



TOWN OF RICHLANDS
Town Board Meeting
September 17, 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. August 2024 Meeting Minutes

VI. Public Comment

VII. Public Hearings

VIII. Old Business

IX. New Business

1. OUTS Presentation
2. Vector Control Interlocal Agreement
3. Budget Amendment #2

X. Administrator Notes and Updates

1. Administrator Notes and Updates

XI. Police Report

1. August 2024 Police Report

XII. Board Member Concerns and Committee Updates

XIII. Personnel

XIV. Closed Session

XV. Adjourn



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

Description:

August 13, 2024 Meeting Minutes.

Review:

Attached are the minutes for the August 13, 2024 Regular Meeting of the Richlands Board of Aldermen.

Action Needed:

Review and adopt the August meeting minutes.

ATTACHMENTS:

Description

- ▣ August 13, 2024 Meeting Minutes

TOWN OF RICHLANDS
NORTH CAROLINA

Office of the
Town Clerk
(910) 324-3301
(910) 324-2324 fax
townclerk@richlandsc.gov

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



The Richlands Board of Aldermen met in Regular Session on August 13, 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
William A Horne, Chief of Police
Frankie Howard, Executive Director with ONWASA

Keith Fountain, Town Attorney
Patricia Allen, Code Enforcement Officer

There were 5 citizens present.

I. MEETING CALLED TO ORDER:

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

II. PLEDGE OF ALLEGIANCE: Alderman Tom Brown

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 Kandy Koonce seconded by Alderman Tom Brown to adopt the agenda with the addition of Frankie Howard. The motion was unanimously carried.

V. ADOPTION OF MINUTES (July 2024):

A **motion** was made by Alderman Tom Brown, seconded by Alderman Paul Conner to approve the Meeting Minutes of July 2024. The motion was unanimously carried.

A **motion** was made by Alderman Paul Conner, seconded by Alderman Tom Brown to seal the closed session meeting minutes regarding personnel. The motion was unanimously carried.

VI. PUBLIC COMMENT:

Ryan Wilson, 206 West Hargett Street, wanted to come to the Board to let them know that he appreciates no chickens. He does not want chickens and wanted to thank the Board for not allowing them.

VII. PUBLIC HEARING: None

VIII. OLD BUSINESS: None

IX. NEW BUSINESS:

1. ONWASA UPDATE:

Frankie Howard Executive director with ONWASA thanked the board for having him. Stated it has been about a year since he has been here and wanted to give an update. He noted that the annual report is on the ONWASA website. The following are some of the highlights he presented:

- Annual drinking water capacity: 4,270,500,000 gallons
- ONWASA is the second largest water/sewer authority in the state.
- Water production is up 5% per year for the past five years.
- There are 35 wells across Onslow County.
- There are 25 capital projects in various stages of development around the County with a total estimate of \$296 million.
- Timber Sales for ONWASA over the last two years have brought in over \$850,000.00 revenues.
- ONWASA added an addition to the building that includes offices and a new laboratory.
- Employees raised over \$4,000.00 worth of toys for Christmas Cheer.

2. ORDINANCE 2024-07 (ABANDONED AND NUISANCE VEHICLES):

Mr. Whitehead presented the proposed ordinance regulating abandoned and nuisance vehicles in town. The current ordinance is confusing, inefficient and is in need of updating. Instead of trying to reword multiple sections and add new language the best course is to repeal the whole section and replace it with a new one. Ordinance 2024-07 follows best practices regarding the regulation of abandoned and nuisance vehicles and better references statutory authority and requirements.

Alderman Bunce had some concerns with the wording under Junked Motor Vehicle. After a discussion, it was agreed to change the wording from **and that** to **or**.

A **motion** was made by Alderman Marilyn Bunce, seconded by Alderman Kandy Koonce, to approve Ordinance 2024-07 as amended. The motion was unanimously carried.

3. ANNEXATION AGREEMENT (THE LANDING AT SYLVESTER FARMS):

Perry Management, Inc. has requested that the town meet the financial obligation regarding annexation agreement that was approved in 2020 to help pay for a required traffic light. Under the agreement, once the traffic light is installed, the town is obligated to pay 50% of the tax revenue received for the annexed property until 2031. The total amount due to the developer cannot exceed the cost of the installation of the traffic light. The cumulative amount due since 2020 is \$42,068.28. In 2025 the financial obligation will be reduced to between \$11,500 and \$12,500, depending on fluctuations in property value and the given tax rate.

A **motion** was made by Alderman Tom Brown, seconded by Alderman Kandy Koonce, to approve the payment to Perry Management, Inc. The motion was unanimously carried.

4. **WINSTEAD PLACE TOWNHOMES RECOMBINATION PLAT APPROVAL**):

The developer of the Winstead Place Townhomes has done some minor changes to the recorded plat of Phase 1, which affects the remaining unites 31-38, 53-58, and 59-64. The overall footprint and location of the units has not changed, rather the individual unit widths have been redistributed and a 10-foot utility easement has been added to unit 31.

A **motion** was made by Alderman Marilyn Bunce, seconded by Alderman Paul Conner, to approve the Winstead Place Townhomes Recombination Plat. The motion was unanimously carried.

5. **BUDGET AMENDMENT #1**:

Budget Amendment #1 for FY 2024-2025 will account for the additional funds expended for the purchase of laptops (1,158.81) and three handheld radios (\$16,430.67) as part of the reimbursement grant.

A motion was made by Alderman Tom Brown, seconded by Alderman Kandy Koonce, to approve Budget Amendment #1. 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:

- Farmers day is September 7th and is being put on by the Richlands Volunteer Fire Department.
- Reminded everyone to do the Ethics Training.
- Received a request from Jody Cavanaugh to allow some seniors to park their cars at the HELP Building during school hours. He is also working on the plans for the possible building swap.
- September meeting will be on the 17th.
- The Fire Department had some storm damage. Rain got into the meeting room and insulation fell in.
- Community Building repairs should be finished this week.

