



# TOWN OF MOUNT GILEAD BOARD OF COMMISSIONERS MEETING MINUTES

110 West Allenton Street, Mount Gilead, North Carolina, 27306  
May 5, 2020

The Mount Gilead Board of Commissioners met remotely at 7:00 p.m. for the regular monthly business meeting. Information on how to attend the meeting was posted on the town webpage at [www.mtgileadnc.com](http://www.mtgileadnc.com). or the public was provided access to call into the meeting by dialing 929-205-6099, Meeting ID: 893 7004 2584.

Present for the meeting via Zoom were Mayor Chip Miller, Mayor Pro Tem Tim McAuley, Commissioners Paula Covington, Vera Richardson and Mary Lucas, Town Manager Matt Christian, Town Clerk Amy Roberts. Police Chief Pat Preslar and Public Works Director Daniel Medley.

## ITEM I. INTRODUCTION & ADOPTION OF AGENDA

Mayor Miller called the meeting to order at 7:03 p.m. He welcomed everyone and asked to add a couple of items to the agenda under NEW BUSINESS. D. Renewal of Republic Services Contract and E. NCDOT Title VI Policy Resolution. Commissioner Richardson made a motion to adopt the agenda with the added changes. Mayor Pro Tem McAuley seconded the motion. Agenda was adopted unanimously.

## ITEM II. APPROVAL OF MINUTES

- A. March 3, 2020 Regular Meeting Minutes - Mayor Pro Tem Mcauley made a motion to approve the March 3, 2020 regular Meeting minutes as read. Commissioner Covington seconded the motion. Minutes were approved unanimously.
- B. March 20, 2020 Special Meeting Minutes – Commissioner Covington made a motion to approve the March 20 Special Meeting Minutes as read. Commissioner Lucas seconded the motion. Minutes were approved unanimously.
- C. April 7, 2020 Regular Meeting Minutes – Commissioner Covington made a motion to approve the April 7 Regular Meeting Minutes as read. Commissioner Lucas seconded the motion. Minutes were approved unanimously.

## ITEM III. NEW BUSINESS

- A. Emergency Leave Policy - Town Manager Christian presented an Emergency Leave Policy that mirrors the Federal Policy that was signed into law by Congress and the President – the Families First Coronavirus Response Act. The policy provides employees with emergency paid sick leave under certain conditions and does not affect any other employee paid accrued leave. A copy of the complete policy is attached to the Board Packets. Commissioner Covington made a motion to adopt the Emergency Leave Policy. Commissioner Lucas seconded the motion. The Policy was adopted unanimously.

B. Utility Policy – Town Manager Christian presented an update to the current Utility Policy that grants the authority to the Town Manager or a designee to make crucial operational decisions concerning fees and customer’s account status while the Town is under a State of Emergency. Commissioner Covington made a motion to adopt the Utility Policy as read. Commissioner Richardson seconded the motion. The policy was adopted unanimously.

C. Budget Amendments

1. BA20-0505-01 – Commissioner Richardson made a motion to approve Budget Amendment BA20-0505-01 as read. Commissioner Lucas seconded the motion. The Budget Amendment was approved.
2. BA20-0505-02 – The Board agreed to table approving this Budget Amendment after noticing a clerical error on this amendment. Commissioner Lucas made a motion to table the review of this Budget Amendment until the June 2 regular business meeting. The motion was seconded by Mayor Pro Tem McAuley. The Budget Amendment was unanimously tabled.

D. Republic Services Contract Renewal

Town Manager Matt Christian presented the renewal agreement for Republic Services. There will be no increase in rates or fees. The contract will continue services and will be extended until 2025. Commissioner Lucas made a motion to approve the renewal of the contract. Commissioner Covington seconded the motion. Contract was unanimously approved.

E. NCDOT Title VI Policy Renewal and Resolution

Town Manager Christian presented a yearly renewal and resolution of a Title VI Policy that is required by North Carolina Department of Transportation’s Office of Civil Rights. The North Carolina Department of Transportation’s Office of Civil Rights is requiring that municipalities enact a formal Title VI Policy. Title VI of the Civil Rights Act of 1964 states that no person shall on the ground of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. The 1987 Civil Rights Restoration Act extended these protections to all NCDOT programs and activities, whether federally-assisted or state-funded. Additional categories of protection have been enacted including sex, sexual orientation, low-income, limited English proficiency, age, disability, and religion/creed. The Title VI Policy must be renewed each year and submitted to NCDOT. Commissioner Richardson made a motion to adopt the resolution. Commissioner Covington seconded the motion. The Resolution was unanimously adopted.

ITEM IV. STAFF REPORTS

Daniel Medley, the Public Works Director presented his monthly report that was attached to the Board Packets provided. He asked if anyone had questions for him. Commissioner Richardson asked if the Town would consider budgeting some funds for beautification of the grassy area leading into Parkertown from Hwy. 73. Daniel agreed to look into this further and see what it will take to get this done.

Mayor Pro Tem McAuley asked Daniel to update the Board on the situation with the culvert at a residence owned by Mr. James Lilly on Hwy, 109 South. Daniel said he had been working with Mr. Lilly. Public Works moved some rocks from the culvert and Mr. Lilly was satisfied that this would help.



ITEM V. COMMISSIONER REPORTS

Commissioner Richardson stated that she has had several phone calls asking about when the courts at the Park would open back up from the mandatory closure due to COVID-19. Governor's Order No. 138 that was given on May 5, 2020 states that parks and trails can re-open to the Public with restrictions in Phase I of this order that begins on May 8, 2020 at 5 p.m. After much debate and concern about fairness and well-being of all citizens, the Board came to the agreement to re-open the Pickle Ball/Tennis Courts and Basketball Courts. All Pavilions, bathrooms and playground equipment will remain closed through Phase I or until further notice or until the Town receives updated guidelines from the Governor.

ITEM VI. PUBLIC COMMENT

*NOTE: Public comments were requested to be submitted in writing to the Town Clerk [clerk@mtgileadnc.com](mailto:clerk@mtgileadnc.com), in the chat section of the Zoom meeting, or by texting 910-439-6687. No requests from the public came in.*

ITEM VII. ADJOURNMENT

With no more Board business, Commissioner Richardson made a motion to adjourn the meeting. Mayor Pro Tem McAuley seconded the motion. Meeting was adjourned.

  
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Joseph "Chip" Miller, Mayor

  
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Amy C. Roberts, Town Clerk



# TOWN OF MOUNT GILEAD BOARD OF COMMISSIONERS AGENDA

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110 West Allenton Street, Mount Gilead, North Carolina, 27306  
May 5, 2020

The Mount Gilead Board of Commissioners will meet remotely at 7:00 p.m. for the regular monthly business meeting. Information on how to attend the meeting is posted on the town webpage [www.mtgileadnc.com](http://www.mtgileadnc.com). The public can also call into the meeting by dialing 929-205-6099, Meeting ID: 893 7004 2584.

- ITEM I. INTRODUCTION & ADOPTION OF AGENDA
- ITEM II. APPROVAL OF MINUTES (Action)  
A. March 3, 2020 Regular Meeting Minutes  
B. March 20, 2020 Special Meeting Minutes  
C. April 7, 2020 Regular Meeting Minutes
- ITEM III. NEW BUSINESS  
A. Emergency Leave Policy (Action)  
B. Utility Policy (Action)  
C. Budget Amendments (Action)  
BA20-0505-01  
BA20-0505-02
- ITEM IV. STAFF REPORTS
- ITEM V. COMMISSIONER REPORTS
- ITEM VI. PUBLIC COMMENT  
*Public comments can be submitted in writing to the Town Clerk [clerk@mtgileadnc.com](mailto:clerk@mtgileadnc.com), in the chat section of the Zoom meeting, or by texting 910-439-6687. A record of all public comments will be included in the meeting minutes. Please include your full name address along with your written comments.*
- ITEM VII. ADJOURNMENT

# Agenda Packet

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# TOWN OF MOUNT GILEAD BOARD OF COMMISSIONERS MEETING MINUTES

110 West Allenton Street, Mount Gilead, North Carolina, 27306  
March 3, 2020

The Mount Gilead Board of Commissioners met at 7:00 p.m. at Highland Community Center, 131 Hoffman Road, Mount Gilead, North Carolina for the regular monthly business meeting.

Present were Mayor Pro Tem Tim McAuley, Commissioners Vera Richardson, Mary Lucas and Paula Covington, Town Manager Matthew Christian, Town Clerk Amy Roberts, Police Chief Pat Preslar and Public Works Director Daniel Medley.

Absent: Mayor Chip Miller

CALL TO ORDER – Mayor Pro Tem McAuley called the meeting to order at 7:00 p.m.

MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE

ITEM I. ADOPTION OF AGENDA - Commissioner Richardson made a motion to adopt the agenda as is. Commissioner Lucas seconded the motion. Motion passed unanimously.

ITEM II. APPROVAL OF MINUTES

A. February 4, 2020 Regular Meeting Minutes – Commissioner Covington made a motion to approve the February 4, 2020 minutes. Commissioner Richardson seconded the motion. Minutes were unanimously approved.

ITEM III. PUBLIC COMMENT – Ms. Patricia Lilly, Pleasant Valley Church Road, Mt. Gilead, spoke about the speed limit at the Main Street block in town that runs from the Mt. Gilead Police Department to the intersection of NC Hwy 731 and NC Hwy 73. She complained that she has seen and heard of a lot of people being stopped by law enforcement as they are coming through this section of town. She said the speed limit jumps from 35 mph to 20 mph so quickly that people don't have time to slow down. She claims that it is too hard to run only 20 mph in that area.

ITEM IV. OLD BUSINESS

A. Code Enforcement Ordinances – Town Manager Matthew Christian gave an update on the ongoing Code Enforcement compliance issues. He stated that the Town has received estimates for two of the properties. The property at 105 East Second Avenue will cost approximately \$25k to demolish and the property at 308 N. Main Street will cost approximately \$32,867 to demolish. The third property on West Allenton Street could possibly be saved with just a thorough property assessment and cleaning. Matt explained that he is still waiting on second and third bids for these processes.

ITEM V. NEW BUSINESS – Matt stated that the Budget Retreat will be held March 20 and 21 at Providence in the Pines Thunderbird Room.

ITEM VI. STAFF REPORTS - Staff Reports were given by Town Manager Matthew Christian, Police Chief Pat Preslar and Public Works Director Daniel Medley. Reports were attached to the Board Packets.

ITEM VII. COMMISSIONER REPORTS – Mayor Pro Tem McAuley stated that Montgomery Community College will be hosting Finance Classes at Highland Community Center every Wednesday from 6-8 p.m. starting March 11.

Commissioner Covington invited everyone to attend Bingo Night which will be held Friday, March 27 from 7-9 p.m.

ITEM VIII. CLOSED SESSION - None

ITEM IX. ADJOURNMENT – With no more board business, Commissioner Richardson made a motion to adjourn the meeting. Commissioner Covington seconded the motion. Meeting was adjourned.

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Joseph “Chip” Miller, Jr., Mayor

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Amy C. Roberts, Town Clerk



# TOWN OF MOUNT GILEAD BOARD OF COMMISSIONERS SPECIAL CALLED MEETING MINUTES

110 West Allenton Street, Mount Gilead, North Carolina, 27306  
March 20, 2020

The Mount Gilead Board of Commissioners met at 6:00 pm on Friday, March 20 at Mt. Gilead Fire Department, 106 E. Allenton Street, Mt. Gilead, NC 27306. Present were Mayor Chip Miller, Mayor Pro Tem Tim McAuley, Commissioners Vera Richardson, Paula Covington and Mary Lucas, Town Manager Matt Christian and Town Clerk Amy Roberts.

CALL TO ORDER – Mayor Miller called the meeting to order at 6:00 p.m.

## ITEM I. DECLARATION OF A STATE OF EMERGENCY

Town Manager Matt Christian presented a Declaration of a State of Emergency in response to the national pandemic COVID-19. By issuance of the Governor, the State of North Carolina has declared a state of emergency as well as Montgomery County, therefore, the Town feels declaring a state of emergency for Mt. Gilead is necessary to maintain order and protect public health, safety and welfare. Commissioner Lucas made a motion to adopt the Declaration of a State of Emergency. Commissioner Covington seconded the motion. Declaration was unanimously adopted.

## ITEM III. ADJOURNMENT

With no more Board business, Mayor Pro Tem McAuley made a motion to adjourn. Commissioner Covington seconded the motion. Motion carried unanimously and the meeting was adjourned.

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Joseph “Chip” Miller, Jr., Mayor

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Amy C. Roberts, Town Clerk





# TOWN OF MOUNT GILEAD BOARD OF COMMISSIONERS ZOOM MEETING MINUTES

110 West Allenton Street, Mount Gilead, North Carolina, 27306  
April 7, 2020

The Mount Gilead Board of Commissioners met remotely via Zoom at 7:00 p.m. on Tuesday, April 7, 2020 for the regular monthly business meeting. Information on how to attend the meeting was posted on the town webpage [www.mtgileadnc.com](http://www.mtgileadnc.com). and on the Town's bulletin board.

Present for the Zoom meeting were Mayor Chip Miller, Mayor Pro Tem Tim McAuley, Commissioners Paula Covington, Vera Richardson and Mary Lucas, Town Manager, Matthew Christian, Town Clerk Amy Roberts, Police Chief Pat Preslar and Public Works Director Daniel Medley.

## ITEM I. CALL TO ORDER

Mayor Chip Miller called the meeting to order at 7:10 p.m.

## ITEM II. APPROVAL OF AGENDA

Commissioner Paula Covington made a motion to approve the April 7, 2020 agenda. Mayor Pro Tem Tim McAuley seconded the motion. Agenda was unanimously approved.

## ITEM III. INTRODUCTION

Matt Christian, Town Manager, welcomed everyone to the Zoom meeting and explained to everyone how the electronic meeting would work.

## ITEM IV. DISCUSSION TOPICS

### A. Covid-19/coronavirus Response

Mayor Miller welcomed everyone to the Zoom meeting. He stated that he had written a public response to the citizens during this COVID-19 outbreak. In his response he gave a general statement to the public letting them know that the Town is here for them during this time and asking for their support, compliance and patience.

### B. FY 20-21 Budget

Town Manager, Matt Christian explained that he had a recent conference call with other Town Managers in the county and Montgomery County leaders concerning the timeline of the revaluation of property taxes for the citizens of Montgomery County. He explained that right now is the time the County would normally mail out notices about tax revaluations to the citizens. From that point, the citizens are allowed 30 days to question or appeal the revaluation. The County was concerned about creating a panic and added stress during this pandemic if they sent out these notices right now. Therefore, they decided to delay the distribution of these notices. Because of this, the Town of Mount Gilead will not be able to estimate revenues for our FY 20-21 budget. Matt explained that we may need to consider passing an Interim Budget for up to 90 days of the new fiscal year until the County can finish the property revaluation. In

summary, this means no new projects can begin or no new capital purchases during this interim time period and until the 20-21 full budget is adopted.

We will still have to conduct a public hearing to pass some form of budget.

Commissioner Lucas asked Matt if he was keeping up with any changes to the Sales Tax Revenues through the NC League of Municipalities. Matt said he had been keeping an eye on any and all information coming down from the League concerning any changes that could be coming.

Mayor Miller asked Matt if he would briefly update the Board on major needs for the upcoming budget year since the Board Retreat got cancelled. Matt said that he asked the department heads to summarize their wants/needs for the new budget. Matt will send a Budget Summary to the Board by email.

