# Town of Carthage

Board of Commissioners
Regular Meeting
August 19, 2024 at 6:30 p.m.

McDonald Building
207 McReynolds Street
Carthage, NC 28327

## AGENDA

**CALL TO ORDER**

**INVOCATION** – Commissioner Al Barber

**PLEDGE OF ALLEGIANCE** – Mayor Pro Tem John McDonald

**APPROVAL OF AGENDA**

Members of the board may remove, add, or rearrange items on the agenda prior to commencing the meeting. Motions/votes are not required to approve the agenda but there must be unanimous consent before proceeding.

**CONSENT AGENDA**

All items listed below are considered routine and will be enacted by one motion. No separate discussion will be held except on request of a member of the Board of Commissioners to remove an item from the consent agenda and place it on the regular agenda.

- Minutes from Budget Retreat on March 9, 2024 (pg. 1-4)
- Minutes from Special Meeting on June 26, 2024 (pg. 5-12)
- Amending Fee Schedule to Include Increased Pay Rate for Off-Duty Police Officers (pg. 13-14)
- Budget Amendment #1 – Allocate Insurance Proceeds for Speed Trailer (pg. 15)
- Budget Amendments #2—5 – Allocate Fund Balance for Pay Plan Adjustments (pg. 16-19)

**PUBLIC COMMENT SESSION**

Members of the public may use this time to address the Board of Commissioners with any presentations, questions, or concerns. All public comments made as part of a public hearing should be withheld until the public hearing has begun and the floor is given to public comments. No public comment will be made outside of this public comment session or a public hearing unless otherwise permitted by the Board of Commissioners. To request to speak outside of the public comment session or public hearing please raise your hand and wait to be recognized by the presiding officer. The mayor or presiding officer may place time limits on speakers prior to the start of the public comment session.

**SPECIAL SPEAKER / PRESENTATION**

a. Karyl Fuller with Central Pines RPO and Dago Juarez Pozos from NCDOT Division 8 will be presenting current RPO projects and the STIP program and how to get projects on that priority list with the NCDOT (Jennifer Hunt, pg. 20-34)

b. Proclamation for a Day of Prayer and Unity Requested by Anthony Marzilli, (Emily Yopp / Mayor Chalflinch, pg. 35-36)

**REPORTS**

Manager's Report (Emily Yopp, pg. 37-38)
Departmental Reports (pg. 39-47)

**PUBLIC HEARINGS**

a. Public Hearing – Ordinance # ORD.24.15 – Conditional Zoning Request (CZ-04-24) at 211 N McNeill Street by James Stermer (Jennifer Hunt, pg. 48-56)
b. Public Hearing -- Chapter 97: Mural Regulations – Proposed Update (Jamie Sandoval, pg. 57-61)

**NEW BUSINESS**

a. Approval of Agreement Extension with NC Museum of Transportation for Loan of Tyson-Jones Buggy (Emily Yopp, pg. 62-64)
a. Request to Fund Pickleball Court Conversion project (Emily Yopp, pg. 65-71)
b. Request for Noise Ordinance Amendment to Chapter 93: Nuisance (Emily Yopp, pg. 72-74)
c. Discussion Regarding Planned Trail in Southbury Phase 4 (Emily Yopp, pg. 75-83)
d. Decision Regarding Four (4) Utility Accounts with Large Amounts Past Due (Emily Yopp, pg. 84-92)
e. Adopt Record Retention and Nondiscrimination Policies from Alana Keegan for Grant Project (Emily Yopp, pg. 93-99)
f. Call for a Public Hearing – (Resolution #RES.24.16) Special Use Permit hearing for 405 Monroe Street, Petitioner: Charles Steadwell (Jennifer Hunt, pg. 100-101)

**FINAL COMMENTS**

The Board of Commissioners may take this opportunity to provide feedback, comments, commendations, and/or just general thoughts regarding various topics, issues, and ideas.

**ADJOURNMENT**

# Town of Carthage

## North Carolina

## BOARD OF COMMISSIONERS

# MEETING AGENDA

# &

# BOARD MATERIALS

## Regular Monthly Meeting

## August 19, 2024

The McDonald Building
207 McReynolds Street
Carthage, NC 28327

# MINUTES

Town of Carthage,

North Carolina

## Board of Commissioners

## SPECIAL Meeting

## March 9, 2024

BUDGET RETREAT

McDonald Building

207 McReynolds Street

Carthage, NC 28327

SPECIAL Public Meeting


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# Town of Carthage

Board of Commissioners
SPECIAL Meeting
Budget Retreat
March 9, 2024
9:00 a.m.

## ROLL CALL

Present in-person were Mayor Jimmy Chalflinch, Mayor Pro Tem John McDonald, Commissioners Al Barber, Brent Tanner and Anton Sadovnikov. Commissioner Dan Bonillo was excused.

***NOTE: Mayor Chalflinch arrived late at 954 am, and Commissioner Barber arrived late at 910 am.*

## CALL TO ORDER

Mayor Pro Tem McDonald called the meeting to order at 9:05 a.m.

## INVOCATION

Mayor Pro Tem McDonald led the room in prayer.

## PLEDGE OF ALLEGIANCE

Commissioner Sadovnikov gave the pledge.

## APPROVAL OF AGENDA

***MOTION***

***Commissioner Tanner motioned to approve the agenda as written with the addition of the topic of approval for the Central Pines Regional Council 2023-24 Grant Assistance Program Contract to New Business. The motion was seconded by Commissioner Sadovnikov. All ayes, motion passed 4-0.***

## OLD BUSINESS

a. *Arcadia Carthage History book by Kevin Lewis – Review and Approve Contracts*

Mr. Lewis has been in contact with Arcadia Publishing, who is planning to publish a historical book on Carthage authored by Mr. Lewis. They are asking the Board to consider an addendum to the contract with Mr. Lewis that would have the Town purchase 200 copies of the book. The Board, at the last meeting in February, requested some clarification on the agreement before making a commitment. Those clarifications have been obtained and will be presented to the Board.

***MOTION***

***After discussing the clarifications requested, regarding price point changes and shipping costs, Commissioner Sadovnikov made a motion to adopt the Addendum to the Memorandum of Agreement for the work titled: Images of America: Carthage as written and presented. Commissioner Tanner seconded the motion which passed with a vote of 4-0.***

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b. *Fire Department Breathing Apparatus Contract Award to Rhinehart*

Bids were requested for self-contained breathing apparatus (SCBA) equipment for use within the Fire Department to ensure we get the best price and quality we can and to stay within our allocated budget for this replacement. Sealed bids were opened on February 20th at noon and Rhinehart came in at the lowest cost.

***MOTION***

***After little discussion, Commissioner Tanner made a motion to accept the bid from Rhinehart for the purchase of the Self-Contained Breather Apparatus (SCBA) equipment for the Fire Department. Commissioner Sadovnikov seconded the motion which passed with a vote of 4-0.***

c. *Discussion of Thompson Building – 208 Monroe Street*

Town Manager, Emily Yopp informed the Board that the closing for 208 Monroe Street, the location of the future Town Hall, was scheduled for Friday, March 15, 2024. She asked the Board to confirm that they wished to move forward with the purchase and closing of the property.

***MOTION***

***Commissioner Tanner made a motion to move forward with the closing of the Thompson-Sinclair property located at 208 Monroe Street. Commissioner Sadovnikov seconded the motion which was carried by a vote of 4-0.***

## NEW BUSINESS

a. *Annual State of the Town Report*

Jamie Sandoval, Management Analyst, reviewed the Annual Town Report for the Board. Please ***see EXHIBIT A***.

b. *Budget Workshop Presentation*

Mrs. Yopp presented her plan for transitioning to a "Prioritization Budget" to the Board. This plan would have the Board prioritize the needs of the Town into categories of importance, allowing the Budget Team to focus more on what tasks are more important to the Board versus going through each line item individually. Mrs. Yopp stated that knowing what the Board finds most important would allow them the opportunity to look at the overall picture of the budget while placing more emphasis on those things that have more urgency or importance to the Board at this time. Next budget season, those priorities may change. Please ***see EXHIBIT B***.

c. *Prioritization of Budgeting Requests/Needs*

In reviewing the Prioritization Worksheet (***See EXHIBIT C***) with the Board, each Department Head was interviewed regarding the needs of their departments. The Fire Department presented their requests, which primarily centered around personnel. Please ***see EXHIBIT D***.

For each Department, Planning, Administration, Public Works, and Police, the primary requests were for personnel. The Town is growing and the need for staff is growing as well.
In the review of priorities, Mrs. Yopp had listed the renewal of the Republic Services contract and the proposed $2 cost per can increase. The Board expressed their desire to send the contract out to bid to ensure that we will get the best pricing for our customers.

*d. Capital Improvement Project (CIP) Discussion*

Mrs. Yopp discussed the need for a better plan for Capital Improvements within the Town. She discussed implementing Capital Reserve Funds which will allow the Board to delegate funding towards a specific project, such as a new fire truck. Those designated funds would only be used for the purpose of purchasing a new fire truck. Currently, all funding goes into the General Fund and are distributed on an as needed basis, making it difficult to plan for capital projects. ***See EXHIBIT E***.

*e. Approve the Central Pines Regional Council (CPRC) 2023-2024 Grant Assistance Program Contract*

This contract states that CPRC will administer a comprehensive grant program that will assist the Town with grant tracking, proposal development, grant writing and reporting, and funding agency engagement on the influx of federal and state funding opportunities. The Town can request help for its own grant applications and will have regular meetings with assigned project leads to assist with internal collaboration between departments, discuss potential projects, and give guidance on eligible funding sources.

***MOTION***

***After little discussion, Commissioner Sadovnikov made a motion to approve the CPRC Grant Assistance Program Contract for 2024-2025 as written and presented. Commissioner Tanner seconded the motion which passed with a vote of 4-0.***

## PUBLIC COMMENT

The floor was opened for Public comment. There were no comments made by the public.

## ADJOURNMENT

***MOTION***
***With no other business, Commissioner Tanner motioned to adjourn the regular meeting. Commissioner Barber seconded the motion. All ayes, motion carried 4-0. The meeting was adjourned at 2:06 p.m.***

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# MINUTES

Town of Carthage,

North Carolina

## Board of Commissioners

## SPECIAL Meeting

## June 26, 2024

(Rescheduled from June 17, 2024)

McDonald Building

207 McReynolds Street

Carthage, NC 28327

SPECIAL Public Meeting



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# Town of Carthage

Board of Commissioners
Regular Meeting
April 15, 2024
6:30 p.m.

## ROLL CALL

Present in-person were Mayor Jimmy Chalflinch, Mayor Pro Tem John McDonald, Commissioners Al Barber, Dan Bonillo and Anton Sadovnikov. Commissioner Brent Tanner was excused.

## CALL TO ORDER

Mayor Chalflinch called the meeting to order at 6:30 p.m.

## INVOCATION

Mayor Chalflinch led the room in prayer.

## PLEDGE OF ALLEGIANCE

Commissioner Bonillo gave the pledge.

## APPROVAL OF AGENDA

***MOTION***

***Commissioner Bonillo motioned to approve the agenda as written and presented. The motion was seconded by Mayor Pro Tem McDonald. All ayes, motion passed 4-0.***

## CONSENT AGENDA

***Commissioner Sadovnikov made a motion to approve consent agenda items consisting of the minutes from the Regular Meeting on Monday, April 15, 2024 and the Special Meeting on Wednesday, May 15, 2024. Commissioner Bonillo seconded the motion and with a vote of 4-0, the motion passed.***

## PUBLIC COMMENT

The floor was opened up for public comment, and Ms. Antoniette Kelly of Burle Road signed up to speak regarding the Ripple Fiber issue. She deferred her comments until that item came up on the agenda. Mayor Chalflinch agreed.

## MANAGER'S REPORT

Town Manager, Emily Yopp, gave the Manager's Report which is and does become a part of these minutes.

**Board and Committee Positions Available**

There are a few volunteer opportunities that will come available this month. For the Planning Board, ETJ member Dena DeLucia will not be completing the rest of her term (expiring 6/30/2026). Staff will be

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opening applications and seeking candidates to fill the **ETJ-only** position until the end of the term. After that, the member may request reappointment for a full 3-year term.

For Appearance Committee, long-time members Tom and Becky Prim have chosen not to seek reappointment to the committee at the end of their term on 6/30 of this month. The Prims will continue to volunteer their time to help with planting downtown planters and assisting with seasonal decoration projects as needed. The Appearance Committee could really benefit from more participation from the community. With the Prims moving on we are now left with only 3 active voting members. Staff will make a social media posting and take other actions to advertise the committee and its mission, but we would also appreciate the Board and public's assistance in spreading the word about volunteering on this committee. The committee's duties, as set forth in the ordinance, are:

- Work with and confer with town staff, local residents, and business and community leaders to seek to improve the appearance of the town.
- Review and recommend all policy changes involving the town's nuisance ordinances, demolition of dilapidated buildings, and maintenance of town rights-of-way and town-owned buildings and properties.
- Undertake fundraising for beautification efforts and downtown revitalization projects.
- Recommend specific projects to be undertaken by the town.
- Perform other duties as the Board may direct.

**Status of Historic Preservation Commission (HPC)**

As of this writing, the newly formed HPC is set to meet on June 13th to finalize their oaths of office, have a quick orientation session and meet with Leslie Brians of The Pines Preservation Guild to discuss the upcoming historic district designation project. We are looking forward to working with this group of

## NEW BUSINESS

*a. Review and Approve Republic Services Contract*

In the preliminary Budget Retreat Meeting held in March, the Board was made aware of the expiring contract with Republic Services, the Town's solid waste management contractor, and their proposed $2 increase per can for customers. The Board asked Staff to seek bids to ensure that the increased cost was in line with market value to ensure good stewardship of taxpayer dollars.

Staff researched nearly every municipality within the County that provides trash service and found that the proposed rate given by Republic Services was lower than the market rate. The Board agreed to continue renew the contract, as they have provided excellent service, but asked Mrs. Yopp to attempt to negotiate a better price, if possible. Mrs. Yopp was able to negotiate the cost from $12.99/can to $12/can for the Town which would mean a $13 cost for customers.

That amended contract was provided for the Board's review in their agenda packets. Renewal is due by June 30, 2024, when the former contract expires and will be for a term of five years.

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***MOTION***

***After discussing the negotiated rate and expressing his appreciation for Republic Services for their willingness to negotiate and Mrs. Yopp's perseverance on behalf of the Town, Commissioner Bonillo made a motion to approve the amended contract with Republic Services as written and presented for trash service at $12 per can for a term of five years. Commissioner Sadovnikov seconded the motion which passed unanimously with a vote of 4-0.***

b. *Ripple Fiber Site Plan Review*

The applicant, Wes Carlisle, on behalf of Ripple Fiber submitted a Site Plan approval application with the Town of Carthage on March 20, 2024. Payment was received on May 29, 2024, for the site plan application. Ripple Fiber would like to provide fiber to the homes in Carthage. They will be providing fiber in three phases and working with Town Staff for the project. They have phase 1 which includes 1.1, 1.2 and 1.3. Phase 2 includes 2.1 and 2.2. Phase 3 includes 3.1 and 3.2. ***(Please view EXHIBIT A for a map of their phases.)***

Ripple Fiber met with Town Staff in the required Technical Review Committee meeting, NCDOT and Town contracted engineers. They will work with Town Staff on the project timeline and plan to complete the fiber project within 8 months. This timeline will be aligned with staff capability and may take longer due to the limited staff we have and work capability.

Ms. Antoniette Kelly addressed the applicant and the Board with her concern that the fiber optic line was not planned to go down Burle Road at this time. The Ripple Fiber representatives (Bobbie Gilbert and Kyler Martin) confirmed that they were actively conducting research and working on data-gathering to find the viability of expanding service down Burle Road. Commissioner Bonillo and Mayor Pro Tem John McDonald expressed their support for expanding to Burle Road which would include the airport and RV park located there.

Mr. Malcolm Hall of South McNeill street expressed his concern about the cost fluctuation of the initial installation and future prices. It may be affordable to begin with, but may become unaffordable soon after.

***MOTION***

***Commissioner Sadovnikov made a motion to approve Site Plan (S-02-24) as written and presented. Commissioner Bonillo seconded the motion which passed unanimously with a vote of 4-0.***

*c. Special Events Committee Ordinance Presentation*

Town Staff was approached by several community members regarding a Special Events Committee. Staff has been working with this group of volunteers, a total of six, to form and draft a Special Events Committee and Ordinance. Since staff have been tasked with planning, staffing, and facilitate multiple events each year, it has been extremely difficult to maintain and function/focus on daily tasks as well.

***MOTION***

***After brief deliberation, Commissioner Sadovnikov made a motion to approve the creation of the Special Events Committee and adopt the Special Events Committee Ordinance proposed language as***

***written and presented. The motion was seconded by Commissioner Bonillo and with a vote of 4-0, the motion passed unanimously.***

*d. Request to Fill Vacancy Due to Resignation on the Planning Board—ETJ Position*

An email was sent on June 6th, 2024, from Planning Board ETJ member Dena DeLucia resigning from her position. The Planning Board has made a recommendation to open applications to fill the vacant ETJ seat.

***MOTION***
***With little discussion, Commissioner Sadovnikov made a motion to open applications to fill the vacant Planning Board ETJ seat for a three week period. The motion was seconded by Commissioner Bonillo. All ayes, the motion carried 4-0.***

*e. Call a Public Hearing (Resolution #RES.24.12) for Request for Non-Contiguous Annexation AND subsequent rezoning if approved, of 5682 NC 22 Hwy; Petitioner: Christian Guest*

Property owner, Christian Guest has requested to have a non-contiguous annexation of the property known as PID #00037478, also known as 5682 NC 22 Hwy. The petitioner is seeking public services for the property. The property will need to be rezoned from the current county zoning of RA-40 to Carthage zoning of R-40 if the annexation is approved.

In reviewing the calendar, Mayor Chalflinch noted that he would be unavailable for the next month's Regular Meeting on Monday, July 15, 2024. He asked the Board's consideration of moving the meeting to Wednesday, July 17, 2024.

***MOTION***
***After a brief discussion of calendar and schedule availability of the Board, Commissioner Bonillo made a motion to move the Regular July Meeting to Wednesday, July 17, 2024 at 6:30 pm in the McDonald Building, located at 207 McReynolds Street. The motion was seconded by Commissioner Sadovnikov. All ayes, the motion carried 4-0.***

***MOTION***
***With limited discussion, Commissioner Bonillo made a motion to call for a public hearing to consider the request of Christian Guest for non-contiguous annexation and subsequent rezoning, if approved, of the property located at 5682 NC 22 Hwy (PID#00037478) to be held on July 17, 2024 at 6:30 p.m. inside the McDonald Building located at 207 McReynolds Street and that the Town Clerk make all public notices as required. The motion was seconded by Commissioner Sadovnikov. With a vote of 4-0, the motion passed unanimously.***

***MOTION***
***Commissioner Sadovnikov made a motion to go out of the Regular Meeting and into the Public Hearings. Mayor Pro Tem McDonald seconded the motion which passed unanimously with a vote of 4-0.***

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## PUBLIC HEARINGS

*a. Public Hearing – Review and Adopt the Fiscal Year 2024-2025 Balanced Budget*

The Board of Commissioners and public were presented with a balanced FY 2024-2025 budgets on May 15, 2024. Per NC General Statute, the Town Clerk has made all required public notice and the 10-day minimum wait time has been satisfied.

Mrs. Yopp, Town Manager, presented her message to the Board regarding the balanced budget for their consideration. Please ***see EXHIBIT B*** for her presentation. Mrs. Yopp also briefly summarized the Budget Message she presented on May 15, 2024 to the Board and the Public. ***See EXHIBIT C***.

There was also a proposed change to the Fee and Rate Schedule to adjust the System Development Fees to adhere to the new regulations and requirements from the State. Please ***see EXHIBIT D***.

Mayor Chalflinch opened the floor for Public Comment, however, there was no comment offered from the audience.

***MOTION***
***After questioning Mrs. Yopp regarding the feasibility of maintaining the current tax rate, clarifying the changes needed to the Fee & Rate Schedule, and other minor issues regarding new positions created in the proposed budget, Commissioner Bonillo made a motion to adopt the Fiscal Year 2024-2025 Budget and the proposed Fee and Rate Schedule as written and presented and set a tax rate of 50.5 cents. The motion was seconded by Commissioner Barber. All ayes, the motion carried 4-0.***

*f. Public Hearing – Consider a Pilot Program for Urban Archery in Carthage*

Town staff were tasked with putting out a survey to gather public opinion on a pilot program regarding Urban Archery. The survey responses were gathered from Thursday, May 30th to Wednesday, June 12, 2024. There were a total of 36 responses to the survey. Although the survey was targeted at residents in the Town of Carthage, there were some comments made that indicated some who submitted their responses resided within the County. Staff could not verify if all those that submitted the survey resided in the Town. The survey questions were as followed:

***Question 1.*** Do you support the implementation of a pilot program for urban archery in the Town of Carthage?

Please explain why or why not?

