



TOWN OF RICHLANDS
Town Board Meeting
December 10, 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. November 2024 Meeting Minutes

VI. Public Comment

VII. Public Hearings

1. USDA Financing Application (Street Improvements)

VIII. Old Business

IX. New Business

1. Onslow County Year End Report
2. Certificate of Sufficiency (Non-Contiguous Annexation)
3. Budget Amendment #3
4. FY 23-24 Audit Summary
5. USDA Financing Application (Street Improvements)
6. Resolution 2024-05 (Pornography on Government Devices)
7. 2025 Meeting Schedule
8. Venters Park Project Design Quote
9. NCDOT Four-Way Stop Intersection

X. Administrator Notes and Updates

1. Administrator Notes and Updates

XI. Police Report

1. November 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.
November 2024 Meeting Minutes

Description:

November 2024 Meeting Minutes.

Review:

Attached are the minutes for the November 12, 2024 Workshop Regular Meeting of the Richlands Board of Aldermen.

Action Needed:

Review and adopt the November meeting minutes.

ATTACHMENTS:

Description

- ▣ November 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 November 12, 2024, at 6:00 pm at the Richlands Town Hall. Present for the meeting were:

Alderman Kent Painter
Mayor Pro-Tem Tom Brown
Alderman Kandy Koonce

Alderman Marilyn Bunce
Mayor McKinley Smith

Absent: Alderman Paul Conner

Also present were:

Gregg Whitehead, Town Administrator
Erin Juhls, Town Clerk
Johnathan Jarman, Public Works Director

Keith Fountain, Town Attorney
William A Horne, Chief of Police
Jason Houston, Tidewater & Associates, Inc.

There was 1 citizen present.

I. MEETING CALLED TO ORDER:

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

II. PLEDGE OF ALLEGIANCE: Chief of Police, William Horne

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 as presented. The motion was unanimously carried.

V. ADOPTION OF MINUTES (October 2024):

A **motion** was made by Alderman Tom Brown, seconded by Alderman Kandy Koonce to approve the Meeting Minutes of October, 2024 including the Closed Session Minutes. The motion was unanimously carried.

VI. **PUBLIC COMMENT:** None

VII. **PUBLIC HEARING:** None

VIII. **OLD BUSINESS:** None

IX. **NEW BUSINESS:**

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

South State Development has submitted a final plat for approval. Section I-B of Squires Run Subdivision will create 55 lots and connects directly to Section I-A that was approved in February 2024. A bond letter has been submitted and reviewed by Mr. Johnathan Jarman, Public Works Director, and is deemed appropriate.

A **motion** was made by Alderman Marilyn Bunce, seconded by Alderman Tom Brown to approve the proposed bond. The motion was unanimously carried.

A **motion** was then made by Alderman Kandy Koonce, seconded by Alderman Marilyn Bunce to approve the final plat. The motion was unanimously carried.

2. **ORDINANCE 2024-09 (MULTIPLE CHANGES TO THE RICHLANDS CODE OF ORDINANCES):**

Town Administrator, Gregg Whitehead presented Ordinance 2024-09 which was developed as a result of the ordinance workshop held on October 8, 2024. The only items not addressed in the draft ordinance that were discussed at the workshop are Section 90.027 Right to Enter and Section 90.034 Buildings Unfit for Human Habitation, which need further legal review prior to changing.

A **motion** was made by Alderman Marilyn Bunce, seconded by Alderman Tom Brown to approve Ordinance 2024-09. The motion was unanimously carried.

3. **RESOLUTION 2024-05 (NON-CONTIGUOUS ANNEXATION PETITION):**

Town Administrator presented Resolution 2024-05 which directs the Town Clerk to certify an annexation petition received by the town that will annex three parcels along Ervintown Road.

A **motion** was made by Alderman Tom Brown, seconded by Alderman Marilyn Bunce to approve Resolution 2024-05. The motion was unanimously carried.

4. **OVERFLOW CAFÉ NC REQUEST:**

Overflow Café NC is a 501(c) (3) nonprofit that helps operates the Blessing Shed food pantry located at 111 Kinston Hwy in Richlands. Overflow Café will be holding a fundraising dinner on January 11, 2025 at the Richlands Community Building and requested that some or all of the rental fee be waived.

A **motion** was made by Alderman Tom Brown, seconded by Alderman Kandy Koonce to approve the use of the Community Building for the Overflow Café of NC free of charge for their event on January 11, 2024. 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:

- Received an email from Lisa Garcia, president of International Institute of Municipal Clerks, stating that Town Clerk, Erin Juhls has completed her training and is now a certified clerk.
- Gov Deals auction ended and there were 4 items that did not sell; the Dodge Charger, the server and monitors, the desktops, and the filing cabinet.
- Asked the Board for their preference regarding the town's Christmas dinner for this year, and the Board agreed to have the Christmas dinner during the day at town hall.
- Since Christmas falls on Wednesday this year, the town will be observing paid holidays on the 24th and the 25th. The employees would like to ask for an extra day which would be a voluntary vacation day.

After some discussion, a **motion** was made by Alderman Kandy Koonce, seconded by Alderman Kent Painter to have an extra paid holiday day to be observed on Thursday. The motion was unanimously carried.

The board also agreed for the voluntary vacation day to be taken on Friday the 27th.

- The Stormwater Project is nearing completion, with about 40-50 feet of pipe remaining. A homeowner requested sod be laid on her property, but after discussions between Public Works Director Johnathan Jarman and the contractor, it was determined that the cost would be an additional \$30,000. The Board agreed not to proceed with laying sod.
- Hoping to have a public hearing during the next board regarding financing with USDA for the street project.
- Received a letter from Onslow County Agricultural District. The Nathaniel Walter Rand II property, Tax Parcel ID 022012 has submitted an application for membership in the Voluntary Agricultural District which would place the land into a conservation easement. A meeting will be held on December 4, 2024.

