

TOWN OF MOUNT GILEAD
BOARD OF COMMISSIONERS

MEETING AGENDA PACKET

REGULAR MEETING | TUESDAY, SEPTEMBER 1, 2026 | 7:00 P.M.
Mount Gilead Fire Department | 106 East Allenton Street | Mount Gilead, North Carolina

PRESIDING OFFICER: Mayor Pro Tem Tim McAuley

COMMISSIONERS
Paula Covington • Vera Richardson • Mary Lucas

Revised for public distribution • August 31, 2026

PACKET GUIDE

Contents and Status

Packet Section	Description	Status
Agenda	Guest presentations and recess added; Community Garden moved to consent agenda.	Included
August 11, 2026 Minutes	Regular meeting minutes	Included
Stanback Park Ditch Project	Bid award summary; LKC written recommendation not located	Action
FY 2025-2026 Budget Transfer	Pool rehabilitation transfer notification	Information
Public Grounds Maintenance Worker	Position description	Action
Volunteer Fire Chief	Clean service agreement; stipend up to \$750/month	Action
FY 2026-2027 Budget Transfer	Governing Body election expenses and Town Hall portraits transfer notification	Information
Julius Chambers Avenue Water Line Project	Draft capital project ordinance; CDBG Project No. 24-1-4202	Action
Code Enforcement	August report	Information
Fire Department	August report	Information
Police Department	August report	Information
Wastewater Treatment Plant	August report	Information
Public Works / Public Grounds	July 2026 water usage and chlorine operating reports; August Public Works monthly report	Information
Town Manager's Report	August report	Information

OFFICIAL AGENDA

Board of Commissioners Meeting Agenda

Regular Meeting

Tuesday, September 1, 2026 | 7:00 p.m.

Mount Gilead Fire Department | 106 East Allenton Street, Mount Gilead, NC 27306

1.	Call to Order, Moment of Silence, and Pledge of Allegiance	Mayor Pro Tem Tim McAuley
2.	Adoption of the Agenda	Action
3.	Consent Agenda	Action

3.A	Adoption of the August 11, 2026 Regular Meeting Minutes	Action
3.B	Community Garden - Monika Saxton to replace Mary Poplin as Gardener-in-Charge	Action
4.	Public Comment	Information
5.	New Business	
5.A	Guest Presentations 1. Chad Bledsoe, Ph.D. - President, Montgomery Community College 2. Kerry Herbine - President, FirstHealth Montgomery Memorial Hospital 3. Mickey Foster - Chief Executive Officer, FirstHealth of the Carolinas	Information
5.B	Motion to Recess; Upon Reconvening, Continue with the Remaining Agenda	Action
5.C	Stanback Park Ditch Project — Bid Award	Action
5.D	FY 2025-2026 Budget Transfer Notification — Pool Rehabilitation	Information
5.E	Creation of Public Grounds Maintenance Worker Job Description	Action
5.F	Volunteer Fire Chief Service Agreement — Stipend up to \$750 per month	Action
5.G	FY 2026-2027 Budget Transfer Notification — Governing Body	Information
5.H	Julius Chambers Avenue Water Line Project — Capital Project Ordinance	Action
6.	Department Reports	Information
6.A	Wastewater Treatment Plant	Jim Haithcock
6.B	Fire Department	Keith Byrd
6.C	Police Department	Talmadge LeGrand
6.D	Public Works / Public Grounds	James McCormick
6.E	Code Enforcement	Information
7.	Town Manager Report	Barrett Brown
8.	Mayor Pro Tem and Commissioners Comments	
9.	Adjournment	Action

Public Comment Procedure

Speakers should use the podium and sign in with contact information, including address. Audience interaction or debate is discouraged. The presiding officer and Board do not respond during this session. Each speaker has three minutes; a spokesperson for a group of five or more has five minutes. Town staff will record comments and follow up as needed. Written comments may be submitted to the Town Clerk at clerk@mtgileadnc.com or by mail to P.O. Box 325, Mount Gilead, NC 27306.

CONSENT AGENDA ATTACHMENT — AUGUST 11, 2026 MINUTES**Board of Commissioners Meeting Minutes — August 11, 2026**

Meeting	Regular Board of Commissioners Meeting
Date and Time	August 11, 2026 at 7:00 p.m.
Location	Highland Community Center, 131 Hoffman Drive, Mount Gilead, North Carolina
Attendance	Mayor Sheldon P. Morley; Mayor Pro Tem Tim McAuley; Commissioners Paula Covington, Mary Lucas, and Vera Richardson; Town Manager Barrett Brown; Police Chief Talmadge LeGrand; Public Works Director James “Wahoo” McCormick; Wastewater Treatment Plant Operator Jimmy “Jimbo” Haithcock; Fire Chief Keith Byrd; LKC Representative Zac Bennett; Administration Assistant Allena Ingram; and Town Clerk Lessie D. Jackson.

1. Call to Order, Moment of Silence, and Pledge of Allegiance

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

2. Adoption of the Agenda

Commissioner Richardson made the motion to adopt the agenda. Commissioner Covington seconded the motion. The motion carried.

3. Consent Agenda

Commissioner Richardson made the motion to adopt the consent agenda. Commissioner Covington seconded the motion. The motion carried.

