

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

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The Richlands Board of Aldermen met in Regular Session on Tuesday, June 11, 2013, 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 Rob Willems  
Alderman Tom Brown

Also present were:

Gregg Whitehead, Town Administrator  
Ron Lindig, Chief of Police  
Trevor Normile, Duplin Times  
John Ceruzzi, for Town Attorney Keith Fountain

Doreen Putney, Town Clerk  
Johnathan Jarman, Public Works Director

There were no citizens present.

**MEETING CALLED TO ORDER:**

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

**PLEDGE OF ALLEGIANCE:** Alderman Paul Conner

**INVOCATION:** Mayor McKinley Smith

**ADOPTION OF AGENDA:**

Gregg Whitehead, Town Administrator, presented a revised agenda to the Board adding items #4 *Notice of Bid Award Approval* & #5 *Approval of Tablet/PC Purchases*.

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

**APPROVAL OF MINUTES (May 14, 2013):**

A **motion** was made by Alderman Paul Conner, seconded by Alderman Tom Brown to approve the Regular Board meeting minutes of May 14, 2013. The motion was unanimously carried.

### **PRESENTATION OF PROPOSED 2013-2014 FY BUDGET:**

Gregg Whitehead, Town Administrator presented to the Board the Proposed 2013/2014 Fiscal Year Budget. Mr. Whitehead stated that the Board will need to schedule a public hearing and the budget must be adopted prior to July 1, 2013. The proposed operating budget for FY 13/14 is \$1,177,400 and is the highest base level general fund budget to be proposed. A summary of revenues and expenditures was outlined and presented in Appendix A. Mr. Whitehead is proposing a .01 decrease in property tax from \$.37 per \$100 to \$.36 per \$100. A proposed a 3% COLA increase and a 2% merit increase for employees are included in this budget. The only change to the fee schedule is the inclusion of a Vin Verification fee of \$25.00 per verification. All other fees remain the same.

A copy of the Proposed FY 2013/2014 Budget is available for public viewing in the Town Clerk's office and on the town's website.

### **SCHEDULE PUBLIC HEARING FOR 2013/2014 FY BUDGET:**

Now that the Proposed FY 2013/2014 budget has been presented to the Board, they need to schedule a public hearing to hear public comment regarding this proposed budget.

A **motion** was made by Alderman Tom Brown, seconded by Alderman Kandy Koonce to schedule a public hearing on Tuesday, June 25, 2013 beginning at 6:00 pm at the Richlands Town Hall for the purpose of hearing public comment on the Proposed FY 2013/2014 Budget Ordinance, to then adopt the Proposed FY 2013/2014 Budget Ordinance and to approve any end of current year budget amendments that are needed. The motion was unanimously carried.

### **NCLM WELLNESS INITIATIVE PARTICIPATION AGREEMENT:**

Mr. Whitehead presented to the board an agreement between NCLM and the town that will allow the town staff and Board members to participate in the NCLM Wellness Initiative Program. The program is free to town employees who participate in the insurance program and board members. It provides health assessments and wellness support to those who participate. It is a volunteer program. The results of the assessments are confidential to the employee and do not affect their insurance rate. The first round of health assessments is scheduled for June 21, 2013.

A **motion** was made by Alderman Tom Brown, seconded by Alderman Kandy Koonce to approve the agreement for town employees to participate in the NCLM Wellness Initiative Program. The motion was unanimously carried.

### **NOTICE OF BID AWARD APPROVAL (2013 Sidewalk Project):**

Mr. Whitehead reported that the formal bid opening was held for the sidewalk project on May 28, 2013. Rivers and Associates received four (4) qualifying bids ranging in price from \$35,034.62 to \$59,791.00. Based on bids received and review of the contractor's qualifications, it was recommended by Rivers and Associates to award the bid to Carolina Earth Movers, Inc. out of Greenville for \$35,034.62. Mr. Dan Withers, Project Engineer with Rivers and Associates was present to answer any questions that the Board had. He reassured the Board that Carolina

Earth Movers' references and background have been examined and they feel that they will do a good job with the project.

After a brief discussion, a **motion** was made by Alderman Tom Brown, seconded by Alderman Kent Painter to accept the Notice of Award to Carolina Earth Movers. The motion was unanimously carried.

Johnathan Jarman, Public Works Director, reported that the CEI portion of the project was bided out for the inspection part of the project. Only two (2) letters of interest were received. Due to this fact, Mr. Jarman sent a waiver to DOT to see if we can use Rivers and Associates for the inspections. We are waiting for their response.

#### **APPROVAL OF TABLET/PC COMPUTER PURCHASE:**

Mr. Whitehead reported on the costs for (9) Note Tablets, Folios with keyboards and laptop at an estimated cost of \$6,500.00 or less. We are looking at purchasing through Best Buy for Business. The Note Tablets will be utilized by the Board for the NOVIS Agenda's and town business. The laptop will be utilized by the Town Administrator and the Town Clerk for outside business, board meetings, conferences and education. We currently do not have a laptop for administration use and have been borrowing one from the police department which leaves them without the use of that laptop for the officers.

A **motion** was made by Alderman Kandy Koonce, seconded by Alderman Tom Brown to authorize Town Administrator, Gregg Whitehead, to spend the estimated \$6,500.00 to purchase the Note Tablets and Laptop. 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:

- Thursday, June 13, 2013 at 6:00 pm is the last Small Town Main Street meeting for the summer. They will be resuming in September, 2013.

#### **POLICE REPORT:**

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

- Two (2) officers have just completed Radar School.
- Some new events have been added to the Activity Log including checking patrol vehicles before and after shifts, and follow up on investigations.
- The Chevrolet Impala, Car # 4 is inoperable. Cost of repairs would be \$1,200 to \$1,500. We plan to surplus the vehicle in the new fiscal year so it is currently parked.

**PUBLIC COMMENT:**       None

**BOARD MEMBER CONCERNS:**

No concerns at this time.

**PERSONNEL:**       None

**CLOSED SESSION:**       None

**ADJOURN:**

With no further business, a **motion** was made by Alderman Paul Conner, seconded by Alderman Tom Brown to adjourn the meeting at 6:25 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.