XI. POLICE REPORT:

Chief William A. Horne presented a copy of the Activity Report for July 2024 and is incorporated by reference and hereby made part of these minutes. Chief Horne also reported on the following:

- Officer Pool obtained a bicycle, vest, helmet, and lights for the subject that was struck by a vehicle in cooperation with the Rhodestown Fire Department and Jacksonville Police Department.
- Received the new patrol vehicle from Ilderton Dodge.
- Received the new patrol vehicle from B&G and issued it to Sandoval.
- Pool completed RADAR hours and received her certification.
- Lessner's certification was received, and he was sworn in.
- Officer Kreger resigned and is moving to Virginia.
- Received new laptops from grant funds and had them programmed by IPM. One is programmed with Black Mountain Software and was issued to Code Enforcement.
- Received two new printers from Governor's Highway Safety Program.
- Received new body cameras from Motorola per the original contract agreement.
- Received new information that all state orders for Motorola Camera Systems were cancelled.
- National Night Out was postponed until October 1, 2024.
- Contacted new upfitter in Jacksonville for 2024 Durango.
- Officer Mace had a small accident with the 2023 Durango, estimate from Mobley's was \$1,700.00.

XII. BOARD MEMBER CONCERNS AND COMMITTEE UPDATES:

Alderman Marilyn Bunce: Wanted to make sure everyone knows that the Chew Program is having a food drive at Piggly Wiggly on Friday from 7:00 am to 6:00 pm.

Alderman Paul Conner: Knows that there were some concerns with the Board going into closed session at the last meeting. Wanted to let everyone know that the Board has closed session on reserve and when someone complains about our staff, the Board is not going to discuss it in front of everyone. We take these things seriously and are going to discuss it amongst ourselves in private.

Also had a discussion with a consultant with the Fire Department. They are continuing to try to build a new building and are exploring all options. They are in need of additional funding and one thing that was brought up is to possibly sell the land beside Town Hall back to the town.

Thanked everyone for coming out.

Alderman Kent Painter: Inquired about any updates on the street paving project.

Town Administrator, Gregg Whitehead is waiting for the environmental assessment to come back.

XIII. PERSONNEL: None

XIV. CLOSED SESSION: None

XV. ADJOURN:

With no further business, a **motion** was made by Alderman Kent Painter, seconded by Alderman Kandy Koonce to adjourn the meeting at 7:16 pm. The motion was unanimously carried.

Respectfully Submitted,

Attest:
Erin Juhls, Town Clerk

Mayor McKinley Smith

DRAFT



TOWN OF RICHLANDS
Regular Board Meeting
Agenda Item IX. - 1.
OUTS Presentation

Description:

Onslow United Transit System (OUTS) Presentation.

Review:

Mr. Danny Ferucci, Executive Director of the Onslow United Transit System, Inc., will provide the Board a presentation regarding OUTS services and discuss transportation needs in the Town of Richlands.

Action Needed:

Receive the presentation.

ATTACHMENTS:

Description

- ▣ OUTS Presentation



Onslow United Transit System

Mission

To provide safe, reliable and efficient transportation for the citizens of Onslow County.



To provide quality transportation services to the OUTS service area



To operate in an efficient and effective manner while complying with Local, State, and Federal Laws concerning Public Transportation



To assist in the maintenance, development, improvement, and use of public transportation in rural areas.



Why? Connect more residents to jobs, health care, wellness, education, retail and entertainment in our communities



Corporate Background



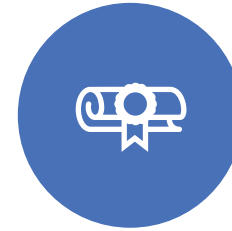
Located in
Jacksonville, NC



Incorporated in
1979 formed by
Onslow County
Government



Nonprofit public
transit system that
assists human service
agencies in providing
public transportation
to the residents of
Onslow County.



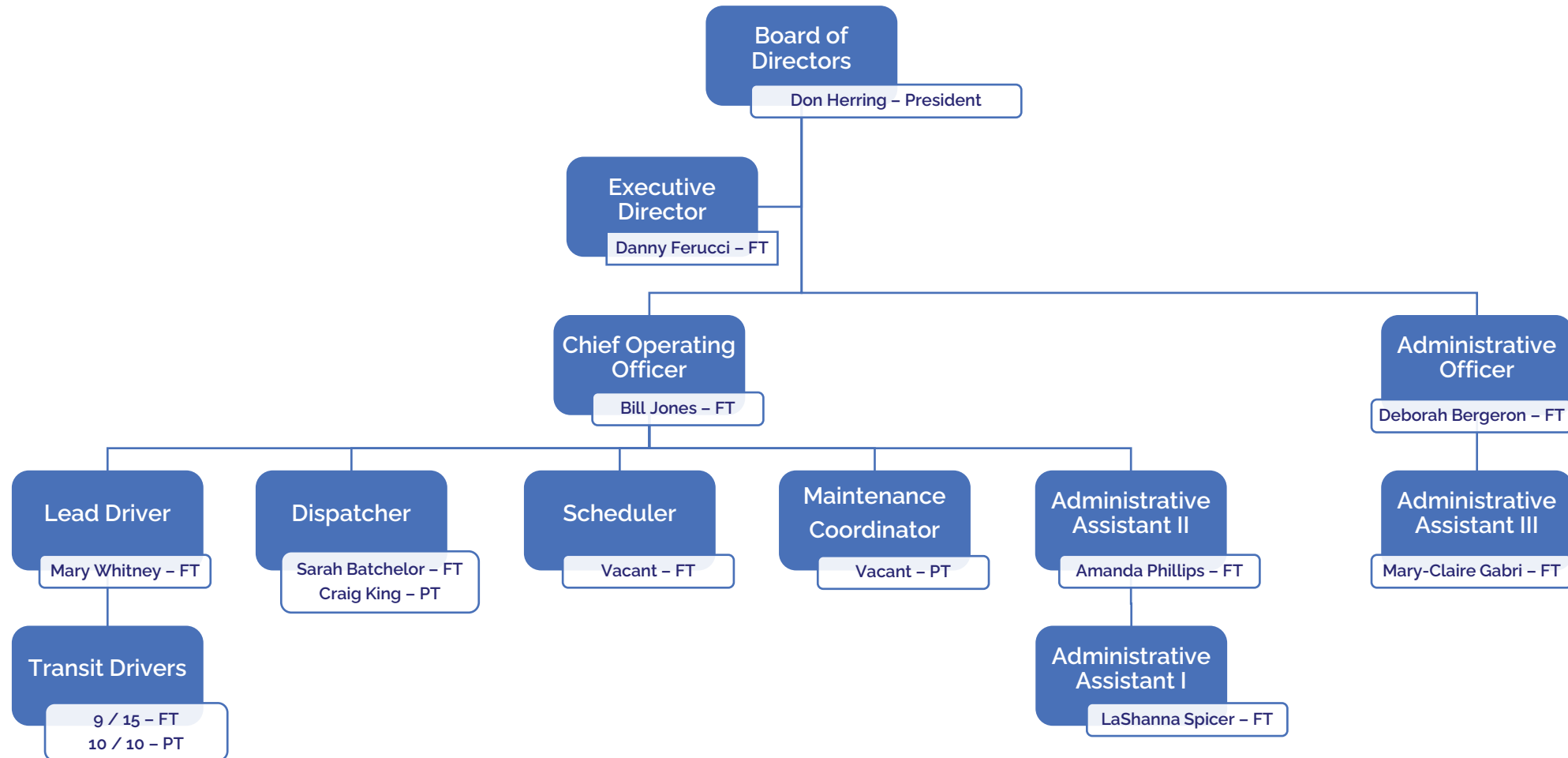
Operates under
G.S. 55A and USC
501c3
(tax exempt)