***Question 2.*** Do you have any recommendations the Board of Commissioners should consider for the urban archery pilot program?

***Question 3.*** Other questions, comments, or concerns?

**Survey Results**

***Respondents that ARE in support of the Urban Archery Pilot Program:***

***Question 1.*** 19 respondents were in favor of the pilot program.
The majority stated that the deer are overpopulated.

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***Question 2.*** The majority stated that it should be open to private property. One stated that 3 acres are too large and should be reduced to 1 acre.

***Question 3.*** Some comments included, "With proper control implementation, it will greatly benefit the town and county" and "I appreciate that there are options being entertained to provide hunting opportunities".

***Respondents that DO NOT support the Urban Archery Pilot Program:***

***Question 1.*** 17 respondents were not in favor of the pilot program.
Many stated that it was dangerous for children and citizens and do not wish to harm the deer.

***Question 2.*** Most stated that the idea needs to be tabled and there needs to be focused in another direction for the Town.

***Question 3.*** Most did not answer; some answers included "I'm concerned that this was even proposed" and "I feel that Carthage needs other things more important than deer archery".

The floor was opened up to the Public for comment. Mr. Malcolm Hall of South McNeill Street asked to address the Board. Mr. Hall presented his and his wife's opinion regarding their opposition to the Urban Archery Pilot Program. He sited safety of the area children, the close proximity of parks, and the running of injured deer through yards and neighborhoods. Mr. Hall made suggestions that the Town maintain current boundaries established for hunting and include the Urban Archery Pilot Program by extending the archery by two weeks, and a second suggestion to deny the request for Urban Archerty based on the information he presented to the Board.

Ms. Antoniette Kelly asked for clarification on the rules and regulations proposed in the Urban Archery Pilot Program. She stated she had been hearing different information from townspeople than what was being stated here at the meeting. Please ***see EXHIBIT E***.

Commissioners Bonillo and Sadovnikov discussed the preservation of individual rights and felt that Urban Archery fits the culture of Carthage. Commissioner Bonillo also suggested that we limit the Pilot program to 20 permits and see what type of participation we get. He felt that 75% participation was a good rate and stated that asking for tags to verify success, and to gather feedback and ideas.

Commissioner Sadovnikov asked Town Staff to continue educating the citizens regarding the rules and regulations to help prevent confusion and misinformation.

Mrs. Yopp made mention that in the information provided by Mr. Hall, there was a requirement that towns must apply for seasonal permission to hold Urban Archery by April. She will investigate, and if that is the case, that deadline has passed. She will information the Board when she has verified that deadline.

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***MOTION***

***After much discussion, Commissioner Bonillo made a motion to approve the Urban Archery Pilot Program and the consideration for an Urban Archery Ordinance for the following reason: it enables individual rights, it does conform to the 2040 Land Use Plan, and it is a Pilot Program only. The motion was seconded by Commissioner Sadovnikov. Mayor Pro Tem McDonald abstained from the vote. With a vote of 3-0, the motion passed.***

***MOTION***

***Commissioner Sadovnikov made a motion to go out of the Public Hearing and back into the Regular Meeting. Mayor Pro Tem McDonald seconded the motion which passed unanimously with a vote of 4-0.***

***MOTION***

***Commissioner Bonillo made a motion to go out of the Regular Meeting and into Closed Session. Commissioner Sadovnikov seconded the motion which passed unanimously with a vote of 4-0.***

***MOTION***

***Commissioner Bonillo made a motion to go out of the Closed Session and back into the Regular Meeting. Commissioner Sadovnikov seconded the motion which passed unanimously with a vote of 4-0.***

ADJOURNMENT

***MOTION***

***With no other business, Commissioner Bonillo motioned to adjourn the regular meeting. Commissioner Barber seconded the motion. All ayes, motion carried 4-0. The regular meeting was adjourned at 8:52 p.m.***

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Town of Carthage
Board of Commissioners

# MEMORANDUM

Date: August 14, 2024

To: The Board of Commissioners

From: Jamie Sandoval, Management Analyst

Subject: Amending Fee Schedule to Include Increased Pay Rate for Off-Duty Police Officers

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Police Chief Bart Davis has requested a rate increase for Carthage police officers that work off duty for events, security, etc. The current rate is $50 per hour with the new proposed rate of $55 per hour.

This rate, if approved with be placed on the Fee and Rate Schedule.


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## PUBLIC BUILDING RENTALS

| | In-Town Resident | Out-Of-Town Resident |
|---|---|---|
| McDonald Building | $150 per day | $200 per day |
| Community (Rock) Building | $200 per day | $250 per day |
| * Refundable Security Deposit | $100 one-time fee | $100 one-time fee |
| Alcohol Permit | $50 one-time fee | $50 one-time fee |

*Deposits will be refunded after an inspection has been completed. If additional cleaning is required or there are damages, the Town will keep the deposit. Please allow 2-3 weeks for the refund to be processed.

## CROSS HILL CEMETERY

Single Cemetery Plot:

| | |
|---|---|
| In-Town Resident | $ 500 each |
| Out-Of-Town Resident | $ 750 each |

## OFF-DUTY OFFICER RATE

| | |
|---|---|
| Single Officer Rate | $ 55 per hour |

## WIRELESS TELECOMMUNICATIONS

### Small Wireless Facilities

| | |
|---|---|
| Small Wireless Facilities Consulting Fees | $ 500 |
| Town Application Fee: | $ 100 per facility for the first 5 only |
| (Up to 25 can be submitted under one application) | $ 50 per facility up to 25 |

### Eligible Facilities Request

| | |
|---|---|
| Town Application Fee | $ 500 |
| Consultant Fee | $ 500 per application |
| Expedited Application Process | $ 2500 |

### New Tower/Substantial Modification

| | |
|---|---|
| Town Application Fee | $ 2500 |
| Consultant Fee | $ 500 per application |

### Eligible Facilities Request

| | |
|---|---|
| Town Application Fee | $ 500 |

★ Please see also Encroachment Permit under Public Utilities

Town of Carthage
Board of Commissioners

# MEMORANDUM

Date: August 14, 2024

To: The Board of Commissioners

From: Kesha Matthews, Finance Director

Subject: BUDGET AMENDMENT 1

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## Budget Amendment #1 – Allocate Insurance Proceeds for Speed Trailer

In June, a vehicle struck the Police Department' speed monitoring trailer that was placed in the parking lane of Monroe Street. We filed this on our insurance and received money to replace the trailer. This amendment is to receive and allocate the money from the insurance company.

| | | | | | | NUMBER 1 |
|---|---|---|---|---|---|---|
| | | | 2025/2025 BUDGET AMENDMENT | | | |
| | | | GENERAL FUND | | | |
| | | | AUGUST 2024 | | | |
| | | | | | INCREASE | NEW |
| | Account Code | | | BUDGET | (DECREASE) | BUDGET |
| REVENUES: | | | | | | |
| | 10-355-00 | INSURANCE PROCEEDS | | 0 | 10,977 | 10,977 |
| | | | | 0 | 0 | 0 |
| | | | | 0 | 0 | 0 |
| EXPENDITURES: | | | | | | |
| | 10-510-74 | CAP. OUTLAY | | 0 | 10,977 | 10,977 |
| | | | | 0 | | 0 |
| | | | | 0 | | 0 |
| | | | | 0 | | 0 |


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Town of Carthage
Board of Commissioners

# MEMORANDUM

Date: August 14, 2024

To: The Board of Commissioners

From: Kesha Matthews, Finance Director

Subject: BUDGET AMENDMENT 2 – 5

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The Town commissioned Becky Veazey and the MAPS Group to do a pay study. The findings of the pay study showed that our employees' salaries were behind or lower than the current market rates. After reviewing the findings of the pay study, the Board of Commissioners adopted and approved implementation of Option 1 of the MAPS Group's recommendation. The cost of implementing this option required more funding than was originally included in the FY 2024-25 budget. Also, during the pay study, it was discovered that there were some employees with excessive amounts of compensatory time. Comp time is a liability to the Town. It was another recommendation of the MAPS Group that we pay out the accumulated excessive amounts of comp time to reduce the Town's liability and to pay those employees for accumulated leave they have earned but have not been able to take off. The Board of Commissioners also approve the payout of these leave hours. This amendment is to allocate fund balance to fund the pay plan salary adjustments and the pay out of the excessive compensatory hours to effected employees.

AMENDMENTS ON FOLLOWING PAGES FOR YOU REVIEW….


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Budget Amendment #2 – Allocate Fund Balance for Pay Plan and Comp Time Payout (General Fund)

| | | | | | NUMBER 2 |
|---|---|---|---|---|---|
| | | 2025/2025 BUDGET AMENDMENT | | | |
| | | GENERAL FUND | | | |
| | | AUGUST 2024 | | | |
| | Account Code | | BUDGET | INCREASE (DECREASE) | NEW BUDGET |
| REVENUES: | | | | | |
| | 10-370-00 | FUND BALANCE APPROPRIAT | 271,984 | 172,877 | 444,861 |
| | | | 0 | 0 | 0 |
| | | | 0 | 0 | 0 |
| EXPENDITURES: | | | | | |
| | 10-420-02 | ADMIN SALARIES | 233,334 | 18,796 | 252,130 |
| | 10-420-05 | ADMIN FICA | 17,850 | 1,438 | 19,288 |
| | 10-420-06 | ADMIN INSURANCE | 20,170 | 50 | 20,220 |
| | 10-420-07 | ADMIN RETIREMENT | 29,478 | 2,556 | 32,034 |
| | 10-420-09 | RETIREMENT-401(K) | 10,836 | 940 | 11,776 |
| | 10-510-02 | SALARIES | 831,132 | 68,612 | 899,744 |
| | 10-510-05 | FICA | 63,582 | 5,248 | 68,830 |
| | 10-510-06 | INSURANCE | 129,775 | 200 | 129,975 |
| | 10-510-07 | RETIREMENT | 120,657 | 10,320 | 130,977 |
| | 10-510-09 | RETIREMENT-401(K) | 40,112 | 3,431 | 43,543 |
| | 10-530-02 | SALARIES | 519,471 | 41,841 | 561,312 |
| | 10-530-05 | FICA | 39,740 | 3,201 | 42,941 |
| | 10-530-06 | INSURANCE | 64,771 | 154 | 64,925 |
| | 10-530-07 | RETIREMENT | 42,595 | 5,690 | 48,285 |
| | 10-530-09 | RETIREMENT-401(K) | 16,373 | 2,092 | 18,465 |
| | 10-560-02 | SALARIES | 184,129 | 6,560 | 190,689 |
| | 10-560-05 | FICA | 14,086 | 502 | 14,588 |
| | 10-560-06 | INSURANCE | 36,899 | 27 | 36,926 |
| | 10-560-07 | RETIREMENT | 25,042 | 892 | 25,934 |
| | 10-560-09 | RETIREMENT-401(K) | 9,206 | 328 | 9,534 |

Budget Amendment #3 – Allocate Fund Balance for Pay Plan Adjustments (Powell Bill Fund)

| | | | | | NUMBER 3 |
|---|---|---|---|---|---|
| | | 2025/2025 BUDGET AMENDMENT | | | |
| | | POWELL BILL FUND | | | |
| | | AUGUST 2024 | | | |
| | Account Code | | BUDGET | INCREASE (DECREASE) | NEW BUDGET |
| REVENUES: | | | | | |
| | 15-377-00 | FUND BAL APPROP | 0 | 1,117 | 1,117 |
| | | | 0 | 0 | 0 |
| | | | 0 | 0 | 0 |
| EXPENDITURES: | | | | | |
| | 15-570-02 | SALARIES & WAGES | 18,831 | 882 | 19,713 |
| | 15-570-05 | FICA TAX WITHHELD | 1,441 | 67 | 1,508 |
| | 15-570-06 | INSURANCE | 4,597 | 4 | 4,601 |
| | 15-570-07 | RETIREMENT | 2,561 | 120 | 2,681 |
| | 15-570-09 | RETIREMENT-401(K) | 942 | 44 | 986 |

Budget Amendment #4 – Allocate Fund Balance for Pay Plan Adjustments (Water Fund)

| | | | | | NUMBER 4 |
|---|---|---|---|---|---|
| | | 2025/2025 BUDGET AMENDMENT | | | |
| | | WATER FUND | | | |
| | | AUGUST 2024 | | | |
| | Account Code | | BUDGET | INCREASE (DECREASE) | NEW BUDGET |
| REVENUES: | | | | | |
| | 30-390-00 | WATER FUND BAL APPROP | 151,388 | 1,285 | 152,673 |
| | | | 0 | 0 | 0 |
| | | | 0 | 0 | 0 |
| EXPENDITURES: | | | | | |
| | 30-810-02 | SALARIES | 121,979 | 1,012 | 122,991 |
| | 30-810-05 | FICA | 9,331 | 77 | 9,408 |
| | 30-810-06 | INSURANCE | 24,001 | 8 | 24,009 |
| | 30-810-07 | RETIREMENT | 16,589 | 138 | 16,727 |
| | 30-810-09 | RETIREMENT-401(K) | 6,099 | 51 | 6,150 |

Budget Amendment #5 – Allocate Fund Balance for Pay Plan Adjustments (Sewer Fund)

| | | | | | NUMBER 5 |
|---|---|---|---|---|---|
| | | 2025/2025 BUDGET AMENDMENT | | | |
| | | SEWER FUND | | | |
| | | AUGUST 2024 | | | |
| | | | | INCREASE | NEW |
| | Account Code | | BUDGET | (DECREASE) | BUDGET |
| REVENUES: | | | | | |
| | 31-390-00 | FUND BALANCE APPROPRIAT | 159,500 | 2,155 | 161,655 |
| | | | 0 | 0 | 0 |
| | | | 0 | 0 | 0 |
| EXPENDITURES: | | | | | |
| | 31-811-02 | SALARIES | 88,213 | 1,701 | 89,914 |
| | 31-811-05 | FICA | 6,748 | 130 | 6,878 |
| | 31-811-06 | INSURANCE | 17,544 | 8 | 17,552 |
| | 31-811-07 | RETIREMENT | 11,997 | 231 | 12,228 |
| | 31-811-09 | RETIREMENT-401(K) | 4,411 | 85 | 4,496 |

Town of Carthage
Board of Commissioners

# MEMORANDUM

Date: August 19, 2024

To: The Board of Commissioners

From: Jennifer Hunt, Town Planner

Subject: Karyl Fuller, Principal Planner with Central Pines Regional Council- Presentation

---

Karyl Fuller, the Principal Planner with Central Pines Regional Council is planning to briefly discuss the Central Pines Rural Planning Organization (RPO-"https://centralpinesrpo.org") and the work they do. She will mention the current Statewide Transportation Improvement Program (STIP) projects and briefly discuss Prioritization. The Carthage Bypass is not in the current STIP or included in Prioritization 7.0. The first step to get it back on the STIP projects and to submit it to Prioritization 8.0 sometime in late Spring/early Summer 2025, if that is what the BOC would like to do.

*****This is the time to ask for how to get the Carthage Bypass or any other project you may think is important on this STIP list, for next spring/early summer 2025.**

Regarding the issues along 15-501 with the increase in traffic around Casa Garcia, and due to the Southbury subdivision development, it would be best to ask Dago Juarez Pozos, District Engineer with NCDOT Division 8, how we can handle that state road and the flow of traffic. Town Hall emergency services have experienced hardship moving out into traffic along 15-501, due to people not pulling over or letting them in.

**** This is your opportunity to ask NCDOT about any state roads and issues you may be aware of, that need to be addressed or any other questions you have for NCDOT or our Transportation Rural Planning Organization which we share with the following counties: Chatham, Lee, Moore and Orange Counties.**

Thank you!

# Central Pines RPO -- Introduction

Karyl Fuller

Central Pines RPO Director

Principal Planner, CPRC



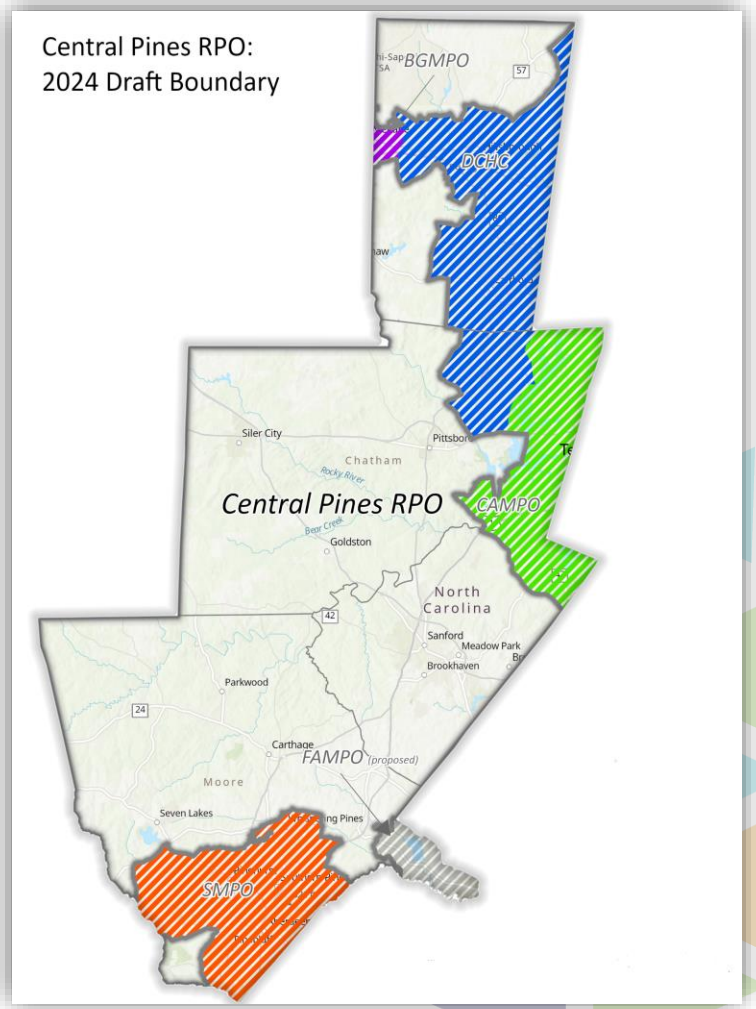
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# CPRPO- Central Pines Rural (Transportation) Planning Organization

The Central Pines Rural Planning Organization (CPRPO) is a voluntary association of local governments in Chatham, Lee, Moore, and Orange Counties that plans rural transportation systems and advises the NCDOT on rural transportation policy. CPRPO is administered by the Central Pines Regional Council.