### C. Project Updates

According to Town Manager, Matt Christian, the WWTP Rehab Project is on schedule and the contractors are on track and continuing with construction.

There is some uncertainty with how the Comprehensive Plan will continue in the near future because of COVID-19. The May 7 workshop has been postponed. Matt is working closely with Mosaic to come up with new ideas, such as surveys by mail in case we can't have public workshops. The completion of the Comp Plan is scheduled for October 2020.

There has been a draft plan completed by Mosaic for the Albert Johnson Pocket Park.

Mayor Pro Tem McAuley asked Matt if the town plans on doing anything to help Mr. James Lilly, owner of a home on Hwy. 109 South, who has a culvert to the right of his home, bordering his property. This culvert is managed by NC DOT but the homeowner has asked the Town if Public Works could help him get something done. During major storms and heavy downpours this culvert overflows and causes invasive flooding into his yard causing damage each time it happens. Commissioner McAuley stated that he felt like the Town should do something to help him. McAuley said he remembers years ago that Public Works did some maintenance to the culvert to help with the flooding. Matt says he and Daniel have discussed possibly getting the inmates to remove some of the rocks. McAuley asked Daniel if he would speak to James McCormick (former Public Works employee) and ask him what type of maintenance they used to do to the culvert.

Mayor Miller asked Daniel about the status of paving the parking lots at Stanback Park. Daniel stated that we have received a bid from CK Earnhardt and Riley Paving. JT Russell and Sons declined to bid on the project. According to Daniel, both bids exceeded the budgeted amount. Commissioner Lucas expressed her concern about moving forward with this paving project and asked if the Board thinks we should delay because of the fear of how the economy may plummet during this crisis and that small towns may be "hit hard". Mayor Miller expressed his concern about delaying the project because he's afraid prices are going to balloon because of the crisis and he assured the Board that it has already been budgeted for and approved. Matt said he and Daniel would seek additional bids and summarize this information for the board.

Commissioner Lucas asked for an update on the erosion issues behind the Mt. Gilead Antique Mall. Per Matt, there was a survey/model done of the area. The drain under the road from the Police Department at Ingram Street leading under and across Main Street is failing because of age. Engineers are working on developing a solution.

ITEM III. DEPARTMENT UPDATES

A. Town Manager

Town Hall is closed to the Public until further notice. Citizens have been instructed to make payments via US mail, dropbox, or online. The Town is waiving the service fees to customers associated with online payments until further notice.

Administrative staff have been isolating at home for the past two weeks to prevent possible COVID-19 exposure. Any work that can be done from home has continued. The Town Clerk has continued with payroll, state reporting and Accounts payable during this time. The clerk has checked the post office box and the drop box on Tuesdays and Fridays during this time and made bank deposits. Admin staff will start back to work in the office on Wednesday, April 8, with clear instructions on social distancing and work schedules during this time. Matt will have a safety briefing first thing on Wednesday morning with the Admin team to assure there are clear expectations for the near future.

B. Police Department

Police Chief Preslar spoke briefly and explained that he had put his monthly updates in the Board packet and asked if the Board had any questions for him. Commissioner McAuley asked if the PD has had any issues with people hanging out at the car wash during the Stay at Home order. Chief Preslar said they had not seen any major issues. The Chief explained that officers have been instructed to keep an eye out for large groups gathering not only at the car wash but anywhere in Town and to educate the group(s) and ask them to leave. Commissioner McAuley said he had noticed people gathering at the Car Wash and said they might want to keep a close eye on it.

Commissioner Richardson asked Chief Preslar if he had any other complaints, other than her, about rapid gunfire in the area Sunday, April 5. Chief Preslar said the officer on duty said he also had heard this and thought it came from a different area. The officer investigated that area and did not find anything. Commissioner Richardson stressed her concern about officers not patrolling all areas of the town.

Commissioner Lucas asked Chief Preslar if the Town has regulations or a policy in reference to putting Wrecker Services on a call rotation. Chief Preslar said the Police Department has always followed the County's rotation list. If someone requests to be added to the rotation list they usually approach him or Montgomery County Dispatch to be added. Recently, Randy's Wrecker Service asked to be dropped from the Rotation List. Chief Preslar reached out to a wrecker service out of Norwood, and he agreed to service our area because of the proximity to our town. Commissioner Lucas expressed her concern over this decision stating that she felt like that we should be using services from our own county. She was under the impression that there was a policy that stated that any wrecker service in rotation is required to have an office and a holding space in our county. She asked Chief Preslar to look into this.

C. Public Works

Daniel spoke briefly to the Board and explained that Public works has continued with work as usual. His monthly report was attached to the Board packets and asked if they had any questions for him. The Board had no questions.

ITEM IV. COMMISSIONER REPORTS

Commissioner Lucas stated that she felt like administrative staff should not come back to work until Monday, April 13 rather than Wednesday, April 8. She also asked Matt if he was going to have any extra precautionary protective measures at the front window at Town Hall before re-opening to the public. Matt said he was open to suggestions.

Commissioner Lucas stated that she had some complaints about people playing pickle ball at the park while it is closed to the public. Mayor Miller says he has been told that pickle ball has stopped in large groups. Commissioner Covington stated that the Executive Stay at Home order says that people can still be outside for recreational activities as long as they are still practicing social distancing and no groups larger than 10 people.

Matt commented that the Montgomery County Board of Commissioners made a proclamation declaring Wednesday, April 8 as a Day of Memorial in honor of fallen Deputy Bud Phaoung's 44<sup>th</sup> birthday. "Officer Bud" was the first Montgomery county resident lost to COVID-19.

ITEM V. PUBLIC COMMENT

*NOTE: Public comments were requested to be submitted in writing to the Town Clerk [clerk@mtgileadnc.com](mailto:clerk@mtgileadnc.com), in the chat section of the Zoom meeting, or by texting 910-439-6687. No requests from the public came in.*

ITEM VI. ADJOURNMENT

With no more Board business, Commissioner Covington made a motion to adjourn the meeting. Commissioner Richardson seconded the motion. Meeting was adjourned.

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Joseph "Chip" Miller, Jr., 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:** May 1, 2020  
**TO:** Mayor & Board of Commissioners  
**FROM:** Matthew Christian, Town Manager  
**RE:** Emergency Paid Leave – COVID-19

*On March 18, 2020, Congress passed and the President signed into law the Families First Coronavirus Response Act (the “Families First Act”). The Families First Act is actually a compilation of a number of different acts with different purposes, all sharing the goal of providing relief to those who have been or will be adversely affected economically by the COVID-19 pandemic. The Families First Act has provisions that will be of interest to North Carolina government employers. The first is the Emergency Family and Medical Leave Expansion Act, which provides a time-limited expansion of the job-protection benefits under the Family and Medical Leave Act (FMLA) and mandates, for the first time, paid leave under the FMLA. The second is the Emergency Paid Sick Leave Act, which requires employers to provide paid sick leave to employees who have been advised to self-isolate or self-quarantine, are seeking a diagnosis of COVID-19 symptoms, or are caring for an individual under isolation or quarantine or for children whose normal caregivers are unavailable due to the COVID-19 precautions.*

Source: Diane Juffras blog titled “How the Paid Sick Leave Provisions of the Families First Coronavirus Response Act Affect Government Employers”

The proposed policy attached mirrors the federal law as required, and also include a provision for emergency paid sick leave when Town Hall is closed due to COVID-19 precautions.

# EMERGENCY PAID SICK LEAVE POLICY

Town of Mount Gilead, North Carolina

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The Town of Mount Gilead provides eligible employees with emergency paid sick leave under certain conditions.

## *Eligibility*

All employees are eligible for emergency paid sick leave.

## *Reason for Leave*

You may take emergency paid sick leave if you are unable to work (or telework) because:

1. You are subject to a federal, state, or local quarantine or isolation order related to COVID-19;
2. You have been advised by a health care provider to self-quarantine because of COVID-19;
3. You are experiencing symptoms of COVID-19 and are seeking a medical diagnosis;
4. You are caring for an individual or are advised to quarantine or isolate;
5. You are caring for a child whose school or place of care is closed, or whose childcare provider is unavailable, due to COVID-19 precautions; or
6. You are experiencing substantially similar conditions as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury; or
7. You are not able to work because Town Hall is closed due to COVID-19 precautions.

## *Duration/Compensation*

Employees are entitled to:

**Full-time employees:** 80 Hours of pay at their regular pay rate. However, when caring for a family member (for reasons 4, 5, and 6 above), sick leave is paid at two-thirds the employee's regular rate.

**Part-time employees:** Pay for the number of hours the employee works, on average, over a two-week period.

Paid leave under this policy is limited to \$511 per day (\$5,111 in total) where leave is taken for reasons 1, 2, and 3 described above (generally, an employees own illness or quarantine); and \$150 per day (\$1,500 in total) where leave is taken for reasons 4, 5, 6, and 7 (care for others or school/workplace closures).

## *Leave Rules*

You may elect to use emergency paid sick leave before using any accrued paid leave.

No leave provided by the Town before April 2, 2020 may be credited against your leave entitlement. In addition, emergency paid sick leave cannot be carried over after December 31, 2020.

## *Requesting Leave*

If you need to take emergency paid sick leave, provide notice as soon as possible. Normal call-in procedures apply to all absences from work.

## *Retaliation*

The Town will not retaliate against employees who request or take leave in accordance with this policy.



# TOWN OF MOUNT GILEAD

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

## MEMORANDUM

**DATE:** May 1, 2020  
**TO:** Mayor & Board of Commissioners  
**FROM:** Matthew Christian, Town Manager  
**RE:** Utility Policy

The COVID-19 pandemic has challenged our community to adapt to many challenges and overcome many obstacles. On March 31, Governor Roy Cooper signed Executive Order 124 prohibiting utilities - including electric, gas, water and wastewater services - from disconnecting customers unable to pay during the COVID-19 pandemic and from collecting fees, penalties or interest for late payments. The order applies for the next 60 days and gives residential customers at least six months to pay outstanding bills.

Our local utility billing policy does not provide clear direction or authority for dealing with natural disasters, or other state of emergencies. During these challenging times, it essential that we be able to respond appropriately to the needs of our citizens and customers. I recommend we add the following language to our policy:

### *State of Emergency*

Under a state or local emergency declaration, the Town Manager or designee shall have the authority to suspend late fees and disconnection for non-payment. Furthermore, the Town Manager or designee shall have the authority to reconnect previously disconnected service to the extent practicable and waive any penalties or reconnection fees. The intent of this authority is to protect public health, safety, and welfare in response to a crisis.

Customers shall be provided the opportunity to make reasonable payment arrangements to pay off over at least a six (6) month period any arrearages accumulated during the emergency declaration. The six (6) month period shall be calculated from the date of termination of the emergency declaration.

The Town shall make reasonable efforts to inform their customers of the applicable provisions contained in the policy through means most typically used to communicate urgent messages to customers, such as print, email, SMS text message, Internet, and phone calls.



# TOWN OF MOUNT GILEAD

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

## MEMORANDUM

**DATE:** May 1, 2020  
**TO:** Mayor & Board of Commissioners  
**FROM:** Matthew Christian, Town Manager  
**RE:** Budget Amendments – May 2020

Below is a brief summary of the budget amendments included on the May 5, 2020 meeting agenda.

### **BA20-0505-01**

The Town pays annual installment fee to MeterSYS for our ‘Metering as a Service’ contract. As part of their continuity plans in response to COVID 19, they are offering a 5% rebate on annual payments made before May 15. Per our contract, the next annual base fee payment of \$98,500 is scheduled to be invoiced July 1st. Making this payment before May 15 saves the town \$4,925.

The proposed budget amendment increases this expenditure and is balanced by an appropriation from enterprise fund balance.

### **BA20-0505-02**

Earlier in the fiscal year the Mount Gilead Redevelopment Corporation had some turnover in their tenant spaces. In conjunction with this turnover, the Redevelopment Board invested in renovating and reconfiguring some of these tenant spaces. They also decided to increase monthly rent to recuperate this initial cost, and to build revenue for future costs maintaining these buildings. During this period, they paid off their outstanding debt, so this organization is operating debt-free.

Attached is a full accounting of their finances through Q3 of FY 19-20. The year began with \$16, 583 cash balance. On this sheet you can see the negative cashflow (label ‘Net Cash For The Period’) in July, August, and September, followed by a significant positive increase to monthly cash flow in October-March. In the second and third quarters of FY 19-20, the redevelopment Corp had an average net cash increase of \$1,389.42 per month. The increase in revenues combined with the eliminating all outstanding debt has helped rebuild their cash total cash balance to \$13,513 as of March 31, 2020.

The Redevelopment Corporation’s revenues and expenditures are accounted and audited in the Town of Mount Gilead’s budget. Considering this information and the current budget deficit in this department, a general fund budget amendment of \$6,000 is recommended. This accounts for the renovation expenses earlier in the year and provides approximately \$700 per month for the remaining 3 months in FY 19-20. This expenditure is balanced by an increase from general fund balance, which is where the Redevelopment Corp cash-on-hand is accounted for.

Attachments:  
MeterSYS Invoice  
Redevelopment Corp Cash Balance  
Budget Amendment Forms





# Invoice

Invoice# INV-000462

**MeterSYS**

Caviness Building  
 703 West Johnson Street  
 Raleigh North Carolina 27603  
 U.S.A

**Balance Due**  
**\$93,575.00**

Bill To  
**Town of Mt. Gilead**  
 110 West Allenton Street  
 PO Box 325  
 Mt. Gilead  
 27306 NC

Invoice Date : 05/01/2020  
 Terms : Custom  
 Due Date : 05/15/2020  
 P.O.# : 19001

| # | Description                               | Qty  | Rate               | Amount             |
|---|---|------|--------------------|--------------------|
| 1 | Metering as a Service Service Fee: Year 3 | 1.00 | 98,500.00          | 98,500.00          |
| 2 | Early Payment Discount by May 15, 2020    | 1.00 | -4,925.00          | -4,925.00          |
|   |   |      | <b>Sub Total</b>   | 93,575.00          |
|   |   |      | <b>Total</b>       | <b>\$93,575.00</b> |
|   |   |      | <b>Balance Due</b> | <b>\$93,575.00</b> |

Notes

Please make checks payable to Honeycutt Consulting Group, LLC dba MeterSYS. Thank you for the opportunity to serve the Town of Mt. Gilead.

