



**TOWN OF RICHLANDS**  
**Town Board Meeting**  
**December 11, 2018**  
**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. October and November 2018 Meeting Minutes

**VI. Public Hearings**

**VII. Old Business**

**VIII. New Business**

1. 2017-2018 FY Financial Audit Report
2. Zoning Board of Adjustment Reappointment
3. Small Business Administration Disaster Loan Program

**IX. Administrator Notes and Updates**

1. Administrator Notes and Updates

**X. Police Report**

1. October and November 2018 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.*

October and November 2018 Meeting Minutes

**Description:**

**Review:**

Attached are the minutes of the Richlands Board of Aldermen for the October 9, 2018 Regular Monthly Meeting and the November 1, 2018 Special Call Meeting.

**Action Needed:**

Adopt the Minutes.

**ATTACHMENTS:**

Description

- ❑ October 2018 Meeting Minutes
- ❑ November 2018 Special Call 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 Tuesday, October 09, 2018, at 6:00 pm in the board room at the Richlands Town Hall. Present for the meeting were:

Mayor McKinley D. Smith, Sr.  
Alderman Kent Painter  
Alderman Paul Conner

Alderman Kandy Koonce  
Alderman Aaron Tollefsrud

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

Absent: Alderman Tom Brown

There were two 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 Kandy Koonce, seconded by Alderman Aaron Tollefsrud to adopt the agenda as presented. The motion was unanimously carried.

**V. APPROVAL OF MINUTES (August 14, September 11 & September 26, 2018):**

A **motion** was made by Alderman Kandy Koonce, seconded by Alderman Aaron Tollefsrud to approve the regular board meeting minutes of August 14, 2018, Emergency meeting of September 11, 2018 and Special Call meeting of September 26, 2018 minutes. The motion was unanimously carried.

VI. **PUBLIC HEARINGS:** None

VII. **OLD BUSINESS:** None

VIII. **NEW BUSINESS:**

1. **Common Access Easement-Driveway Map Approval (Bojangles/Verizon):**

Mr. Whitehead, Town Administrator, reported that the property owners of Bojangles and Verizon Store are seeking to create a common access road and driveway between the two properties as well as an easement for a dumpster. Mr. Whitehead provided the board with a proposed map of the area. Mr. Whitehead stated that the Planning Board has reviewed the request and motioned to approve the Easement Map request. Mr. Fountain, Town Attorney, stated that this is a private easement. The Town's ordinance does not give authority to sign on private easements and suggested for the town to review and possibly make necessary revisions to the ordinance.

After a brief discussion, a **motion** was made by Alderman Kent Painter, seconded by Alderman Paul Conner to approve the Common Access Easement-Driveway Map request made by Redco Properties (Bojangles) and Herritage, LLC (Verizon Store). The motion was unanimously carried.

Alderman Paul Conner directed Mr. Whitehead to review the easement ordinance and bring back findings with possible revisions to the Board.

2. **Notice of Disposition of Scheduled Records:**

Doreen Putney, Town Clerk, presented an annual list of records that are scheduled to be destroyed according to the NC General Statutes Municipal Records and Retention Disposition Schedule which is incorporated by reference and hereby made part of these minutes.

A **motion** was made by Alderman Kent Painter, seconded by Alderman Aaron Tollefsrud to approve the Notice of Disposition of Scheduled Records. The motion was unanimously carried.

3. **Southeastern NC Regional Hazard Mitigation Plan:**

Mr. Whitehead reported that Onslow County along with Pender, Brunswick and New Hanover counties are seeking to merge the current multi-jurisdictional hazard mitigation plans into one Southeastern NC Regional Hazard Mitigation Plan which will include all the mentioned counties. Our current county-wide plan includes all municipalities within Onslow County and expires September 1, 2020. The southeastern plan will include Pender, Brunswick, New Hanover and Onslow counties as well as all municipalities within these counties. FEMA is encouraging regional cooperation with this plan. It is a requirement in order to get federal and state public assistance funding.

After a brief discussion, a **motion** was made by Alderman Paul Conner, seconded by Alderman Aaron Tollefsrud to approve the Southeastern NC Regional Hazard Mitigation Plan. 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.

