

TOWN OF RICHLANDS
NORTH CAROLINA

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The Richlands Board of Aldermen met in Regular Session on Tuesday, December 10, 2013 at 6:00 pm at the Richlands Town Hall. Present for the meeting were:

Mayor McKinley D. Smith, Sr.
Alderman Paul Conner
Alderman Kandy Koonce

Alderman Tom Brown
Alderman Kent Painter
Alderman Rob Willems

Also present were:

Gregg Whitehead, Town Administrator
Ron Lindig, Chief of Police
Keith Fountain, Town Attorney
Honorable Paul A. Hardison, District Court Judge
Paul Urban with Williams, Scarborough, Smith & Gray Auditors
Trevor Normile, Duplin Times
Incumbent Alderman Michael Carpenter

Johnathan Jarman, Public Works Director
Doreen Putney, Town Clerk
Erin Juhls, Collections Clerk

There were seventeen (17) citizens present

MEETING CALLED TO ORDER:

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

PLEDGE OF ALLEGIANCE: Alderman Kent Painter

INVOCATION: Mayor McKinley D. Smith, Sr.

ADOPTION OF AGENDA:

Gregg Whitehead requested an adjustment to the agenda moving 2012-2013 Fiscal Year Audit Report under new business to Old Business.

A motion was made by Alderman Kent Painter, seconded by Alderman Tom Brown to adopt the agenda with the adjustment requested moving the 2012-2013 Fiscal Year Audit Report to Old Business. The motion was unanimously carried.

ADOPTION OF MINUTES of November 12, 2013:

A **motion** was made by Alderman Tom Brown, seconded by Alderman Kent Painter to approve the Regular Board Meeting Minutes of November 12, 2013. The motion was unanimously carried.

2012/2013 FISCAL YEAR AUDIT REPORT PRESENTATION:

CPA, Paul Urban, with the firm of Williams, Scarborough, Smith & Gray presented the Board with the 2012-2013 Fiscal Year Financial Audit Report. Mr. Urban reported that the report was sent to the LGC for approval. Mr. Urban presented an outline of the presentation to the Board which is incorporated by reference and hereby made part of these minutes. He reported on the following:

- Financial Audit Report was submitted to LGC on November 25, 2013. Approval is pending. At which time a final bound copy will be provided.
- Audit was changed back to GAAS from Yellow Book in 2013 due to reduced federal state funding.
- Increased cash due to the net position and to funds received from the 2012 Street Improvement Project and an increase in property and sales tax receipts.
- Changes in fixed assets included land donated to the town, the purchase of two vehicles and the beginning of the 2013 Sidewalk Project.
- Budget appropriated fund balance ended with a net increase of \$181,197 due to increased revenues from ad valorem and sales tax which was off-set by the purchase of the two vehicles.
- Fund balance available for 2013 is at 69.44% compared to 32.12% in 2012.

After a brief discussion, a **motion** was made by Alderman Tom Brown, seconded by Alderman Paul Conner to accept the FY 2012/2013 Financial Audit Report as presented. The motion was unanimously carried.

ADJOURN:

A **motion** was made by Alderman Kandy Koonce, seconded by Alderman Kent Painter to adjourn the meeting at 6:14 pm. The motion was unanimously carried.

SWEARING IN OF NEWLY ELECTED OFFICIALS:

The Honorable Paul A. Hardison, District Court Judge administered The Oaths of Office for the incoming Mayor and Alderman. The Officials sworn in were:

McKinley D. Smith, Mayor
Tom Brown, Alderman
Paul Conner, Alderman
Kent Painter, Alderman
Kandy L. Koonce, Alderman
Michael Carpenter, Alderman

RECEPTION:

A small reception was held for the newly elected officials and their families.

MEETING CALLED TO ORDER:

Mayor McKinley D. Smith called the meeting to order at 6:50 pm.

MAYORAL COMMITTEE APPOINTMENTS:

Mayor McKinley Smith made his appointments as follows:

Public Safety Committee:

Alderman Tom Brown, Alderman Kent Painter, Police Chief Ron Lindig, and Town Administrator Gregg Whitehead

Public Works Committee:

Alderman Kandy L. Koonce, Alderman Michael Carpenter, Public Works Director Johnathan Jarman and Town Administrator Gregg Whitehead.

Finance Committee:

Mayor McKinley Smith, Alderman Paul Conner, Town Clerk/Finance Officer Doreen Putney, and Town Administrator Gregg Whitehead.

NOMINATION AND APPOINTMENT OF MAYOR PRO TEMPORE:

Town Attorney, Keith Fountain, presided over the appointment of the Mayor Pro Tempore by either nomination from the Board or by ballot if preferred.

Alderman Paul Conner nominated Alderman Tom Brown for Mayor Pro Tempore.

With no more nominations presented, a **motion** was made by Alderman Kandy Koonce, seconded by Alderman Paul Conner to appoint Alderman Tom Brown as Mayor Pro Tempore. The motion was unanimously carried.

No ballot was needed.

EASTERN CAROLINA COUNCIL MUNICIPAL APPOINTMENT:

Mr. Whitehead reported that the Board needs to appoint an individual to represent the Town of Richlands on the Eastern Carolina Council General Membership Board. Alderman Koonce is our current representative and her term expires this month. Mayor McKinley Smith expressed his desire to work on the ECC Board.

A **motion** was made by Alderman Kandy Koonce, seconded by Alderman Paul Conner to appoint Mayor McKinley D. Smith Sr. to the Eastern Carolina Council as representative of the Town of Richlands. 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 is incorporated by reference and hereby made part of these minutes. He also reported on the following:

- This year Christmas falls on a Wednesday. According to the personnel policy, the holiday will be Tuesday and Wednesday. The town staff has requested, if possible, to also have off on Thursday as a vacation day. The Board agreed and had no objections to the Town Hall being closed on Thursday, December 26, 2013.

POLICE REPORT:

Chief Ron Lindig presented a copy of the Activity Report for November 2013 to the Board which is incorporated by reference and hereby made part of these minutes. Chief Lindig also reported on the following:

- Christmas parade is this Saturday, December 14, 2013 at 5:30 pm.
- Have two (2) officers attending training in Salemsburg.
- Had an officer in research school and radar school.

PUBLIC COMMENT: None

BOARD MEMBERS CONCERNS:

Alderman Kent Painter: Welcomed Alderman Michael Carpenter to the Board.

Alderman Kandy Koonce: Welcomed Alderman Michael Carpenter to the Board.

Mayor McKinley Smith: Stated that it has been a pleasure to work with all of you for last two years. The Board has done a beautiful job in keeping everything going on smoothly. I cannot express it enough the honor of being elected again. It is a pleasure working with all the people of this town. Mayor Smith thanked Town Administrator, Gregg Whitehead, Public Works Director Johnathan Jarman, Chief Ron Lindig, Town Clerk/Finance Officer Doreen Putney, and Collection Clerk Erin Juhls, along with all the employees and officers for a doing a great job. He also welcomed and thanked everyone for coming to the meeting.

PERSONNEL:

Gregg Whitehead, Town Administrator thanked his staff and stated that his success in this town is solely due to his staff.

CLOSED SESSION: None

ADJOURN:

With no further business, a **motion** was made by Alderman Tom Brown, seconded by Alderman Kandy Koonce to adjourn the meeting at 7:04 pm. The motion was unanimously carried.

Respectfully Submitted,

Attest:
Doreen Putney, Town Clerk

Mayor McKinley D. Smith, Sr.