4. Public Comment

- Tim Patterson, 505 Pine Street, addressed the Board regarding repeated concerns about the conduct of an individual in town. He described alleged harassment, threats, and incidents at local businesses and the post office, and asked that the matter be addressed through the appropriate legal or court process.
- Patsy Laracuenta, 305 Stanback Street, spoke about Stanback Park. Using a “lemon” analogy, she emphasized communication and finding solutions that meet multiple needs. She thanked Mary Lucas, Sheldon Morley, and Barrett Brown for recent conversations.
- Ms. Laracuenta urged the Town to prioritize maintenance and improvements at Stanback Park before adding another park maintenance obligation. She questioned removal of the existing concrete drainage feature without first understanding why it was installed and proposed asking donors whether funds could be redirected to Stanback Park while also honoring Albert P. Johnson through naming and/or a memorial.
- Jones Almond, 210 East Allenton Street, asked about the Stanback Park bids, noted the project’s cost increases from earlier estimates, and raised questions about the Town’s ability to maintain the project and the proposed natural drainage area.

5. Approval of July 7 Regular Meeting Minutes

Mayor Pro Tem McAuley made the motion to approve the July 7 regular meeting minutes. Commissioner Richardson seconded the motion. The motion carried.

6. Stanback Park Ditch Project — Bid Award

- Zac Bennett presented LKC's recommendation regarding the Stanback Park project. Three bids were received and opened on July 28, 2026.
- The low bidder was Shamrock Construction and Remediation of Greensboro, North Carolina, with a bid of \$994,219.80.
- LKC stated that the original project application estimate was approximately \$300,000 and the most recent engineer's opinion of probable cost was approximately \$600,000. LKC stated that the low bid remained within the available grant funding.
- LKC reported favorable project experience with Shamrock through its engineering partner, McAdams, and recommended award to Shamrock pending final review and approval by the applicable state agency.

Action: Commissioner Lucas stated that the bid materials had not been included in the packets and requested time to review them. Commissioner Lucas moved to table the award until the next meeting. Commissioner Richardson seconded. The motion carried.

7. Vacancies

- The Board discussed timing and distribution of agenda materials and the importance of receiving supporting materials before meetings.
- Staff reported vacancies affecting Public Works/Parks and an enterprise-related position following an internal promotion to Town Clerk.

8. Mayor Resignation

- The Mayor advised that acceptance of his resignation required Board action.
- The Board discussed the procedure for filling the mayoral vacancy. As described during the meeting, the Mayor Pro Tem would serve as presiding officer while the Board determines the appointment process. Candidates must be residents of the Town.
- The suggested process was to accept letters of willingness to serve through the Clerk's office and hold a work session to discuss candidates.
- Town staff presented the Mayor with a gift and card in appreciation of his service.

Action: Commissioner Covington moved to accept the Mayor's resignation letter. Mayor Pro Tem McAuley seconded. The motion carried.

9. Fiscal Year 2025-26 Budget Transfers / Carry-Forwards

- Mr. Brown explained that funds budgeted in the prior fiscal year for wastewater collection and Fire Department air tanks had not been fully spent. Some funding involved grants and purchase orders, and the proposed action was described as carrying previously appropriated funds forward rather than creating new spending.
- Staff stated that the auditor had recently advised the Town that the budget action was necessary.

Action: Commissioner Lucas moved to table the budget transfer until the next meeting. Commissioner Richardson seconded. The motion carried.

10. Scooter/Bike Policy

The Board conducted a subsequent reading of the scooter/bike policy. No amendments or changes from the prior reading were identified. Commissioner Richardson moved to approve the updated policy. Mayor Pro Tem McAuley seconded. The motion carried.

11. Position Items — First Read

The Board reviewed a grounds-related Public Works position/title change focused on flowers, grounds, and public spaces, and a revised volunteer chief-related agreement. Both were first-read items and required no action at that meeting.

12. Departmental Reports

- Wastewater Treatment Plant: Staff reported systems were operating; portions of the technical discussion were unclear in the transcript.
- Fire Department: The Chief reported no major new items and invited questions.
- Public Works / Equipment: Staff reported a recent equipment repair involving a starter relay and anticipated resuming street-edge and ditch cutting, including work before school traffic increased.
- Police Chief: The Chief reported no changes and invited questions.
- Town Manager Report: The manager reported progress on time-sensitive facility and infrastructure matters, insurance/documentation matters, and ongoing park and Town projects.
- Staff reported that work associated with a damaged roof was expected to be completed and that supporting documentation/photos had been submitted. Similar insurance/documentation work was noted for a small park shelter.

13. Mayor's Closing Remarks

The Mayor thanked residents, Board members, and staff for their engagement and service during his tenure. He stated that he and his family had decided to move for a new career opportunity. Board members thanked the Mayor for his service and wished him well.

14. Adjournment

Commissioner Richardson moved to adjourn until September 1, 2026. Mayor Pro Tem McAuley seconded. The motion carried.

Sheldon P. Morley, Mayor

Lessie D. Jackson, Town Clerk

NEW BUSINESS — STANBACK PARK DITCH PROJECT

Bid Award Summary

REQUESTED ACTION: Consider awarding the Stanback Park Ditch Project to Shamrock Construction and Remediation for \$994,219.80, subject to final LKC review and applicable state-agency approval.

- Three bids were received and opened July 28, 2026.
- LKC identified Shamrock Construction and Remediation of Greensboro, North Carolina as the low bidder at \$994,219.80.
- At the August 11 meeting, LKC reported favorable experience with the bidder through McAdams and recommended award pending final review and state approval.
- The Board tabled the award on August 11 because supporting bid materials had not been included in the packet.

Packet note: The final written LKC recommendation and state-agency approval were not located in the Library at the time this packet was assembled.

FINANCE — FY 2025-2026 BUDGET TRANSFER NOTIFICATION

Pool Rehabilitation Project — Grant Reimbursement and Budget Transfer Report

Montgomery County awarded the Town a \$50,000 pool rehabilitation grant, received August 7, 2025. The work was completed through milestone payments to Jim Hinson Pools and Pearl Pools. The final plaster milestone was supported by an additional \$20,672.85 county-funded reimbursement. Because that amount was processed separately from the Parks and Recreation appropriation, the department's budget-to-actual report appears over budget.