- Crowder Gulf and their contractors have begun picking up debris in town from Hurricane Florence. They will first pick up vegetative debris then come back and pick up the construction debris. The cost is undetermined at this time. FEMA is good for 75% of the cost and the state usually picks up the remaining 25% of the cost. However, we have to pay it up front first before we get reimbursed. There is a meeting with FEMA on Friday September 12, 2018 at 9:00 am at which time we will know more information.
- Mr. Whitehead thanked Chief Lindig and Public Works Director Johnathan Jarman and their crews for a job well done during the storm.

## **X. POLICE REPORT:**

Chief Ron Lindig presented the Police Activity Log for the months of August and September, 2018, which are incorporated by reference and hereby made part of these minutes. Chief also reported on the following:

- Gave a brief overview of the operations during Hurricane Florence. Chief stated that all town departments worked very well together. For the most part all of the citizens did well. There were challenges, especially with the loss of cell phone and radio communications and generator issues.

## **XI. PUBLIC COMMENT:**

Ms. Stacy Zabresky-Stewart of 100 Dillard Lane: Expressed concern with information she heard regarding a transitional shelter being opened in the vacant Richlands Elementary School. Mr. Whitehead stated that the school belongs to the county school system and that he has not been informed of a shelter opening there and that he would look into it.

## **XII. BOARD MEMBER CONCERNS:**

Alderman Kandy Koonce thanked Staff Sergeant Christopher Preston and his unit for coming in the town and helping all of those who were in need.

Alderman Aaron Tollefsrud suggested if there is anything we can do to get temporary power for our stop lights for when the power goes out.

## **XIII. PERSONNEL:       None**

## **XIV. CLOSED SESSION:       None**

**XV. ADJOURN:**

With no further business, a **motion** was made by Alderman Paul Conner, seconded by Alderman Kandy Koonce to adjourn the meeting a 6:33 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**  
**NORTH CAROLINA**

Office of the  
Town Clerk  
(910) 324-3301  
(910) 324-2324 fax



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

The Richlands' Board of Alderman met for a Special Call Meeting on Thursday, November 01, 2018 at 4:00 pm at the Richlands Town Hall. The purpose of the meeting was to discuss, deliberate and vote on a Resolution for Designation of Applicant's Agent and approve the State Applicant Disaster Assistance Agreement for Hurricane Florence.

Present for the meeting were:

Mayor McKinley Smith  
Alderman Kent Painter  
Alderman Paul Conner

Alderman Tom Brown  
Alderman Aaron Tollefsrud

Also present were:

Gregg Whitehead, Town Administrator      Doreen Putney, Town Clerk

Absent: Alderman Kandy Koonce

There were no citizens present.

**I. MEETING CALLED TO ORDER:**

Mayor Smith called the meeting to order at 4:08 pm.

**II. NEW BUSINESS:**

**1. Designation of Applicant's Agent Resolution:**

Mr. Whitehead presented to the board a resolution designating the Town Administrator as the Primary Agent to apply for Federal and State disaster assistance on behalf of the town and the Town Clerk as the secondary agent.

A **motion** was made by Alderman Tom Brown, seconded by Alderman Paul Conner to approve the Resolution Designation of Applicant's Agent with Mr. Gregg Whitehead as the primary agent for the Town of Richlands. The motion was unanimously carried.

**III. ADJOURN:**

With no further business a motion was made by Alderman Tom Brown, seconded by Alderman Paul Conner to adjourn the meeting at 4:09 pm.. The motion was unanimously carried.

Respectfully Submitted,

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ATTEST

Doreen Putney, Town Clerk

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Mayor Pro Tem Tom Brown



**TOWN OF RICHLANDS**  
**Regular Board Meeting**  
*Agenda Item VIII. - 1.*  
2017-2018 FY Financial Audit Report

**Description:**

2017-2018 Fiscal Year Financial Audit Report (Williams, Scarborough, Smith & Gray).

**Review:**

Mr. Paul Urban with the CPA firm of Williams, Scarborough, Smith & Gray will present to the Board the financial audit report for the 2017-2018 Fiscal Year.

**Action Needed:**

Receive the report.





## **TOWN OF RICHLANDS**

### **Regular Board Meeting**

#### *Agenda Item VIII. - 2.*

#### Zoning Board of Adjustment Reappointment

**Description:**

Zoning Board of Adjustment Reappointment.