**Mount Gilead Redevelopment Corporation**  
**Statement Of Operations (Cash Basis)**

| <u>Month:</u>  | JULY              | AUGUST            | SEPTEMBER         | OCTOBER         | NOVEMBER        | DECEMBER        | JANUARY          | FEBRUARY         | MARCH            |
|--|-------------------|-------------------|-------------------|-----------------|-----------------|-----------------|------------------|------------------|------------------|
| <u>Cash on Hand (beginning cash)</u>                   | 16,583.19         | 15,488.80         | 9,750.69          | 5,177.41        | 5,706.02        | 7,100.94        | 8,725.60         | 11,054.58        | 11,498.42        |
| <u>RECEIPTS from Support:</u>                          |                   |                   |                   |                 |                 |                 |                  |                  |                  |
| <u>RECEIPTS from Revenue:</u>                          |                   |                   |                   |                 |                 |                 |                  |                  |                  |
| Rent/facility use                                      | 740.32            | 550.00            | 1,750.00          | 1,950.00        | 1,850.00        | 2,350.00        | 2,986.00         | 1,050.00         | 2,650.00         |
| Check return charges & fees for NSF                    |                   |                   |                   |                 |                 |                 |                  |                  |                  |
| Late Fees  |                   |                   |                   |                 |                 |                 |                  |                  |                  |
| <u>RECEIPTS from other sources</u>                     |                   |                   |                   |                 |                 |                 |                  |                  |                  |
| Loan/Line of credit proceeds                           |                   |                   |                   |                 |                 |                 |                  |                  |                  |
| <b>TOTAL CASH RECEIPTS</b>                             | <b>740.32</b>     | <b>550.00</b>     | <b>1,750.00</b>   | <b>1,950.00</b> | <b>1,850.00</b> | <b>2,350.00</b> | <b>2,986.00</b>  | <b>1,050.00</b>  | <b>2,650.00</b>  |
| <u>Non-cash Contributions:</u>                         |                   |                   |                   |                 |                 |                 |                  |                  |                  |
| Contribution from Town of Mount Gilead to pay off Note |                   |                   |                   |                 | 5,489.27        |                 |                  |                  |                  |
| <b>Total Receipts</b>                                  |                   |                   |                   |                 | <b>7,339.27</b> |                 |                  |                  |                  |
| <u>DISBURSEMENTS for Operations</u>                    |                   |                   |                   |                 |                 |                 |                  |                  |                  |
| Rent   |                   |                   |                   |                 |                 |                 |                  |                  |                  |
| Utilities:   |                   |                   |                   |                 |                 |                 |                  |                  |                  |
| Water, Sewer, & Solid Waste                            | 110.97            | 60.35             | 70.23             | 132.04          | 81.08           | 236.27          | 67.92            | 78.18            | 66.50            |
| Electricity  | 535.02            | 506.02            | 571.65            | 419.35          | 318.00          | 489.07          | 465.71           | 527.98           | 466.25           |
| Maintenance, repair                                    | 588.72            | 5,110.74          | 4,953.71          | 270.00          | 0.00            | 0.00            | 123.39           | 0.00             | 101.76           |
| <b>TOTAL OCCUPANCY</b>                                 | <b>1,234.71</b>   | <b>5,677.11</b>   | <b>5,595.59</b>   | <b>821.39</b>   | <b>399.08</b>   | <b>725.34</b>   | <b>657.02</b>    | <b>606.16</b>    | <b>634.51</b>    |
| Office exp (phone, postage, supplies)                  | 0.00              | 11.00             | 127.69            | 0.00            | 56.00           |                 |                  |                  |                  |
| Printing and marketing                                 |                   |                   |                   |                 |                 |                 |                  |                  |                  |
| <b>TOTAL OTHER OPERATING</b>                           | <b>0.00</b>       | <b>11.00</b>      | <b>127.69</b>     | <b>0.00</b>     | <b>56.00</b>    | <b>0.00</b>     | <b>0.00</b>      | <b>0.00</b>      | <b>0.00</b>      |
| Legal  |                   |                   |                   |                 |                 |                 |                  |                  |                  |
| Accounting & audit                                     |                   |                   |                   |                 |                 |                 |                  |                  |                  |
| <b>TOTAL PROFESSIONAL SERVICES</b>                     | <b>0.00</b>       | <b>0.00</b>       | <b>0.00</b>       | <b>0.00</b>     | <b>0.00</b>     | <b>0.00</b>     | <b>0.00</b>      | <b>0.00</b>      | <b>0.00</b>      |
| <b>TOTAL PROGRAM RELATED</b>                           | <b>0.00</b>       | <b>0.00</b>       | <b>0.00</b>       | <b>0.00</b>     | <b>0.00</b>     | <b>0.00</b>     | <b>0.00</b>      | <b>0.00</b>      | <b>0.00</b>      |
| <b>TOTAL OPERATING DISBURSEMENTS</b>                   | <b>1,234.71</b>   | <b>5,688.11</b>   | <b>5,723.28</b>   | <b>821.39</b>   | <b>455.08</b>   | <b>725.34</b>   | <b>657.02</b>    | <b>606.16</b>    | <b>634.51</b>    |
| <u>DISBURSEMENTS for Financing</u>                     |                   |                   |                   |                 |                 |                 |                  |                  |                  |
| Loan payments - Total                                  | 600.00            | 600.00            | 600.00            | 600.00          | 0.00            | 0.00            | 0.00             | 0.00             | 0.00             |
| Principal  | 565.36            | 567.71            | 570.08            | 572.45          | 0.00            | 0.00            | 0.00             | 0.00             | 0.00             |
| Interest   | 34.64             | 32.29             | 29.92             | 27.55           | 0.00            | 0.00            | 0.00             | 0.00             | 0.00             |
| <u>DISBURSEMENTS for Capital Expenses</u>              |                   |                   |                   |                 |                 |                 |                  |                  |                  |
| <b>TOTAL DISBURSEMENTS</b>                             | <b>1,834.71</b>   | <b>6,288.11</b>   | <b>6,323.28</b>   | <b>1,421.39</b> | <b>455.08</b>   | <b>725.34</b>   | <b>657.02</b>    | <b>606.16</b>    | <b>634.51</b>    |
| <b>NET CASH FOR THE PERIOD</b>                         | <b>(1,094.39)</b> | <b>(5,738.11)</b> | <b>(4,573.28)</b> | <b>528.61</b>   | <b>1,394.92</b> | <b>1,624.66</b> | <b>2,328.98</b>  | <b>443.84</b>    | <b>2,015.49</b>  |
| <b>ENDING CASH</b>                                     | <b>15,488.80</b>  | <b>9,750.69</b>   | <b>5,177.41</b>   | <b>5,706.02</b> | <b>7,100.94</b> | <b>8,725.60</b> | <b>11,054.58</b> | <b>11,498.42</b> | <b>13,513.91</b> |
| Reconciling Items:                                     |                   | 171.09            | 3,910.00          |                 |                 |                 |                  |                  |                  |
|  |                   | 158.84            | 32.09             |                 |                 |                 |                  |                  |                  |
|  |                   | 2,400.00          |                   |                 |                 |                 |                  |                  |                  |
| <b>Bank Balance</b>                                    | <b>15,488.80</b>  | <b>12,480.62</b>  | <b>9,119.50</b>   | <b>5,706.02</b> | <b>7,100.94</b> | <b>8,725.60</b> | <b>11,054.58</b> | <b>11,498.42</b> | <b>13,513.91</b> |

# TOWN OF MOUNT GILEAD

## BUDGET AMENDMENT FY 2019-2020

Amendment # BA20-0505-01

Department: \_\_\_\_\_

Title/Project Name: BUDGET AMENDMENT

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 |
|--------------------|---------------------------|----------------|--------------|----------|----------------|--|
| 20-410-75          | Contracted Services       | \$ 117,500.00  | \$ 93,575.00 |          | \$ 211,075.00  | Metering as a Service Installment Payment #3       |
| 20-320-10          | Appropriated Fund Balance | \$ 73,000.00   | \$ 93,575.00 |          | \$ 166,575.00  | Appropriate enterprise fund balance                |
|                    |                           |                |              |          |                |  |
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## TOWN OF MOUNT GILEAD

### BUDGET AMENDMENT FY 2019-2020

Amendment # BA20-0505-02

Department: \_\_\_\_\_

Title/Project Name: BUDGET AMENDMENT

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.*

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# TOWN OF MOUNT GILEAD MANAGER REPORT

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110 West Allenton Street, Mount Gilead, North Carolina, 27306  
May 2020

## GENERAL UPDATES

- Town staff prepared a mass mailing using a database of property owners and utility customers.
- Developed a phased plan for reopening town facilities. The intent is to progress along with the Governor's 3-phase plan, balancing the essential nature of government services with public health considerations. Phase 1 is expected to begin on May 11, and we will begin in-person services by appointment. Utility payments will only be accepted through the dropbox, mail, and online. Detailed memo attached.
- We did see a drop in utility payments in March as the pandemic began to unfold. However, we saw these numbers rebound in April closer to our pre-pandemic monthly average. We are hopeful that this trend will continue and will continue to monitor closely.
- Utility disconnects are still suspended by executive order, but we are proactively reaching out to customers to help them understand their options for paying past due balance.
- Town Hall will be closed on May 25 for the Memorial Day holiday.

## PROJECT UPDATES

- Wastewater Rehabilitation Project (CWSRF Grant): Work is proceeding as expected and is projected to be completed on schedule.
- Stanback Park Sidewalk: man-hour estimates are being revised and resubmitting for Division review/approval.
- Merger/Regionalization Feasibility Study: Montgomery County was awarded a grant to explore the feasibility of regionalizing utilities. No further updates at this time.

## FUTURE CONSIDERATIONS

- Summer recreation program – currently developing contingency plans
- Public events festivals – many events in the county occurring within the next 60 days have been cancelled
- Future meetings & public hearings for FY 21 budget

**DATE:** April 30, 2020  
**TO:** Mayor & Board of Commissioners  
**FROM:** Matthew Christian, Town Manager  
**RE:** Phased Reopening Plan

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The Town has developed the following plan to develop a pathway to reopening government offices for staff, citizens, and customers. The plan seeks to balance public health with the essential nature of government services. The intent is to align our plan with the “3-phased” approach presented by the Governor’s Office.

**Phase 1 – Limited Reopening (anticipated May 11):**

- Town staff will be available by appointment for in-person meetings.
  - We ask that you call at least 24 hours in advance if you need to meet with town staff. If your needs cannot be met remotely, we will schedule an in-person meeting as soon as possible.
- Utility payments must be paid using the dropbox, by mail, or online at the town website
  - No payments will be accepted in-person
  - Fees for online payments have been suspended
  - Any overpayments will be applied to account and credited to future bills
  - Please include your name, address, and/or account number with your payment
- Due to the limited amount of space in our facility and the need for social distancing, only one customer may be served at a time.
  - A barrier will be constructed in the large open window. All customers will be served through the service window with the existing glass barrier.
- Minimum office requirements:
  - Masks required while out of office or individual work area.
  - Masks required during in-person meetings with clients
  - Visitors will be required to wear masks also. Cloth masks will be provided if you do not have one. Anyone not wearing a mask will be prohibited from entering town hall.
  - Entrance will remain locked between appointments.

**Phase 2 – Expanded Reopening (4-6 weeks after Limited Reopening):**

- Begin accepting in-person utility payments payment
- Walk-in service accepted (doors unlocked)
  - Due to the limited amount of space in our facility and the need for social distancing, only one customer may be served at a time
  - Spaces will be marked on the sidewalk to keep social distance between customers
- Social distancing and PPE still required until public health authorities change recommendations
- Resume committee and advisory board meetings
- Open public playgrounds

**Phase 3 – Full Reopening (at least 4-6 weeks after Phase 2)**

- Lessen restrictions with encouragement to continue practicing physical distance.



Alliance Code  
Enforcement LLC

PROTECTING QUALITY OF LIFE  
Monthly Report  
Town of Mount Gilead

Updated  
04/29/2020

| <b>FEBRUARY</b>        |                  |                  |
|------------------------|------------------|------------------|
| <b>ADDRESS</b>         | <b>VIOLATION</b> | <b>STATUS</b>    |
| 500 W Allenton St      | MH/JP/OL         | <b>OPEN</b>      |
| 0 Industry Ave         | AB/OL            | <b>OPEN</b>      |
| 306 N Main St          | MH/OL            | <b>OPEN</b>      |
| 0 Julius Chambers Ave  | MH/OL            | <b>OPEN</b>      |
| 0 E Allenton           | JV/JP            | <b>OPEN</b>      |
| 0 Lumber St            | MH/OL            | <b>OPEN</b>      |
| 105 E Second St        | MH/OL            | <b>OPEN</b>      |
| 0 W Allenton St (419)  | MH/JP/JV         | <b>OPEN</b>      |
| 308 N Main St          | MH/JP/OL         | <b>OPEN</b>      |
| 101 N Main St          | MH               | <b>OPEN</b>      |
| 502 N Main St          | OL/JV            | <b>OPEN</b>      |
| 105 E Haywood Ln       | JV/JP            | <b>OPEN</b>      |
| 418 W Allenton St      | JP               | <b>OPEN</b>      |
| 100 Highland Ave       | JV               | <b>ABATED</b>    |
| 210 N School St        | JV               | <b>OPEN</b>      |
| 420 W Allenton St      | JP               | <b>ABATED</b>    |
| 202 E Allenton St      | JP               | <b>OPEN</b>      |
| 432 S Wadesboro Rd     | JV               | <b>OPEN</b>      |
| 102 Highland Ave       | JV               | <b>ABATED</b>    |
| 403 Cedar St           | JV               | <b>OPEN</b>      |
| 303 Cedar St           | JV               | <b>OPEN</b>      |
| 416 W Allenton St      | JV               | <b>ABATED</b>    |
| 145 Marshall St        | JV               | <b>ABATED</b>    |
| 411 W Allenton St      | JP               | <b>ABATED</b>    |
| 156 Washington Park Rd | JP               | <b>ABATED</b>    |
| 320 Washington Park Rd | JV               | <b>ABATED</b>    |
| 275 Washington Park Rd | JV               | <b>OPEN</b>      |
| 321 East Second Ave    | ZV               | <b>UNFOUNDED</b> |
| 285 Washington Park Rd | JV               | <b>OPEN</b>      |
| 300 Washington Park Rd | JP               | <b>ABATED</b>    |
| 107 Highland Ave       | JP               | <b>OPEN</b>      |
| 109 Highland Ave       | JP               | <b>ABATED</b>    |
| 109 East Second Ave    | OL               | <b>OPEN</b>      |
| 102 West Second St     | JP               | <b>ABATED</b>    |
| 422 S Wadesboro Blvd   | OL               | <b>ABATED</b>    |
| 502 N Main St          | OL               | <b>OPEN</b>      |
| 519 N Main St          | OL               | <b>OPEN</b>      |



PROTECTING QUALITY OF LIFE

Alliance Code  
Enforcement LLC

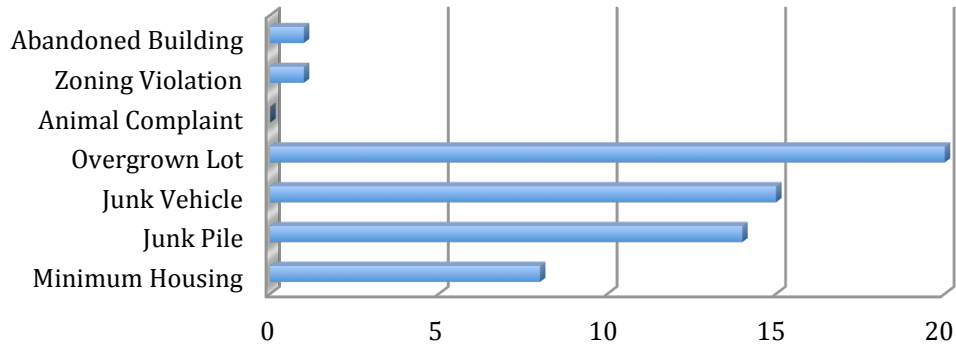
Monthly Report  
Town of Mount Gilead

Updated  
04/29/2020

|                        |    |             |
|------------------------|----|-------------|
| 514 N Main St          | OL | <b>OPEN</b> |
| 501 W Allenton St      | OL | <b>OPEN</b> |
| 405 S Wadesboro Blvd   | OL | <b>OPEN</b> |
| 425 S Wadesboro Blvd   | OL | <b>OPEN</b> |
| Scarboro Cemetery      | OL | <b>OPEN</b> |
| 105 E Second St        | OL | <b>OPEN</b> |
| 107 E Second St        | OL | <b>OPEN</b> |
| 147 Washington Park Rd | OL | <b>OPEN</b> |

