

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

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The Richlands Board of Aldermen met in Regular Session on Tuesday, June 14, 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 Hans Jacobsen  
Alderman Tom Brown

Also present were:

Gregg Whitehead, Town Administrator  
Thomas Bennett, Chief of Police  
Doreen Putney, Town Clerk  
Robert Jackson, American Homesmith

Keith Fountain, Town Attorney  
Johnathan Jarman, Public Works Director  
Trevor Normile, Advertiser News

There were 5 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:** Alderman Hans Jacobsen

**ADOPTION OF AGENDA:**

A motion was made by Alderman Fran Pierce, seconded by Alderman Tom Brown to adopt the agenda with the addition of American Homesmith/Mills Cottage's proposal for a 10' Utility Easement to be added as item #5; and The Walker Group's review of the bid tabulations for the Community Building to be added as item #6. The motion was unanimously carried.

**ADOPTION OF MINUTES (Budget Workshop 5/26/11 & Regular Board Meeting 5/10/11:**

A motion was made by Alderman Hans Jacobsen, seconded by Alderman Tom Brown to approve the Budget Workshop meeting minutes of May 26, 2011, and the Regular Board meeting minutes of May 10, 2011. The motion was unanimously carried.

### **PUBLIC HEARING:**

Mayor Pro Tem McKinley Smith open the meeting for a public hearing to receive public input regarding the proposed annexation of property owned by the Town of Richlands. The properties are Onslow County Tax Parcel 205-1.4 and Tax Parcel 205-91.1.

With no comments from the public, Mayor Pro Tem McKinley Smith declared the public hearing closed.

### **RICHLANDS AREA CHAMBER OF COMMERCE NETWORKING EVENT:**

Gregg Whitehead, Town Administrator reported that a representative from the Richlands Area Chamber of Commerce was to be present to discuss their proposal that the Town and the Chamber team up to co-host a networking opportunity, such as "Business After 5:00" socials.

No representative from the Richlands Area Chamber of Commerce attended the meeting.

A motion was made by Alderman Fran Pierce, seconded by Alderman Hans Jacobsen to table this item due to no representation from the Richlands Area Chamber of Commerce. The motion was unanimously carried.

### **PRESENTATION OF THE PROPOSED 2011/2012 FY BUDGET:**

Gregg Whitehead, Town Administrator presented to the Board the proposed 2011/2012 Fiscal Year Budget to the Board. Mr. Whitehead reported that a public hearing must be held and the budget must be adopted prior to July 1, 2011. Mr. Whitehead stated that the only rate fee increase is \$15.00 for fingerprinting and the addition of \$25.00 for Golf Cart Registration. No further changes have been made from the proposed budget presented at the Budget Workshop. A copy of the proposed FY 2011/2012 Budget is available for public viewing in the Town Clerk's Office.

A motion was made by Alderman Tom Brown, seconded by Alderman Paul Conner to schedule a public hearing on Tuesday, June 28, 2011 to hear public comment on the FY 2011/2012 Proposed Budget Ordinance, to adopt the FY 2011/2012 Proposed Budget Ordinance and to approve any end of current year budget amendments needed. The motion was unanimously carried.

### **TOWN PROPERTY ANNEXATION ORDINANCE 2011-03:**

Mr. Whitehead reported that since the public hearing has been held, the Board may proceed with the adoption of Ordinance 2011-03 to annex two tax parcels 205-1.4 and 205-91.1.

A motion was made by Alderman Tom Brown, seconded by Alderman Fran Pierce to adopt Ordinance 2011-03 to extend the corporate limits of the Town of Richlands and annex in tax parcels 205-1.4 and 205-91.1 as described in Section 1 of the Ordinance. The motion was unanimously carried.

