



**TOWN OF RICHLANDS**  
**Town Board Meeting**  
**June 10, 2025**  
**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. May 2025 Meeting Minutes

**VI. Public Comment**

**VII. Public Hearings**

**VIII. Old Business**

**IX. New Business**

1. Fiscal Year 2025-2026 Budget Presentation
2. ONWASA Administrative Service Agreement
3. RVFD Service Contract Update
4. Overflow Cafe NC Request
5. Planning Board Reappointment

**X. Administrator Notes and Updates**

1. Administrator Notes and Updates

**XI. Police Report**

1. May 2025 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.*

May 2025 Meeting Minutes

**Description:**

May 2025 Meeting Minutes.

**Review:**

Attached are the minutes for the May 13, 2025 Regular Meeting of the Richlands Board of Aldermen.

**Action Needed:**

Review and adopt the May meeting minutes.

**ATTACHMENTS:**

Description

- ▣ May 2025 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 May 13, 2025, at 6:00 pm at the Richlands Town Hall. Present for the meeting were:

Mayor McKinley Smith  
Mayor Pro-Tem Tom Brown  
Alderman Kandy Koonce

Alderman Marilyn Bunce  
Alderman Kent Painter  
Alderman Paul Conner

Also present were:

Gregg Whitehead, Town Administrator  
Erin Juhls, Town Clerk  
William A. Horne, Chief of Police

Keith Fountain, Town Attorney  
Johnathan Jarman, Public Works Director

There were 23 citizens present.

**I. MEETING CALLED TO ORDER:**

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

**II. PLEDGE OF ALLEGIANCE: Mikey Jones**

**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 Paul Conner to adopt the agenda as presented. The motion was unanimously carried.

**V. ADOPTION OF MINUTES (April, 2025):**

A **motion** was made by Alderman Tom Brown, seconded by Alderman Marilyn Bunce to approve the meeting minutes of April 2025. The motion was unanimously carried.

The motion was then withdrawn by Alderman Brown as well as the second by Alderman Bunce.

A **motion** was then made by Alderman Tom Brown seconded by Alderman Marilyn Bunce to approve the minutes of April 2025 and for the closed session minutes to remain sealed. The motion was unanimously carried.

## **VI. PUBLIC COMMENT:**

Billy Spencer addressed the Board to speak about noise issues due to vehicles with large mufflers. He has spoken with the Chief of Police, Onslow County Sheriff, and the Onslow County Commissioners. He feels the issue that needs to be addressed is vehicle equipment violations and is asking for help from the Board.

Elliot Jarman with Richlands Volunteer Fire Department spoke on behalf of the department to make the Board aware that they are unable to sign the current contract by Onslow County. There is an exclusion that the Fire Department feels presents a significant issue and would like to ask the Town of Richlands Board for their support in this matter.

## **VII. PUBLIC HEARING:**

- 1) Mayor Smith opened the Public Hearing to receive public comment regarding the **Special Use Permit**

With no representative to present evidence on the matter, a **motion** was made by Alderman Paul Conner, seconded by Alderman Kent Painter to table the item. The motion was unanimously carried.

With no further comments, Mayor Smith declared the public hearing closed.

- 2) Mayor Smith opened the Public Hearing to receive public comment regarding the **Zoning Map Amendment** for 24 East Development.

Town Administrator Gregg Whitehead presented a Zoning Map Amendment request by 24 East Development which would rezone approximately 50.29 acres to C-2 Commercial District and approximately 2.609 acres to R-6 Residential District.

Ely Perry with Perry Management and representing the owners of the property addressed the Board and stated the request is to keep the continuation of the development on Nathaniel Drive consistent.

With no further comments, Mayor Smith declared the public hearing closed.

- 3) Mayor Smith opened the Public Hearing to receive public comment regarding the **Zoning Map Amendment** for Sylvester Farm Investments.

Town Administrator Gregg Whitehead presented to the Board a Zoning Map Amendment request by Sylvester Farm Investments which would rezone approximately 88.29 acres to the R-6 Residential District.

Eli Perry with Perry Management addressed the Board and stated the request is to keep the area consistent and to give more flexibility on how they can design the development.

Town Attorney Keith Fountain presented 2 identical written responses that spoke in opposition to the Zoning Map Amendment and are incorporated by reference and hereby made a part of these minutes.

The following people spoke in opposition to the Zoning Map Amendment:

Elizabeth Bertuch  
Barry Parker  
Elyse Papastrat  
Carrie Falcone  
Deena McClanahan

They expressed the following concerns:

Impact on infrastructure  
Increased Traffic and Noise  
Construction Traffic and Noise  
Impact on Schools, Police Department, and Fire Department  
Too many homes in one area

Ward Sylvester, owner of the property, thanked the Board for the opportunity to speak, stating that they have been working on the development for some time, believe they have done a good job, and will continue their efforts.

With no further comments, Mayor Smith declared the public hearing closed.

**VIII. OLD BUSINESS:** None

**IX. NEW BUSINESS:**

**1. SPECIAL USE PERMIT (CLASS B MANUFACTURED HOME):**

Town Administrator Gregg Whitehead presented a special use permit that is seeking to locate a Class B Manufactured Home at 252 Sylvester Street. The property in question is referenced as Onslow County Yax Parcel #206-78 and is located in the RM-6 Residential District, which allows Class B Manufactured homes as a special use.

The Special Use Permit request was tabled with the action taken during the Public Hearing.

**2. ORDINANCE 2025-05 (ZONING MAP AMENDMENT 24 EAST DEVELOPMENT)**

Town Administrator Gregg Whitehead presented Ordinance 2025-05 which would change the zoning district designation of approximately 50.29 acres of Tax Parcel ID 169540 and 169841 from R-20 Residential, R-10 Residential, and C-2 Commercial to the C-2 Commercial District and will change 2.609 acres of Tax Parcel ID 169540 from the R-20 Residential District to R-6 Residential District.

Now that the required public hearing has been held, the Board deliberated and voted on Ordinance 2025-05.

A **motion** was made by Alderman Marilyn Bunce, seconded by Alderman Kandy Koonce to approve Ordinance 2025-05 because all the property situated in the area is in the same sort of district and complimentary to this rezoning, the permitted use under the proposed district is appropriate, the use would be in the general public interest, the character of the area will not be adversely affected, and it does meet the requirements and is consistent with the Onslow County Land Use Plan. The motion was unanimously approved.

3. **ORDINANCE 2025-06 (ZONING MAP AMENDMENT SYLVESTER FARM INVESTMENTS):**

Town Administrator Gregg Whitehead presented Ordinance 2025-06 which will amend the Richlands Zoning Map by changing the zoning designation of all of approximately 88.29 acres of Tax Parcel ID 003034,026137,003033, and 026135 from the R-20 Residential and R-10 Residential District to the R-6 Residential District. The tracts in question are located along Sylvester Street, Nan Street and Koonce Fork Road in both the territorial and extra-territorial jurisdiction of Richlands.

After some discussion, Ely Perry, on behalf of his client, withdrew the application for the Zoning Map Amendment.

4. **BUDGET AMENDMENT #10 AND #11:**

Town Administrator Mr. Whitehead presented Budget Amendment #11 which will cover the \$3,500.00 in costs associated with repairing the electrical service at the Community Building. Mr. Whitehead elected to have the electrical service switched from pole mounted to an underground conduit to prevent future disruptions and to avoid having to place the service pole through the roof of the building, which would have been required to meet code.

A **motion** was made by Alderman Kandy Koonce, seconded by Alderman Tom Brown to approve Budget Amendment #11. The motion was unanimously carried.

As required by the Budget Ordinance, Mr. Whitehead informed the Board that he also approved Budget Amendment #10 in the amount of \$1,670.42 to cover the cost of Duke Power running the new electrical service line and installing a service meter. The funds for Budget Amendment #10 were covered within the department.

5. **FY 24-25 AUDIT CONTRACT:**

Town Administrator Gregg Whitehead presented audit contract with Gregory Redman, CPA, which will provide the annual audit service for the 24-25 Fiscal Year. The base price is \$12,500.00 and has a not to exceed amount of \$16,500.00 that will cover the preparation of the end-of-year financial statements.

A **motion** was made by Alderman Marilyn Bunce, seconded by Alderman Paul Conner to approve the audit contract for the 24-25 Fiscal Year. 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:

- Will be out of the office this week on Thursday and Friday.
- Received a letter from the Department of Transportation regarding the four way stop installation. DOT stated they are going to continue investigating the four way stop installation and also requested a meeting with the Mayor on July 7<sup>th</sup>.
- Received a second bid form Liberty Christian today on the Help Building in the amount of \$150,000.00.

A **motion** was made by Alderman Marilyn Bunce, seconded by Alderman Tom Brown to deny the bid. The motion was unanimously carried.

## **XI. POLICE REPORT:**

Chief William A. Horne presented a copy of the Activity Report for April 2025 and is incorporated by reference and hereby made part of these minutes. He also reported on the following:

- Purchased the gun safe from grant money that was received from Wal-Mart.
- Picked up car 2 from National Dodge and nine days later, it was towed because it would not start due to a bad wire. It was repaired under the warranty.
- Car 8 is back from Waller's Tire and up and running.
- Purchased two radar units with GHSP points.
- Cadet Saldana graduated BLET on April 28<sup>th</sup> and we are waiting on her certification.

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

**Alderman Marilyn Bunce:** Expressed to Mr. Spencer that in the past the Police Department had cracked down on the loud mufflers and did not see why they cannot start that up again.

Thanked Mr. Sylvester for sponsoring the CHEW volunteer breakfast.

Also addressed comments about burning in the town limits and stated that it is State Law and the town has no control over it.

**Alderman Tom Brown:** Thanked Mr. Spencer for attending the meeting and addressing vehicle noise, noting that a house in his neighborhood had a truck with an illegal exhaust system. An officer stopped the vehicle, and it is now noticeably quieter.

**Alderman Kandy Koonce:** Spoke regarding the possible four way stop downtown and how it could affect the businesses downtown. Also thanked Mr. Sylvester for coming to the meeting.

**Alderman Paul Conner:** Thanked everyone for coming.

**XIII. PERSONNEL:** None

**XIV. CLOSED SESSION:** None

**XV. ADJOURN:**

With no further business, a **motion** was made by Alderman Paul Conner, seconded by Alderman Tom Brown to adjourn the meeting at 7:36 pm. The motion was unanimously carried.

Respectfully Submitted,

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Mayor McKinley Smith

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Attest:  
Erin Juhls, Town Clerk



## **TOWN OF RICHLANDS**

### **Regular Board Meeting**

#### *Agenda Item IX. - 1.*

Fiscal Year 2025-2026 Budget Presentation

**Description:**

Presentation of the Proposed Fiscal Year 2025-2026 Budget.

**Review:**

I will be submitting for your review the proposed budget for FY 2025-2026. Once submitted, the Board will need to schedule a public hearing on the proposed budget and adopt the budget ordinance prior to July 1, 2025.

**Action Needed:**

Receive the proposed budget.



## **TOWN OF RICHLANDS**

### **Regular Board Meeting**

#### *Agenda Item IX. - 2.*

#### ONWASA Administrative Service Agreement

**Description:**

ONWASA Administrative Service Agreement.

**Review:**

Attached is the 2025-2026 Administrative Services Agreement between ONWASA and the Town of Richlands and provides for the continuing operation of the satellite office located at town hall. The agreement is identical to the one approved last year and does not change the fee or any requirements previously established in prior agreements.

**Action Needed:**

Approve the agreement.

**ATTACHMENTS:**

Description

- ▣ ONWASA Administrative Service Agreement

## ADMINISTRATIVE SERVICE AGREEMENT

**AGREEMENT** made this \_\_\_\_ day of \_\_\_\_\_, 2025, by and between **ONSLow WATER AND SEWER AUTHORITY** (the "Authority") a body politic and corporate of the State of North Carolina, and the **TOWN of RICHLANDS** (the "TOWN"), a municipal corporation of the State of North Carolina;

### WITNESSETH:

**WHEREAS**, the County of Onslow (the "County") the City of Jacksonville, and the Towns of Swansboro, Richlands, North Topsail Beach and Holly Ridge, acting through their respective governing bodies, pursuant to the provisions of Article 1, Chapter 162A of the General Statutes of North Carolina, organized and incorporated the Authority as a vehicle to assist in providing a satisfactory supply of potable water and sewer collection/treatment for citizens of the member governments of the Authority; and,

**WHEREAS**, in furtherance of the purposes for which the Authority was created, the County and above referenced municipalities, with the exception of Jacksonville, leased to the Authority their water and sewer systems pursuant to long term Capital Lease Agreements and the Authority pursuant to Water and Sewer Service Agreements having terms concurrent with the Capital Lease Agreements, agreed with each such member government to meet the water and sewer needs of their citizens within the limitations of available supply; and

**WHEREAS**, the Authority's main offices are on Georgetown Road in the City of Jacksonville; and

**WHEREAS**, for the convenience of customers of the Authority located in or in the general vicinity of the Town, it was provided in the Water and Sewer Service Agreement with the Town that the Authority shall maintain facilities in the Town for the purpose of the bill payment and telephone communication from customers; and

**WHEREAS**, pursuant to N.C. Gen. Stat. § 162A-6 the Authority is authorized to enter into agreements with units of government relating to the operation of the Authority's utility systems; and

**NOW, THEREFORE**, in consideration of the mutual covenants and conditions herein contained, the parties hereto agree as follows:

1. The Town shall, at its sole cost and expense, perform certain duties on behalf of the Authority, such as collecting payment for services provided by the Authority. The exact functions to be performed by the Town are described on **EXHIBIT A** attached hereto and made a part hereof. The Town shall prominently display ONWASA's name on office doors and in other suitable locations on the exterior of the Town Hall premises as is reasonably necessary to advise the public that Authority administrative services are available at the Town Hall. The Authority shall be responsible for providing the Town with such computer, internet, technical support and supplies as necessary at the discretion of the Authority for the Town to perform its duties under this Agreement.
2. The Authority shall pay to the Town for services performed pursuant to this Agreement the sum of \$2,916.67 per month, payable on or before the 10<sup>th</sup> day of each month; provided, however the Authority may deduct from any monthly payment an amount equal to \$16.83

(35,000/2,080) for each hour in the previous month worked by Authority personnel in performing any administrative services which the Town was obligated to perform pursuant to this Agreement.

3. In lieu of providing the services to the Authority set forth in paragraph 1 above, the Town may at time during the term of this Agreement request the Authority to set up a kiosk in the Town to provide services to the citizens. Should this request be made, the Authority shall, as soon as practicable, establish a kiosk in the Town to provide services. Beginning at the end of the month in which a kiosk is established in the Town, all payments provided in paragraph 2 above shall cease, and the Town shall have no further obligation to provide those services set forth in paragraph 1 above.
4. This Agreement shall continue in effect through June 2026. Either party may terminate this Agreement as of the end of any month by giving the other party at least 60 days notice in advance of the termination date. If a Town is providing services as set forth in paragraph 1 above, a decision to reduce operating hours would be at the discretion of the Authority's Member Governments hosting these satellite offices if Town Facilities are being utilized.
5. The Authority agrees on behalf of the Town to bill to any Authority customers any solid waste fees which such customers may also owe the Town. The Authority will collect such fees in the routine course and remit all payments to the Town. The Authority shall not be responsible for bringing any legal action or taking any extraordinary steps to collect amounts due the Town, other than billing for such charges and remitting any collections to the Town. All claims on account of the Authority billing for and collecting sewer and solid waste fees on behalf of the Town shall be made against the Town, and shall be the sole liability of the Town.
6. The Town and the Authority, in the performance of this Agreement, will be acting in an individual capacity and not as the employee, partner, joint venture, agent or associate of one another, except as may be expressly otherwise provided herein.
7. This Agreement may be modified only by a written agreement executed by both parties hereto.
8. This Agreement is not assignable by either party, by operation of law or otherwise.
9. This Agreement sets forth the entire agreement between the Authority and the Town and supersedes any and all other agreements on this subject between the parties.
10. In the event of any noncompliance of any term or terms of this Agreement by the Town, the Authority may, at its sole option, declare the Town in default and immediately terminate this Agreement.
11. The laws of the State of North Carolina shall control and govern this Agreement.
12. Any claims, disputes, or other controversies arising out of, and between parties to this Agreement which may ensue shall be subject to and decided by the appropriate division of the General Court of Justice in Onslow County, North Carolina.

**IN WITNESS WHEREOF**, the parties hereto, acting by and through their duly authorized representatives pursuant to the resolutions of their respective governing bodies, have caused this instrument to be executed as of the day and year first above written.

**ONSLOW WATER & SEWER AUTHORITY**

By: \_\_\_\_\_  
(PRINT NAME/TITLE)

\_\_\_\_\_  
(SIGNATURE)

ATTEST:

\_\_\_\_\_  
ONWASA Clerk to the Board

**TOWN OF RICHLANDS**

By: \_\_\_\_\_  
(PRINT NAME/TITLE)

\_\_\_\_\_  
(SIGNATURE)

ATTEST:

\_\_\_\_\_  
Town Clerk

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

\_\_\_\_\_  
Chief Financial Officer

## **Exhibit A**

### **DUTIES**

- Collection of payments from customers
- Post payments to customers' accounts
- Process payments received in drop box
- Balance cash and make bank deposit daily
- Process applications for service at existing properties which includes collecting deposit and associated fees
- Process payments for reconnection of service terminated for non-payment and generate adjustment journal
- Generate service orders for termination of service requested by customer



**TOWN OF RICHLANDS**  
**Regular Board Meeting**  
*Agenda Item IX. - 3.*  
RVFD Service Contract Update

**Description:**

RVFD Service Contract Update.

**Review:**

After consulting with the RVFD, I have modified the service contract initially approved on March 11, 2025. Language marked in red has been inserted into Section 5.3 that further clarifies the continuation of the lease of the buildings and grounds located at Wilmington Street to the RVFD by including the utilization of a satellite station. The RVFD already has plans to construct a satellite station on property located at Comfort Road and Brock Road.

**Action Needed:**

Act as desired.

**ATTACHMENTS:**

Description

- ▣ RVFD Service Contract (Draft)

## **Fire Protection Services Agreement**

**This Agreement** is made and entered into this \_\_\_\_ day of \_\_\_\_\_, **20**, by and between the **Town of Richlands, North Carolina** (hereinafter referred to as the "Town"), a municipal corporation organized under the laws of the State of North Carolina, and the **Richlands Volunteer Fire Department, Inc.** (hereinafter referred to as the "Fire Department"), a nonprofit corporation organized and existing under the laws of the State of North Carolina.

**WHEREAS**, the Town desires to ensure the provision of fire protection, medical first responder services, and other emergency response services within its jurisdiction to safeguard the health, safety, and welfare of its citizens; and

**WHEREAS**, the Fire Department is equipped, staffed, and willing to provide such services within the Town of Richlands and surrounding areas as directed by the Onslow County 911 Center; and

**WHEREAS**, North Carolina General Statutes authorize municipalities to contract with nonprofit fire departments for the provision of fire protection and related services pursuant to the authority granted by [NC General Statutes 160A-17](#);

**NOW, THEREFORE**, in consideration of the mutual promises and covenants contained herein, the parties agree as follows:

### **1. Scope of Services**

The Fire Department agrees to provide the following services within the jurisdiction of the Town and surrounding areas as directed by the Onslow County 911 Center:

- 1.1 Fire protection services, including the suppression and prevention of fires.
- 1.2 Medical first responder services to assist in emergency medical situations.
- 1.3 Response to other emergency and non-emergency calls as directed by the Onslow County 911 Center, including but not limited to hazardous materials incidents, rescue operations, and public safety assistance.

### **2. Term of Agreement**

2.1 The term of this Agreement shall be for a minimum of five (5) years commencing on \_\_\_\_\_, **20**, and shall continue until \_\_\_\_\_, **20**, unless terminated or renewed as provided herein.

2.2 The Agreement may be renewed by mutual written agreement of the parties prior to the expiration of the initial term.

### 3. Compensation

3.1 The Town agrees to pay the Fire Department an annual fee of **Fifty Thousand Dollars (\$50,000.00)** for the first year of this Agreement.

3.2 The annual fee shall increase by **Ten Thousand Dollars (\$10,000.00)** each year for the duration of the Agreement, as outlined below but will continue until such time as the contract is renewed:

- Year 1: \$50,000
- Year 2: \$60,000
- Year 3: \$70,000
- Year 4: \$80,000
- Year 5: \$90,000

3.3 Payments shall be made in quarterly installments, with the first payment due on \_\_\_\_\_, **20**, and subsequent payments due on the first day of each quarter thereafter.

### 4. Duties and Responsibilities of the Fire Department

4.1 The Fire Department shall maintain sufficient personnel, equipment, and training to provide the services outlined in Section 1 of this Agreement.

4.2 The Fire Department shall comply with all applicable local, state, and federal laws and regulations, including North Carolina General Statutes governing nonprofit fire departments.

4.3 The Fire Department shall maintain accurate records of all calls for service and provide annual reports to the Town detailing the nature and number of incidents responded to, as well as any significant operational updates.

4.4 The Fire Department shall maintain liability insurance, workers' compensation insurance, and any other necessary insurance coverages to protect its personnel, property, and operations.

### 5. Duties and Responsibilities of the Town

5.1 The Town shall provide the agreed-upon compensation in accordance with Section 3 of this Agreement.

5.2 The Town shall designate a point of contact to coordinate with the Fire Department on matters related to this Agreement.

5.3 The Town agrees to continue to lease those buildings and grounds located at 113 North Wilmington Street that are currently in use by the FIRE DEPARTMENT at no charge for the duration of this agreement or until the FIRE DEPARTMENT operates a new facility **and satellite station** for the purpose of fire protection services, whichever event occurs first.

## 6. Termination

6.1 Either party may terminate this Agreement for cause upon providing one hundred and eighty (180) days' written notice to the other party, specifying the reasons for termination.

## 7. Miscellaneous Provisions

7.1 **Independent Contractor:** The Fire Department shall perform all services under this Agreement as an independent contractor and not as an employee or agent of the Town.

7.2 **Amendments:** This Agreement may only be amended by mutual written consent of the parties.

7.3 **Entire Agreement:** This Agreement constitutes the entire understanding between the parties and supersedes all prior agreements, representations, or understandings, whether written or oral.

7.4 **Governing Law:** This Agreement shall be governed by and construed in accordance with the laws of the State of North Carolina.

## 8. Signatures

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

### Town of Richlands, North Carolina

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

### Richlands Volunteer Fire Department, Inc.

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_



## **TOWN OF RICHLANDS**

### **Regular Board Meeting**

#### *Agenda Item IX. - 4.*

Overflow Cafe NC Request

**Description:**

Overflow Cafe NC Request.

**Review:**

Overflow Cafe NC is a 501(c)(3) nonprofit that help operate the Blessing Shed food pantry located at 111Kinston Hwy in Richlands. Overflow Cafe NC will be holding a fundraising dinner on December 20, 2025 at the Richlands Community Building and they are requesting that some or all of the rental fee be waived.

**Action Needed:**

Act as desired.

**ATTACHMENTS:**

Description

▣ Overflow Cafe NC

**OVERFLOW CAFE NC  
PO BOX 70  
RICHLANDS, NC 28574**

28 May 2025

Mr. Gregg Whitehead  
Richlands Town Administrator  
PO Box 245  
Richlands, NC 28574

RE: Request for Fee Waiver

Dear Mr. Whitehead,

Overflow Cafe is leasing the Richlands Community Building on December 13<sup>th</sup> for "Breakfast with Santa".

As a Richlands-centered nonprofit organization, serving our neighbors in need, we respectfully request that some or all of the \$250 rental fee be waived for that event.

We appreciate your consideration.

Sincerely,



Lise Meinhardt  
Secretary  
Overflow Cafe

Overflow Cafe NC Contact Information  
Amanda Humphrey, Director 910-238-0008  
Lise Meinhardt, Secretary 910-330-7653



**TOWN OF RICHLANDS**  
**Regular Board Meeting**  
*Agenda Item IX. - 5.*  
Planning Board Reappointment

**Description:**

Richlands Planning Board Reappointment.

**Review:**

The Planning Board term for Ms. Melissa Kepes (200 N Wilmington St) will expire on June 14, 2025. Ms. Kepes has expressed her desire to be reappointed. If the Board of Aldermen reappoints Ms. Kepes, the new term will be for three years.

**Action Needed:**

Make the reappointment if desired.



## **TOWN OF RICHLANDS**

### **Regular Board Meeting**

#### *Agenda Item X. - 1.*

#### Administrator Notes and Updates

#### **Description:**

- Town Hall will be closed on Friday, July 4th in observance of Independence Day.
- The Board needs to establish an end of fiscal year meeting to adopt the FY25-26 Budget and any remaining budget amendments.

#### **Review:**

#### **Action Needed:**



**TOWN OF RICHLANDS**  
**Regular Board Meeting**  
*Agenda Item XI. - 1.*  
May 2025 Police Report

**Description:**

Attached is the Police Activity Log for the month of May 2025.

**Review:**

**Action Needed:**

Receive the Police Report.

**ATTACHMENTS:**

Description

▣ May 2025 Police Activity Log

# Activity Log Event Summary (Cumulative Totals)

## Richlands Police Department

(05/01/2025 - 05/31/2025)

<No Event Type Specified>	2	911 Hang-Up	1
Adminstration Run	42	Alarm Activation	4
Arrest	11	Assist Citizen	28
Assist EMS	5	Assist Fire	2
Assist Other Agency	12	Assist Other RPD Officer	4
Attended Court	1	Bank Escort	1
Breaking and Entering	1	Business Check	1,286
Business Walk Through	2	Call for Service	470
Careless & Reckless	2	Child Abuse	1
Child Safety Seat	3	Citation	314
Civil Problem	4	Crash	10
Domestic Dispute	2	Drivers License Check Point	1
DWI	4	DWLR	12
Fingerprinting	7	Follow up Investigation	14
Foot Patrol	1	Found Property/Safe Keeping	1
FTO Training	5	Hit & Run	4
Incident Report	17	Juvenile Problems	4
Larceny	1	Lighting Violation	15
Loud Muffler	3	No Insurance	15
NOL	26	Open Container	3
Open Door/Windows	5	Patrol Zone 1	47
Patrol Zone 2	49	Patrol Zone 3	44
Patrol Zone 4	37	Patrol Zone 5	49
Patrol Zone 6	51	Registration Violation	80
Residence Check	1	Safe Movement Violation	1
Seatbelt	25	Selective Traffic Enforcement	95
Special Assignment	10	Speeding	90
Stoplight/Sign	8	Supplement to report	6
Suspicious Vehicle/Person/Incident	11	Transport to Jail	11
Trespassing	2	Unlock Car	10
Vehicle Check After Shift	13	Vehicle Check Before Shift	30
Vehicle Searches	2	Vehicle Stop	330
Verbal Warnings	91	Walmart (Assist County)	1

# Activity Log Event Summary (Cumulative Totals)

Richlands Police Department

(05/01/2025 - 05/31/2025)

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Warning Citation	19	Warrant	6
Window Tint Violation	46		

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**Total Number Of Events: 3,511**



## **TOWN OF RICHLANDS**

### **Regular Board Meeting**

#### *Agenda Item XIV. - 1.*

To Discuss a Proposed Acquisition of Real Property

**Description:**

**Review:**

**Action Needed:**