Current member governments are:

- Chatham County
  - Goldston
  - Pittsboro
  - Siler City
- Lee County
  - Broadway
  - Sanford
- Moore County
  - Cameron
  - Carthage
  - Robbins
  - Vass
- Orange County



# CPRPO

- Formed in 2003
- Created under State Law (N.C.G.S. 136-211)
- Serves Chatham, Lee, Moore and Orange Counties
- Governed by two committees:
  - Technical Coordinating Committee (local/state staff) – 14+ members currently; each county and town, 3 NCDOT reps, 1 CPRC rep
  - Transportation Advisory Committee (elected officials) – 8 members currently; each county; one town rep from each county; and 1 NCDOT Board of Transportation rep
- Committees meet every-other month (TCC in AM, TAC in PM same day)
- CPRC serves as staff to CPRPO and administers program

- Current Chairs:
  - Technical Coordinating Committee – Nish Trivedi, Orange County
  - Transportation Advisory Committee – Kirk Smith, Lee County



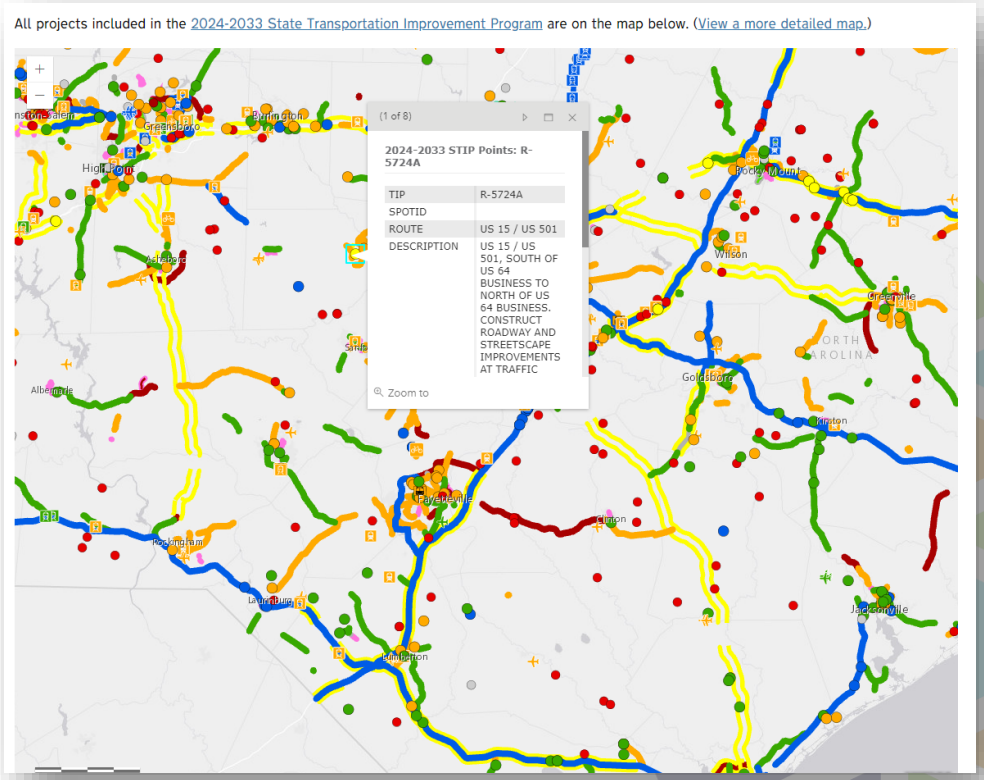
# Recent RPO-Related Work

- **Prioritization 7.0**
  - Project Solicitation, Prioritization, SPOT Online Entry, and Data Review
- Communication
  - Produce Newsletter (5-6 times a year)
  - Serve as a representative on various NCDOT and local committees
  - Work with other RPOs to support rural transportation planning as part of NCARPO
  - Work with local jurisdictions and NCDOT to develop long-range plans, and review planned projects
  - Serve as a point of contact for transportation related information
- Administrative
  - Updating Public Involvement Plan
  - Maintaining CPRPO's website (www.centralpinesrpo.org)
  - Organizing Board meetings for TCC and TAC every other month



# State Transportation Improvement Program

- Typically, NCDOT develops a 10-year Statewide Transportation Improvement Program every two years.
- Currently, we are operating under 2024-2033 STIP. See here for the full document and here for a map showing all of the projects.
- The development of the 2026-2035 STIP began last summer, as Prioritization 7.0.



# Prioritization 7.0—Current Status

- Submitted new projects last fall. SPOT Scores were released at the end of May 2024
- For Regional and Division projects, besides the SPOT score, there is the opportunity for the RPO to put local input points on local priorities
- Local Input Points were assigned for Regional Tier at our August meeting and are due back to NCDOT on Aug. 30

- For Division points, the RPO has 1100 points (400 will be donated to SMPO)
- Our contributions count for 25% for Division projects.
- Division 8 also contributes 25%

**Division 8 has ~ $113 million (as of March 2024) for all eight of its counties. Region E, which includes Moore County is more than ~450 million in the red

# Active Projects-All of Moore County

| Moore County - Central Pines RPO - Active Projects - Division 8--August 2024 | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **Contract # or WBS # or TIP #** | **Route** | **Description** | **Let Date** | **Completion Date** | **Contractor** | **Project Admin.** | **Project Cost** | **Notes** |
| BP8.R004.1 DH00557 | SR 1658 (Wadsworth Rd) | Replace bridge #47 over Big Governors Creek | 5/28/2024 | TBD | Fred Smith Co. | James Dietrich (910) 944-2344 | $1,313,131 | Project just starting |
| Incident 705944 | SR 1419 (Cedar Hill Rd) | Road closed for maintenance. | | 10/28/2024 | N/A | Justin Bullock (919) 742-1970 | | |

# Moore County Projects Submitted into Prioritization 7.0—Highway

| Count | SpotID | Mode | TIP | Project Category | Facility Name | FromCrossStreet ( Project Title)* | ToCrossStreet (Location)* | Description | Specific Improvement Type | Primary Purpose |
|---|---|---|---|---|---|---|---|---|---|---|
| H1 | H185146 | Highway | | Regional Impact | US 501, US 15 | NC 73 | NC 24, NC 27 | Widen to multilanes | 1 - Widen Existing Roadway | Volumes on this section of US 15-501 are beginning to approach capacity and are expected to be over capacity in the future. Current volumes are high enough that passing is difficult and slow-moving vehicles can cause lengthy backups. Widening the road would increase its capacity. |
| H2 | H231320 | Highway | | Regional Impact | NC 2 (Midland Road) | SR 1843 (Airport Road) | | Convert conventional intersection to roundabout | 10 - Improve Intersection | Improve traffic flow, reduce congestion, and improve safety |
| H3 | H171727 | Highway | | Statewide Mobility | US 1 | NC 2 (Midland Road) | SR 1853 (Camp Easter Road) | Convert to superstreet intersections along corridor | 4 - Upgrade Arterial to Signalized RCI Corridor | The sections of US 1 that are north and south of this section have control of access, leaving this short stretch in between as a lower-mobility section type. Converting the intersections on this segment to superstreet operation would help maintain a higher level of mobility as the area develops in the future. |
| H4 | H171781 | Highway | | Regional Impact | NC 211 (New Route) | SR 1112 (Roseland Road) | NC 211 (Raeford Road) | Construct two lane roadway on new location between SR 1112 and NC 211 in Aberdeen. Includes a new bridge over the railroad. | 5 - Construct Roadway on New Location | Construct two lane connector on new location to eliminate dog-leg movement. This project directly connects NC 211 to US 1 by extending the under construction R-5709 widening project. The cost estimate needs to include a new bridge over the railroad. |
| H5 | H192608 | Highway | | Division Needs | SR 1209 (Murdocksville Road) | NC 211 | NC 73 | 3-lane and Modernize SR 1209 (Murdocksville Road). 3-lane from NC 211 to Centennial Blvd. Modernize from Centennial Blvd to NC 73. Include pedestrian accommodations between NC 211 and Centennial Boulevard. | 1 - Widen Existing Roadway | The proposed three-lane section of Murdocksville Road contains many driveway access points. The widening will improve mobility north of NC 211. The proposed modernization between Centennial Boulevard and NC 73 will add roadway and shoulder width to improve mobility. The wider shoulder also improves the clear recovery zone for run-off-road accidents. |

# Moore County Projects Submitted into Prioritization 7.0—Highway (Second Slide)

| Count | SpotID | Mode | TIP | Project Category | Facility Name | FromCrossStreet ( Project Title)* | ToCrossStreet (Location)* | Description | Specific Improvement Type | Primary Purpose |
|---|---|---|---|---|---|---|---|---|---|---|
| H6 | H231463 | Highway | | Division Needs | SR 1239 (Seven Lakes Drive) | NC 211 | SR 1229 (Carthage Road) | Three-lane widening (TWLTL) from NC 211 to Dogwood Lane with curb and gutter and optional sidewalks. Two-lane modernize with shoulders and no sidewalk from Dogwood Lane to Carthage Road. Sidewalk is optional on the three-lane section because Seven Lakes does not currently have the capability of maintaining. | 1 - Widen Existing Roadway | Provide turning lanes and wider lanes/shoulder to improve mobility and safety. |
| H7 | H231311 | Highway | | Regional Impact | NC 22 | SR 1838 (McCaskill Road) | | Convert all-way stop intersection to roundabout | 10 - Improve Intersection | Improve traffic flow and reduce congestion |
| H8 | H192131 | Highway | | Regional Impact | NC 211 | Rattlesnake Road, Gun Club Drive | | Improve intersection, add turn lanes. Both Rattlesnake Road and Gun Club Drive are municipal roadways that are not maintained by NCDOT. | 10 - Improve Intersection | Add turn lanes to reduce congestion and improve safety at the intersection. |
| H9 | H231556 | Highway | | Statewide Mobility | US 15, US 501 | NC 22 (S. McNeill St) | | Convert at-grade intersection to roundabout | 10 - Improve Intersection | The proposed roundabout will improve mobility and safety at the intersection. The existing intersection is skewed. |
| H10 | H185147 | Highway | | Regional Impact | US 15, US 501 | NC 24, NC 27 in Carthage | US 1 near Tramway | Widen to multilanes | 1 - Widen Existing Roadway | This roadway is beginning to approach capacity, and is expected to exceed capacity in the future. The proposed widening would add sufficient capacity to meet this demand. |

# Moore County Projects Submitted into Prioritization 7.0—Highway (Third Slide)

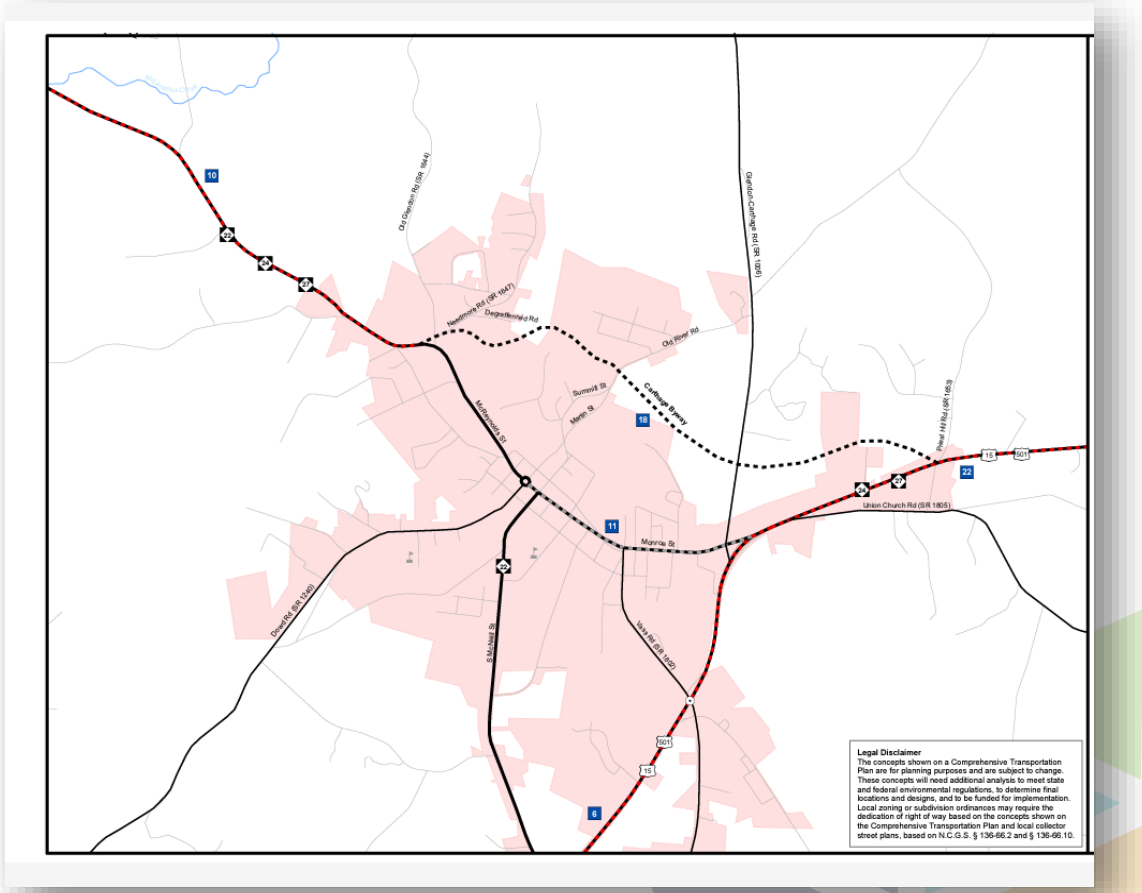
| Count | SpotID | Mode | TIP | Project Category | Facility Name | FromCrossStreet ( Project Title)* | ToCrossStreet (Location)* | Description | Specific Improvement Type | Primary Purpose |
|---|---|---|---|---|---|---|---|---|---|---|
| H11 | H170606 | Highway | R-5932 | Regional Impact | NC 24, NC 27 | I-73, I-74, US 220 | SR 1644 (Old Glendon Road), Future Carthage Bypass | Modernize NC 24-27 from I-73 I-74 US 220 to SR 1644 (Old Glendon Rd.) and the future Carthage Bypass. | 16 - Modernize Roadway | Need is to improve mobility between Biscoe and Carthage on NC 24-27. Adding exclusive turning lanes will improve mobility by allowing turning vehicles to exit earlier from the travel lanes. Widening the shoulder provides more recovery area for drivers to regain control of their vehicle and safely recover the travel lane. |
| H12 | H090669 | Highway | R-5827 | Regional Impact | US 15, US 501 | NC 211 | US 1 | Widen US 15/501 to three lanes (2+1 passing lanes) from US 401 in Laurinburg to where US 1 becomes four lanes in Aberdeen (NC 211). | 1 - Widen Existing Roadway | To increase mobility and safety. Many residents in Richmond County use this route to travel to Moore county for medical services, employment, and shopping. |

# Moore County Projects Submitted into Prioritization 7.0—Rail

| Count | SpotID | Mode | TIP | Project Category | Facility Name | FromCrossStreet ( Project Title)* | ToCrossStreet (Location)* | Description | Specific Improvement Type | Primary Purpose |
|---|---|---|---|---|---|---|---|---|---|---|
| R1 | R231329 | Rail | | Regional Impact | Passenger Service on CSX S Line-Raleigh to Hamlet | | CSX line from Raleigh to Hamlet, with stops at Raleigh, Apex, Sanford, Southern Pines and Hamlet. | Upgrade rail infrastructure to support new passenger service from Raleigh to Hamlet on the NCRR NC Line and CSX S Line. Project includes necessary infrastructure, stations, and passenger equipment to begin service with three roundtrips per day. | 5 - Passenger rail service (line) | Improve transportation access and improve mobility by developing new passenger service from Southern Pines to Hamlet on the CSX S Line |
| R2 | R230605 | Rail | | Regional Impact | CSX S-Line | | From Southern Pines to Hamlet | Upgrade rail infrastructure to support new passenger service from Southern Pines to Hamlet on the CSX S Line. Project includes necessary infrastructure, stations, and passenger equipment to begin service with three roundtrips per day. This project also includes a maintenance facility at one | 5 - Passenger rail service (line) | The service would connect the North Carolina communities between Southern Pines and Hamlet. Intercity passenger rail service can connect rural, suburban, and urban centers and enhance peoples? access to jobs, healthcare, education, and tourism destinations. |
| R3 | R231339 | Rail | | Regional Impact | Passenger Service on CSX-S line and NCRR line-Raleigh to Southern Pines | | The existing CSX line from Raleigh to Southern Pines | Upgrade rail infrastructure to support new passenger service from Raleigh to Southern Pines on the NCRR NC Line and CSX S Line. The project includes necessary infrastructure, stations, and passenger equipment to begin service with three roundtrips per day. | 5 - Passenger rail service (line) | To improve regional transportation accessibility and connectivity. |

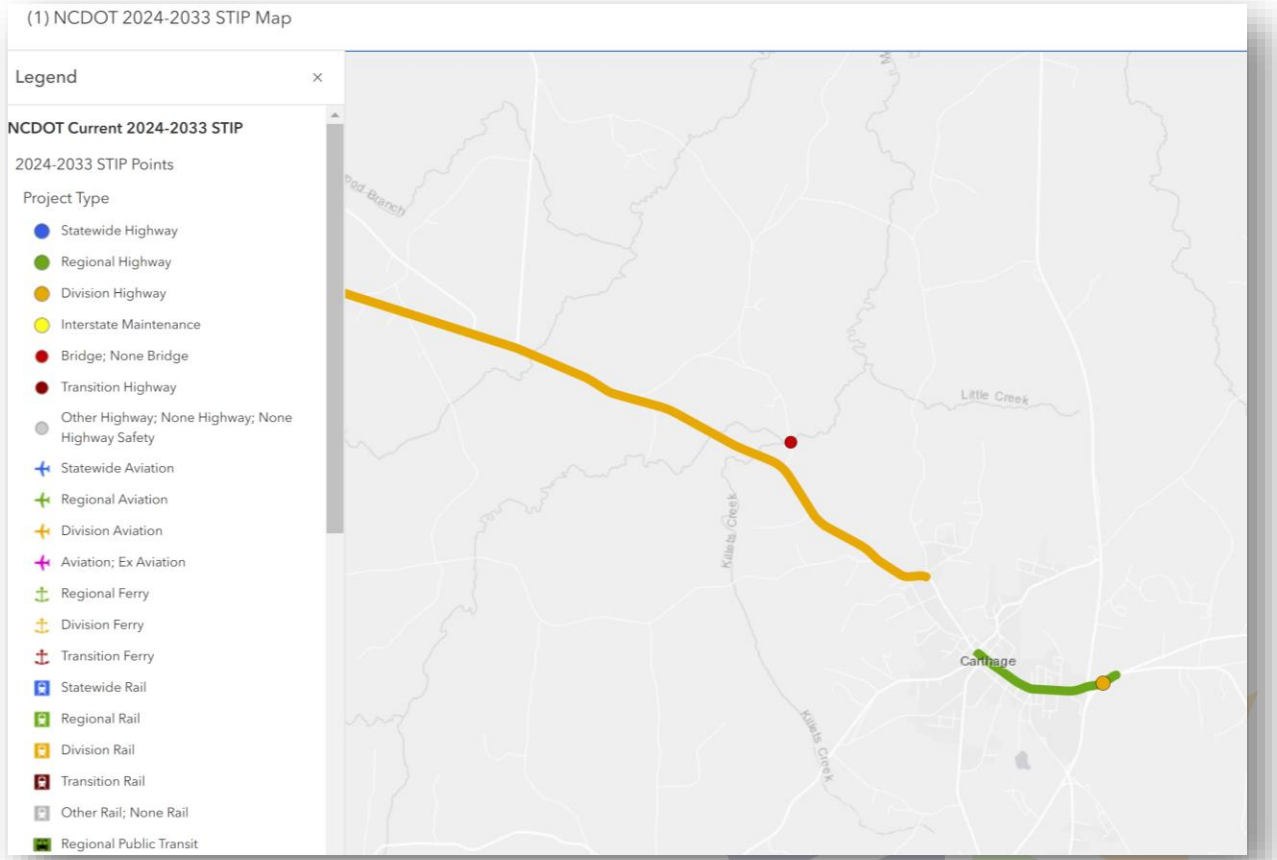
# Carthage Byway

- Shown in the Moore County Comprehensive Transportation Plan-2018
- Could be submitted for Prioritization 8.0 which is anticipated to start in Summer 2025



# Websites/Maps of Interest

- NCDOT's Engagement Hub—NCDOT has been using this website for its outreach and listening efforts for projects
- NCDOT.gov—NCDOT's main website. Home page contains state-wide and local news
- DriveNC.gov—Information on crashes, cameras, construction and other incidents.
- Average Annual Daily Traffic Map—Displays most recent traffic counts on NCDOT maintained roads
- NCDOT Maintained Roads Map — Displays the roads that NCDOT maintains
- CPRPO's website — Information for the Central Pines RPO including agendas, minutes, news, presentations and Prioritization-related information



# Questions?



Karyl Fuller, GISP
Director, CPRPO
Central Pines Regional Council

kfuller@centralpinesnc.gov
(919) 558-9320
www.centralpinesrpo.org |
www.centralpinesnc.gov

Town of Carthage
Board of Commissioners

# MEMORANDUM

Date: August 14, 2024

To: The Board of Commissioners

From: Kim Gibson, Town Clerk

Subject: Proclamation of Day of Prayer & Unity

---

In an email request sent by Mr. Anthony Marzilli, he made the following request:

"I would like to recommend the Town of Carthage before Nov 2024 promote a public day of Fasting and Prayer for our nation. It is no secret that our nation and the world are in uncertain and dangerous times. Therefore, what better way to seek justice and peace than an appeal to Heaven and Almighty God.

Throughout our nation's history mayors, governors, and even Presidents of the United States have called for national days of prayer and fasting. The Continental Congress during the Revolutionary War called for such days 8 separate times (see the Journals of the American Congress from 1774 to 1788).

The event can last only 1 hour or less around the courthouse or a local park, promoted publicly by the town on all social media accounts.

No one religion or political party will be openly promoted and the goal of the event is a unified American town comes together in prayer and fasting for a day to pray for our nation."

