Property	1
No Insurance	6	NOL	7
Open Container	2	Operational Reports	1
Patrol Zone 1	38	Patrol Zone 2	36
Patrol Zone 3	30	Patrol Zone 4	29
Patrol Zone 5	39	Patrol Zone 6	41
Possession of Marijuana	1	Property Damage	1
Registration Violation	50	Safe Movement Violation	1
Seatbelt	14	Selective Traffic Enforcement	69
Special Assignment	1	Speeding	17
Stoplight/Sign	3	Supplement to report	3
Suspicious Vehicle/Person/Incident	3	Towed Vehicle	1
Transport to Jail	3	Trespassing	1
Unlock Car	5	Vehicle Check After Shift	39
Vehicle Check Before Shift	44	Vehicle Searches	2
Vehicle Stop	128	Verbal Warnings	50
Warning Citation	12	Warrant	5
Weapons Offense	1	Window Tint Violation	20

**Total Number Of Events: 3,028**

# Activity Log Event Summary (Cumulative Totals)

## Richlands Police Department

(02/01/2024 - 02/29/2024)

<No Event Type Specified>	4	911 Hang-Up	1
Adminstration Run	41	Alarm Activation	3
Animal Complaint	2	Arrest	9
Assist Citizen	27	Assist EMS	2
Assist Other Agency	2	Assist Other RPD Officer	21
Bank Escort	3	Breaking and Entering	3
Business Check	2,018	Business Walk Through	19
Call for Service	371	Citation	198
Cite & Release	2	Crash	9
Domestic Dispute	6	DWI	4
DWLR	16	Fingerprinting	6
Follow up Investigation	13	Found Property/Safe Keeping	3
FTO Training	14	Funeral Escort	3
Incident Report	22	Juvenile Problems	5
Larceny	3	Lighting Violation	15
Lost/Stolen Property	1	Missing Person	2
Narcotic Incident	3	No Insurance	19
NOL	11	Open Container	4
Open Door/Windows	3	Operational Reports	8
Patrol Zone 1	50	Patrol Zone 2	41
Patrol Zone 3	45	Patrol Zone 4	43
Patrol Zone 5	47	Patrol Zone 6	52
Possession of Drug Paraphernalia	4	Possession of Marijuana	4
Possession of Meth	1	Possession Of Stolen Property	1
Property Damage	1	Registration Violation	103
Residence Check	1	Safe Movement Violation	5
Seatbelt	21	Selective Traffic Enforcement	122
Special Assignment	4	Speeding	15
Stoplight/Sign	5	Supplement to report	15
Suspicious Vehicle/Person/Incident	3	Towed Vehicle	5
Transport to Jail	7	Trespassing	1
Unlock Car	1	Vehicle Check After Shift	51
Vehicle Check Before Shift	55	Vehicle Searches	10

# Activity Log Event Summary (Cumulative Totals)

Richlands Police Department

(02/01/2024 - 02/29/2024)

---

Vehicle Stop	292	Verbal Warnings	115
Warning Citation	23	Warrant	4
Weapons Offense	1	Window Tint Violation	101

---

**Total Number Of Events: 4,145**