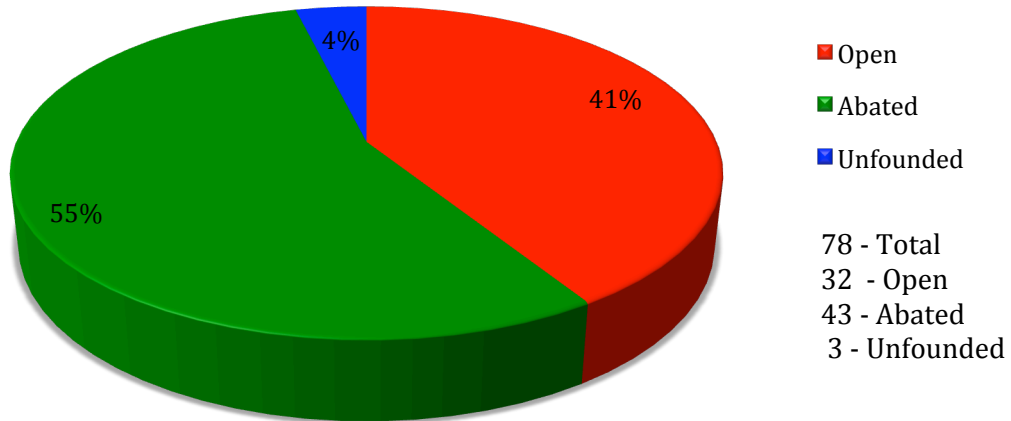


## Violations by the Numbers



|                           | Minimum Housing | Junk Pile | Junk Vehicle | Overgrown Lot | Animal Complaint | Zoning Violation | Abandoned Building |
|---------------------------|-----------------|-----------|--------------|---------------|------------------|------------------|--------------------|
| Violations by the Numbers | 8               | 14        | 15           | 20            | 0                | 1                | 1                  |

## Year to Date Case Status





# TOWN OF MOUNT GILEAD DEPARTMENT REPORTS

110 West Allenton Street, Mount Gilead, North Carolina, 27306  
May 5, 2020

## PUBLIC WORKS

The following is a list of the activities and duties performed by the Public Works Department in April:

### Water/Sewer Services

1. Replaced pump at Lift Station #1
2. Unclogged sewer on Cedar Street
3. Read town water meters
4. Mowed all sewer right-of-ways
5. Mowed Cemetery
6. Mowed Police Department
7. Mowed Fire station
8. Mowed water tower
9. Mowed all town entrances

### Repairs and Cleanup Activities

1. Cleaned all Town Entrances
2. Cleaned park and removed trash
3. Road maintenance
4. Repaired/ relocated banners torn down by winds and traffic
5. Edging sidewalks and curbing still in progress
6. Repaired driveway at Black Bottom Drive
7. Removed dead deer from soccer field

### Equipment/Vehicle Maintenance

1. Regular oil checks
2. Equipment oil checks
3. Changed oil in service truck
4. Mowing tractor repair

### Routine Monthly Activities

- Lift stations 1-15 - weekly checks
- Non-payment cutoffs - Completed -0
- Cleaned gutters on Julius Chambers, W. Allenton St N. Main, E Allenton
- Other street cleaning removing trash from right-of-way.
- Cleaned park and closed

### PROJECTS

**Completed** - Paving on Haywood/ Roosevelt Streets, Haywood/ S. School Street (complete)

**In Progress** - Revamping Lift Stations: #2 – New Piping, new generator and control panel, #6-New wet well and pump around connection, #10- New Generator



Town of  
**MOUNT GILEAD POLICE  
DEPARTMENT**

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

**April 30, 2020**

**MEMORANDUM**

**To: Matt Christian  
Town Manager**

**From: Patrick L. Preslar  
Chief of Police**

**Subject: Mount Gilead Police Department Monthly Report for April 2020**

We received good news from the SBI Crime Lab concerning the October break-in at C&R Drug. A suspect was identified through the FBI DNA Database from evidence collected at the crime scene. Warrants were obtained and William L. Griffin of Kittrell was arrested in the matter.

The Governors Crime Commission delivered our \$23,000 grant reimbursement check. This grant was used to replace our portable radios and upgrade our patrol rifles. We still have two additional grants pending.

In regards to inquiry concerning tow and wrecker services, the current list of "rotation" tow services is maintained by Montgomery County Emergency Communications. Tow and wrecker services are placed on the rotation list by request of the owner/operator. The areas in the county where they are willing to respond is also listed on the report. I have attached a copy of the Montgomery County Communications list of the rotation tow and wrecker companies operating in Montgomery County. I have also attached a copy of the Mount Gilead Police Department Policy concerning the towing of vehicles.

**COVID 19 Risk** - Department personnel are continuing to take the necessary steps to limit exposure when dealing with the public. Citizens continue to comply "stay at home" order with minimal instances of noncompliance.

**Administration and Patrol**

- Officers are investigating a shooting incident in Parkertown. The incident involved three vehicle. No reported injuries and one dwelling was damaged. A suspect from Albemarle has been identified. The investigation in this matter is ongoing.
- Supervisor Dodge Charger is in the shop for repairs. The vehicle computer is likely the cause. The vehicle had to be towed to the shop.



- A suspect was identified and arrested for the October 21, 2019 break in at C&R Drug. William Lumas Griffin of Kitrall, NC was charged in the matter.
- Officer Miller in now field training on the night shift.
- Received our reimbursement check from the Governors Crime Commission for the portable radio grant - \$23,037.10
- Incident reporting software audit completed. Our system is now up to date with FBI UCR reporting standards.
- Traffic reporting software is now online. Reports are submitted directly to NCDMV when completed and approved.
- Operations at the department continue as normal despite the current pandemic. Officers continue to take the necessary precautions when interacting with the public.
- Reserve Dodge Charger broke down during shift. Fuel pump was replaced.
- Minimal issues with citizens not complying with the "Stay at Home" order.
- Responded to an incident concerning an elderly male, who had walked away from Senior Assisted Living location on Roosevelt Street and was located at Food King. It was late at night and we eventually determined where he lived. EMS was contacted and his vitals were checked. The Officer took him back to the facility.
- Officers are continuing to check business doors each night.
- Department vehicles were serviced as needed.
- Assisted with escorts in and around town as needed
- Continued with follow-up investigations in recent cases.
- Officers participated in various traffic checkpoints around the town.
- Our reserve officers are working the allotted weekend shifts.
- Routine patrol and security/building checks daily.
- Met with citizens to address various concerns.
- Routinely reviewed body and car camera videos.
- Ranking officers continue to fill in shifts for officers as needed shift schedule (sickness, training, vacancy etc.).
- Continued entry of SBI Traffic Stop Reports.
- Entered IBR (monthly crime report) to state database for crime statistics.

### **Attachments**

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

## **5.10 Supplemental Traffic Services – Towing and Stranded Motorist**

### **1. Towing Services**

Requests for towing services will be handled in one of the following three ways:

- The officer may offer to have a rotation wrecker dispatched
- The officer may refer the individual to the services advertised in the telephone directory
- Any local towing service may be summoned at the vehicle owner/operator's request. If the roadway is obstructed, the officer on the scene should ensure that the requested towing service can respond within 30 minutes. Officers will not refer motorists to specific towing or mechanical services.

The Communications Center will maintain a log of towing services approved by the Support Services Commander. Rotation towing services will operate under a contract supervised by the Support Services Commander. The services will be listed in order and repeated on a rotating basis. When a rotation wrecker is requested for any reason, the Communications Center will notify the next service on the list. In cases where two or more wreckers are needed, only one service should be requested. Other services should be requested only if the first service called cannot accommodate the needs. If the first service requested does not respond to the scene within 30 minutes, the Communications Center will notify the service that they are no longer needed and will dispatch the next service on the list.

### **2. Stranded Motorists**

#### **a. Response Procedures**

Stranded motorists will not be left unattended in dangerous situations. Consideration of the needs of the motorist, weather conditions, location, time of day, and other calls for service must be made when determining the appropriate way to assist stranded motorists. Officers will follow these guidelines:

- If motorists must be left unattended, officers should use flares to provide greater attention to the existing condition for other motorists.
- Officers will notify the Communications Center of the location and nature of the stranded motorist.
- Officers will have the Communications Center contact a taxi or other alternative means of transportation if requested by the motorist.
- Officers may transport residents of Mount Gilead to their residences in situations where the officers feels that there may be a safety issue if the individual walks home. When officers transport motorists of the opposite gender, the Communications Center will be advised of the starting and stopping odometer reading, the originating location, and the destination.
- If assistance cannot be obtained immediately for the motorist, the officer may transport them to the police station lobby where a telephone and shelter from the weather are available.
- During periods of adverse weather, extra effort should be made to assist motorists and pedestrians with transportation to appropriate services or shelter.

### **b. Emergency Assistance**

Officers will render emergency assistance to stranded motorists. Officers should promptly notify the Communications Center as to the nature of the emergency and request additional fire or rescue services as needed. The officer will serve as liaison for the motorist to ensure an appropriate and rapid response.

### **c. Emergency Escorts**

Emergency escorts for other vehicles are not allowed except in the case of escorting other emergency vehicles. This type of escort may be necessary if an emergency vehicle has lost the use of emergency equipment or if personnel are unfamiliar with directions.

If an officer encounters a motorist requesting an emergency escort to an emergency medical treatment facility, the officer will offer to summon an ambulance. If ambulance services are refused, the officer will allow the vehicle to proceed with instructions to obey all traffic laws. If an officer encounters a situation which he/she determines to be life-threatening and the above provisions are not adequate to meet the need, the officer may transport the victim to the nearest emergency medical facility.

### **d. Assistance for Motorists Locked Out of a Vehicle**

Upon arriving at the scene, the officer should determine if there are persons or pets locked inside the vehicle who may need medical assistance. If there is risk of injury or death to persons or pets locked inside the vehicle and immediate action is necessary, the officer is authorized to break a window. If time permits, the officer should request that the owner or person in control of the vehicle sign a liability waiver form provided by the Department.

The use of a "slim-jim" or other similar type device by an officer to open a vehicle door is allowed with a signed waiver for the person in control of the vehicle. Officers will not use the Slim Jim on vehicles with a passenger door air bag system.

Officers must determine proof of ownership and run a Vehicle Registration Information check and a check for wanted persons through DCI before unlocking the vehicle. The person responsible for the vehicle must sign a "Vehicle Liability" form before the vehicle is unlocked. Forms must be submitted with the officer's daily paperwork and filled. If necessary, officers will also note the circumstances justifying forced entry and complete and Incident Report.

Lock-out Refusal: When a citizen is refused lock-out assistance, they should be given a courteous explanation that it is in their own best interest to have a qualified professional unlock their vehicle.

## **3. Vehicle Towing and Owner Notification**

### **a. Towing Vehicles that are Traffic Hazards**

Vehicles that are left in the roadway or that constitute an immediate risk to other motoring vehicles if not removed are considered traffic hazards. Officers will follow these procedures:

- 1) The officer will have the Communications Center identify and attempt to contact the registered owner. The officer will wait at least 15 minutes for the owner/operator to remove the vehicle. The length of the waiting period may be

shortened upon authorization from the officer's supervisor. This determination should be made based on traffic conditions and existing calls for service.

- 2) If the vehicle must be towed, a towing service will be contacted based upon the rotation wrecker schedule located in the Communications Center. Any vehicle towing will require the officer to complete all related departmental report forms and a *Notice of Vehicle Towing*. The Records Unit will mail a copy of the *Notice of Vehicle Towing* to the registered owner via certified mail.
- 3) The officer should attempt to notify the registered owner by phone that his/her vehicle has been towed and the location of storage.

#### **b. Towing Junked or Abandoned Vehicles**

When a vehicle is being towed for any reason other than the driver's arrest, a collision, emergency, or towing by owner's request, officers will follow the listed procedures. Officers will:

- 1) Place an orange vehicle towing warning sticker on the vehicle
- 2) Complete an *Abandoned or Junked Vehicle* form and immediately mail a copy to the registered owner via certified mail
- 3) After a minimum of five days, be authorized to have the vehicle towed
- 4) If the vehicle is towed:
- 5) Place a parking ticket on the windshield or other conspicuous location on the vehicle with the appropriate violation indicated
- 6) Complete the appropriate report and *Notice of Vehicle Towing* form
- 7) Notify the registered owner via certified mail, enclosing a copy of the *Notice of Vehicle Towing* form in accordance with North Carolina General Statutes 20-219.9 through 20-219.14

#### **c. Towing Pursuant to Arrest**

An officer may have a vehicle towed pursuant to the driver's arrest if the vehicle or its contents is evidence of criminal activity, if it will create a hazard, or if the officer believes the vehicle will be a security risk. Otherwise, it is permissible for the officer to leave the vehicle. The following guidelines will apply:

- The officer may move the vehicle a short distance with the owner/operator's permission.
- If a vehicle is not towed, the officer should make reasonable attempts to secure valuable items in the trunk.
- If towing the vehicle is optional, the officer should inform the owner/operator that the vehicle may be secured and left at the scene, or removed by a towing service or person of their choice.
- If the owner/operator is uncooperative, the officer is authorized to have the Communications Center summon the next available rotation wrecker.
- **If the vehicle is towed, the officer should advise the owner/operator of the towing service used and complete the appropriate departmental report forms.**

Montgomery County Communications  
199 South Liberty St Troy, NC 27371

Wrecker Company Report

ID Wrecker Name Address Expires Date InActive Comments  
40 DOWD WRECKER SERVICE CARTHAGE  HEAVY DUTY (LARGE VEHICLE) WRECKER

REQUEST,

| Phone      | Description | InActive                 | Phone | Description | InActive | Phone | Description | InActive |
|------------|-------------|--------------------------|-------|-------------|----------|-------|-------------|----------|
| 9109475153 | MAIN        | <input type="checkbox"/> |       |             |          |       |             |          |

48 ELLIS THOMAS WITH THOMAS AUTO 639 PARKERTOWN RD MT GILEAD

MT GILEAD,REQUEST,WEST,

| Phone      | Description | InActive                 | Phone      | Description | InActive                 | Phone | Description | InActive |
|------------|-------------|--------------------------|------------|-------------|--------------------------|-------|-------------|----------|
| 9102203009 | CELL        | <input type="checkbox"/> | 9104395226 | HOME        | <input type="checkbox"/> |       |             |          |

50 HATLEY GARAGE 44122 SNUGGS RD,NORWOOD

DWI SEIZURE,MT GILEAD,REQUEST,

| Phone      | Description | InActive                 | Phone      | Description | InActive                 | Phone      | Description | InActive                 |
|------------|-------------|--------------------------|------------|-------------|--------------------------|------------|-------------|--------------------------|
| 7044744459 | OFFICE      | <input type="checkbox"/> | 7049857123 | ELLIOT CELL | <input type="checkbox"/> | 7049850746 | RONNIE CELL | <input type="checkbox"/> |

168 JACKSON'S WRECKER SVC 1167 POST OFFICE RD  ALSO DOES 0AAA. IF SOMEONE NEEDS ASSISTANCE WITH A TIRE THEY CAN HELP WITH THAT ALSO

BISCOE,CANDOR,EAST,REQUEST,STAR,TROY,WEST,

| Phone      | Description | InActive                 | Phone      | Description | InActive                 | Phone | Description | InActive |
|------------|-------------|--------------------------|------------|-------------|--------------------------|-------|-------------|----------|
| 9102201361 | CELL        | <input type="checkbox"/> | 9104289326 | HOME        | <input type="checkbox"/> |       |             |          |