**Review:**

The Richlands Zoning Board of Adjustment term for Mr. John Tripp (102 Nan Street) has expired. Mr. Tripp has expressed his desire to remain on the Zoning Board of Adjustment for an additional three (3) year term.

**Action Needed:**

Approve the reappointment if desired.



## **TOWN OF RICHLANDS**

### **Regular Board Meeting**

#### *Agenda Item VIII. - 3.*

#### Small Business Administration Disaster Loan Program

**Description:**

U.S. Small Business Administration Disaster Loan Program Overview.

**Review:**

Mr. Yamil Rodriguez, Public Affairs Specialist with the U.S. Small Business Administration, wishes to provide the Board an overview of the Disaster Loan Program and how the program can assist community recovery efforts as a result of Hurricane Florence.

**Action Needed:**

No action necessary.

**ATTACHMENTS:**

Description

- ☐ SBA Disaster Loan Fact Sheet
- ☐ SBA Disaster Loan Three Step Process



U.S. Small Business  
Administration

## U.S. SMALL BUSINESS ADMINISTRATION FACT SHEET - DISASTER LOANS

### NORTH CAROLINA Declaration 15696 & 15697 (Disaster: NC-00099)

Incident: HURRICANE FLORENCE

occurring: September 7 - 29, 2018

in the North Carolina counties of: **Anson, Beaufort, Bladen, Brunswick, Carteret, Chatham, Columbus, Craven, Cumberland, Duplin, Durham, Greene, Guilford, Harnett, Hoke, Hyde, Johnston, Jones, Lee, Lenoir, Moore, New Hanover, Onslow, Orange, Pamlico, Pender, Pitt, Richmond, Robeson, Sampson, Scotland, Union, Wayne and Wilson**; for economic injury only in the contiguous North Carolina counties of: **Alamance, Cabarrus, Caswell, Dare, Davidson, Edgecombe, Forsyth, Franklin, Granville, Martin, Mecklenburg, Montgomery, Nash, Person, Randolph, Rockingham, Stanly, Stokes, Tyrrell, Wake and Washington**; and for economic injury only in the contiguous South Carolina counties of: **Chesterfield, Dillon, Horry, Lancaster and Marlboro**

#### Application Filing Deadlines:

**Physical Damage:** December 13, 2018      **Economic Injury:** June 14, 2019

If you are located in a declared disaster area, you may be eligible for financial assistance from the U. S. Small Business Administration (SBA).

#### What Types of Disaster Loans are Available?

- Business Physical Disaster Loans – Loans to businesses to repair or replace disaster-damaged property owned by the business, including real estate, inventories, supplies, machinery and equipment. Businesses of any size are eligible. Private, non-profit organizations such as charities, churches, private universities, etc., are also eligible.
- Economic Injury Disaster Loans (EIDL) – Working capital loans to help small businesses, small agricultural cooperatives, small businesses engaged in aquaculture, and most private, non-profit organizations of all sizes meet their ordinary and necessary financial obligations that cannot be met as a direct result of the disaster. These loans are intended to assist through the disaster recovery period.
- Home Disaster Loans – Loans to homeowners or renters to repair or replace disaster-damaged real estate and personal property, including automobiles.

#### What are the Credit Requirements?

- Credit History – Applicants must have a credit history acceptable to SBA.
- Repayment – Applicants must show the ability to repay all loans.
- Collateral – Collateral is required for physical loss loans over \$25,000 and all EIDL loans over \$25,000. SBA takes real estate as collateral when it is available. SBA will not decline a loan for lack of collateral, but requires you to pledge what is available.