County Funding

Date	Funding Source / Purpose	Amount
August 7, 2025	Montgomery County pool rehabilitation grant	\$50,000.00
June 7, 2026	County-funded reimbursement for final plaster milestone	\$20,672.85
	TOTAL COUNTY FUNDING IDENTIFIED	\$70,672.85

Project Payment Documentation

Date	Payee	Invoice / Check	Amount	Purpose
02/20/2026	Jim Hinson Pools	IN-053238 / 56866	\$22,790.25	Milestone payment
04/10/2026	Jim Hinson Pools	IN-055260 / 57087	\$22,119.95	Milestone payment
05/29/2026	Pearl Pools	IN-057299 / 57273	\$20,672.85	Final plaster milestone
		TOTAL CHECKS	\$65,583.05	

Budget Transfer Authority and Board Notification

Section 8 of the FY 2025-2026 Budget Ordinance authorizes the Town Manager, as Budget Officer, to make transfers within a fund not exceeding ten percent of the appropriated monies for the department whose allocation is reduced, with notification to the Board at its next meeting. Section 9 requires Board authorization for interdepartmental transfers except as allowed by Section 8.

Department / Purpose	Account	Action	Amount	From	To
Police Department	10-550	Decrease	\$22,000	\$743,888	\$721,888
Parks & Recreation — Pool Improvements	10-500-37	Increase	\$22,000	\$161,000	\$183,000

Transfer effect: Both appropriations are within the General Fund. The \$22,000 transfer is approximately 3.0% of the Police Department appropriation and is below the 10% limit. No transfer between funds occurs, and the General Fund budget remains balanced.

BOARD NOTIFICATION: The Town Manager/Budget Officer has authorized a \$22,000 transfer within the General Fund from the Police Department to Parks and Recreation Pool Improvements. This packet notification is intended to satisfy the Budget Ordinance reporting requirement.

ACTION ITEM — PUBLIC GROUNDS MAINTENANCE WORKER**Public Grounds Maintenance Worker — Position Description**

REQUESTED ACTION: Approve the position title and job description for Public Grounds Maintenance Worker.

Department: Public Works | **Division:** Public Grounds | **Reports to:** Public Grounds Supervisor | **Status:** Full-time / Non-exempt

Performs skilled and semi-skilled work to maintain and improve Town parks, landscaped areas, recreational facilities, municipal buildings, streetscapes, and other public property under the direct supervision of the Public Grounds Supervisor.

Essential Duties and Responsibilities

- Carry out daily, weekly, and seasonal work assignments established by the Public Grounds Supervisor, adjusting work as directed for weather, safety, special events, and operational needs.
- Mow, edge, aerate, seed, and overseed lawns; plant, cultivate, prune, mulch, fertilize, and irrigate flowers, trees, shrubs, and grass; restore worn or damaged landscape areas.
- Install, inspect, troubleshoot, repair, and maintain irrigation lines, valves, sprinkler heads, timers, controllers, and sensors, and support water-conservation practices.
- Identify weeds, insects, plant diseases, and related grounds concerns; apply and document fertilizers, herbicides, pesticides, insecticides, and other treatments only when trained and authorized and in accordance with labels and safety requirements.
- Sweep, blow, edge, and pressure-wash public areas; remove litter, leaves, limbs, trash, storm debris, snow, and ice; empty receptacles and maintain parks, fields, shelters, restrooms, and streetscapes.
- Safely operate Town vehicles, trailers, mowers, tractors, edgers, trimmers, blowers, chainsaws, sprayers, aerators, pressure washers, hand tools, and other assigned equipment for which the employee is trained and authorized.
- Inspect equipment before use and perform routine minor maintenance; promptly report damage, defects, and unsafe conditions.
- Perform minor repairs to fences, signs, benches, shelters, gates, playground equipment, and other Town property; assist with grading, drainage, erosion control, composting, planting, and beautification projects.
- Prepare grounds and facilities for festivals, ceremonies, recreation programs, and community events, including setup, decorations, barricades, signs, tables, chairs, waste stations, cleanup, and site restoration.
- Follow traffic-control, chemical-handling, equipment, personal protective equipment, and other Town safety procedures; protect coworkers and the public while work is underway.
- Maintain basic records of completed work, chemical applications, materials, inspections, and equipment service; communicate hazards, service needs, and work progress to the Public Grounds Supervisor.
- Support storm response, inclement-weather operations, after-hours emergencies, and other Town activities, and perform other related duties as assigned.

Minimum Qualifications and Work Conditions

- High school diploma or GED preferred; prior groundskeeping, landscaping, facility-maintenance, or related experience preferred.
- Valid North Carolina driver's license with an acceptable driving record; ability and willingness to obtain required pesticide, chemical-application, commercial driver's license, or equipment certifications.
- Working knowledge of grounds care, irrigation, chemical safety, equipment operation, routine maintenance, and safe work practices, or the ability to learn through training.

- Ability to understand and follow instructions, work cooperatively, communicate professionally, organize tasks, keep basic records, and provide courteous public service.
- Regular standing, walking, bending, kneeling, climbing, reaching, pushing, pulling, and repetitive work; ability to lift and carry up to 50 pounds independently and heavier items with assistance. Work is primarily outdoors in changing weather and may include traffic, noise, dust, pollen, insects, chemicals, tools, moving equipment, and uneven terrain. Early morning, evening, weekend, holiday, emergency, and inclement-weather work may be required.

