



# TOWN OF MOUNT GILEAD BOARD OF COMMISSIONERS MEETING MINUTES

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**January 3, 2023**

The Mount Gilead Board of Commissioners met on Tuesday, January 3, 2023, at 7:00 p.m. at the Highland Community Center, 131 Hoffman Drive, Mt. Gilead, NC, for the regular monthly business meeting. Present were Mayor Beverly Harris, Mayor Pro Tem Tim McAuley, Commissioners Paula Covington, Mary Lucas and Vera Richardson, Interim Town Manager Bill Zell, Town Clerk Amy Roberts, Police Assistant Chief Austen Morton, Fire Chief Keith Byrd and Public Works Director Daniel Medley. Absent was Police Chief Talmedge Legrand.

*Mayor Harris called the meeting to order at 7:00 p.m. with a moment of silence and the Pledge of Allegiance.*

**ITEM I. ADOPTION OF THE AGENDA**

Commissioner Covington made a motion to adopt the agenda for January 3, 2023. Commissioner Richardson seconded the motion. Motion carried unanimously.

**ITEM II. APPROVAL OF THE MINUTES**

**A. December 6, 2022, Regular Meeting Minutes**

Commissioner Covington made a motion to adopt the December 6, 2022, regular meeting minutes. Commissioner Lucas seconded the motion. Motion carried unanimously.

**ITEM III. PUBLIC COMMENT**

- Mr. Johnny Greene – Parkertown Rd., Mt. Gilead – Mr. Greene wanted to thank the members of the Concerned Citizens for all their help with delivery of some fruit baskets. He invited the public to join their meetings which is always the second Thursday of every month at the Fire Station at 7 p.m. He stressed the need for our community to come together.
- Mr. Jimmy Deaton, Stanback St., Mt. Gilead – Mr. Deaton addressed the Board about two homes that are being built beside his residence. He says the construction company is making a huge mess and is upset about the mud being left on the road and asked if there wasn't something that the Town could do. He stressed to the Board members that if they haven't been by there, they should ride by and look for themselves. He took several pictures of the mess that was passed around to the Board. **NOTE:** *The clerk kept a copy of the pictures and has filed them with the January 3, 2023, agenda packet.*
- Ms. Patricia Lilly, Pleasant Valley Rd. Mt. Gilead – Ms. Lilly asked if the Town could place some NO LITTERING signs at the end of Pleasant Valley Road. The litter is so b on her road. She said that the sidewalks are torn up and she would like some help fixing all the issues in her neighborhood.
- Ms. Patsi Laracuate, Stanback St. Mt. Gilead – Ms. Laracuate reiterated about the mess the construction company was making around the residence of Mr. Jimmy Deaton and said that this affects all of us and the Board members should really go take a look for themselves. She also stated that the agenda packet was not posted online quick enough and that there is a lack of communication between Town Hall, the Board, and the public. She stated that she has been trying to find out if the Gathering Garden was supposed to be under the Community Appearance Board (CATb) or if they were their own entity. She stated that she would like to have clarification so she will know how to move forward with the CATb. She asked if the Board could get clarification for her. Town Clerk Amy Roberts told her she would speak with Mary Poplin, who is over the Community Garden, and get clarification for Ms. Laracuate as soon as possible.

**ITEM IV. OLD BUSINESS**

- A. Approval of RFQ – Engineering Firm – Sewer System Improvements  
Interim Manager Zell stated that out of all RFQ's sent out (5), LKC Engineering was the only firm to send in a quote for the WTP and sewer system upgrades. He stressed to the Board that he felt like they should approve LKC so that we can move forward in this process. Commissioner Richardson made a motion to accept LKC's proposal. Mayor Pro Tem McAuley seconded the motion. Motion carried unanimously.

**ITEM V. NEW BUSINESS**

- A. Budget Amendments BA23-0103-01 through BA23-0103-04 were submitted for approval. These budget amendments were to account for donations received for Shop with a Cop and Cookout with a cop. New g/l line items were created to account for donations going forward for all Police and Community event donations. Mayor Pro Tem McAuley made one motion to approve all four budget amendments with a second from Commissioner Richardson. Motion carried unanimously.
- B. Resolutions 23-01-03-01 through 23-01-03 were presented as part of the acceptance of ARPA funds. The resolutions were Amendment to the Finance Policies, Record Retention Policy and a Non-Discrimination policy and are required before any ARPA funds can be dispensed. Commissioner Richardson made one motion to adopt all three resolutions. Commissioner Covington seconded the motion. Motion carried unanimously.

**ITEM VI. COMMITTEE REPORTS**

- A. Community Appearance Tree Board  
Ms. Patsi Laracuate, President of the CATb gave an update to the Board. She stated that the committee has decided to start meeting twice a month, once in person and once via zoom.  
A new CATb membership application from Mr. Tim Patterson was presented to the Board for approval. Commissioner Richardson made a motion to approve the application. Commissioner Covington seconded the motion. Motion carried unanimously.
- B. New Town Manager Hiring Committee  
As part of the Town's approved process of selecting a new Town Manager, the Board must select two board members, two staff members (interim manager and clerk), and two members of the general public to serve on the committee. The Board received 4 applications from citizens to serve on this committee. At the beginning of the meeting, the Board members were given a ballot with each committee candidate's name on it as well as each Commissioner's name. Interim Manager Zell collected the ballots and tallied them. The Board chose Ms. Laura Anderson and Ms. Stephanie Welland to serve on this committee from the public, and Mayor Pro Tem McAuley and Commissioner Covington to serve from the Board. The Board chose Kyle Poplin to serve as Alternate in the event that either of the committee members from the Public could not fulfill their duties.

**ITEM VII. STAFF REPORTS**

Staff reports were given by \*Mr. Daniel Medley, Public Works Director, Mr. Austen Morton, Assistant Police Chief and Mr. Keith Byrd, Fire Chief and \*Mr. Bill Zell, Interim Town Manager and were attached to the Board packets. Reports are on file in the Clerk's office and available for public viewing.

\*Mr. Daniel Medley, Public Works Director, introduced Mr. Brenden Klenke, a representative with a company named 120 Water, who presented a proposal to help the Town fulfill a mandatory action required notice that came from NC Department of Environmental Quality which is requiring all Towns and counties to get a service line inventory from each water customer for the Town of Mount Gilead to check for lead levels within the piping. A copy of this proposal and the legal NOTICE are also available within the Public Works monthly report. A quote for services was requested by the Board and will be presented at the February Board meeting.

\*Mr. Bill Zell, Interim Town Manager, introduced a contract to the Board from N-Focus, who is a company designed to help municipalities and counties with Planning and Zoning. Mr. Zell stressed the importance of having a professional who specializes in Planning to help with the upcoming requests for re-zoning to add an RV resort. The town currently doesn't have zoning that allows for this type of resort and the Planning Board has recommended that we move forward with allowing this rezoning request and create a new Zoning code of RA. Commissioner Richardson made a motion to approve the contract for N-Focus with a second from Commissioner Covington. Contract was unanimously approved.

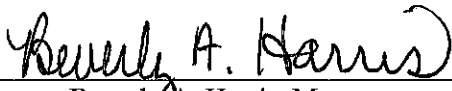
**ITEM VIII. MAYOR AND COMMISSIONERS REPORT**

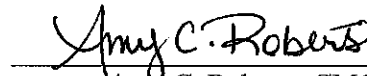
Commissioner Richardson said she would like to thank everyone who hosted and supported the Highland Community Center annual Banquet.

Commissioner Richardson asked where we stand with the redevelopment of the Parks and Recreation Committee. Town Clerk Amy Roberts stated that all members of the previous committee have stressed interest in remaining on the committee and there was only one new membership request after posting it for a month. That application will come before the Board at the February meeting for approval. The Board will plan to have its first meeting in March, where new officers will be named.

**ITEM IX. ADJOURNMENT**

With no more Board business, Commissioner Covington made a motion to adjourn the meeting. Commissioner Lucas seconded the motion at the meeting was unanimously adjourned at 8:42 p.m.

  
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Beverly A. Harris, Mayor

  
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Amy C. Roberts, CMC, Town Clerk



# TOWN OF MOUNT GILEAD BOARD OF COMMISSIONERS AGENDA

110 West Allenton Street, Mount Gilead, North Carolina, 27306  
January 3, 2023

The Mount Gilead Board of Commissioners will meet on Tuesday, January 3, 2023, at 7:00 p.m. at the Highland Community Center, 131 Hoffman Rd, Mt Gilead, NC, for the regular monthly business meeting.

**ITEM I. CALL TO ORDER (Mayor Harris)**  
**MOMENT OF SILENCE**  
**PLEDGE OF ALLEGIANCE**

**ITEM II. ADOPTION OF THE AGENDA (Action)**

**ITEM III. APPROVAL OF THE MINUTES (pages 1-5) (Action)**  
A. December 6, 2022, Regular Meeting Minutes

**ITEM IV. PUBLIC COMMENT**  
A. Reading of the Rules for Public Comment – Interim Town Manager Bill Zell

*Meetings of the Mount Gilead Town Board of Commissioners typically include a segment dedicated to public comment. The purpose of this time is for members of the community and the general public to make their views known directly to the Town Board. To ensure a fair proceeding for all who wish to speak, please be aware of the following rules that will be observed during all public meetings:*

- 1. All persons wishing to speak shall do so from the podium to ensure an accurate record of testimony. No one is permitted to speak from the audience. This is a public comment session and not a public debate. A Mayor nor the Board of Commissioners are allowed to respond to public comment or debate with a citizen during this time. If a response is necessary, a separate meeting can be called to discuss the issue at hand or if the answer is readily available it will be answered during Department Reports by the Town Manager.*
- 2. Each person who has signed up to speak shall have one opportunity to speak for a period not to exceed 3 minutes in duration. The speaker will not be permitted to speak again once they leave the podium, or their 3 minutes expire.*
- 3. The Board requests that a group be represented by a spokesperson to keep repetitive testimony at a minimum. If this spokesperson is representing a group of more than 5 citizens, he/she is afforded the opportunity to speak for a period not to exceed 5 minutes.*
- 4. Town staff will note all comments and provide answers directly to citizens or make information available town-wide during department reports or at the next meeting.*
- 5. Inflammatory or immaterial testimony will not be allowed.*
- 6. In addition to the comment period during the public meeting, individuals can provide written comments to the Town Board of Commissioners by submitting them in writing to the Town Clerk.*

**ITEM VI. OLD BUSINESS (pages 6-20)**  
A. Approval of RFQ – Engineering Firm – Sewer System Improvements **(Action)**

**ITEM VII. NEW BUSINESS (pages 21-35) (Action)**  
A. Budget Amendment BA23-0103-01  
B. Budget Amendment BA23-0103-02  
C. Budget Amendment BA23-0103-03  
D. Budget Amendment BA23-0103-04  
E. Amendment to Audit Accounts – JB Watson & Co.  
F. Resolution 23-01-03-01 – Amendment to the Finance Policies for ARP/CSLFRF Fund  
G. Resolution 23-01-03-02 – Record Retention Policy for ARP/CSLFRF Funds  
H. Resolution 23-01-03-03 – Non-Discrimination Policy for ARP/CSLFRF Funds

- ITEM VII. COMMITTEE REPORTS (pages 36-43)**
- A. Community Appearance Tree Board **(Action)**
    - 1. Review and Approval of Application
  - B. New Town Manager Hiring Committee **(Action)**
    - 1. Review and approval of Applications (Two)
- ITEM VIII. STAFF REPORTS (44-57)** **(Information)**
- A. Public Works – Public Works Director Daniel Medley
  - B. Police Department – Chief Talmadge Legrand
  - C. Fire Department – Chief Keith Byrd
  - D. Interim Town Manager – Bill Zell
  - E. Code Enforcement Report
- ITEM IX. MAYOR AND COMMISSIONERS REPORT** **(Information)**
- ITEM X. ADJOURNMENT** **(Action)**



# TOWN OF MOUNT GILEAD BOARD OF COMMISSIONERS MEETING MINUTES

110 West Allenton Street, Mount Gilead, North Carolina, 27306  
December 6, 2022

The Mount Gilead Board of Commissioners met on Tuesday, December 6, 2022, at 7:00 p.m. at the Highland Community Center, 131 Hoffman Rd, Mt. Gilead, NC, for the regular monthly business meeting. Present were Mayor Beverly Harris, Mayor Pro Tern Tim McAuley, Commissioners Paula Covington, Mary Lucas and Vera Richardson, Interim Manager Bill Zell, Police Chief Talmedge Legrand, Public Works Director Daniel Medley and Fire Chief Keith Byrd. Absent: Amy Roberts, Town Clerk.

*Mayor Harris called the meeting to order at 7:00 p.m. with a moment of silence and the Pledge of Allegiance.*

## ITEM I. ADOPTION OF THE AGENDA

Commissioner Richardson made a motion to adopt the agenda as is. Commissioner Lucas seconded the motion. The agenda was unanimously adopted.

## ITEM II. APPROVAL OF THE MINUTES

Commissioner Covington made a motion to adopt the regular meeting minutes from November 1, 2022, the Special Meeting Minutes from November 14, 2022, and the Board Workshop Minutes from November 16, 2022. Commissioner Richardson seconded the motion, and all minutes were adopted unanimously.

## ITEM III. PUBLIC COMMENT and FORUM

*Mayor Harris addressed the audience about her concern with citizens posting negative comments on social media that hurt our Town, it's citizens and merchants. She understands that social media is freedom of speech, but she hopes people will consider what they are doing to hurt our town. She was disheartened by some of the comments she has seen and heard and stressed to the audience that if anyone had something that needs to be discussed with the Town Board of Commissioners, she felt sure any of them would be glad to meet with citizens one and one and discuss their issues and/or concerns. She once again stressed to please be careful what you post because making our town look bad is not going to help us bring citizens into our Town. She thanked everyone for listening.*

A. **Reading of the Rules for Public Comment** - Interim Town Manager Bill Zell read the rules for public comment before the session opened.

