



**TOWN OF RICHLANDS BOARD OF ALDERMEN
REGULAR MEETING AGENDA
302 S. Wilmington Street, Richlands, NC 28574
January 13, 2026
6:00 p.m.**

A. CALL TO ORDER

1. Invocation
2. Pledge of Allegiance

B. ADOPTION OF AGENDA - ACTION

C. ADOPTION OF MINUTES

1. 12/9/25 Regular Meeting Minutes - **ACTION**

D. PUBLIC HEARINGS - None

E. PRESENTATIONS – None

F. OLD BUSINESS - None

G. NEW BUSINESS

1. ECC Board Appointment – **ACTION**
2. JUMPO TAC Appoint – **ACTION**
3. Upcoming Planning Board/Board of Adjustment Vacancies – **REVIEW ONLY**

H. DEPARTMENTAL MONTHLY REPORTS

- Public Works
- Police
- Finance – 1) December 2025 Budget vs. Actual Report

I. ADMINISTRATOR'S REPORT

- Updates/Additional Information

J. INFORMAL PUBLIC COMMENTS

K. BOARD MEMBER CONCERNS AND COMMITTEE UPDATES

L. ADJOURN

NOTES: 1) If there are any questions, concerns, or requests for information regarding any agenda items or other Town matters, please contact staff in advance of the Board meeting, if possible, to allow us enough time to properly research issues if necessary.

TOWN OF RICHLANDS
NORTH CAROLINA

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

Office of the
Town Clerk
(910) 324-3301
(910) 324-2324 fax
townclerk@richlandscnc.gov



The Richlands Board of Aldermen met in Regular Session on Tuesday, December 9, 2025, at 6:00 pm at the Richlands Town Hall. Present for the meeting were:

Mayor McKinley Smith
Alderman Kent Painter
Alderman Tom Brown

Alderman Kandy Koonce
Alderman Marilyn Bunce
Alderman Paul Conner

Also present were:

Gregg Whitehead, Town Administrator
Isaura Flores, Town Clerk
Johnathan Jarman, Public Works Director
The Honorable James W. Bateman, III
Alice Betts, Newly Elected Alderman

Keith Fountain, Town Attorney
William A Horne, Chief of Police
Gregory T. Redman, CPA
Ronnie Christopher Roberson

There were 32 citizens present.

I. MEETING CALLED TO ORDER:

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

II. PLEDGE OF ALLEGIANCE: Alderman Kandy Koonce

III. INVOCATION: Mayor McKinley Smith

IV. ADOPTION OF AGENDA:

Gregg Whitehead, Town Administrator, presented the agenda to the Board.
Chris Roberson added 5A and 5B to the agenda.

A **motion** was made by Alderman Paul Conner seconded by Alderman Marilyn Bunce to adopt the amended agenda. The motion was unanimously carried.

V. ADOPTION OF MINUTES (November 19, 2025):

A **motion** was made by Alderman Tom Brown, seconded by Alderman Marilyn Bunce to approve the Regular Board Meeting Minutes of November 19, 2025. The motion was unanimously carried.

VI. PUBLIC COMMENT:

John Michael Moore, a founding member of Operation Deploy Santa and a 28-year veteran of the Sheriff's Office, addressed the board. Operation Deploy Santa, which began in this town in 2008, ensures that every child receives a toy and that no one is turned away. Unlike other programs, participants do not need to register; children meet Santa Claus in person and receive quality toys. The program welcomes all participants and is run to make everyone feel appreciated during the holiday season.

VII. SPECIAL PRESENTATION:

Chris Roberson introduced Michael Farris, who provided a special presentation to the Board in recognition of Town Administrator Gregg Whitehead's retirement. Mr. Farris addressed the Board and shared remarks regarding Mr. Whitehead's long career in local government, emphasizing the demands of the Town Administrator role and commending Mr. Whitehead for his professionalism, integrity, dedication, and years of service to the Town. Mr. Farris also noted his long-standing friendship with Mr. Whitehead, having known him for over 30 years.

Alderman Paul Conner addressed the Board and shared remarks regarding Mr. Whitehead's 27 years of service. Alderman Conner stated that Michael Farris nominated Mr. Whitehead for *The Order of the Long Leaf Pine*, one of the highest honors awarded by the Governor of North Carolina.

Tom Brown presented Mr. Whitehead with *The Order of the Long Leaf Pine* and offered congratulatory remarks recognizing Mr. Whitehead's leadership and service to the Town.

Mayor McKinley Smith addressed the Board and presented Mr. Whitehead with a plaque in recognition of his service as Town Administrator from April 1, 1998, to December 31, 2025, citing his leadership, integrity, and dedication to the Town.

Alderman Kandy Koonce addressed the Board and expressed appreciation for Mr. Whitehead's leadership and service.

At the Mayor's request, Town Attorney Keith Fountain addressed the Board and commended Mr. Whitehead for his professionalism and leadership.

Mr. Whitehead addressed the Board and expressed his appreciation to the Board, staff, and community and thanked them for the opportunity to serve the Town.

Mayor McKinley Smith recognized State Senator Mike Lazzara, who addressed the Board and shared remarks regarding the Town's growth and future challenges.

Town Attorney Keith Fountain addressed the Board and referenced a legislative presentation recognizing State Senator Lazzara regarding.

VIII. ADJOURNMENT: Mayor Smith adjourned the board at 6:40 pm

IX. SWEARING IN OF NEWLY ELECTED OFFICIALS:

The Honorable James W. Bateman, III, District Court Judge administered The Oaths of Office for the incoming Mayor and Alderman. The Officials sworn in were:

McKinley D. Smith, Mayor
 Alice Betts, Alderman
 Tom Brown, Alderman
 Paul Conner, Alderman
 Kent Painter, Alderman
 Marilyn Bunce, Alderman

Following the swearing-in, the Board recessed. Gregg Whitehead noted a reception for the newly elected officials.

Alderman Alice Betts offered brief remarks, thanking God and supporters, and expressed her enthusiasm for working with her fellow Aldermen.

X. MEETING CALLED TO ORDER:

Mayor McKinley Smith called the meeting to order at 7:21 pm.