## SUGGESTED MOTION(S)

**OPTION 1**

I make a motion to approve this proclamation calling for a local Day of Prayer and Unity to be held on

_____ at Nancy Kiser Park beginning at 11:00 am and lasting for one hour.

SPECIFY DATE PLEASE

**OPTION 2**

I make a motion to deny this proclamation for the following reason(s):

_____

_____


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# Town of Carthage

## PROCLAMATION

### Establishing a Local Day of Prayer and Unity

WHEREAS, throughout American history, days of fasting and prayer have been proclaimed so as to acknowledge God's continued sovereignty in times of distress and the need for God's grace over our town, state and nation; and

WHEREAS, we walk humbly together with God so that we may act with justice, kindness and love, regardless of the circumstance; and

WHEREAS, the people of Carthage acknowledge our blessings, our transgressions, our challenges, and the need to pause and humble ourselves and to seek God's guidance for the trying times that lie ahead for our Nation; and

NOW, THEREFORE, BE IT RESOLVED, that I, Jimmy Chalflinch, Mayor of Carthage, do hereby proclaim _____, 2024, as a voluntary

## DAY OF PRAYER AND UNITY

in the Town of Carthage, North Carolina and encourage all citizens to join me in this worthy observance.

AND, FURTHERMORE, that the Town of Carthage shall offer *Nancy Kiser Park* as a location for the people of Carthage to congregate on this day, in prayer, camaraderie and unity, beginning at *eleven o'clock in the morning* and lasting for one hour.

---

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the Town to be affixed this 19th day of August in the year of our Lord two thousand and twenty-four.

_____

Jimmy Chalflinch, Mayor

ATTEST:

_____

Kimberly Gibson, Town Clerk


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# MANAGER'S REPORT

Date: August 13, 2024

To: The Board of Commissioners

From: Emily D. Yopp, Town Manager

---

**1. Grants Administration Assistance Secured**

As a member of the Central Pines Council of Government's Grant Assistance Program, we have secured assistance for three of our priority grants to ensure that Carthage is able to successfully complete each project on time and with all reporting requirements satisfied. For both downtown revitalization grants and the Town Hall renovation grant, Central Pines will essentially be providing us with additional staff, one grant manager and one finance professional, to supplement our small full-time staff and help alleviate some of the workload associated with bidding, procurement, reporting, etc. This service will be funded using the administration costs set aside in the grants themselves and will provide the experience and staffing supplementation necessary to complete such large projects.

**2. Finalizing Downtown Plans**

Now that the Board has chosen a plan to guide the downtown revitalization projects to come, Koontz Jones Design is finalizing all the details for each phase of the plan and the order in which they need to be completed. We expect this final plan to be ready for the Board's consideration around September. One important first step is to conduct a survey of the downtown revitalization planning area. This process must follow the rules of the Mini Brooks Act and will be discussed with our Grants Administration team as described above.

**3. Needmore Sign Project**

Town staff recently worked with residents of the Needmore community to host an outdoor voting booth for selecting a design for the new gateway sign to be installed on the corner of Needmore and Old Glendon roads. We received over 30 responses and a favorite design was chosen. Planner Jennifer Hunt is now working with the sign professional to finalize the details of the sign before bringing the sign to the Board for final approval and authorization to proceed with the project. More details will be forthcoming.

**4. UDO Re-Write Entering Phase 2**

We have completed our first year of working on a new Unified Development Ordinance to guide decisions on land use and development decisions for many years to come and are now entering phase 2 of the process. We recently conducted a focus group with local citizens, business owners, builders, engineers, surveyors and other individuals from all walks of life. This session was very helpful in understanding how the development community as well as the everyday citizen engages with our UDO and how it hinders or helps our community to grow in a sustainable manner. In this 2nd year, there are at least two more focus group sessions that will take place throughout this process, and we will also begin to see sections of the UDO go through staff and legal review before coming to the Planning Board and Board of Commissioners, via public hearings, for edits and/or


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approvals. It will be an exciting time working with our community members, elected officials, and professional staff to create the tools necessary to ensure Carthage is prepared for the growth the future will bring.

**5. New Staff Hired**

The positions for the part-time Administrative Assistant and Public Works positions have been filled. We will be welcoming Jacob McDaniel to the Public Works team on August 19th and Donnalee Damon to the Administrative team on September 3rd. We look forward to working with our newest team members and continuing to provide the highest level of public service to our community.


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# Carthage Fire Department

*Carthage, NC*

This report was generated on 8/12/2024 3:05:23 PM

**Incident Statistics**

Zone(s): All Zones | Start Date: 07/01/2024 | End Date: 07/31/2024

| INCIDENT COUNT | |
|---|---|
| **INCIDENT TYPE** | **# INCIDENTS** |
| EMS | 41 |
| FIRE | 49 |
| **TOTAL** | **90** |

| TOTAL TRANSPORTS (N2 and N3) | | | |
|---|---|---|---|
| **APPARATUS** | **# of APPARATUS TRANSPORTS** | **# of PATIENT TRANSPORTS** | **TOTAL # of PATIENT CONTACTS** |
| **TOTAL** | | | |

| PRE-INCIDENT VALUE | LOSSES |
|---|---|
| **$0.00** | **$0.00** |

| CO CHECKS | |
|---|---|
| 746 - Carbon monoxide detector activation, no CO | 1 |
| **TOTAL** | **1** |

| MUTUAL AID | |
|---|---|
| **Aid Type** | **Total** |
| Aid Given | 13 |
| Aid Received | 4 |

| OVERLAPPING CALLS | |
|---|---|
| **# OVERLAPPING** | **% OVERLAPPING** |
| **13** | **14.44** |

| LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival) | | |
|---|---|---|
| **Station** | **EMS** | **FIRE** |
| Carthage Fire & Rescue | 0:06:03 | 0:09:36 |
| | **AVERAGE FOR ALL CALLS** | 0:07:36 |

| LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute) | | |
|---|---|---|
| **Station** | **EMS** | **FIRE** |
| Carthage Fire & Rescue | 0:01:43 | 0:04:03 |
| | **AVERAGE FOR ALL CALLS** | 0:02:24 |

| AGENCY | AVERAGE TIME ON SCENE (MM:SS) |
|---|---|
| Carthage Fire Department | 30:59 |

Only Reviewed Incidents included. EMS for Incident counts includes only 300 to 399 Incident Types. All other incident types are counted as FIRE. CO Checks only includes Incident Types: 424, 736 and 734. # Apparatus Transports = # of incidents where apparatus transported. # Patient Transports = All patients transported by EMS. # Patient Contacts = # of PCR contacted by apparatus. This report now returns both NEMSIS 2 & 3 data as appropriate. For overlapping calls that span over multiple days, total per month will not equal Total count for year.



EMERGENCY REPORTING
emergencyreporting.com
Doc Id: 1645
Page # 1 of 1

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# TOWN OF CARTHAGE
# CASH POSITION

| FUND | | | JULY 2024 | JUNE 2024 | MAY 2024 |
|---|---|---|---|---|---|
| #10 | Cash on Hand | | | | |
| | | Petty Cash | $300.00 | $300.00 | $300.00 |
| | | Crime Investigation | $200.00 | $200.00 | $200.00 |
| #10 | General Fund | | | | |
| | | Central Depository (.05% Yield) | $310,469.32 | $792,203.18 | $1,030,496.45 |
| | | CD Mature 03/20/2024 (0.02% Yield) | $25,437.02 | $25,437.02 | $25,437.02 |
| | | NC Capital Trust (5.23% Yield) | $947,449.63 | $943,263.89 | $939,235.77 |
| #10 | Firemens' Fraternal | | | | |
| | | Central Depository (.05% Yield) | $14,368.00 | $14,368.00 | $14,368.00 |
| #10 | McConnell Marker | | | | |
| | | Central Depository (.05% Yield) | $200.00 | $200.00 | $200.00 |
| #10 | Restricted Performance Bond | | | | |
| | | Central Depository (.05% Yield) | $23,632.00 | $23,632.00 | $23,632.00 |
| #10 | Carriage Hills Surety | | | | |
| | | Central Depository (.05% Yield) | $20,000.00 | $20,000.00 | $20,000.00 |
| #10 | Carriage Place Townhomes Surety | | | | |
| | | Central Depository (.05% Yield) | $35,000.00 | $35,000.00 | $35,000.00 |
| #10 | Historical | | | | |
| | | Central Depository (.05% Yield) | $1,685.14 | $1,685.14 | $1,685.14 |
| #15 | Powell Bill Fund | | | | |
| | | Central Depository (.05% Yield) | $84,127.23 | $39,086.36 | $40,310.13 |
| | | NC Capital Trust (5.23% Yield) | $93,931.84 | $93,516.86 | $93,117.50 |


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| | | | JULY 2024 | JUNE 2024 | MAY 2024 |
|---|---|---|---|---|---|
| #30 | Water | | | | |
| | | Central Depository (.05% Yield) | $460,291.91 | $456,305.79 | $351,903.59 |
| | | CD Mature 03/20/2024 (.02% Yield) | $17,300.70 | $17,300.70 | $17,300.70 |
| | | NC Capital Trust (5.23% Yield) | $340,956.18 | $339,449.87 | $338,000.28 |
| #31 | Sewer | | | | |
| | | Central Depository (.05% Yield) | $1,265,508.04 | $1,207,585.51 | $1,207,586.84 |
| | | CD Mature 03/20/2024 (.20% Yield) | $17,300.69 | $17,300.69 | $17,300.69 |
| | | NC Capital Trust (5.23% Yield) | $97,892.61 | $97,460.13 | $97,043.94 |
| #35 | Capital Reserve Water & Sewer Improvements | | | | |
| | | Central Depository (.05% Yield) | $508,992.09 | $508,992.09 | $508,992.09 |
| #70 | Cemetery | | | | |
| | | Central Depository (.05% Yield) | $0.00 | $0.00 | $0.00 |
| | | NC Capital Trust (5.23% Yield) | $29,428.73 | $29,298.72 | $29,173.60 |
| | | **TOTALS** | $4,294,471.13 | $4,662,585.95 | $4,791,283.74 |


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Carthage Police Department | Citation / Warning (NC)s: 25 Results | 2024-07-01 - 2024-07-31

| Citation/Warning Type | Citation Date/Time | Agency Case Number | Race | Gender |
|---|---|---|---|---|
| Written Warning | 2024-07-31 11:42 | 24-003882 | B - Black or African American | M - Male |
| Written Warning | 2024-07-31 11:12 | 24-003881 | W - White | F - Female |
| Written Warning | 2024-07-26 15:57 | 24-003791 | W - White | F - Female |
| Written Warning | 2024-07-26 13:02 | 24-003787 | W - White | M - Male |
| Written Warning | 2024-07-29 12:32 | 24-003836 | B - Black or African American | F - Female |
| Citation | 2024-07-26 06:40 | 24-003779 | B - Black or African American | M - Male |
| Citation | 2024-07-24 21:08 | 24-003752 | W - White | M - Male |
| Written Warning | 2024-07-19 15:27 | 24-003644 | W - White | F - Female |
| Written Warning | 2024-07-19 13:23 | 24-003643 | W - White | M - Male |
| Written Warning | 2024-07-20 11:34 | 24-003659 | W - White | F - Female |
| Written Warning | 2024-07-20 20:28 | 24-003669 | W - White | F - Female |
| Written Warning | 2024-07-22 06:28 | 24-003698 | W - White | M - Male |
| Written Warning | 2024-07-19 03:29 | | W - White | F - Female |
| Written Warning | 2024-07-18 14:23 | 24-003625 | W - White | M - Male |
| Citation | 2024-07-15 00:00 | 24-003560 | W - White | F - Female |
| Written Warning | 2024-07-12 20:01 | | B - Black or African American | M - Male |
| Written Warning | 2024-07-01 08:03 | 24-003332 | W - White | F - Female |
| Written Warning | 2024-07-01 07:37 | 24-003331 | W - White | M - Male |
| Written Warning | 2024-07-02 12:49 | 24-003358 | W - White | F - Female |
| Written Warning | 2024-07-02 06:53 | 24-003353 | W - White | M - Male |
| Written Warning | 2024-07-07 13:52 | 24-003438 | W - White | M - Male |
| Written Warning | 2024-07-07 14:35 | 24-003440 | W - White | M - Male |
| Written Warning | 2024-07-06 13:35 | 24-003422 | | M - Male |
| Written Warning | 2024-07-03 12:39 | 24-003373 | W - White | F - Female |
| Written Warning | 2024-07-03 08:00 | 24-003368 | W - White | F - Female |

Carthage Police Department | Incident (NC)s: 34 Results | 2024-07-01 - 2024-07-31

| Incident Number | Reference # | Primary Offense |
|---|---|---|
| I20240716-21 | 24-003571 | 23D - Theft From Building |
| I20240728-14 | 24-003829 | 90Z - All Other Offenses : Warrant Service |
| I20240726-12 | 24-003795 | 13C - Intimidation |
| I20240722-22 | 24-003709 | 90Z - All Other Offenses : Emergency Commitment |
| I20240728-03 | 24-003816 | 13B - Simple Assault |
| I20240703-08 | 24-003377 | 90Z - All Other Offenses : Warrant Service |
| I20240728-01 | 24-003817 | 90Z-54 - Lost Or Stolen Item : Lost Property |
| I20240702-07 | 24-003361 | 90Z - All Other Offenses : Warrant service. |
| I20240726-08 | 24-003794 | 90Z - All Other Offenses : Warrant Service/Located Wanted Person |
| I20240727-17 | 24-003811 | 23G - Theft of Motor Vehicle Parts or Accessories |
| I20240727-03 | 24-003804 | 90Z - All Other Offenses : Warrant Service |
| I20240701-35 | 24-003342 | 290 - Destruction/Damage/Vandalism of Property |
| I20240711-01 | 24-003495 | 90Z - All Other Offenses : Broken Window While Driving |
| I20240725-03 | 24-003753 | 90Z - All Other Offenses : Lost or Stolen Plate |
| I20240722-09 | 24-003704 | 13B - Simple Assault |
| I20240717-09 | 24-003595 | 90Z - All Other Offenses : Warrant Service |
| I20240731-21 | 24-003888 | 90Z - All Other Offenses : Warrant Service |
| I20240706-04 | 24-003428 | 90Z - All Other Offenses : Public urination |
| I20240704-03 | 24-003380 | 23C - Shoplifting |
| I20240724-01 | 24-003738 | 90Z - All Other Offenses : Taking indecent liberties with children |
| I20240702-02 | 24-003356 | 26A - False Pretenses/Swindle/Confidence Game |
| I20240705-04 | 24-003405 | 35B - Drug Equipment Violations |
| I20240728-12 | 24-003828 | 290 - Destruction/Damage/Vandalism of Property |

Carthage Police Department | Incident (NC)s: 34 Results | 2024-07-01 - 2024-07-31

| Incident Number | Reference # | Primary Offense |
|---|---|---|
| I20240712-01 | 24-003501 | 90Z-17 - Threaten Violence : Suspect communicated through a third party that he wished to do bodily harm to the victim |
| I20240715-02 | 24-003545 | 13B - Simple Assault |

The PD received the following equipment from the North Carolina Governor's Highway Safety Program:

10 cases of thermal paper for in-car printers
100 traffic cones
1 Kustom Signals ProLaser 4 LIDAR unit

Total value - $6,050

***Chief B.A. Davis***
Carthage Police Department
4396 US Hwy 15/501
Carthage, NC 28327
(P) 910-947-2231 ext. 17
(F) 910-947-5323


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Carthage Police Department | Warrants: 5 Results | 2024-07-01 - 2024-07-31

| Incident | Warrant Type | Arrest Date | U C R/N I B R S Offenses | Race | Gender | Obtained Location (F I P S) | Offense Date/Time |
|---|---|---|---|---|---|---|---|
| I20240727-03 | Misdemeanor Warrant | 2024-07-27T13:57:00.000Z | 90Z - All Other Offenses | I - American Indian or Alaska Native | M - Male | 125 - Moore | 2024-06-15 00:00 |
| I20240726-08 | Felony Warrant | 2024-07-26T22:12:00.000Z | 90Z - All Other Offenses | W - White | M - Male | 125 - Moore | 2024-03-10 00:00 |
| I20240724-18 | Felony Warrant | 2024-07-25T02:11:00.000Z | 35A - Drug/Narcotic Violations,35B - Drug Equipment Violations | W - White | F - Female | 125 - Moore | 2024-07-24 09:05 |
| I20240717-09 | Misdemeanor Warrant | 2024-07-17T15:18:00.000Z | 90Z - All Other Offenses | W - White | M - Male | 125 - Moore | 2024-05-27 00:00 |
| I20240705-04 | Citation Issued | 2024-07-05T23:35:00.000Z | 35B - Drug Equipment Violations | B - Black or African American | M - Male | 125 - Moore | 2024-07-05 19:35 |

# MONTHLY REPORT
# JULY 2024

## Water Service

| Locates | Work Orders | Cut-Offs / Tags | Meters Installed | Water Main/ Service Repairs | Water Taps |
|---|---|---|---|---|---|
| **131** | **62** | **32** | **4** | **3** | **1** |

## Sewer Service

| Service Renewals | Lift Station Repairs | Force Main Repairs | Mowed Outfall Lines | Town Sewer Backups | Sewer Taps |
|---|---|---|---|---|---|
| **0** | **0** | **0** | **0** | **1** | **1** |

## Building & Grounds

| Leaf & Limb Total Rounds | Trash Runs | Complete Mowed Rounds | Building Repairs |
|---|---|---|---|
| **3** | **0** | **3** | **1** |

## Streets

| Cleaned Out Catch Basin | Cleaned Streets With Blower |
|---|---|
| **0** | **0** |

## Construction Projects

1. BATHROOM SINK DRAINS

2.

3.

Additional Notes


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Town of Carthage
Board of Commissioners

# MEMORANDUM

Date: August 19, 2024

To: The Board of Commissioners

From: Jennifer Hunt, Town Planner

Subject: CZ-04-24: Conditional Zoning Request for two duplexes on approximately 1.02 acres of land located at 211 N McNeill Street, PARID 00004545, R-10 (Residential) to R-10-CZ (Residential Conditional Zoning); Petitioner: James Stermer

---

**I. SUMMARY OF APPLICATION REQUEST:**

The applicant, James Stermer, is requesting Conditional Zoning to allow for two duplexes on the property where the old Carthage swimming pool was located. This land is approximately 1.02 acres and is permitted for one duplex. The conditional zoning request is for two duplexes. This parcel 00004545 is in the R-10 "Residential" zoning district and is located at 211 N McNeill Street. Please view Attachment 1 for his proposed site plan.

Currently this parcel is located off North McNeill Street just past D Carlton Street on the west side. Mr. Stermer recently attended the Technical Review Committee meeting for his proposed request on July 11, 2024, and received feedback from Planning, Public Works and the Fire Department.

**II. PROJECT INFORMATION:**

1. PARID: 00004545 PIN: 857800614662

2. Applicant: James Stermer

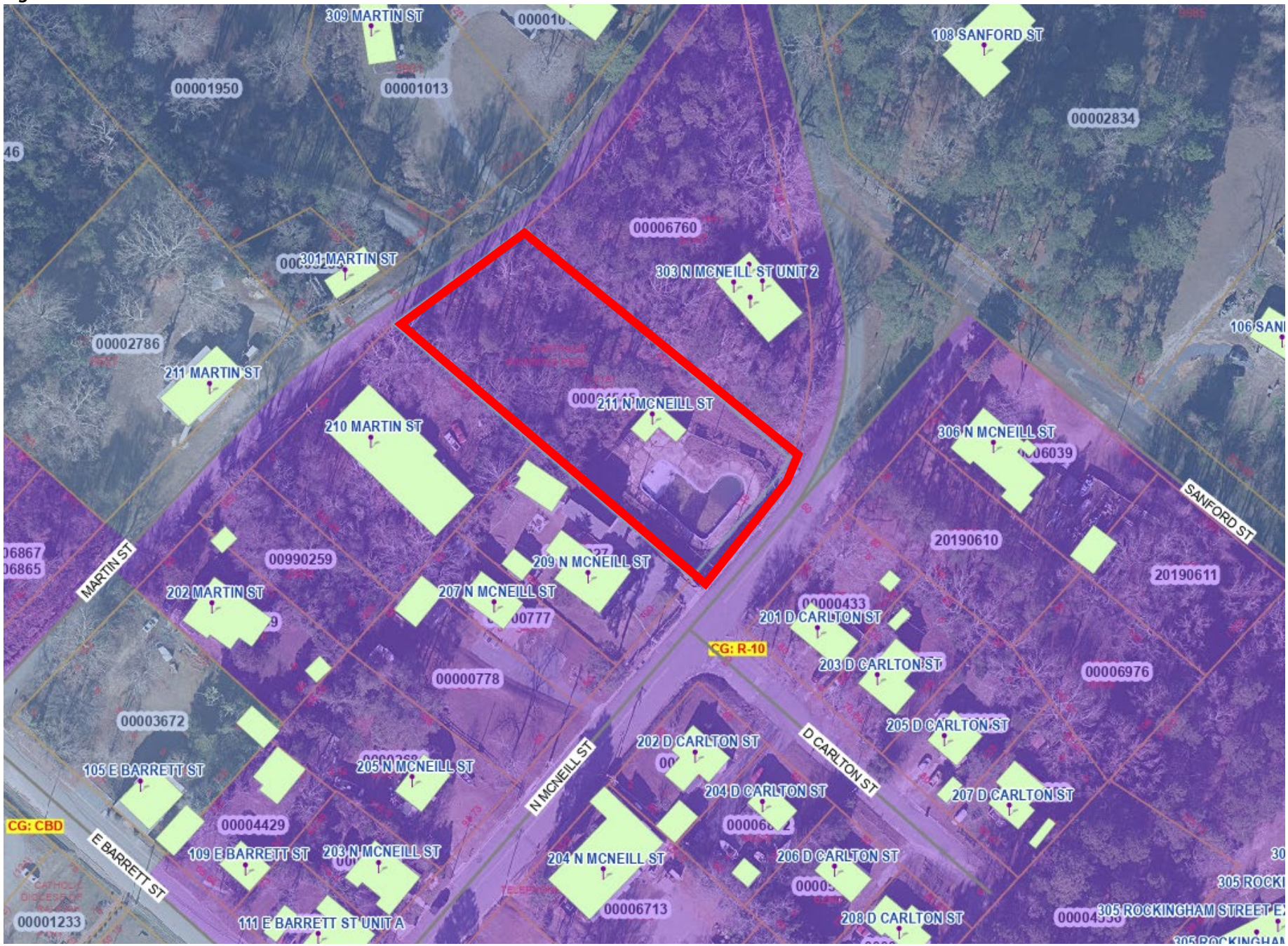
3. Owner: Delcoast Properties, LLC (a Delaware Limited Liability Company)

4. Long-Range Plan Designation:
   This future area of this land appears to be Downtown or Town Residential, per the adopted 2040 Land Use Plan.