#### What are the Interest Rates?

By law, the interest rates depend on whether each applicant has Credit Available Elsewhere. An applicant does not have Credit Available Elsewhere when SBA determines the applicant does not have sufficient funds or other resources, or the ability to borrow from non-government sources, to provide for its own disaster recovery. An applicant, which SBA determines to have the ability to provide for his or her own recovery is deemed to have Credit Available Elsewhere. Interest rates are fixed for the term of the loan. The interest rates applicable for this disaster are:

Loan Types	No Credit Available Elsewhere	Credit Available Elsewhere
Home Loans	2.000%	4.000%
Business Loans	3.675%	7.350%
Non-Profit Organizations	2.500%	2.500%

Economic Injury Loans		
Loan Types	No Credit Available Elsewhere	Credit Available Elsewhere
Businesses & Small Agricultural Cooperatives	3.675%	N/A
Non-Profit Organizations	2.500%	N/A

**What are Loan Terms?**

The law authorizes loan terms up to a maximum of 30 years. However, the law restricts businesses with credit available elsewhere to a maximum 7-year term. SBA sets the installment payment amount and corresponding maturity based upon each borrower's ability to repay.

**What are the Loan Amount Limits?**

- **Business Loans** – The law limits business loans to \$2,000,000 for the repair or replacement of real estate, inventories, machinery, equipment and all other physical losses. Subject to this maximum, loan amounts cannot exceed the verified uninsured disaster loss.
- **Economic Injury Disaster Loans (EIDL)** – The law limits EIDLs to \$2,000,000 for alleviating economic injury caused by the disaster. The actual amount of each loan is limited to the economic injury determined by SBA, less business interruption insurance and other recoveries up to the administrative lending limit. EIDL assistance is available only to entities and their owners who cannot provide for their own recovery from non-government sources, as determined by the U.S. Small Business Administration.
- **Business Loan Ceiling** – The \$2,000,000 statutory limit for business loans applies to the combination of physical, economic injury, mitigation and refinancing, and applies to all disaster loans to a business and its affiliates for each disaster. If a business is a major source of employment, SBA has the authority to waive the \$2,000,000 statutory limit.
- **Home Loans** – SBA regulations limit home loans to \$200,000 for the repair or replacement of real estate and \$40,000 to repair or replace personal property. Subject to these maximums, loan amounts cannot exceed the verified uninsured disaster loss.

**What Restrictions are there on Loan Eligibility?**

- **Uninsured Losses** – Only uninsured or otherwise uncompensated disaster losses are eligible. Any insurance proceeds which are required to be applied against outstanding mortgages are not available to fund disaster repairs and do not reduce loan eligibility. However, any insurance proceeds voluntarily applied to any outstanding mortgages do reduce loan eligibility.
- **Ineligible Property** – Secondary homes, personal pleasure boats, airplanes, recreational vehicles and similar property are not eligible, unless used for business purposes. Property such as antiques and collections are eligible only to the extent of their functional value. Amounts for landscaping, swimming pools, etc., are limited.
- **Noncompliance** – Applicants who have not complied with the terms of previous SBA loans may not be eligible. This includes borrowers who did not maintain flood and/or hazard insurance on previous SBA loans.

**Note:** Loan applicants should check with agencies / organizations administering any grant or other assistance program under this declaration to determine how an approval of SBA disaster loan might affect their eligibility.

**Is There Help with Funding Mitigation Improvements?**

If your loan application is approved, you may be eligible for additional funds to cover the cost of improvements that will protect your property against future damage. Examples of improvements include retaining walls, seawalls, sump pumps, etc. Mitigation loan money would be in addition to the amount of the approved loan, but may not exceed 20 percent of total amount of physical damage to real property, including leasehold improvements, and personal property as verified by SBA to a maximum of \$200,000 for home loans. It is not necessary for the description of improvements and cost estimates to be submitted with the application. SBA approval of the mitigating measures will be required before any loan increase.

**Is There Help Available for Refinancing?**

- SBA can refinance all or part of prior mortgages that are evidenced by a recorded lien, when the applicant (1) does not have credit available elsewhere, (2) has suffered substantial uncompensated disaster damage (40 percent or more of the value of the property or 50% or more of the value of the structure), and (3) intends to repair the damage.
- **Businesses** – Business owners may be eligible for the refinancing of existing mortgages or liens on real estate, machinery and equipment, up to the amount of the loan for the repair or replacement of real estate, machinery, and equipment.
- **Homes** – Homeowners may be eligible for the refinancing of existing liens or mortgages on homes, up to the amount of the loan for real estate repair or replacement.

**What if I Decide to Relocate?**

You may use your SBA disaster loan to relocate. The amount of the relocation loan depends on whether you relocate voluntarily or involuntarily. If you are interested in relocation, an SBA representative can provide you with more details on your specific situation.