Employee Acknowledgment

I acknowledge that I have received and reviewed this job description and understand the duties, responsibilities, work schedule, conditions, and reporting relationship. I understand this description is not an employment contract or a complete list of every task and that I may be required to perform other related duties as assigned.

Employee signature: _____ Date: _____

ACTION ITEM — VOLUNTEER FIRE CHIEF SERVICE AGREEMENT

Volunteer Fire Chief Service Agreement

REQUESTED ACTION: Approve the clean Volunteer Fire Chief Service Agreement with a stipend of up to \$750 per month.

Department: Fire Department | **Reports to:** Town Manager | **Administrative commitment:** Minimum 15 hours per week, Monday-Friday | **Compensation:** Stipend up to \$750 per month

This Agreement sets forth the service responsibilities, administrative commitment, stipend, reporting relationship, and performance expectations agreed to by the Town of Mount Gilead and the Volunteer Fire Chief.

Administrative Commitment and Availability

- Complete at least 15 hours of administrative and operational work each week, Monday through Friday.
- Maintain accurate records of hours worked and duties performed.
- Remain reasonably available for emergency incidents, major events, training, meetings, and other departmental needs outside regular administrative hours.
- Notify the Town Manager when unable to meet the required weekly commitment.

Essential Duties and Responsibilities

- Direct and supervise the department's volunteer firefighters and officers; establish operational priorities and assign duties.
- Respond to fires, rescues, hazardous conditions, and other emergencies when available; maintain incident-command procedures consistent with applicable standards.
- Recruit, train, schedule, and evaluate volunteer personnel; arrange regular drills, certification training, and safety programs.
- Maintain required certifications, personnel records, incident reports, policies, and standard operating guidelines.
- Oversee inspection, readiness, maintenance, and inventory of apparatus, equipment, protective clothing, and facilities.
- Prepare an annual departmental budget, monitor expenditures, and coordinate equipment, staffing, and capital priorities with the Town Manager and Finance Officer.
- Pursue grants and other funding opportunities with Town approval.

- Coordinate with law enforcement, emergency medical services, emergency management, mutual-aid departments, and other agencies.
- Attend staff meetings, Board meetings, and public-safety meetings when requested.
- Promote fire prevention, public education, inspections, and community outreach.
- Promptly report significant incidents, personnel concerns, equipment failures, safety hazards, and budget issues to the Town Manager.
- Perform other related duties as assigned.

Stipend and Qualifications

The Volunteer Fire Chief may receive a stipend of up to \$750 per month, subject to Town budget authorization and satisfactory fulfillment of the responsibilities stated in this Agreement. The stipend is not an hourly wage.

- High school diploma or equivalent; appropriate North Carolina firefighter certifications or the ability to obtain them.
- Prior fire-service experience, including supervisory or command experience; valid North Carolina driver's license.
- Ability to meet applicable medical, physical, training, and background requirements and to operate emergency vehicles and equipment.
- Strong leadership, communication, recordkeeping, budgeting, and organizational skills.
- The position may require strenuous physical activity and exposure to smoke, hazardous materials, traffic, extreme temperatures, and other emergency conditions. Required protective equipment must be used.

Agreement and Signatures

By signing below, the Volunteer Fire Chief and the Town acknowledge that they have reviewed and agree to the responsibilities, minimum weekly commitment, reporting requirements, monthly stipend, and other terms stated above.

Volunteer Fire Chief: _____ Date: _____

Town Manager: _____ Date: _____

TOWN OF MOUNT GILEAD GOVERNING BODY BUDGET TRANSFER NOTIFICATION

Prepared for the Board of Commissioners | August 17, 2026

Authorized transfer. Transfer \$6,000.00 from Police Department Miscellaneous to Governing Body Miscellaneous to fund election expenses that were not included in the adopted budget and to purchase framed portraits of elected officials for the Town Hall.

Budget Transfer Summary

Department / Purpose	Account	Action	Amount
Police Department - Miscellaneous	10-550-74	Decrease	\$6,000.00
Governing Body – Election Expense	10-800-09	Increase	\$4,200.00
Governing Body – Miscellaneous	10-800-57	Increase	\$1,800.00

BUDGET TRANSFER AUTHORITY AND BOARD NOTIFICATION

FY 2026-2027 Budget Ordinance Authority

Section 8. The Town Manager shall serve as the Budget Officer. The Budget Officer is authorized to make budget transfers within each fund, not to exceed ten percent (10%) of the appropriated monies for the department whose allocation is reduced, with notification to the Board of Commissioners at its next meeting.

Section 9. Interdepartmental transfer of monies and Governing Body funds, except as noted in Section 8, shall be accomplished by Board of Commissioners authorization only.

Transfer Review

Transfer effect. The Police Department and Governing Body appropriations are both within the General Fund. The transfer decreases Police Department Miscellaneous by \$6,000.00 and increases Governing Body Miscellaneous by the same amount. As a within-fund transfer under Section 8, the Town Manager, serving as Budget Officer, may authorize the transfer. It must be reported to the Board at its next meeting. No transfer between funds occurs, and the General Fund budget remains balanced and unchanged.

Board Notification: Pursuant to Section 8 of the FY 2026-2027 Budget Ordinance, the Town Manager/Budget Officer has authorized a \$6,000.00 transfer within the General Fund from Police Department Miscellaneous, account 10-550-74, to Governing Body Miscellaneous, account 10-800-09, to fund election expenses that were not included in the adopted budget; and 10-800-57, for purchase of framed portraits of elected officials for the Town Hall. No Board action is requested.