5. Current Zoning:
   The current zoning is R-10 (Residential).


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***Figure 1: Site Location outlined in red.***





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**III. APPLICATION REVIEW:**

When reviewing an application for conditional zoning, the Board of Commissioners shall consider and be guided by Article 5. Below is highlighted Section 100.42 and Section 100.44 as set forth in UDO:

***Section 100.42 Types of Amendments:***

*Amendments may be to the text of the ordinance or take the form of map amendments, often known as rezoning. The Town of Carthage recognizes three types of amendments.*

1. *Text Amendments. This type of amendment is used when a party chooses to modify the actual text of the ordinance. This is a legislative decision by the Board of Commissioners.*
2. *Map Amendments. This type of amendment is used when a party chooses to change a zoning district from one type to another. Often known as a straight rezoning, it recognizes that the change in district allows for all uses allowed within a given zoning district. It cannot be conditioned in any way. This is a legislative decision by the Board of Commissioners.*
3. *Conditional Zoning. Conditional Zoning is an amendment process that is both a map amendment and a text amendment. It is a legislative decision by the Board of Commissioners, but it allows for the placement of conditions and/or limits on the approval.*

***Section 100.44 (5) Amendment Procedure for Text Amendments and Map Amendments- Board of Commissioners:***

*The Board of Commissioners may choose to make their decision to approve or deny at the same meeting or a subsequent meeting. The Board shall first adopt a Resolution of Consistency with the adopted Land Use Plan and other long-range plans then the Board shall vote on the petition. The Resolution of Consistency may take one of three forms consistent with N.C.G.S 160D-604(d); 605(a); 701.*

1. *Approve the amendment and describe its consistency with the adopted Land Use Plan.*

2. *Reject the zoning amendment and describe its inconsistency with the adopted Land Use Plan.*

3. *Approve the amendment and deem it a modification of the adopted Land Use Plan. The Board shall describe why the action taken is reasonable and in the public interest. In certain circumstances, it may be beneficial for the Planning Board to convene with the Board of Commissioners during the public hearing prior to making their recommendation. Once the hearing is conducted, the Planning Board may then reconvene to make their recommendation the same day or at a subsequent Planning Board meeting for transmittal to the Board of Commissioners.*

**C. Staff Comments:**

Staff has met with the applicant at the Technical Review Committee meeting on July 11, 2024. The applicant is willing to meet all the requests from the Town to meet the Unified Development Ordinance (UDO) requirements. The applicant is requesting two duplexes, which is a greater density than what our current UDO permits, which is one duplex per parcel, per Section 100.56A* Special Requirements (SR) 50. The greater density request in Section C for SR 50 outlines that the applicant must go through the Conditional Zoning process.

The minimum lot area for one duplex in the R-10 zoning district is 15,000 square feet. This parcel has approximately 43,560 square feet. The applicant meets the setback requirements and has submitted the site plan, please view Attachment 1.

The Special Requirements 50 (SR 50) section from UDO 100.56A* says below:

*SR 50:*
*Dwellings, Duplexes and Single-Family Attached.*
*A. Duplexes. Duplexes shall comply with the following standards: 1. One duplex is permitted per lot. 2. Each lot much meet the dimensional requirements for duplexes as listed in Section 100.57.21 Table of Dimensional Standards.*
*B. Single-Family Attached. Single-family attached development shall comply with the following standards: 1. Each single-family attached development project must meet the dimensional requirements for Single-family Attached projects listed in Section 100.57.21 Table of Dimensional Standards. 2. The maximum number of units is based on the underlying zoning district, the Dimensional Table as shown in Section 100.57.21, and the size of the project parcel. 3. Subdivision standards listed in Section 100.65, shall be applied to projects with more than three (3) attached dwellings.*
*C. Projects requesting greater density must go through the Conditional Zoning process as outlined in Section 100.46. Any requested revisions to other development requirements such as buffer yards and parking will be considered during the Conditional Zoning process.*
*D. For all Single-family attached and duplex development, the net residential area should be used to calculate the number of dwellings allowed. (See definition in Section 100.70).*
*E. All streets or access ways providing ingress and egress from the development to an existing street system in the R-10 and RM-10 zoning districts shall be classified as public and are required to use current street drainage standards and install curb and gutter. Additionally, a minimum of twenty (20) feet pavement width is required on all streets.*
*F. All site plans shall be in accordance with Section 100.64*.

**IV. PLANNING BOARD RECOMMENDATIONS:**

a. The Planning Board recommends approving the proposed conditional zoning request. All ayes with the condition that an internal pedestrian sidewalk network connects the parking to each duplex unit.

**V. ATTACHMENTS PROVIDED BY THE APPLICANT:**

1. Proposed Site Plan

**VI. BOARD OF COMMISSIONERS ACTION:**

**FIRST:** Open and Conduct the Public Hearing. Ask for comments. Please have each person come forward to the podium and state their name and address.

The Board of Commissioners (BOC) shall conduct a public hearing regarding the petition per Article 5, Section 100.42 of the Town of Carthage Unified Development Ordinance (UDO).

**SECOND:** Close the Public Hearing!!! *** Once the public hearing is CLOSED, there are no more public comments allowed! You may discuss your comments with each other (the BOC) after the public hearing is closed, for comments, from the public.

**THIRD:** Adopt 1st motion- **LUP CONSISTENCEY MOTION**

**FOURTH:** Adopt 2nd motion- **PETITION MOTION**

The Board of Commissioners shall set a date for public hearing of any petition for amendment per UDO Section 100.42 and 100.44. The Board of Commissioners shall conduct a public hearing regarding the petition. The Planning Board recommendation and Statement of Consistency shall be provided to the Board of Commissioners.

The Board shall first adopt a Resolution of Consistency with the adopted Land Use Plan and other long-range plans then the Board shall vote on the petition (***two motions required***). The Resolution of Consistency may take one of three forms consistent with N.C.G.S 160D-604(d); 605(a); 701.

LUP CONSISTENCY MOTION (1st Required Motion)

OPTION 1
I make a motion to approve the conditional zoning and describe its consistency with the adopted Land Use Plan.

_____

_____

**or**

OPTION 2
I make a motion to reject the conditional zoning and describe its inconsistency with the adopted Land Use Plan

_____

_____

**or**

OPTION 3
I make a motion to approve the conditional zoning and deem it a modification of the adopted Land Use Plan. The Board believes this action taken is reasonable and in the public interest because……

_____

_____

## VII. PETITION MOTION (2ND Required Motion)

OPTION 1
I make a motion to approve CZ-04-24 as written and presented.

**or**

OPTION 2
I make a motion to approve CZ-04-24 conditionally with the following modifications…..

_____

_____

OPTION 3
I make a motion to deny CZ-04-24 for the following reasons…..

_____

_____


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# Town of Carthage

## Land Use Plan Consistency Statement

FOR PROPOSED CONDITIONAL ZONING OF 211 N MCNEILL STREET
(PARCEL ID #00004545) TO ALLOW FOR TWO DUPLEXES ON THE PARCEL

**WHEREAS**, amendments to the Town of Carthage Unified Development Ordinance have been proposed, which amendments are identified as follows:

**NOW THEREFORE**, the Planning Board of the Town of Carthage resolves as follows:

**Section 1.** The Planning Board concludes that the above-described amendment(s) are/are not consistent with the Town of Carthage 2040 Land Use Plan, as amended based on the following:

- **Goal 1:** Preserve and celebrated small-town community roots.
- **Goal 2:** Coordinated, intentional, and well-planned growth and development.
- **Goal 3:** Protection of open space and critical natural features.
- **Goal 4:** Ample employment opportunities and support for business development.
- **Goal 5:** Vibrant commercial areas that provide a variety of goods, services, entertainment options, and amenities.
- **Goal 6:** A well-connected multi-modal transportation system.
- **Goal 7:** High-quality parks and recreational facilities that are accessible to all.
- **Goal 8:** Protected and preserve historic and cultural resources.
- **Goal 9:** Adequate supply and high quality of housing.
- **Goal 10:** Informed, engaged, and active residents that represent a variety of neighborhoods and citizen groups.
- **Goal 11:** Regulations that are consistent with the Town's vision.
- **Goal 12:** Cultural, educational, recreational, and other amenities that contribute to the quality of life of Carthage's citizens.

The developer, James Stermer, proposes to go through the conditional zoning process to allow for an additional duplex on 211 N McNeill Street (parcel #00004545) due to the Unified Development Ordinance only allowing one duplex per lot on this zone.

Section 2. Please state the Planning Board's reasonings/findings for the approval or disapproval of this consistency statement based on the above selected goals.

Section 2. The Board of Commissioners concludes that the above-described amendment(s) are/are not reasonable and in the public interest as they do/do not fulfill a direct objective of the Land Use Plan.


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The foregoing Land Use Consistency Plan, having been submitted to a vote, received the following vote and was duly adopted and ordained this 17th day of July 2024.

_____
Jimmy Chalflinch, Mayor

Ayes: _____
Nays: _____
Absent/Excused: _____

Attest:

_____
Kimberly Gibson, Town Clerk


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# Town of Carthage

## Ordinance No. ORD.24.15

Amending the Town of Carthage Official Zoning Map and Text for Parcel (PARID) 00004545, approximately 1.02 acres located at address 211 N McNeill Street, was presented with the Conditional Zoning request (CZ-04-24) from R-10 (Residential) to R-10-CZ (Residential Conditional Zoning) as It Pertains to the Unified Development Ordinance in Section 100.42 "Types of Amendments" and Section 100.44 (5) "Amendment Procedure for Text Amendments and Map Amendments - Board of Commissioners"

**WHEREAS,** the Board of Commissioners of the Town of Carthage adopted Zoning Ordinance is for the purpose of regulating planning and development in the Town of Carthage and the extraterritorial area over which it has jurisdiction; and

**WHEREAS,** said Ordinance may be amended as circumstances of the community and property change; and

**WHEREAS**, the Town of Carthage represented by Planning Staff requested to update the zoning ordinance map and text for Section 100.42 "Types of Amendments" and Section 100.44 (5) "Amendment Procedure for Text Amendments and Map Amendments- Board of Commissioners"; and

**WHEREAS**, the zoning ordinance text and map amendment request was duly advertised for an open meeting before the Town of Carthage Planning Board at 6:00pm on Thursday, August 01, 2024, and after consideration the Planning Board with a motion of 5-0 recommended approval of the zoning ordinance map and text amendment; and

**WHEREAS**, a public hearing was held at a regular meeting of the Town of Carthage Board of Commissioners on Monday, August 19, 2024, at 6:30 pm in the McDonald Building, 207 McReynolds Street, after due notice in The Pilot, a newspaper in Southern Pines, North Carolina, with general circulation in the Town of Carthage, and its extraterritorial jurisdiction.

**WHEREAS,** the Board of Commissioners have reviewed this zoning map and text amendment with consistency with the 2040 Town of Carthage Land Use Plan; and

**WHEREAS**, the Board of Commissioners, after considering all of the facts and circumstances surrounding the zoning ordinance map and text amendment, have determined that it is in the best interest of the Town of Carthage that the Zoning Ordinance map and text be amended.

**NOW, THEREFORE, BE IT ORDAINED BY THE TOWN OF CARTHAGE BOARD OF COMMISSIONERS THAT:**

The Zoning Map of the Town of Carthage is hereby amended by rezoning 1.02 acres at Parcel 00004545, address 211 N McNeill Street rezoned from R-10 (Residential) to R-10-CZ (Residential Conditional Zoning) with the condition below:

1. To allow for two duplexes to be built at 211 N McNeill Street
2. Include pedestrian sidewalk/internal network from the parking lot to each duplex unit.


55

The foregoing Ordinance, having been submitted to a vote, received the following vote and was duly adopted and ordained this 19th day of August 2024.

_____
Jimmy Chalflinch, Mayor

Ayes: _____
Nays: _____
Absent/Excused: _____

Attest:

_____
Kimberly Gibson, Town Clerk


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# MEMORANDUM

Date: August 14, 2024

To: The Board of Commissioners

From: Jamie Sandoval, Management Analyst

Subject: Chapter 97: Mural Regulations – Proposed Update

---

Town Staff has proposed an update to the existing Mural Regulations to include a precise permitting and approval process. Staff have had multiple meetings with the Mural Committee to ensure that the Ordinance was written to state an appropriate process for not only the Mural Committee, but also others that may want to apply for a public art permit. The following ordinance is the proposed ordinance update following the current Mural Regulation Ordinance.

---

## Proposed Ordinance

### Chapter 97: Mural Regulations- Proposed Ordinance

97.01 Intent

97.02 Definitions

97.03 Location of Murals

97.04 Criteria for design of murals

**97.05 Criteria for submission of public art and murals**

97.01 INTENT

It is the intent of the Town Board of Commissioners, for the purpose of promoting the local economy, tourism, for the purpose of beautifying the town, **to account for transparency, and ensuring public input and approval**, to adopt this chapter regarding murals and public art, their location and design.

97.02 DEFINITIONS.

As used in this chapter, the following definitions shall apply:

***DOWNTOWN CARTHAGE.*** The area bounded **by the Central Business District Zone and the Business-2 District Zone.**


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***MURAL.*** A permanent picture painted directly on an exterior wall or on panels to exterior walls.

***MURAL PROJECT PERMIT.*** A permit **authorizing the painting of a mural** issued by the Town to a private party within the Town of Carthage.

***PERMANENT.*** **A permanent painting or structure representing public art for a period of five years or longer.**

***PUBLIC ART.*** **Any form of art that is visible from the public right-of-way which must be approved by the Town Board of Commissioners. Public art could be sculptures, paintings, signs, or other forms of art.**

***PUBLIC ART PROJECT PERMIT.*** **A permit authorizing the installation of public art issued by the Town Board of Commissioners to a private party within the Town of Carthage.**

97.03 LOCATION OF MURALS AND PUBLIC ART.

The intent of the **Carthage** Board of Commissioners regarding the establishment of areas for murals **and public art** is to encourage concentration of murals **and public art** in the downtown area of the town. However, this intent should not be used as the sole rationale to deny murals **or public art** in other areas of the town.

(A) *Location of murals* **or public art.** It is the intent of the Board of Commissioners that **the location of** murals **and public art be** approved by the Board.
(B) *Downtown Carthage murals.* No mural **or public art** shall be permitted in downtown Carthage except those in compliance with this chapter.

97.04 CRITERIA FOR DESIGN OF MURALS.

The following criteria shall apply to the design of murals submitted for approval:

(A) The subject matter shall be of historic significance of the growth and development of the town and its surrounding environs, to include the geographical area of the County of Moore.
(B) The paint to be used and applied shall be appropriate for use in an outdoor locale and for an artistic rendition and shall be of a permanent, long-lasting variety.
(C) **A** mural shall be designed and painted by qualified mural artists with sufficient knowledge of the design of such projects and the application of paints for such projects.
(D) The Town Board of Commissioners may, from time to time **and**, by resolution, adopt additional criteria and guidelines for the design of murals **and public art.**

**97.05 CRITERIA FOR SUBMISSION OF PUBLIC ART AND MURALS**

(A) *Mural* ***or public art*** *design approval required for permit issuance.* Prior to painting, installation and execution of a mural **or public art**, an application must be submitted **to the Town Clerk** in order for review and approval by the Town Board of Commissioners.
(B) *Mural* ***and Public Art*** *design* approval required. Prior to approval of a mural **or public art** design (whether painted **or installed** or not yet painted **or installed**) that has been approved by the Board of Commissioners, an application for **a** permit shall first be approved by the Board of Commissioners.
(C) *Fees for mural permit.* Application fee and/or permit issuance. In the event the Town Board of Commissioners determines it appropriate, it may set any fee for the application and/or permit issuance **in a public hearing** following NCGS procedure.
(D) **A rendering of the mural or public art must be submitted with the Mural or Public Art Project Permit for the Town Board of Commissioners approval.**

(E) **Any contracts from the private party and the property owner in which the mural or public art is to be placed must be submitted with the Mural or Public Art Project Permit.**

(F) *Town Board of Commissioners approval.* The Board of Commissioners approval of a mural design **or public art** shall occur only after public notice and an opportunity being provided to any interested party present any appropriate comments, considerations and/or concerns, either in writing or orally, to the Town Board of Commissioners.

(G) **If the mural is to be painted on a historically designated building, it must be approved by the Historical Preservation Commission through a Certificate of Appropriateness prior to the Board of Commissioners review and consideration.**

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## Current Ordinance

### § 97.01 INTENT.

It is the intent of the Town Board of Commissioners, for the purpose of promoting the local economy, tourism and for the purpose of beautifying the town, to adopt this chapter regarding murals, their location and design.

(Ord. passed 11-19-2013)

### § 97.02 DEFINITIONS.

As used in this chapter, the following definitions shall apply:

***DOWNTOWN CARTHAGE.*** The area bounded by the following streets: Rockingham Street, Rockingham Street Extension, East Barrett Street, West Barrett Street, Buggy Drive, Saunders Street and McNeill Street.

***MURAL.*** A permanent picture painted directly on an exterior wall or on panels to exterior walls.

***MURAL PROJECT PERMIT.*** A permit issued by the town to a private party authorizing the painting of a mural within downtown Carthage.

(Ord. passed 11-19-2013)

### § 97.03 LOCATION OF MURALS.

The intent of the Town Board of Commissioners regarding the establishment of areas for murals is to encourage concentration of murals in the downtown area of the town. However, this intent should not be used as the sole rationale to deny murals in other areas of the town.

(A) *Mural design approval required for permit issuance.* Prior to painting, installation and execution of a mural, an application must be submitted for review and approval by the Town Board of Commissioners.

(B) *Mural design amendment - approval required.* Prior to amending a mural design (whether painted or not yet painted) that has been approved by the Town Board of Commissioners, an application for an amendment of the permit shall first be approved by the Town Board of Commissioners. Upon approval, the permit for the mural shall be amended.

(C) *Location of murals.* It is the intent of the Town Board of Commissioners that murals be located on the side of buildings that have been approved by the Board.

(D) *Downtown Carthage murals.* No wall mural shall be permitted in downtown Carthage except those in compliance with this chapter.

(Ord. passed 11-19-2013)

## § 97.04 CRITERIA FOR DESIGN OF MURALS.

The following criteria shall apply to the design of murals submitted for approval:

(A) The subject matter shall be of historic significance of the growth and development of the town and its surrounding environs, to include the geographical area of the County of Moore.

(B) The paint to be used and applied shall be appropriate for use in an outdoor locale and for an artistic rendition and shall be of a permanent, long-lasting variety.

(C) The mural shall be designed and painted by qualified mural artists with sufficient knowledge of the design of such projects and the application of paints for such projects.

(D) The Town Board of Commissioners may, from time to time, by resolution, adopt additional criteria and guidelines for the design of murals.

(E) *Mural design review.* All applications for mural permits shall be referred to the Mural Review committee. The said committee may offer suggestions and recommendations to the applicant and/or Town Commissioners to assist in the decision-making process.