1. Mr. Chuck Routh - 307 E. Allenton St., Mt. Gilead - Mr. Routh commented on the Town Manager job posting that had been placed on the North Carolina League of Municipalities website. He compared the advertisement to the job posting for a Town Manager in Montreat, NC. He hopes the Town has success in their job search.
2. Mr. George Knight, 2773 NC Hwy. 109 S., Mt. Gilead - Does not agree with the Town's Public comment policy. He thinks that three minutes is not long enough for citizens to address the Board. He stated that not all citizens get to attend the Board workshops. He also addressed the mayor's earlier comments about social media postings that hurt our town. He stated that it is a shame that we, as a Town, can't all get along better. We need to come together.

## **PUBLIC FORUM - Lake Tillery Development Project**

Mr. Kevin Pressley, President, Pressley Development, Union County- Mr. Pressley stressed to the Board that his group has a great project to be developed at Lake Tillery that can be a great benefit for the County and the Town. He is making himself available to answer any questions from the citizens. Mr. Pressley has contacts with legislature that is on board with this project and wants to help fund this project. He stated that there is money out there, we just need to go after it. The potential funds are available to the Town to help fund the sewer upgrades required by this

Project at Lake Tillery. He understands the hesitance and wants the Board to know he is always available to answer any questions they may have. Mr. Pressley stated that he has had several meetings with Montgomery County and Mt. Gilead, and he is confident that in May we will have an additional six million on top of the 3.5 million to help fund the sewer upgrades for this project. Currently, the sewer is the most important part of this project. This project CAN move forward with or without annexation from the Town. He understands the concerns, but he says at our current tax rate of .57 and the scope of this project, we are looking at an additional potential three million dollars in revenue each year for the Town. He also wanted the Board to know that he is confident that the legislature understands and is on board with this project. He has no issues going before the legislature and feels sure there would be no issue with creating districts that will prevent this development from "coming in and taking over" the town.

***\*\*The complete recording of Mr. Pressley's report is available to the public in the Clerk's office and can be heard upon request.***

Mr. Rob McIntyre, LKC Engineering- Rob spoke about how much capacity will be needed to upgrade the treatment plant. Lift station #6 on Lily's Bridge Road has enough capacity currently to allow for about 50 homes to be built without interfering creating any issues with the force main. Currently there is an 8" Force Main that pumps about 22,000 feet to the treatment plant. To increase capacity to that lift station, LKC is researching the best way to efficiently do this. To start this 3-million-dollar project rolling, they had dedicated about one million of this to increase the capacity to Lift Station #6 on Lily's Bridge Road. This includes upgrading the pumps so that in the future if they need to increase the size of the Force Main they can come in seamlessly and do this. There are funds currently included for lift stations upgrades within the 3.5 million dollars that will upgrade the capacity to be able to handle another 200 homes bringing the total to 250 homes. By doing this, that will get us through approximately year 2025 before any more sewer upgrades would be needed. The first homes at this development are not slated to be built until 2024. Somewhere in the time frame of 25-26, we need to start looking into another WWTP upgrade.

***\*\*The complete recording of Mr. McIntyre's report is available to the public in the Clerk's office and can be heard upon request.***

Mr. Frankie Maness, Montgomery County Manager- Mr., Maness addressed the proposed Interlocal agreement between Montgomery County, Town of Mount Gilead, and Pressley Development. He stated that, as it currently stands, the County would have jurisdictional authority over the land(s). Future discussion can be had later about zoning and annexation with the Town if and when it is needed. The County is also the provider of the water for this site as well as the entire County. The County has conducted an independent study, in addition to the studies conducted by LKC, and water is not a concern for this project. Sewer is a concern for this project. The impact(s) on the Town's systems can be a risk. The most critical aspect of this project is capacity and expansion upgrades that will need to be done and how it needs to be handled. His recommendation is a three-part interlocal agreement between the County, the Town, and the developers. That agreement is not quite complete but is being drafted currently. Mr. Maness stressed that he is available to answer any questions from the citizens, the Board, or the staff.

***\*\*The complete recording of Mr. Maness' report is available to the public in the Clerk's office and can be heard upon request.***

### **Public Forum Comment:**

Mr. John Hall, Cedar St. Mt. Gilead - Years ago there was a study done about Twin Harbor. He hopes the engineers will consider the study that was done for this project and compare it to what it has cost the Town in the long run. He's concerned that this new development could potentially be the same problem Twin Harbor has become.

Mr. George Knight, Hwy. 109 South, Mt. Gilead- Wants to make sure the citizens understand what these developers are proposing. He says not to listen to them "blowing smoke" and making promises about what they plan to do. He's concerned that the local citizens can't annex and tap on to the current sewer system and we're allowing this development to come into our town when our own citizens are struggling to make it.

***\*\*The complete recording of Mr. Knight's comment is quite lengthy and is available to the public in the Clerk's office and can be heard upon request.***

Ms. Shelton Johnson, The Landing, Mt. Gilead - Lives right beside this future project and right behind Twin Harbor. Her question is the timing of this project and when it will begin. Mr. Pressley stressed that this project will be a 10-year project that will begin in the 2024-2025 timeframe. There will be around 25 homes being built in the beginning and then it will wrap up for a while before beginning again. The project will not exceed 100-125 homes per year. A traffic impact analysis has been done and there will be three traffic lights built in the much-needed areas along the lake and the Hwy. 24/27 area to help with traffic flow as well as lots of businesses, grocery stores and urgent care/doctor's offices and lots of good things coming with this project. There will be a projection and study done to determine what will be needed for fire and police.

***\*\*The complete recording of Ms. Johnson's comment is available to the public in the Clerk's office and can be heard upon request.***

Mr. Shaun Welland, Main St., Mt. Gilead - Mr. Welland asked if the development could go ahead with the capacity currently available at the treatment plant now? What the developers are looking for now is just the interlocal agreement between the developer, town, and county to be able to build out and up to capacity as needed. The commitment needs to be figured out amongst everyone before things move forward any further.

***\*\*The complete recording of Mr. Welland's comment is available to the public in the Clerk's office and can be heard upon request.***

**Mr. Rob McIntyre and Mr. Pressley ended the Public Forum by addressing questions that had been emailed prior to the meeting from the public.**



**ITEM IV.**

**OLD BUSINESS**

**A. Approval of the Fire Department Kitchen/Community Room Renovations**

Mayor Pro Tern McAuley made a motion to approve the Fire Department renovations with a second from Commissioner Richardson. The renovations were unanimously approved. Commissioner Richardson asked Fire Chief Byrd if there was only one quote for this project. Chief Byrd stated that he was only asked to get one quote from former Town Manager David Smith. Ms. Richardson stated that normally we should get three quotes and choose the best quote from the three but since the former Town manager was no longer here to defend this, we will approve this project.

**ITEM V.**

**NEW BUSINESS**

**A. Budget Amendment BA22-1206-01**

**B. Budget Amendment BA22-1206-02**

Commissioner Lucas made a motion to approve both budget amendments with a second from Commissioner Richardson. Budget amendments were unanimously approved.

**ITEM VI.**

**COMMITTEE REPORTS**

**A. Community Appearance Tree Board**

**B. Update on Parks and Recreation Committee**

\*\*No one from these committees were available to report.

**ITEM VII.**

**STAFF REPORTS**

Staff reports were presented by Police Chief Talmedge Legrand, Public Works Director Daniel Medley, Fire Chief Keith Byrd and Interim Town Manager Bill Zell and were attached to the Board packets. These reports are available for public inspection in the Town Clerk's office and on the Town website.

**ITEM VIII.**

**MAYOR AND COMMISSIONERS REPORT**

Speckled Paw Coffee was named NC Small Business of the Year. The mayor wanted to say kudos to Kyle and Myra Poplin for this accomplishment.

The mayor also wanted to thank Mitchell and Mary Lucas for donating a US and NC Flag to the Highland Community Center.

Mayor Harris stressed again that she wants the town to come together and be better as a community. She wished everyone a Merry Christmas and a prosperous New Year.

Mayor Pro Tem McAuley also stressed that he remembers the time when our Town was great, and everyone got along. He hopes we can get back to that again.

Commissioner Covington state that Highland Community Center will be holding their annual Gala on Saturday, December 17.

Coats for Kids is happening now through January and there are drop offs at Mt. Gilead Police Department and Town Hall.

**ITEM IX.**

**ADJOURNMENT**

With no more Board business, Mayor Pro Tem McAuley made a motion to adjourn the meeting with a second from Commissioner Richardson. Meeting was unanimously adjourned at 9:00 p.m.

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Beverly A. Harris, Mayor

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Amy C. Roberts, Town Clerk



# TOWN OF MOUNT GILEAD

110 West Allenton Street, Mount Gilead, North Carolina, 27306

## MEMORANDUM

**DATE:** January 3, 2023  
**TO:** Mayor and Board of Commissioners  
**FROM:** Bill Zell, Interim Town Manager *BZ*  
**RE:** RFQ – Engineering Firm Selection

The Town sent out to several engineering firms for qualifications for sewer system improvement with the \$3.5 Million in ARPA grant funds from the State that was received through direct allocation in the spring. The RFQ was released in early October to select an engineering firm to complete the work.

We only had one RFQ that was submitted and based on this response I recommend that the Town proceed with selecting LKC Engineering Services to complete the work.

Bill



Engineering  
Landscape Architecture  
Surveying

October 3, 2022

David Smith, Town Manager  
Town of Mount Gilead  
110 West Allenton Street  
PO Box 325  
Mount Gilead, NC 27306

Re: Response to Request for Qualifications  
**Town of Mount Gilead – 2022 Sanitary Sewer Improvements**

Dear Mr. Smith,

LKC Engineering sincerely appreciates the opportunity to provide this Statement of Qualifications to assist the Town of Mount Gilead with their 2022 Sanitary Sewer Improvements project. Enclosed are one hard copy of our submittal and an electronic copy on a USB.

The LKC story is about people, and the amplified results that stem from relationships. With each interaction we strive to add value to your departmental goals, with the intent that in the end, everyone benefits. Relationships are not built solely on successful projects, but rather on a confidence between partners to perform at a high level. We are sincerely seeking the opportunity exemplify our performance with this project.

LKC is excited for the opportunity to again partner with the Town of Mount Gilead. We feel our focus on relationships, coupled with our expertise of your system, will be beneficial to your project. If you have any questions, or if we may be of assistance during your review, please do not hesitate to contact me by phone at (910) 420-1437 or by email at adam@LKCengineering.com.

Sincerely,  
LKC Engineering, PLLC

Adam P. Kiker, P.E.

LKC Engineering is pleased to offer the Town of Mount Gilead this Statement of Qualifications to provide Engineering Services for the Town's recently funded 2022 Sanitary Sewer Improvements project. We are ready to begin work on the project immediately and we feel we have put together an experienced team that will benefit the Town of Mount Gilead.



### INTRODUCTION TO LKC

LKC is more than an engineering firm. We are a professional service firm dedicated to developing valued relationships in all aspects of our practice. That objective is pursued with each client and extends through our staff, contractors, and all those involved in what we do.

**The LKC story is about people, and the amplified results that come from collaboration.**

Pursuing this philosophy is our trademark. It guides us to the notion that our professional offerings and

abilities must be well-honed and always continue to improve. Our track record tells us that clients receive far more than well-designed and implemented projects. **We are a relationship-driven firm—we are not transaction-based.** We exist and thrive through valued relationships with our clients.

LKC is founded with **multi-generational leadership**, strengthening our commitment to long-term service and viability. Our strategic plan prioritizes an investment in our people: we are creating an enterprise that will provide a high-quality product across many generations of management and ownership.

### OUR MISSION & VISION

#### *Mission*

LKC's mission is to create value and fulfillment through **interdependent relationships** with all those involved with our company.

#### *Vision*

We envision a unique way of doing business which is **sustainable across generations** and adds value by **genuinely caring** and mutually supporting our clients, one another, and external partners.

### CORE VALUES

We formed LKC based on a solid foundation of principles that are key to the success of any project.

#### Our Core Values

- ☐ **Empathy:** We believe it is important to understand and share the feelings of another. To help you effectively, we need to be able to see from your perspective.
- ☐ **Passion:** We believe in an emotional attachment to a purpose, and an interest in helping people. We believe our work makes things better for others.
- ☐ **Integrity:** We believe in the quality of being honest and having strong moral principles.
- ☐ **Teamwork:** We believe a team is greater than the sum of its parts. Working together promotes loyalty and culture.

### YOU CAN COUNT ON OUR KNOW HOW.

We rely on more than just strong relationships. Knowing how to create the appropriate solutions to our clients' engineering needs is often complex with unique circumstances. Such conditions require a blend of scientific, economic, social, and visual considerations. Creating that blend is neither random nor linear. It is formulated through the interactions of talent, skill, and learning. Our experience in formulating solutions is proven, and it has taught us that process trumps assumption, alternatives improve insight, and no two solutions are alike. Our Know How comes from years of practice, and hundreds of successful public and private projects.

**Embedded in our core values is humility:** we do not know the answer to all questions, nor do we have solutions to all problems. However, we believe that successful projects require **teamwork**. Therefore, we are learners, leaders, and effective collaborators.

### OUR PEOPLE

LKC is a people-centric organization: we succeed only through the relationships we establish with other people. We apply this to our clients, our sub-consultants, and our employees. We create a working environment that promotes positive cooperation across disciplines such that our entire group buys into our finished product.

Bill Lester, Adam Kiker, and Tim Carpenter formed LKC in 2012. Robert Hayter joined as a principal in 2014 adding **landscape architecture** to our company offerings. In 2018 we merged with a land surveying firm and now offer a full range of **surveying** services.

LKC has 3 principals: Bill Lester (licensed in NC and SC), Adam Kiker (licensed in NC and SC), and Tim Carpenter. Our Staff now consists of 52 full-time team members all operating out of our Aberdeen, NC office.