Governed by
Board of
Directors



Onslow United Transit System Organization Chart – FY25



Description of Service

OUTS operates subscription, demand response, general public transportation and ADA Complementary Paratransit Service throughout all of Onslow County.

Who Can Ride

Service is provided to passengers needing transportation to medical appointments, work, daycare, shopping, social and recreation activities, etc. OUTS also contracts with several agencies in Onslow County and provides transportation for their clients.



Door to Door As Needed

Service is origin-to-destination. Assistance is provided from the vehicle to the first doorway for passengers who need additional assistance to complete the trip.

Non-Emergency Transportation

OUTS provides non-emergency transportation only. If a passenger is unable to sit up, has severe pain, or other debilitating problems, this agency cannot transport them.

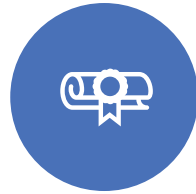


Eligible Transportation Programs



ADA Paratransit

Provides ADA complimentary paratransit services for the City of Jacksonville.



5310 Grant

Provides operating assistance for the transportation of the county's elderly (65 years of age or older) and disabled citizens.



Traveler's Aid Grant

Intended to aid organizations support to citizens dealing with domestic violence, homelessness, and substance abuse.
A one-time one-way Greyhound ticket to a support system.

Rural Operating Assistance Program (ROAP)



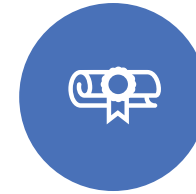
EDTAP

Provides operating assistance for the transportation of the county's elderly (60 years of age or older) and disabled citizens.



Rural General Public

Intended to provide transportation services for individuals from the county who do NOT have a human service agency or organization that will pay for the transportation service.



WorkFirst

Intended to help the general-public to travel to work, employment training and/or other employment related destinations.



Daily Service

Monday – Friday

6:00 AM to 5:00 PM

Saturday – Sunday

10:00 AM to 7:30 PM

ADA Paratransit Service: Follows Jacksonville Transit Schedule

Out of County Transportation (Medical Only):

Out of County Destination	1 st Thursday	2 nd Tuesday	3 rd Wednesday	4 th Thursday	P/U Window	\$\$ Trip Fare One Way
Hampstead Wilmington Leland	X		X		P/U time 2-3 hours prior to scheduled appointment	\$15.00
Kinston** Greenville DownEast Express		X			P/U time 2-3 hours prior to scheduled appointment	\$15.00
Pollocksville Newbern** DownEast Express				X	P/U time 1-3 hours prior to scheduled appointment	\$10.00
Cedar Point Carteret Morehead City				X	P/U time 2-3 hours prior to scheduled appointment	\$10.00
DownEast Express		X		X	P/U time 4-5 hours prior to scheduled appointment	\$25.00