XI. MAYORAL COMMITTEE APPOINTMENTS:

1. APPOINTMENTS:

Mayor McKinley Smith made his appointments as follows:

Public Safety Committee:

Alderman Tom Brown, Alderman Kent Painter, Chief William Horne and Ronnie Chris Roberson, Town Administrator

Public Works Committee:

Alderman Alice Betts, Alderman Marilyn Bunce, Johnathan Jarman, Public Works Director, and Chris Roberson, Town Administrator

Finance Committee:

Mayor McKinley Smith, Alderman Paul Conner, Town Clerk / Finance Officer Isaura Flores, and Town Administrator Ronnie Chris Roberson

XII. NOMINATION AND APPOINTMENT OF MAYOR PRO TEMPORE:

Town Attorney, Keith Fountain, presided over the appointment of Mayor Pro Tempore by either verbal voting from the Board or by ballot if preferred. The Board decided on verbal voting. Attorney Fountain accepted nominations from the Board for Mayor Pro Tempore.

Alderman Paul Conner nominated Alderman Tom Brown for Mayor Pro Tempore.

A **motion** was made by Alderman Marilyn Bunce, seconded by Alderman Kent Painter to appoint Alderman Tom Brown as Mayor Pro Tem. The motion was unanimously carried.

No ballot was needed.

XIII. PUBLIC HEARING: None

XIV. OLD BUSINESS: None

XV. NEW BUSINESS:

1. FY 2024-2025 FINANCIAL AUDIT REPORT:

Mr. Gregory T. Redman, CPA, presented the financial audit report to the Board for the 2024-2025 Fiscal Year. He reported on the following highlights:

- Audit was submitted on time.
- Unmodified Opinion (no findings).
- Assets of the Town exceeded liabilities at end of FY 2024/2025 by \$3,566,440
- Total net Position decreased by \$18,529.
- At the end of FY 2024/2025, governmental funds balance of \$2,423,837 a decrease of \$79,112 in comparison with the prior year.
- Approximately 90% (\$2,186,871) is available for spending (unassigned fund balance).
- As of June 30, 2025 no total debt outstanding.
- Net Profit in comparison of revenues and expenditures is \$5,753
- Net Pension Liability of \$488,824
- Property Tax Collection rate of 98.27%.

A **motion** was made by Alderman Paul Conner, seconded by Alderman Tom Brown to accept the FY 2024/2025 Audit. The motion was unanimously carried.

2. BUDGET AMENDMENT #11 (PUBLIC SAFETY) AND #12 (OPERATION SANTA DONATIONS):

Town Administrator Chris Roberson presented Budget Amendment #11 and #12.

Budget amendment #11 will account for \$400.22 of unused PD Walmart Grant from FY 24/25.

A **motion** was made by Alderman Marilyn Bunce, seconded by Alderman Paul Connor to approve Budget Amendment #11. The motion was unanimously carried.

Budget Amendment #12 will account for \$2,500 Donations for Operation Santa.

A **motion** was made by Alderman Tom Brown, seconded by Alderman Paul Connor to approve Budget Amendment #12. The motion was unanimously carried.

XVI. ADMINISTRATOR NOTES AND UPDATES:

The Town Administrator, Chris Roberson, reported on upcoming events:

- Reminded everyone of the Christmas luncheon on the 17th from 12-2.
- Operation Deploy Santa on the 20th from 12PM -6 PM
- Chamber Christmas Parade on the 13th starts at 5:30PM

Mr. Roberson also provided updates on current upcoming projects. He reported that several projects initiated by his predecessor are in early stages and will continue to move forward. He discussed ongoing discussions with USDA regarding potential project financing and grant opportunities to offset local costs. He also noted increased development activity within the Town.

XVII. POLICE REPORT:

Chief William A. Horne Chief Horne also reported on the following:

- New Employee S. Vega expected to complete training on the 21st. The department anticipates starting the new year fully staffed.
- Flag outside to be replaced. Two 4x6 flags to be provided one will be kept as a spare.
- The Christmas parade will be held on Saturday December 13th route adjustment utilizing both the front and back of the school. Officers from other towns will assist with parade security.
- Chief Horne recognized staff member Trish with their assistance with Operation Deploy Santa, which will be held December 20th at 12:00 pm-6:00pm at the Town Hall.

XVIII. PUBLIC COMMENT: None

XIX. BOARD MEMBER CONCERNS AND COMMITTEE UPDATES:

Alderman Marilyn Bunce: Welcomed Town Administrator Chris Roberson and expressed appreciation for his appointment.

As a member of the County Planning Board, Alderman Bunce reported that there is limited county development activity affecting the Town. She noted that a rezoning request for a project located along Highway 258 near Walmart was presented to the County Commissioners and was not approved.

Alderman Alice Betts: Expressed concerns regarding the website and emphasized the importance of keeping information and dates current and up to date.

Alderman Paul Conner: Welcomed Alderman Alice Betts and expressed appreciation to Town Clerk Isa Flores and Town Administrator Chris Roberson for their work.

Alderman Kent Painter: Welcomed Alderman Alice Betts and Town Administrator Chris Roberson and stated he looked forward to working with them.

Alderman Tom Brown: Welcomed Alderman Alice Betts and requested that enforcement regarding loud vehicle mufflers continue, asking for a schedule from the Chief of Police.