ACTION ITEM — JULIUS CHAMBERS AVENUE WATER LINE PROJECT**Draft Capital Project Ordinance**

REQUESTED ACTION: Consider adoption of the draft Capital Project Ordinance for the Julius Chambers Avenue Water Line Infrastructure Project, CDBG Project No. 24-1-4202.

TOWN OF MOUNT GILEAD
JULIUS CHAMBERS AVENUE WATER LINE PROJECT
NC DEQ DIVISION OF WATER INFRASTRUCTURE
 (GRANT PROJECT# CDBG 24-1-4202)
DRAFT CAPITAL PROJECT ORDINANCE

Be it **ORDAINED** by the Town Board of Commissioners of the Town of Mount Gilead, North Carolina, that pursuant to section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following budget is hereby approved and adopted.

Section 1: The Project authorized is the Julius Chambers Avenue Water Line Infrastructure Project to be to be financed by Community Development Block Grant funds (project number 24-1-4202) awarded to the Town of Mount Gilead by the North Carolina Department of Environmental Quality (DEQ) Division of Water Infrastructure (DWI).

Section 2: The officers of this unit are hereby directed to proceed with the grant/loan project within the terms of the board resolution, grant/loan documents, the rules and regulations of the Division of Water Infrastructure (DWI), and the budget contained herein.

Section 3: The following revenues are anticipated to be available to complete project 24-1-4202:

CDBG Grant Funding:	\$2,204,000.00
Other Grant Funds/Loans?	\$796,000.00
Town Funds:	\$0.00
TOTAL PROJECT REVENUES:	\$3,000,000.00

Section 4: The following amounts are appropriated for the project 24-1-4202 and authorized for expenditure:

CDBG Grant Funding:	\$2,204,000.00
Other Grant Funds/Loans?	\$796,000.00
Town Funds:	\$0.00
TOTAL PROJECT EXPENDITURES:	\$3,000,000.00

Section 5: The following amounts are appropriated for the total project 24-1-4206 and authorized for expenditure:

Public Water Improvements – Construction and Engineering:	\$2,779,600.00
Project Administration	\$220,400.00
TOTAL PROJECT REVENUES:	\$3,000,000.00

Section 6: The finance officer is hereby directed to maintain sufficient specific detailed accounting records to satisfy the requirements of the funding agency, the funding agreements, and state and federal regulations.

Section 7: Funds may be advanced from the Enterprise Fund or other Fund Name, Number, Acct. Name for the purpose of making payments as due. Reimbursement requests should be made to the State funding agency in an orderly and timely manner. Compliance with all federal and state procurement regulations is required.

Section 8: The finance officer is hereby directed to report the financial status of the project to the governing board on a quarterly basis.

Section 9: Copies of this Capital Project Ordinance shall be made available to the Budget Officer, the Finance Officer, and the Town Clerk.

Section 10: This Capital Project Ordinance supersedes any previously dated and adopted project ordinance.

Section 11: That the Town of Mount Gilead is certifying, by resolution, that Barrett Brown, Town Manager, and Lee Ann Haithcock, Finance Officer and successors so titled is the Authorized Representative to create and submit claims and disbursement requests on behalf of the Town of Mount Gilead, through the DWI-EBS systems, as it relates to the project and project numbers listed above and any additional projects funded by the North Carolina Division of Environmental Quality (Division of Water Infrastructure). Barrett Brown, Town Manager, and Lee Ann Haithcock, Finance Officer and successor so titled is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with this project; to make the assurances as contained above; and to execute agreements or other documents as required by the Division of Water Infrastructure.

Adopted this the _____th day of _____ 20____; Town of Mount Gilead, North Carolina.

Lessie Jackson, Town Clerk

Sheldon Morley, Town Mayor

[SEAL]

DEPARTMENT REPORT — CODE ENFORCEMENT**Code Administration Services Report — August 13, 2026**

Case	Address	Owner / Occupant	Status / Conditions
PN-25-12	510 Julius Chambers Avenue @ Emaline Street	Leon & Dorsey Turner	Large number of tires openly stored, debris, and one or more junked/nuisance vehicles. Notice issued; owner requested extension. Met on site April 9, 2026; additional time needed.
PN-26-01	320 Stanback Street	Ricky R. & Doreen E. Bowden	Overgrowth. Front cut; back not cut. Realtor contacted and advised work would be scheduled.
PN-26-02	202 South School Street	Jennifer Jordan & Margie Dunn Barnes	Overgrowth. Pending notice.
HC-25-01	500 West Allenton Street	Phillip L. Kearns & Mildred M. Lassiter (Deceased)	Substandard/abandoned dwelling. Order to Repair or Demolish; ordinance to demolish adopted. Estimates for cleanout and asbestos-containing material removal pending.
HC-25-03	156 Washington Park Road	Carrie J. Little	Abandoned/dilapidated housing; yard overgrown. Owner did not appear for inspection. Further research and administrative inspection warrant as needed.
MVO-25-03	100 Highland Avenue	Cynthia Sue Byrd Haithcock and others	Multiple junked/nuisance vehicles. Ongoing communication while parts are ordered and repairs made. Last contact August 7, 2026; follow-up inspection planned.

Prepared by John E. Ganus • Code Administration Services

DEPARTMENT REPORT — POLICE DEPARTMENT



Town of
**MOUNT GILEAD POLICE
DEPARTMENT**

123 North MainStreet - Post Office Box 325

Mount Gilead, North Carolina, 27306

Phone: (910) 439-6711

Fax: (910) 439-1855

MEMORANDUM

**To: Barret Brown
Town Manager**

**From: Talmedge LeGrand
Chief of Police**

Date: July 15, - August 14, 2026

Subject: Mount Gilead Police Department Monthly Report for July 15, - August 14, 2026

During this month the Mount Gilead Police Department Was excited to greet the students back to school after an awesome summer break .