### **PLANNING BOARD RE-APPOINTMENTS:**

Mr. Whitehead reported that Mr. Jeremy Bright's appointments to both the Planning Board and the Zoning Board of Adjustment will expire today, June 14, 2011. Mr. Bright has expressed interest at being re-appointed to both boards, with the term expiring June 14, 2014. Also, Ms. Marsha Fuller's term on the Zoning Board of Adjustment will expire today, June 14, 2011 and has expressed her desire to continue to serve on the BOA for another term which would expire June 14, 2014.

A motion was made by Alderman Paul Conner, seconded by Alderman Hans Jacobsen to reappoint Mr. Jeremy Bright of 101 Academy Street for a three year term expiring June 14, 2014 on the Planning Board and the Zoning Board of Adjustment. And also to reappoint Ms. Marsha Fuller of 112 W. Foy Street for a three year term on the Zoning Board of Adjustment expiring June 14, 2014. The motion was unanimously carried.

### **AMERICAN HOMESMITH/MILLS COTTAGE UTILITY EASEMENT:**

Mr. Robert Jackson from American Homesmith/Mills Cottage came before the board stating that they have already had a prior amendment approved for a 15' utility easement. Mr. Jackson stated that the property owners have approach him, the builder, requesting to shrink the easement from 15' to 10' to protect their patio's in the event any repairs to the utility lines need to be completed in the future. Mr. Jackson stated that ONWASA does not maintain the utility and that they are private to the homeowners.

After further discussion and concerns from the Board a motion was made by Alderman Tom Brown, seconded by Alderman Paul Conner to approve the request from American Homesmith for a 10' utility easement contingent upon review and investigation from the Town Administrator, Town Attorney and ONWASA on the verbage, ownership, responsibility and of any liability to the town of the utility lines.

### **THE WALKER GROUP BID TABULATIONS FOR THE COMMUNITY BUILDING:**

Gregg Whitehead presented to the Board a letter received from The Walker Group Architecture Inc. detailing the results from the bid process on renovations to the Richlands Community Building. The Walker Group recommends that the Town award the base bid in the amount of \$129,670 and negotiate with Lumina Builders to accomplish as much of the work as possible included in Additive Alternate #1 and Additive Alternate #2 as grant funding allows. Mr. Whitehead stated and a motion from the Board was needed to approve The Walker Group's recommendation.

A motion was made by Alderman Tom Brown, seconded by Alderman Fran Pierce to accept the recommendation from The Walker Group showing Lumina Builders as the winning bidder at \$129,670.00. 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 met with the Rotary Club regarding their interest in pursuing ownership to maintain and operate the AA/HELP Building. We can deed the building to the Rotary as long as they maintain it for use for civic organizations and continue to allow AA to meet there. The Rotary Club is very interested and they are looking into it and will get back to us. Mr. Whitehead also spoke with the AA group and they stated that they are ok with it.
- Mr. Whitehead stated that next week on Thursday, June 23, 2011, we are scheduled for a teleconference with LGC to discuss requirements in obtaining a government loan to finance the street improvements project.

## **POLICE REPORT:**

Chief Thomas Bennett presented a copy of the Activity Report for May, 2011 and minutes from their monthly meeting held on May 26, 2011. A copy of the reports and minutes are attached to these minutes.

## **PUBLIC COMMENT:**

*Mr. Travor Normile* introduced himself to the Board as our new reporter for the Advertiser News. The Board welcomed Mr. Normile and thanked him for attending the meeting.

## **BOARD MEMBER CONCERNS:**

*Alderman Fran Pierce:* No concerns at this time.

*Alderman Paul Conner:* No concerns at this time.

*Alderman Hans Jacobsen:* Concerns with the owners of a house on Hargett Street not taking care of the home. Mr. Whitehead stated that unless we change our current ordinance which would effect not only them but everyone else, there is nothing we can do at this time.

*Alderman Tom Brown:* Concerns with the owners of a house on Foy St., where the owner is currently unavailable. Mr. Whitehead stated that at this point, the only thing we can do is to find out who the owner's attorney is and attempt to contact them.

*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 6:34 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