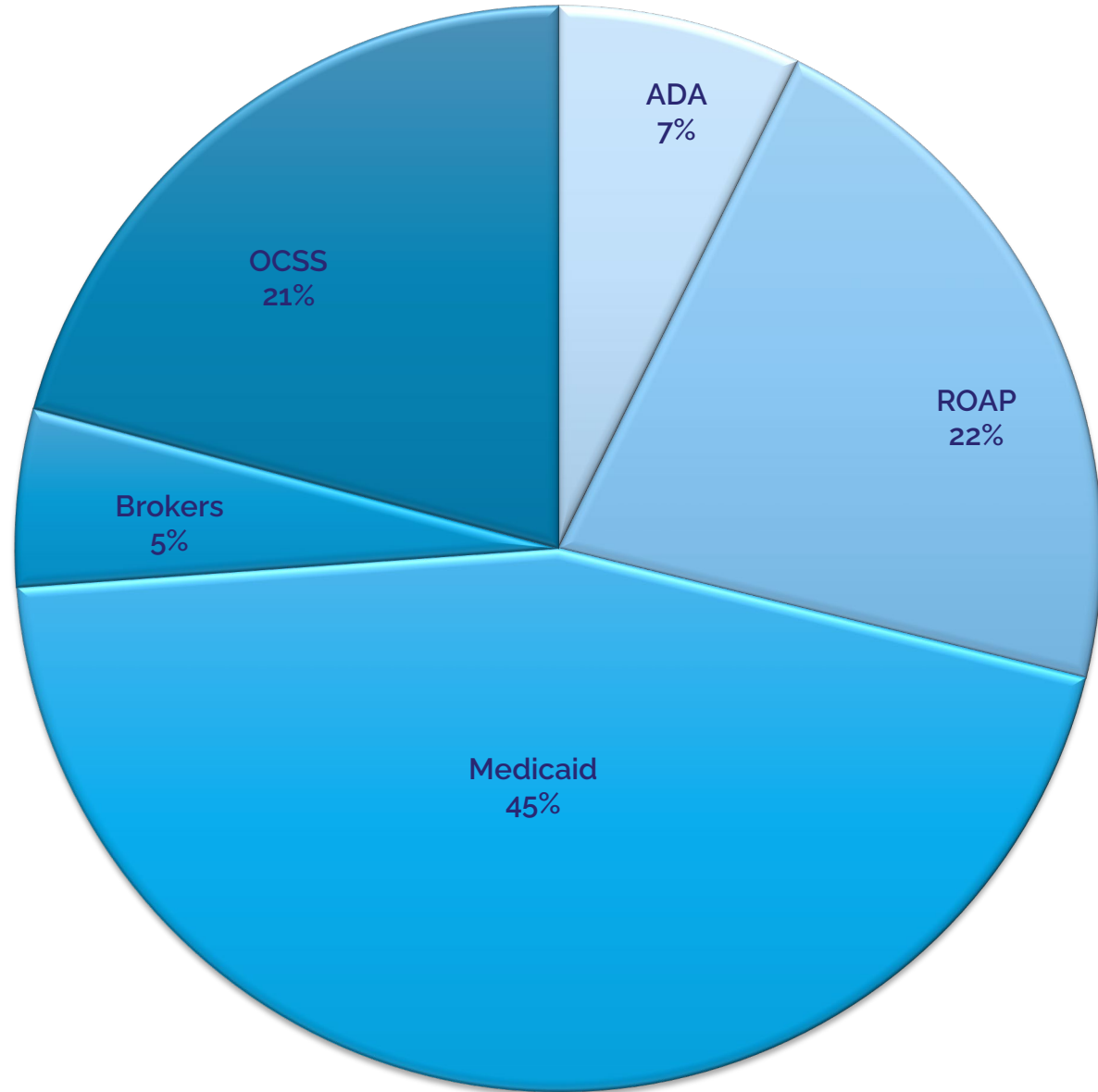


OUTS FY24

Ride Data Report

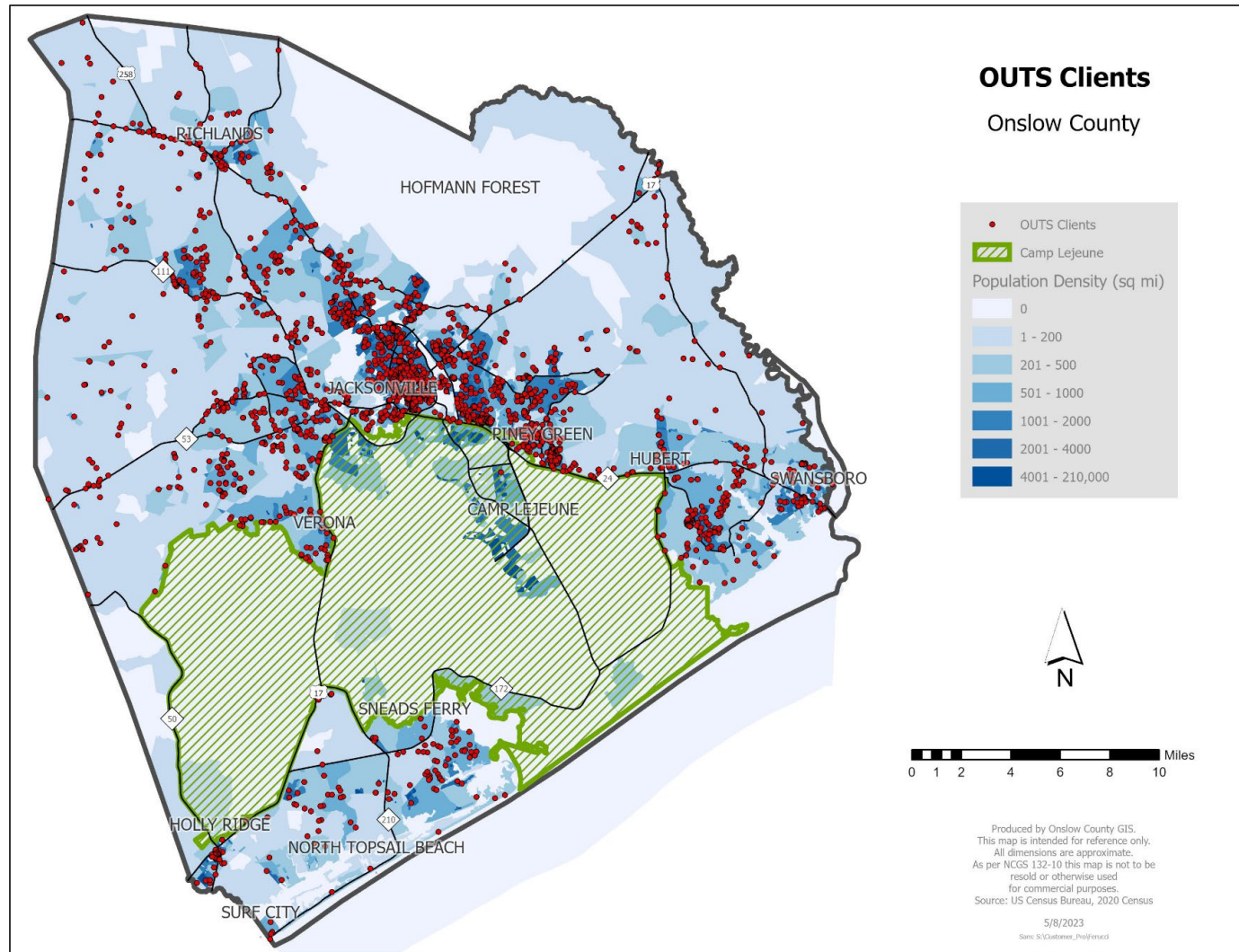
Total Trip Count:

- FY18 90,230
- FY19 85,898
- FY20 70,094
- FY21 47,187
- FY22 62,642
- FY23 64,969
- **FY24 65,572**



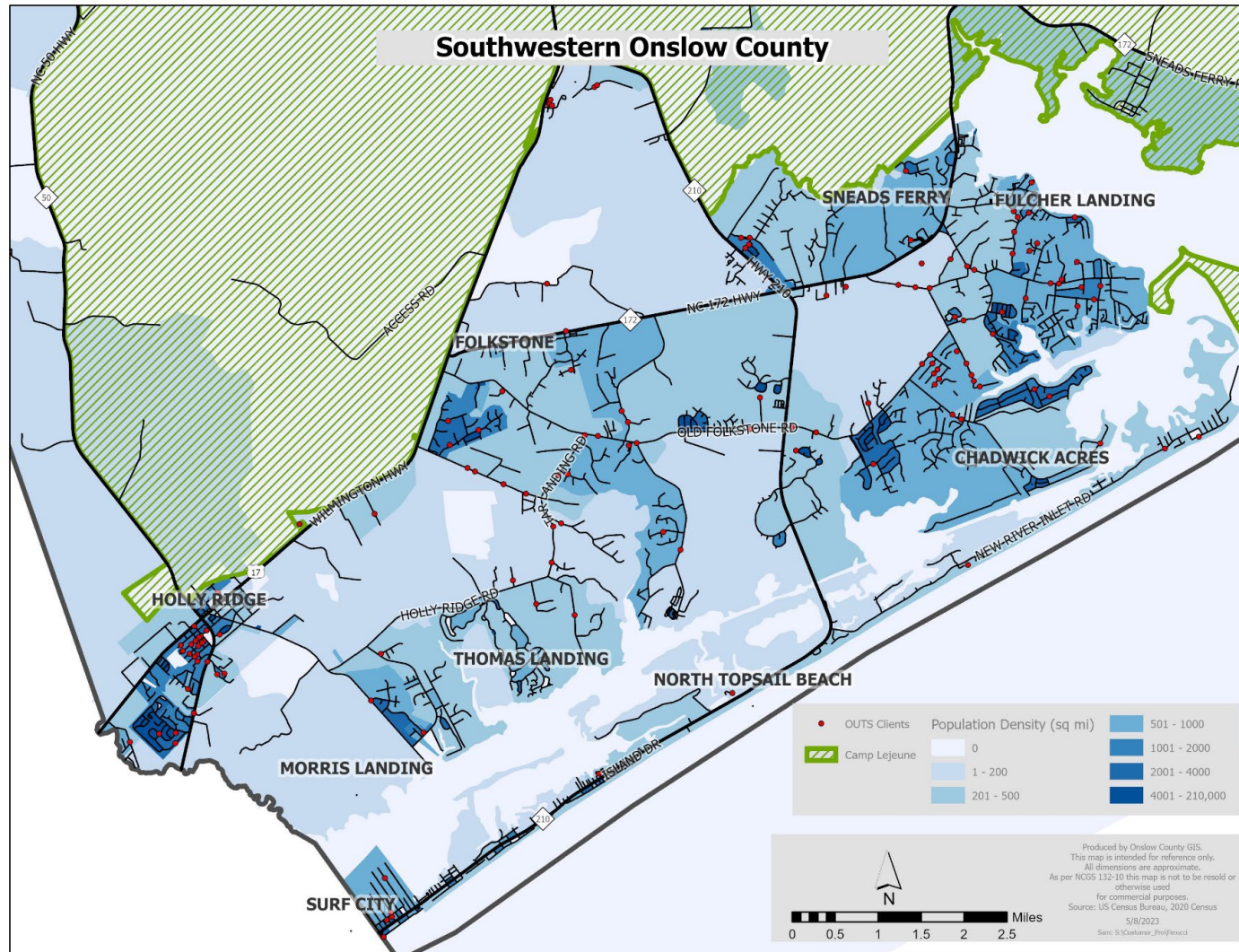
Service Area

(763 Land Square miles, Population 207,298)