POSITION	TEAM MEMBERS
Registered Professional Engineers	8
Engineering Interns	8
Registered Landscape Architects	3
Licensed Land Surveyors	2
AutoCAD Designers	11
Construction Managers	10
Critical Support Staff	10

### OUR EXPERTISE

LKC provides civil engineering and governmental consulting services including:

- » wastewater treatment
- » wastewater collection
- » wastewater pumping systems
- » water distribution
- » water supply
- » water treatment
- » hydraulic modeling
- » streets and drainage
- » construction management
- » on-site inspection
- » land planning
- » environmental documents
- » landscape architecture
- » cemetery planning/design
- » streetscapes
- » master planning
- » civil site design
- » funding administration

Our expertise includes full service coordination with state and federal funding agencies including USDA Rural Development, the NC Department of Environmental Quality (NCDEQ), the NC Department of Commerce, GoldenLEAF Foundation, Economic Development Administration, Environmental Protection Agency, and many others.



Adam is one of three founding partners of LKC. Adam leads the water and wastewater systems and treatment division inside LKC. Throughout his career, Adam has managed projects of all genres in the water resources field, primarily municipal infrastructure. Adam will be actively involved in the upfront planning and interlocal discussions for the project, and he will oversee LKC's resources throughout design and construction management.

**EDUCATION**

NC State University  
B.S. Aerospace Engineering,  
2003

NC State University  
M.S. Aerospace Engineering,  
2005

**PROFESSIONAL  
REGISTRATION**

NC PE # 35038  
SC PE # 32638

**WORKED IN THE  
INDUSTRY SINCE**

2005

**ADAM KIKER, PE PRINCIPAL**

**HIGHLIGHTED EXPERIENCE**

- Moore County (2019-2020) | Pinehurst #7 Interceptor Replacement**  
Adam is the principal-in-charge for this project. This project includes the design of 2,700 feet of 24" and 12" gravity sewer to replace a portion of Moore County's primary outfall. New sewer was installed inside the hole #7 fairway of Pinehurst #7 golf club.
- Holly Springs, NC (2018-2020) | Honeycutt Farms Sewer Pump Station**  
Adam served as the relationship principal for the design and construction of a new 950-gpm sewer pump station and 12,000 feet of 12" force main to serve a new development and surrounding sewer basin in Holly Springs.
- Franklin County, NC (2017-2019) | Regional Pump Station Replacement**  
Adam served as the Relationship Principal and engineer of records for the replacement of two major, regional pump stations in Franklin County's system.
- Town of Mount Pleasant, NC (2017-present) | USDA Water and Sewer Improvements**  
Adam is the relationship principal helping Mount Pleasant with the rehabilitation / replacement of aging infrastructure in Town with known deficiencies. The \$8,000,000 project is broad in scope and covers several different sections of the Town's water and sewer systems.
- Hoke County, NC | Phase 1-B Regional Sewer System Infrastructure**  
Project featured a 1.5-mgd Wastewater Treatment Plant constructed on a greenfield site meeting very tight Nitrogen and Phosphorous limits. Included with the project was a regional Influent Pump Station built for a build-out capacity of 6.0-mgd. The 35-ft deep station features three submersible pumps with a slot for a fourth pump as the system grows.
- Albemarle, NC | 12-mgd Long Creek Wastewater Treatment Plant Rehab, RAS Pump Station Conversion**  
This project featured the replacement of four large screw pumps with six submersible pumps. Each submersible pump is rated for 3,150 gal/min. The purpose of the project was to replace the screw pump with a system that is easier, less expensive, and safer to maintain than the screw pumps.



## ROB MCINTYRE, PE *TEAM LEADER*

### HIGHLIGHTED EXPERIENCE

Rob possesses over 12 years of experience specializing in water distribution and conveyance facilities, hydraulic analysis and modeling, and wastewater collection and transportation facilities. Rob has been involved in the funding administration and engineering of projects throughout his 10-year career. His professional history indicates a breadth of experience in the development and implementation of governmental water and sewer projects

#### EDUCATION

NC State University  
B.S. Civil Engineering, 2008

#### PROFESSIONAL REGISTRATION

NC PE # 40325

#### WORKED IN THE INDUSTRY SINCE

2008

- City of Kannapolis, NC | High Bridge Off-Site Water and Sewer**  
Rob is serving as the project manager for the design of approximately 13,000 feet of 12" water line including a 500 foot directional bore under Interstate 85, a 500-gpm water booster pump station, and a 300,000-gallon elevated storage tank to serve future development along I-85 in southern Rowan County. In addition to the proposed water infrastructure, Rob and the LKC team is overseeing the design and construction of 6,000 feet of 15" and 12" gravity sewer, a 36" bore and jack under Interstate 85 and 525-gpm sewer lift station.
- Town of Mount Gilead, NC | Wastewater Treatment & Pump Station Rehabilitation**  
Rob was the project manager for the Town of Mount Gilead's Wastewater Treatment and Pump Station Rehabilitation. This project included new headworks and influent pump station at the wastewater treatment plant as well as the rehabilitation of three lift stations.
- City of Albemarle, NC | Phase 2 Sanitary Sewer Project**  
Rob was the Team Leader for Phase 2 of the City of Albemarle's Sanitary Sewer rehabilitation project. The project included the replacement of approximately 7,000 feet of 24" gravity sewer as well as approximately 1,500 feet of 24" cured-in-place pipe. Rob assisted with overall project management including funding procurement, design, permitting, and construction management.
- Franklin County, NC | Triangle North Sewer Infrastructure**  
Rob served as the Project Manager for the design and construction of the \$1,500,000 sewer infrastructure to serve the Triangle North Industrial Park. The project consisted of a duplex, submersible sewer lift station with a magnetic flow meter, odor control system, and permanent standby generator, plus 15,000 feet of 8" force main.





Zach joined the LKC team in June of 2021 and provides general design support to the LKC Team Leaders and Principals. Throughout his time at LKC, Zach has assisted with funding applications for various agencies as well as asset assessment and GIS mapping. For this project Zach will serve as a Project Engineer in support of Adam and Rob.

#### EDUCATION

NC State University  
B.S. Environmental  
Engineering, 2021

#### WORKED IN THE INDUSTRY SINCE

2021

## ZACH BENNETT, EI *PROJECT ENGINEER*

### HIGHLIGHTED EXPERIENCE

- Town of Chadbourn, NC | Comprehensive Stormwater Study**  
 Zach was a project engineer on the LKC team for the Town of Chadbourn's Comprehensive Stormwater study. The Town experiences frequent flooding due to heavy rainfall events and hurricanes, resulting in significant property damage. Zach has assisted with review of inventory and assessment of all existing drainage features in the Town. Once all inventory was reviewed, the project team was able to develop a recommended list of capital projects for future improvements. The entire study was funded through a grant from the GoldenLEAF foundation.
- Franklin County, NC | Wastewater Plant Rehabilitation**  
 Zach is serving as a project engineer in support of LKC Team Leaders for a major rehabilitation to Franklin County's 3.0 mgd wastewater treatment plant. The \$9,000,000 project replaces two major treatment units that are showing signs of failure. The new digester is sized for the future expansion to 4.5 mgd. The project features a new blower building and four new blowers for the aeration basins and digesters.
- Town of Mount Pleasant | USDA Sewer Improvements**  
 Zach is serving as a project engineer in support of LKC Team Leaders for a major addition to the Town's existing sewer collection system. Originally, the project scope included both water and sewer improvements, but the addition of new funding sources presented the challenge of how the Town wanted to fund everything. Zach assisted in the adjustment of project scopes and the development of updated cost estimates to assist the Town in bringing its funding plan and project timeline vision to life.
- Town of Mount Gilead | Water and Sewer AIA**  
 Zach is serving as a project engineer in support of LKC Team Leaders in the study of the Town of Mount Gilead's water and sewer systems. The studies of the Town's systems consist of the inventory and assessment of all the major assets, mapping updates, detailed hydraulic models, and an operation and maintenance plan. At the conclusion of the study, Zach will assist in the development of a list of prioritized capital improvement projects for both of the Town's systems.



**JASON CAVINESS SR. CONSTRUCTION  
MANAGER / PRINCIPAL LKC SERVICES, LLC**

A licensed electrician since 2000, Jason brings an additional level of expertise to the power and controls systems of LKC projects to make sure the finished product is user-friendly for our clients. In addition, Jason helps our clients with troubleshooting water and sewer systems, primarily on the electrical and controls part of the systems. His electrical expertise is invaluable when preparing construction sequences, as the ability of the electrical systems to remain functional can be a limiting factor.

Jason spent the first 18 years of his career in municipal utility departments and eventually serving as a director for 4 years. Transitioning to the consulting field in 2009, Jason has served as the onsite construction manager for large-scale public infrastructure projects in both the water and sewer fields, specializing in expanding and rehabilitating existing treatment plants and pump stations. In October of 2020, LKC and Jason started a sister company, LKC Services, to utilize Jason's electrical licensure and expertise to add value to our clients' electrical and control needs. LKC Services is a licensed electrical contracting firm specializing in water and wastewater electrical and control systems.

**NC LICENSED  
ELECTRICIAN**  
# 23585-L

**WORKED IN THE  
INDUSTRY SINCE**  
1991

**HIGHLIGHTED EXPERIENCE**

- **City of Kannapolis, NC (2017-2019) | NW Service District**  
Jason managed the construction of 12,000 feet of 12" water main, a new 0.5 MG tank, and a 600-gpm booster pump station with hypochlorite feed system constructed to serve a new commercial development annexed by the City.
- **Town of Mount Gilead (2019-2020) | Wastewater Treatment**  
Construction manager for the \$2,900,000 rehabilitation to Mount Gilead's 0.85-mgd WWTP. Project features the complete replacement of the headworks and influent pump station, as well as major electrical upgrades.
- **City of Albemarle (2012-2017) | 12-mgd US52 WTP Rehabilitation**  
Complete renovation to the facility, featuring all new treatment equipment and major structural and architectural improvements to the building. The project featured a new single-ply thermoplastic roof for the entire 9,000 building (plan view).
- **Town of Mount Gilead (2013-2015) – Downtown WM Replacement**  
Full-time construction manager for the 2,700 feet of 12" water line replacing an old 12" line along Main Street. Both the new and old water lines were under the travel lane, requiring significant collaboration with DOT and other utilities when making connecting to existing lines. The project was funded entirely by USDA – RD.
- **City of Albemarle (2014) | 12-mgd Old Whitney Raw Water Pump Station**  
Jason was the construction manager for the complete renovation to the 70-year old facility, including cutting access hatches in the concrete ceiling and a new PVC membrane roof.

### ALBEMARLE SANITARY SEWER REHABILITATION

#### PHASE 1

The Phase 1 rehab project featured the digging and replacing of 13,000 feet of 36" and 24" gravity sewer, installing a cured-in-place pipe product along another 2,000 feet, and rehabilitating



a dozen manholes that were not replaced during construction. LKC provided complete project oversight, including funding procurement, detailed design, CCTV of the existing lines, and construction management.

Half of the rehabilitation efforts were along the City's primary gravity outfall through the woods, and the other half was through the middle of the busiest part of the City.

Design drawings required the identification of utilities serving an abandoned mill site that were still connected to the distribution network with no known method of isolation. The sewer rehab under Main Street required coordination with a major gas line and the railroad.

#### CLIENT:

City of Albemarle, NC  
 Shaun Whitley  
 Plants Division Superintendent  
 (980) 258-4845  
 swhitley@ci.albemarle.nc.us

#### LKC TEAM MEMBERS:

Adam Kiker, PE  
 Logan Parsons, EI  
 Jason Caviness

#### STATUS:

Completed Fall 2014

#### FUNDING SOURCES:

CWSRF Loan - \$4,200,000

#### PHASE 2



The Phase 2 rehabilitation is a continuation of the efforts completed by Phase 1. Phase 2 consists of digging and replacing approximately 7,000 feet of 24" gravity sewer, and approximately 1,500 feet of 24" cured-

in-place pipe. Half of the rehabilitation is cross-country, and the other half is in a busy commercial area crossing multiple private property owners. The northern portion of the rehabilitation is in the parking lot of a major shopping center.

LKC provided complete project management including funding procurement, CCTV of the existing sewer lines, design, permitting, easement surveying; and we are currently providing full-time construction management. Construction began in July of 2019.

#### CLIENT:

City of Albemarle, NC  
 Shaun Whitley  
 Plants Division Superintendent  
 (980) 258-4845  
 swhitley@ci.albemarle.nc.us

#### LKC TEAM MEMBERS:

Adam Kiker, PE  
 Logan Parsons, EI  
 Rob McIntyre, PE  
 Jason Caviness

#### STATUS:

Construction began July 2019

#### FUNDING SOURCES:

CWSRF Loan - \$4,266,000  
 CWSRF Grant - \$500,000 (principal forgiveness)

### KANNAPOLIS CROSSING OFF-SITE UTILITIES

#### PROJECT DESCRIPTION

When widening I-85 between Salisbury and Concord, the Department of Transportation added a new interchange in southern Rowan County. After much discussion between jurisdictions, Kannapolis annexed the property and is working with a development group on a significant master-planned development on both sides of I-85.

Kannapolis hired LKC in January of 2019 to provide planning, design, and construction administration services for the project. LandDesign is working as a subconsultant to LKC, assisting with the utility design. Once scoped, the project consists of the following components:

- 6,000 feet of 15" and 12" gravity sewer outfall (cross-country), including an I-85 crossing
- 13,000 feet of 12" water main including an I-85 crossing
- 300,000-gallon pedosphere elevated storage tank
- 500-gpm water pump station
- One sewer lift station with 7,000 feet of 10" force main

#### CLIENT:

City of Kannapolis, NC  
 Wilmer Melton, III  
 wmelton@kannapolisnc.gov  
 (704) 920 - 4231

#### LKC TEAM MEMBERS:

Adam Kiker, PE  
 Rob McIntyre, PE  
 Jason Caviness

#### STATUS:

Under Construction

#### FUNDING SOURCE

City of Kannapolis, NC

### PINEHURST NO. 7 INTERCEPTOR

#### PROJECT DESCRIPTION

Moore County's primary gravity sewer outfall was constructed in the mid-1970's and consists of 48", 36", and 24" gravity sewer lines that serve the developed corridors of Aberdeen, Southern Pines, and Pinehurst. During routine inspections in 2018, Moore County realized a portion of the 24" had failed due to settling. The section of pipe is located in a swamp and is not accessible for replacement. The solution is to construct a parallel replacement and abandon the existing sewer line. The resulting project consists of 2,600 feet of 24" gravity sewer constructed in the 7th fairway of Pinehurst #7 golf club.