(F) *Mural Review Committee and application.* The Century Committee shall be responsible for selecting five persons of their choosing to serve on the Mural Review Committee.
The Mural Review Committee will establish an application and guidelines consistent with this chapter.

(G) *Fees for mural permit.* Application fee and/or permit issuance. In the event the Town Board of Commissioners determines it appropriate, it may set, by resolution, any fee for the application and/or permit issuance.

(H) *Town Board of Commissioner approval.* The Town Board of Commissioners approval of a mural design shall occur only after public notice and an opportunity being provided to any interested party to present any appropriate comments, considerations and/or concerns, either in writing or orally, to the Town Board of Commissioners.

## SUGGESTED MOTION(S)

**OPTION 1**:
I move to approve the Chapter 97: Mural Regulations Ordinance update to the proposed language as written and presented.

**OPTION 2**:
I move to approve the Chapter 97: Mural Regulations Ordinance update to the proposed language with the following changes:

_____

_____

_____

**OPTION 3**:
I move to deny the Chapter 97: Mural Regulations Ordinance update to the proposed language as written and presented.


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Town of Carthage
Board of Commissioners

# MEMORANDUM

Date: August 14, 2024

To: The Board of Commissioners

From: Emily Yopp, Town Manager

Subject: NC Transportation Museum Contract Renewal

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It has recently come to my attention that the loan of the Town of Carthage's Tyson Jones Buggy to the North Carolina Transportation Museum has expired. They have greatly enjoyed having it on display and want to extend the loan for another two years. The Museums Master of Fine Arts Insurance covers the buggy therefore no additional insurance is needed. Please see attached extension agreement.

## SUGGESTED MOTION(S)

**OPTION 1**

I make a motion to approve the 2-year extension agreement with the NC Transportation Museum for the display of one Tyson and Jones buggy and to authorize the Town Manager to execute the agreement as presented.

**OPTION 2**

I make a motion to approve the 2-year extension agreement with the NC Transportation Museum for the display of one Tyson and Jones buggy and to authorize the Town Manager to execute the agreement with the following changes:

_____

_____

**OPTION 3**

I make a motion to disapprove this extension agreement for the following reasons:

_____

_____


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NORTH CAROLINA TRANSPORTATION MUSEUM

**Incoming Loan Agreement**
North Carolina Transportation Museum
1 Samuel Spencer Dr, Spencer, NC 28159
(704) 636-2889

Loan #: NCTM.84

---

Lender: Town of Carthage, c/o Emily Yop, Town Manager

Address: 4396 US Highway 15-501
Carthage, NC 28327

**(Return shipment will be made to this address unless otherwise specified.)**

---

Telephone: 910-947-2331

Email: townmanager.admin@townofcarthage.org

Credit Line:

**(Lender's name as it should appear in catalog and on gallery label)**

---

Purpose of Loan: Exhibit

Dates of Loan: From 7/18/2024 to 7/18/2026, the (Lender) will be responsible for all packing and shipping arrangements and costs related to the loan.

---

Description of Objects to include damage or needed repairs:

Tyson and Jones Carthage Buggy

**See reverse for insurance information, conditions of loan, and signatures.**


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**Insurance** Should North Carolina State Historic Sites insure the loan? Yes___ No___
Does the Lender prefer to maintain his/her own insurance? Yes___ No___
(Note: If the Lender chooses to maintain his own insurance, North Carolina State Historic Sites must be supplied with a certificate of insurance naming North Carolina State Historic Sites as an additional insured or waiving rights of subrogation against North Carolina State Historic Sites or its officers or employees.)

Fair Market Value of objects solely for insurance purposes (U.S. currency): $_____
(Note: If you fail to indicate an amount, North Carolina State Historic Sites, with the implied concurrence of the Lender, will set a value only for purposes of insurance for the period of the loan. Said value is not to be considered an appraisal.)

**Conditions of Loan**

1. No conservation will be performed without written permission from the Lender, except that it is understood that objects which in the opinion of the North Carolina Transportation Museum (hereinafter referred to as "NCTM") show evidence of infestation may be fumigated at the discretion of the NCTM.

2. Unless the Lender expressly elects to maintain his own insurance coverage, North Carolina State Historic Sites (hereinafter referred to as "NCSHS") will insure this loan under its wall-to-wall fine arts policy for the amount indicated above, against all risks of physical loss or damage while in transit and on location during the period of the loan. The policy referred to contains the usual exclusions of loss or damage resulting from such causes as extremes in temperature or humidity, employee dishonesty, government action, inventory shortage, shipment by unregistered mail, nuclear activity, on deck shipments, ordinances, regulations or laws, previous repair, war, wear and tear, gradual deterioration, or pests.

3. If the Lender chooses to maintain his own insurance, NCSHS must be supplied with a certificate of insurance naming NCSHS as an additional insured or waiving all rights of subrogation against NCSHS or its officers and employees. If the Lender fails to supply NCSHS with such a certificate, this loan agreement constitutes a release of NCSHS from any liability in connection with the object(s) and constitutes the Lender's agreement to provide defense and indemnification of NCSHS should suit otherwise be brought in connection with this loan. NCSHS will not be responsible for any error or deficiency in information furnished to the Lender's insurer or for any lapses in coverage.

4. Unless arrangements have been made to extend the loan, the object(s) will remain in possession of NCTM for the time specified on the loan agreement, but the administrator of NCTM or NCSHS may withdraw the object(s) at any time. The NCTM retains the right to determine when, if and for how long objects borrowed will be exhibited. The NCTM retains the right to cancel the loan upon reasonable notice to the Lender.

5. NCTM will exercise the same care, with respect to the object(s) listed on the loan agreement, as it does in the safekeeping of its own comparable property.

6. Unless otherwise notified in writing by the Lender, the NCTM may photograph or reproduce the loaned object(s) for educational, catalog and publicity purposes. It is understood that the general public may photograph objects on exhibit. Unless otherwise instructed in writing, the NCTM will give credit to the Lender as specified on the face of this agreement in any publication.

7. The object(s) will be returned only to the Lender or subsequent owner at the address on the loan agreement, unless the Lender notifies NCTM in writing. If the legal ownership of the object(s) changes during the period of the loan, whether by death, sale, insolvency, gift, or otherwise, the subsequent owner will, prior to the return of the object(s), be required to establish his legal right to receive the object(s) by proof satisfactory to NCTM. The NCTM assumes no responsibility to search for a Lender, or subsequent owner, who cannot be reached at the address of record.

8. If the NCTM's efforts to return objects within a reasonable period following the termination of the loan are unsuccessful, then the objects will be maintained at the Lender's risk and expense for a maximum of three years. If after three years the objects have not been claimed, then and in consideration for maintenance and safeguarding, the Lender, or subsequent owner shall be deemed to have made an unrestricted gift of the object to the NCTM.

9. This agreement shall be construed in accordance with the law of the State of North Carolina.

**Signatures** The conditions of this loan as stated above are accepted.

_____ Xavier Warren
(Legal owner or authorized agent) (For The North Carolina Transportation Museum)

_____ 7/18/2024
(Date) (Date)

**Return of Loan** Received in good condition, unless otherwise noted, by:

_____ _____
(Legal owner or authorized agent) (Date)

# MEMORANDUM

Date: August 13, 2024

To: The Board of Commissioners

From: Emily Yopp, Town Manager

Subject: Request to Convert Tennis Courts into Split Pickleball Courts

---

Mayor Chalflinch and town staff were recently approached by Moore County Parks and Rec Director, Chris Wiley, and Moore County Parks and Rec Board Member, Sue Callaway, with an interest in providing more pickleball courts in Moore County. After initial conversations it was determined that utilizing the tennis court at Nancy Kiser Park and converting it into a split court featuring pickleball courts on one side and a tennis court on the other would be ideal to allow the most functionality of the space for both sports. Sue Callaway led the effort to solicit estimates on the cost to do the conversion and based on the preliminary quotes submitted we anticipate the cost to come in between $40,000-$50,000.

Funding for this project would be provided by utilizing the recreation payments in lieu that were paid to the Town by the developer of the Carriage Place Townhomes subdivision. This project's conditional zoning approval required the developer to pay $500/unit in place of building recreational amenities inside the subdivision itself. With 120 units approved, this amounted to $60,000 in recreation payments which can be used to fund projects like this one. In addition, Moore County Parks and Rec has offered to help offset additional cost by paying for the restriping of the court.

Anticipated work to be done includes:

- Digging and setting concrete foundations for four pickleball net posts.
- Cleaning/scraping of all loose material on the court such as dirt, grass, other foreign debris
- Pressure washing and burning all remaining weeds growing in cracks.
- Patch depressions and cracks in the court and overall resurfacing of court.
- Topcoat resurfaced court with a color coat.
- Paint lines for pickleball and tennis courts.
- Install all nets and fencing to separate courts and prevent balls rolling onto other courts.
- All work comes with a 1-year guarantee.

I recommend that the Board consider allocating the entire $60,000 in rec payments in lieu to provide a contingency for any unforeseen overages.

SUGGESTED MOTIONS ON NEXT PAGE…


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## SUGGESTED MOTION(S)

The Board may make any motion as it sees fit, including modifications to the suggested motion below.

**OPTION 1**

I make a motion to approve this project and to authorize a budget amendment to use up to $60,000 of funding in the form of recreation payments in lieu made by the Carriage Place Townhomes development and that the Town Manager is authorized to execute this project, including all necessary contracts, up to the approved amount as stated.


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Released by Drew Alford on May 24, 2024 **Released**

PO Box 387 • Wendell, NC 27591 • Phone: 919-365-7500

Sue Callaway
Phone: 301-467-1642

Carthage, NC

Job Address:
202-312 Rockingham St
Carthage, NC, NC 28327

**Print Date:** 8-13-2024

## Proposal for Sue Callaway

**www.northstateresurfacing.com**

***NC License#: 73842***
***VA License#: 2705157542***

Thank you for allowing us to provide a proposal for your project. Established in 1990, North State Resurfacing specializes in the construction and resurfacing of tennis courts, basketball courts, pickleball courts and a wide variety of multi-use recreational surfaces.

Customer satisfaction is our main goal. Superior materials, quality workmanship and attention to detail have earned us an excellent reputation with our clients. As an authorized distributor and applicator of Nova Sports USA, the world's best all-weather sports surface and Laykold - Official Surface of the US Open.

North State Resurfacing is also the exclusive developer and installer of the North State Polyester System – an innovative, guaranteed process for repairing cracks.

Fully licensed, bonded and insured, we have the experience and technical support to address a wide variety of surfaces and field conditions. We would greatly appreciate the opportunity to assist you with your project.

***Authorized installer of:***

CERTIFIED NOVACRYLIC INSTALLER

Laykold®


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## Conversion of 2 Tennis Courts into 1 Tennis Court and 2 Pickleball courts. 108'x120'

COLOR CHOICES

Center: Dark Blue

Border: Medium Green

### Mobilization

| Items | Description |
|---|---|
| **Mobilization** | Includes travel, setup, rentals, and labor. |

### Net Post Foundations

| Items | Description |
|---|---|
| **Pickleball Net Post Foundation** | Dig and set concrete foundations for four (4) pickleball net posts foundations and two (2) center strap anchors. Net post<br>foundations will be 18" x 18" wide and 36" in depth with sleeves. Center strap anchors will be 12" x 12" wide and 12" in depth.<br><br>Also, install 2 anchors for the tennis court net to allow for pickleball adjustment. |

### Surface Preparation

| Items | Description |
|---|---|
| **Court Debris Removal** | Clean and scrape courts of all loose material, dirt, foreign<br>matter and debris. |
| **Vegetation Removal** | Remove vegetation from cracks and the inside perimeter of the courts. |
| **Pressure Washing** | Pressure wash court surface as needed |
| **Burn & Herbicide** | After vegetation has been removed, burn root growth with a propane burner then treat with an herbicide. |
| **Birdbaths/Depressions** | North State to patch depressions/birdbaths holding more than 1/8" water, after one hour on a sunny, 70-degree Fahrenheit day, with acrylic patching material. North State shall tack-coat all depressions prior to patching. North State cannot guarantee the elimination of standing water, although it will be improved.<br>Price includes one (1) application of patch material. |
| **Patch Work** | Patch any structural cracks, dings, etc. in the asphalt surface using an acrylic patching material. |

### Surfacing

| Items | Description |
|---|---|
| **Acrylic Resurfacer** | Apply one (1) coat of NOVA, sand-filled acrylic resurfacer, (or equivalent) to the entire court surface as a filler coat following the manufacturer's directions and application rates. |


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| Items | Description |
|---|---|
| **Color Coats** | Apply two (2) coats of NOVA, sand filled color resurfacer, (or equivalent) to the entire court surface as a color coat following the manufacturer's directions and application rates. |

## Playing Lines

| Items | Description |
|---|---|
| **Line Primer** | Prior to painting lines, provide one (1) coat of Nova Seal-A-Line (or equivalent) to seal tapes for a crisp/sharp line edge. |
| **Tennis Lines** | Layout, tape and hand paint 2" wide playing lines using Novatex, textured acrylic white line paint (or equivalent). Dimensions of the playing lines will be provided in the attached drawing. |
| **Pickleball Lines** | Layout, tape and hand paint 2" wide pickleball lines using Novatex, textured acrylic line paint (or equivalent).<br>Dimensions of the playing lines will be provided in the attached drawing. |

## Completion

| Items | Description |
|---|---|
| **Install New Putterman Pickleball Net Posts** | Provide and install two (2) Putterman pickleball net posts with external wind reels and removable handles. |
| **Install New Putterman Pickleball Nets** | Provide and install two (2) Putterman nets including the center strap. |
| **Refurbish Net Post** | Clean net posts of all rust, then spray paint using RUSTOLEUM rust preventative paint. |
| **Net Installation** | Hang nets to correct height and tension. |
| **Clean & Inspection** | North State to clean up area and dispose of all debris related to our scope of work. Leave courts ready for play. |

## Options

All options are additional to the TOTAL PRICE

| Items | Description |
|---|---|
| **2120 - Polypave Court Shield** | Apply Polypave Court Shield to the entire surface of one (1) tennis court and two (2) pickleball courts. Polypave is designed to create a strong mechanical reinforcement and bond on the new asphalt layer. This application significantly reduces the likelihood of deficiencies in the asphalt, which are common causes of spiderweb cracking. The use of Polypave Court Shield will enhance the durability and appearance of the court surfaces, ensuring a longer lifespan and a more consistent playing experience.<br><br>ADD $11,318.00 |


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Options

**Fencing**

Provide and install a 42' long 4' galvanized fence to divide the pickleball courts.

ADD: $3,500.00 to TOTAL PRICE

Options

**Bench and Fence Cabana**

Fence Cabana 10' Long

$1,100.00 each

8' Recycled Plastic Bench w/ Back, Cedar Bench/Black Frame

$1,200.00 each

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## Total Price: $29,850.00

***Color:*** As desired from the color chart. Please view selections at:
Biggest color in Tennis — Laykold - Official Surface of the US Open.
Color Selector | Nova Sports U.S.A.

***Payment:*** Individual billings as the work progresses. A deposit may be requested for materials. Unpaid balances are subject to finance charges of 1.5% per month. Credit verification may be required. Terms: Net 10 days.

***Guarantee:*** One (1) year against defective materials and labor unless otherwise noted.

1. **Standard Patch Work:** We cannot guarantee that cracks won't reappear in a short period of time.
2. **Guardian Crack Repair**: Guaranteed for 2 years against the reappearance of cracks that have been treated. This warranty does not cover any other areas except the areas treated.
3. **Polypave Court Shield**: Offers a 1-year warranty against cracks treated on the entire court surface, except for areas within 2 feet of the fence, which are not guaranteed.
4. **Polyester Crack Repair**: This method typically prevents treated cracks from reappearing. However, it does not come with a guarantee and is considered equivalent to standard acrylic patching material in terms of warranty coverage.

### Birdbaths/Depressions:

- This item excludes major depressions or damages indicative of significant paving errors, defined as any depression deeper than 1/8 of an inch, or spanning a diameter or length greater than 5 feet.
- Issues fitting the above criteria should be addressed by the contractor responsible for the initial paving, as they fall outside the typical scope of wear-and-tear maintenance.
- North State Resurfacing will focus on improving water drainage and surface levelness but cannot guarantee complete elimination of standing water in affected areas.
- Repairs under this item are limited to minor adjustments and do not include comprehensive re-paving or large-scale reconstruction.
- North State Resurfacing is not liable for rectifying extensive surface issues that are clearly a result of initial paving/construction errors. Such cases should be directed to the initial paving contractor under their warranty or service agreement.
- Clients are advised to review and confirm the condition of the court prior to the commencement of work. Any discrepancies should be reported immediately to North State Resurfacing.


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***Weather Limitations:***

***** Air and surface temperatures must be 50 degrees F and rising.

* Installation cannot be performed when rain is imminent or extremely high humidity prevents drying.

* Installation cannot be performed if the surface temperature is above 140 degrees F.

***Notes:***

- This proposal may be withdrawn by us if not accepted within ***30*** days.
- Owner shall provide potable water and electricity to within 200' of courts.
- Suitable access to the courts shall be provided along with an area for washing our equipment.
- North State Resurfacing cannot guarantee that cracks won't reappear in a short period of time unless a form of guarnteed crack repair is accepted.
- Occasionally crack repair systems such as Guardian or Polyester may cause dead spots or buckling of the surface, this should be considered normal.
- Standing water (birdbaths) may only be minimized due to possible inadequate slope/drainage. Only one attempt will be made at the contracted price.
- The Contract Price does not include boring through any rock. North State is willing to perform said work upon the parties' mutually signing a written change order.
- One (1) mobilization included, each additional @ $3,000.00
- Rust stains caused by asphalt content are not guaranteed.
- Damages caused by miscellaneous growth under or within the asphalt surface such as roots, fungus, etc. are not guaranteed.
- Excessive amounts of moisture under the court surface may affect our surface materials negatively. This condition may include, but not limited to seeping water, degradation of the asphalt and surfacing materials including dead spots and/or bubbles in our surfacing materials. North State is not responsible for these conditions. North State may recommend consulting a Geotechnical Engineer if these conditions exist.
- Layout, traffic control, permits, testing and inspection not included unless specifically noted above.
- Not responsible for any damages to property associated with accessing the courts such as curbs, gutters, walkways, etc.
- North State Resurfacing shall not be held liable for consequences resulting from damage to underground utilities or objects that are not adequately located by the property owner and/or the governing local underground locating service.
- North State Resurfacing carries appropriate Liability and Workman's Compensation insurance.
- Owner shall carry Fire, Tornado and any other pertinent insurance.
- Owner responsible for re-seeding grass and replacement of any shrubbery that may be disturbed during the project.
- Owner shall provide suitable area for storing materials such as fencing and electrical components.
- Owner understands that North State Resurfacing relies upon the Owner's promise to pay according to the terms of this Proposal/Contract. Therefore, a late charge of one and one half percent (1-1/2%) per month (18% per annum) will be added to all past due accounts. If it becomes necessary to employ a collection agency, or to initiate legal proceedings in order to enforce this agreement, North State Resurfacing shall be entitled to recover their costs and attorneys' fees, and such fees shall be added to this Proposal/Contract.
- Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

I confirm that my action here represents my electronic signature and is binding.

**Signature:** _____

**Date:** _____

**Print Name:** _____


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Town of Carthage
Board of Commissioners

# MEMORANDUM

Date: August 19th, 2024

To: The Board of Commissioners

From: Jamie Sandoval, Management Analyst

Subject: Chapter 93.02: Prevention and Abatement of Public Nuisance Proposed Update to Address Enforcement of Noise Violations.

---

At the previous Board of Commissioners meeting held on July 17th, there was a public comment regarding noise violations that were taking place on state highways and town roads. Town Staff have been working on a more enforceable ordinance to address these concerns.

## SUGGESTED MOTION(S)

**OPTON 1**

I make a motion to approve the update to the Town of Carthage Code of Ordinances, Chapter 93.02: Prevention and Abatement of Public Nuisance Ordinance as written and presented.

**Or**

**OPTION 2**

I make a motion to approve the update to the Town of Carthage Code of Ordinances, Chapter 93.02: Prevention and Abatement of Public Nuisance Ordinance with the following change(s):

_____

_____

_____

**Or**

**OPTION 3**

I make a motion to deny the update to the Town of Carthage Code of Ordinances, Chapter 93.02: Prevention and Abatement of Public Nuisance Ordinance for the following reason(s):

_____

_____

_____


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## § 93.02 PREVENTION AND ABATEMENT OF PUBLIC NUISANCE.

(A) The existence of any of the following conditions on any vacant lot or other parcel of land within the corporate limits is hereby declared to be dangerous and prejudicial to the public health or safety and to constitute a public nuisance.

(1) The uncontrolled growth of noxious weeds or grass to a height in excess of eight inches.