121 JOHNNY LITTLE 304 NORTH WADESBORO BLVD, MT GILEAD

MT GILEAD,REQUEST,

| Phone      | Description | InActive                 | Phone | Description | InActive | Phone | Description | InActive |
|------------|-------------|--------------------------|-------|-------------|----------|-------|-------------|----------|
| 9104394773 | HOME        | <input type="checkbox"/> |       |             |          |       |             |          |

123 LATHAM WRECKER 18 WHLRS ALSO MASK RD, MT GILEAD  CALL FIRST MOBILE FROM 8:00 TO 18:00 THE CALL SECOND MOBILE FROM 18:00 TO 8:00

REQUEST,WEST,

| Phone      | Description | InActive                 | Phone      | Description          | InActive                 | Phone      | Description         | InActive                 |
|------------|-------------|--------------------------|------------|----------------------|--------------------------|------------|---------------------|--------------------------|
| 9104395170 | HOME        | <input type="checkbox"/> | 9105728897 | CELL FROM 8:00-18:00 | <input type="checkbox"/> | 9102208956 | CELL FROM 1800-8:00 | <input type="checkbox"/> |

171 LYDA'S TOWING 922 SOUTH MAIN ST STAR, NC

EAST,REQUEST,WEST,

CAD Report 76

# Wrecker Company Report

| ID         | Wrecker Name                               | Address   | Expires Date               | InActive                             | Comments                           |
|------------|--|---|----------------------------|--------------------------------------|------------------------------------|
| 9104281132 | Phone Description<br>MAIN                  | InActive Phone<br><input type="checkbox"/> 3364651079 | Description<br>CELL        | InActive<br><input type="checkbox"/> | Description<br>CELL                |
| 140        | MONTGOMERY MOTORS                          | SOUTH MAIN ST, TROY                                   |                            | <input type="checkbox"/>             |                                    |
|            | REQUEST, WEST,                             |   |                            |                                      |                                    |
| 9105721351 | Phone Description<br>MAIN                  | InActive Phone<br><input type="checkbox"/> 9105723389 | Description<br>CARL MANESS | InActive<br><input type="checkbox"/> | Description<br>CARL MANESS         |
| 169        | PATRICK'S TOWING                           | 400 NORTH MAIN ST BISCOE                              |                            | <input type="checkbox"/>             |                                    |
|            | BISCOE, REQUEST, STAR,                     |   |                            |                                      |                                    |
| 9102201804 | Phone Description<br>CELL                  | InActive Phone<br><input type="checkbox"/>            | Description<br>CELL        | InActive<br><input type="checkbox"/> | Description<br>CELL                |
| 144        | RICHARD HAITHCOCK                          |   |                            | <input type="checkbox"/>             | HAS WRECKER AND ROLLBACK           |
|            | REQUEST, TROY, WEST,                       |   |                            |                                      |                                    |
| 9105722335 | Phone Description<br>HOME                  | InActive Phone<br><input type="checkbox"/> 9105726466 | Description<br>CELL        | InActive<br><input type="checkbox"/> | Description<br>CELL                |
| 41         | ROCKWELL TOWING                            | ROWAN COUNTY  |                            | <input type="checkbox"/>             | HEAVY DUTY (LARGE VEHICLE) WRECKER |
|            | REQUEST,                                   |   |                            |                                      |                                    |
| 8004773905 | Phone Description<br>MAIN                  | InActive Phone<br><input type="checkbox"/>            | Description<br>CELL        | InActive<br><input type="checkbox"/> | Description<br>CELL                |
| 170        | SVP  | BISCOE  |                            | <input type="checkbox"/>             |                                    |
|            | BISCOE, CANDOR, EAST, REQUEST, TROY, WEST, |   |                            |                                      |                                    |
| 9102204011 | Phone Description<br>CELL                  | InActive Phone<br><input type="checkbox"/> 9102200769 | Description<br>CELL        | InActive<br><input type="checkbox"/> | Description<br>CELL                |

Report Total: 12

Montgomery County Communications  
 199 South Liberty St Troy , NC 27371

CFS By Department - Select Department By Date  
 For MT GILEAD POLICE DEPT 4/1/2020 - 4/28/2020

| MT GILEAD POLICE DEPT                             | Count | Percent |
|---|-------|---------|
| 911 HANG UP                                       | 1     | 0.38%   |
| ALARM (NOT FIRE) COMMERCIAL                       | 14    | 5.36%   |
| ALARM (NOT FIRE) RESIDENTIAL                      | 2     | 0.77%   |
| ANIMAL BITES - ATTACKS                            | 1     | 0.38%   |
| ASSAULT (NO INJURIES)                             | 3     | 1.15%   |
| ASSIST MOTORIST                                   | 8     | 3.07%   |
| B-E   | 2     | 0.77%   |
| BREATHING PROBLEMS                                | 1     | 0.38%   |
| CARDIAC OR RESPIRATORY ARREST - DEATH             | 1     | 0.38%   |
| CARELESS & RECKLESS                               | 3     | 1.15%   |
| CIVIL   | 4     | 1.53%   |
| CIVIL DISTURBANCE                                 | 8     | 3.07%   |
| COMMUNICATING THREATS                             | 1     | 0.38%   |
| CONVULSIONS - SEIZURES                            | 1     | 0.38%   |
| DAMAGE TO PROPERTY                                | 4     | 1.53%   |
| DIRECT TRAFFIC                                    | 1     | 0.38%   |
| DOMESTIC  | 4     | 1.53%   |
| ESCORT  | 52    | 19.92%  |
| EYE PROBLEMS - INJURIES                           | 1     | 0.38%   |
| FIGHT   | 4     | 1.53%   |
| FIRE ALARM  | 2     | 0.77%   |
| FOLLOWUP INVESTIGATION                            | 12    | 4.60%   |
| HEMORRHAGE - LACERATIONS                          | 1     | 0.38%   |
| INFORMATION                                       | 7     | 2.68%   |
| JUVENILE(s)                                       | 3     | 1.15%   |
| LARCENY   | 2     | 0.77%   |
| NOISE VIOLATION                                   | 2     | 0.77%   |
| PSYCHIATRIC - ABNORMAL BEHAVIOR - SUICIDE ATTEMPT | 4     | 1.53%   |
| RUNAWAY   | 1     | 0.38%   |
| SECURITY CHECK                                    | 25    | 9.58%   |
| SERVE PAPER                                       | 3     | 1.15%   |
| SHOTS FIRED                                       | 6     | 2.30%   |
| SICK PERSON (SPECIFIC DIAGNOSIS)                  | 2     | 0.77%   |
| SPECIAL ASSIGNMENT                                | 2     | 0.77%   |
| STAB - GUNSHOT - PENETRATING TRAUMA               | 1     | 0.38%   |
| SUSPICIOUS PERSON/VEH/ACTIVITY                    | 20    | 7.66%   |
| TRAFFIC ACCIDENTS (PD)                            | 4     | 1.53%   |
| TRAFFIC STOP                                      | 33    | 12.64%  |
| TRANSPORTATION PI                                 | 1     | 0.38%   |
| TRAUMATIC INJURIES (SPECIFIC)                     | 1     | 0.38%   |
| TRESPASSING                                       | 6     | 2.30%   |
| UNSECURED PREMISE                                 | 2     | 0.77%   |



| MT GILEAD POLICE DEPT                   | Count | Percent                        |
|---|-------|--------------------------------|
| WELFARE CHECK                           | 5     | 1.92%                          |
| Total Records For MT GILEAD POLICE DEPT | 261   | Dept Calls/Total Calls 100.00% |
| Total Records                           | 261   |                                |

# Activity Detail Summary (by Category)

## MOUNT GILEAD POLICE DEPARTMENT

(04/01/2020 - 04/28/2020)

---

### Incident\Investigations

|  |           |
|--|-----------|
| 13B - Simple Assault                           | 1         |
| 220 - Burglary/Breaking & Entering             | 2         |
| 23F - Theft From Motor Vehicle                 | 1         |
| 23H - All Other Larceny                        | 1         |
| 290 - Destruction/Damage/Vandalism of Property | 2         |
| 90B - Curfew/Loitering/Vagrancy Violations     | 1         |
| 90J - Trespass of Real Property                | 2         |
| 90Z - All Other Offenses                       | 4         |
| <b>Total Offenses</b>                          | <b>14</b> |
| <b>Total Incidents</b>                         | <b>10</b> |

---

### Arrests

|  |          |
|--|----------|
| 220 - Burglary/Breaking & Entering             | 1        |
| 23H - All Other Larceny                        | 1        |
| 290 - Destruction/Damage/Vandalism of Property | 1        |
| 90J - Trespass of Real Property                | 1        |
| 90Z - All Other Offenses                       | 2        |
| <b>Total Charges</b>                           | <b>6</b> |
| <b>Total Arrests</b>                           | <b>4</b> |

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### Accidents

**Total Accidents** 0

---

### Citations

|                               |    |
|-------------------------------|----|
| Driving While License Revoked | 6  |
| Expired Registration          | 2  |
| Other (Infraction)            | 15 |
| Running Red Light             | 1  |
| Unsafe Movement               | 2  |
| Secondary Charge              | 14 |

# Activity Detail Summary (by Category)

MOUNT GILEAD POLICE DEPARTMENT

(04/01/2020 - 04/28/2020)

---

## Citations

|                 |    |
|-----------------|----|
| Total Charges   | 40 |
| Total Citations | 26 |

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## Warning Tickets

|                       |   |
|-----------------------|---|
| Total Charges         | 0 |
| Total Warning Tickets | 0 |

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## Ordinance Tickets

|                         |   |
|-------------------------|---|
| Total Ordinance Tickets | 0 |
|-------------------------|---|

---

## Criminal Papers

|                              |   |
|------------------------------|---|
| Total Criminal Papers Served | 0 |
| Total Criminal Papers        | 0 |

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## Civil Papers

|                           |   |
|---------------------------|---|
| Total Civil Papers Served | 0 |
| Total Civil Papers        | 0 |

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# Incident Offenses/Victims/Status By Reporting Officer

## MOUNT GILEAD POLICE DEPARTMENT

All Case Statuses - (04/01/2020 - 04/28/2020)

### <No Officer Specified>

| Incident Number: | Offense:                               | Victim: | Case Status: | Exceptional Clearance: | Inc. Date: |
|------------------|--|---------|--------------|------------------------|------------|
| 2004-0063        | 90Z - I F-NEG CHILD ABUSE-SER PHYS INJ |         |              |                        | 04/19/2020 |

Officer Total Incidents: 1

### 3701 - Robert K. Miller, IV

| Incident Number: | Offense:                                       | Victim:                 | Case Status:          | Exceptional Clearance: | Inc. Date: |
|------------------|--|-------------------------|-----------------------|------------------------|------------|
| 2004-0053        | 90Z - All Other Offenses                       | Sarah Delaney Louise    | Closed by Other Means |                        | 04/03/2020 |
| 2004-0056        | 220 - Burglary/Breaking & Entering             | Wilders Gas and Grocery | Active                | Not Applicable         | 04/04/2020 |
| 2004-0058        | 290 - Destruction/Damage/Vandalism of Property | Dalton, Roy W           | Active                | Not Applicable         | 04/03/2020 |

Officer Total Incidents: 3

### 4531 - Patrol Officer Hunter T. Stone

| Incident Number: | Offense:  | Victim:          | Case Status:     | Exceptional Clearance: | Inc. Date: |
|------------------|---|------------------|------------------|------------------------|------------|
| 2004-0060        | 23H - Larceny<br>90Z - Possesion of Stolen Goods<br>220 - Breaking & Entering | Chip's Mini Mart | Closed by Arrest | Not Applicable         | 04/12/2020 |

Officer Total Incidents: 1

### 7922 - Patrol Officer Matthew A. Reeder

| Incident Number: | Offense:                                       | Victim:   | Case Status:          | Exceptional Clearance: | Inc. Date: |
|------------------|--|---|-----------------------|------------------------|------------|
| 2004-0054        | 90J - Second Degee Trespassing                 | Chips Gas Center                                | Closed by Arrest      | Not Applicable         | 04/03/2020 |
| 2004-0055        | 90Z - Attempted Breaking And/Or Enter Building | Chips Gas Center                                | Active                |                        | 04/03/2020 |
| 2004-0057        | 90B - Curfew/Loitering/Vagrancy Violations     | Mount Gilead Independant Senior Living Facility | Closed by Other Means |                        | 04/06/2020 |

# Incident Offenses/Victims/Status By Reporting Officer

## MOUNT GILEAD POLICE DEPARTMENT

All Case Statuses - (04/01/2020 - 04/28/2020)

---

### 7922 - Patrol Officer Matthew A. Reeder

| Incident Number: | Offense:  | Victim:  | Case Status: | Exceptional Clearance: | Inc. Date: |
|------------------|---|--|--------------|------------------------|------------|
| 2004-0064        | 290 - Destruction/Damage/Vandalism of Property<br>13B - Simple Assault<br>90J - Trespass of Real Property | Griffey, Miracle Rae<br>Westview Apartment Complex | Active       | Not Applicable         | 04/23/2020 |
| 2004-0065        | 23F - Theft From Motor Vehicle  | Bobo, Rickey Levar                                 | Active       | Not Applicable         | 04/23/2020 |

**Officer Total Incidents: 5**

**Total Incidents: 10**

## Budget vs Actual (Summary)

Town of Mount Gilead  
5/1/2020 9:39:57 AM

Page 1 Of 1

Period Ending 6/30/2020

| 10 GENERAL FUND                  |           |            |              |              |         |  |
|----------------------------------|-----------|------------|--------------|--------------|---------|--|
| Description                      | Budget    | Encumbranc | YTD          | Variance     | Percent |  |
| <b>Revenues</b>                  |           |            |              |              |         |  |
|                                  | 1,382,008 | 0.00       | 1,102,933.21 | (279,074.79) | 80%     |  |
| Revenues Totals                  | 1,382,008 | 0.00       | 1,102,933.21 | (279,074.79) | 80%     |  |
| <b>Expenses</b>                  |           |            |              |              |         |  |
| ADMINISTRATION                   | 155,000   | 642.50     | 120,236.98   | 34,120.52    | 78%     |  |
| STREETS AND GROUNDS              | 108,000   | 357.08     | 76,823.86    | 30,819.06    | 71%     |  |
| PLANNING & ZONING                | 49,350    | 0.00       | 24,256.00    | 25,094.00    | 49%     |  |
| SOLID WASTE                      | 89,400    | 0.00       | 62,823.20    | 26,576.80    | 70%     |  |
| PARKS AND RECREATION             | 139,748   | 0.00       | 55,377.49    | 84,370.51    | 40%     |  |
| POLICE DEPARTMENT                | 566,550   | 1,845.11   | 437,617.04   | 127,087.85   | 78%     |  |
| FIRE DEPARTMENT                  | 98,800    | 0.00       | 35,549.03    | 63,250.97    | 36%     |  |
| REDEVELOPMENT CORP.              | 21,200    | 0.00       | 24,935.69    | (3,735.69)   | 118%    |  |
| POWELL BILL                      | 98,000    | 9,300.00   | 75,422.40    | 13,277.60    | 86%     |  |
| CEMETERY                         | 4,500     | 750.00     | 352.81       | 3,397.19     | 25%     |  |
| GOVERNING BODY                   | 41,060    | 0.00       | 32,833.73    | 8,226.27     | 80%     |  |
| LIBRARY                          | 10,400    | 0.00       | 8,155.74     | 2,244.26     | 78%     |  |
| Expenses Totals                  | 1,382,008 | 12,894.69  | 954,383.97   | 414,729.34   | 70%     |  |
| <b>10 GENERAL FUND Totals</b>    |           |            | 148,549.24   |              |         |  |
| 20 ENTERPRISE FUND               |           |            |              |              |         |  |
| Description                      | Budget    | Encumbranc | YTD          | Variance     | Percent |  |
| <b>Revenues</b>                  |           |            |              |              |         |  |
|                                  | 1,196,811 | 0.00       | 926,338.51   | (270,472.49) | 77%     |  |
| Revenues Totals                  | 1,196,811 | 0.00       | 926,338.51   | (270,472.49) | 77%     |  |
| <b>Expenses</b>                  |           |            |              |              |         |  |
| ADMINISTRATION                   | 258,567   | 642.50     | 197,014.62   | 60,909.88    | 76%     |  |
| WATER OPERATIONS                 | 347,700   | 1,073.27   | 272,163.61   | 74,463.12    | 79%     |  |
| WASTE WATER COLLECTION           | 252,450   | 3,992.65   | 171,019.14   | 77,438.21    | 69%     |  |
| WASTE WATER PLANT                | 240,300   | 1,607.51   | 172,907.16   | 65,785.33    | 73%     |  |
| DEBT SERVICE                     | 97,794    | 0.00       | 22,421.70    | 75,372.30    | 23%     |  |
| Expenses Totals                  | 1,196,811 | 7,315.93   | 835,526.23   | 353,968.84   | 70%     |  |
| <b>20 ENTERPRISE FUND Totals</b> |           |            | 90,764.33    |              |         |  |