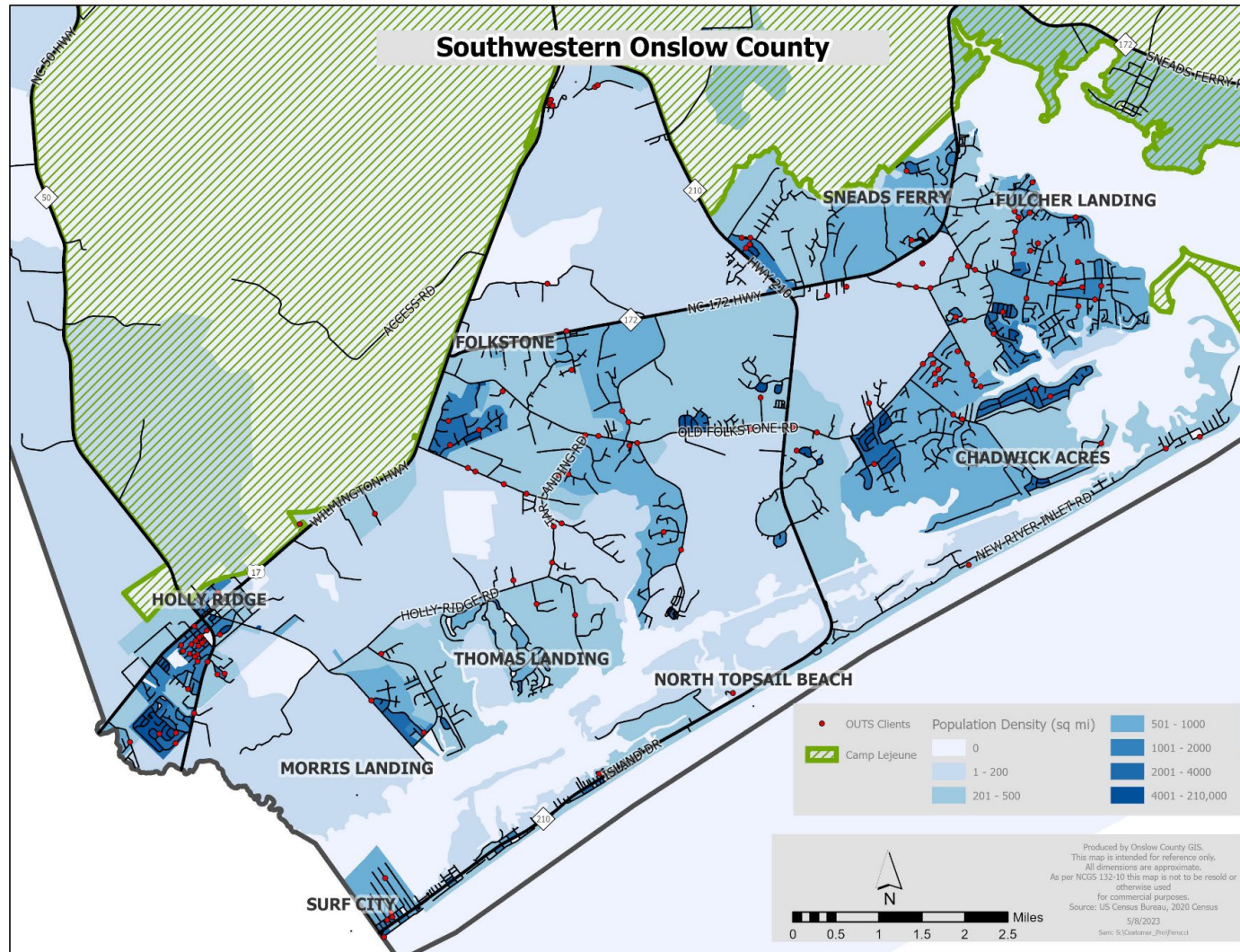
Greater Holly Ridge Area

(67 Clients – Holly Ridge / 236 Clients – Surrounding Area)



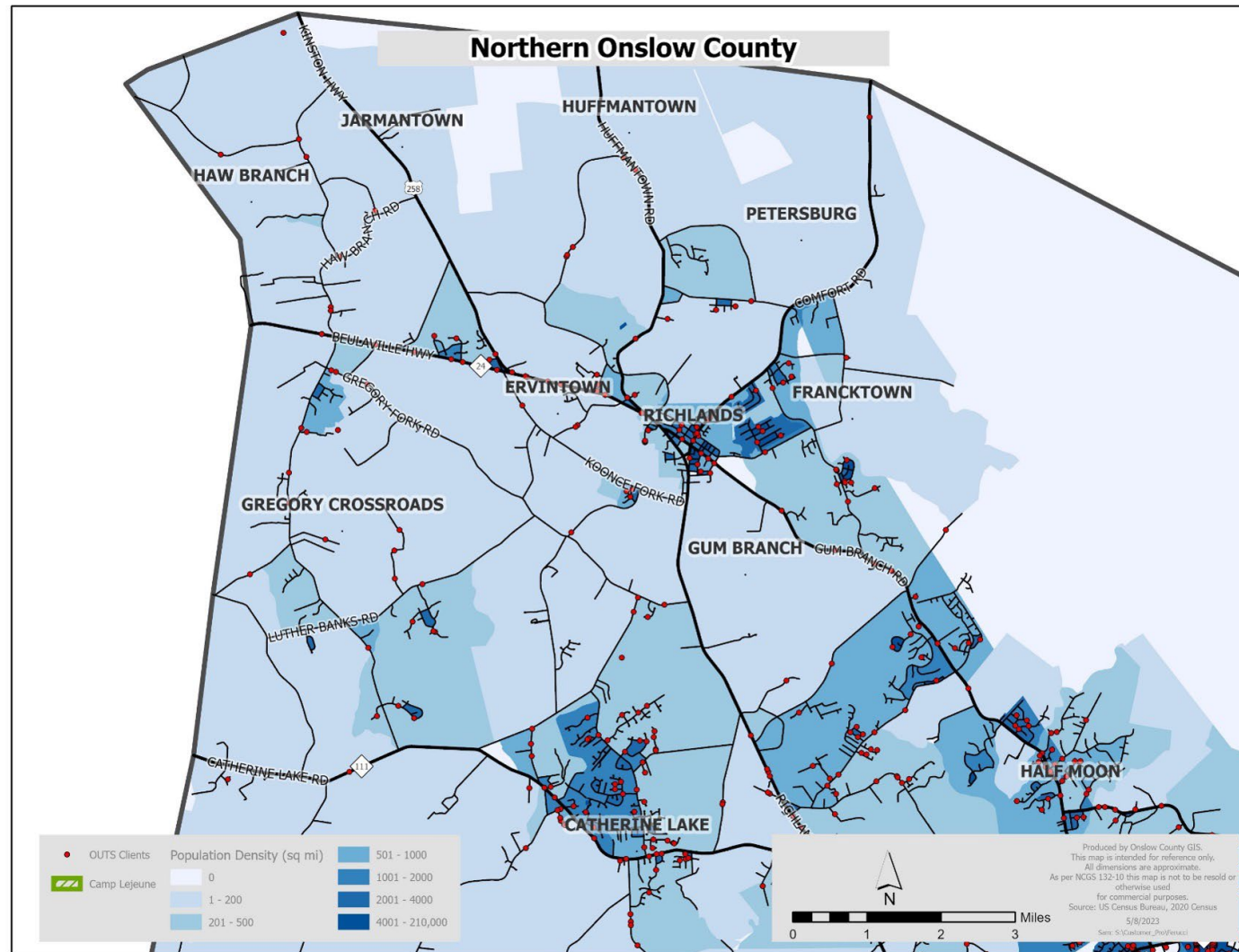
Greater N. Topsail Beach Area

(5 Clients – N. Topsail Beach / 142 Clients – Surrounding Area)