(2) The uncontrolled growth of bushes, weeds, vines, shrubbery and other vegetation that is or is likely to become a breeding ground, a habitat for or a harbor for rats, mice and other undesirable animals, mosquitos, flies, insects, snakes or other pests; or may conceal broken bottles, jagged edges, old boards with nails, sharp objects or other similar dangerous conditions that are likely to cause injury.

(3) The accumulation of rubbish, trash, junk, glass, equipment or building material that is causing a fire hazard; the accumulation of stagnant water; or the inhabitation therein of rats, mice, snakes or vermin of any kind.

(4) The accumulation of animal or vegetable matter that is offensive by virtue of odor or vapors or by the inhabitancy therein of rats, mice, snakes or vermin of any kind.

(5) The use of carports, open and screened porches, decks, open garages and other outdoor areas for a period greater than 24-hours in duration as a storage or collection place for boxes, appliances, furniture (but not typical outdoor or yard furniture), tools, equipment, junk, garbage, old, worn out, broken or discarded machinery and equipment, cans, containers, household goods or other similar condition that may increase the likelihood of a fire; may conceal dangerous conditions; may be a breeding place or habitat for mice, rats or other pests; or create an unattractive condition or visually blighted property.

(6) The placement, storage or use of upholstered sofas, couches, chairs or other indoor-type furniture, appliances, seats removed from motor vehicles or other furniture not intended for outdoor use by the manufacturer on any open porch, carport, stoop, deck, veranda, terrace, patio or other outdoor area that is visible from nearby streets and sidewalks.

(7) A collection place for lumber, bricks, blocks, nails, building hardware, roofing materials, scaffolding, masonry materials, electrical supplies or materials, plumbing supplies or materials, heating and air conditioning supplies or materials or any other type of old or unusable building supplies (especially those with nails, staples, or sharp objects and edges), unless such conditions are temporary in nature and caused by a current construction project in progress pursuant to a lawfully issued building permit.

(8) A storage place or place of collection for broken bottles, glass, tin, aluminum or other sharp, pointed, jagged objects or rusted metal.

(9) A collection place for paper, trash and plastic, discarded cups, food wrappers and containers or other materials that are likely to be blown from place to place.

(10) An open or unsecured storage place for chemicals, acids, oils, gasoline, flammable or combustible materials or flammable or combustible liquids, poisonous materials or other similar harmful or dangerous substances, gasses or vapors.

(11) Unacceptable noise levels as determined by the Police Department upon inspection. ***UNACCEPTABLE NOISE LEVELS*** are continuous noises that interfere with the public's ability to sleep, converse or conduct business.

(A) ***CONSTRUCTION.*** Preferred construction hours are from sunrise to sunset.
(B) ***MUSIC.*** Any excessive volume of music, as determined by the Police Department upon inspection, that interferes with the public's right to the peaceful enjoyment of their property or the ability to conduct business or other such activities. Cars driving within the Town Limits on both town roads and state highways, are also subject to this noise ordinance.
(C) ***LOUD EXHAUST.*** Car exhaust, or other appurtenances thereof, that produce an unacceptable noise level while driving anywhere within the Town Limits on both town roads and state highways are subject to this noise ordinance.
(D) ***GENERAL.*** Any other noise that interferes with the public's quality of peace shall be determined by the Police Department upon inspection.

(12) Any condition detrimental to the public health that violates the rules and regulations of the County Health Department.

(B) *Exceptions.* Notwithstanding the above, the following uses and the conditions associated with such uses shall not be considered as a nuisance, unless there are other circumstances that cause the use and/or the condition to become a nuisance.

*Businesses.* Unless expressly approved as part of a site plan or expressly allowed by land development regulations, outdoor storage for commercial and industrial uses is not permitted.

(Ord. passed 1-21-1997; Am. Ord. passed 3-17-2015; Am. Ord. passed 7-18-2016; Am. Ord. passed 8-15-2022)

## § 93.03 INVESTIGATION PROCEDURES.

The Town Manager, upon notice from any person of the possible existence of any of the conditions described in § 93.02, shall cause to be made by the appropriate County Health Department official, or town official, such investigation as may be necessary to determine whether conditions exist which may constitute a public nuisance as declared in § 93.02.

(Ord. passed 1-21-1997; Am. Ord. passed 8-15-2022)

# MEMORANDUM

Date: August 13, 2024

To: The Board of Commissioners

From: Commissioner Anton Sadovnikov

Subject: Discussion of Trail in Southbury Phase 4

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Commissioner Sadovnikov would like to discuss with the Board the planned trail extending from Southbury Phase 4 and connecting to E. Saunders Street.

**BACKGROUND SUMMARY**

On February 21, 2022, the Board approved a Conditional Zoning Request for David Chapman for the development of the Southbury Phase 4 subdivision as part of multiple phases and subdivisions extending from the Savannah Garden neighborhood off of Hwy 15-501 and extending to Pinehurst Avenue. During the public hearing, the Board found the following conditions to be consistent with the 2040 Land Use Plan and so placed them on the conditional zoning ordinance approval. They were accepted by the developer. They are as follows:

1. The property owner shall indicate in writing acceptance of all conditions of approval. Conditions shall run with the land.
2. R10-CZ zoning is approved subject to development occurring consistent with the conceptual drawing except as modified by these conditions.
3. The minimum lot area shall be 10,000 square feet. The minimum lot width shall be 70 feet.
4. The applicant shall provide for a gated emergency exit to Bingham Street. The width of the emergency exit right-of-way shall be established at time of preliminary plat but shall be no less than the width of Vick Street and will be subject to approval by the Fire Chief and County Fire Marshall.
5. The applicant shall provide for a sidewalk along one side of the road that connects to development to the south and for pedestrian connectivity to Saunders Street and Pinehurst Avenue.
6. At least one acre of green space shall be available on site for use by residents.
7. Open space shall be maintained by a homeowner's association and will not be assumed by the town.
8. A preliminary plat shall be reviewed by staff and the Planning Board. The Planning Board shall be delegated approval authority for the preliminary plat; the plat will not have to go


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before the Board of Commissioners. Staff shall approve construction drawings and final plats.

**CURRENT STATE OF CONSTRUCTION**

Attached you will find a map of the trail and a few pictures of the trail's current state of construction. Since construction began there have been discussions regarding some low areas along the trail that collect water, prompting a need to alter the path of the trail around the low spots which would bring the trail up beside a residential property located at 508 E. Saunders Street. You will also find attached a letter sent to the property owner after in-person discussions were held with town staff and the developer's engineer. The letter requests the homeowner's permission to install a privacy fence to separate the trail from their property and provide privacy from pedestrians utilizing the trail. The letter has not been returned to staff with the homeowner's signatures.


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October 18, 2023

Attn: Marc Phillips (marc6777@gmail.com

**RE: Buffer Fence around Walking Trail for Southbury Phase 4, PARID 00002785**

Good afternoon Mr. and Mrs. Phillips:

On October 05, 2023, the Town staff, Jennifer Hunt (Town Planner) and Allen Smith (Public Works Director) met you and your wife to discuss the walking trail located on PARID 00002785, which is for the development of Southbury Phase 4, located adjacent to your property located at 508 E Saunders Street. We discussed the necessity of the walking trail being moved to a higher typography and if that occurs and the natural vegetation buffer needs to be removed on the developer's property that the developer would install a fence to maintain privacy and separation between the public walking trail entrance and your front yard.

You and your wife were willing to accept the fence, so long as it maintains at least 6 feet tall and can go straight back toward the edge of your property near the bamboo in the back of your parcel. You would like to maintain as much of the yard space and vegetation as possible.

The developer is willing to pay for the fencing separation. If you and your wife agree to these terms, please sign this letter below. Thank you. We look forward to hearing from you! If you have any revisions or questions please do not hesitate to email me.

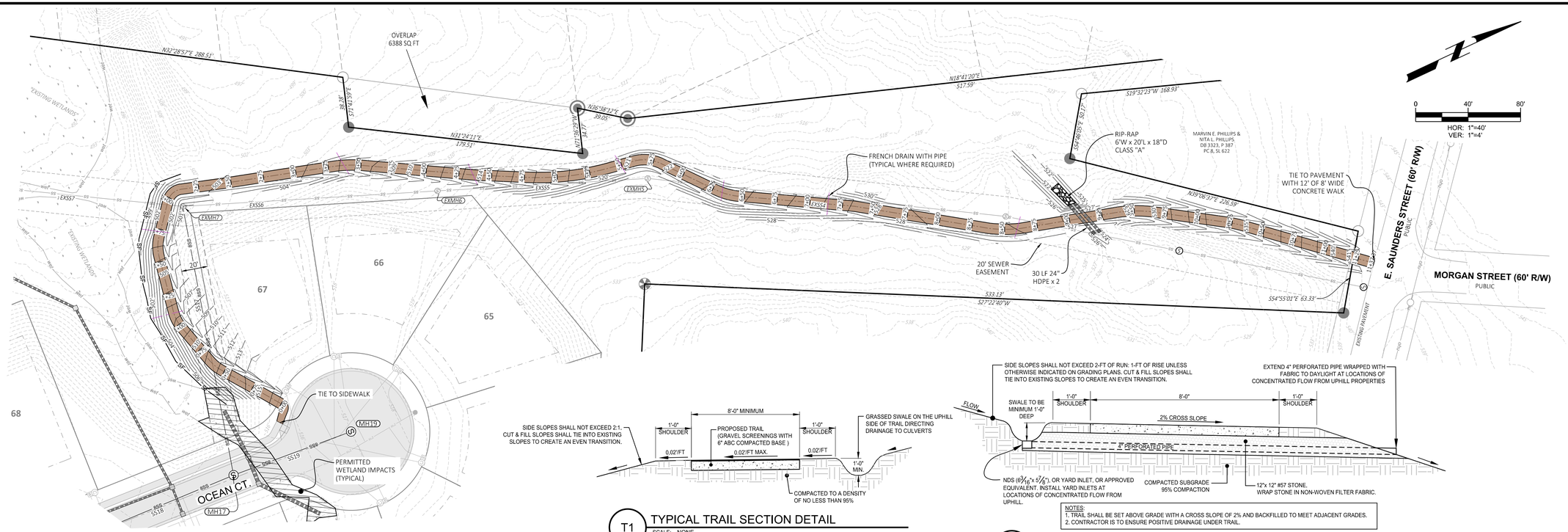
Marc Phillips _____ Date: _____

Nita Phillips _____ Date: _____

Sincerely,

Jennifer Hunt, Town Planner


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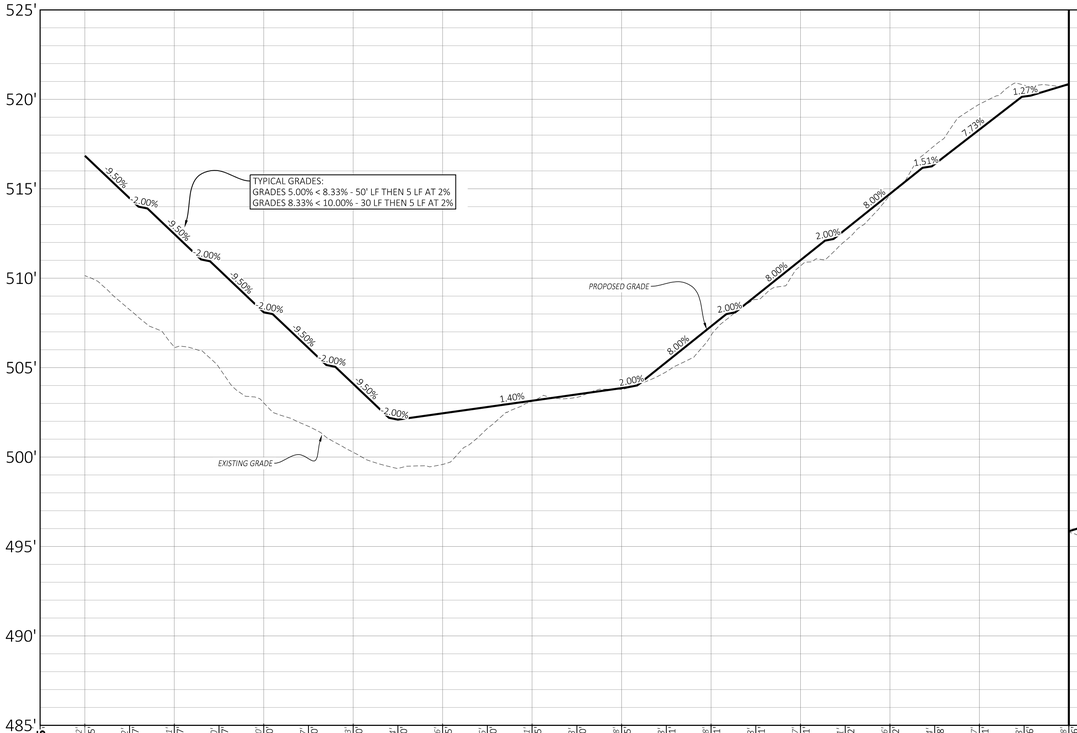


T1 TYPICAL TRAIL SECTION DETAIL
SCALE: NONE




NOTES:
1. TRAIL SHALL BE SET ABOVE GRADE WITH A CROSS SLOPE OF 2% AND BACKFILLED TO MEET ADJACENT GRADES.
2. CONTRACTOR IS TO ENSURE POSITIVE DRAINAGE UNDER TRAIL.

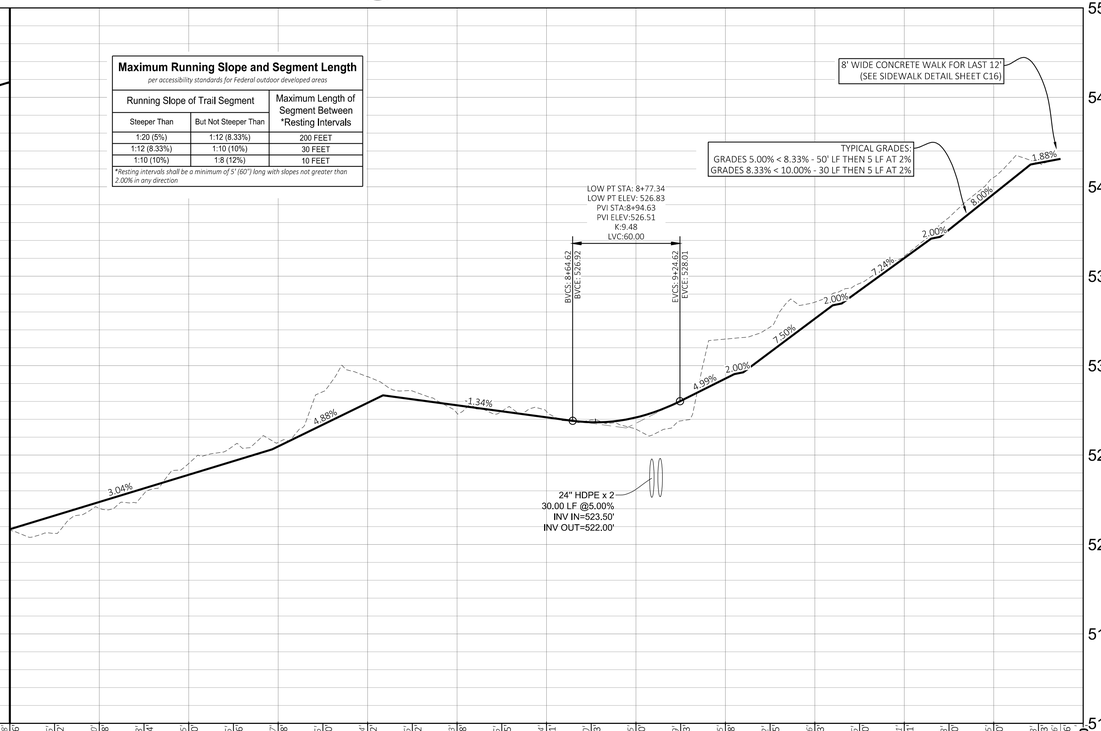
T2 FRENCH DRAIN AND 4" PIPE UNDER GREENWAY TRAIL
SCALE: NONE




**Maximum Running Slope and Segment Length**
*per accessibility standards for Federal outdoor developed areas*

| Running Slope of Trail Segment | | Maximum Length of Segment Between *Resting Intervals |
|---|---|---|
| Steeper Than | But Not Steeper Than | |
| 1:20 (5%) | 1:12 (8.33%) | 200 FEET |
| 1:12 (8.33%) | 1:10 (10%) | 30 FEET |
| 1:10 (10%) | 1:8 (12%) | 10 FEET |

*Resting intervals shall be a minimum of 5' (60") long with slopes not greater than 2.00% in any direction




CLIENT:
SOUTHBURY DEVELOPMENT, LLC

COCHRANE CASTLE CIRCLE
PINEHURST, NC 28374

SOUTHBURY SUBDIVISION PHASE 3 & 4

SHEET DESCRIPTION:

# WALKING TRAIL PLAN & PROFILE

REVISIONS:
9/25/23 ADDED WALKING TRAIL SHEET

SANDERS ENGINEERING
Sanders Engineering, PLLC
180 Perry Road
Southern Pines, NC 28387
Phone: (910) 725-1020
NC License # P-2463
WWW.SANDERSENGINEERS.COM

NORTH CAROLINA PROFESSIONAL SEAL 36249 ENGINEER M. SHANE SANDERS

**PRELIMINARY**
DO NOT USE FOR CONSTRUCTION

| | |
|---|---|
| PROJECT NUMBER: | 20119B |
| DRAWN BY: | MSS |
| SCALE: | 1" = 40' |
| DATE: | 8/10/22 |
| SHEET NUMBER: | C12.1 |


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# MEMORANDUM

Date: August 13, 2024

To: The Board of Commissioners

From: Emily Yopp, Town Manager

Subject: Utility Audit Findings

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1. **SUMMARY OF REQUEST:**
   Four (4) utility accounts have been found to owe considerable water and sewer usage fees beginning in 2020-2021. Based on the findings described below, the administrative staff is requesting the Board's consideration and a decision on how to proceed with billing these accounts. The Board should consider each case separately and direct staff on how they wish the amounts owed to be dealt with.

2. **BACKGROUND:**
   In May 2024, it came to the attention of the administrative staff that one of our utility accounts had been using water regularly but was only being charged the base rate amount for water and sewer usage totaling $48.74 each month. Steady base rate only charges are typical in certain cases such as when a homeowner is away for long periods of time and is not using water. In this case the homeowner had been living in their home for 2 years and had been using their water and sewer daily. Concerned that this may be indicative of an error in our billing system or meter reading system, this case prompted the staff to conduct a two-month long audit of approximately 1,600 utility accounts to identify any that were receiving only base rate charges ($48.74) but that were using the service or any other issues. The findings of that audit and the accounts identified are below.

**Case #1**

| | |
|---|---|
| Account Number: | 470-2 |
| Type of Property: | New home constructed December 2021 |
| Usage Dates: | 12/31/21 to 4/30/24 |
| Water Owed: | $1,484.99 |
| Sewer Owed: | $2,227.23 |
| **Total Owed**: | **$3,712.22** |

**Details**:

- On June 15, 2020, property owners submitted to the Town an application to install new water and sewer taps for a new construction home. Property already had installed one set of water/sewer meters where property owners had built a detached garage w/ apartment where they would reside while the primary home was being built.

- Based on utility billing usage for the garage-apartment meters it is estimated that the property owners lived in the garage apartment between 12/19/2020 to 12/31/2021.


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- In 2021, the Town was engaged in the AMI Meter Replacement project to upgrade the old manual read meters to cellular ones.

- On July 19, 2021, a "Meter Replacement Form" was submitted indicating that the meter located at the garage-apartment had been changed from the old to the new one. It is believed that the primary dwelling received a new meter from the beginning and so no form is on file notating the switch.

- On 12/31/2021, usage at the primary dwelling began to be recorded however an account was never created in the billing software system. Upon investigation, a new utility service application was not on file for this meter which would have prompted staff to create the account for the primary dwelling. It is unknown how the water to the primary dwelling was activated.

- The account with the garage-apartment meter began showing a steady billing rate of $48.74 on 1/31/2022 which indicates the property owner moved into the primary dwelling around this time and stop using water at the garage-apartment. This is confirmed by water usage recorded by the meter connected to the primary dwelling and shown in the Badget Meter monitoring system.

- Upon conversation with the property owner regarding this matter the following statements and confirmations were made:

    - The property owners confirmed they lived in the garage-apartment during the times indicated and that they moved into the new home in the timeframe indicated by the billing and meter monitoring system.

    - When staff explained that they should have been receiving two separate bills, one for the garage-apartment and one for the home, the property owners confirmed they had only ever received one utility bill and were not aware that they should have been receiving two.