## Budget vs Actual

Town of Mount Gilead  
5/1/2020 9:38:16 AM

Page 1 Of 12

Period Ending 6/30/2020

| 10 GENERAL FUND                          |         |            |            |             |         |
|--|---------|------------|------------|-------------|---------|
| Description                              | Budget  | Encumbranc | YTD        | Variance    | Percent |
| <b>Revenues</b>                          |         |            |            |             |         |
| 10-300-16 PROPERTY TAX-2016              | 1,000   | 0.00       | 1,246.43   | 246.43      | 125%    |
| 10-300-17 PROPERTY TAX-2017              | 7,500   | 0.00       | 8,119.50   | 619.50      | 108%    |
| 10-300-18 PROPERTY TAX-2018              | 9,500   | 0.00       | 21,130.52  | 11,630.52   | 222%    |
| 10-300-19 PROPERTY TAX-2019              | 460,000 | 0.00       | 473,455.39 | 13,455.39   | 103%    |
| 10-305-10 TAX INTEREST & PENALTIES       | 2,000   | 0.00       | 5,279.57   | 3,279.57    | 264%    |
| 10-305-20 INVESTMENT INTEREST            | 1,000   | 0.00       | 64.23      | (935.77)    | 6%      |
| 10-309-00 PMT IN LIEU OF TAXES           | 800     | 0.00       | 2,589.82   | 1,789.82    | 324%    |
| 10-310-19 VEHICLE TAX-2019               | 43,000  | 0.00       | 34,066.75  | (8,933.25)  | 79%     |
| 10-310-20 PIPED NATURAL GAS TAX DIST     | 1,000   | 0.00       | 786.01     | (213.99)    | 79%     |
| 10-310-21 ELECTRIC FRANCHISE TAX DIST    | 53,102  | 0.00       | 43,093.54  | (10,008.46) | 81%     |
| 10-310-22 TELECOMUNICATIONS TAX DIST     | 17,000  | 0.00       | 10,561.76  | (6,438.24)  | 62%     |
| 10-310-23 VIDEO PROGRAMMING TAX DIST     | 6,630   | 0.00       | 4,569.62   | (2,060.38)  | 69%     |
| 10-310-30 ARTICLE 40 SALES TAX DIST      | 60,000  | 0.00       | 57,447.15  | (2,552.85)  | 96%     |
| 10-310-31 ARTICLE 42 SALES TAX DIST      | 32,000  | 0.00       | 35,260.19  | 3,260.19    | 110%    |
| 10-310-32 ARTICLE 39 SALES TAX DIST      | 65,000  | 0.00       | 73,213.69  | 8,213.69    | 113%    |
| 10-310-34 ARTICLE 44 *524                | 26,000  | 0.00       | 27,799.76  | 1,799.76    | 107%    |
| 10-315-10 SOLID WASTE FEES               | 74,520  | 0.00       | 65,500.99  | (9,019.01)  | 88%     |
| 10-315-11 SOLID WASTE DISPOSAL TAX DIST  | 600     | 0.00       | 637.32     | 37.32       | 106%    |
| 10-315-15 RENTAL PROPERTY PAYMENTS       | 3,000   | 0.00       | 3,275.00   | 275.00      | 109%    |
| 10-315-16 DONATIONS - PARKS & RECREATION | 1,000   | 0.00       | 2,750.00   | 1,750.00    | 275%    |
| 10-315-18 DONATIONS - PARK PROGRAM       | 10,000  | 0.00       | 25.00      | (9,975.00)  | 0%      |
| 10-315-20 POOL - PAVILION RESERVATIONS   | 1,200   | 0.00       | 430.00     | (770.00)    | 36%     |
| 10-315-21 POOL - DRINKS/SNACKS           | 1,000   | 0.00       | 716.50     | (283.50)    | 72%     |
| 10-315-22 POOL - ADMISSION FEES          | 1,500   | 0.00       | 940.00     | (560.00)    | 63%     |
| 10-315-23 POOL - FAMILY MEMBERSHIPS      | 200     | 0.00       | 0.00       | (200.00)    |         |
| 10-315-25 POOL - PARK PROGRAM FEES       | 800     | 0.00       | 867.50     | 67.50       | 108%    |
| 10-315-27 POOL - PARTY FEES              | 300     | 0.00       | 0.00       | (300.00)    |         |
| 10-315-30 ABC REVENUE                    | 2,100   | 0.00       | 4,023.92   | 1,923.92    | 192%    |
| 10-315-31 ABC LAW ENFORCE DIST           | 2,000   | 0.00       | 2,652.55   | 652.55      | 133%    |
| 10-315-32 BEER AND WINE LICENSE          | 100     | 0.00       | 105.00     | 5.00        | 105%    |



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| 10 GENERAL FUND                        |           |            |              |              |         |  |
|--|-----------|------------|--------------|--------------|---------|--|
| Description                            | Budget    | Encumbranc | YTD          | Variance     | Percent |  |
| 10-315-34 FESTIVAL REVENUE             | 8,000     | 0.00       | 0.00         | (8,000.00)   |         |  |
| 10-315-40 CEMETARY PLOT SALES          | 1,000     | 0.00       | 700.00       | (300.00)     | 70%     |  |
| 10-315-50 REDEVELOPMENT CORP. - RENT   | 15,600    | 0.00       | 15,996.32    | 396.32       | 103%    |  |
| 10-315-55 REDEVELOPMENT CORP. - FEES   | 500       | 0.00       | 0.00         | (500.00)     |         |  |
| 10-315-70 ALCOHOLIC BEVERAGE TAX DIST  | 4,750     | 0.00       | 0.00         | (4,750.00)   |         |  |
| 10-320-00 NCCMT DEBT SETOFF PROCEEDS   | 200       | 0.00       | 0.00         | (200.00)     |         |  |
| 10-320-20 POWELL BILL FUNDS            | 38,000    | 0.00       | 38,886.99    | 886.99       | 102%    |  |
| 10-320-25 ZONING FEES                  | 600       | 0.00       | 615.00       | 15.00        | 103%    |  |
| 10-320-30 MISCELLANEOUS REVENUE        | 1,000     | 0.00       | 631.80       | (368.20)     | 63%     |  |
| 10-320-33 MISCELLANEOUS DONATIONS      | 2,650     | 0.00       | 2,650.00     | 0.00         | 100%    |  |
| 10-330-40 HOLD HARMLESS TAX DIST       | 60,000    | 0.00       | 64,013.76    | 4,013.76     | 107%    |  |
| 10-340-14 NCLM SOFT BODY ARMOR         | 750       | 0.00       | 500.00       | (250.00)     | 67%     |  |
| 10-340-15 GOV. HIGHWAY SAFETY          | 17,495    | 0.00       | 0.00         | (17,495.00)  |         |  |
| 10-340-25 EQUIPMENT GRANT #1           | 24,000    | 0.00       | 40,532.10    | 16,532.10    | 169%    |  |
| 10-340-42 SHOP WITH COP PROGRAM        | 2,000     | 0.00       | 3,285.06     | 1,285.06     | 164%    |  |
| 10-340-46 DONATIONS - POLICE DEPT.     | 500       | 0.00       | 2,750.00     | 2,250.00     | 550%    |  |
| 10-340-47 POLICE REPORTS               | 100       | 0.00       | 510.00       | 410.00       | 510%    |  |
| 10-350-00 DISPOSAL OF CAPITAL ASSETS   | 2,000     | 0.00       | 0.00         | (2,000.00)   |         |  |
| 10-350-40 COURT FEES                   | 500       | 0.00       | 508.50       | 8.50         | 102%    |  |
| 10-350-52 FIRE DEPARTMENT RESERVATIONS | 100       | 0.00       | 300.00       | 200.00       | 300%    |  |
| 10-360-10 APPROPRIATED FUND BALANCE    | 223,411   | 0.00       | 0.00         | (223,411.00) |         |  |
| 10-360-20 APPROPRIATED FB-POWELL BILL  | 60,000    | 0.00       | 0.00         | (60,000.00)  |         |  |
| 10-399-52 COUNTY FIRE FUNDING          | 35,000    | 0.00       | 35,000.00    | 0.00         | 100%    |  |
| Revenues Totals                        | 1,382,008 | 0.00       | 1,087,487.24 | (294,520.76) | 79%     |  |

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| 10 GENERAL FUND                         |         |            |            |           |         |  |
|---|---------|------------|------------|-----------|---------|--|
| Description                             | Budget  | Encumbranc | YTD        | Variance  | Percent |  |
| <b>Expenses</b>                         |         |            |            |           |         |  |
| 10-400-02 SALARIES                      | 48,000  | 0.00       | 39,115.86  | 8,884.14  | 81%     |  |
| 10-400-03 CHRISTMAS BONUS               | 300     | 0.00       | 294.58     | 5.42      | 98%     |  |
| 10-400-04 FICA                          | 3,700   | 0.00       | 2,873.68   | 826.32    | 78%     |  |
| 10-400-06 RETIREMENT                    | 4,500   | 0.00       | 3,513.74   | 986.26    | 78%     |  |
| 10-400-08 GROUP HEALTH INS              | 9,300   | 0.00       | 8,022.87   | 1,277.13  | 86%     |  |
| 10-400-09 401K MATCH                    | 2,400   | 0.00       | 1,565.37   | 834.63    | 65%     |  |
| 10-400-14 TRAVEL/TRAINING               | 7,000   | 0.00       | 4,557.57   | 2,442.43  | 65%     |  |
| 10-400-15 CAR ALLOWANCE                 | 2,000   | 0.00       | 1,350.00   | 650.00    | 68%     |  |
| 10-400-18 DUES/SUBSCRIPTIONS            | 3,500   | 0.00       | 1,025.00   | 2,475.00  | 29%     |  |
| 10-400-22 SUPPLIES                      | 4,500   | 0.00       | 1,907.05   | 2,592.95  | 42%     |  |
| 10-400-23 EQUIPMENT < \$5000            | 4,000   | 0.00       | 655.36     | 3,344.64  | 16%     |  |
| 10-400-26 CONTRACTED SERVICES           | 9,039   | 0.00       | 6,782.50   | 2,256.50  | 75%     |  |
| 10-400-28 TELEPHONE/POSTAGE             | 3,100   | 0.00       | 2,598.38   | 501.62    | 84%     |  |
| 10-400-30 UTILITIES                     | 7,000   | 0.00       | 4,536.77   | 2,463.23  | 65%     |  |
| 10-400-32 PRINTING/ADVERTISING          | 500     | 0.00       | 68.83      | 431.17    | 14%     |  |
| 10-400-34 BUILDING/GROUNDS MAINTENANCE  | 3,000   | 642.50     | 2,435.61   | (78.11)   | 103%    |  |
| 10-400-40 PROFESSIONAL FEES/SRV CHG     | 10,000  | 0.00       | 6,798.68   | 3,201.32  | 68%     |  |
| 10-400-54 INSURANCE/BONDS               | 18,711  | 0.00       | 18,710.59  | 0.41      | 100%    |  |
| 10-400-58 EQUIPMENT RENTAL              | 3,500   | 0.00       | 2,640.24   | 859.76    | 75%     |  |
| 10-400-74 MISCELLANEOUS                 | 1,000   | 0.00       | 834.57     | 165.43    | 83%     |  |
| 10-400-80 WORKERS COMPENSATION          | 9,950   | 0.00       | 9,949.73   | 0.27      | 100%    |  |
| ADMINISTRATION Totals                   | 155,000 | 642.50     | 120,236.98 | 34,120.52 | 78%     |  |
| 10-450-02 SALARIES                      | 28,000  | 0.00       | 21,006.27  | 6,993.73  | 75%     |  |
| 10-450-03 CHRISTMAS BONUS               | 100     | 0.00       | 100.00     | 0.00      | 100%    |  |
| 10-450-04 FICA                          | 2,200   | 0.00       | 1,602.47   | 597.53    | 73%     |  |
| 10-450-06 RETIREMENT                    | 2,400   | 0.00       | 1,887.29   | 512.71    | 79%     |  |
| 10-450-08 GROUP HEALTH INS              | 3,700   | 0.00       | 2,091.44   | 1,608.56  | 57%     |  |
| 10-450-09 401K MATCH                    | 1,400   | 0.00       | 818.09     | 581.91    | 58%     |  |
| 10-450-22 SUPPLIES                      | 7,000   | 0.00       | 4,678.62   | 2,321.38  | 67%     |  |
| 10-450-24 AUTO SUPPLIES                 | 1,000   | 0.00       | 143.50     | 856.50    | 14%     |  |
| 10-450-25 VEHICLE MAINTENANCE           | 4,000   | 357.08     | 1,720.51   | 1,922.41  | 52%     |  |
| 10-450-26 GASOLINE                      | 3,500   | 0.00       | 909.14     | 2,590.86  | 26%     |  |
| 10-450-30 UTILITIES                     | 25,000  | 0.00       | 16,743.76  | 8,256.24  | 67%     |  |
| 10-450-33 MAINT SUPPLIES/EQUIP < \$5000 | 6,800   | 0.00       | 5,193.40   | 1,606.60  | 76%     |  |
| 10-450-35 MAINTENANCE                   | 35      | 0.00       | 34.49      | 0.51      | 99%     |  |
| 10-450-38 MTG BEAUTIFICATION EXPENSE    | 5,250   | 0.00       | 2,299.00   | 2,951.00  | 44%     |  |
| 10-450-56 CAPITAL OUTLAY EQUIPMENT      | 17,000  | 0.00       | 16,961.00  | 39.00     | 100%    |  |
| 10-450-75 CHRISTMAS                     | 615     | 0.00       | 599.93     | 15.07     | 98%     |  |