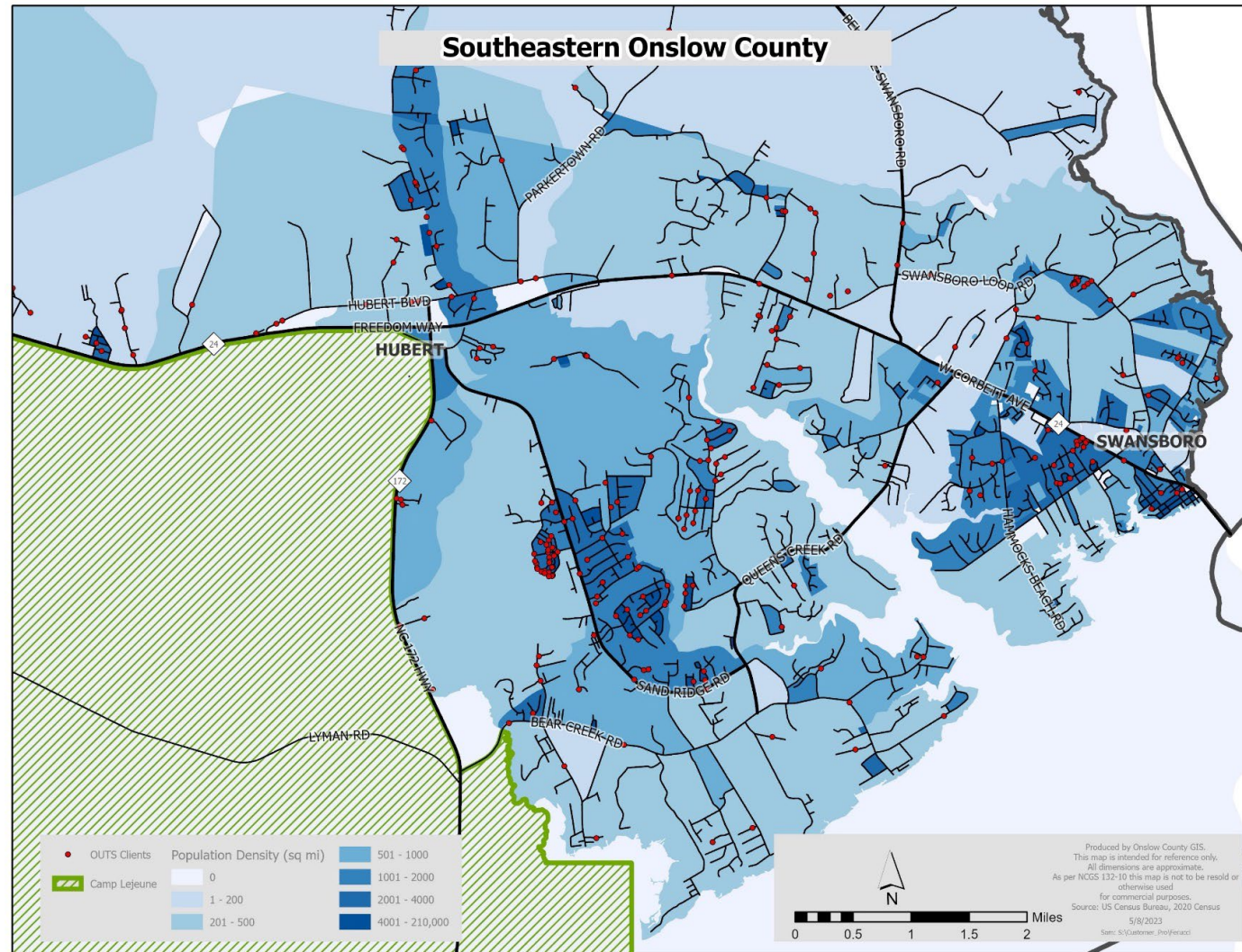
Greater Richlands Area

(96 Clients – Richlands / 383 Clients – Surrounding Area)



Greater Swansboro Area

(118 Clients – Swansboro / 495 Clients – Surrounding Area)





TOWN OF RICHLANDS
Regular Board Meeting
Agenda Item IX. - 2.
Vector Control Interlocal Agreement

Description:

Vector Control Interlocal Agreement.

Review:

Under the current vector control guidelines, the Town can spray for mosquitos up to 15,000 acres a year with a state permit. The attached interlocal agreement with the county will provide vector control services to the town in the event we need to spray in excess of our allowed amount. The alternative is for the town to implement a costly and time consuming formal vector control program.

Please note that the town currently spot sprays on a complaint basis and the 15,000 acre threshold is not likely to be reached during normal mosquito seasons.

Action Needed:

Approve the agreement if desired.

ATTACHMENTS:

Description

- ▣ Vector Control Interlocal Agreement (Onslow County)

STATE OF NORTH CAROLINA

COUNTY OF ONSLOW

INTERLOCAL ASSISTANCE AGREEMENT

This Agreement made and entered into this the ___ day of _____, 2024, by and between the Town of Richlands, a political subdivision of the State of the North Carolina and Onslow County, a political subdivision of the State of North Carolina. WITNESSETH:

WHEREAS, Onslow County provides mosquito and vector control services through its Environmental Services Department; and

WHEREAS, Onslow County and Town of Richlands have agreed to cooperate with each other in order to provide mosquito and vector control services within town limits of Richlands; and

WHEREAS, Onslow County and the Town of Richlands may enter into interlocal cooperation agreements pursuant to Article 20 of Chapter 160A of the North Carolina General Statutes;

WHEREAS, Onslow County and Town of Richlands desire to detail the financial obligations of both parties, which are associated with the use of Onslow County Mosquito and Vector Control in Richlands town limits.

NOW, THEREFORE, the parties hereto do mutually agree as follows:

1. Onslow County will assist the Town of Richlands with providing Mosquito and Vector Control Services (hereinafter "Environmental Services") in the Town of Richlands. Jeremy Butler, as Onslow County Director of Environmental Services, or his designee, is authorized to assist Town of Richlands through communication, travel, and use of Onslow County vehicles, equipment and supplies to the extent necessary to provide the Environmental Services. Services will be provided on a CDC light trap (50 per night) and landing rate counts (5 per minute) by complaints basis with thresholds being met and to the extent that Onslow County has sufficient resources to provide the Environmental Services.
2. Onslow County will continue to pay the current annual cost associated with Onslow County Mosquito and Vector Control while assisting Town of Richlands.
3. Town of Richlands will reimburse Onslow County for 100% of the cost associated with the Onslow County Mosquito and Vector Control personnel and equipment while they work in the Town of Richlands.
4. Town of Richlands will reimburse Onslow County at a rate not to exceed \$233.50/hour while Onslow County Mosquito and Vector Control is spraying for mosquitoes inside the town limits of Richlands. This rate covers personnel, equipment and insecticide. Town of Richlands will also reimburse Onslow County for the use of Onslow County trucks at a rate of \$.655/mile. Town of Richlands will also reimburse Onslow County for personnel cost at a rate not to exceed \$74.75/hour for the time associated with setting mosquito light traps and conducting site investigations.

