

TOWN OF RICHLANDS
NORTH CAROLINA

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The Richlands Board of Aldermen met in Regular Session on Tuesday, October 08, 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 Paul Conner
Alderman Tom Brown

Alderman Kandy Koonce
Alderman Rob Willems

Also present were:

Gregg Whitehead, Town Administrator
Ron Lindig, Chief of Police
Keith Fountain, Town Attorney

Doreen Putney, Town Clerk
Johnathan Jarman, Public Works Director
Trevor Normile, Duplin Times

Absent: Alderman Kent Painter due to a family medical emergency.

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 the agenda to the Board.

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

APPROVAL OF MINUTES (September 10, 2013):

A **motion** was made by Alderman Paul Conner, seconded by Alderman Kandy Koonce to approve the Regular Board meeting minutes of September 10, 2013. The motion was unanimously carried.

PUBLIC HEARING (Zoning Text Amendment Medical/Dental in C-1)

Mayor McKinley Smith opened the meeting for a public hearing to hear public comment regarding a proposed text amendment to the Town of Richlands Zoning Ordinance to allow medical/dental clinics as a permitted use in the C-1 central business district.

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

PRESENTATION OF PROCLAMATION HONORING THE MILITARY ORDER OF THE PURPLE HEART:

There were three members of the Military Order of the Purple Heart present, Mr. Grant Beck, Mr. Donald Clinger and Mr. Earl McDowell. Mayor Smith presented the MOPH with a proclamation honoring them and recognizing the Town of Richlands as a “Purple Heart City in the State of North Carolina”. Mr. Beck spoke to the board and thanked them for honoring the MOPH.

ZONING ORDINANCE TEXT AMENDMENT (Ordinance 2013-02) (Medical/Dental Clinic in C-1):

A public hearing has been held on the proposed zoning text amendment request to allow a medical/dental clinic in the C-1 central business district. Mr. Whitehead requested for the Board to deliberate and vote on the proposal.

After a brief discussion by the Board, a **motion** was made by Alderman Tom Brown, seconded by Alderman Rob Willems to approve Ordinance 2013-02 amending the official Richlands Zoning Ordinance to allow medical/dental in C-1 Central Business District as a permitted use. The motion was unanimously carried.

ECCLESIA MINISTRIES CHURCH PROPERTY REQUEST:

Mr. Whitehead reported that the Ecclesia Ministries Church located at 303 W. Franck St. is requesting use of town owned property (Tax Parcel 206-77.1) which is located directly behind the church. They are requesting to have access to approximately .388 acres of property that is next to the access road to the water tank (ONWASA owned) on Cox Street. There was no one from the church present to answer questions from the Board as to the proposed use of the property.

After a brief discussion, a **motion** was made by Alderman Tom Brown, seconded by Alderman Kandy Koonce to table this request until the next regular scheduled meeting. The motion was unanimously carried.

MUNICIPAL RECORDS RETENTION SCHEDULE AMENDMENT:

Mr. Whitehead reported that the NC State Archives have published amendments to the 2012 Municipal Records Retention Schedule. The amendments pertain to the budget, fiscal and

payroll records as well as personnel records. The state archives requires for the Board to formally approve the recommended amendments to the retention schedule.

After a brief discussion, a **motion** was made by Alderman Tom Brown, seconded by Alderman Rob Willems to approve the Municipal Records Retention Schedule Amendments. The motion was unanimously carried.

PARTF GRANT APPLICATION:

Mr. Whitehead reported that he has working on a PARTF Grant to secure funding for needed improvements to Venter's Park. This grant will require 50% cash matching funds if approved. The town will have three years to complete the project if it is funded by the grant. The ECC would produce a master park plan to improve our application points as well as provide a development plan. The first step in the master plan is to hold an information meeting that is open to the public that would provide input on our park needs downtown. Mr. Whitehead stated that he is planning on scheduling the informational meeting later this month.

Mr. Rob Will, ECC Community Planner was present and answered questions from the Board. Mr. Will stated that they have done 13 master plans in the past with 11 of them receiving PARTF Grant funding. A site review has been completed and we are looking at removing and replacing playground equipment, making improvements to the picnic area, and adding an adult area. He stated that the deadline for the application in January 2014.

PHONE NOTIFICATION SYSTEM:

Mr. Whitehead provided information to the Board regarding Blackboard Connect which is a phone notification system. This system can be set up to notify residents by phone message during times of emergency, changes in garbage collection, town announcements, etc. The annual fee of this service is \$2,500.00 for unlimited use. We would provide a sign-up portal on the town's website for persons who want to sign up using their cell phones. This is a web-based notification system. Mr. Whitehead provided this information to the Board and asked them to keep it in mind for possible future implementation.

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:

- Richlands Street Fair is next Saturday, October 19, 2013 from 10-4 pm.
- Homecoming parade is next Friday, October 18, 2013
- The Police Department has been awarded the GHSP award. We can add on the new officer any time. This position will be designated as a traffic control officer. We are looking to do a budget amendment sometime in February 2014 for the purchase of the traffic control vehicle.
- The museum is having a "haunted pirate ship" event right after the street fair beginning at 4:00 until 7:00 pm.

POLICE REPORT:

Chief Ron Lindig provided a copy of the Activity Report for the month of September 2013 to the Board. He also reported on the following:

- Three officers are in “Intox” training this week.
- We will be providing support and patrols for the homecoming parade on Friday, October 18, 2013.
- October 14, 2013 we will be participating with other agencies on an “active shooter” training.
- We are also providing support and two (2) patrol officers for the football games at the schools.

PUBLIC COMMENT: None

BOARD MEMBER CONCERNS: None

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 6:37 pm. The motion was unanimously carried.

Respectfully Submitted,

Attest:
Doreen Putney, Town Clerk

Mayor McKinley D. Smith, Sr.