XVIII. PERSONNEL: None

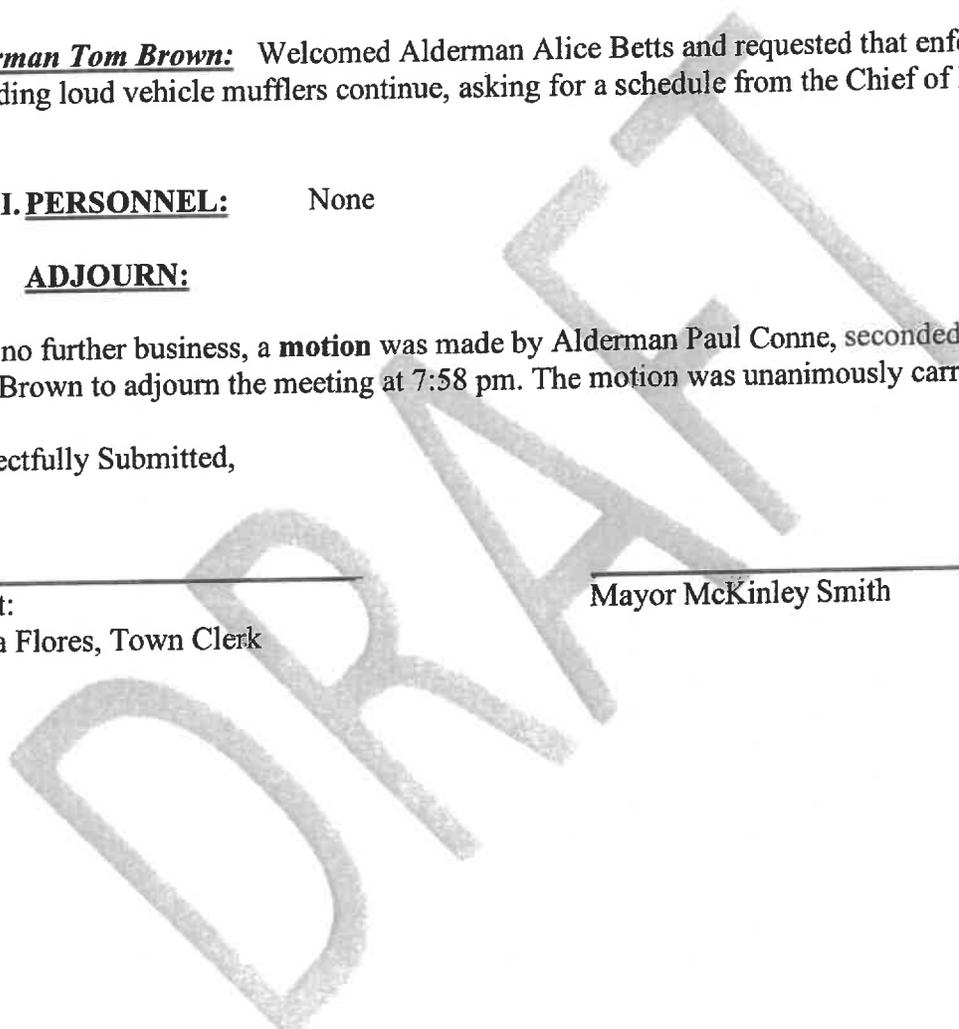
XIX. ADJOURN:

With no further business, a **motion** was made by Alderman Paul Conne, seconded by Alderman Tom Brown to adjourn the meeting at 7:58 pm. The motion was unanimously carried.

Respectfully Submitted,

Attest:
Isaura Flores, Town Clerk

Mayor McKinley Smith



**TOWN OF RICHLANDS
BOARD OF ALDERMEN**



Agenda Item
G1

Meeting Date:
13-Jan-26

Presenter:
Town Administrator

ITEM TO BE CONSIDERED

Title:
Appointment of ECC Member

Brief Summary:

Mayor Mckinley Smith is the current representative on the Eastern Carolina Council of Governments General Membership Board. The Board should consider reappointing him to the Board if it so chooses. Alternatively, the Board can appoint someone else to represent the Town on the Board.

If the Board approves of the agenda item as presented, the following motion(s) is (are) suggested:

Select a Town Representative to sit on the ECC General Membership Board

BACKGROUND

Originating Department
Administration

- Attachments:**
- 1 ECC Correspondence/Appointment Form
 - 2 _____
 - 3 _____
 - 4 _____
 - 5 _____

Staff Contact:
Town Administrator

REVIEWED BY

Town Administrator X
Clerk to the Board _____

Attorney _____
Finance Officer _____

ACTION TAKEN

Motion by: _____

Carried: _____

Second by: _____

Ayes: _____

Nays: _____



Eastern Carolina Council

December 10, 2025

Town of Richlands
P.O. Box 245
Richlands, NC 28574

RE: Eastern Carolina Council of Government Representative

Town Managers and Clerks,

Please complete the enclosed Yearly Municipal Appointment form to appoint or reappoint a representative from your municipality to actively serve on the Eastern Carolina Council General Membership Board.

Our records show that your current representative for ECC is **McKinley Smith**.

You may submit this form via:

- Email: swolf@eccog.org
- Fax: 252-638-3187
- Mail: P.O. Box 1717, New Bern, NC 28563-1717.

For questions or concerns please contact Interim Executive Director David Rosado at 252-638-3185 ext. 3013 or drosado@eccog.org.

Please complete this form and return it no later than **January 31, 2026**.



Yearly Municipal Appointment

Please use this form to appoint or reappoint a representative from your municipality to actively serve on the Eastern Carolina Council General Membership Board.

You may submit this form via:

- Email: swolf@eccog.org
- Fax: 252-638-3187
- Mail: P.O. Box 1717, New Bern, NC 28563-1717.

For questions or concerns please contact Interim Executive Director David Rosado at 252-638-3185 ext. 3013 or drosado@eccog.org.

Please complete this form and convey it to us ASAP so that we may extend an invitation to this individual to attend our next meeting. Thank you!

Municipality: _____

We here do appoint _____ to serve on the Eastern Carolina Council General Membership Board.
(Name of Appointment)

Contact information:

Title: _____

Mailing Address: _____

City and Zip: _____

Home Phone: _____

Cell Phone: _____

Email: _____

Date Signature Title

**TOWN OF RICHLANDS
BOARD OF ALDERMEN**



Agenda Item
G2

Meeting Date:
13-Jan-26

Presenter:
Town Administrator

ITEM TO BE CONSIDERED

Title:
JUMPO TAC Appointment

Brief Summary:

The Jacksonville Urban Area Metropolitan Planning Organization (JUMPO) is requesting the Town select someone to appoint to the Transportation Advisory Committee (TAC). Alderman Kandy Koonce previously served in this capacity while she was on the Board.

If the Board approves of the agenda item as presented, the following motion(s) is (are) suggested:

Appoint a Town Representative to serve on the JUMPO TAC.

BACKGROUND

Originating Department
Administration

- Attachments:**
- 1 JUMPO letter and By-laws
 - 2 _____
 - 3 _____
 - 4 _____
 - 5 _____

Staff Contact:
Town Administrator

REVIEWED BY

Town Administrator _____ X
Clerk to the Board _____

Attorney _____
Finance Officer _____

ACTION TAKEN

Motion by: _____

Carried: _____

Second by: _____

Ayes: _____

Nays: _____

Chris Roberson

From: Stephen Adams <sadams2@jacksonvillenc.gov>
Sent: Thursday, December 11, 2025 8:26 AM
To: Chris Roberson
Cc: Stephanie Kutz; Chris Coursey
Subject: Request for Appointment of New TAC Representative – Town of Richlands
Attachments: TAC Bylaws Approved (8-19-2021).pdf

[Allow sender](#) | [Block sender](#) | [Report](#)

Caution! This message was sent from outside your organization.