LKC performed surveying, design, and bid management services for the project. Bids were accepted in August, and construction is began in November 2019. The LKC team worked closely with the golf course staff and leadership to determine the best location and sequence for construction. The course had to be closed during construction, so the design featured a tight and detailed sequence, with the course closing December 2nd, and re-opening by February 17th.

#### CLIENT:

Moore County, NC  
 Randy Gould, PE, Public Works Dir.  
 (910) 947-4300

#### LKC TEAM MEMBERS:

Adam Kiker, PE  
 Logan Parsons, EI  
 Scottie Scott

#### STATUS:

Completed February 2020

#### FUNDING SOURCES:

Moore County - \$2,200,000



### ▶ MOUNT GILEAD WWTP REHABILITATION

#### PROJECT DESCRIPTION

Mount Gilead’s 0.850-mgd treatment facility had long been a cause of surcharging and overflows upstream of the plant. Close evaluation of the facility during planning revealed the elevation of the headworks structure was too high, and it prevented the gravity line entering the plant from flowing freely and caused regular Sanitary Sewer Overflows upstream.

In addition, the existing influent pump station utilized two screw pumps that were regularly out for expensive maintenance, requiring the Town to stage a full-time backup pump at the station.

The LKC team worked with the Town to devise a plant to improve the headworks and pump station. The resulting rehabilitation project featured a completely new headworks with a bar screen and vortex grit removal system and a new influent pump station. The plant has a large lagoon onsite that is used for flow equalization, and the headworks features an overflow weir to allow the operators to divert flow to the lagoon during high flow events.

The influent pump station features five submersible pumps. Four are for normal operation (two large pumps and two small pumps) and the fifth pump is a surge pump to divert flow to the equalization lagoon. A new effluent box was constructed in the lagoon to allow it to drain to the influent pump station when flows subside. Construction was completed in the Summer of 2020.

#### CLIENT:

Town of Mount Gilead, NC  
 Daniel Medley, Utilities Director  
 dmedley@mtgileadnc.com  
 (704) 438 - 8988

#### LKC TEAM MEMBERS:

Adam Kiker, PE  
 Rob McIntyre, PE  
 Jason Caviness

#### STATUS:

Under Construction

#### FINAL PROJECT COST AND FUNDING SOURCES:

Clean Water SRF Grant: \$500,000  
 Clean Water SRF Loan: \$2,353,000



### ▶ MOUNT GILEAD DOWNTOWN WATER MAIN REPLACEMENT

#### PROJECT DESCRIPTION

Mount Gilead purchases water from Montgomery County, and the primary feed for the Town was an old 12" asbestos concrete line located under the pavement on NC73 (Main Street). For over a decade the old line had been a constant source of leaks, breaks, and repairs, each one costly due to the paving requirements along NC73. The Downtown Water Main Replacement project featured a complete replacement of the old line with approximately 2,700 feet of new 12" DIP line. The new line was installed in the parking lane just inside the curb line.

Minimal as-built drawings existed for the old 12" line, requiring detailed site inspection during design to locate all distribution system and service connections to the line. All relative valves necessary to isolate the old line were located, and the construction sequence dictated which valves would isolate which portions of the water line. The location of other utilities (sewer, gas, telephone, fiber) was included in detail on the construction drawings. LKC developed drawings zoomed in to half the normal scale to provide enough detail of all the existing utilities.

#### CLIENT:

Town of Mount Gilead, NC  
 Daniel Medley, Utilities Director  
 dmedley@mtgileadnc.com  
 (704) 438 - 8988

#### LKC TEAM MEMBERS:

Adam Kiker, PE  
 Tim Carpenter  
 Jason Caviness

#### STATUS:

Construction completed 2015

#### PER CONSTRUCTION ESTIMATE:

\$829,962.00

#### FINAL CONSTRUCTION CONTRACT AMOUNT:

\$932,145.00

#### FINAL PROJECT COST AND FUNDING SOURCES:

USDA RD Grant: \$395,000  
 USDA RD Loan: \$670,000  
 Town Contribution: \$73,620  
**Total: \$1,138,620**



### APPROACH

LKC's approach to design focuses on three things: **communication, teamwork, and integrity.**

We believe empathetic, effective, and frequent **communication** is critical to a successful project. Our first task upon selection for a specific project will be establishing key contacts, methods of communication, project milestones, and scheduling regular meetings. We believe in keeping our clients informed during all phases of the project.

At LKC we increase our success by cooperative, coordinated, and shared efforts. Having partnerships, rather than transactions, with our clients places us as a member of your team. Teamwork yields shared responsibilities, reliability, and appreciation of others. Our design team will function as an extension of your staff. We do not operate in a vacuum, but rather we work with you, learn from you, and implement your vision. We approach projects with humility, knowing that we may not know the answers, but rather that solutions will be developed through process.



We manage our projects with a focus on integrity. We expect our staff to rely on honesty, decency, and fairness. Doing the right thing and being accountable at all times creates trust, strengthens teamwork, and promotes loyalty.

From daily phone calls, emails, and progress meetings, to finished design, construction meetings, and closeout, you will be communicating with a principal of LKC through every step of the process. This ensures your contact is someone in complete control of LKC's resources, is fully aware of the needs of other LKC projects and can coordinate appropriately to meet your deadlines.

### DESIGN DEVELOPMENT

Our approach to design is simple: we want your staff that touches the project every day to be the most satisfied. Our first task during the design phase is to get to know your staff and understand their vision for how the final project will operate. We want to develop a solution that satisfies the very individuals that must operate it. We strive to create people-centric designs.

Our AutoCAD designers can generate three-dimensional renderings of critical process areas to share with your staff. Renderings help all of us understand points of access and potential spatial conflicts with critical treatment components. They also help us develop a construction sequence by color-coding items based on order of operation.

We will meet with your staff regularly during the design development, reviewing our calculations and concepts with your team. Monthly or even bi-weekly meetings will be scheduled, occasionally using virtual meeting platforms. We want your staff to understand and buy into our finished design, so we all support the finished product before we start construction.

### CONSTRUCTABILITY ANALYSIS | QUALITY CONTROL

For all projects of reasonable size and complexity, the LKC team performs an internal constructability analysis prior to bidding. We package the design drawings, specifications, and bid form, and we transfer those to a separate internal design team that previously had limited exposure to the project.

Using the design package, our review team will prepare a mock bid for the project, checking the plans and specifications for errors or omissions. The review team will feature one of our construction managers, providing a "How do we build this?" perspective. Fresh eyes are important to a clean design: during each constructability analysis, the review team finds minor errors, omissions, or discrepancies that had previously been overlooked. These can be corrected before the drawings leave our office. We find this significantly increases the quality of our work product, reduces confusion during the bid process, and reduces change orders during construction. On occasion, the review team will develop a completely new concept to solve specific problems, saving costs or construction time, or both.

An important part of our Quality Control program is conducting internal exit interviews after jobs of significant size are completed. Once a project is closed out, the project management team convenes to discuss what went right and what went wrong. The intent of the exit interview is to repeat the good and prevent repeating the bad. During the meeting we will make recommended improvements to standard specifications and details that were used on the project, so the next time they are used we have confidence we will not encounter a similar problem experienced on previous jobs.

### PROJECT TEAM AVAILABILITY

***The LKC Project Team is ready to assist the Town of Mount Gilead with this project immediately.*** We feel our qualified team brings the most experience available to your project, and we are available to devote our full time and resources to get the project started right away. LKC is ready to respond and provide an immediate and personal response to the project needs



### FEE SCHEDULE

LKC offers a competitive hourly rate structure to provide the highest quality of engineering services with controlled overhead. Our rates cover all expenses including travel expenses and copies.

MANAGING PARTNER	\$160.00/Hour
LICENSED SURVEYOR	\$140.00/Hour
SURVEY CREW	\$140.00/Hour
LANDSCAPE ARCHITECT	\$120.00/Hour
PROJECT MANAGER	\$120.00/Hour
PROJECT ENGINEER	\$100.00/Hour
SENIOR DESIGNER	\$100.00/Hour
DESIGNER	\$90.00/Hour
SENIOR CONSTRUCTION MANAGER	\$100.00/Hour
CONSTRUCTION MANAGER	\$90.00/Hour
FUNDING ADMINISTRATOR	\$90.00/Hour
ADMINISTRATOR	\$80.00/Hour

### REFERENCES

In addition to the clients listed previously, following is a list of references and contact information for various current clients that our Project Team has worked with during their many years of experience. We encourage you to make contact and discuss our qualifications.

#### **CITY OF KANNAPOLIS**

Mr. Alex Anderson  
Assistant Director  
401 Laureate Way  
Kannapolis, NC 28081  
aanderson@kannapolisnc.gov  
PH: 980/439-4157

#### **TOWN OF MOUNT PLEASANT**

Mr. Randy Holloway  
Town Manager  
8590 Park Drive  
Mount Pleasant, NC 28124  
hollowayr@mtpleasantnc.us  
PH: 704/796-3266

#### **CITY OF ALBEMARLE**

Mr. Michael Ferris  
City Manager  
144 N. Second Street  
Albemarle, NC 28001  
mferris@ci.albemarle.nc.us  
PH: 704/984-9410

#### **RICHMOND COUNTY**

Mr. Bryan Land  
County Manager  
1401 Fayetteville Road  
Rockingham, NC 28380  
bryan.land@richmondnc.com  
PH: 910/997-8211

Department: PARKS AND REC

Amendment # BA23-0103-01

Title/Project Name: \_\_\_\_\_

Date Processed: \_\_\_\_\_

Department Head Signature: \_\_\_\_\_

Page 1 of 1

Date of Approval by the Board: \_\_\_\_\_

**Required Signatures**

Department Head \_\_\_\_\_ Date: \_\_\_\_\_  
 Manager \_\_\_\_\_ Date: \_\_\_\_\_  
 Mayor \_\_\_\_\_ Date: \_\_\_\_\_  
 Finance Director \_\_\_\_\_ Date: \_\_\_\_\_

*Notes: Amendments are required in all cases where budget line appropriations are expected to exceed fiscal year appropriations or when new grants or other funds which will be expended enter the town's system after the fiscal year budget ordinance is approved.*

G/L ACCOUNT NUMBER	LINE ITEM DESCRIPTION	CURRENT BUDGET	INCREASE	DECREASE	AMENDED BUDGET	NARRATIVE JUSTIFICATION FOR EACH INCREASE/DECREASE
10-360-10	APPROPRIATED FUND BALANCE	\$ 331,043.00		\$ 750.00	\$ 330,293.00	DECREASE FUND BALANCE TO RE-APPROPRIATE UNSPENT DONATION FROM LAST FISCAL YEAR INTO THIS FISCAL BUDGET
10-800-93	CONTRIBUTION TO PARKS AND REC COMMITTEE	\$ 1,500.00	\$ 750.00		\$ 2,250.00	INCREASE THE CONTRIBUTION TO THIS EXPENSE TO ACCOUNT FOR ROUTH DONATION

Department: POLICE

Amendment # BA23-0103-02

Title/Project Name: SHOP WITH A COP

Date Processed: \_\_\_\_\_

Page 1 of 1

Department Head Signature: \_\_\_\_\_

Date of Approval by the Board: \_\_\_\_\_

*Notes: Amendments are required in all cases where budget line appropriations are expected to exceed fiscal year appropriations or when new grants or other funds which will be expended enter the town's system after the fiscal year budget ordinance is approved.*

**Required Signatures**

Department Head \_\_\_\_\_ Date: \_\_\_\_\_

Manager \_\_\_\_\_ Date: \_\_\_\_\_

Mayor \_\_\_\_\_ Date: \_\_\_\_\_

Finance Director \_\_\_\_\_ Date: \_\_\_\_\_

G/L ACCOUNT NUMBER	LINE ITEM DESCRIPTION	CURRENT BUDGET	INCREASE	DECREASE	AMENDED BUDGET	NARRATIVE JUSTIFICATION FOR EACH INCREASE/DECREASE
10-340-42	SHOP WITH A COP DONATIONS	\$ 3,500.00	\$ 4,826.60		\$ 8,326.60	INCREASE SWAC REVENUE ACCT TO ACCOUNT FOR DONATIONS
10-550-38	SHOP WITH A COP EXPENSE	\$ 3,000.00	\$ 4,826.60		\$ 7,826.60	INCREASE THE SWAC EXPENSE TO ACCOUNT FOR DONATIONS

Department: POLICE

Amendment # BA23-0103-03

Title/Project Name: CCOK OUT WITH A COP

Date Processed: \_\_\_\_\_

Page 1 of 1

Department Head Signature: \_\_\_\_\_

Date of Approval by the Board: \_\_\_\_\_

*Notes: Amendments are required in all cases where budget line appropriations are expected to exceed fiscal year appropriations or when new grants or other funds which will be expended enter the town's system after the fiscal year budget ordinance is approved.*