XI. POLICE REPORT:

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

- Sgt. Sandoval arrested Christopher Young for felony assault after he was accused of stabbing someone at the Community Outreach.

- Officer Pool arrested Johnathon Warren for several traffic related charges after driving into the Richlands High School Homecoming Parade and almost striking spectators. Chief Horne was also contacted by a subject that wanted to commend Officer Pool on her actions during the incident at the parade.
- Officer Lessner and Chief Horne attended the rally for Lt Governor Mark Robinson after the owners of the Coffee Co. stated they had received several threats of protests during the event.
- Chief Horne attended the Child Advocacy Center meeting at the Jacksonville Police Department.
- The Police Department assisted with the Halloween Hustle race in town.
- Ordered Governor's Highway Safety Patrol equipment to include blood kits, 2 in car cameras, 15 cases of paper, and 2 radars. 12,750 points were rolled over to the next year.
- The reimbursement from taser equipment ordered from the Police Department Grant was approved and received. Instructor training will be on November 25th.
- Firearms training will be held on November 18th and 26th.
- The new Durango was picked up from Mobile Communications and the striping will be completed next week.
- Liberty Christian Academy submitted a permit request for a race in town, which would require approximately 10 officers for coverage. This would incur a cost to the town and wanted to bring this to the Board to consider whether they want to charge for police coverage for events organized by profit-driven organizations.

After some discussion, a **motion** was made by Alderman Marilyn Bunce, seconded by Alderman Tom Brown to require any event that requires police traffic control that is a for profit organization making the request, be charged for traffic control at a rate to be determined by the Chief of Police. The motion was unanimously carried.

XII. BOARD MEMBER CONCERNS AND COMMITTEE UPDATES:

Alderman Marilyn Bunce: Thanked the chief for sending an officer over regarding a complaint about multiple cats at the Lands townhomes.

Mayor McKinley Smith: A proclamation honoring Ms. Annie Bell Canady White for her 100th birthday was presented on Sunday at St. Paul Free Will Baptist Church on Gum Branch Road.

Mayor Pro-Tem Tom Brown: Requested that the monthly code enforcement report be included in the Police Department monthly report.

XIII. PERSONNEL: None

XIV. CLOSED SESSION: None

XV. ADJOURN:

With no further business, a **motion** was made by Alderman Tom Brown, seconded by Alderman Kandy Koonce to adjourn the meeting at 6:48 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 VII. - 1.

USDA Financing Application (Street Improvements)

Description:

USDA Financing Application (Street Improvements).

Review:

The Board needs to hold a public hearing in order to hear public comments regarding the Town's proposal to obtain loan assistance from USDA, Rural Development for the purpose of street improvements. If the loan is approved, the collateral for securing the loan will be an Installment Purchase Agreement.

The amount of the proposed loan can be up to \$2,400,000 depending on how much the town contributes to the project.

Action Needed:

Hold the hearing.



TOWN OF RICHLANDS
Regular Board Meeting
Agenda Item IX. - 1.
Onslow County Year End Report

Description:

Onslow County Year End Report (Assistant County Manager Ben Warren).

Review:

Assistant County Manager Ben Warren will provide to the Board the Onslow County End of Year Report.

Action Needed:

Receive the report.

ATTACHMENTS:

Description

- ☐ Onslow County Presentation



Onslow County Year End Report

Ben Warren

Assistant County Manager

Strategic Framework

Vision

“The Community of Choice in Coastal North Carolina”

Mission

“We will ensure that Onslow County is a thriving community for all by delivering exceptional services with good governance and fiscal responsibility”

Strategic Focus Areas

Fiscally Responsible

We will be a fiscally responsible county by making data-driven decisions and utilizing our resources wisely

High Performing Government

We will provide outstanding public service by being innovative, accountable, and transparent

Community of Choice

We will be the best place to live, work, play, and grow by providing excellent, recreational, educational, cultural and employment opportunities

Focused & Sustainable Future

We will ensure our county's future by providing a strategic and innovative approach to governance, land use, and economic development

Healthy & Safe Community

We will prioritize the health and safety of our diverse community by encouraging healthy choices, providing access to physical and mental health services, and investing in first responder services

Strategic Plan Overview

Project Initiation and Management ✓

Community Engagement ✓

Strategic Plan Development

Implementation Action Plan

Environmental Scan Results

What Are Some Things that Onslow County Government Does Well?