Good Morning Chris,

On behalf of the Jacksonville Urban Area Metropolitan Planning Organization (JUMPO), I hope this message finds you well.

JUMPO is requesting that the Town of Richlands designate a new representative to serve on the JUMPO Transportation Advisory Committee (TAC) Board, replacing Alderman Kandy Koonce, who was previously appointed to this role. As the MPO continues its regional planning efforts and coordination responsibilities, it is essential that each participating township maintain an active representative to ensure full participation and representation in all transportation planning decisions.

I have attached a copy of our TAC bylaws, which outline the roles, responsibilities, and expectations of all committee members. We kindly ask that the appropriate governing authority for the Town of Richlands select and confirm an appointed representative. Once the appointment is made, please provide the name, title, and contact information of the individual so that we may update our records and provide all relevant meeting schedules and materials. Additionally, for all newly appointed TAC representatives, we would also like the opportunity to schedule a brief meeting to provide an overview of the MPO and its activities.

Thank you for your attention to this matter and for your continued partnership in advancing JUMPO's regional transportation planning. Should you have any questions or need additional information, please feel free to contact Stephanie Kutz, Transportation Manager or myself.

Best regards,

Stephen Adams

Transportation Planner
City of Jacksonville
1300 N. Marine Blvd
Jacksonville, NC 28540
(910) 938-5037

www.jumpo-nc.org

www.jacksonvillenc.gov/transit

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BYLAWS

JACKSONVILLE URBAN AREA METROPOLITAN PLANNING ORGANIZATION TRANSPORTATION ADVISORY COMMITTEE

ARTICLE I - NAME

The name of this organization shall be the Jacksonville Urban Area Metropolitan Planning Organization Transportation Advisory Committee, hereinafter referred to as the "TAC".

ARTICLE II - PURPOSE

As specified in the Amended Memorandum of Understanding dated May 20, 2021, the purpose and goals of the TAC shall be:

- To serve as a forum for cooperative transportation planning decision-making for the Metropolitan Planning Organization.
- To keep the policy boards informed of the status and requirements of the transportation planning process.
- To assist in the dissemination and clarification of the decisions, inclinations, and policies of the policy boards.
- To ensure meaningful citizen participation in the transportation planning process.

ARTICLE III – RESPONSIBILITIES

As specified in the Amended Memorandum of Understanding dated May 20, 2021, the responsibilities of this committee shall include:

- Review and approval of the transportation planning work program.
- Review and approval of the Transportation Improvement Program for multimodal capital and operating expenditures and to insure coordination between local and State capital and operating improvement programs.
- Endorsement, review and approval of changes to the adopted Transportation Plan. As required by General Statutes Section 136-66.2 revisions to the Thoroughfare Plan must be jointly approved by the local governing boards and the North Carolina Department of Transportation.

- Endorsement, review, and approval of changes to the Federal-Aid Highway System and Federal-Aid Urbanized Area Boundary.
- Endorsement, review, and approval of a Prospectus for transportation planning which defines work tasks and responsibilities for the various agencies participating in the transportation planning process. And,
- Establishment of goals and objectives for the transportation planning process.

ARTICLE IV – MEMBERS

Section 1 – Number and Qualifications:

As specified in the Amended Memorandum of Understanding dated May 20, 2021, the Transportation Advisory Committee membership and voting structure shall be:

# of Members	Town/Municipality/County	Voting Status
2	Jacksonville City Council	Yes
2	Onslow County Board of Commissioners	Yes
1	NC Board of Transportation	Yes
1	Holly Ridge Town Council	No
1	Richlands Board of Alderman	No
1	Swansboro Board of Commissioners	No
1	North Topsail Beach Board of Aldermen	No

It is anticipated that the Division Administrator, Federal Highway Administration, or his representative; Assistant Chief of Staff, Facilities, MCB, Camp Lejeune; Assistant Chief of Staff, Logistics, MCB, Camp Lejeune; S-4 Officer, Marine Corps Air Station (H), New River; and several community leaders will serve as consulting non-voting members to the TAC.

Section 2 – Terms of Office:

Members of the TAC shall be designated by the governing boards that they represent. Members shall remain in office until; (1), their designation has been rescinded by their respective governing board; (2), their governing board has designated a duly qualified replacement member, or; (3), their membership in their respective governing board has ceased.

Section 3 – Alternates:

Each member government policy board may appoint an alternate to its representative provided each alternate also meets the same qualifications of membership. That alternate member may serve as a full voting member during any meeting where that board's representative is not in attendance. Proxy and absentee voting are not permitted.

ARTICLE V – OFFICERS

Section 1 – Officers Defined:

The officers of the TAC shall consist of a Chairman and Vice-Chairman, to be elected by the members of the TAC. A member of the staff of the Jacksonville Transportation Services Department shall serve as Secretary to the Committee. The Secretary shall maintain a current copy of these Bylaws as an addendum to the Memorandum of Understanding, to be distributed to the public upon request.

Section 2 – Elections:

The Chairman and Vice-Chairman shall be elected annually at the first regularly scheduled meeting of the calendar year. The Chairman shall be a representative from the Jacksonville City Council, and the Vice-Chairman shall be a representative from the Onslow County Board of Commissioners. The newly elected Chairman and Vice-Chairman shall take office immediately following the election. Additional elections may be held if either the Chairman or Vice-Chairman cannot carry out his/her duties nor complete the remainder of their appointed term.

Section 3 – Terms of Office:

The term of office for officers shall be one year. Officers may serve successive terms. Each officer shall hold office until his/her successor have been duly elected or until his/her earlier death, resignation, disqualification, incapacity to serve, or removal in accordance with the law.

Section 4 – Duties of Officers:

The Chairman shall call and preside at meetings and appoint committees. In the absence of the Chairman, the Vice-Chairman shall preside and complete all other duties of the Chairman.