**Are There Insurance Requirements for Loans?**

To protect each borrower and the Agency, SBA may require you to obtain and maintain appropriate insurance. By law, borrowers whose damaged or collateral property is located in a special flood hazard area must purchase and maintain flood insurance. SBA requires that flood insurance coverage be the lesser of 1) the total of the disaster loan, 2) the insurable value of the property, or 3) the maximum insurance available.

Applicants may apply online, receive additional disaster assistance information and download applications at <https://disasterloan.sba.gov/ela>. Applicants may also call SBA's Customer Service Center at (800) 659-2955 or email [disastercustomerservice@sba.gov](mailto:disastercustomerservice@sba.gov) for more information on SBA disaster assistance. Individuals who are deaf or hard-of-hearing may call (800) 877-8339. Completed applications should be mailed to U.S. Small Business Administration, Processing and Disbursement Center, 14925 Kingsport Road, Fort Worth, TX 76155.



U.S. Small Business  
Administration



## *The Three Step Process:* **Disaster Loans**

### About Disaster Loans

The U. S. Small Business Administration (SBA) provides low-interest, long-term disaster loans to businesses of all sizes, private non-profit organizations, homeowners, and renters to repair or replace uninsured/underinsured disaster damaged property. SBA disaster loans offer an affordable way for individuals and businesses to recover from declared disasters.

#### STEP 1: Apply for Loan

- Apply: 1) online; 2) in-person at a disaster center; or 3) by mail.
- Apply online at the SBA's secure website [disasterloan.sba.gov/ela](https://disasterloan.sba.gov/ela).
- As a business of any size, you may borrow up to \$2 million for physical damage.
- As a small business, small agricultural cooperative, small business engaged in aquaculture, or private non-profit organization you may borrow up to \$2 million for Economic Injury.
- As a small business, you may apply for a maximum business loan (physical and EIDL) of \$2 million.
- As a homeowner you may borrow up to \$200,000 to repair/replace your disaster damaged primary residence.
- As a homeowner or renter, you may borrow up to \$40,000 to repair/replace damaged personal property.

#### STEP 2: Property Verified and Loan Processing Decision Made

- SBA **reviews your credit** before conducting an inspection to verify your losses.
- An SBA verifier will **estimate** the total physical loss to your disaster damaged property.
- A loan officer will determine your **eligibility** during processing, after reviewing any insurance or other recoveries. SBA can make a loan while your insurance recovery is pending.
- A loan officer works with you to provide all the necessary information needed to reach a loan determination. Our goal is to arrive at a decision on your application within 2 - 3 weeks.
- A loan officer will contact you to discuss the loan recommendation and your next steps. You will also be advised in writing of all loan decisions.

#### STEP 3: Loan Closed and Funds Disbursed

- SBA will prepare and send your Loan Closing Documents to you for your signature.
- Once we receive your signed Loan Closing Documents, an initial disbursement will be made to you within 5 days:
  - Physical damage:
    - \$25,000
  - Economic injury (working capital):
    - \$25,000 (In addition to the Physical damage disbursement)
- A case manager will be assigned to work with you to help you meet all loan conditions. They will also schedule subsequent disbursements until you receive the full loan amount.
- Your loan may be adjusted after closing due to your changing circumstances, such as increasing the loan for unexpected repair costs or reducing the loan due to additional insurance proceeds.

For more information or to find a local disaster center, contact SBA's Customer Service Center at 1-800-659-2955 (TTY: 1-800-877-8339).

[sba.gov/disaster](https://sba.gov/disaster)

August 2018 v1

## Required Documentation

The following documents are required to process your application and reach a loan decision. Your Loan Officer and Case Manager will assist you to ensure that you submit the proper documentation. Approval decision and disbursement of loan funds is dependent on receipt of your documentation.

