



TOWN OF RICHLANDS
Town Board Meeting
October 8, 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. September 2024 Meeting Minutes

VI. Public Comment

VII. Public Hearings

VIII. Old Business

IX. New Business

1. Hotel Development Presentation
2. RVFD Fire Station Update
3. Resolution 2024-03 (GovDeals Electronic Auction)
4. Resolution 2024-04 (Electronic Funds Transfer)

X. Administrator Notes and Updates

1. Administrator Notes and Updates

XI. Police Report

1. September 2024 Police Report

XII. Board Member Concerns and Committee Updates

XIII. Personnel

XIV. Closed Session

1. To Discuss a Proposed Acquisition of Real Property

XV. Adjourn



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

Description:

September 17, 2024 Meeting Minutes.

Review:

Attached are the minutes for the September 17, 2024 Regular Meeting of the Richlands Board of Aldermen.

Action Needed:

Review and adopt the September meeting minutes.

ATTACHMENTS:

Description

- ▣ September 17, 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 September 17, 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

Absent: Alderman Kandy Koonce

Also present were:

Gregg Whitehead, Town Administrator
Erin Juhls, Town Clerk
William A Horne, Chief of Police
Danny Ferucci, Executive Director of the Onslow United Transit System, Inc.

Keith Fountain, Town Attorney
Patricia Allen, Code Enforcement Officer
Johnathan Jarman, Public Works Director

There were 8 citizens present.

I. MEETING CALLED TO ORDER:

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

II. PLEDGE OF ALLEGIANCE: Alderman Kent Painter

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 Kent Painter seconded by Alderman Tom Brown to adopt the agenda as presented. The motion was unanimously carried.

V. ADOPTION OF MINUTES (August 13, 2024):

A **motion** was made by Alderman Tom Brown, seconded by Alderman Kent Painter to approve the Meeting Minutes of August 13, 2024. The motion was unanimously carried.

VI. PUBLIC COMMENT:

Keith Watts, 117 Pembury Way and President of the Maidstone Subdivision HOA would like to petition for speed bumps on Maidstone Drive and Pembury Way to protect the children. There has been a problem with residents and construction traffic from Squires Run speeding.

Would also like to request clarification on whether he can remove the sign for Squires Run that is in the Maidstone common area and the ETJ.

Town Administrator Gregg Whitehead will try to contact the developer about the sign for Squires Run.

VII. PUBLIC HEARING: None

VIII. OLD BUSINESS: None

IX. NEW BUSINESS:

1. ONSLow UNITED TRANSIT SYSTEM (OUTS) PRESENTATION:

Danny Ferucci, Executive Director of The Onslow United Transit System, Inc. Thanked the Mayor and Board for having him to speak. Their mission is to provide safe, reliable, and efficient transportation for the citizens of Onslow County.

The following are some of the highlights he presented:

- OUTS was Incorporated by the Onslow County Commissioners and is a non-profit.
- Service is provided to passengers needing transportation to medical appointments, work, daycare, shopping, social, and recreation activities.
- Provide door to door service for passengers who need additional assistance
- OUTS provides non-emergency transportation only.
- Starts with an application process which takes 5-10 days to process.
- Provides ADA Paratransit for the City of Jacksonville
- Provides a rural operating assistance program.
- Provides out of county transportation for medical purposes only.
- Currently serve 96 clients in Richlands and 383 clients in the surrounding area.

2. VECTOR CONTROL INTERLOCAL AGREEMENT:

Town Administrator, Gregg Whitehead presented a Vector Control Interlocal Agreement with Onslow County. Under the current vector control guidelines, the Town can spray for mosquitoes up to 15,000 acres a year without a state permit. The 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. 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.

A **motion** was made by Alderman Tom Brown, seconded by Alderman Marilyn Bunce, to approve the Vector Control Interlocal Agreement. The motion was unanimously carried.

3. **BUDGET AMENDMENT # 2:**

Budget Amendment # 2 for FY 2024-2025 will account for the additional funds expended for the repairs to the Community Building (\$22,563.00), up fitting the 2023 Dodge Durango (\$8,488.86), the purchase of three tasers (\$9,000.00) which is reimbursable, and the Sylvester Farms Annexation Agreement (\$42,068.28).

A **motion** was made by Alderman Tom Brown, seconded by Alderman Kent Painter, to approve Budget Amendment # 2. 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:

- Due to some scheduling conflicts, asked the Board if the Ordinance Workshop that was tentatively scheduled for October 3rd could be moved to another date. After some discussion, the Board decided to schedule the workshop for October 8th.