Officers at the department were all involved with our Annual National Night Out. The Concerned Citizens and the Police Department came together once again and had a wonderful time with the community and it's stake holders. We can't hardly wait until next year!

We have had a small rise in juvenile crime around town. The department has been working with Juvenile Justice to insure that appropriate messures have been taken. We are asking all parents to come together with the Police to ensure that our youth remain safe and feel that they have someone that they can always confide in.

We are still waiting to move to the next steps to add patrol units to the town of Mount Gilead.

DEPARTMENT REPORT — POLICE DEPARTMENT (CONTINUED)**Administration and Patrol**

- The School Resource Officer continues to greet students at MGES and provide a positive environment.
- Officers attended the scheduled grand jury session.
- Officers are continuing to check business doors each night.
- Officers conducted various traffic stops.
- Officers continue to take annual in-service training.
- Ranking officers continue to fill in shifts for officers as needed shift schedule (sickness, training, vacancy etc.).
- Entered IBR (monthly crime report) into the state database for crime statistics.
- Continued entry of SBI Traffic Stop Reports.
- Routinely reviewed body camera videos.
- Continued escorts for businesses as they close at night.
- Department vehicles serviced with oil changes and tire rotations.

DEPARTMENT REPORT — FIRE DEPARTMENT**Mount Gilead Fire Department — August 2026**

Fires	Squad	Total Incidents
19	11	30

- Training resumed during August.
- The department participated in a Back to School event at the elementary school on August 1 using the new Fire Safety House.

“Serving Today for Your Tomorrow”

DEPARTMENT REPORT — WASTEWATER TREATMENT PLANT



TOWN OF MOUNT GILEAD WWTP

Everything is normal

7/15/26 Spray public parking lot, JC sign, and weedat park sign and spray.

Mowing and spraying are continuing as normal at WWTP.

7/21/26 One of the UV banks was clogged with a clump of algae from basins due to heavy rains. This resulted in a high fecal count which could give us a NOV. Corrective measures were taken and problem has been solved.

7/28/26 EDMR reports were submitted.

8/6/26 WP-378 Proficiency Testing was performed. Waiting results.

Application for grade III test has been submitted.

DEPARTMENT REPORT — PUBLIC WORKS / WATER DISTRIBUTION

Month: JULYYear: 2026WATER USAGE REPORT (Purchased Sources)
MONTHLY OPERATING REPORTNAME OF PUBLIC WATER SYSTEM: TOWN OF MOUNT GILEADPWS ID#: NC NC0362015COUNTY NAME: MONTGOMERY

DATE	SOURCE WSF ID: _____			SOURCE WSF ID: _____			SOURCE WSF ID: _____			SOURCE WSF ID: _____		
	TIME	METER READING	SOURCE WATER PUMPED SINCE LAST READING	TIME	METER READING	SOURCE WATER PUMPED SINCE LAST READING	TIME	METER READING	SOURCE WATER PUMPED SINCE LAST READING	TIME	METER READING	SOURCE WATER PUMPED SINCE LAST READING
	(00:00)	(gallons)	(gallons)	(00:00)	(gallons)	(gallons)	(00:00)	(gallons)	(gallons)	(00:00)	(gallons)	(gallons)
(1)	(2)	(3)	(4)	(2)	(3)	(4)	(2)	(3)	(4)	(2)	(3)	(4)
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TOTAL MONTHLY WATER PURCHASED: 2,615,700 (MG)

COMMENTS: _____

ORC Name: SAMMY STEWART
(Please Print)ORC Signature: *Sammy Stewart*ORC's Telephone Number: 910-975-9764

(Daytime Number)

Certification: B-DISTRIBUTION

DNR 3388 (10/2010)

Cert. Number: _____

208

Date: 8-7-2026

DEPARTMENT REPORT — PUBLIC WORKS / WATER DISTRIBUTION (CONTINUED)

DISTRIBUTION FACILITY (Ground or Purchased Source)
MONTHLY OPERATING REPORT
(Chlorine)

MONTH / YEAR: July / 2026

PWSID#: NC NC0362015

COUNTY: Montgomery

WATER SYSTEM NAME: TOWN OF MOUNT GILEAD

DIST WSF ID: D01

DISTRIBUTION SYSTEM CLASS: B (A,B,C or D)