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| 10 GENERAL FUND                           |         |            |            |            |         |
|---|---------|------------|------------|------------|---------|
| Description                               | Budget  | Encumbranc | YTD        | Variance   | Percent |
| <b>PREPARATIONS</b>                       |         |            |            |            |         |
| STREETS AND GROUNDS Totals                | 108,000 | 357.08     | 76,788.91  | 30,854.01  | 71%     |
| 10-460-22 SUPPLIES                        | 2,000   | 0.00       | 227.07     | 1,772.93   | 11%     |
| 10-460-32 PRINTING/ADVERTISING            | 1,400   | 0.00       | 1,008.93   | 391.07     | 72%     |
| 10-460-46 CONTRACTED SERVICES             | 45,950  | 0.00       | 23,020.00  | 22,930.00  | 50%     |
| PLANNING & ZONING Totals                  | 49,350  | 0.00       | 24,256.00  | 25,094.00  | 49%     |
| 10-470-44 SOLID WASTE DISPOSAL            | 77,400  | 0.00       | 51,994.20  | 25,405.80  | 67%     |
| 10-470-50 YARD DEBRIS/BULK GOODS DISPOSAL | 12,000  | 0.00       | 10,829.00  | 1,171.00   | 90%     |
| SOLID WASTE Totals                        | 89,400  | 0.00       | 62,823.20  | 26,576.80  | 70%     |
| 10-500-03 POOL WORKER SALARIES            | 32,000  | 0.00       | 25,149.41  | 6,850.59   | 79%     |
| 10-500-04 FICA                            | 2,448   | 0.00       | 1,924.00   | 524.00     | 79%     |
| 10-500-22 SUPPLIES                        | 7,500   | 0.00       | 4,865.33   | 2,634.67   | 65%     |
| 10-500-23 SNACKS/CONCESSIONS              | 1,500   | 0.00       | 0.00       | 1,500.00   |         |
| 10-500-28 TELEPHONE/POSTAGE               | 800     | 0.00       | 550.27     | 249.73     | 69%     |
| 10-500-30 UTILITIES                       | 10,500  | 0.00       | 9,554.56   | 945.44     | 91%     |
| 10-500-33 EQUIPMENT <\$5000               | 8,000   | 0.00       | 3,426.52   | 4,573.48   | 43%     |
| 10-500-34 MAINTENANCE                     | 6,000   | 0.00       | 86.46      | 5,913.54   | 1%      |
| 10-500-38 PARK PROGRAM EXPENSE            | 2,000   | 0.00       | 0.00       | 2,000.00   |         |
| 10-500-40 NC OUTDOOR FESTIVAL EXPENSE     | 8,500   | 0.00       | 8,703.40   | (203.40)   | 102%    |
| 10-500-56 CAPITAL OUTLAY EQUIPMENT        | 53,000  | 0.00       | 0.00       | 53,000.00  |         |
| 10-500-75 CONTRACTED SERVICES             | 6,000   | 0.00       | 940.00     | 5,060.00   | 16%     |
| 10-500-76 MISCELLANEOUS                   | 1,500   | 0.00       | 100.16     | 1,399.84   | 7%      |
| <b>RECREATION</b>                         |         |            |            |            |         |
| PARKS AND RECREATION Totals               | 139,748 | 0.00       | 55,300.11  | 84,447.89  | 40%     |
| 10-550-01 OVERTIME                        | 9,500   | 0.00       | 10,995.29  | (1,495.29) | 116%    |
| 10-550-02 SALARIES                        | 262,000 | 0.00       | 197,881.39 | 64,118.61  | 76%     |
| 10-550-03 CHRISTMAS BONUS                 | 1,200   | 0.00       | 1,200.00   | 0.00       | 100%    |
| 10-550-04 FICA                            | 20,000  | 0.00       | 16,940.79  | 3,059.21   | 85%     |
| 10-550-05 RESERVE OFFICERS PAY            | 19,000  | 0.00       | 15,729.00  | 3,271.00   | 83%     |
| 10-550-06 RETIREMENT                      | 25,000  | 0.00       | 19,986.29  | 5,013.71   | 80%     |
| 10-550-08 GROUP HEALTH INS                | 54,000  | 0.00       | 37,176.79  | 16,823.21  | 69%     |
| 10-550-09 401K MATCH                      | 14,000  | 0.00       | 10,087.03  | 3,912.97   | 72%     |
| 10-550-10 HOLIDAY PAY                     | 6,500   | 0.00       | 0.00       | 6,500.00   |         |
| 10-550-14 TRAVEL/TRAINING                 | 1,750   | 0.00       | 718.32     | 1,031.68   | 41%     |
| 10-550-20 UNIFORMS                        | 4,000   | 19.10      | 2,836.44   | 1,144.46   | 71%     |
| 10-550-22 SUPPLIES                        | 6,000   | 0.00       | 3,067.50   | 2,932.50   | 51%     |
| 10-550-23 EQUIPMENT                       | 11,000  | 526.01     | 8,983.98   | 1,490.01   | 86%     |
| 10-550-24 AUTO SUPPLIES                   | 2,000   | 0.00       | 606.56     | 1,393.44   | 30%     |
| 10-550-25 VEHICLE MAINTENANCE             | 6,000   | 0.00       | 4,410.58   | 1,589.42   | 74%     |
| 10-550-26 GASOLINE                        | 13,000  | 0.00       | 8,983.66   | 4,016.34   | 69%     |

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| 10 GENERAL FUND                        |         |            |            |            |         |  |
|--|---------|------------|------------|------------|---------|--|
| Description                            | Budget  | Encumbranc | YTD        | Variance   | Percent |  |
| 10-550-28 TELEPHONE/POSTAGE            | 2,500   | 0.00       | 2,092.82   | 407.18     | 84%     |  |
| 10-550-30 UTILITIES                    | 8,000   | 0.00       | 4,927.45   | 3,072.55   | 62%     |  |
| 10-550-32 PRINTING/ADVERTISING         | 1,000   | 0.00       | 248.53     | 751.47     | 25%     |  |
| 10-550-34 BUILDING/GROUNDS MAINTENANCE | 5,500   | 1,300.00   | 757.03     | 3,442.97   | 37%     |  |
| 10-550-35 SAFETY PROGRAM               | 500     | 0.00       | 388.76     | 111.24     | 78%     |  |
| 10-550-38 POLICE DONATION EXPENSE      | 2,700   | 0.00       | 2,564.59   | 135.41     | 95%     |  |
| 10-550-40 SOFTWARE SUPPORT             | 4,000   | 0.00       | 4,337.50   | (337.50)   | 108%    |  |
| 10-550-42 CONTRACTED SERVICES          | 2,500   | 0.00       | 119.50     | 2,380.50   | 5%      |  |
| 10-550-52 DRUG PROGRAM                 | 1,000   | 0.00       | 0.00       | 1,000.00   |         |  |
| 10-550-53 DUES/SUBSCRIPTIONS           | 1,000   | 0.00       | 747.90     | 252.10     | 75%     |  |
| 10-550-56 CAPITAL OUTLAY               | 60,550  | 0.00       | 59,821.80  | 728.20     | 99%     |  |
| 10-550-59 APPLICANT PROCESSING         | 1,000   | 0.00       | 925.00     | 75.00      | 93%     |  |
| 10-550-74 MISCELLANEOUS                | 1,000   | 0.00       | 737.21     | 262.79     | 74%     |  |
| 10-550-77 LEASE PURCHASE - CAR         | 20,350  | 0.00       | 20,345.33  | 4.67       | 100%    |  |
| POLICE DEPARTMENT Totals               | 566,550 | 1,845.11   | 437,617.04 | 127,087.85 | 78%     |  |
| 10-600-08 ACCIDENT & HEALTH POLICY     | 2,795   | 0.00       | 2,795.00   | 0.00       | 100%    |  |
| 10-600-18 DUES/SUBSCRIPTIONS           | 1,000   | 0.00       | 650.00     | 350.00     | 65%     |  |
| 10-600-22 SUPPLIES                     | 1,600   | 0.00       | 60.00      | 1,540.00   | 4%      |  |
| 10-600-25 VEHICLE MAINTENANCE          | 3,500   | 0.00       | 2,969.69   | 530.31     | 85%     |  |
| 10-600-26 GASOLINE                     | 2,000   | 0.00       | 1,295.63   | 704.37     | 65%     |  |
| 10-600-28 TELEPHONE/POSTAGE            | 600     | 0.00       | 423.08     | 176.92     | 71%     |  |
| 10-600-30 UTILITIES                    | 5,000   | 0.00       | 4,289.61   | 710.39     | 86%     |  |
| 10-600-34 BUILDING/GROUNDS MAINTENANCE | 1,250   | 0.00       | 1,140.24   | 109.76     | 91%     |  |
| 10-600-42 CONTRACTED SERVICES          | 6,305   | 0.00       | 6,528.10   | (223.10)   | 104%    |  |
| 10-600-56 CAPITAL OUTLAY               | 5,750   | 0.00       | 5,750.00   | 0.00       | 100%    |  |
| 10-600-60 ESCROW TRUCK FUND            | 25,000  | 0.00       | 0.00       | 25,000.00  |         |  |
| 10-600-72 ANNUAL BANQUET               | 5,000   | 0.00       | 3,123.50   | 1,876.50   | 62%     |  |
| 10-600-75 DOI GRANT MATCH              | 4,000   | 0.00       | 0.00       | 4,000.00   |         |  |
| 10-600-77 COUNTY FIRE FUNDING EXPENSE  | 35,000  | 0.00       | 6,524.18   | 28,475.82  | 19%     |  |
| FIRE DEPARTMENT Totals                 | 98,800  | 0.00       | 35,549.03  | 63,250.97  | 36%     |  |
| 10-630-20 OPERATIONS                   | 12,809  | 0.00       | 16,545.60  | (3,736.60) | 129%    |  |
| 10-630-80 PRINCIPAL                    | 7,740   | 0.00       | 7,739.71   | 0.29       | 100%    |  |
| 10-630-81 INTEREST                     | 651     | 0.00       | 650.38     | 0.62       | 100%    |  |
| REDEVELOPMENT CORP. Totals             | 21,200  | 0.00       | 24,935.69  | (3,735.69) | 118%    |  |
| 10-650-15 STREET MAINTENANCE           | 98,000  | 9,300.00   | 75,422.40  | 13,277.60  | 86%     |  |
| POWELL BILL Totals                     | 98,000  | 9,300.00   | 75,422.40  | 13,277.60  | 86%     |  |
| 10-700-15 BUILDING/GROUNDS MAINTENANCE | 4,000   | 750.00     | 0.00       | 3,250.00   | 19%     |  |

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| 10 GENERAL FUND                                  |           |            |            |            |         |  |
|--|-----------|------------|------------|------------|---------|--|
| Description                                      | Budget    | Encumbranc | YTD        | Variance   | Percent |  |
| 10-700-30 UTILITIES                              | 500       | 0.00       | 352.81     | 147.19     | 71%     |  |
| CEMETERY Totals                                  | 4,500     | 750.00     | 352.81     | 3,397.19   | 25%     |  |
| 10-800-02 SALARIES                               | 9,360     | 0.00       | 7,800.00   | 1,560.00   | 83%     |  |
| 10-800-04 FICA                                   | 750       | 0.00       | 596.87     | 153.13     | 80%     |  |
| 10-800-09 ELECTION EXPENSE                       | 4,400     | 0.00       | 4,393.23   | 6.77       | 100%    |  |
| 10-800-14 TRAVEL/TRAINING                        | 2,000     | 0.00       | 1,352.43   | 647.57     | 68%     |  |
| 10-800-18 DUES/SUBSCRIPTIONS                     | 1,000     | 0.00       | 60.99      | 939.01     | 6%      |  |
| 10-800-22 SUPPLIES                               | 1,250     | 0.00       | 423.82     | 826.18     | 34%     |  |
| 10-800-32 PRINTING/ADVERTISING                   | 1,100     | 0.00       | 619.90     | 480.10     | 56%     |  |
| 10-800-40 PROFESSIONAL FEES/SRV<br>CHG           | 3,000     | 0.00       | 2,257.00   | 743.00     | 75%     |  |
| 10-800-41 ATTORNEY FEES                          | 1,000     | 0.00       | 0.00       | 1,000.00   |         |  |
| 10-800-42 AUDIT FEES                             | 8,500     | 0.00       | 8,049.99   | 450.01     | 95%     |  |
| 10-800-57 MISCELLANEOUS                          | 1,300     | 0.00       | 404.50     | 895.50     | 31%     |  |
| 10-800-80 FACADE GRANT                           | 2,000     | 0.00       | 2,000.00   | 0.00       | 100%    |  |
| 10-800-81 CONTRIBUTION - RED<br>CROSS            | 250       | 0.00       | 250.00     | 0.00       | 100%    |  |
| 10-800-82 CONTRIBUTION-CHRISTMAS<br>PARADE       | 600       | 0.00       | 575.00     | 25.00      | 96%     |  |
| 10-800-84 CONTRIBUTION-PIEDMONT<br>TRIAD COUNCIL | 550       | 0.00       | 550.00     | 0.00       | 100%    |  |
| 10-800-85 CONTRIBUTIONS-HIGHLAND<br>CTR          | 2,000     | 0.00       | 2,000.00   | 0.00       | 100%    |  |
| 10-800-87 CONTRIBUTIONS-HIGHLAND<br>SUMMER       | 1,000     | 0.00       | 1,000.00   | 0.00       | 100%    |  |
| 10-800-94 CONTRIBUTIONS - COUN.<br>ON AGING      | 500       | 0.00       | 0.00       | 500.00     |         |  |
| 10-800-95 CONTRIBUTION-SOCCER<br>TEAM            | 500       | 0.00       | 500.00     | 0.00       | 100%    |  |
| GOVERNING BODY Totals                            | 41,060    | 0.00       | 32,833.73  | 8,226.27   | 80%     |  |
| 10-850-10 CONTRIBUTIONS - LIBRARY                | 4,400     | 0.00       | 4,400.00   | 0.00       | 100%    |  |
| 10-850-15 BUILDING/GROUNDS<br>MAINTENANCE        | 2,000     | 0.00       | 856.62     | 1,143.38   | 43%     |  |
| 10-850-30 UTILITIES                              | 4,000     | 0.00       | 2,899.12   | 1,100.88   | 72%     |  |
| LIBRARY Totals                                   | 10,400    | 0.00       | 8,155.74   | 2,244.26   | 78%     |  |
| Expenses Totals                                  | 1,382,008 | 12,894.69  | 954,271.64 | 414,841.67 | 70%     |  |

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| 20 ENTERPRISE FUND                        |           |            |            |              |         |  |
|---|-----------|------------|------------|--------------|---------|--|
| Description                               | Budget    | Encumbranc | YTD        | Variance     | Percent |  |
| <b>Revenues</b>                           |           |            |            |              |         |  |
| 20-300-04 CTY MONITORING FEE              | 11,061    | 0.00       | 0.00       | (11,061.00)  |         |  |
| 20-300-05 SEWER COLLECTIONS - COUNTY      | 500,000   | 0.00       | 408,875.61 | (91,124.39)  | 82%     |  |
| 20-300-10 SEWER COLLECTIONS - TOWN        | 360,000   | 0.00       | 298,379.67 | (61,620.33)  | 83%     |  |
| 20-300-95 TRANSFER FROM DEBT SERVICE FUND | 27,250    | 0.00       | 0.00       | (27,250.00)  |         |  |
| 20-310-10 WATER SALE REVENUES             | 205,000   | 0.00       | 177,650.35 | (27,349.65)  | 87%     |  |
| 20-310-20 WATER TAP FEES                  | 1,000     | 0.00       | 0.00       | (1,000.00)   |         |  |
| 20-310-30 RECONNECT FEES                  | 3,500     | 0.00       | 2,274.99   | (1,225.01)   | 65%     |  |
| 20-310-40 CONNECTION FEES                 | 5,000     | 0.00       | 4,946.90   | (53.10)      | 99%     |  |
| 20-310-60 LATE FEES                       | 11,000    | 0.00       | 10,665.95  | (334.05)     | 97%     |  |
| 20-320-10 APPROPRIATED FUND BALANCE       | 73,000    | 0.00       | 0.00       | (73,000.00)  |         |  |
| Revenues Totals                           | 1,196,811 | 0.00       | 902,793.47 | (294,017.53) | 75%     |  |

