

**TOWN OF RICHLANDS**  
**NORTH CAROLINA**

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The Richlands Board of Aldermen met in Regular Session on Tuesday, November 01, 2011 at 6:00 pm at the Richlands Town Hall. Present for the meeting were:

Mayor Pro Tem McKinley Smith  
Alderman Fran Pierce  
Alderman Paul Conner  
Alderman Tom Brown  
Alderman Hans Jacobsen

Also present were:

Gregg Whitehead, Town Administrator  
Thomas Bennett, Chief of Police  
Keith Fountain, Town Attorney  
Paul Urban CPA, Williams, Scarborough, Smith & Gray  
Greg Brown, Sonoco Recycling, Inc.  
Johnathan Jarman, Public Works Director  
Doreen Putney, Town Clerk  
Trevor Normile, Advertiser News

There were three (3) other citizens present.

**MEETING CALLED TO ORDER:**

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

**PLEDGE OF ALLEGIANCE:** Alderman Paul Conner

**INVOCATION:** Mayor Pro Tem McKinley Smith

**ADOPTION OF AGENDA:**

A **motion** was made by Alderman Paul Conner seconded by Alderman Tom Brown to adopt the agenda as written. The motion was unanimously carried.

**ADOPTION OF MINUTES of October 11, 2011:**

A **motion** was made by Alderman Tom Brown, seconded by Alderman Fran Pierce to approve the Regular Board Meeting Minutes of October 11, 2011. The motion was unanimously carried.

## **2010-2011 FISCAL YEAR AUDIT REPORT:**

CPA, Paul Urban, with the firm of Williams, Scarborough, Smith & Gray presented the Board with the 2010-2011 Fiscal Year Financial Audit Report. Mr. Urban reported that the report was sent to the LGC and was approved. An outline of the presentation is attached to these minutes.

Overview:

- Net assets increased by \$10,961.
- General revenues increased \$47,932 resulting from increased Ad Valorem taxes.
- Long-Term Liabilities increased by \$28,164 due to the purchase of a police vehicle and a tractor. Mr. Urban stated that since only the yearly lease payment amount of the police vehicle was put in the capital outlay in this years' budget and not the full purchase price, a budget amendment was to be done to change capital outlay to the full purchase price. Mr. Urban stated that the Board will need to make a motion to relieve the Town Clerk of any personal liability for the budget overage difference of \$18,092.

**A motion** was made by Alderman Tom Brown, seconded by Alderman Hans Jacobsen to relieve the Town Clerk of any personal liability regarding the Budget overage for the 2010/2011 fiscal year. The motion was unanimously carried.

**A motion** was made by Alderman Hans Jacobsen, seconded by Alderman Tom Brown to accept the 2010/2011 audit report as presented. The motion was unanimously carried.

## **WHALEY TRACT SUBDIVISION REQUEST:**

Gregg Whitehead, Town Administrator, reported that Mr. Nolan Whaley (322 Richlands Loop Road) is seeking approval for the minor subdivision that he owns of an 8.92 acre parcel (Tax #42-101) and located along Richlands Loop Road. The proposed will create a 2.49 acre lot with a 20 foot access easement and has been reviewed and recommended for approval by the Planning Board. Mr. Whitehead stated that the Board will need to review the request and approve if desired. Attorney Keith Fountain suggested that there be a statement relieving the town of any maintenance responsibility to the private road and state the owner as responsible for maintaining the road.

After a brief discussion, **a motion** was made by Alderman Tom Brown, seconded by Alderman Fran Pierce to approve the Whaley Tract Subdivision request that will create a single 2.49 acre lot with a 20 foot access easement on tax parcel #42-101, with the addition of a statement stating that the private road will be the responsibility of the owner and maintained by the owner and not the Town of Richlands. The motion was unanimously carried.