XI. **POLICE REPORT:**

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

- New vehicle was returned from B&S. Upfitting ordered and awaiting arrival to schedule the installation.
- The ghost vehicle was repaired and returned to service.
- Attended a Governor's Highway Safety Patrol event in Holly Ridge.
- Officer Ring attended radar certification in Cape Fear.
- Have received a few applications for the open position and following up on one lateral transfer from Gwinnett County Georgia
- Received taser equipment minus the training cartridges. Once received, we will schedule instructor training.
- Driver's License scanners were cancelled from the GHSP order and points will be refunded. Intoximeters are still pending. All points will be forwarded to Octobers reimbursement.
- Code enforcement has cited one address twice for chicken violations. Mailed out 7 vehicle letters, ended up stickering 6 and towed 1. Contacted OJ's about the new ordinance.

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

Alderman Marilyn Bunce: Wanted to give an update from the County Planning Board for the 2nd quarter on subdivisions that are in the process of getting approved. There are only two in the

Richlands area. Sandy Hollow on Richlands Highway and Juniper Plains on Catherine Lake Road.

Alderman Paul Conner: Wanted to let everyone know that the town lost a great guy, citizen, and business owner this week. He asked everyone to keep his family in their prayers.

Also thanked everyone for attending the meeting.

Alderman Tom Brown: Asked the Code Enforcement Officer to provide a monthly report showing what she has addressed.

XIII. PERSONNEL: None

XIV. CLOSED SESSION: None

XV. ADJOURN:

With no further business, a **motion** was made by Alderman Paul Conner, seconded by Alderman Kent Painter to adjourn the meeting at 6:45 pm. The motion was unanimously carried.

Respectfully Submitted,

Attest:
Erin Juhls, Town Clerk

Mayor McKinley Smith



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

Description:

Hotel Development Presentation.

Review:

Representatives of the Richlands Hospitality Group will provide an overview of their plans to bring a hotel to Richlands as well as future development plans near the proposed hotel site, which is planned to be located along Koonce Fork Road adjacent to the Waffle House. The Richlands Hospitality Group may also inquire about any potential incentives the town may provide for the hotel development site.

Action Needed:

Receive the presentation.



TOWN OF RICHLANDS
Regular Board Meeting
Agenda Item IX. - 2.
RVFD Fire Station Update

Description:

RVFD Fire Station Update.

Review:

Representatives of the RVFD will be present to provide the Board an update on the Department's plans to build a new fire station.

Action Needed:

Receive the update.



TOWN OF RICHLANDS
Regular Board Meeting

Agenda Item IX. - 3.

Resolution 2024-03 (GovDeals Electronic Auction)

Description:

Resolution 2024-03 (GovDeals Electronic Auction of Surplus Property).

Review:

Attached is a resolution authorizing the Town Administrator to declare as surplus and sell the listed property by electronic public auction on the GovDeals website. The public auction is beginning at 8:00 am on Monday, October 28 and ending at 7:00 pm on November 4, 2024.

Action Needed:

Approve the resolution if desired.

ATTACHMENTS:

Description

- Resolution 2024-03

*A State of North Carolina
County of Onslow*

**RESOLUTION 2024-03
AUTHORIZING THE SALE OF SURPLUS PERSONAL PROPERTY BY
ELECTRONIC PUBLIC AUCTION**

WHEREAS, G.S. 160A-270 allows the Richlands Board of Aldermen to sell personal property at public auction upon adoption of a resolution authorizing the approval officer to dispose of property at public auction;

WHEREAS, the following property listed below is no longer needed for any governmental use by the Town of Richlands and that the Town Administrator recommends that the property listed be sold at electronic auction as surplus property;

- 1) Inventory # 6120 – 2008 Dodge Charger VIN #2B3KA33G28H275720
- 2) Inventory # 6220 – (3) Emergency Light Bars
(2) Vehicle Prisoner Partitions
Assorted emergency lights and controllers
Assorted emergency siren and control boxes
- 3) Inventory # 6320 – (3) Two-Way Radios, #60300880, #40700504, #20400291
- 4) Inventory # 6420 – (6) Computer Monitors
(1) IBM Server #06CMHBE
- 5) Inventory # 6520 – (5) Pole Mounted Fantasy Tree Christmas Decorations
(4) Pole Mounted Poinsettia Christmas Decorations
(4) Pole Mounted Stocking Christmas Decorations
- 6) Inventory # 6620 – (4) Ledco Vehicle Computer Docks
(3) Toughbook Laptop Computers
(2) Acer Laptop Computers
(1) Dell Laptop Computer
(1) Samsung Laptop
(4) Samsung Tablets
(1) Sony Video Handycam
- 7) Inventory # 6720 – Quill Filing Cabinet
- 8) Inventory # 6820 – Lot of Various Equipment
(2) Lenovo Think Centre M73 Tini Desktops
(3) Battery Backups
(3) Desktop PC Computers
Box of routers, adding machine, miscellaneous cords