BUSINESSES	HOMEOWNERS AND RENTERS
<ul style="list-style-type: none"> <li>• Business Loan Application (SBA Form 5) completed and signed by business applicant.</li> <li>• IRS Form 4506-T completed and signed by Applicant business, each principal owning 20% or more of the applicant business, each general partner or managing member and, for any owner who has more than a 50% ownership in an affiliate business. (Affiliates include business parent, subsidiaries, and/or businesses with common ownership or management).</li> <li>• Complete copies, including all schedules, of the most recent Federal income tax returns for the applicant business; an explanation if not available.</li> <li>• Personal Financial Statement (SBA Form 413) completed, signed and dated by the applicant (if a sole proprietorship), each principal owning 20% or more of the applicant business, each general partner or managing member.</li> <li>• Schedule of Liabilities listing all fixed debts (SBA Form 2202 may be used).</li> </ul> <p><b>ADDITIONAL INFORMATION THAT MAY BE NECESSARY TO PROCESS YOUR APPLICATION:</b></p> <ul style="list-style-type: none"> <li>• Complete copies, including all schedules, of the most recent Federal income tax returns for each principal owning 20% or more of the applicant business, each general partner or managing member, and each affiliate when any owner has more than a 50% ownership in the affiliate business. Affiliates include, but are not limited to, business parents, subsidiaries, and/or other businesses with common ownership or management.</li> <li>• If the most recent Federal income tax return has not been filed, a year-end profit and loss statement and balance sheet for that tax year is acceptable.</li> <li>• A current year-to-date profit and loss statement.</li> <li>• Additional Filing Requirements (SBA Form 1368) providing monthly sales figures.</li> </ul>	<ul style="list-style-type: none"> <li>• Home Loan Application (SBA Form 5c) completed and signed by Applicant and Co-Applicant.</li> <li>• IRS Form 4506-T completed and signed by Applicant and Co-Applicant.</li> </ul> <p style="text-align: center;"><b>APPLY FOR ASSISTANCE AT</b>  <a href="https://disasterloan.sba.gov/ela">disasterloan.sba.gov/ela</a></p> <div style="text-align: center;">  <p><b>Or Call</b></p> <p><a href="tel:1-800-659-2955">1-800-659-2955</a> (SBA Customer Service Center)</p> <p><a href="tel:1-800-877-8339">1-800-877-8339</a> (TTY: Deaf and Hard-of-Hearing)</p> </div>

For more information or to find a local disaster center, contact SBA's Customer Service Center at 1-800-659-2955 (TTY: 1-800-877-8339).

[sba.gov/disaster](https://sba.gov/disaster)

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**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, December 19, 6:30 PM at town hall
- I will provide the Board an update on the town's hurricane recovery efforts at the meeting.

**Review:**

**Action Needed:**



## **TOWN OF RICHLANDS**

### **Regular Board Meeting**

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

October and November 2018 Police Report

**Description:**

Attached are the Police Activity Logs for October and November 2018.

**Review:**

**Action Needed:**

Receive the Police Report.

**ATTACHMENTS:**

Description

- ☐ October 2018 Police Activity Log
- ☐ November 2018 Police Activity Log



# Activity Log Event Summary (Cumulative Totals)

## Richlands Police Department

(10/01/2018 - 10/31/2018)

<No Event Type Specified>	3	911 Hang-Up	2
Accident	12	Adminstration Run	55
Alarm Activation	18	Animal Complaint	4
Arrest	20	Assist EMS	13
Assist Motorist	2	Assist Other Department	7
Assist Other RPD Officer	92	Background Investigations	2
Bank Deposit Escort	28	Breathalyzer Examinations	1
Business Check	5,402	Business Walk through	683
Call for Service	542	Careless & Reckless	2
Citation	193	Cite & Release	15
Civil Problem	1	County Assist	4
Disorderly Conduct	2	Domestic	4
Drivers License Check Point	1	Drunk Assist	1
DWI	2	DWLR	19
Expired State Inspection	12	Expired Tags	27
Fictitious Tags	6	Fingerprinting	13
Fire Calls	4	Follow up Investigation	19
Follow up on Ordinance Violations	26	Foot Patrol	2
Found Property/Safe Keeping	4	Fraudulent Documents	1
Funeral Escort	4	Grass Violations	12
Harassment	2	Headlights/Taillights/License Plate Lights Out	49
Illegal Dumping	1	Incident Report	37
Juvenile Problems	3	Larceny	2
Left door Knockers for Ordinance Violations	1	Letters sent on Ordinance Violation	6
License Pick-Up	6	Lost or Stolen Property	2
Mandatory In-Service Training	2	Mileage	1
Miscellaneous Citations	4	Missing Person	2
No Insurance	12	Noise Complaint	1
NOL	15	Open Door/Windows	8
Operational Reports	31	Ordanance Violation	6
Other Registration Violations	3	Patrol Zone 1	98
Patrol Zone 2	109	Patrol Zone 3	104
Patrol Zone 4	101	Patrol Zone 5	106

