

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

Office of the  
Town Clerk  
(910) 324-3301  
(910) 324-2324 fax  
[richlandsclerk@embarqmail.com](mailto:richlandsclerk@embarqmail.com)

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



The Richlands Board of Aldermen met in Regular Session on Tuesday, March 12, 2013, at 6:00 pm in the Board Room at the Richlands Town Hall. Present for the meeting were:

Mayor McKinley Smith  
Alderman Kent Painter  
Alderman Tom Brown

Alderman Kandy Koonce  
Alderman Rob Willems  
Alderman Paul Conner

Also present were:

Gregg Whitehead, Town Administrator  
Doreen Putney, Town Clerk  
Johnathan Jarman, Public Works Director

Keith Fountain, Town Attorney  
Ron Lindig, Chief of Police  
Trevor Normile, Duplin Times

There were two (2) citizens present.

**MEETING CALLED TO ORDER:**

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

**PLEDGE OF ALLEGIANCE:** Alderman Kandy Koonce

**INVOCATION:** Mayor McKinley Smith

**ADOPTION OF AGENDA:**

Gregg Whitehead, Town Administrator, presented the agenda to the Board.

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

**APPROVAL OF MINUTES (February 19, 2013 & Closed Session February 19, 2013):**

A **motion** was made by Alderman Tom Brown, seconded by Alderman Rob Willems to approve the Regular Board meeting minutes of February 19, 2013 and the Closed Session Meeting Minutes of February 19, 2013. The motion was unanimously carried.

### **BRADFORD TREE REPLACEMENT PROJECT:**

Mr. Whitehead reported that the Richlands Rotary Club has offered to contribute \$500.00 toward the project of replacement of the Bradford Pear trees along Hwy 258/24. This will reduce the town's costs to approximately \$3,150.00. The Richlands Elementary School will purchase Crepe Myrtle trees using a \$2,000.00 grant they received from Jones Onslow Electric Membership. The rest of the project is up to the town to finance. Mr. Whitehead also stated that Jones Onslow may take down the existing trees. He is supposed to hear back from them next week.

A **motion** was made by Alderman Tom Brown, seconded by Alderman Kandy Koonce to approve the Bradford Pear Tree Replacement Project. The motion was unanimously carried.

### **5K RUN/WALK PROMOTION:**

Ms. Maureen Findley spoke to the Board with regards to a 5K Fun Run/Walk that is being held on March 16, 2013 at the Richlands High School track and is sponsored by the Mary Kay Foundation. Donations will benefit the "Love is Respect" hotline which is a safe-dating/domestic violence support line where teens can call or text for help with these types of issues. Ms. Findley invited the board to attend and if they want, to participate in the 12.1 laps around the track. The Board thanked Ms. Findley for attending the meeting and informing them regarding this very important event.

### **RICHLANDS PLANNING BOARD APPOINTMENT:**

Mr. Whitehead reported that he has received two Citizen Participation Applications for the Planning Board seat that will open up in April 2013. One application is from the current seat holder, Mr. John Tripp and the other is from Mr. Evan Jarman. Mr. Tripp also holds a seat on the Board of Adjustment which expires in 2015.

After discussion, a **motion** was made by Alderman Tom Brown, seconded by Alderman Kandy Koonce to appoint Mr. Evan Jarman to the Richlands Planning Board for a three year term.

The Town Attorney advised the Board to further discuss and then proceed with a nomination and a voting poll rather than a motion.

A **motion** was then made by Alderman Tom Brown, seconded by Alderman Kandy Koonce to rescind the previous motion. The motion was unanimously carried.

After further discussion, Alderman Tom Brown formally nominated Mr. Evan Jarman to fill the vacant seat on the Richlands Planning Board for a three year term. The Board proceeded with a voting poll with Mr. Jarman receiving the majority votes of five (5) votes.

### **MUNICIPAL RECORDS RETENTION & DISPOSITION SCHEDULE:**

Mr. Whitehead presented the updated and revised Municipal Records Retention & Disposition Schedule from the NC Department of Cultural Resources. The last update was approved in

2009. This new schedule includes revisions to the administrative documents and additions of electronic information as well as Powell bill records.

A **motion** was made by Alderman Tom Brown, seconded by Alderman Paul Conner to approve the Municipal Records Retention and Disposition Schedule of September 10, 2012 from the NC Department of Cultural Resource. The motion was unanimously carried.

### **2013/2014 BUDGET WORKSHOP SCHEDULE:**

Mr. Whitehead requested for the Board to discuss and determine when and where to hold a budget workshop for the 2013-2014 fiscal year. The board requested for the Town Administrator to schedule a time during the third or fourth week of April 2013 and e-mail the board with the possible dates.

### **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:

- Reminded the Board of the Small Town Main Street meeting scheduled for this coming Thursday, March 14, 2013 at the Town Hall beginning at 6:00 pm.
- The Mayor and Mr. Whitehead met with State Representative Chris Millis last week. The meeting went very well and our community concerns were discussed and met with optimism. We will be meeting with Representative Millis again during Town Hall Day on March 27<sup>th</sup>.

### **POLICE REPORT:**

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

- Will be starting in-service training every Saturday in April 2013.
- Attempting to obtain ammunition for our firearms which is currently on order. Ammunition is hard to get right now and is back ordered everywhere.

**PUBLIC COMMENT:**       None

### **BOARD MEMBER CONCERNS:**

***Alderman Tom Brown:***       Animal Ordinance for the County may not be ready until June or July. He also stated that he observed people in the park ignoring the sign for no dogs.

***Alderman Kent Painter:***       Street light is out on the corner of Hwy 258 and Franck Street. Johnathan Jarman will report it to Progress Energy.

***Alderman Paul Conner:*** ONWASA has ordered bids for the NW Regional Facility. He reminded the Board that they can watch the ONWASA Board meetings on G10 and also on the ONWASA Website.

***Alderman Kandy Koonce:*** Obtained information from other areas on their community building rental fees. She provided copies for this information to the mayor.

**PERSONNEL**  
**CLOSED SESSION:**

A **motion** was made by Alderman Tom Brown, seconded by Alderman Kandy Koonce to go into closed session to discuss a personnel employment agreement. The motion was unanimously carried.

**OPEN SESSION:**

A **motion** was made by Alderman Paul Conner, seconded by Alderman Kent Painter to go back into open session. The motion was unanimously carried.

Attorney Keith Fountain stated that there was no action taken in closed session except for a motion to go back into open session. Personnel employment contracts were discussed. The Attorney also recommended a revision to the verbiage at Section 2 Term to read “The term shall continue until terminated by either party as allowed herein.”

A **motion** was made by Alderman Paul Conner, seconded by Alderman Kandy Koonce to accept the Employee Agreement between the Town of Richlands and Gregg Whitehead, Town Administrator including a 6 month severance package and the verbiage recommended by the Town Attorney. The motion was unanimously carried.

The agreement will be revised by the Attorney and forwarded to the Town when completed. Gregg Whitehead thanked the Board for their continued support and faith in him.

**ADJOURN:**

With no further business, a **motion** was made by Alderman Paul Conner, seconded by Alderman Tom Brown to adjourn the meeting at 6:49 pm. The motion was unanimously carried.

Respectfully Submitted,

---

Attest:  
Doreen Putney, Town Clerk

---

Mayor McKinley Smith