ARTICLE VI – MEETINGS

Section 1 – Regular Meetings:

Meetings will be held once every two months or when it is deemed appropriate and advisable. Meeting notices and agendas are to be distributed in sufficient time for them to have been received by each committee member no later than seven (7) days prior to the meeting date. If there is insufficient business for a regularly scheduled meeting, as determined by the Chairman, the Secretary will notify the TAC members of the meeting's cancellation.

Section 2 – Special Meetings:

Special meetings may be called by the Chairman with 48 hours notice, or at the request of the majority of the eligible voting members. Whenever possible, at least seven (7) days notice shall be given.

Section 3 – Virtual Meetings

Virtual meetings will be hosted by a MPO staff liaison who will create and send the meeting invitation to all Board Members as well as interested parties. This meeting invitation will also be published on JUMPO's website to comply with open meeting laws of North Carolina and to allow for a public comment period.

The staff meeting liaison will conduct a roll call for attendance at the beginning of each meeting. Before speaking, making a motion or seconding a motion, the person should state their name. After a motion and second has been made, the chairperson should call a roll call vote.

Section 4 – Quorums:

A quorum is constituted by the presence of at least fifty percent (50%) of the eligible voting members at the beginning of the meeting.

Section 5 – Attendance:

Each member shall be expected to attend each regular meeting and each special meeting in accordance with Article VI, Sections 1 and 2. For members not attending three (3) consecutive TAC meetings, the Chairman will send to the chief elected officer of the jurisdiction of the member in question, a letter indicating the number of absences and requesting reaffirmation or redesignation of the jurisdiction's representative.

Section 6 – Agenda:

The agenda is a list of considerations for discussion at a meeting. Items on the agenda originate as a carryover from previous TAC meetings, or are placed on the agenda prior to its distribution by any member of the TAC, by request from any jurisdiction party to the Memorandum of Understanding, or by the request of the Chairman of the Technical Coordinating Committee (TCC). Additional items may be placed on the regular agenda following discussion of the last item on the regular agenda, as long as a majority concurrence of the present and eligible voting members is received.

As part of a Consent Agenda, the TAC may act on routine administrative items or items deemed by the TCC as non-controversial in one motion if no member or the public wishes an item be removed and discussed on the regular agenda. Members of the TAC may raise questions, seek clarification or add directions to Consent Agenda items without removing the item from the Consent Agenda as long as no other member objects to the change.

Section 7 – Voting Procedures:

The Chairman and any member may call for a vote on any issue provided that it is seconded and within the purposes set forth in the Memorandum of Understanding. Non-voting members and unauthorized alternates are not permitted to vote. Each voting member of the TAC shall have one vote, and a majority vote of those present and voting shall constitute approval of any motion. By approval of the TAC, a member may withdraw from voting on an issue. Abstentions shall be considered affirmative votes. Motions to reconsider shall be in accordance with Robert's Rules of Order. In the absence of

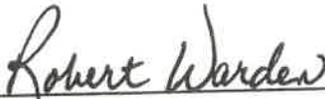
any direction from these Bylaws or other duly adopted voting procedures pursuant to certain approval actions, Robert's Rules of Order will designate procedures governing voting.

ARTICLE VII – AMENDMENTS TO BYLAWS

Amendments to these Bylaws of the TAC shall require the affirmative vote of at least two thirds (2/3) of the eligible voting members, provided that written notice of the proposed amendment has been received by each member at least seven (7) days prior to the meeting at which the item is to be considered and provided that such amendment does not conflict with the letter or fundamental intent of the Memorandum of Understanding governing this document. In the event of any conflict, the Memorandum of Understanding shall carry precedence over these Bylaws.

Adopted

8/19/2021
Date


Robert Warden
TAC Chair


Anthony Prinz
Secretary

**TOWN OF RICHLANDS
BOARD OF ALDERMEN**



Agenda Item
G3

Meeting Date:
13-Jan-26

Presenter:
Town Administrator

ITEM TO BE CONSIDERED

Title:
Planning Board/Board of Adjustment Upcoming Term Expirations

Brief Summary:

There are several seats on the Planning Board and Board of Adjustment that are set to expire mid-year. There is no action required by the Board at this point so I will prepare an advertisement and an application for the upcoming vacancies to either reappoint incumbents or new members to serve on these two boards. Once the applications are presented to the Board likely in the Spring, the Board can appoint or re-appoint members to the expiring seats.

If the Board approves of the agenda item as presented, the following motion(s) is (are) suggested:

No action required at this time.

BACKGROUND

Originating Department
Administration

- Attachments:**
- 1 Planning Board/BoA Expiring Terms
 - 2 _____
 - 3 _____
 - 4 _____
 - 5 _____

Staff Contact:
Town Administrator

REVIEWED BY

Town Administrator X
Clerk to the Board

Attorney
Finance Officer

ACTION TAKEN

Motion by:

Carried:

Second by:

Ayes:

Nays:

Richlands Planning Board & Zoning Board of Adjustment

Updated: June 16, 2025

Daniel Gray (ETJ) 389-5156
132 Turtle Shell Road (PO Box 128)

PB Term Expires: **06/19/2026**
BOA Term Expires: **06/19/2026**

Carol Eller (ETJ) 704-798-8169
222 Francktown Rd

PB Term Expires: **06/19/2026**
BOA Term Expires: **06/19/2026**

Marilyn Bunce 330-0940
303 East Foy St

PB Term Expires: **06/14/2026**
BOA Term Expires: **06/14/2026**

Kent Painter 381-3403
200 West Foy St

PB Term Expires: **11/14/2026**
BOA Term Expires: **11/14/2026**

John Tripp 358-0693/324-4360
102 Nan St

PB Term Expires: **03/13/2027**
BOA Term Expires: **06/14/2027**

Melissa Kepes 330-0914/324-9981
200 N Wilmington St

PB Term Expires: **06/14/2028**
BOA Term Expires: **06/14/2026**

Jason Smith 910-750-1565
227 Maidstone Dr

PB Term Expires: **03/13/2027**
BOA Term Expires: **01/10/2026**

Joshua Roberts (BOA Alternate) 995-7831
111 Brookhaven Dr

BOA Term Expires: **10/08/2022**

Evan Jarman (BOA Alternate) 330-6937
104 E Hargett St

BOA Term Expires: **10/08/2022**

Activity Log Event Summary (Cumulative Totals)