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| 20 ENTERPRISE FUND                        |         |            |            |            |         |
|---|---------|------------|------------|------------|---------|
| Description                               | Budget  | Encumbranc | YTD        | Variance   | Percent |
| <b>Expenses</b>                           |         |            |            |            |         |
| 20-400-02 SALARIES                        | 98,000  | 0.00       | 79,319.46  | 18,680.54  | 81%     |
| 20-400-03 CHRISTMAS BONUS                 | 550     | 0.00       | 534.58     | 15.42      | 97%     |
| 20-400-04 FICA                            | 8,000   | 0.00       | 5,867.84   | 2,132.16   | 73%     |
| 20-400-06 RETIREMENT                      | 9,000   | 0.00       | 7,125.23   | 1,874.77   | 79%     |
| 20-400-08 GROUP HEALTH INS                | 17,000  | 0.00       | 14,176.67  | 2,823.33   | 83%     |
| 20-400-09 401K MATCH                      | 5,000   | 0.00       | 1,862.75   | 3,137.25   | 37%     |
| 20-400-12 INSURANCE-BONDS                 | 28,750  | 0.00       | 25,493.36  | 3,256.64   | 89%     |
| 20-400-16 TRAVEL/TRAINING                 | 7,000   | 0.00       | 4,124.42   | 2,875.58   | 59%     |
| 20-400-22 SUPPLIES                        | 4,500   | 0.00       | 2,519.31   | 1,980.69   | 56%     |
| 20-400-23 EQUIPMENT < \$5000              | 5,000   | 0.00       | 655.51     | 4,344.49   | 13%     |
| 20-400-28 TELEPHONE/POSTAGE               | 6,400   | 0.00       | 5,176.64   | 1,223.36   | 81%     |
| 20-400-30 UTILITIES                       | 4,050   | 0.00       | 2,535.79   | 1,514.21   | 63%     |
| 20-400-32 PRINTING/ADVERTISING            | 350     | 0.00       | 68.82      | 281.18     | 20%     |
| 20-400-34 BUILDING/GROUNDS<br>MAINTENANCE | 3,000   | 642.50     | 814.40     | 1,543.10   | 49%     |
| 20-400-40 PROFESSIONAL FEES/ SRV<br>CHG   | 15,000  | 0.00       | 16,067.99  | (1,067.99) | 107%    |
| 20-400-59 EQUIPMENT RENTAL                | 3,000   | 0.00       | 2,640.20   | 359.80     | 88%     |
| 20-400-73 AUDIT FEES                      | 14,950  | 0.00       | 14,950.01  | (0.01)     | 100%    |
| 20-400-74 MISCELLANEOUS                   | 2,017   | 0.00       | 854.27     | 1,162.73   | 42%     |
| 20-400-76 DUES/SUBSCRIPTIONS              | 3,500   | 0.00       | 1,191.08   | 2,308.92   | 34%     |
| 20-400-80 CTY MONITOR PAYMENT             | 11,500  | 0.00       | 11,036.29  | 463.71     | 96%     |
| 20-400-90 TRANSFER TO OTHER<br>FUNDS      | 12,000  | 0.00       | 0.00       | 12,000.00  |         |
| ADMINISTRATION Totals                     | 258,567 | 642.50     | 197,014.62 | 60,909.88  | 76%     |
| 20-410-02 SALARIES                        | 44,000  | 0.00       | 33,250.76  | 10,749.24  | 76%     |
| 20-410-03 CHRISTMAS BONUS                 | 500     | 0.00       | 270.00     | 230.00     | 54%     |
| 20-410-04 FICA                            | 4,000   | 0.00       | 2,470.15   | 1,529.85   | 62%     |
| 20-410-06 RETIREMENT                      | 4,000   | 0.00       | 2,989.45   | 1,010.55   | 75%     |
| 20-410-08 GROUP HEALTH INS                | 11,000  | 0.00       | 7,733.58   | 3,266.42   | 70%     |
| 20-410-09 401K MATCH                      | 3,000   | 0.00       | 690.43     | 2,309.57   | 23%     |
| 20-410-14 TRAVEL/TRAINING                 | 1,000   | 0.00       | 445.00     | 555.00     | 45%     |
| 20-410-20 UNIFORMS                        | 2,000   | 0.00       | 1,499.34   | 500.66     | 75%     |
| 20-410-22 SUPPLIES                        | 12,000  | 0.00       | 6,318.70   | 5,681.30   | 53%     |
| 20-410-23 EQUIPMENT < \$5000              | 3,400   | 0.00       | 2,371.19   | 1,028.81   | 70%     |
| 20-410-25 VEHICLE MAINTENANCE             | 4,000   | 357.07     | 860.78     | 2,782.15   | 30%     |
| 20-410-32 PRINTING/ADVERTISING            | 500     | 0.00       | 0.00       | 500.00     |         |
| 20-410-34 BLDGS/GROUNDS<br>MAINTENANCE    | 1,000   | 0.00       | 0.00       | 1,000.00   |         |
| 20-410-35 SAFETY PROGRAM                  | 300     | 0.00       | 0.00       | 300.00     |         |
| 20-410-36 EQUIPMENT MAINTENANCE           | 4,500   | 0.00       | 1,416.20   | 3,083.80   | 31%     |
| 20-410-40 PROFESSIONAL FEES/SRV<br>CHG    | 1,500   | 0.00       | 409.33     | 1,090.67   | 27%     |



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| 20 ENTERPRISE FUND                     |         |            |            |            |         |  |
|--|---------|------------|------------|------------|---------|--|
| Description                            | Budget  | Encumbranc | YTD        | Variance   | Percent |  |
| 20-410-46 WATER PURCHASE FOR RESALE    | 115,000 | 0.00       | 78,976.20  | 36,023.80  | 69%     |  |
| 20-410-53 DUES/SUBCRIPTIONS            | 2,000   | 0.00       | 1,032.15   | 967.85     | 52%     |  |
| 20-410-56 CAPITAL OUTLAY               | 16,500  | 716.20     | 14,433.00  | 1,350.80   | 92%     |  |
| 20-410-75 CONTRACTED SERVICES          | 117,500 | 0.00       | 116,997.35 | 502.65     | 100%    |  |
| WATER OPERATIONS Totals                | 347,700 | 1,073.27   | 272,163.61 | 74,463.12  | 79%     |  |
| 20-415-02 SALARIES                     | 44,000  | 0.00       | 32,964.24  | 11,035.76  | 75%     |  |
| 20-415-03 CHRISTMAS BONUS              | 270     | 0.00       | 270.00     | 0.00       | 100%    |  |
| 20-415-04 FICA                         | 4,000   | 0.00       | 2,479.45   | 1,520.55   | 62%     |  |
| 20-415-06 RETIREMENT                   | 4,000   | 0.00       | 2,963.67   | 1,036.33   | 74%     |  |
| 20-415-08 GROUP HEALTH INS             | 11,000  | 0.00       | 7,733.58   | 3,266.42   | 70%     |  |
| 20-415-09 401K MATCH                   | 3,000   | 0.00       | 701.25     | 2,298.75   | 23%     |  |
| 20-415-14 TRAVEL/TRAINING              | 1,000   | 0.00       | 445.00     | 555.00     | 45%     |  |
| 20-415-20 UNIFORMS                     | 2,000   | 0.00       | 1,656.89   | 343.11     | 83%     |  |
| 20-415-22 SUPPLIES                     | 9,500   | 0.00       | 2,639.71   | 6,860.29   | 28%     |  |
| 20-415-23 EQUIPMENT < \$5000           | 8,000   | 0.00       | 2,311.33   | 5,688.67   | 29%     |  |
| 20-415-25 VEHICLE MAINTENANCE          | 4,000   | 357.07     | 922.48     | 2,720.45   | 32%     |  |
| 20-415-26 MAINTENANCE SUPPLIES         | 10,000  | 0.00       | 1,879.00   | 8,121.00   | 19%     |  |
| 20-415-28 TELEPHONE/POSTAGE            | 3,000   | 0.00       | 1,233.04   | 1,766.96   | 41%     |  |
| 20-415-29 GASOLINE                     | 12,500  | 0.00       | 6,579.45   | 5,920.55   | 53%     |  |
| 20-415-30 UTILITIES                    | 28,000  | 0.00       | 28,709.52  | (709.52)   | 103%    |  |
| 20-415-35 SAFETY PROGRAM               | 300     | 0.00       | 0.00       | 300.00     |         |  |
| 20-415-36 EQUIPMENT MAINTENANCE        | 25,000  | 2,919.37   | 13,251.42  | 8,829.21   | 65%     |  |
| 20-415-40 PROFESSIONAL FEES/SRV CHG    | 10,000  | 0.00       | 100.00     | 9,900.00   | 1%      |  |
| 20-415-48 FINES/PENALTIES/FEES         | 2,000   | 0.00       | 0.00       | 2,000.00   |         |  |
| 20-415-53 DUES/SUBCRIPTIONS            | 2,000   | 0.00       | 0.00       | 2,000.00   |         |  |
| 20-415-56 CAPITAL OUTLAY EQUIPMENT     | 30,500  | 716.21     | 37,467.50  | (7,683.71) | 125%    |  |
| 20-415-74 MISCELLANEOUS                | 380     | 0.00       | 0.00       | 380.00     |         |  |
| 20-415-75 COUNTY SEWER COLLECTION FEES | 16,000  | 0.00       | 11,428.00  | 4,572.00   | 71%     |  |
| 20-415-76 CONTRACTED SERV              | 22,000  | 0.00       | 15,261.22  | 6,738.78   | 69%     |  |
| WASTE WATER Totals<br>COLLECTION       | 252,450 | 3,992.65   | 170,996.75 | 77,460.60  | 69%     |  |
| 20-420-02 SALARIES                     | 49,000  | 0.00       | 38,418.45  | 10,581.55  | 78%     |  |
| 20-420-03 CHRISTMAS BONUS              | 200     | 0.00       | 200.00     | 0.00       | 100%    |  |
| 20-420-04 FICA                         | 4,000   | 0.00       | 2,895.79   | 1,104.21   | 72%     |  |
| 20-420-06 RETIREMENT                   | 5,000   | 0.00       | 3,450.91   | 1,549.09   | 69%     |  |
| 20-420-08 GROUP HEALTH INS             | 8,000   | 0.00       | 5,997.84   | 2,002.16   | 75%     |  |
| 20-420-09 401K MATCH                   | 3,000   | 0.00       | 1,921.01   | 1,078.99   | 64%     |  |
| 20-420-14 TRAVEL/TRAINING              | 1,500   | 0.00       | 50.00      | 1,450.00   | 3%      |  |
| 20-420-22 SUPPLIES                     | 7,500   | 0.00       | 8,883.08   | (1,383.08) | 118%    |  |
| 20-420-23 EQUIPMENT < \$5000           | 2,000   | 0.00       | 808.40     | 1,191.60   | 40%     |  |

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| 20 ENTERPRISE FUND                              |           |            |            |            |         |  |
|---|-----------|------------|------------|------------|---------|--|
| Description                                     | Budget    | Encumbranc | YTD        | Variance   | Percent |  |
| 20-420-25 VEHICLE MAINTENANCE                   | 2,500     | 0.00       | 694.89     | 1,805.11   | 28%     |  |
| 20-420-26 MAINTENANCE SUPPLIES                  | 3,000     | 0.00       | 358.85     | 2,641.15   | 12%     |  |
| 20-420-28 TELEPHONE/POSTAGE                     | 1,250     | 0.00       | 494.42     | 755.58     | 40%     |  |
| 20-420-29 GASOLINE                              | 20,000    | 0.00       | 9,656.80   | 10,343.20  | 48%     |  |
| 20-420-30 UTILITIES                             | 60,000    | 0.00       | 48,420.58  | 11,579.42  | 81%     |  |
| 20-420-34 BUILDING/GROUNDS<br>MAINTENANCE       | 1,000     | 0.00       | 0.00       | 1,000.00   |         |  |
| 20-420-35 SAFETY PROGRAM                        | 100       | 0.00       | 128.95     | (28.95)    | 129%    |  |
| 20-420-36 EQUIPMENT MAINTENANCE                 | 12,000    | 1,607.51   | 5,119.09   | 5,273.40   | 56%     |  |
| 20-420-40 PROFESSIONAL FEES/SRV<br>CHG          | 5,400     | 0.00       | 3.76       | 5,396.24   | 0%      |  |
| 20-420-44 SOLID WASTE DISPOSAL                  | 7,500     | 0.00       | 5,191.12   | 2,308.88   | 69%     |  |
| 20-420-53 DUES/SUBSCRIPTIONS                    | 3,000     | 0.00       | 2,490.44   | 509.56     | 83%     |  |
| 20-420-55 CAPITAL OUTLAY                        | 21,600    | 0.00       | 21,587.58  | 12.42      | 100%    |  |
| 20-420-66 LAGOONS                               | 2,000     | 0.00       | 2,175.00   | (175.00)   | 109%    |  |
| 20-420-68 SLUDGE                                | 2,000     | 0.00       | 261.94     | 1,738.06   | 13%     |  |
| 20-420-72 LABORATORY FEES                       | 16,000    | 0.00       | 12,175.86  | 3,824.14   | 76%     |  |
| 20-420-76 FINES/PENALTIES/FEES                  | 1,000     | 0.00       | 0.00       | 1,000.00   |         |  |
| 20-420-77 CONTRACTED SERVICES                   | 1,750     | 0.00       | 1,522.40   | 227.60     | 87%     |  |
| WASTE WATER PLANT Totals                        | 240,300   | 1,607.51   | 172,907.16 | 65,785.33  | 73%     |  |
| 20-900-80 DEBT SERV PRINC WWTP                  | 16,000    | 0.00       | 0.00       | 16,000.00  |         |  |
| 20-900-81 DEBT SERV INT WWTP                    | 24,569    | 0.00       | 0.00       | 24,569.00  |         |  |
| 20-900-90 DEBT SERV PRINC-WATER<br>MAIN PROJECT | 11,000    | 0.00       | 0.00       | 11,000.00  |         |  |
| 20-900-91 DEBT SERV INT-WATER<br>MAIN PROJECT   | 16,250    | 0.00       | 0.00       | 16,250.00  |         |  |
| 20-900-95 TRANSFER TO FUND 22                   | 2,725     | 0.00       | 1,984.14   | 740.86     | 73%     |  |
| 20-900-96 TRANSFER TO FUND 21                   | 27,250    | 0.00       | 20,437.56  | 6,812.44   | 75%     |  |
| DEBT SERVICE Totals                             | 97,794    | 0.00       | 22,421.70  | 75,372.30  | 23%     |  |
| Expenses Totals                                 | 1,196,811 | 7,315.93   | 835,503.84 | 353,991.23 | 70%     |  |

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20 ENTERPRISE FUND Totals

90,764.33