## **RECYCLED MATERIALS AGREEMENT (Sonoco Recycling, Inc.):**

Mr. Whitehead reported that Sonoco Recycling, Inc. will be the new operator of the Material Recovery/Recycle Facility (MRRF) beginning November 01, 2011 per a signed ten year agreement with Onslow County. Our current agreement is with Coastal Enterprises who was the previous MRRF provider. Mr. Whitehead stated that we will need to sign a new agreement with Sonoco Recycling in order for the recycling center to accept recyclable materials from the town

at no cost. A proposed Recycled Materials Agreement with Sonoco Recycling, Inc. was provided to the Board for their review. Mr. Greg Brown of Sonoco Recycling was available to answer any questions the Board had. Mr. Whitehead explained that based on the average market price for recyclable materials, the town can be eligible for reimbursement or be charged a fee of \$10 per ton. When the average market is between \$80.00 and \$120.00 the town is neither charged nor reimbursed for recycling services. When the average market for recyclables is \$120.00 per ton and higher, the town will be reimbursed up to \$10.00 per ton and if the average market falls below \$80.00 per ton, than the town will be charged \$10 per ton. The current average market for recyclable materials is around \$100 per ton.

After a brief discussion and questions answered by Mr. Brown, **a motion** was made by Alderman Hans Jacobsen, seconded by Alderman Tom Brown to approve the Recycled Materials Agreement between the Town of Richlands and Sonoco Recycling, Inc. for a period of five years with one five year “renewal by request”. The motion was unanimously carried.

#### **ZONING MAP AMENDMENT (137 Koonce Fork Rd (Parcel 44-47.2):**

Mr. Whitehead reported that Mr. Ricky Ward is requesting to rezone tax parcel 44-47-2 (137 Koonce Fork Road) from zone R-10 to zone HB-Highway Business. The tract is .92 acres and is adjacent to an existing HB zone. Mr. Whitehead stated that the Board needs to review and schedule a public hearing on the matter in order for the request to move forward.

**A motion** was made by Alderman Paul Conner, seconded by Alderman Hans Jacobsen to schedule a public hearing on Tuesday, December 13, 2011 during the next regular Board of Alderman Meeting to hear comments and concerns from the public on the requested zoning map amendment on Tax Parcel 44-47.2 from R-10 to HB. The motion was unanimously carried.

#### **LAW ENFORCEMENT MUTUAL AID RESOLUTION:**

Chief Bennett presented to the Board a Mutual Aid Resolution which will authorize the Chief of Police to enter into mutual aid agreements between other law enforcement agencies in North Carolina. A draft of the agreement was provided to the Board for review.

**A motion** was made by Alderman Tom Brown, seconded by Alderman Fran Pierce to adopt the Resolution adopting a Policy for Mutual Assistance with other Law Enforcement Agencies as amended. The motion was unanimously carried.

#### **ADMINISTRATOR NOTES AND UPDATES:**

The Town Administrator, Gregg Whitehead, presented a copy of notes and updates to the Board which are attached to these minutes. He also reported on the following:

- Mr. Whitehead & Mr. Jarman met with DOT November 01, 2011 regarding the street improvement project. DOT is hoping to begin repairs in spring 2012.

- All paperwork for FEMA reimbursement has been completed and submitted on both categories. Total on debris pickup came to \$44,051 which is considerably less than we anticipated.
- FCC is requiring that public safety upgraded to 800mhz by 2013. The Onslow County control system is looking at a project to upgrade and talking about utilizing a cost share formula to finance the infrastructure. Our police department already has 800mhz handheld radios. We will provide more information as it becomes available.
- Richlands Street Fair is this Saturday, November 05, 2011. Vendors have greatly increased from approx. 35 last year to 80 as of today. We will still accept vendor applications until Friday, November 04, 2011. Chief Bennett requested to be included in the meeting Thursday evening for the event.

**POLICE REPORT:**

Chief Thomas Bennett presented a copy of the Activity Report for October 2011 to the Board. A copy of the report is attached to these minutes. No other activity to report at this time.

**PUBLIC COMMENT:**       None

**BOARD MEMBERS CONCERNS:**

*Alderman Fran Pierce:*       No concerns at this time.  
*Alderman Paul Conner:*       No concerns at this time.  
*Alderman Hans Jacobsen:*   No concerns at this time.  
*Alderman Tom Brown:*       No concerns at this time.  
*Mayor Pro Tem McKinley Smith:* No concerns at this time.

**PERSONNEL:**       None

**CLOSED SESSION:**       None

**ADJOURN:**

With no further business, a **motion** was made by Alderman Fran Pierce, seconded by Alderman Tom Brown to adjourn the meeting at 6:52 pm. The motion was unanimously carried.

Respectfully Submitted,

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Mayor Pro Tem McKinley Smith

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Doreen Putney, Town Clerk