**Required Signatures**

Department Head \_\_\_\_\_ Date: \_\_\_\_\_

Manager \_\_\_\_\_ Date: \_\_\_\_\_

Mayor \_\_\_\_\_ Date: \_\_\_\_\_

Finance Director \_\_\_\_\_ Date: \_\_\_\_\_

G/L ACCOUNT NUMBER	LINE ITEM DESCRIPTION	CURRENT BUDGET	INCREASE	DECREASE	AMENDED BUDGET	NARRATIVE JUSTIFICATION FOR EACH INCREASE/DECREASE
10-340-40	POLICE MISCELLANEOUS	\$ 3,073.00		\$ 633.00	\$ 2,440.00	DECREASE LINE ITEM TO BE ADDED TO NEW LINE ITEM - COOKOUT WITH A COP
10-340-41	COMMUNITY POLICE EVENT DONATIONS	\$ -	\$ 633.00		\$ 633.00	NEW REVENUE LINE ITEM TRANSFER OF FUNDS
10-550-36	COMMUNITY EVENT EXPENSE	\$ -	\$ 633.00		\$ 633.00	INCREASE LINE ITEM BY DONATIONS RECEIVED FOR COOKOUT WITH A COP

Department: POLICE

Amendment # BA23-0103-04

Title/Project Name: OVERTIME PAY

Date Processed: \_\_\_\_\_

Department Head Signature: \_\_\_\_\_

Page 1 of 1

Date of Approval by the Board: \_\_\_\_\_

**Required Signatures**

Department Head \_\_\_\_\_ Date: \_\_\_\_\_

Manager \_\_\_\_\_ Date: \_\_\_\_\_

Mayor \_\_\_\_\_ Date: \_\_\_\_\_

Finance Director \_\_\_\_\_ Date: \_\_\_\_\_

*Notes: Amendments are required in all cases where budget line appropriations are expected to exceed fiscal year appropriations or when new grants or other funds which will be expended enter the town's system after the fiscal year budget ordinance is approved.*

G/L ACCOUNT NUMBER	LINE ITEM DESCRIPTION	CURRENT BUDGET	INCREASE	DECREASE	AMENDED BUDGET	NARRATIVE JUSTIFICATION FOR EACH INCREASE/DECREASE
10-550-01	OVERTIME POLICE	\$ 10,500.00	\$ 8,000.00		\$ 18,500.00	INCREASE OVERTIME PAY TO COVER FULL TIME OFFICERS PAY
10-550-05	RESERVE OFFICER SPAY	\$ 20,000.00		\$ 8,000.00	\$ 12,000.00	DECREASE TO ACCOUNT FOR LACK OF RESERVE OFFICERS

Whereas	Primary Government Unit Town of Mount Gilead, NC
and	Discretely Presented Component Unit (DPCU) (if applicable)
and	Auditor J.B. Watson & Co., PLLC

entered into a contract in which the Auditor agreed to audit the accounts of the Primary Government Unit and DPCU (if applicable)

for	Fiscal Year Ending <input type="text" value="06/30/22"/>	and originally to be submitted to the LGC on	Date <input type="text" value="12/01/22"/>
-----	---	--	---

hereby agree that it is now necessary that the contract be modified as follows.

<input checked="" type="checkbox"/> Modification to date submitted to LGC  <input type="checkbox"/> Modification to fee	Original date 12/01/22	Modified date 02/15/23
	Original fee	Modified fee

Primary Other  
(choose 1)(choose 0-2)

**Reason(s) for Contract Amendment**

- Change in scope
- Issue with unit staff/turnover
- Issue with auditor staff/workload
- Third-party financial statements not prepared by agreed-upon date
- Unit did not have bank reconciliations complete for the audit period
- Unit did not have reconciliations between subsidiary ledgers and general ledger complete
- Unit did not post previous years adjusting journal entries resulting in incorrect beginning balances in the general ledger
- Unit did not have information required for audit complete by the agreed-upon time
- Delay in component unit reports
- Software - implementation issue
- Software - system failure
- Software - ransomware/cyberattack
- Natural or other disaster
- Other (please explain)

**Plan to Prevent Future Late Submissions**

If the amendment is submitted to modify the date the audit will be submitted to the LGC, please indicate the steps the unit and auditor will take to prevent late filing of audits in subsequent years. Audits are due to the LGC four months after fiscal year end. Indicate NA if this is an amendment due to a change in cost only.


Preparation for the audit and audit procedures required additional time for the FYE 6/30/22 audit due to turnover in the Town manager position and also due to analysis of contracts and leases for consideration of the implementation of GASB 87, Leases. Neither of these are expected to recur in 22/23.

**Additional Information**

Please provide any additional explanation or details regarding the contract modification.

**By their signatures on the following pages, the Auditor, the Primary Government Unit, and the DPCU (if applicable), agree to these modified terms.**

**SIGNATURE PAGE****AUDIT FIRM**

Audit Firm* J.B. Watson & Co., PLLC	
Authorized Firm Representative* (typed or printed) Deneal H. Bennett, CPA	Signature* 
Date* 01/03/23	Email Address dbennett@jbandco.com

**GOVERNMENTAL UNIT**

Governmental Unit* Town of Mount Gilead, NC	
Date Primary Government Unit Governing Board Approved <b>Amended</b> Audit Contract* (If required by governing board policy)	01/03/23
Mayor/Chairperson* (typed or printed) Beverly A. Harris, Mayor	Signature*
Date 01/03/23	Email Address bharris@mgtileadnc.com

Chair of Audit Committee (typed or printed, or "NA") N/A	Signature
Date	Email Address

**GOVERNMENTAL UNIT – PRE-AUDIT CERTIFICATE****\*ONLY REQUIRED IF FEES ARE MODIFIED IN THE AMENDED CONTRACT\****(Pre-audit certificate not required for hospitals)*

Required by G.S. 159-28(a1) or G.S. 115C-441(a1)

*This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.*

Primary Governmental Unit Finance Officer*	Signature*
Date of Pre-Audit Certificate*	Email Address*

**SIGNATURE PAGE – DPCU  
(complete only if applicable)**

**DISCRETELY PRESENTED COMPONENT UNIT**

DPCU	
Date DPCU Governing Board Approved <b>Amended Audit Contract</b> (If required by governing board policy)	
DPCU Chairperson (typed or printed)	Signature
Date	Email Address

Chair of Audit Committee (typed or printed, or "NA")	Signature
Date	Email Address

**DPCU – PRE-AUDIT CERTIFICATE**  
**\*ONLY REQUIRED IF FEES ARE MODIFIED IN THE AMENDED CONTRACT\***  
*(Pre-audit certificate not required for hospitals)*

Required by G.S. 159-28(a1) or G.S. 115C-441(a1)

*This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.*

DPCU Finance Officer (typed or printed)	Signature
Date of Pre-Audit Certificate	Email Address





**RESOLUTION 2023-01-03 -01**

**A RESOLUTION ADOPTING AND AMENDING FINANCIAL POLICIES FOR THE TOWN OF MOUNT GILEAD RELATING TO FEDERAL PROCUREMENT AND FEDERAL CONFLICT OF INTEREST REQUIREMENTS.**

**WHEREAS**, Chapter 160A, Article 7 of the General Statutes of North Carolina outlines the powers and duties of the Town of Mount Gilead and the Town Manager; and

**WHEREAS**, the Town Board of Commissioners has deemed it necessary and in the best interests of its employees and citizens to formulate and revise administrative policies; and

**WHEREAS**, the Town Board by Resolution No. 2016-11-2, and as amended from time to time, established a written purchasing policy for the Town; and

**WHEREAS**, as the operational needs of the Town change, the Town Board has, from time to time, adopted and amended previously adopted financial policies for the Town of Mount Gilead;

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the Town of Mount Gilead, North Carolina, in the regular meeting assembled this **3<sup>rd</sup>** day of **January 2023** as follows:

**SECTION 1.** All the policies recommended by the Town's Finance Director, listed below and attached hereto, which have been reviewed by the Town Manager, are hereby amended and approved by the Town Board of Commissioners:

1. Purchasing Policy & Procedures with Federal Funds
2. Conflict of Interest Policy: Use of Federal Funds

**SECTION 2.** The Finance Director is hereby instructed to inform all employees of these approved or updated policies, in a timely manner.

**SECTION 3.** This resolution shall be and the same is hereby effective from and after the date of its adoption.

So, be it approved and adopted this **3<sup>rd</sup>** day of **January 2023** by,

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Beverly A. Harris, Mayor

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Amy C. Roberts, CMC, NCCMC Town Clerk

## RESOLUTION #23-01-03-02

### Town of Mount Gilead

#### A Resolution Approving a Record Retention Policy for Documents Created or Maintained Pursuant to the ARP/CSLFRF Award

**WHEREAS**, the Town of Mount Gilead has received an allocation of funds from the "Coronavirus State Fiscal Recovery Fund" or "Coronavirus Local Fiscal Recovery Fund" (together "CSLFRF funds"), established pursuant to Sections 602 and 603 of the Social Security Act, as added by Section 9901 of the American Rescue Plan Act of 2021, Pub. L. No. 117-2 (the "ARP/CSLFRF award").

**WHEREAS**, CSLFRF funds are subject to the U.S. Department of Treasury ("Treasury") regulations, including the Final Rule, the Award Terms and Conditions, and the Title VII implementing regulations at 31 C.F.R. Part 22.

**WHEREAS**, pursuant to the ARP/CSLFRF Award Terms and Conditions, and as a condition of receiving CSLFRF funds, the Town of Aberdeen agrees to follow all federal statutes and regulations prohibiting discrimination in its administration of CSLFRF under the terms and conditions of the ARP/CSLFRF award, including, a record Retention Policy for records relating to the use of such funds, as follows:

**BE IT RESOLVED**, That the governing board of the Town of Aberdeen hereby adopts and enacts the following Record Retention Policy, which shall apply to the records of any program, activity, or facility that is supported in whole, or in part, by expenditures CSLFRF pursuant to the ARP/CSLFRF award.

1. **Retention of Records:** The Coronavirus Local Fiscal Recovery Funds ("CSLFRF") Award Terms and Conditions and the Compliance and Reporting Guidance set forth the U.S. Department of Treasury's ("Treasury") record retention requirements for the ARP/CSLFRF award.
2. It is the **policy** of the Town of Mount Gilead to follow Treasury's record retention requirements as it expends CSLFRF pursuant to the APR/CSLFRF award. Accordingly, the Town of Mount Gilead agrees to the following:
  - a. Retain all financial and programmatic records related to the use and expenditure of CSLFRF pursuant to the ARP/CSLFRF award for a period of five (5) years after all CLFRF funds have been expended or returned to Treasury, whichever is later.
  - b. Retain records for real property and equipment acquired with CSLFRF for five years after final disposition.
  - c. Ensure that the financial and programmatic records retained sufficiently evidence compliance with section 603(c) of the Social Security Act "ARPA," Treasury's regulations implementing that section, and guidance issued by Treasury regarding the foregoing.
  - d. Allow the Treasury Office of the Inspector General and the Government Accountability Office, or their authorized representatives, the right of timely and unrestricted access to any records for the purpose of audits or other investigations.
  - e. If any litigation, claim, or audit is started before the expiration of the 5-year period, the records will be retained until all litigations, claims, or audit findings involving the records have been resolved.

3. **Covered Records:** For purposes of this policy, records are information, regardless of physical form or characteristics, that are created, received, or retained that evidence of the Town of Mount Gilead's expenditure of ARP/CSLFRF funds on eligible projects, programs, or activities pursuant to the ARP/CSLFRF award.
4. **Records** that shall be retained pursuant to this policy include, but are not limited to, the following:
  - a. Financial statements and accounting records evidencing expenditures of CSLFRF for eligible projects, programs, or activities.
  - b. Documentation of rationale to support a particular expenditure of CSLFRF (e.g., expenditure constitutes a general government service);
  - c. Documentation of administrative costs charged to the ARP/CSLFRF award;
  - d. Procurement documents evidencing the significant history of a procurement, including, at a minimum, the rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for contract cost or price;
  - e. Subaward agreements and documentation of subrecipient monitoring;
  - f. Documentation evidencing compliance with the Uniform Guidance property management standards set forth in 2 C.F.R. §§200.310-316 and 200.329;
  - g. Personnel and payroll records for full-time and part-time employees compensated with CSLFRF, including time and effort reports; and
  - h. Indirect cost rate proposals
5. **Storage:** Town Mount Gilead's records must be stored in a safe, secure, and accessible manner. Wherever practical, such records should be collected, transmitted, and stored in open and machine-readable formats.
6. **Departmental Responsibilities:** Any department or unit of the Town of Mount Gilead and its employees, who are responsible for creating or maintaining the covered documents in this policy shall comply with the terms of this policy. Failure to do may subject the Town of Mount Gilead to civil and/or criminal liability. Any employee who fails to comply with the record retention requirements set forth herein may be subject to disciplinary sanctions, including suspension or termination.
7. **The Finance Director** is responsible for identifying the documents that the Town of Mount Gilead must or should retain and arrange for the proper storage and retrieval of records. The Finance Director shall also ensure that all personnel subject to the terms of this policy are aware of the record retention requirements set forth herein.
8. **Reporting Policy Violations:** The Town of Mount Gilead is committed to enforcing this policy as it applies to all forms of records. Any employee that suspects the terms of this policy have been violated shall report the incident immediately to that employee's supervisor. If an employee is not comfortable bringing the matter up with the supervisor, the employee may bring the matter to the attention of the Town Manager. The Town of Mount Gilead prohibits, any form of discipline, reprisal, intimidation, or retaliation for reporting incidents of inappropriate conduct of any kind, pursuing any record destruction claim, or cooperating in related investigations.

9. **Questions About the Policy:** Any questions about this policy should be referred to the Town Clerk at (910 439-5111, who is in charge of administering, enforcing, and updating this policy.

Adopted this \_\_\_\_ day of January 2023.

\_\_\_\_\_  
Beverly A. Harris, Mayor

ATTEST:

\_\_\_\_\_  
Amy C. Roberts, Town Clerk

RESOLUTION # 23-01-03-03

RESOLUTION APPROVING A POLICY ON NONDISCRIMINATION FOR USE WITH FEDERAL FUNDS INCLUDING ARP/CSLFRF FUNDS

**WHEREAS**, the Town of Mount Gilead has received an allocation of funds from the "Coronavirus State Fiscal Recovery Fund" or "Coronavirus Local Fiscal Recovery Fund" (together "CSLFRF funds"), established pursuant to Sections 602 and 603 of the Social Security Act, as added by Section 9901 of the American Rescue Plan Act of 2021, Pub. L. No. 117-2 (the "ARP/CSLFRF award").