WHEREAS, it is the intent of the Town to sell the eight (8) listed above items by electronic public auction at www.govdeals.com beginning 8:00 a.m., October 28 , 2024 and ending at staggered times beginning at 7:00 pm, November 4, 2024;

WHEREAS, it is understood that the Town authorizes GovDeals to collect all auction proceeds due the Town from the winning bidder and remit the auction proceeds to the Town less the 5% Buyers Premium;

WHEREAS, be it resolved, by the Richlands Board of Alderman that the Town Administrator is authorized to sell by electronic auction at www.govdeals.com beginning at 8:00 a.m., October 28, 2024 and ending at staggered times beginning at 7:00 pm, November 4, 2024;

WHEREAS, items to be sold are as is, where is, without warranty, and all sales are final;

NOW, THEREFORE BE IT RESOLVED, that the Board of Aldermen hereby declares said property as surplus and authorizes the Town Administrator to sell said property at electronic public auction to the highest bidder.

This the 8th day of October, 2024.

McKinley Smith, Mayor

ATTEST:

Erin Juhls, Town Clerk



TOWN OF RICHLANDS

Regular Board Meeting

Agenda Item IX. - 4.

Resolution 2024-04 (Electronic Funds Transfer)

Description:

Resolution 2024-04 (Electronic Funds Transfer Policy).

Review:

Adopting the attached Resolution is the first step that allows the town to be exempt from affixing the certificate of pre-audit on electronic transactions. The policy does not exempt the town from going through the pre-audit process, just affixing the certificate. The town does not pay many invoices by electronic payment, maybe three to four a month. However the town is occasionally required to pay an additional invoice electronically by Automated Clearinghouse House (ACH) and on rare occasions by wire transfer.

Action Needed:

Approve the resolution.

ATTACHMENTS:

Description

- ☐ Resolution 2024-04
- ☐ Electronic Funds Transfer Policy

*A State of North Carolina
County of Onslow*

RESOLUTION 2024-04

**A RESOLUTION AUTHORIZING THE TOWN OF RICHLANDS TO ENGAGE IN
ELECTRONIC PAYMENTS AS DEFINED BY G.S. 159-28**

WHEREAS, it is the desire of the Board of Alderman that the Town of Richlands is authorized to engage in electronic payments as defined by G.S. 159-28

WHEREAS, it is the responsibility of the Finance officer, who is appointed by and serves at the pleases of the Board of Alderman, to adopt a written policy outlining procedures for pre-auditing obligations that will be incurred by electronic payments as required by NC Administrative Code 20 CNAC 03.0409;

WHEREAS, it is the responsibility of the Finance officer, who is appointed by and serves at the pleasure of the Borad of Alderman, to adopt a written policy outlining procedures for disbursing public funds by electronic transaction as required by NC Administrative Code 20 NCAC 03.0410;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE TOWN OF RICHLANDS, NORTH CAROLINA:

Section 1. Authorizes the Town of Richlands to engage in electronic payments as defined by G.S. 159-28.

Section 2. Authorizes the Finance Officer to adopt a written policy outlining procedures for pre-auditing obligations that will be incurred by electronic payments as required by NC Administrative Code 20 NCAC 03.0409;

Section 3. Authorizes the Finance Officer to adopt a written policy outlining procedures for disbursing public finds by electronic transaction as required by NC Administrative Code 20 NCAC 03.0410;

DULY ADOPTED this 8th day of October, 2024.

McKinley Smith, Mayor

ATTEST:

Town Clerk

Section 8. Electronic Funds Transfers

OBJECTIVE & PURPOSE

This policy sets forth the Town of Richlands written policy prescribing the accounting and control procedures under which any funds under its control are allowed to be moved by electronic funds transfer for any purpose, including direct deposit, wire transfer, withdrawal, or investment.

DEFINITION

Electronic Funds Transfer ("EFT") is defined as the transmission of an electronic message to a financial institution instructing it to make an electronic entry reflecting the transfer of ownership of funds from one depositor to another.

STATEMENT OF POLICY

The Board of Alderman has delegated to the Town Administrator and Finance Officer the authority to operate and administer the Town's financial policies and controls in accordance with applicable law, and with the resolutions, regulations and policies of the Town of Richlands and to the Finance Officer the specific authority to perform banking transactions.