Richlands Police Department

(12/01/2025 - 12/31/2025)

<No Event Type Specified>	3	Administration Run	42
Alarm Activation	7	Alcohol Violations	1
Animal Complaint	3	Arrest	10
Assist Citizen	69	Assist EMS	7
Assist Fire	2	Assist Other Agency	19
Assist Other RPD Officer	5	Bank Escort	5
Business Check	1,053	Business Walk Through	10
Call for Service	418	Citation	162
Cite & Release	1	Civil Problem	7
Crash	13	Death	1
Domestic Dispute	6	DWI	1
DWLR	17	Field Interviews	1
Fingerprinting	2	Follow up Investigation	5
Fraud	2	FTO Training	12
Funeral Escort	3	Incident Report	24
Juvenile Problems	2	Larceny	1
Lighting Violation	49	Narcotic Incident	1
No Insurance	11	NOL	12
Open Container	2	Open Door/Windows	5
Patrol Zone 1	51	Patrol Zone 2	57
Patrol Zone 3	47	Patrol Zone 4	49
Patrol Zone 5	49	Patrol Zone 6	51
Possession of Drug Paraphernalia	2	Possession of Marijuana	2
Pursuit	1	Registration Violation	70
Residence Check	1	Resist, Obstruct/Delay Officer	2
Safe Movement Violation	7	Selective Traffic Enforcement	81
Special Assignment	7	Speeding	46
Stoplight/Sign	36	Supplement to report	1
Suspicious Vehicle/Person/Incident	11	Towed Vehicle	1
Transport to Jail	9	Unlock Car	3
Vehicle Check After Shift	27	Vehicle Check Before Shift	24
Vehicle Searches	5	Vehicle Stop	280
Verbal Warnings	160	Warning Citation	18

Activity Log Event Summary (Cumulative Totals)

Richlands Police Department

(12/01/2025 - 12/31/2025)

Warrant	10	Weapons Offense	3
Window Tint Violation	2		

Total Number Of Events: 3,107

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TOWN OF RICHLANDS
Statement of Revenue Budget vs Actuals
For the Accounting Period: 12 / 25

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Fund	Account	Received			Revenue	
		Current Month	Received YTD	Estimated Revenue	To Be Received	% Received
10	General					
	4100 *TAX REVENUES	73,608.32	579,538.66	777,000.00	197,461.34	75 %
	4111 Ad valorem tax - CY	0.00	3,150.14	6,000.00	2,849.86	53 %
	4112 Ad valorem tax - PY	4.72	1,020.48	2,000.00	979.52	51 %
	4113 Interest & Penalties	15,237.21	52,651.25	89,000.00	36,348.75	59 %
	4120 Vehicle Property Tax	88,850.25	636,360.53	874,000.00	237,639.47	73 %
	Account Group Total:					
	4200 *INTERGOVERNMENTAL	0.00	9,143.00	45,000.00	35,857.00	20 %
	4210 ABC Revenue	0.00	64,064.92	62,000.00	-2,064.92	103 %
	4221 Fire District tax	0.00	0.00	10,000.00	10,000.00	0 %
	4231 NCDOR - Beer & Wine Tax	45,356.19	281,523.57	538,000.00	256,476.43	52 %
	4232 NCDOR - Local option sales tax	33,943.53	62,224.75	126,000.00	63,775.25	49 %
	4234 NCDOR - Utility Franchise taxes	4,124.15	8,245.43	18,500.00	10,254.57	45 %
	4235 NCDOR - Video Programming	0.00	154.69	0.00	-154.69	%
	4271 Police Confiscations	42,977.76	85,955.53	90,000.00	4,044.47	96 %
	4280 Powell Bill aid	126,401.63	511,311.89	889,500.00	378,188.11	57 %
	Account Group Total:					
	4300 *INVESTMENT INCOME	3,194.48	20,202.75	25,000.00	4,797.25	81 %
	4311 Interest Earnings	6.73	34.07	100.00	65.93	34 %
	4312 Interest Earnings - Powell bill	3,201.21	20,236.82	25,100.00	4,863.18	81 %
	Account Group Total:					
	4400 *SALES OF SERVICE	2,230.00	14,270.00	19,000.00	4,730.00	75 %
	4431 Rents	1,800.00	5,400.00	10,800.00	5,400.00	50 %
	4432 GTE Lease	2,916.67	17,500.02	35,000.00	17,499.98	50 %
	4433 Rent - ONWASA	16,501.84	105,131.94	205,000.00	99,868.06	51 %
	4451 Trash Collection	23,448.51	142,301.96	269,800.00	127,498.04	53 %
	Account Group Total:					
	4500 *FEES & FINES	120.00	1,320.00	3,300.00	1,980.00	40 %
	4512 Employee Agreement Reimbursements	209.70	1,822.05	2,000.00	177.95	91 %
	4531 Civil fines & court cost	0.00	0.00	500.00	500.00	0 %
	4542 Ordinance Violation Fee/Assmt	650.00	3,400.00	10,000.00	6,600.00	34 %
	4543 Building Permits	979.70	6,542.05	15,800.00	9,257.95	41 %
	Account Group Total:					
	4600 *GRANTS & DONATIONS	1,700.00	1,700.00	2,500.00	800.00	68 %
	4642 Operation Santa Donations	1,700.00	1,700.00	2,500.00	800.00	68 %
	Account Group Total:					
	4700 *MISCELLANEOUS	0.00	87,316.00	87,316.00	0.00	100 %
	4710 Debt Proceeds	0.00	299,250.00	1,000.00	-298,250.00	*** %
	4751 Capital Asset Sales	204.00	33,022.56	19,900.00	-13,122.56	166 %
	4790 Miscellaneous Revenues	204.00	419,588.56	108,216.00	-311,372.56	388 %
	Account Group Total:					
	4900 *TRANSFERS & APPROPRIATIONS	0.00	0.00	198,617.09	198,617.09	0 %
	4999 Appropriation from fund balance	0.00	0.00	198,617.09	198,617.09	0 %

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TOWN OF RICHLANDS
Statement of Revenue Budget vs Actuals
For the Accounting Period: 12 / 25