**WHEREAS**, CSLFRF funds are subject to the U.S. Department of Treasury ("Treasury") regulations, including the Final Rule, the Award Terms and Conditions, and the Title VII implementing regulations at 31 C.F.R. Part 22.

**WHEREAS**, pursuant to the ARP/CSLFRF Award Terms and Conditions, and as a condition of receiving CSLFRF funds, the Town of Mount Gilead agrees to follow all federal statutes and regulations prohibiting discrimination in its administration of CSLFRF under the terms and conditions of the ARP/CSLFRF award, including, without limitation, the following:

- i. Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d et seq.) and Treasury's implementing regulations at 31 C.F.R. Part 22, which prohibit discrimination on the basis of race, color, or national origin within programs or activities receiving federal financial assistance;
- ii. The Fair Housing Act, Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), which prohibits discrimination in housing on the basis of race, color, religion, national origin, sex, familial status, or disability;
- iii. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of disability under any program or activity receiving Federal financial assistance;
- iv. The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101 et seq.), and Treasury's implementing regulations at 31 C.F.R. Part 23, which prohibit discrimination on the basis of age in programs or activities receiving federal financial assistance; and
- v. Title II of the Americans with Disabilities Act of 1990, as amended (42 U.S.C. §§12101 et seq.), which prohibits discrimination on the basis of disability under programs, activities, and services provided or made available by state and local governments or instrumentalities or agencies thereto.

**NOW THEREFORE BE IT RESOLVED**, that the governing board of the Town of Mount Gilead hereby adopts and enacts the following nondiscrimination policy, which shall apply to the operations of any program, activity, or facility that is supported in whole, or in part, by expenditures CSLFRF pursuant to the ARP/CSLFRF award:

## NON-DISCRIMINATION POLICY

It is the policy of the Town of Mount Gilead to ensure that no person shall, on the grounds of race, color, national origin (including limited English Proficiency), familial status, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subject to discrimination under federal proprietary activity; administered by the Town of Aberdeen, including programs or activities that are funded in whole or part, with Coronavirus State and Local Fiscal Recovery Funds ("CSLFRF"), which the Town of Mount Gilead received from the U.S. Department of Treasury ("Treasury") pursuant to Sections 602 and 603 of the Social Security Act, as added by Section 9901 of the American Rescue Plan Act of 2021, Pub. L. No. 117-2 (herein the "ARP/CSLFRF award").

### **I. GOVERNING STATUTORY AND REGULATORY AUTHORITIES**

As required by the CSLFRF [Award Terms and Conditions](#), the [LOCAL GOVERNMENT] shall ensure that each "activity," "facility," or "program"<sup>1</sup> that is funded in whole, or in part, with CSLFRF and administered under the ARP/CSLFRF award, will be facilitated, operated, or conducted in compliance with the following federal statutes and federal regulations prohibiting discrimination. These include, but are not limited to, the following:

- i. Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d et seq.) and Treasury's implementing regulations at 31 C.F.R. Part 22, which prohibit discrimination on the basis of race, color, or national origin under programs or activities receiving federal financial assistance;
- ii. The Fair Housing Act, Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), which prohibits discrimination in housing on the basis of race, color, religion, national origin, sex, familial status, or disability;
- iii. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of disability under any program or activity receiving federal financial assistance;

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<sup>1</sup> 22 C.F.R. § 22.3 defines "program" and "activity" as all operations of an entity, including local governments, that receive Federal financial assistance, and the departments, agencies, or special purpose districts of the local governments to which Federal financial assistance is distributed. "Federal financial assistance" includes, among other things, grants and loans of federal funds. "Facility" includes all or any part of structures, equipment, or other real or personal property or interests therein, and the provision of facilities includes the construction, expansion, renovation, remodeling, alteration, or acquisition of facilities.

- iv. The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101 et seq.), and Treasury's implementing regulations at 31 C.F.R. Part 23, which prohibit discrimination on the basis of age within programs or activities receiving federal financial assistance; and
- v. Title II of the Americans with Disabilities Act of 1990, as amended (42 U.S.C. §§ 12101 et seq.), which prohibits discrimination on the basis of disability under programs, activities, and services provided or made available by state and local governments or instrumentalities or agencies thereto.

**II. Discriminatory Practices Prohibited in the Administration of the ARP/CSLFRF Award**

To ensure compliance with Title VII of the Civil Rights Act of 1964, and Title 31 Code of Federal Regulations, Part 22, the Civil Rights Restoration Act of 1987, and other pertinent nondiscrimination authorities, the Town of Mount Gilead shall prohibit, at a minimum, the following practices in its administration of CSLFRF pursuant to the ARP/CSLFRF award:

1. Denying to a person any service, financial aid, or other program benefit without good cause;
2. Providing to a person any service, financial aid, or another benefit which is different in quantity or quality, or is provided in a different manner, from that provided to others under the program.
3. Subjecting a person to segregation or separate treatment in any matter related to the receipt of any service, financial aid, or other benefit under the program;
4. Restricting a person in the enjoyment of any advantages, privileges, or other benefits enjoyed by others receiving any service, financial aid, or other benefit under the program;
5. Treating a person differently from others in determining whether that person satisfies any admission, enrollment, quota, eligibility, membership, or other requirement or condition which persons must meet to be provided any service, financial aid, or other benefit provided under the program;
6. Implementing different standards, criteria, or other requirements for admission, enrollment, or participation in planning, advisory, contractual, or other integral activities to the program;
7. Adopting methods of administration which, directly or through contractual relationships, would defeat or substantially impair the accomplishment of effective nondiscrimination;
8. Selecting a site or location of facilities with the purpose or effect of excluding persons from, denying them the benefits of, subjecting them to discrimination, or with the purpose or effect of defeating or substantially impairing the accomplishment of the objectives of Title VI or related acts and regulations;
9. Discriminating against any person, either directly or through a contractual agreement, in any employment resulting from the program, a primary objective of which is to provide employment;
10. Committing acts of intimidation or retaliation, including threatening, coercing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by any pertinent nondiscrimination law, or because an individual made a complaint, testified, assisted, or participated in an investigation, proceeding, or hearing.

**III. Reporting & Enforcement**

1. The Town of Mount Gilead shall cooperate in any enforcement or compliance review activities by the Department of the Treasury. Enforcement may include investigation, arbitration, mediation, litigation, and monitoring of any settlement agreements that may result from these actions. The Town of Mount Gilead shall comply with information requests, on-site compliance reviews, and reporting requirements.
2. The Town of Mount Gilead shall maintain a complaint log and inform the Treasury of any complaints of discrimination on the grounds of race, color, or national origin (including limited English proficiency covered by Title VI of the Civil Rights Act of 1964 and implementing regulations and provide, upon request, a list of all such reviews or proceedings based on the complaint, whether pending or completed, including the outcome. The Town of Mount Gilead shall inform the Treasury if it has received no complaints under Title VI.
3. Any person who believes they have been aggrieved by a discriminatory practice under Title VI has a right to file a formal complaint with the Treasury. Any such complaint must be in writing and filed with the Treasury's Title VI Coordinator within one hundred eighty (180) days following the date of the alleged discriminatory occurrence.
4. Any person who believes that because of that person's race, color, national origin, limited English proficiency, familial status, sex, age, religion, or disability that he/she/they have been discriminated against or unfairly treated by the Town of Mount Gilead in violation of this policy should contact the following office within 180 days from the date of the alleged discriminatory occurrence:

Town of Mount Gilead  
Amy Roberts, Town Clerk  
(910) 439-5111

Adopted this \_\_\_\_ day of January 2023 by the Board of Commissioners by:

\_\_\_\_\_  
Beverly A. Harris, Mayor

ATTEST:

\_\_\_\_\_  
Amy C. Roberts, Town Clerk



Memorandum

October 29, 2022

To: Town Board

The CATb met Dec 21, 2022 at the library. Members of the board decided to keep Patsi on as President/Chair. No other positions at the moment. We will be meeting twice a month (once in person and once via zoom). The next meeting is Jan. 8. We will be looking at a couple of sidewalks that need attention as well as the entrances as we are taking them and their lighting back up. The second meeting will be Jan 21 via zoom to discuss our findings from the 8th and deciding how to move forward from there.

Waiting to hear if the town clerk or manager will be secretary/treasurer as we were originally instructed and if not now how we can set up communications best.

Community Garden: Ive been seeking clarification on the Community Garden . In speaking with Amy Roberts about the disconnect between the CATb and the Community Garden she said the Town Board has to discuss it and decide. We (CATb) spoke about the situation and are all in agreement that they are in a position to stand alone and we have no problem with Mary Poplins request they do. They haven't given CATb any updates.

Jimbo brought us up to speed on the holes left after the crepe myrtles were removed on Main St. Public Works is going to purchase planters to cover them. Also the plantings at the pickleball courts will be redone to correct for proper growth of the plants and trees.

Assignments were taken by members that include looking into lighting, researching the building facade grant money available as well as other grants and connecting the CATb with code enforcement.

Patsi Laracuente  
CATb President



# TOWN OF MOUNT GILEAD VOLUNTEER BOARDS/COMMITTEES APPLICATION

110 West Allenton Street, Mount Gilead, North Carolina, 27306

Thank you for your interest in volunteering your time and expertise to the Town of Mount Gilead. Please complete the following information and direct this form to Amy Roberts, Town Clerk.  
aroberts@mtgileadnc.com or 910-439-1336 (Fax)

Check Your Interest(s): Planning and Zoning Board   
Historic Preservation Commission   
Community Appearance Board   
Parks and Recreation Committee

I live in Mount Gilead's:  
City Limits  **OR** ETJ (extra territorial jurisdiction)  **OR** I am a non-resident

How many years have you lived in Mount Gilead? \_\_\_\_\_

Applicant's Name: Tim PATERSON

Mailing Address: 505 PINE ST.

Street Address (if different): 505 N. PINE ST

Phone: (Home) 439-2108 (Mobile) (910) 228-5414 (Work) \_\_\_\_\_

Email Address: PATERSONtim47@gmail.com

Do you own a business within Mount Gilead? Yes  No  Years owned: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Location: \_\_\_\_\_

Educational Background: \_\_\_\_\_

Occupation: \_\_\_\_\_

Employer: \_\_\_\_\_

Prior/Other Public or Volunteer Service: Highland Community Ctr.

Why do you wish to serve on this Board/Committee? \_\_\_\_\_

To bring the town and the people together as one, and to beautiful the places that's a mess.

If chosen for this volunteer position, will you be able to attend after-hours meeting and assist in any special events and/or trainings that may occur?

Yes, if my health hold up

Please share anything else you would like the Mount Gilead Town Board of Commissioners to know during their consideration.

The Town Board knows what's happenin', these new people that's comin to town trying to take over

I certify that the facts contained in this application are true and correct to the best of my knowledge. I understand and agree that any violation of the Town of Mount Gilead Ethics Policy may be cause for my removal from any Board or Committee. **Regular meeting and event attendance is required and important to the success of any Board.** If my attendance is less than the standards established, it is cause for removal. Finally, I also understand this application is a public record and will be kept on file for one year from the date of submission to the Town Clerk.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# TOWN MANAGER HIRING ADVISORY COMMITTEE APPLICATION FORM



The Town of Mount Gilead Board of Commissioners is selecting members of the general public to serve on a Town Manager Hiring Advisory Committee that will assist and advise in the process of selecting a Town Manager. The six-member Committee exists of **Two** Board Members, **Two** Town Staff and **Two** members of the general town public. As a committee member you will be expected to commit to being available for **ALL** meetings of the committee, candidate interviews, as well as receive and answer phone calls, emails, and texts. You will be required to sign a confidentiality agreement and understand that any information discussed within the committee is considered confidential and is not to be discussed with anyone other than another committee member. You must be a resident within the city limits of Mount Gilead to be considered. Deadline to apply is Friday, December 30 by 3 p.m. **Two** members will be selected to serve on this committee by the Mount Gilead Board of Commissioners in an open business meeting on January 3, 2023.

*Please complete all fields and please write clearly.*

NAME: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

PHYSICAL ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_  
 \_\_\_\_\_

PHONE: 910-220-0760 \_\_\_\_\_ IS THIS A CELL# yes \_\_\_\_\_

EMAIL ADDRESS:  
 laurakimeanderson@gmail.com \_\_\_\_\_  
 \_\_\_\_\_

HOW LONG HAVE YOU LIVED IN MT. GILEAD? \_\_\_\_20 years  
 \_\_\_\_\_

DO YOU OWN A BUSINESS IN MT. GILEAD? IF SO, PLEASE GIVE DETAILS: \_The Veranda Boutique and Salon 106 S, Main St \_\_\_\_\_  
 \_\_\_\_\_

PLEASE GIVE A BRIEF SUMMARY ABOUT YOURSELF AND WHY YOU WOULD BE A GOOD CANDIDATE FOR THIS COMMITTEE? I have worked with the public my entire adult life. First as a volunteer and then as a high school Social Studies teacher. My husband and I have owned and operated several businesses successfully. We currently have The Veranda and Lefler's Place Cafe. We love our town and care deeply about how it is run and cared for. My family goes back at least seven generations in Mt Gilead. I am

proud to say that I am a Mt. Gilead native. \_\_\_\_\_


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*By signing this application, I agree to the terms and conditions of being a member of this advisory committee. I understand the importance of this committee and my responsibilities as a member if chosen to serve.*

Laura K. Anderson  12/30/22 \_\_\_\_\_

SIGNATURE

DATE



# TOWN MANAGER HIRING ADVISORY COMMITTEE APPLICATION FORM



The Town of Mount Gilead Board of Commissioners is selecting members of the general public to serve on a Town Manager Hiring Advisory Committee that will assist and advise in the process of selecting a Town Manager. The six-member Committee exists of **Two** Board Members, **Two** Town Staff and **Two** members of the general town public. As a committee member you will be expected to commit to being available for **ALL** meetings of the committee, candidate interviews, as well as receive and answer phone calls, emails, and texts. You will be required to sign a confidentiality agreement and understand that any information discussed within the committee is considered confidential and is not to be discussed with anyone other than another committee member. You must be a resident within the city limits of Mount Gilead to be considered. Deadline to apply is Friday, December 30 by 3 p.m. **Two** members will be selected to serve on this committee by the Mount Gilead Board of Commissioners in an open business meeting on January 3, 2023.