OF SERVICE CONNECTIONS: 574

ORC NAME: Sammy Stewart

ORC SIGNATURE / DATE: *Sammy Stewart* 8-7-2026

CERTIFICATION: B-DISTRIBUTION

CERTIFICATE NUMBER: 208

Sample Number	Collection Date	Location Code	Sample Address	MRT Site Residual Disinfectant
				Free Chlorine (mg/L)
(1)	(2)	(3)	(4)	(5)
1	Wed, 7/1/26	M04	112 W. ALLENTON ST.	1.25
2	Wed, 7/1/26	M12	144 MRYTLEWOOD DR.	0.26
3	Wed, 7/1/26	M11	107 W. ALLENTON ST.	1.25
4	Wed, 7/1/26	M03	207 MEDFORD PL.	0.07
5	Wed, 7/1/26	M06	300 CEDAR ST.	1.09
6	Fri, 7/10/26	M04	112 W. ALLENTON ST.	1.24
7	Fri, 7/10/26	M12	144 MRYTLEWOOD DR.	0.10
8	Fri, 7/10/26	M11	107 W. ALLENTON ST.	1.38
9	Fri, 7/10/26	M03	207 MEDFORD PL.	0.27
10	Fri, 7/10/26	M06	300 CEDAR ST.	0.69
11	Tue, 7/14/26	M04	112 W. ALLENTON ST.	0.45
12	Tue, 7/14/26	M12	144 MRYTLEWOOD DR.	0.06
13	Tue, 7/14/26	M11	107 W. ALLENTON ST.	0.60
14	Tue, 7/14/26	M03	207 MEDFORD PL.	0.05
15	Tue, 7/14/26	M06	300 CEDAR ST.	0.60
16	Fri, 7/24/26	M04	112 W. ALLENTON ST.	0.37
17	Fri, 7/24/26	M12	144 MRYTLEWOOD DR.	0.02
18	Fri, 7/24/26	M11	107 W. ALLENTON ST.	0.81
19	Fri, 7/24/26	M03	207 MEDFORD PL.	0.02
20	Fri, 7/24/26	M06	300 CEDAR ST.	1.23
21	Thu, 7/30/26	M04	112 W. ALLENTON ST.	1.29
22	Thu, 7/30/26	M12	144 MRYTLEWOOD DR.	0.18
23	Thu, 7/30/26	M11	107 W. ALLENTON ST.	1.40
24	Thu, 7/30/26	M03	207 MEDFORD PL.	0.06
25	Thu, 7/30/26	M06	300 CEDAR ST.	1.08

*Comments:

DENR 3397A (10/2010)

DEPARTMENT REPORT — PUBLIC WORKS / PUBLIC GROUNDS

Public Works Monthly Report

AUGUST

- | | |
|---|--|
| <ol style="list-style-type: none"> 1. Daily work orders 2. Weekly staff meeting 3. Weekly lift-station check 4. Weekly pickup 5. Weekly sewer plant work 6. Weekly locates = 330 7. Monthly meters (masters, unreads) 8. Monthly water reports to DEQ 9. Monthly samples report to DWQ 10. Monthly set up for Board meeting 11. Delivered lime to sewer plant 12. Mowed and drag ballfields weekly. 13. Mowed Library, Police Department, Fire Department, New Town Hall weekly. 14. Mowed Park 15. Mowed Walking trail. 16. Mowed incoming streets. 17. Mowed HCC. 18. Mowed Cemetery 19. Mowed Water tank 20. Installed new pump #1 at lift station 1 21. Six sewers tap at Twin Harbor 22. DOC meeting | <ol style="list-style-type: none"> 23. Changed marquee 24. Cleaned storm drains 25. Repaired leak at 102 W. Ingram St. 26. Repaired leak at 107 W. Allenton St. & repaired drive way. 27. Repaired leak at 226 N. Main St. 28. Repaired leak at 604 S. Wadesboro Blvd. 29. Cleaned sewer main in Twin Harbor 30. Cut back Emmaline St. 31. Cut back Dockery Ln. 32. Cut water & sewer line on Dockery Ln. 33. Put in new pump # 1 at pool. 34. Serviced F150 35. Serviced Chevy 2500 36. Serviced Ford Ranger 37. Set up for National night out. 38. Picked up bikes for National night out. 39. Moved tables to streets. 40. F250 lettered. 41. Cleaned sewer line on W. Allenton St. 42. Repaired hydrant meter 43. Put filing cabinets for Town Hall |
|---|--|

TOWN MANAGER'S REPORT

Reporting Period: July 15, 2026 through August 15, 2026

TO: Mayor Pro Tem and Board of Commissioners

FROM: Barrett Brown, Town Manager

SUBJECT: Municipal Operations, Projects, and Administrative Update

Executive Summary

During this reporting period, Town administration concentrated on advancing major capital and grant-funded projects, preparing matters for the August 11 Board meeting, strengthening personnel and records procedures, and coordinating public works, wastewater, public safety, and community programs. Key work included the Albert Johnson Memorial Park bid process, continued administration of the \$2.204 million Julius Chambers Avenue water-line project, review of the Redevelopment Corporation building roof and insurance claim, planning for wastewater and drainage work, recruitment and onboarding of new employees, and improved departmental accountability. The Town also coordinated National Night Out, pool and parade activities, and preparations related to the mayoral vacancy.

1. Board Administration and Governance

- Staff prepared the August 11 Board of Commissioners meeting at Highland Community Center, including project updates, contracts, personnel matters, appointments, and items requiring Board direction.
- Administration reviewed the statutory process for filling the vacancy in the office of mayor and prepared a plain-language memorandum and timeline for the Board. Guidance addressed acceptance of the resignation, the Mayor Pro Tem's role, appointment by the Board, and coordination with election officials and the Town Attorney.
- Work continued on clearer public-comment procedures, departmental reporting, project-file organization, meeting records, and consistent official communications.

2. Finance, Budget, Procurement, and Risk Management

- Finance continued implementation of the FY 2026-27 budget, entry of the approved budget into the financial management system, departmental budget-to-actual monitoring, and preparation for the annual audit.
- Administrative controls under review included separate purchasing cards and limits, vendor and W-9 records, numbered invoices and receipts for billable services, and comparison of bank-managed online payment options with current third-party fees.
- The insurance claim and repair planning for the Redevelopment Corporation building roof remained active. Staff continued to define the complete roof, parapet, masonry, and interior-damage scope and to coordinate qualified pricing, insurance documentation, procurement requirements, and any needed budget amendment.

3. Albert Johnson Memorial Park and Recreation

- The Albert Johnson Memorial Park project moved through bid and construction planning. Administration coordinated the bid opening, contractor questions, contract documentation, and anticipated award and construction schedule, subject to responsible bids and required approvals.
- Remaining design coordination included the water-tank lid refurbishment, sun-shade and column colors, site logistics, and documentation needed by LKC Engineering and prospective contractors.
- Pool operations continued with attention to staffing, safety, equipment reliability, water service, and the need for a replacement or backup pump. Staff also coordinated the pool parade and related traffic and setup support.