5. Onslow County Mosquito and Vector Control will provide a GPS spray route report for each time it sprays in the Town of Richlands.
6. Onslow County will provide the Town of Richlands with monthly invoices for reimbursement of all expenses in the form of Purchase Orders through the Onslow County Finance Department. The Town of Richlands will pay said invoices within 30 days.
7. Although Onslow County Mosquito and Vector Control personnel remain Onslow County employees for purposes of compensation, retirement and benefits, they are Town of Richlands agents while performing services at Town of Richlands direction and/or supervision for purposes of any claims arising out of performance of services under this Interlocal Assistance Agreement. This provision will survive the termination of this Agreement.
8. The term of this agreement shall be September, 2024 through December, 2024.
9. This Agreement may be terminated by mutual agreement of the parties or by either party, at any time, by the provision of at least fifteen (15) days written notice to the other party. The Town of Richlands will pay Onslow County for all services rendered prior to the effective date of termination.
10. This Agreement shall not be modified or otherwise amended except in writing signed by the parties.

IN WITNESS WHEREOF, the Town of Richlands has caused this Agreement to be executed by the County Manager and Onslow County has caused this Agreement to be executed by the County Manager. This Agreement becomes effective and operative upon the affixing of the last signature hereto and remains in effect throughout the appointment period as described herein.

SIGNED:

 Gregg Whitehead, Town Administrator Date
 Town of Richlands

 David Smitherman, County Manager Date
 Onslow County

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

Finance Officer

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

Finance Officer



TOWN OF RICHLANDS
Regular Board Meeting
Agenda Item IX. - 3.
Budget Amendment #2

Description:

Budget Amendment #2.

Review:

Budget Amendment #2 for FY 2024-25 will account for the additional funds expended for the repairs to the Community Building (\$22,563), up-fitting the 2023 Dodge Durango (\$8,488.86), the purchase of three tasers (\$9,000) which is reimbursable, and the Sylvester Farms Annexation Agreement (\$42,068.28).

Action Needed:

Approve the budget amendment.

ATTACHMENTS:

Description

- Budget Amendment #2 (2024)

**BUDGET AMENDMENT # 2
FY ENDING 2024/2025**

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

Finance Officer

Account Number	Description	Budget	Increase (Decrease)	New Budget	Explanation
10-5720-522	Maint & Rep Buildings	3,000.00	22,563.00	25,563.00	Repairs to Comm Bldg from Storm Damage
10-5310-561	PD Capital Outlay	71,930.68	8,488.86	80,419.54	Upfitting for 2023 Dodge Durango
10-5310-561	PD Capital Outlay	80,419.54	9,000.00	89,419.54	Tasers PD Reimbursement Grant
10-5100-579	Gov Body Miscellaneous	4,000.00	42,068.28	46,068.28	Sylvester Farms Traffic Light
10-4999	Fund Balance		(82,120.14)		

TOTAL: \$82,120.14

This budget amendment has been approved by
The Board of Alderman/Town Administrator:

_____ Date

Date entered into FMS: _____



TOWN OF RICHLANDS
Regular Board Meeting
Agenda Item X. - 1.
Administrator Notes and Updates

Description:

- The NC Office of State Budget and Management has released the 2023 population municipal estimates. The population of Richlands is now 2,520, a 102 person increase from last year.
- The stormwater improvement project has been delayed due to the availability of some construction materials, mainly the inlet boxes.
- I sent out an RFP to various lending institutions regarding the availability of installment loan financing for the street improvement project and the responses are due by September 20, 2024.

Review:

Action Needed:



TOWN OF RICHLANDS
Regular Board Meeting
Agenda Item XI. - 1.
August 2024 Police Report

Description:

Attached is the Police Activity Log for the month of August 2024.

Review:

Action Needed:

Receive the Police Report.

ATTACHMENTS:

Description

- ▣ August 2024 Police Activity Log

Activity Log Event Summary (Cumulative Totals)

Richlands Police Department

(08/01/2024 - 08/31/2024)

911 Hang-Up	2	Adminstration Run	36
Alarm Activation	14	Animal Complaint	2
Arrest	10	Assault	4
Assist Citizen	38	Assist EMS	6
Assist Fire	3	Assist Other Agency	10
Assist Other RPD Officer	6	Bank Escort	5
Business Check	1,859	Business Walk Through	18
Call for Service	416	Careless & Reckless	1
Child Abuse	1	Child Safety Seat	1
Citation	277	Civil Problem	3
Crash	7	Domestic Dispute	2
DWI	3	DWLR	35
Fingerprinting	2	Follow up Investigation	5
Foot Patrol	1	Found Property/Safe Keeping	2
FTO Training	7	Funeral Escort	3
Incident Report	23	Juvenile Problems	3
Larceny	1	Lighting Violation	4
Lost/Stolen Property	1	No Insurance	16
Noise Complaint	1	NOL	15
Open Door/Windows	7	Patrol Zone 1	51
Patrol Zone 2	54	Patrol Zone 3	52
Patrol Zone 4	47	Patrol Zone 5	51
Patrol Zone 6	54	Possession of Drug Paraphernalia	3
Possession of Marijuana	4	Possession of Meth	1
Property Damage	2	Registration Violation	103
Residence Check	1	Resist, Obstruct/Delay Officer	2
Safe Movement Violation	3	Seatbelt	18
Selective Traffic Enforcement	104	Special Assignment	5
Speeding	62	Stoplight/Sign	4
Supplement to report	19	Suspicious Vehicle/Person/Incident	6
Towed Vehicle	1	Unlock Car	8
Vehicle Check After Shift	24	Vehicle Check Before Shift	39
Vehicle Searches	7	Vehicle Stop	328

Activity Log Event Summary (Cumulative Totals)

Richlands Police Department

(08/01/2024 - 08/31/2024)

Verbal Warnings	120	Warning Citation	20
Warrant	3	Window Tint Violation	26

Total Number Of Events: 4,072