*Please complete all fields and please write clearly.*

NAME: Kyle Poplin

PHYSICAL ADDRESS: 104 N. Main St.

CITY/STATE/ZIP: Mt. Gilead, N.C., 27306

PHONE: 843-816-6972

IS THIS A CELL# Yes

EMAIL ADDRESS: [speckledpawcoffee@gmail.com](mailto:speckledpawcoffee@gmail.com)

HOW LONG HAVE YOU LIVED IN MT. GILEAD? Six years

DO YOU OWN A BUSINESS IN MT. GILEAD? IF SO, PLEASE GIVE DETAILS: Yes, my wife Myra and I own the Speckled Paw Coffee shop in downtown Mt. Gilead. We started the business in March 2018. Since then, we added three additional locations – Wadesboro, Rockingham and South Piedmont Community College in Polkton. We were recently named one of four “Businesses of the Year” in N.C. by N.C. Business magazine.

PLEASE GIVE A BRIEF SUMMARY ABOUT YOURSELF AND WHY YOU WOULD BE A GOOD CANDIDATE FOR THIS COMMITTEE? I was born in Mt. Gilead in 1959 and lived here until I was 5 years old. I moved back in 2016 to help with my mother, who had cancer. I have a bachelor’s degree in journalism and a master’s in business administration, both from the University of Georgia. I worked as a newspaper reporter and editor for 25 years, covering dozens of small towns and attending hundreds of town council meetings – some in towns smaller than Mt. Gilead and some larger.

*By signing this application, I agree to the terms and conditions of being a member of this advisory committee. I understand the importance of this committee and my responsibilities as a member if chosen to serve.*

*Kyle Poplin*

SIGNATURE:

DATE: 12/30/2022



# TOWN MANAGER HIRING ADVISORY COMMITTEE APPLICATION FORM



The Town of Mount Gilead Board of Commissioners is electing members of the general public to serve on a Town Manager Hiring Advisory Committee that will assist and advise in the process of electing a Town Manager. The six-member Committee exists of **Two** Board Members, **Two** Town Staff and **Two** members of the general town public. As a committee member you will be expected to commit to being available for **ALL** meetings of the committee, candidate interviews, as well as receive and answer phone calls, emails, and texts. You will be required to sign a confidentiality agreement and understand that any information discussed within the committee is considered confidential and is not to be discussed with anyone other than another committee member. You must be a resident within the city limits of Mount Gilead to be considered. **Two** members will be elected to serve on this committee by the Mount Gilead Board of Commissioners in an open business meeting (Date TBD).

*Please complete all fields and please write clearly.*

NAME: Stephanie Welland

PHYSICAL ADDRESS: 126 N. Main St CITY/STATE/ZIP 27306

PHONE: 910-606-9169 IS THIS A CELL# Yes

EMAIL ADDRESS: mtgileadantiques@gmail.com

HOW LONG HAVE YOU LIVED IN MT. GILEAD? 9 years

DO YOU OWN A BUSINESS IN MT. GILEAD? IF SO, PLEASE GIVE DETAILS: Yes. Mt. Gilead  
Antiques Mall

PLEASE GIVE A BRIEF SUMMARY ABOUT YOURSELF AND WHY YOU WOULD BE A GOOD CANDIDATE FOR THIS COMMITTEE?

Local business owner & resident  
who looks to support town efforts to  
represent all community members.

*By signing this application, I agree to the terms and conditions of being a member of this advisory committee. I understand the importance of this committee and my responsibilities as a member if chosen to serve.*

Stephanie Welland 12/15/22  
SIGNATURE DATE





# TOWN MANAGER HIRING ADVISORY COMMITTEE APPLICATION FORM



The Town of Mount Gilead Board of Commissioners is electing members of the general public to serve on a Town Manager Hiring Advisory Committee that will assist and advise in the process of electing a Town Manager. The six-member Committee exists of **Two** Board Members, **Two** Town Staff and **Two** members of the general town public. As a committee member you will be expected to commit to being available for **ALL** meetings of the committee, candidate interviews, as well as receive and answer phone calls, emails, and texts. You will be required to sign a confidentiality agreement and understand that any information discussed within the committee is considered confidential and is not to be discussed with anyone other than another committee member. You must be a resident within the city limits of Mount Gilead to be considered. **Two** members will be elected to serve on this committee by the Mount Gilead Board of Commissioners in an open business meeting on January 3, 2023.

Please complete all fields and please write clearly.

NAME: Shannon Browning  
 PHYSICAL ADDRESS: 207 Medford Place Dr. CITY/STATE/ZIP Mt. Gilead NC 27306  
 PHONE: 910-572-6901 IS THIS A CELL# yes  
 EMAIL ADDRESS: jackson32906@gmail.com  
 HOW LONG HAVE YOU LIVED IN MT. GILEAD? 31 years  
 DO YOU OWN A BUSINESS IN MT. GILEAD? IF SO, PLEASE GIVE DETAILS: yes - Frames On main  
We have been in business since 2019

PLEASE GIVE A BRIEF SUMMARY ABOUT YOURSELF AND WHY YOU WOULD BE A GOOD CANDIDATE FOR THIS COMMITTEE?

I love this town and it's community.  
I feel vested here and want to see this town  
grow & succeed - not just b/c of owning a business, but also  
for my children's future. I feel that I can be an honest, &  
just candidate and truly want to see Mt. Gilead find the right fit  
for our community.

By signing this application, I agree to the terms and conditions of being a member of this advisory committee. I understand the importance of this committee and my responsibilities as a member if chosen to serve.

Shannon Browning  
SIGNATURE

12/30/22  
DATE



Town of  
**MOUNT GILEAD POLICE  
DEPARTMENT**

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**123 North MainStreet - Post Office Box 325  
Mount Gilead, North Carolina, 27306**  
Phone: (910) 439-6711      Fax: (910) 439-1855

**MEMORANDUM**

**To:            Bill Zell  
                  Interim Town Manager**

**From:        Talmedge LeGrand  
                  Chief of Police**

**Date:         December 27, 2022**

**Subject:      Mount Gilead Police Department Monthly Report for December  
                  2022**

The month of December was tedious but rewarding. Our department assisted with the Jingle Bell Jaunt 5k & 1 Mile Walk/Fun Run, Christmas Parade, Christmas on the Square Event, Salvation Army Angel Tree Program, Cook-Out with a Cop, and our annual Shop with a Cop program.

The Mount Gilead Police Department would like to thank the Mount Gilead Commissioners, Mayor Pro-tem McAuley, Mayor Harris and our very own Town Clerks for their much needed assistance in these events and their dedication to the community.

Our department was mutual-aided to conduct traffic duty for Montgomery Middle School and answer calls for service on the West side of the County during Sheriff Pete Herron's swearing-in ceremony on December the 5<sup>th</sup>.

We continue to be one officer short of having a full staff, but we are currently in the process of ensuring that the empty spot be filled by sending someone to the BLET Program or by filling the empty spot with a qualified individual.

**Administration and Patrol**

- Officers continue to greet students at MGES in the mornings.
- Officers attended the scheduled grand jury session.
- Officers are continuing to check business doors each night.

- Continued with follow-up investigations in recent cases.
- Officers conducted various traffic stops.
- Officers began planning their annual in-service training for 2023.
- Ranking officers continue to fill in shifts for officers as needed shift schedule (sickness, training, vacancy etc.).
- Entered IBR (monthly crime report) to state database for crime statistics. □  
Continued entry of SBI Traffic Stop Reports.
- Routinely reviewed body camera videos.
- Continued escorts for businesses as they close at night.
- Department vehicles serviced with oil changes and tire rotations.

### **Investigations Report**

- 2212-0221 Larceny of fanny pack with bank card. Active investigation.
- 2212-0223 50B violation, concealed weapon violation, possession of Schedule III, damage to property, and breaking & entering. Closed by arrest.
- 2212-0220 Driving under the influence. Subject arrested.
- 2212-0222 Breaking & entering and larceny. Charges dropped by the district attorney. Possible pending indictment.
- 2212-0217 Driving under the influence. Subject arrested.

### **Attachments**

- Calls for Service
- Activity Summary
- Reported Incidents – Officer assigned

Montgomery County Communications  
 199 South Liberty St Troy , NC 27371

CFS By Department - Select Department By Date  
 For MT GILEAD POLICE DEPT 11/30/2022 - 12/27/2022

MT GILEAD POLICE DEPT	Count	Percent
50-B VIOLATION	2	1.05%
911 HANG UP	1	0.53%
ALARM (NOT FIRE) COMMERCIAL	3	1.58%
ALARM (NOT FIRE) RESIDENTIAL	1	0.53%
ANIMAL BITES - ATTACKS	1	0.53%
ASSAULT (NO INJURIES)	2	1.05%
ASSIST MOTORIST	4	2.11%
B-E	1	0.53%
CHASE VEH	1	0.53%
CITIZEN ASSIST	3	1.58%
CIVIL DISTURBANCE	1	0.53%
COMMUNICATING THREATS	1	0.53%
DAMAGE TO PROPERTY	1	0.53%
DOMESTIC	3	1.58%
ESCORT	42	22.11%
FIGHT	1	0.53%
FIRE ALARM	1	0.53%
FOLLOWUP INVESTIGATION	2	1.05%
ILLEGAL BURN	1	0.53%
INFORMATION	4	2.11%
INTOXICATED DRIVER	1	0.53%
INTOXICATED SUBJECT(s)	1	0.53%
JUVENILE(s)	8	4.21%
LARCENY	3	1.58%
LIFELINE	1	0.53%
LIFTING ASSISTANCE	1	0.53%
MUTUAL AID - ASSIST OUTSIDE AGENCY	1	0.53%
OVERDOSE - POISONING (INGESTION)	1	0.53%
PSYCHIATRIC - ABNORMAL BEHAVIOR - SUICIDE ATTEMPT	1	0.53%
ROAD HAZARD	1	0.53%
SCHOOL CROSSING	3	1.58%
SECURITY CHECK	21	11.05%
SICK PERSON (SPECIFIC DIAGNOSIS)	2	1.05%
SPECIAL ASSIGNMENT	1	0.53%
STRANDED/ABANDONED BOAT/VEH	2	1.05%
STRUCTURE FIRE	1	0.53%
SUSPICIOUS PERSON/VEH/ACTIVITY	10	5.26%
TEXT 911	2	1.05%
TRAFFIC ACCIDENTS (PD)	6	3.16%
TRAFFIC STOP	35	18.42%
TRANSPORTATION PI	1	0.53%
TRESPASSING	7	3.68%

MT GILEAD POLICE DEPT	Count	Percent
UNAUTHORIZED USE	2	1.05%
UNCONSCIOUS - FAINTING (NEAR)	2	1.05%
Total Records For MT GILEAD POLICE DEPT	190	Dept Calls/Total Calls 100.00%
Total Records		190

# Activity Detail Summary (by Category)

## MOUNT GILEAD POLICE DEPARTMENT

(11/29/2022 - 12/27/2022)

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### Incident\Investigations

220 - Burglary/Breaking & Entering	2
23H - All Other Larceny	3
240 - Motor Vehicle Theft	1
280 - Stolen Property Offenses	1
290 - Destruction/Damage/Vandalism of Property	2
35A - Drug/Narcotic Violations	1
520 - Weapon Law Violations	1
90C - Disorderly Conduct	1
90D - Driving Under the Influence	2
90J - Trespass of Real Property	4
90Z - All Other Offenses	8
<b>Total Offenses</b>	<b>26</b>
<b>Total Incidents</b>	<b>18</b>

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### Arrests

220 - Burglary/Breaking & Entering	1
23H - All Other Larceny	1
290 - Destruction/Damage/Vandalism of Property	1
35A - Drug/Narcotic Violations	1
520 - Weapon Law Violations	1
90D - Driving Under the Influence	1

90J - Trespass of Real Property	1
90Z - All Other Offenses	6
<b>Total Charges</b>	<b>13</b>
<b>Total Arrests</b>	<b>6</b>

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**Accidents**

**Total Accidents**                      **6**

Date: 12/30/2022 -- Time: 10:36

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**Activity Detail Summary (by Category)**  
**MOUNT GILEAD POLICE DEPARTMENT**  
**(11/29/2022 - 12/27/2022)**

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**Citations**

Driving While License Revoked	6
Expired Registration	7
Improper Transportation Of Children	1
No Operator License	2
Other (Infraction)	11
Possess/Consume Alcohol - Passenger	1
Seat Belt	1
Speeding (Infraction)	7
Secondary Charge	17
<b>Total Charges</b>	<b>53</b>

Total Citations	36
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**Warning Tickets**

Total Charges	3
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Total Warning Tickets	3
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# Incident Offenses/Victims/Status By Reporting Officer

## MOUNT GILEAD POLICE DEPARTMENT

All Case Statuses - (11/29/2022 - 12/27/2022)

### 4531 - Corporal Hunter T. Stone

Incident Number:	Offense:	Victim:	Case Status:	Exceptional Clearance:	Inc. Date:
2211-0196	290 - Damage of Property	Little, Rosa Mae	Closed by Other Means	Not Applicable	11/29/2022
2212-0205	90Z - Unauthorized Tennant	Troy Housing Authority	Closed by Other Means	Not Applicable	12/07/2022