1,150 Responses

Environmental Scan Results

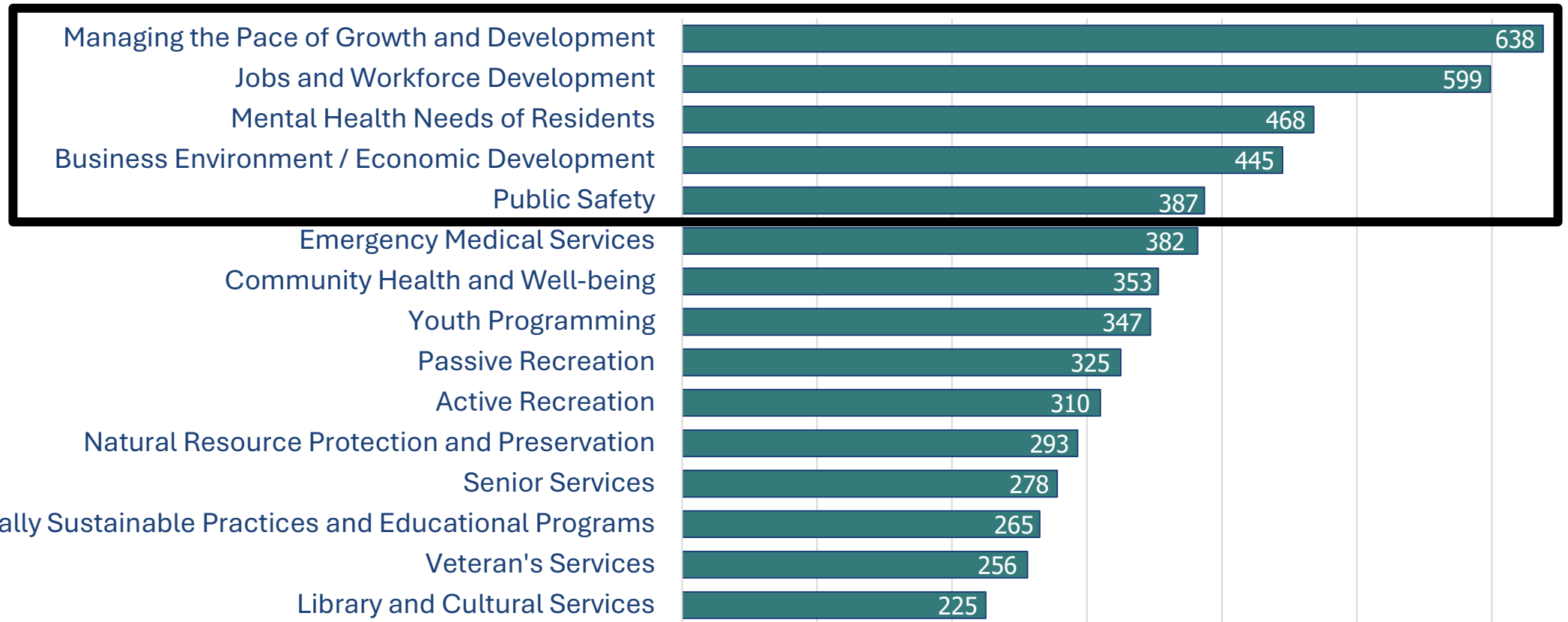
What Are Some Things that the County Could Do Better?



1,252 Responses

Environmental Scan Results

Select the Top Five Things Onslow County Should Prioritize in its Strategic Plan.



FY25 Accomplishments

- Strategic Plan
- VIEW Program
- EMS System Alternatives
- Phase 5 Landfill Expansion
- Increase DSS Office Capacity
- Economic Development Strategic Plan
- Emergency Operations Center Expansion
- Multi-Purpose Building Renovation Project
- Hines Farm & Onslow Pines Alternatives Analysis

Core Values

Resilience

Excellence

Accountability

Customer Service

Honesty



ONSLOW
NORTH CAROLINA



TOWN OF RICHLANDS

Regular Board Meeting

Agenda Item IX. - 2.

Certificate of Sufficiency (Non-Contiguous Annexation)

Description:

Certificate of Sufficiency (Non-Contiguous Annexation).

Review:

Town Clerk Erin Juhls has certified that attached petition to annex is correct and valid. The petition seeks to voluntarily annex three parcels of land along Ervintown Road and totals approximately 2.59 acres. The three parcels are non-contiguous to the town limits of Richlands. The next step is to schedule a public hearing concerning the annexation request.

Action Needed:

Schedule the public hearing.

ATTACHMENTS:

Description

- ☐ Certificate of Sufficiency
- ☐ Annexation Petition
- ☐ Annexation Map

CERTIFICATE OF SUFFICIENCY

To the Board of Aldermen of the Town of Richlands of Richlands, North Carolina:

I, Erin Juhls, Richlands Town Clerk, do hereby certify that I have investigated the attached petition and hereby make the following findings:

I further find that the area meets the standards for a noncontiguous area as specified in G.S. 160A-58.1(b), in that:

1. The petition includes a metes and bounds description of the area proposed for annexation and has attached a map showing the proposed satellite area in relation to the primary corporate limits;
2. The petition includes the names and addresses of all owners of real property lying in the area described therein;
3. The petition includes the signatures of all owners of real property lying in the area described therein, except those not required to sign by G.S. 160A-58.1(a);
4. The nearest point on the proposed satellite corporate limits is no more than three (3) miles from the primary corporate limits of the Town of Richlands;
5. No point on the proposed satellite corporate limits is closer to the primary corporate limits of any municipality other than the Town of Richlands;
6. The satellite area is so situated that the Town of Richlands will be able to provide the same services as are provided within its primary corporate limits;
7. To the extent that the proposed satellite area contains any portion of a subdivision, the entire subdivision is included;
8. The area within the proposed satellite corporate limits, when added to the area within all other satellite corporate limits of the Town of Richlands, does not exceed ten percent (10%) of the area within the primary corporate limits of the Town of Richlands;

In witness whereof, I have hereunto set my hand and affixed the seal of the Town of Richlands of Richlands, North Carolina, this 6th day of December, 2024.




Erin Juhls, Town Clerk



TOWN OF RICHLANDS Petition Requesting Annexation

DATE: 10-8-2024

RE: Tax Parcel # (s) 042495, 000979, 017488

To the Board of Aldermen of the Town of Richlands:

1. I/We the undersigned owner(s) of real property respectfully request that the tax parcels listed above and the area described in Item 2 below be annexed to the Town of Richlands. Furthermore, I/we do declare and certify that all legal owners of real property in the annexation area have signed this petition in Item 3 below.

2. The area to be annexed is (choose one):

Contiguous to the primary corporate limits of the Town of Richlands. A complete and accurate legal description of the property and a recently prepared survey map are attached.

OR



Not contiguous to the primary corporate limits of the Town of Richlands. A complete and accurate legal description of the property, a recently prepared survey map, and a map showing the area proposed for annexation in relation to the primary corporate limits of the Town are attached. In addition, I/we certify that:

- (A) The nearest point of the property to be annexed is no more than three miles from the primary corporate limits of the Town of Richlands; **and**
- (B) No point of the property to be annexed is closer to the primary corporate limits of another city than to the primary corporate limits of the Town of Richlands; **and**
- (C) The property to be annexed is not a subdivision as defined by N.C.G.S. 160A-376 or if it is that the entire subdivision as defined by this statute is included in the proposed annexation area.

3. I/We acknowledge that any zoning vested rights acquired pursuant to G.S. 160A-385.1 or G.S. 153A-344.1 must be declared and identified on this petition. I/We further acknowledge that failure to declare such rights on this petition shall result in a termination of vested rights previously acquired for the property. If zoning vested rights are claimed, indicate below and attach proof (copy of a valid building permit, conditional use permit, etc.)

Name (please type or print)	Address (please type or print)	Vested Rights?*(yes or no)	Signature / Electronic Signature
KRISTEN DIETRICH	112 ERVINTOWN RD	NO	
PATRICIA BERRY PRICE	114 ERVINTOWN RD	NO	
MARRICE BERRY	250 HWY 25B	NO	

***If you answer yes, you must attach a detailed description of the right you are claiming; otherwise you will forfeit this right within the Town.**

Number and attach additional pages as needed. Indicate here how many pages are attached: _____

Owner:
DIETRICH KRISTEN

Mailing Address:
112 ERVINTOWN RD
RICHLANDS NC 28574

October 15, 2024

NC PIN:
443213047721

Map Number:
43A-38.1

Parcel ID:
042495



General Information

Total Acres: 0.7
Land Value: \$ 27720
Bldg Value: \$ 70066
Market Val: \$ 97786
Heated Sqft: 904
of Bedrooms: 2
Year Built: 2008
Nbhd Code: 1190
Improv Code: R
Township: RICHLANDS
City Limit: UNINCORPORATED ONSLOW
Fire District: NORTHWEST ONSLOW (RICHLANDS)
Subdivision: NO SUBDIVISION RECORDED
Property Desc: SR 1239
Plat Book: 00NO-SUBDIV

Physical Address:

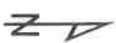
112 ERVINTOWN RD

WARNING: THIS IS NOT A SURVEY
 This map was prepared for the inventory of real property found within jurisdiction, and is compiled from recorded deeds, plats, and other public records and data. Users of this map are hereby notified that the aforementioned public primary sources should be consulted for verification of the information contained on this map. The County and mapping company assume no legal responsibility for the information contained on this map.

Last Sale Info:
Deed Ref: 5573 / 807
Sale Price: \$ 102000
Sale Date: 21-SEP-21



Onslow County
 Geographical Information Services
 234 NW Corridor Blvd
 Jacksonville, NC 28540
 (910) 937-1190
 gis@onslowcountync.gov



Owner:

PRICE PATRICIA BERRY & MARRICE BERRY
C/O MARRICE BERRY

Mailing Address:

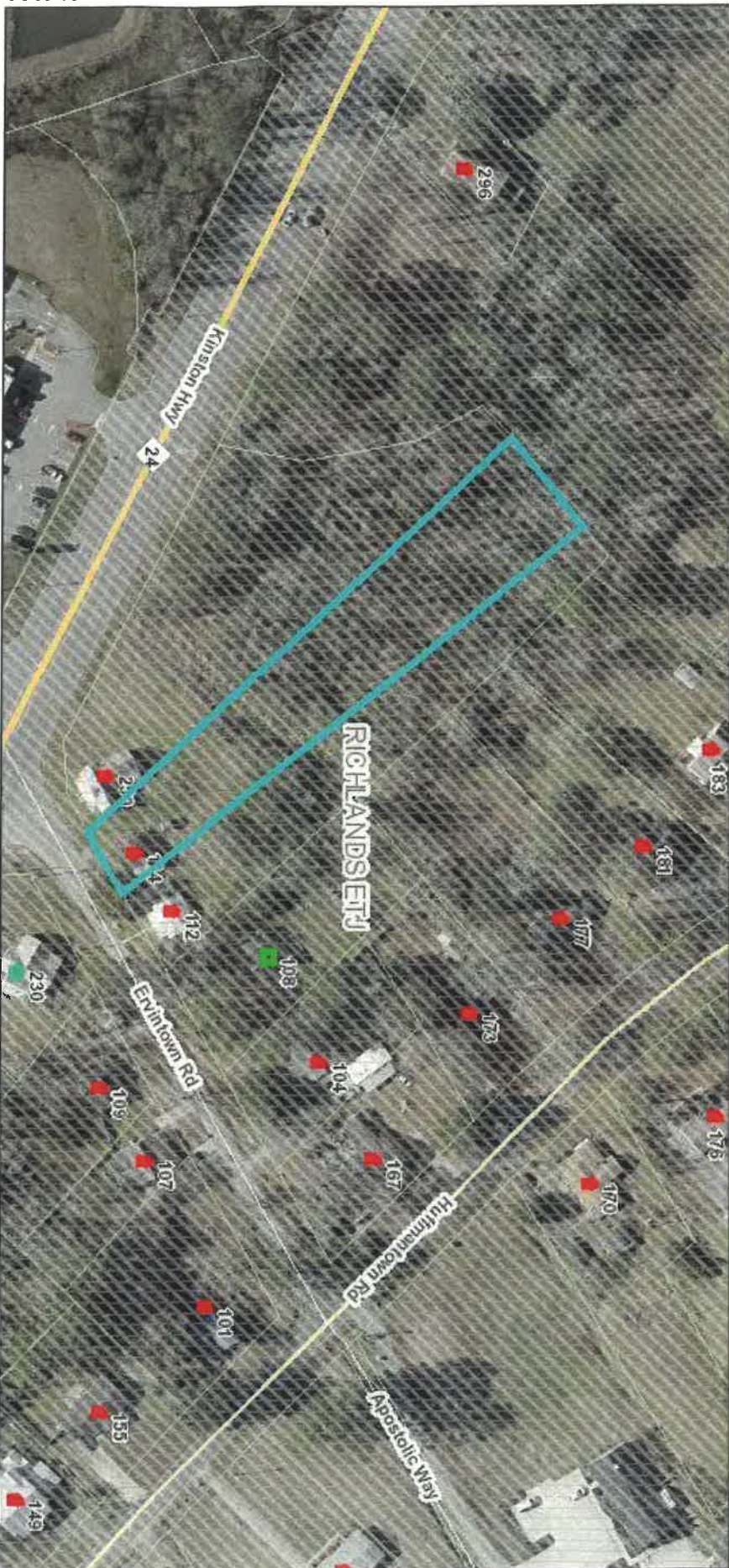
590 COMFORT RD
RICHLANDS NC 28574-6145

October 15, 2024

NC PIN:
443213046658

Map Number:
43A-38

Parcel ID:
000979



Physical Address: 114 ERVINTOWN RD

General Information

Total Acres: 0.9
Land Value: \$ 29160
Bridge Value: \$ 0
Market Val: \$ 29160
Heated Sqft:
of Bedrooms:
Year Built:
Nbhd Code: 1190
Improv Code: V
Township: RICHLANDS
City Limit: UNINCORPORATED ONSLOW
Fire District: NORTHWEST ONSLOW (RICHLANDS)
Subdivision: NO SUBDIVISION RECORDED
Property Desc: SR 1239
Plat Book: 00NO-SUBDIV

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Last Sale Info:

Deed Ref: 18E / 795
Sale Price: \$0

Sale Date: 09-OCT-18



Onslow County
 Geographical Information Services
 234 NW Corridor Blvd
 Jacksonville, NC 28540
 (910) 937-1190
 gis@onslowcountync.gov



Owner:

PRICE PATRICIA BERRY & MARRICE BERRY
C/O MARRICE BERRY

Mailing Address:

590 COMFORT RD
RICHLANDS NC 28574-6145

October 15, 2024

NC PIN:
443213046534

Map Number:
43A-37.1

Parcel ID:
017488



General Information

Total Acres: 0.99
Land Value: \$ 173250
Bldg Value: \$ 0
Market Val: \$ 173250
Heated Sqft: 1336
of Bedrooms: 3
Year Built: 1940
Nbhd Code: 1134
Improv Code: C
Township: RICHLANDS
City Limit: UNINCORPORATED ONSLOW
Fire District: NORTHWEST ONSLOW (RICHLANDS)
Subdivision: NO SUBDIVISION RECORDED
Property Desc: SR 1239 & US 258
Plat Book: 00NO-SUBDIV

Physical Address: 250 HIGHWAY 258

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Last Sale Info:

Deed Ref: 18E / 795
Sale Price: \$
Sale Date: 09-OCT-18



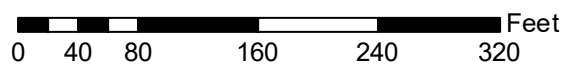
Onslow County
 Geographical Information Services
 234 NW Corridor Blvd
 Jacksonville, NC 28540
 (910) 937-1190
 gis@onslowcountync.gov





December 6, 2024

Onslow County



Address Points

- Other
- Addressable Structure
- Advertising Sign
- Camper
- Cell Tower
- Church

- Commercial
- Double Wide
- Duplex
- Medical Facility
- Modular
- Non Addressable Structure
- Power Pole

- Recreational
- Restaurant
- School
- Single Wide
- Water Tap

MAP IS NOT TO BE USED FOR SALES OR CONVEYANCES. THIS IS NOT A SURVEY NO FIELD SURVEY WAS PERFORMED!



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

Description:

Budget Amendment #3 (Stormwater Project).

Review:

Attached is Budget Amendment #3, which will properly allocate the \$100,000 in additional Powell Bill funds designated for the recently completed Stormwater Improvement Project. The use of additional Powell Bill funds for the project were approved on April 9, 2024.

Action Needed:

Approve the amendment.

ATTACHMENTS:

Description

- Budget Amendment #3

**BUDGET AMENDMENT # 3
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
10-1020	Powell Bill Funds		(100,000.00)		Stormwater Improvements
10-5740-572	Powell Bill Expense	85,000.00	100,000.00	185,000.00	Stormwater Improvements

TOTAL: \$100,00.00

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 IX. - 4.
FY 23-24 Audit Summary

Description:

FY 23-24 Audit Summary.

Review:

Attached is a summary of the FY 2023-2024 Audit performed by Mr. Gregory T. Redman, CPA. The audit has been submitted to the Local Government Commission and the audit is clean with no findings.

However, the earliest Mr. Redman can attend in person to discuss the audit is February so Mr. Redman is providing a summary of the audit to provide basic information to the Board.

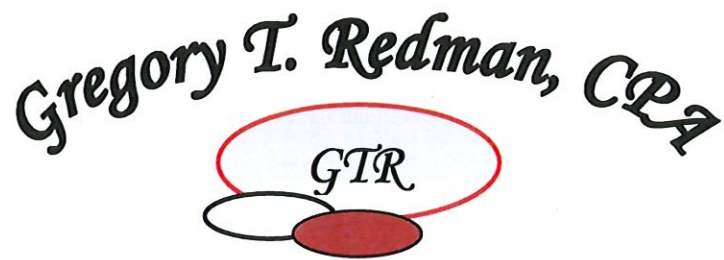
Action Needed:

Receive the summary and act as desired.

ATTACHMENTS:

Description

- ▣ FY 23-24 Audit Summary



Member
North Carolina Association of
Certified Public Accountants

Member
American Institute of
Certified Public Accountants

December 4, 2024

To the Board of Aldermen
Town of Richlands

For the year ended June 30, 2024, the Town of Richlands had an unmodified opinion as reported in the audit report:

In my opinion, based on my audit, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund and the aggregate remaining fund information of the Town of Richlands as of June 30, 2024, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Summary of results:

- Cash increased for the year by \$159,697 increasing the total cash for the Town at 6/30/24 to \$2,431,089.
- The unassigned fund balance of the General Fund is \$2,172,609. This amount is 116% of annual expenditures. The required minimum is 34%. The net increase in fund balance for the year was \$247,996.
- The USDA loan was paid off during the year.
- There were no significant deficiencies or financial performance indicators of concern reported for the year.

I would be pleased to discuss these matters in further detail at your convenience.

Sincerely,

Gregory T. Redman CPA



TOWN OF RICHLANDS

Regular Board Meeting

Agenda Item IX. - 5.

USDA Financing Application (Street Improvements)

Description:

USDA, Rural Development Financing Application (Street Improvements).

Review:

Attached is the application for loan funds from the USDA, Rural Development, to seek funding for the proposed street improvement project. Currently, the estimated cost for the project is \$2,900,000, which includes construction and engineering. I have left the project cost section of the application blank so the Board can have a discussion on the amount of financing and town contribution to pursue.

The attached spreadsheet shows the estimated yearly payments depending on how much fund balance is contributed and the assumption that yearly Powell Bill funds will be utilized to help offset the annual cost. Please note that the proposed loan amount starts at \$2,357,258, which is \$2,900,000 minus the amount of AARP funds dedicated to the project in 2023.

The Board needs to determine the appropriate amount of town contribution towards the project in order to complete the application.

Action Needed:

Review the information and act as desired.

ATTACHMENTS:

Description

- ▣ USDA Loan Application
- ▣ USDA Loan Worksheet

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> • Other (Specify) <input type="text"/>
* 3. Date Received: <input type="text"/> Completed by Grants.gov upon submission.	4. Applicant Identifier: <input type="text"/>	
5a. Federal Entity Identifier: <input type="text"/>	* 5b. Federal Award Identifier: <input type="text"/>	
State Use Only:		
6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>	
8. APPLICANT INFORMATION:		
* a. Legal Name: <input type="text"/>		
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text"/>	* c. UEI: <input type="text"/>	
d. Address:		
• Street 1: <input type="text"/>	<input type="text"/>	
Street 2:	<input type="text"/>	
* City: <input type="text"/>	<input type="text"/>	
County/Parish:	<input type="text"/>	
* State: <input type="text"/>	<input type="text"/>	
Province:	<input type="text"/>	
* Country: <input type="text"/>	USA: UNITED STATES	
• Zip / Postal Code: <input type="text"/>	<input type="text"/>	
e. Organizational Unit:		
Department Name: <input type="text"/>	Division Name: <input type="text"/>	
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: <input type="text"/>	* First Name: <input type="text"/>	
Middle Name: <input type="text"/>	<input type="text"/>	
• Last Name: <input type="text"/>	<input type="text"/>	
Suffix: <input type="text"/>	<input type="text"/>	
Title: <input type="text"/>	<input type="text"/>	
Organizational Affiliation: <input type="text"/>		
* Telephone Number: <input type="text"/>	Fax Number: <input type="text"/>	
* Email: <input type="text"/>		

Application for Federal Assistance SF-424

9. Type of Applicant 1 - Select Applicant Type:

Type of Applicant 2- Select Applicant Type:

Type of Applicant 3- Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

11. Catalog of Federal Domestic Assistance Number:

CFDA Title:

*** 12. Funding Opportunity Number:**

* Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachments

Delete Attachments

View Attachments

*** 15. Descriptive Title of Applicant's Project:**

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachments

Delete Attachments

View Attachments

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal

* b. Applicant

* c. State

* d. Local

* e. Other

* f. Program Income

* g. TOTAL

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

a. This application was made available to the State under the Executive Order 12372 Process for review on .

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (if "Yes", provide explanation.)**

Yes No

If "Yes, provide explanation and attach.

Add Attachments

Delete Attachments

View Attachments

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

**** I AGREE**

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix:

* First Name:

Middle Name:

* Last Name:

Suffix:

* Title:

* Telephone Number:

Fax Number:

* Email:

* Signature of Authorized Representative:

* Date Signed:

\$2,900,000
Street Improvement Project

Loan Amount minus AARP Funds (\$542,742)	One-Time Fund Balance Contribution	20 years @ 3.5% Yearly Payment	Annual Powell Bill Funds	Total Yearly Payment
\$2,357,258	\$0	\$121,505.74	\$84,000	\$37,505.74
\$2,342,258	\$15,000	\$120,732.56	\$84,000	\$36,732.56
\$2,327,258	\$30,000	\$119,959.38	\$84,000	\$35,959.38
\$2,312,258	\$45,000	\$119,186.20	\$84,000	\$35,186.20
\$2,297,258	\$60,000	\$118,413.02	\$84,000	\$34,413.02
\$2,282,258	\$75,000	\$117,639.84	\$84,000	\$33,639.84
\$2,267,258	\$90,000	\$116,866.66	\$84,000	\$32,866.66
\$2,252,258	\$105,000	\$116,093.48	\$84,000	\$32,093.48
\$2,237,258	\$120,000	\$115,320.29	\$84,000	\$31,320.29
\$2,222,258	\$135,000	\$114,547.11	\$84,000	\$30,547.11
\$2,207,258	\$150,000	\$113,773.93	\$84,000	\$29,773.93
\$2,192,258	\$165,000	\$113,000.75	\$84,000	\$29,000.75
\$2,177,258	\$180,000	\$112,227.57	\$84,000	\$28,227.57
\$2,162,258	\$195,000	\$111,454.39	\$84,000	\$27,454.39
\$2,147,258	\$210,000	\$110,681.21	\$84,000	\$26,681.21
\$2,132,258	\$225,000	\$109,908.03	\$84,000	\$25,908.03
\$2,117,258	\$240,000	\$109,134.85	\$84,000	\$25,134.85
\$2,102,258	\$255,000	\$108,361.67	\$84,000	\$24,361.67
\$2,087,258	\$270,000	\$107,588.49	\$84,000	\$23,588.49
\$2,072,258	\$285,000	\$106,815.31	\$84,000	\$22,815.31
\$2,057,258	\$300,000	\$106,042.13	\$84,000	\$22,042.13
\$2,042,258	\$315,000	\$105,268.95	\$84,000	\$21,268.95
\$2,027,258	\$330,000	\$104,495.77	\$84,000	\$20,495.77
\$2,012,258	\$345,000	\$103,722.59	\$84,000	\$19,722.59
\$1,997,258	\$360,000	\$102,949.41	\$84,000	\$18,949.41
\$1,982,258	\$375,000	\$102,176.22	\$84,000	\$18,176.22
\$1,967,258	\$390,000	\$101,403.04	\$84,000	\$17,403.04
\$1,952,258	\$405,000	\$100,629.86	\$84,000	\$16,629.86
\$1,937,258	\$420,000	\$99,856.68	\$84,000	\$15,856.68
\$1,922,258	\$435,000	\$99,083.50	\$84,000	\$15,083.50
\$1,907,258	\$450,000	\$98,310.32	\$84,000	\$14,310.32
\$1,892,258	\$465,000	\$97,537.14	\$84,000	\$13,537.14
\$1,877,258	\$480,000	\$96,763.96	\$84,000	\$12,763.96
\$1,862,258	\$495,000	\$95,990.78	\$84,000	\$11,990.78
\$1,847,258	\$510,000	\$95,217.60	\$84,000	\$11,217.60
\$1,832,258	\$525,000	\$94,444.42	\$84,000	\$10,444.42
\$1,817,258	\$540,000	\$93,671.24	\$84,000	\$9,671.24
\$1,802,258	\$555,000	\$92,898.06	\$84,000	\$8,898.06
\$1,787,258	\$570,000	\$92,124.88	\$84,000	\$8,124.88
\$1,772,258	\$585,000	\$91,351.70	\$84,000	\$7,351.70
\$1,757,258	\$600,000	\$90,578.52	\$84,000	\$6,578.52



TOWN OF RICHLANDS

Regular Board Meeting

Agenda Item IX. - 6.

Resolution 2024-05 (Pornography on Government Devices)

Description:

Resolution 2024-06 (Pornography on Government Devices).

Review:

Effective October 1, 2024, General Statute 143-805 requires all public authorities to enact policies that prohibit the viewing or attempted viewing of pornography on public agency networks and devices. The only exception is for official law enforcement purposes. A policy that addresses the requirements of G.S. 143-805 must be adopted by public agencies no later than January 1, 2025. The adoption of the attached resolution meets the requirements of the general statute.

Action Needed:

Adopt the resolution.

ATTACHMENTS:

Description

- ▣ Resolution 2024-06

RESOLUTION 2024-06

**RESOLUTION PROHIBITING VIEWING OF PORNOGRPAHY
ON TOWN NETWORKS AND DEVICES**

WHEREAS, House Bill 971 / North Carolina General Statute §143-805 requires all public agencies to adopt a policy governing the use of its network and devices owned, leased, maintained, or otherwise controlled by the Town of Richlands; and

WHEREAS, the Town of Richlands prohibits the viewing of pornography by its employees on the Town's network or devices owned or maintained by the Town.

NOW, THEREFORE, be it resolved that the following policies shall apply in the Town of Richlands:

1. No employee of the Town of Richlands, elected official, or Town appointee shall view pornography on any computer network owned, leased, maintained, or otherwise controlled by the Town, whether on a Town owned and maintained device, or a privately owned or controlled device.
2. No employee, elected official, or appointee of the Town shall view pornography on a device owned, leased, or maintained or otherwise controlled by the Town.
3. Each year, and no later than August 1, the Town shall report information required in NCGS §143-805 to the State Chief Information Officer.
4. This policy shall not apply to investigation, law enforcement training, or actions related to law enforcement purpose; identifying potential security or cyber security threats, establishing, testing, and maintaining firewalls, protocols, and otherwise implementation of this policy; or other exceptions as specifically set forth in NCGS §143-805(d).
5. The terms used herein shall be defined as set forth in NCGS §143-805(g).
6. Any employee, elected official, or appointee of the Town who has saved pornography to a device owned, leased, maintained or otherwise controlled by the Town shall remove, delete or uninstall the pornography no later than January 1, 2025.
7. Any employee of the Town who violates any provision of this policy shall be subject to disciplinary action under the Town's personnel policy.
8. Any appointee of the Town who violates the provision of this policy shall be subject to removal by the Town Board.

9. Any elected official who violates any provision of this policy shall be subject to censure proceedings.
10. The policies as presented will be automatically included in the town's ELECTRONIC COMMUNICATION APPROPRIATE USE POLICY that was adopted on October 10, 2006.

BE IT FURTHER RESOLVED that this Resolution shall become effective on the date of its adoption. This the 10th day of December, 2024.

McKinley Smith, Mayor

ATTEST:

Town Clerk

DRAFT



TOWN OF RICHLANDS
Regular Board Meeting
Agenda Item IX. - 7.
2025 Meeting Schedule

Description:

2025 Board of Aldermen Meeting Schedule.

Review:

Attached is the proposed 2025 regular meeting schedule of the Board of Aldermen. The only change to the regular schedule is the November meeting, which falls on Veterans Day. The November meeting is being moved to November 18, 2025.

Action Needed:

Approve the schedule.

ATTACHMENTS:

Description

- ▣ 2025 Proposed Meeting Schedule

TOWN OF RICHLANDS
NORTH CAROLINA

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

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



2025 BOARD OF ALDERMAN MEETING SCHEDULE

January 14, 2025
February 11, 2025
March 11, 2025
April 8, 2025
May 13, 2025
June 10, 2025
July 8, 2025
August 12, 2025
September 9, 2025
October 14, 2025
November 18, 2025
December 9, 2025

“This institution is an equal opportunity provider.”

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027 found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. Or call (866) 632-9992 to request the form. Send your completed form or letter to USDA by mail at U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.



TOWN OF RICHLANDS
Regular Board Meeting
Agenda Item IX. - 8.
Venters Park Project Design Quote

Description:

Venters Park Project Design Quote.

Review:

The attached quote by Fountain Taylor, PE will provide the necessary design and construction plans to bid out construction for the proposed Venters Park restrooms and pavilion. The design quote is \$6,900. Please note that engineering costs are not eligible expenses that can be reimbursed by the Rural Transformation Grant fund. The \$330,000 in grant funds will be dedicated to construction costs.

Action Needed:

Approve the quote if desired.

ATTACHMENTS:

Description

- ▣ Venters Park Design Quote

Fountain Taylor III

Professional Engineer

2135 Kinston Highway

Richlands, NC 28574

910.358.0648

Town of Richlands NC.
302 S. Wilmington St.
Richlands, NC 28574

Subject: Venters Park Bathroom & Pavilion Design

Bathroom Facility:

Design & Construction Drawings for an approximate 20'-0" x 20'-0" public restroom for Venters Park. The proposed restroom facility would be a universal design that will incorporate (2) stall(s) each in the Men's and Women's Restrooms. This is proposed to be a wood framed structure on a slab foundation. The design will also include a wall mounted watercooler on the exterior and covered porch/entry.

Open Air Pavilion:

Design & Construction Drawings for an approximate 30'-0" x 30'-0" open air stage. This is proposed to be a wood framed Structure with wall's on (2) sides to serve as both back drop as well as a partial weather barrier for the stage. This is proposed to be a raised slab foundation with site grading to accommodate ADA compliant access to the stage area.

Plans to Include:

Exterior Elevations Floor Plan(s), Foundation Plan(s), Framing Plans Electrical

Drawings, Mechanical Drawings, Plumbing Drawings, Structural Details, Appendix B – Code Summary.

Design & Engineering Fees ----- \$6,800.00

Exclusions: Site Plan Design, Storm Water Design, Survey work if required.

The Town of Richlands will be responsible for supplying all site, civil and survey data needed to complete this design project.

If you have any questions, please call me at 910.358.0648

Fountain Taylor III, P.E.



TOWN OF RICHLANDS
Regular Board Meeting
Agenda Item IX. - 9.
NCDOT Four-Way Stop Intersection

Description:

NCDOT Four-Way Stop Intersection.

Review:

Alderman Tom Brown has requested that the Board discuss the decision by NCDOT to install a four-way stop at the intersection of Wilmington Street and Hargett Street.

Action Needed:

Hold the discussion.



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

Description:

- The Richlands Town Hall will be closed Tuesday, December 24 thru Friday, December 27 in observance of the Christmas holiday.
- The Christmas Tree Lighting Event will be held on Saturday, December 7 at the Richlands Town Hall. The event will take place between 10:00 am and 5:00 PM.
- The Richlands Christmas Parade is scheduled for Saturday, December 14.

Review:

Action Needed:



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

Description:

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

Review:

Action Needed:

Receive the Police Report.

ATTACHMENTS:

Description

- ▣ November 2024 Police Activity Log

Activity Log Event Summary (Cumulative Totals)

Richlands Police Department

(11/01/2024 - 11/30/2024)

<No Event Type Specified>	1	Administration Run	32
Alarm Activation	8	Arrest	12
Assault	2	Assist Citizen	24
Assist EMS	5	Assist Fire	3
Assist Other Agency	8	Assist Other RPD Officer	16
Bank Escort	4	Business Check	1,758
Business Walk Through	6	Call for Service	524
Careless & Reckless	1	Child Safety Seat	1
Citation	333	Civil Problem	2
Crash	8	Domestic Dispute	3
DWI	2	DWLR	26
Fingerprinting	2	Follow up Investigation	5
Foot Patrol	5	Found Property/Safe Keeping	1
Fraud	1	Funeral Escort	1
Hit & Run	1	Incident Report	26
Juvenile Problems	5	Lighting Violation	11
No Insurance	8	Noise Complaint	1
NOL	11	Open Container	1
Open Door/Windows	2	Patrol Zone 1	54
Patrol Zone 2	54	Patrol Zone 3	50
Patrol Zone 4	49	Patrol Zone 5	57
Patrol Zone 6	61	Possession of Drug Paraphernalia	5
Possession of Marijuana	4	Possession of Meth	2
Registration Violation	67	Resist, Obstruct/Delay Officer	3
Safe Movement Violation	1	Seatbelt	25
Selective Traffic Enforcement	116	Special Assignment	11
Speeding	143	Stoplight/Sign	22
Supplement to report	7	Suspicious Vehicle/Person/Incident	13
Towed Vehicle	2	Transport to Jail	3
Trespassing	1	Unlock Car	4
Vehicle Check After Shift	18	Vehicle Check Before Shift	25
Vehicle Searches	4	Vehicle Stop	417
Verbal Warnings	161	Warning Citation	10

Activity Log Event Summary (Cumulative Totals)

Richlands Police Department

(11/01/2024 - 11/30/2024)

Warrant	3	Window Tint Violation	7
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Total Number Of Events: 4,259

Code Enforcement

12 Off-premise signs were removed; contact was made with owners in reference to ordinance violation
5 Vehicle letters were distributed; 4 vehicles were moved by owner
1 Vehicle was tagged for towing; the vehicle was moved by owner prior to towing

The annual Operation Deployed Santa event is being held at the Community building on December 22, at 5:00 PM. Trish is contacting local businesses in regards to donating items for the event, and is hoping to have a Hot Chocolate tent this year. Any contact information for people that may be willing to assist would be appreciated. Two Walmart stores have donated toys for the event and we are hoping to reach several families. She will also be decorating and preparing the Community Building for the event; Snacks and drinks will be served.