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Fund	Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	Received	%
10	General						
	Account Group Total:	0.00	0.00	198,617.09	198,617.09	0	%
	Fund Total:	244,785.30	1,738,041.81	2,383,533.09	645,491.28	73	%
	Grand Total:	244,785.30	1,738,041.81	2,383,533.09	645,491.28	73	%

10 General

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
5000							
5100	Governing Body	2,252.25	4,504.50	0.00	4,504.50	9,100.00	4,595.50
	416 Elected Officials	172.34	344.68	0.00	344.68	700.00	355.32
	421 FICA	10,800.00	21,300.00	0.00	21,300.00	25,800.00	4,500.00
	511 Professional Services	6,260.85	13,239.58	0.00	13,239.58	13,459.00	219.42
	512 Contractual services	284.40	284.40	0.00	284.40	1,000.00	715.60
	513 Staff development & travel	0.00	60,372.38	0.00	60,372.38	60,000.00	-372.38
	525 Property & Liability Insurance	0.00	5,211.00	0.00	5,211.00	5,400.00	189.00
	534 Dues & subscriptions	1,863.51	2,163.84	0.00	2,163.84	15,400.00	13,236.16
	579 Miscellaneous Expense	21,633.35	107,420.38	0.00	107,420.38	130,859.00	23,438.62
	Account Total:						
5210	Administration	50,208.84	168,057.77	0.00	168,057.77	268,000.00	99,942.23
	411 Full-time regular wages	3,775.86	12,430.37	0.00	12,430.37	21,000.00	8,569.63
	421 FICA	6,559.21	23,470.52	0.00	23,470.52	38,000.00	14,529.48
	423 IGRERS Pension	1,555.10	7,447.55	0.00	7,447.55	13,500.00	6,052.45
	424 401K	4,591.81	14,960.52	0.00	14,960.52	30,800.00	15,839.48
	425 Health & Life Insurance	579.21	7,562.56	0.00	7,562.56	9,500.00	1,937.44
	512 Contractual services	197.49	864.29	0.00	864.29	7,500.00	6,635.71
	515 Advertising	397.90	1,740.04	0.00	1,740.04	1,500.00	-240.04
	522 Maint & Rep - Buildings	0.00	0.00	0.00	0.00	100.00	100.00
	523 Maint & Rep - Equipment	0.00	2,166.34	0.00	2,166.34	2,500.00	333.66
	524 Maint & Rep - Vehicles	0.00	0.00	0.00	0.00	100.00	100.00
	525 Property & Liability Insurance	0.00	0.00	0.00	0.00	100.00	100.00
	526 Utilities & Communication	959.53	4,810.92	0.00	4,810.92	12,800.00	7,989.08
	534 Dues & subscriptions	0.00	555.00	0.00	555.00	1,700.00	1,145.00
	535 Postage & Printing	10.48	108.32	0.00	160.32	200.00	39.68
	537 Collection Fee	3,923.72	5,104.73	0.00	5,104.73	9,000.00	3,895.27
	551 Supplies	707.66	2,057.34	40.00	2,097.34	2,200.00	102.66
	579 Miscellaneous Expense	439.81	439.81	0.00	439.81	100.00	-339.81
	581 Operation Santa Donations	0.00	0.00	512.96	512.96	2,500.00	1,987.04
	Account Total:	73,906.62	251,776.08	604.96	252,381.04	421,100.00	168,718.96
5310	Public Safety	26,681.26	150,575.49	0.00	150,575.49	366,000.00	215,424.51
	411 Full-time regular wages	0.00	3,231.02	0.00	3,231.02	4,000.00	768.98
	412 Part-time regular wages	265.16	1,723.54	0.00	1,723.54	2,400.00	676.46
	414 Separation Allowance	1,951.49	11,732.37	0.00	11,732.37	28,500.00	16,767.63
	421 FICA	4,290.36	24,197.54	0.00	24,197.54	57,500.00	33,302.46
	423 IGRERS Pension	1,193.44	7,210.79	0.00	7,210.79	18,000.00	10,789.21
	424 401K	6,182.61	15,245.90	0.00	15,245.90	53,600.00	38,354.10
	425 Health & Life Insurance	0.00	0.00	0.00	0.00	100.00	100.00
	511 Professional Services	3,799.20	24,927.01	0.00	24,927.01	24,500.00	-427.01
	512 Contractual services	0.00	424.24	0.00	424.24	1,500.00	1,075.76
	513 Staff development & travel	0.00	0.00	0.00	0.00	4,500.00	3,604.20
	514 Uniforms	0.00	895.80	0.00	895.80	2,400.22	1,601.03
	523 Maint & Rep - Equipment	400.22	799.19	0.00	799.19	4,500.00	5,204.28
	524 Maint & Rep - Vehicles	1,496.31	8,447.47	0.00	8,447.47	13,651.75	200.00
	525 Property & Liability Insurance	0.00	0.00	0.00	0.00	17,000.00	10,331.05
	526 Utilities & Communication	1,444.61	6,668.95	0.00	6,668.95	500.00	500.00
	533 Contributions	0.00	0.00	0.00	0.00		

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TOWN OF RICHLANDS
Budget vs. Actual Report
For the Accounting Period: 12 / 25