Officer Total Incidents: 2

### 6280 - Patrol Officer Bobby A. Hall

Incident Number:	Offense:	Victim:	Case Status:	Exceptional Clearance:	Inc. Date:
2212-0201	240 - Unauthorized Use	Woodard, Rose Mary	Closed by Other Means	Not Applicable	12/03/2022
2212-0202	90Z - Medical Assistance	Woodard, James Travis	Closed by Other Means	Not Applicable	12/03/2022
2212-0203	23H - Larceny	Greene, Bobby Leonard	Closed by Exception	Prosecution Declined	12/05/2022
2212-0206	90J - Second Degree Trespass	Calloway, Anthony	Closed by Other Means		12/07/2022
2212-0210	90Z - OFA/FTA	State of NC	Closed by Arrest	Not Applicable	12/12/2022
2212-0217	90D - Driving While Impaired 90Z - DWLR 90Z - Child Abuse	State of NC Christian, Kabria	Closed by Arrest	Not Applicable	12/22/2022
2212-0218	90J - Second Degree Trespass	Calloway, Andra Irene Cook, Lee	Closed by Exception	Prosecution Declined	12/23/2022

Officer Total Incidents: 7

### 7532 - Patrol Officer Joshua C. Shuping

Incident Number:	Offense:	Victim:	Case Status:	Exceptional Clearance:	Inc. Date:
2211-0199	90C - Disorderly Conduct	Mount Gilead Childrens Group Home	Closed by Other Means	Juvenile/No Custody	11/30/2022
2212-0204	90Z - Overdose	Skilton, Cassidie	Closed by Other Means	Not Applicable	12/06/2022

# Incident Offenses/Victims/Status By Reporting Officer

## MOUNT GILEAD POLICE DEPARTMENT

All Case Statuses - (11/29/2022 - 12/27/2022)

### 7532 - Patrol Officer Joshua C. Shuping

Incident Number:	Offense:	Victim:	Case Status:	Exceptional Clearance:	Inc. Date:
2212-0222	220 - Burglary 23H - Larceny After Breaking and Entering 280 - Possession of Stolen Goods	Patterson, Tim Calloway, Corey Cortez	Active	Not Applicable	12/25/2022
2212-0223	220 - Breaking & Entering 290 - Damage to Property 520 - Carrying Concealed Weapon 35A - Simple Possession Sch 3 90Z - Domestic Violence Protective Order Violation	Williams, Nikki State of NC	Closed by Arrest	Not Applicable	12/25/2022

Officer Total Incidents: 4

### 8523 - Sergeant Adam W. Lucas

Incident Number:	Offense:	Victim:	Case Status:	Exceptional Clearance:	Inc. Date:
2212-0209	90J - Trespassing	Roach, Debra Darnell	Closed by Arrest		12/12/2022
2212-0215	90J - Trespassing	State of NC	Closed by Exception	Not Applicable	12/20/2022
2212-0216	90Z - Calls for service	Mathenny, Editha	Closed by Other Means	Not Applicable	12/21/2022
2212-0220	90D - Driving Under the Influence	State of NC	Closed by Other Means	Not Applicable	12/23/2022
2212-0221	23H - Larceny	Boyd, Mary Ann	Active	Not Applicable	12/24/2022

Officer Total Incidents: 5

Total Incidents: 18

Town Manager's Weekly Report (week of December 12<sup>th</sup> and 19<sup>th</sup>)

1. I worked Monday, Wednesday and Friday the week of the 12<sup>th</sup> and Monday, Tuesday and Wednesday the week of the 19<sup>th</sup>. I worked Wednesday and Friday the week of the 26<sup>th</sup>.
2. Met with Gary McRae regarding a potential pocket park on his property along Julius Chambers Ave. He will be getting with his staff to discuss and get back to me.
3. Working on a rezoning of 100 +/- acres off Lilly's Bridge Rd. and Richardson Rd. for a potential RV Park and Campground. Will meet with the Planning Board on Wednesday evening 12/28 at 5:30 to discuss and get their recommendation. Planning Board met to discuss the rezoning and have asked the applicant to put in writing their answers to the consistency aspect of the Town's Comprehensive Land Use Plan. They will meet again on January 17<sup>th</sup> to discuss their answers and then make their recommendation to the Town Board of Commissioners at the public hearing to be held on February 7<sup>th</sup>.
4. Danny and I met with Robert Clark, (an elevator mechanic out of Charlotte) to discuss steps to certify our freight elevator in the Redevelopment Corps Building for use. Mr. Clark will come back on January 3<sup>rd</sup> to conduct a weight test on the elevator.
5. Working with the Town's Attorney on the development agreement for the Tillery Development Project.
6. Working with the Dollar General executives on finalizing the land swap so that we can get Cotton Gin Rd cut in behind and to the side of the new Dollar General Store. Danny and I met with the contractor that will be building this road to go over what is expected from our perspective.
7. Have received five (5) applications for the Town Manager position to date.



PROTECTING QUALITY OF LIFE

Alliance Code  
Enforcement LLC

Monthly Report  
Town of Mt. Gilead

Updated  
December 30, 2022

**ANSWER KEY**

**MH** - Minimum Housing / **OL** - Overgrown Lot / **JV** - Junk Vehicle / **JP** - Junk Pile /  
**AWG** - Abandoned White Goods / **AC** - Animal Complaint / **ZV** - Zoning Violation

605 Julius Chambers Ave	MH/JP/OL	12/29/22
101 Julius Chambers Ave	JV	11/15/22
182 Washington Park Rd.	MH/JP	OPEN
421 W Allenton St	MH/JP	OPEN
500 W Allenton St	MH/OL	OPEN
535 W Allenton St	JV	11/21/22
533 W Allenton St	JV	11/21/22
537 W Allenton St	MH/OL	OPEN
414 S Wadesboro Blvd	MH/OL	OPEN
506 S Wadesboro Blvd	JV	11/21/22
426 S Wadesboro Blvd	JV/OL	OPEN
308 N Main St	MH/JP	OPEN
403 Cedar St	JV	11/15/22
303 Cedar St	JV	11/15/22
302 Cedar St	JV	11/15/22
507 S Wadesboro Blvd	MH/OL	OPEN
166 Emmaline St	JV	11/21/22
134 Emmaline St	JV	11/21/22
609 Julius Chambers Ave	JV	11/21/22
306 Julias Chambers Ave	JV	ABATED
112 S Main St	JV	ABATED
118 S Main St	JV	ABATED
216 S Main St	JV	11/21/22
526 Parkertown Rd	JP	1/19/22
532 Parkertown Rd	MH	OPEN
534 Parkertown Rd	JV	OPEN
432 S Wadesboro Blvd	JV	OPEN
430 S Wadesboro Blvd	JP/OL	1/19/22



PROTECTING QUALITY OF LIFE

Alliance Code  
Enforcement LLC

Monthly Report  
Town of Mt. Gilead

Updated  
December 30, 2022

429 S Wadesboro Blvd	MH	<b>1/19/23</b>
303 W Allenton Blvd	OL	<b>ABATED</b>
200 S Main St	MH	<b>12/31/22</b>
206 S Main St	OL	<b>ABATED</b>
403 Cedar St	JV	<b>1/28/23</b>
408 Cedar St	OL	<b>ABATED</b>
424 S Wadesboro	JP	<b>1/28/23</b>
109 E 2 <sup>nd</sup> St	JP	<b>1/19/23</b>

#### HIGHLIGHTS

- 4 New Cases Opened
- 6 Cases Abated
- 6 cases have been scheduled for hearings for the month of December.



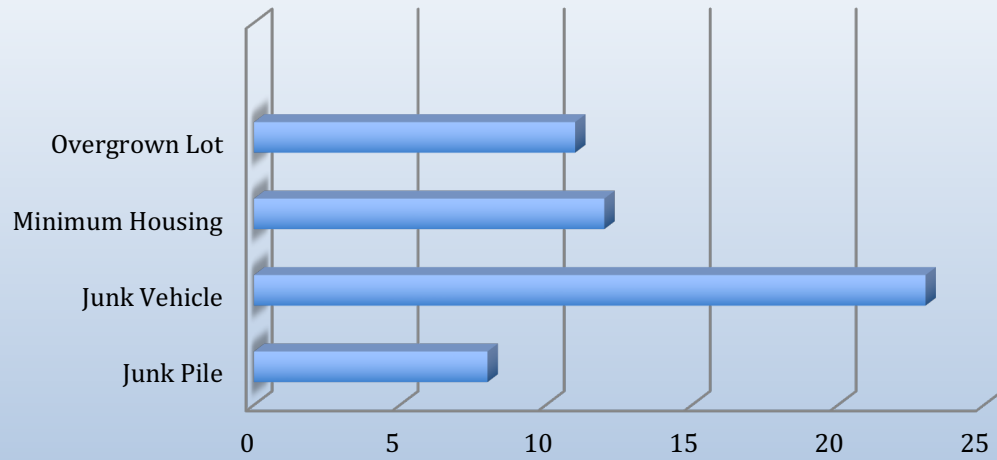
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Alliance Code  
Enforcement LLC

Monthly Report  
Town of Mt. Gilead

Updated  
December 30, 2022

### Violations by the Numbers



	Junk Pile	Junk Vehicle	Minimum Housing	Overgrown Lot	
Violations by the Numbers	8	23	12	11	

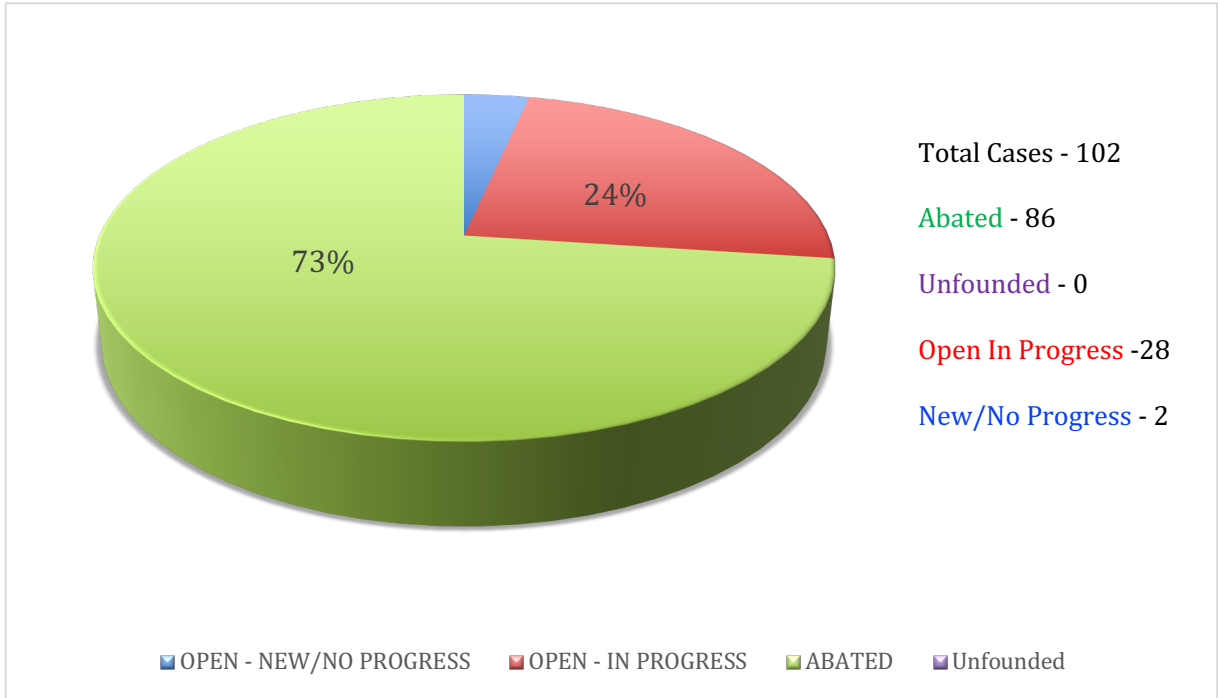


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Monthly Report  
Town of Mt. Gilead

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December 30, 2022



## Budget vs Actual (Summary)

Town of Mount Gilead  
12/30/2022 4:17:29 PM

Page 1 Of 1

Period Ending 6/30/2023

10 GENERAL FUND					
Description	Budget		YTD	Variance	Percent
Revenues					
	1,647,043		664,767.81	(982,275.09)	40%
Revenues Totals:	1,647,043	0.00	664,767.81	(982,275.09)	40%
Expenses					
ADMINISTRATION	199,300		126,085.20	73,214.80	63%
STREETS AND GROUNDS	190,045		83,484.71	106,559.79	44%
PLANNING & ZONING	27,250		9,761.00	17,489.00	36%
SOLID WASTE	95,900		46,098.37	49,801.63	48%
PARKS AND RECREATION	154,343		150,430.41	3,912.09	97%
POLICE DEPARTMENT	652,490		282,172.39	370,317.51	43%
FIRE DEPARTMENT	176,439		53,729.11	122,709.89	30%
REDEVELOPMENT CORP.	11,000		31,500.85	(20,500.85)	286%
POWELL BILL	50,000		50,000.00	0.00	100%
CEMETERY	8,000		1,490.95	6,509.05	19%
GOVERNING BODY	53,877		27,555.16	26,321.84	51%
LIBRARY	28,400		6,295.99	22,104.01	22%
Expenses Totals:	1,647,043	0.00	868,604.14	778,438.76	53%
10 GENERAL FUND Totals:			(203,836.33)		
20 ENTERPRISE FUND					
Description	Budget		YTD	Variance	Percent
Revenues					
	1,449,374		644,995.28	(804,378.72)	45%
Revenues Totals:	1,449,374	0.00	644,995.28	(804,378.72)	45%
Expenses					
ADMINISTRATION	284,765		149,539.24	135,225.76	53%
WATER OPERATIONS	294,342		164,097.29	130,244.71	56%
WASTE WATER COLLECTION	314,542		175,634.02	138,907.98	56%
WASTE WATER PLANT	314,750		109,172.59	205,577.41	35%
DEBT SERVICE	240,975		0.00	240,975.00	
Expenses Totals:	1,449,374	0.00	598,443.14	850,930.86	41%
20 ENTERPRISE FUND Totals:			46,552.14		