

**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, November 20, 2012 at 6:00 pm in the Board Room at the Richlands Town Hall. Present for the meeting were:

Mayor McKinley Smith  
Alderman Kandy Koonce  
Alderman Tom Brown

Alderman Paul Conner  
Alderman Kent Painter  
Alderman Rob Willems

Also present were:

Gregg Whitehead, Town Administrator  
Doreen Putney, Town Clerk

Town Attorney, John Ceruzzi  
Ron Lindig, Chief of Police

Absent: Johnathan Jarman, Public Works Director

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 Paul Conner

**INVOCATION:** Mayor McKinley Smith

**ADOPTION OF AGENDA:**

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

**APPROVAL OF MINUTES (October 09, 2012):**

A **motion** was made by Alderman Kandy Koonce, seconded by Alderman Rob Willems to approve the Regular Board meeting minutes from October 09, 2012. The motion was unanimously carried.

**ORDINANCE TO REGULATE SMOKING IN PUBLIC BUILDINGS/GROUNDS:**

Town Administrator, Gregg Whitehead, presented to the Board Ordinance 2012-03 prohibiting the use of tobacco products in town owned buildings, vehicles and on grounds. This would include all town vehicles, Venters Park, the Community Building, Town Hall Building, and the

Fire Department. Appropriate signage will need to be put in place as provided by the ordinance. Mr. Whitehead stated that he would contact the AA group that uses the HELP Building because they have smokers that come to the AA meetings. This ordinance has been adopted by many other municipalities in response to the General Assembly smoking ban on State property in 2009. The ordinance does not, however, prohibit the use of tobacco products on streets, sidewalks or others private property.

After a brief discussion, a **motion** was made by Alderman Paul Conner, seconded by Alderman Tom Brown to adopt "Ordinance 2012-03 to Prohibit Smoking and the Use of Other Tobacco Products in Town Buildings, Vehicles and on All Town Grounds". The motion was unanimously carried.

### **STREET IMPROVEMENT FINANCING REIMBURSEMENT:**

Mr. Whitehead reported that reimbursement funds for the Street Improvement Project in the amount of \$253,000.00 have been deposited into the General Fund on October 31, 2012. The Board needs to direct the Finance Officer on where to place the funds for future use, such as in a CD. Mr. Whitehead reported that after contacting three banking institutions, First Citizens had the best rate of .25% for a 13 month CD. Alderman Koonce requested we contact Marine Federal and to also look into FDIC insurance on public funds. Alderman Brown requested for us to contact The Little Bank in Jacksonville.

After a brief discussion, a **motion** was made by Alderman Paul Conner, seconded by Alderman Kandy Koonce, to direct the Town Administrator and the Town Clerk to further investigate rates and insurance and to follow through with what is in the best interest for the town in acquiring the Certificate of Deposit for the Street Improvement Project funds received. The motion was unanimously carried.

It was requested by the Town Clerk, Doreen Putney, to increase the amount of the CD from \$253,000.00 to \$275,000.00 to put extra money away for future use.

A **second motion** was made by Alderman Paul Conner, seconded by Alderman Kandy Koonce to make the CD in the amount of \$275,000.00. The motion was unanimously carried.

### **DRAFT COPY OF THE ZONING ORDINANCE REVISIONS:**

Mr. Whitehead presented to the Board and the Town Attorney an updated draft copy of the Zoning Ordinance Revisions for them to review. He also provided them with a summary of changes for the 2012 zoning ordinance revision which is hereby incorporated by reference and made part of these minutes as an attachment. Mr. Whitehead briefly reviewed the revisions and requested for the Board to read over the packet and bring back their suggestions, changes and any questions to the next board meeting in December. At that time a public hearing can be scheduled for the January 2013 meeting.

### **BOARD OF ADJUSTMENT TERM RENEWAL:**

Mr. Whitehead reported that Board of Adjustment Member John Tripp's term expired on November 10, 2012. Mr. Tripp has expressed interested in being reappointed to the Board of

Adjustment for another three year term. Mr. Whitehead also provided a list of the Planning Board and the Board of Adjustment members to the Board. Alderman Koonce requested that the Planning Board and Board of Adjustment's positions be advertised to the public beginning one to two months prior to the term's expiration in order to allow other interested citizens to apply.

After a brief discussion, a **motion** was made by Alderman Tom Brown, seconded by Alderman Rob Willems to reappoint Mr. John Tripp to the Board of Adjustment for a three year term. 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:

- Small Town Main Street Conference is scheduled for January 30, 2013 to February 1, 2013 in Salsbury NC. The Town gets one complimentary entry to the Conference. If any Board Member wishes to attend, please let Mr. Whitehead know. Early bird registration is \$130.00.

#### **POLICE REPORT:**

Chief Ron Lindig provided a copy of the Activity Report for the month of October 2012 to the Board, which is incorporated by reference and hereby made a part of these minutes. He also reported on the following:

- Provided the Board with a training schedule for the officers. These do not cost the Town any funds except for their meals.
- Contacted SBI regarding what is involved with obtaining a Medicine Drop Box for the Town.
- Continues to work on the PD Policy Manual and is working on completing a new Mission Statement.

**PUBLIC COMMENT:**      None

#### **BOARD MEMBER CONCERNS:**

*Alderman Tom Brown:*      No concerns at this time.

*Alderman Kent Painter:*      No concerns at this time.

*Aderman Paul Conner:*      Welcomed Baylee and her mom and thanked them for coming.

*Alderman Kandy Koonce:*      No concerns at this time.

*Alderman Rob Willems:* No concerns at this time.

*Mayor McKinley Smith:* No concerns at this time.

**PERSONNEL:** None

**CLOSED SESSION:** None

**ADJOURN:**

With no further business, a **motion** was made by Alderman Tom Brown, seconded by Alderman Paul Conner to adjourn the meeting at 6:46 pm. The motion was unanimously carried.

Respectfully Submitted,

---

Attest:  
Doreen Putney, Town Clerk

---

Mayor McKinley Smith