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10 General

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
534	Dues & subscriptions	0.00	200.00	0.00	200.00	200.00	0.00
535	Postage & Printing	0.00	97.84	52.00	149.84	200.00	50.16
551	Supplies	1,610.19	7,378.09	39.99	7,418.08	22,700.00	15,281.92
561	Capital Outlay	0.00	55,441.77	0.00	55,441.77	55,652.85	211.08
564	Debt Service Principle	0.00	0.00	0.00	0.00	13,304.12	13,304.12
565	Debt Service - Interest	0.00	0.00	0.00	0.00	1,921.28	1,921.28
573	Governing Board Projects	0.00	0.00	0.00	0.00	200.00	200.00
579	Miscellaneous Expense	220.01	220.01	0.00	220.01	2,000.00	1,779.99
	Account Total:	49,534.86	319,417.02	91.99	319,509.01	690,530.22	371,021.21
5400	Fire						
512	Contractual services	0.00	89,064.92	0.00	89,064.92	114,064.92	25,000.00
	Account Total:	0.00	89,064.92	0.00	89,064.92	114,064.92	25,000.00
5620	Code Enforcement						
512	Contractual services	0.00	0.00	0.00	0.00	1,000.00	1,000.00
	Account Total:	0.00	0.00	0.00	0.00	1,000.00	1,000.00
5720	Buildings & Grounds						
512	Contractual services	1,041.60	10,941.60	0.00	10,941.60	26,000.00	15,058.40
521	Maint & Rep - Infrastructure	0.00	2,031.98	0.00	2,031.98	9,700.00	7,668.02
522	Maint & Rep - Buildings	275.00	32,479.93	0.00	32,479.93	33,983.00	1,503.07
523	Maint & Rep - Equipment	360.00	398.75	0.00	398.75	1,500.00	1,101.25
526	Utilities & Communication	532.79	3,979.77	0.00	3,979.77	13,300.00	9,320.23
551	Supplies	48.98	189.33	0.00	189.33	500.00	310.67
561	Capital Outlay	0.00	150,000.00	0.00	150,000.00	150,000.00	0.00
579	Miscellaneous Expense	0.00	2,229.10	0.00	2,229.10	100.00	-2,129.10
	Account Total:	2,258.37	202,250.46	0.00	202,250.46	235,083.00	32,832.54
5740	Streets						
411	Full-time regular wages	23,119.12	111,388.96	0.00	111,388.96	214,000.00	102,611.04
421	FICA	1,768.59	8,521.30	0.00	8,521.30	15,500.00	6,978.70
423	LGERS Pension	3,317.56	15,984.30	0.00	15,984.30	30,000.00	14,015.70
424	401K	812.38	5,225.88	0.00	5,225.88	10,500.00	5,274.12
425	Health & Life Insurance	3,025.12	12,841.24	0.00	12,841.24	30,700.00	17,858.76
511	Professional Services	0.00	0.00	0.00	0.00	500.00	500.00
512	Contractual services	8,165.90	15,809.01	1,373.39	17,182.40	34,500.00	17,317.60
513	Staff development & travel	30.00	210.00	0.00	210.00	500.00	290.00
514	Uniforms	0.00	2,339.08	0.00	2,339.08	2,500.00	160.92
515	Advertising	0.00	0.00	0.00	0.00	500.00	500.00
522	Maint & Rep - Buildings	0.00	0.00	0.00	0.00	100.00	100.00
523	Maint & Rep - Equipment	75.96	1,157.69	0.00	1,157.69	4,500.00	3,342.31
524	Maint & Rep - Vehicles	3,138.65	13,674.69	0.00	13,674.69	15,909.95	2,235.26
525	Property & Liability Insurance	0.00	0.00	0.00	0.00	100.00	100.00
526	Utilities & Communication	3,749.10	17,908.20	0.00	17,908.20	45,500.00	27,591.80
535	Postage & Printing	0.00	97.84	52.00	149.84	100.00	-49.84
551	Supplies	651.93	6,070.31	39.99	6,110.30	14,600.00	8,489.70
561	Capital Outlay	0.00	46,086.00	0.00	46,086.00	48,667.37	2,581.37
564	Debt Service Principle	0.00	0.00	0.00	0.00	14,871.06	14,871.06
565	Debt Service - Interest	0.00	0.00	0.00	0.00	2,147.57	2,147.57
572	Powell Bill Expenses	0.00	7,367.35	0.00	7,367.35	117,200.00	109,832.65

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TOWN OF RICHMOND
Budget vs. Actual Report
For the Accounting Period: 12 / 25

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10 General

Account Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
576 Landfill Tipping Fees	5,088.16	28,695.63	0.00	28,695.63	57,000.00	28,304.37
579 Miscellaneous Expense	227.99	227.99	0.00	227.99	5,000.00	4,772.01
Account Total:	53,170.46	293,605.47	1,465.38	295,070.85	664,895.95	369,825.10
5750 Solid Waste						
512 Contractual services	10,616.00	52,527.12	0.00	52,527.12	126,000.00	73,472.88
Account Total:	10,616.00	52,527.12	0.00	52,527.12	126,000.00	73,472.88
Account Group Total:	211,119.66	1,316,061.45	2,162.33	1,318,223.78	2,383,533.09	1,065,309.31
Fund Total:	211,119.66	1,316,061.45	2,162.33	1,318,223.78	2,383,533.09	1,065,309.31
Grand Total:	211,119.66	1,316,061.45	2,162.33	1,318,223.78	2,383,533.09	1,065,309.31



Town Administrator's Monthly Report for December 2025

Grants

- Working with USDA, Congressman Greg Murphy's office for Community Project Funding (CPF) and our engineer (River's & Associates) to get up to date on the things that need to be done for the street upgrade project. The Preliminary Engineering Report is underway and near completion.
- We have received bids for the restrooms and stage for Venter's Park which is funded by NC Commerce's Rural Transformation Grant. The bids came in over budget so we have scheduled a meeting with the low bidder to see if we can modify the scope to get the project within our project budget.

Planning/Zoning/Development/Economic Development

- Seven (7) zoning permits have been processed and issued (4 commercial and 3 residential).
- We have conducted proof rolling of the proposed streets for Squires Run Subdivision for future paving. They must make some improvements prior to further work on the streets as the base is not adequate in some places.
- The 3 commercial outparcels for Ellis Development's plans have been approved. It is anticipated that 2 of the outparcels will be developed very soon with the 3rd awaiting a buyer for commercial development.
- Planning Board meeting is scheduled for January 26th.
- Annexation Maps for Carolina Sapphire and Primary Land Development were taken to the Register of Deeds for recording and submitted to the Secretary of State's office. One of the maps was too large for recording so I contacted the developer to get a correctly sized map accordingly.

Personnel

- Nothing new to report

Utilities/Public Works

- The W. Foy/Railroad Street drainage project is awaiting the engineering agreement from River's & Associates.

Building/Grounds/Assets

- I have received an updated quote to replace the sign at the Community Building. It is my understanding that the Rotary has tentatively agreed to pay for the new sign. They meet on January 20th to formally vote on this request.
- We have replaced our office copier with a newer, updated copier as the contract price was cheaper.

General/Upcoming Events

- Nothing new to report in this category

Miscellaneous

- Worked on routine day-to-day and long-term administrative related Town matters.
- A lot of the month was spent familiarizing myself with the normal operations of the Town and learning the various procedures specific to the Town.