# Activity Log Event Summary (Cumulative Totals)

## Richlands Police Department

(10/01/2018 - 10/31/2018)

Patrol Zone 6	103	Possession of Drug Paraphernalia	1
Possession of Marijuana	1	Property Damage	1
Request Assistance	9	Residence Check	1
Revoked License Plate	6	Safe Movement Violation	1
Seatbelt	15	Sexual Assault	1
Special Assignment/Meeting	3	Speeding	123
Stoplight/Sign	20	Suicide Threats	1
Supplement to report	12	Suspicious Person	7
Suspicious Vehicle	6	Tag Lights	7
Town Cut Grass	6	Traffic Control	280
Traffic Education	119	Transport to Jail	2
Trespassing	3	Unlock Car	9
Vehicle Check After Shift	117	Vehicle Check Before Shift	111
Vehicle Plate/Tag Pick-up	6	Vehicle Searches	1
Vehicle Stop	265	Verbal Warnings	124
Walmart (Accident)	4	Walmart (Assist County)	1
Warning Citation	6	Warrant	2
Welfare Check	2		

**Total Number Of Events: 9,348**

# Activity Log Event Summary (Cumulative Totals)

## Richlands Police Department

(11/01/2018 - 11/30/2018)

911 Hang-Up	3	Accident	9
Adminstration Run	41	Alarm Activation	9
Animal Complaint	3	Arrest	23
Assault	1	Assist EMS	16
Assist Motorist	5	Assist Other Department	3
Assist Other RPD Officer	56	Attended Court	1
Background Investigations	4	Bank Deposit Escort	25
Breathalyzer Examinations	2	Business Check	4,130
Business Walk through	443	Call for Service	421
Careless & Reckless	2	Citation	175
Cite & Release	16	Civil Problem	2
Communicating A Threat	2	County Assist	5
Domestic	6	Drunk Assist	1
DWI	3	DWLR	14
Expired State Inspection	7	Expired Tags	21
Fictitious Tags	7	Fingerprinting	13
Follow up Investigation	20	Follow up on Ordinance Violations	7
Found Property/Safe Keeping	2	Funeral Escort	1
Harassment	1	Headlights/Taillights/License Plate Lights Out	25
Incident Report	41	Juvenile Problems	1
Larceny	5	Left door Knockers for Ordinance Violations	1
License Pick-Up	5	Mileage	2
Missing Person	2	Narcotic Incident	3
No Insurance	12	Noise Complaint	1
NOL	6	Obtaining Property By False Pretense	1
Open Door/Windows	4	Operational Reports	25
Ordanance Violation	4	Other Registration Violations	1
Patrol Zone 1	77	Patrol Zone 2	79
Patrol Zone 3	76	Patrol Zone 4	81
Patrol Zone 5	79	Patrol Zone 6	79
Possession of Drug Paraphernalia	7	Possession of Marijuana	7
Property Damage	2	Request Assistance	6
Revoked License Plate	12	Safe Movement Violation	1

# Activity Log Event Summary (Cumulative Totals)

## Richlands Police Department

(11/01/2018 - 11/30/2018)

Seatbelt	2	Special Assignment/Meeting	3
Speeding	96	Stoplight/Sign	20
Subpoena	1	Suicide Threats	1
Supplement to report	12	Suspicious Person	5
Suspicious Vehicle	5	Tag Lights	15
Traffic Control	200	Traffic Education	69
Transport to Jail	8	Trespassing	5
Unlock Car	7	Vehicle Check After Shift	88
Vehicle Check Before Shift	87	Vehicle Plate/Tag Pick-up	6
Vehicle Searches	2	Vehicle Stop	195
Verbal Warnings	70	Walmart (Accident)	1
Walmart (Assist County)	1	Warning Citation	6
Warrant	4	Welfare Check	2

**Total Number Of Events: 7,056**