4. Water, Sewer, Drainage, and Grant-Funded Infrastructure

- The Town continued administration of the \$2.204 million NCDEQ CDBG-I Julius Chambers Avenue Water Line Rehabilitation/Replacement Project. Current work included finalizing the LKC Engineering agreement, preparing the Preliminary Engineering Report and Environmental Review, maintaining grant-compliance records, and coordinating a scope amendment intended to maximize water-line replacement within available funds. The project remains targeted for completion by June 2028, subject to NCDEQ approvals.
- Engineering review continued for the Retreat at Lake Tillery development, including revisions to Phase 1 and Phase 2 plans and coordination of roads, water and sewer extensions, and other public infrastructure for the approximately 1,067-lot annexed development.
- Wastewater priorities included cleaning sludge-drying beds, reviewing sludge hauling and disposal requirements, considering lawful opportunities for treated-sludge reuse, and developing numbered billing records for pumping and dumping services.
- Staff continued tracking Hammer Creek cleanout, Stanback Park ditch conditions, wet-well and sanitary-tap work, manholes, sewer lines, and the substantial sewer-damage matter at Swift Island Plantation. Drainage work and funding were kept separate from restricted project funds where required.

5. Public Works, Public Grounds, and Facilities

- Public Works and Public Grounds coordinated staffing, seasonal maintenance, mowing, landscaping, tree work, park appearance, signage, bicycle racks, litter control, and street-sign repair and replacement.
- Administration developed a quadrant-based monthly street-cleaning and litter-removal approach, with weekday operations and dedicated time for equipment maintenance and emergency response. Sign maintenance was incorporated into the service plan.
- Facility-site improvements remained under development, including commercial vinyl fencing, a dumpster enclosure and concrete pad, a sidewalk, and monument/electronic sign options. Each component requires a defined scope, pricing, documentation, and procurement review before authorization.
- A leaking commercial water service and other facility maintenance needs remained under review. A new plastic service line was identified as the preferred long-term option, pending final cost, authorization, and scheduling.

6. Personnel, Recruitment, and Employee Records

- The Town addressed staffing needs in Public Works and Public Grounds and prepared or updated job descriptions for Public Works Maintenance Worker I and II, Public Grounds Maintenance Worker, Grounds Maintenance Supervisor, Enterprise Specialist for the water utility, Volunteer Fire Chief, and a Public Information Officer internship.
- Offer-letter and onboarding materials were prepared for incoming employees, and supervisors were given clearer instructions for candidate files, pre-employment documents, offer letters, orientation, and signed job descriptions.
- A simplified employee-file reference guide, audit checklist, and first-page employee-file checklist were developed. Records are organized into pre-employment, post-employment, benefits, credentials and professional development, and confidential or restricted categories, with missing-item follow-up and restricted-access safeguards.

7. Public Safety and Community Coordination

- Police, Fire, Public Works, and administration coordinated staffing, traffic control, security, equipment, and community outreach for National Night Out, the pool parade, Bike Night, and other public events.
- The Police Department continued follow-up on recent shots-fired calls and community-policing initiatives, while administration reviewed technology, event-support, and interdepartmental communication needs.
- The Town continued review of sidewalk safety involving scooters, bicycles, skateboards, and similar devices, with the goal of clarifying covered devices and locations while protecting pedestrians and motorists.

8. Partnerships, Economic Development, and Community Programs

- Planning continued for possible supervised work-release labor. Before implementation, the Town must confirm site eligibility, inspection, supervision, transportation, authorized work assignments, safety procedures, and formal approvals.
- Administration prepared committee recruitment materials and individual flyers for Town boards and commissions, including Parks and Recreation, Marketing/Communications, and the Economic Redevelopment Corporation.
- Economic-development messaging continued to position Mount Gilead as a centrally located destination for history, parks, shopping, dining, community events, and private investment.

Board Awareness and Follow-Up

Matter	Required Follow-Up	Timing
Albert Johnson Memorial Park	Complete bid evaluation, award/contract steps, remaining design decisions, and construction oversight.	Immediate
Julius Chambers Avenue CDBG-I	Finalize engineering and grant-administration steps; maintain NCDEQ approvals, records, and schedule.	Ongoing
Redevelopment Building Roof	Resolve insurance coverage, final scope, qualified pricing, procurement path, and budget impact.	Immediate
Wastewater and Drainage	Schedule sludge-bed work and advance Hammer Creek, ditch, manhole, wet-well, and sewer priorities.	Near term
Personnel and Employee Files	Complete onboarding, signed job descriptions, file audits, and corrective follow-up for missing records.	30–60 days
Mayor Vacancy	Follow the statutory process and prepare Board action, notices, oath, and election coordination as required.	Sept. 2026

Priorities for the Next Reporting Period

- Complete Board actions and contracting steps for the Albert Johnson Memorial Park project.
- Advance the Julius Chambers Avenue CDBG-I engineering, environmental, and compliance schedule.
- Resolve the Redevelopment Corporation roof claim and establish the authorized repair plan.
- Strengthen wastewater, drainage, street-cleaning, signage, and facility-maintenance schedules.
- Complete employee onboarding and begin the Town-wide personnel-file compliance audit.
- Prepare for the mayoral vacancy process and maintain clear communication with the Board and elections officials.
- Continue disciplined budget monitoring, audit preparation, procurement documentation, and departmental accountability.

Respectfully submitted,
Barrett Brown

Town Manager
 Town of Mount Gilead