The Finance Officer is responsible for the daily management of the Town's bank balances and the general oversight of EFT activity and ensuring appropriate accounting and control procedures are in place. Additionally, the Finance Officer may periodically designate staff authorized to initiate or approve EFTs on behalf of the Town.

EFT can be accomplished via the Automated Clearing House ("ACH") or wire transfer. ACH is the Town's preferred mechanism, but wire transfer is acceptable when conditions do not support the use of ACH. Except in rare circumstances, both ACH and wire transfers are processed through on-line banking software provided by the Town's banking partner.

PROCEDURES

- 1) The procedure to initiate an EFT is subject to the same financial policies, procedures, and controls that govern disbursement of Town funds by any other means.
- 2) EFT transactions will not be made without proper authorization of affected parties in accordance with applicable law and regulations and accepted business practices.

- 3) The Town will provide to the disbursing bank the names of persons authorized by the Town to initiate wire transfer requests (authorized representatives), as well as associated transfer limits.
- 4) All EFTs should be initiated by computer-based systems. Phone transfers should be used only as back-up in an emergency. Phone transfers, except for transfers between Town accounts, will require approval by an authorized representative other than the initiator.
- 5) Requests for the electronic transfer of funds, other than repetitive transfers, require approval by an authorized representative other than the initiator. In no case will an individual have the capability to initiate, approve, and record a non-repetitive EFT to the general ledger.
- 6) Bank transactions will be monitored daily for unusual or unexpected transactions.
- 7) Reconciliation of banking activity to the general ledger will be accomplished in a timely manner with investigation and resolution of reconciling items.

AUTHORITY

This policy is adopted pursuant to the requirements of the North Carolina General Statutes (N.G.C.S.) 159-28.



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.
- An Elected Officials Working Lunch has been scheduled for Thursday, October 17 at 11:30 am and is being held at the Marston Pavilion, Marine Corps Base, Camp Lejeune. The deadline to RSVP is Friday, October 11.
- I will be out of the office October 17 and 18.

Review:

Action Needed:



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

Description:

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

Review:

Action Needed:

Receive the Police Report.

ATTACHMENTS:

Description

- ☐ September 2024 Police Activity Log

Activity Log Event Summary (Cumulative Totals)

Richlands Police Department

(09/01/2024 - 09/30/2024)

<No Event Type Specified>	2	911 Hang-Up	1
Adminstration Run	34	Alarm Activation	5
Animal Complaint	3	Arrest	15
Assault	2	Assist Citizen	43
Assist EMS	6	Assist Fire	1
Assist Other Agency	9	Assist Other RPD Officer	14
Background Investigations	1	Bank Escort	4
Breaking and Entering	1	Business Check	2,087
Business Walk Through	8	Call for Service	499
Citation	355	Cite & Release	2
Crash	8	Domestic Dispute	1
DWI	5	DWLR	25
Fingerprinting	3	Follow up Investigation	3
Foot Patrol	2	Fraud	1
FTO Training	2	Funeral Escort	2
Incident Report	34	Juvenile Problems	4
Lighting Violation	3	No Insurance	12
Noise Complaint	2	NOL	9
Open Container	1	Open Door/Windows	2
Patrol Zone 1	52	Patrol Zone 2	53
Patrol Zone 3	48	Patrol Zone 4	48
Patrol Zone 5	50	Patrol Zone 6	56
Possession of Drug Paraphernalia	1	Possession of Marijuana	2
Possession Of Stolen Property	1	Property Damage	1
Pursuit	1	Registration Violation	90
Resist, Obstruct/Delay Officer	2	Seatbelt	26
Selective Traffic Enforcement	150	Special Assignment	3
Speeding	104	Stoplight/Sign	54
Supplement to report	3	Suspicious Vehicle/Person/Incident	13
Towed Vehicle	3	Trespassing	2
Unlock Car	11	Vehicle Check After Shift	21
Vehicle Check Before Shift	32	Vehicle Searches	5
Vehicle Stop	371	Verbal Warnings	86

Activity Log Event Summary (Cumulative Totals)

Richlands Police Department

(09/01/2024 - 09/30/2024)

Warning Citation	22	Warrant	5
Weapons Offense	1	Window Tint Violation	24

Total Number Of Events: 4,552



TOWN OF RICHLANDS

Regular Board Meeting

Agenda Item XIV. - 1.

To Discuss a Proposed Acquisition of Real Property

Description:

Review:

Action Needed: