



**TOWN OF RICHLANDS**  
**Town Board Meeting**  
**February 14, 2017**  
**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. January 2017 Meeting Minutes

**VI. Public Hearings**

**VII. Old Business**

**VIII. New Business**

1. Subdivision Plan Review

**IX. Administrator Notes and Updates**

1. Administrator Notes and Updates

**X. Police Report**

1. January 2017 Police Report

**XI. Public Comment**

**XII. Board Member Concerns**

**XIII. Personnel**

**XIV. Closed Session**

**XV. Adjourn**



## **TOWN OF RICHLANDS**

### **Regular Board Meeting**

*Agenda Item V. - 1.*

January 2017 Meeting Minutes

**Description:**

**Review:**

Attached are the minutes for the January 10, 2017 Regular Meeting of the Richlands Board of Aldermen.

**Action Needed:**

Adopt the Minutes.

**ATTACHMENTS:**

Description

📎 January 2017 Meeting Minutes

# *Town of Richlands*

*North Carolina*

Office of the  
Town Clerk  
(910) 324-3301  
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The Richlands Board of Aldermen met in regular session on Tuesday, January 10, 2017, at 6:00 pm in the board room at the Richlands Town Hall. Present for the meeting were:

Mayor McKinley D. Smith, Sr.  
Alderman Kandy Koonce  
Alderman Michael Carpenter

Alderman Paul Conner  
Alderman Tom Brown  
Alderman Kent Painter

Also present were:

Gregg Whitehead, Town Administrator  
Keith Fountain, Town Attorney  
Johnathan Jarman, Public Works Director

Doreen Putney, Town Clerk  
Chief Ron Lindig, Police Department  
Trevor Normile, Duplin Times

There was one citizen 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 Paul Conner, seconded by Alderman Kandy Koonce to adopt the agenda as presented. The motion was unanimously carried.

## **V. APPROVAL OF MINUTES (December 13, 2016):**

A **motion** was made by Alderman Kandy Koonce, seconded by Alderman Paul Conner to approve the regular board meeting minutes of December 13, 2016. The motion was unanimously carried.

## **VI. PUBLIC HEARINGS: None**

**VII. OLD BUSINESS:** None

**VIII. NEW BUSINESS:**

**1. Help Building/AA Building Roof Repair Bid:**

Mr. Whitehead provided to the Board a copy of the only bid we received by a contractor for replacement of the roof on the HELP/AA Building that was damaged by Hurricane Matthew. The contractor is Rufus Murray Commercial Roofing Systems, Inc. from Swansboro and the amount is \$8,497. The bid includes the removal of the existing roof and installation of a new roof with 30 year architectural shingles.

A **motion** was made by Alderman Kandy Koonce, seconded by Alderman Michael Carpenter to approve the bid from Rufus Murray Commercial Roofing Systems for the roof repairs/replacement on the HELP/AA Building. The motion was unanimously carried.

The Board then chose to use “Weathered Wood” colored shingles.

**2. CPA Services Contract:**

Mr. Whitehead presented to the Board a service agreement between the Town of Richlands and CPA William A. Bostic that will provide various accounting services to the town. This agreement also includes assisting town staff in preparing the necessary financial statements that are required each year during the annual financial audit. The agreement requires a retainer of \$1,800 per year. Any accounting services provided will first be applied against the retainer. Mr. Whitehead stated that the LGC recommends for smaller municipalities to have an outside CPA to do the financial report as well as provide additional financial support to the town staff. This will separate the duties from our current auditor and would lower the audit contract price.

A **motion** was made by Alderman Tom Brown, seconded by Alderman Kandy Koonce to approve the Service Agreement between the Town of Richlands and William A. Bostic, CPA. The motion was unanimously carried.

**IX. ADMINISTRATOR NOTES AND UPDATES:**

The Town Administrator, Gregg Whitehead, presented a copy of notes and updates to the Board which are incorporated by reference and hereby made part of these minutes.

- Updated Flood Insurance Rate maps will be available for public review at an Open House on Wednesday, January 25, 2017, 2:00 pm till 4:00 pm at either the Onslow County Government Center or the Sneads Ferry Community Center. Can also view it on the GIS website through Onslow County.

**X. POLICE REPORT:**

Chief Ron Lindig presented the Police Activity Log for the month of December, 2016 as well as the full year report for 2016, which are incorporated by reference and hereby made part of these minutes. Chief also reported on the following:

- Chief reported that in-service training will begin soon which will include sniper training.
- Mr. Whitehead pointed out that during the month of December our police department conducted over 4,000 business checks. That is an awesome amount and shows that we, in fact, are providing an outstanding service to our community and businesses.

**XI. PUBLIC COMMENT:** None

**XII. BOARD MEMBER CONCERNS:** None

**XIII. PERSONNEL:** None

**XIV. CLOSED SESSION:** None

**XV. ADJOURN:**

With no further business, a **motion** was made by Alderman Kandy Koonce, seconded by Alderman Michael Carpenter to adjourn the meeting a 6:09 pm. The motion was unanimously carried.

Respectfully Submitted,

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Attest:  
Doreen Putney, Town Clerk

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Mayor McKinley D. Smith, Sr.



**TOWN OF RICHLANDS**  
**Regular Board Meeting**  
*Agenda Item VIII. - 1.*  
Subdivision Plan Review

**Description:**

Subdivision Plan Review (Daniel Jacoby).

**Review:**

Mr. Daniel Jacoby is seeking to subdivide a 27.47 acre tract located at 121 Comfort Road into three tracts for the purpose of building a private residence. Due to the creation of a 60 foot wide access/easement the proposed subdivision will require Board approval. The subdivision map has been reviewed and approved by the Richlands Planning Board.

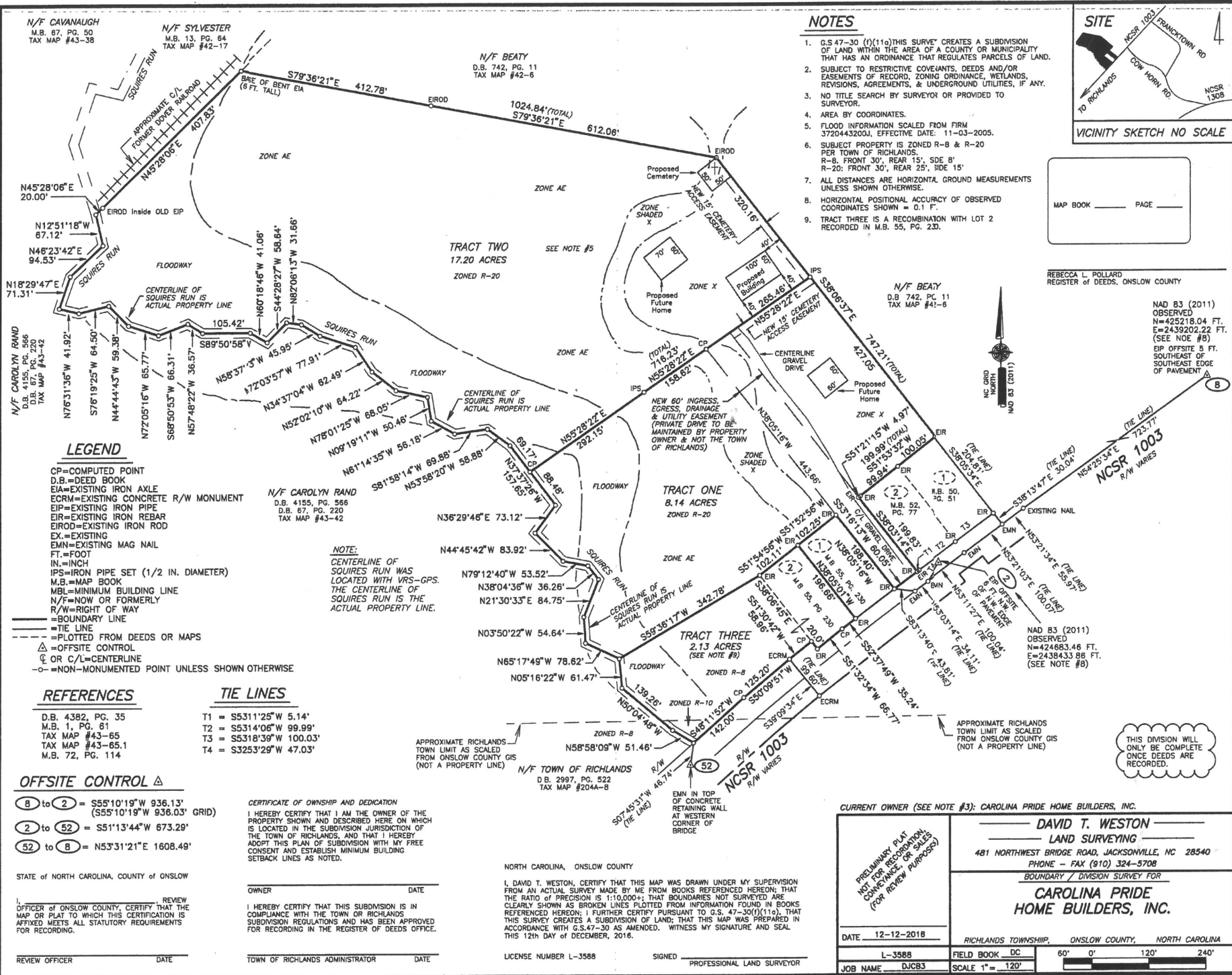
**Action Needed:**

Review the subdivision plan and approve if desired.

**ATTACHMENTS:**

Description

- ▣ Jacoby Subdivision Plan





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

**Description:**

- The next regularly scheduled meeting of Revive Downtown Richlands is Wednesday, March 8, 6:30 PM at town hall.
- I will be attending the annual NC Main Street Conference being held this year in Shelby from March 14-16.
- Initial preparations for the 2017-2018 FY Budget will start this month.
- The proposed sign and curbing improvements by NCDOT is currently in the process of going out to bid.

**Review:**

**Action Needed:**





**TOWN OF RICHLANDS**  
**Regular Board Meeting**

*Agenda Item X. - 1.*  
January 2017 Police Report

**Description:**

Attached is the Police Activity Log for the month of January 2017.

**Review:**

**Action Needed:**

Receive the Police Report.

**ATTACHMENTS:**

Description

❏ January 2017 Police Activity Log

# Activity Log Event Summary (Cumulative Totals)

## Richlands Police Department

(01/01/2017 - 01/31/2017)

<No Event Type Specified>	1	911 Hang-Up	2
Accident	12	Adminstration Run	41
Alarm Activation	8	Animal Complaint	1
Arrest	16	Assault	1
Assist EMS	6	Assist Motorist	2
Assist Other Department	3	Assist Other RPD Officer	55
Attended Court	1	Background Investigations	14
Bank Deposit Escort	28	Breaking and Entering	1
Business Check	4,137	Call for Service	335
Careless & Reckless	2	Citation	109
Cite & Release	9	Civil Problem	2
Domestic	3	Drivers License Check Point	2
DWLR	14	Expired State Inspection	6
Expired Tags	22	Fingerprinting	16
Fire Calls	1	Follow up Investigation	24
Follow up on Ordinance Violations	9	Found Property/Safe Keeping	1
Funeral Escort	1	Headlights/Taillights/License Plate Lights Out	36
Hit & Run	1	Incident Report	18
Larceny	5	License Pick-Up	4
Mileage	3	Miscellaneous Citations	4
Narcotic Incident	2	Neighborhood Dispute	1
No Insurance	4	NOL	6
Open Door/Windows	11	Operational Reports	11
Ordanance Violation	5	Other Drivers License Violations	1
Other Registration Violations	3	Parking Tickets	1
Patrol Zone 1	91	Patrol Zone 2	96
Patrol Zone 3	97	Patrol Zone 4	98
Patrol Zone 5	93	Patrol Zone 6	95
Possession of Drug Paraphernalia	2	Possession of Marijuana	2
Property Damage	1	Request Assistance	4
Residence Check	2	Revoked License Plate	5
Safe Movement Violation	2	Seatbelt	4
Special Assignment/Meeting	6	Speeding	55

# Activity Log Event Summary (Cumulative Totals)

Richlands Police Department

(01/01/2017 - 01/31/2017)

Standby	1	Stoplight/Sign	16
Subpoena	1	Suicide Threats	1
Supplement to report	16	Suspicious Person	6
Suspicious Vehicle	4	Tag Lights	3
Traffic Control	199	Traffic Education	73
Transport to Jail	3	Unlock Car	6
Vehicle Check After Shift	98	Vehicle Check Before Shift	103
Vehicle Plate/Tag Pick-up	1	Vehicle Searches	4
Vehicle Stop	151	Verbal Warnings	69
Warrant	13		

Total Number Of Events: 6,422