    - Staff pointed out on the monthly billing statements for the past 2 years that the description box denoted the bill as having been issued to the "Apartment", not the home. Property owners stated that they had never noticed the description box and were under the impression that the bill they were receiving was for both meters.

    - Staff asked if the property owner had noticed that the bills they had been receiving went from different billing amounts (indicative of active usage during their residency in the garage-apartment) to a steady $48.74 for the last 2 years, never changing. The property owner indicated to staff that they had not noticed this and had no reason to believe that the billing being sent to them was inaccurate.

The property owners are requesting that the amount owed be forgiven citing the following reasons; 1) the error was not their fault; 2) they are retired and on a fixed income and this matter creates a financial hardship for them.

**Case #2**

| | |
|---|---|
| Account Number: | 982-1 & 983-X |
| Type of Property: | Commercial Business |
| Usage Dates: | 12/2021 to 5/2024 |
| Water Owed: | $4,698.82 |
| Sewer Owed: | $6,733.43 |
| **Total Owed**: | **$11,432.25** |

**Details:** See attached summary report.

**Case #3**

| | |
|---|---|
| Account Number: | 831-2 |
| Type of Property: | Existing home |
| Water Owed: | $267.27 |
| Sewer Owed: | $311.15 |
| Trash Owed: | $167.86 |
| **Total Owed**: | **$1,088.74** |

**Case #4**

| | |
|---|---|
| Account Number: | 509-1 |
| Type of Property: | Commercial Business |
| Usage Dates: | February 2023 to May 2024 |
| Water Owed: | $2,604.24 |
| Sewer Owed: | $1,260.64 |
| **Total Owed**: | **$2,150.62** |

**Details:** See attached summary report

3. **STAFF CONCLUSION**:
The cumulative total owed to the Town of Carthage utility systems for these cases is **$22,550.90**.

General Ordinance 51.037 only allows the staff to authorize a payment plan no more than 6 months long and the payment cannot be less than the customer's normal bill. These 4 cases, however, are special circumstances that may warrant the Board to authorize the staff to work with these account owners to accommodate longer payment plans or lower payment amounts in addition to their current monthly billing so as not to further financially burden the payee.

For cases 1 and 2, it is possible that the errors in the billing system were caused, in part, by the implementation of the new cellular metering system. Any time a large-scale project such as this takes place errors are likely to occur.

For cases 3 and 4, decisions will need to be made based on the facts presented to the Board in the summary reports for each account. There is no indication that these cases were affected by the metering system upgrade as they occurred after or soon after the project had been completed.

Administrative staff have since instituted a monthly utility account audit procedure to catch any accounts such as these before they accrue large amounts owed which is understandably frustrating to Carthage's utility customers as well as the staff who work with our utility system to achieve a high level of service to our community.

## SUGGESTED MOTION(S)

No suggested motions. The Board is advised to consider these cases and give direction to the administrative staff on how each case should be handled and what actions staff should take.


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# CASE #2

## Water Account Audit Completed May 31, 2024

[redacted]

[redacted]

Meter #211218520

Endpt #140043319

Acct. #[redacted]982-1

Billing Account

Non-Billing Meter

**VACANT METER**

[redacted]

Meter #211218724

Endpt #140037257

Acct. #[redacted]983-X

Non-Billing Account

Billing Meter

[redacted] has two meters as they have taken up two retail spaces in the building. One meter is currently not used. Unfortunately, when the meter change-out for the new Beacon System was done, the meter numbers were not correctly attached to the accounts. This lead to the billing account ([redacted]982-1) being attached to the non-billing meter. The billing meter was erroneously attached to the NON-billing account.

[redacted] has received only base charges for their water usage since December 2021. That consists of $17.50 for the water meter, $19.25 for the sewer meter, and $11.99 for the trash, which totals $48.74 per month.

The amounts due are as follows, and figures for those totals may be found in the table below. As the customer has already paid the $48.74 per month for the base charges, those amounts are NOT included in the final totals:

| | |
|---|---|
| Total amount due for 2022 (including Dec 2021) | $ 4,215.93 |
| Total amount due for 2023 | $ 4,880.91 |
| Total amount due for 2024 (January—May) | $ 2,335.41 |
| **Total Amount Due to Town** | **$11,432.25** |



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| Date of Bill | Total Consumption in Gallons | Cost of Water Used Minus Base Fee | Cost of Sewer Used Minus Base Fee | Total Amount Owed |
|---|---|---|---|---|
| Dec-21 | 16960 | $119.34 | $176.14 | $295.48 |
| Jan-22 | 15982 | $110.73 | $164.99 | $275.72 |
| Feb-22 | 16047 | $111.30 | $165.73 | $277.03 |
| Mar-22 | 19179 | $138.87 | $201.44 | $340.31 |
| Apr-22 | 19227 | $139.29 | $201.99 | $341.28 |
| May-22 | 20444 | $150.00 | $215.86 | $365.86 |
| Jun-22 | 19219 | $139.22 | $201.90 | $341.12 |
| Jul-22 | 17311 | $122.43 | $180.14 | $302.57 |
| Aug-22 | 19025 | $137.51 | $199.68 | $337.19 |
| Sep-22 | 20793 | $153.07 | $219.84 | $372.91 |
| Oct-22 | 19327 | $140.17 | $203.13 | $343.30 |
| Nov-22 | 19061 | $137.83 | $200.09 | $337.92 |
| Dec-22 | 16453 | $114.88 | $170.36 | $285.24 |
| | | ***$1,714.64*** | ***$2,501.29*** | ***$4,215.93*** |
| Jan-23 | 19613 | $142.69 | $206.39 | $349.08 |
| Feb-23 | 17032 | $119.97 | $176.96 | $296.93 |
| Mar-23 | 18243 | $130.63 | $190.77 | $321.40 |
| Apr-23 | 25659 | $195.89 | $275.31 | $471.20 |
| May-23 | 21702 | $161.07 | $230.20 | $391.27 |
| Jun-23 | 23108 | $173.44 | $246.23 | $419.67 |
| Jul-23 | 20974 | $154.66 | $221.90 | $376.56 |
| Aug-23 | 27782 | $214.57 | $299.51 | $514.08 |
| Sep-23 | 26978 | $207.50 | $290.35 | $497.85 |
| Oct-23 | 23915 | $180.54 | $255.43 | $435.97 |
| Nov-23 | 21022 | $155.08 | $222.45 | $377.53 |
| Dec-23 | 23588 | $177.67 | $251.70 | $429.37 |
| | | ***$2,013.71*** | ***$2,867.20*** | ***$4,880.91*** |
| Jan-24 | 24612 | $186.68 | $263.38 | $450.06 |
| Feb-24 | 25672 | $196.00 | $275.46 | $471.46 |
| Mar-24 | 25393 | $193.55 | $272.28 | $465.83 |
| Apr-24 | 27148 | $208.99 | $292.29 | $501.28 |
| May-24 | 24450 | $185.25 | $261.53 | $446.78 |
| | | ***$970.47*** | ***$1,364.94*** | ***$2,335.41*** |
| | | | | ***$11,432.25*** |


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# CASE #3

## Water Account Audit Completed June 7, 2024

[redacted]

[redacted]

Meter #211218674

Endpt #140040792

Acct. #[redacted]831-2

In an audit of all Town Utility accounts, [redacted] account was flagged for an error. Upon investigation of the account, it was found that since November of 2022, her account for [redacted] (Acct #[redacted]831-2) had not been being billed for the consumption used in both sewer and water, as well as trash service.

Upon further investigation, it was discovered that her account had erroneously been flagged as a "non-profit account" in our billing system. It is unclear how this error occurred and we have sent in a ticket with the software provider to see if they can do a deeper audit into the issue, but as of yet, we have no results.

[redacted] has received a bill for her services each month with amount of consumption listed and a balance of $0.00 each month. The last true bill she received and paid was the bill posted on October 31, 2022.

The amounts due are as follows, and figures for those totals may be found in the table below. As the customer has not paid for any services, the trash is also figured in the final totals:

| | |
|---|---|
| Total amount due for 2022 (including Dec 2021) | $ 106.67 |
| Total amount due for 2023 | $ 639.61 |
| Total amount due for 2024 (January—May) | $ 342.46 |
| **Total Amount Due to Town** | **$1,088.74** |



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| Date of Bill | Total Consumption in Gallons | Cost of Water Used Minus Base Fee | Cost of Sewer Used Minus Base Fee | Cost for Trash Service | Total Amount Owed |
|---|---|---|---|---|---|
| 22-Nov | 491 | $19.81 | $23.57 | $11.99 | $55.37 |
| 22-Dec | 190 | $18.39 | $20.92 | $11.99 | $51.30 |
| **2022 Totals** | | ***$38.20*** | ***$44.49*** | ***$23.98*** | ***$106.67*** |
| 23-Jan | 44 | $17.71 | $19.64 | $11.99 | $49.34 |
| 23-Feb | 75 | $17.85 | $19.91 | $11.99 | $49.75 |
| 23-Mar | 14 | $17.57 | $19.37 | $11.99 | $48.93 |
| 23-Apr | 421 | $19.48 | $22.95 | $11.99 | $54.42 |
| 23-May | 188 | $18.38 | $20.90 | $11.99 | $51.27 |
| 23-Jun | 214 | $18.51 | $21.13 | $11.99 | $51.63 |
| 23-Jul | 187 | $18.38 | $20.90 | $11.99 | $51.27 |
| 23-Aug | 168 | $18.29 | $20.73 | $11.99 | $51.01 |
| 23-Sep | 131 | $18.12 | $20.40 | $11.99 | $50.51 |
| 23-Oct | 212 | $18.50 | $21.12 | $11.99 | $51.61 |
| 23-Nov | 2321 | $28.41 | $39.67 | $11.99 | $80.07 |
| 23-Dec | 78 | $17.87 | $19.94 | $11.99 | $49.80 |
| **2023 Totals** | | ***$229.07*** | ***$266.66*** | ***$143.88*** | ***$639.61*** |
| 24-Jan | 465 | $19.69 | $23.34 | $11.99 | $55.02 |
| 24-Feb | 1614 | $25.09 | $33.45 | $11.99 | $70.53 |
| 24-Mar | 1848 | $26.19 | $35.51 | $11.99 | $73.69 |
| 24-Apr | 1354 | $23.86 | $31.17 | $11.99 | $67.02 |
| 24-May | 2034 | $27.06 | $37.15 | $11.99 | $76.20 |
| **2024 Totals (to May)** | | ***$267.27*** | ***$311.15*** | ***$167.86*** | ***$342.46*** |
| | | | | | ***$1,088.74*** |


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# CASE #4

## Water Account Audit Completed May 31, 2024

| **FMS Information** | | **BEACON Information** | | **In-Ground Information** | |
|---|---|---|---|---|---|
| [redacted] | | [redacted] | | [redacted] | |
| FMS Meter | # 211218870 | Beacon Meter | # 211218497 | In-Ground Meter | # 211218497 |
| Endpt | # 140026123 | Endpt | # 140025920 | In-Ground Endpt | # 140025920 |
| Account | # [redacted]509-1 | Account | # [redacted]509-X | | |

There was a serious mix-up with numbers during a meter change-out on February 2, 2023. The numbers of the endpoints, which actually read the meters was working on the correct accounts, but the meter numbers had been erroneously entered into FMS at the change-out. The issue was that "used" meters were used due to a need for a one-inch meter which was not in stock. The "old" meter number was not removed correctly from the previous account prior to adding it to the new account, thus duplicating the meter in our FMS system. This was a error made by staff.

[redacted] has received only base charges for their water and sewer usage since February 2023. That consists of $17.50 for the water meter and $19.25 for the sewer meter, which totals $36.75 per month.

The amounts due are as follows, and figures for those totals may be found in the table below. As the customer has already paid the $36.75 per month for the base charges, those amounts are NOT included in the final totals:

| | |
|---|---|
| Total amount due for 2023 | $ 2,604.24 |
| Total amount due for 2024 (January—May) | $ 3,713.45 |
| **Total Amount Due to Town** | **$6,317.69** |


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| Date of Bill | Total Consumption in Gallons | Cost of Water Used Minus Base Fee | Cost of Sewer Used Minus Base Fee | Total Amount Owed |
|---|---|---|---|---|
| 23-Feb | 15467 | $106.20 | $159.12 | $265.32 |
| 23-Mar | 18664 | $134.33 | $195.57 | $329.90 |
| 23-Apr | 18581 | $133.60 | $194.62 | $328.22 |
| 23-May | 22335 | $166.64 | $237.42 | $404.06 |
| 23-Jun | 23014 | $172.61 | $245.16 | $417.77 |
| 23-Jul | 25028 | $190.34 | $268.12 | $458.46 |
| 23-Aug | 34079 | $275.70 | $373.75 | $649.45 |
| 23-Sep | 20505 | $150.54 | $216.56 | $367.10 |
| 23-Oct | 20022 | $146.28 | $211.05 | $357.33 |
| 23-Nov | 15890 | $109.92 | $163.94 | $273.86 |
| 23-Dec | 17956 | $128.10 | $187.50 | $315.60 |
| | | ***$1,714.26*** | ***$2,452.81*** | ***$4,167.07*** |
| 24-Jan | 18935 | $136.72 | $198.66 | $335.38 |
| 24-Feb | 20829 | $153.39 | $220.25 | $373.64 |
| 24-Mar | 23310 | $175.22 | $248.53 | $423.75 |
| 24-Apr | 26865 | $206.50 | $289.06 | $495.56 |
| 24-May | 28188 | $218.15 | $304.14 | $522.29 |
| | | ***$889.98*** | ***$1,260.64*** | ***$2,150.62*** |
| | | ***$2,604.24*** | ***$3,713.45*** | ***$6,317.69*** |


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# MEMORANDUM

Date: August 13, 2024

To: The Board of Commissioners

From: Emily Yopp, Town Manager

Subject: Policies Recommended for Grant Reporting

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The following policies are recommended to be adopted by the Board prior to the use of ARPA funding for any grant projects we have been awarded funding for. We have a couple of projects that utilize ARPA funding to include our downtown revitalization projects and some of our utility improvement projects.

## SUGGESTED MOTION(S)

**OPTION 1**
I make a motion to approve the 2-year extension agreement with the NC Transportation Museum for the display of one Tyson and Jones buggy and to authorize the Town Manager to execute the agreement as written and presented.

**OPTION 2**
I make a motion to approve the 2-year extension agreement with the NC Transportation Museum for the display of one Tyson and Jones buggy and to authorize the Town Manager to execute the agreement with the following changes:

_____

_____

**OPTION 3**
I make a motion to disapprove this extension agreement for the following reasons:

_____

_____


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# ARPA Nondiscrimination Policy

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

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

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

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

**RESOLVED**, That the governing board of the Town of Carthage hereby adopts and enacts the following nondiscrimination policy, which shall apply to the operations of any program, activity, or facility that is supported in whole, or in part, by expenditures CSLFRF pursuant to the ARP/CSLFRF award.

## Nondiscrimination Policy Statement

It is the policy of the Town of Carthage to ensure that no person shall, on the ground of race, color, national origin (including limited English Proficiency), familial status, sex, age, or disability, be excluded from participation in, be denied the befits of, or be otherwise subject to discrimination under any program or activity administered by the Town of Carthage including programs or activities that are funded in whole or part, with Coronavirus State and Local Fiscal

Recovery Funds ("CSLFRF"), which the Town of Carthage received from the U.S. Department of Treasury ("Treasury") pursuant to Sections 602 and 603 of the Social Security Act, as added by Section 9901 of the American Rescue Plan Act of 2021, Pub. L. No. 117-2 (herein the "ARP/CSLFRF award").

## I. Governing Statutory & Regulatory Authorities

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

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

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

To ensure compliance with Title VII of the Civil Rights Act of 1964, and Title 31 Code of Federal Regulations, Part 22, the Civil Rights Restoration Act of 1987, and other pertinent

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

nondiscrimination authorities, the Town of Carthage shall prohibit, at a minimum, the following practices in its administration of CSLFRF pursuant to the ARP/CSLFRF award:

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

## III. Reporting & Enforcement

1. The Town of Carthage shall cooperate in any enforcement or compliance review activities by the Department of the Treasury. Enforcement may include investigation, arbitration, mediation, litigation, and monitoring of any settlement agreements that may result from these actions. The Town of Carthage shall comply with information requests, on-site compliance reviews, and reporting requirements.

2. The Town of Carthage shall maintain a complaint log and inform the Treasury of any complaints of discrimination on the grounds of race, color, or national origin (including

limited English proficiency covered by Title VI of the Civil Rights Act of 1964 and implementing regulations and provide, upon request, a list of all such reviews or proceedings based on the complaint, whether pending or completed, including the outcome. The Town of Carthage shall inform the Treasury if it has received no complaints under Title VI.

3. Any person who believes they have been aggrieved by a discriminatory practice under Title VI has a right to file a formal complaint with the Treasury. Any such complaint must be in writing and filed with the Treasury's Title VI Coordinator within one hundred eighty (180) days following the date of the alleged discriminatory occurrence.

4. Any person who believes that because of that person's race, color, national origin, limited English proficiency, familial status, sex, age, religion, or disability that he/she/they have been discriminated against or unfairly treated by the Town of Carthage in violation of this policy should contact the following office within 180 days from the date of the alleged discriminatory occurrence:

Kim Gibson, Town Clerk
townclerk@townofcarthage.org
(910) 947-2331


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**Record Retention Policy: Documents Created or Maintained Pursuant to the ARP/CSLFRF Award**

**Retention of Records**: The Coronavirus Local Fiscal Recovery Funds ("CSLFRF") Award Terms and Conditions and the Compliance and Reporting Guidance set forth the U.S. Department of Treasury's ("Treasury") record retention requirements for the ARP/CSLFRF award.

It is the policy of the Town of Carthage to follow Treasury's record retention requirements as it expends CSLFRF pursuant to the APR/CSLFRF award. Accordingly, the Town of Carthage agrees to the following:

- Retain all financial and programmatic records related to the use and expenditure of CSLFRF pursuant to the ARP/CSLFRF award for a period of five (5) years after all CLFRF funds have been expended or returned to Treasury, whichever is later.
- Retain records for real property and equipment acquired with CSLFRF for five years after final disposition.
- Ensure that the financial and programmatic records retained sufficiently evidence compliance with section 603(c) of the Social Security Act "ARPA," Treasury's regulations implementing that section, and guidance issued by Treasury regarding the foregoing.
- Allow the Treasury Office of Inspector General and the Government Accountability Office, or their authorized representatives, the right of right of timely and unrestricted access to any records for the purpose of audits or other investigations.
- If any litigation, claim, or audit is started before the expiration of the 5-year period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved.

**Covered Records**: For purposes of this policy, records are information, regardless of physical form or characteristics, that are created, received, or retained that evidence the Town of Carthage's expenditure of CSLFRF funds on eligible projects, programs, or activities pursuant to the ARP/CSLFRF award.

Records that shall be retained pursuant to this policy include, but are not limited to, the following:

- Financial statements and accounting records evidencing expenditures of CSLFRF for eligible projects, programs, or activities.
- Documentation of rational to support a particular expenditure of CSLFRF (e.g., expenditure constitutes a general government service);
- Documentation of administrative costs charged to the ARP/CSLFRF award;


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- Procurement documents evidencing the significant history of a procurement, including, at a minimum, the rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for contract cost or price;
- Subaward agreements and documentation of subrecipient monitoring;
- Documentation evidencing compliance with the Uniform Guidance property management standards set forth in 2 C.F.R. §§ 200.310-316 and 200.329;
- Personnel and payroll records for full-time and part-time employees compensated with CSLFRF, including time and effort reports; and
- Indirect cost rate proposals

**Storage:** The Town of Carthage's records must be stored in a safe, secure, and accessible manner. Wherever practicable, such records should be collected, transmitted, and stored in open and machine-readable formats.

**Departmental Responsibilities:** The Town of Carthage and its employees who are responsible for creating or maintaining the covered documents in this policy shall comply with the terms of this policy. Failure to do so may subject the Town of Carthage to civil and/or criminal liability. Any employee who fails to comply with the record retention requirements set forth herein may be subject to disciplinary sanctions, including suspension or termination.

The Town Clerk and Triangle J Council of Governments are responsible for identifying the documents that the Town of Carthage must or should retain and arrange for the proper storage and retrieval of records, and shall ensure that all personnel subject to the terms of this policy are aware of the record retention requirements set forth herein.

**Reporting Policy Violations**: The Town of Carthage is committed to enforcing this policy as it applies to all forms of records. Any employee that suspects the terms of this policy have been violated shall report the incident immediately to Triangle J Council of Governments. The Town of Carthage prohibits any form of discipline, reprisal, intimidation, or retaliation for reporting incidents of inappropriate conduct of any kind, pursuing any record destruction claim, or cooperating in related investigations.

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**Questions About the Policy**: Any questions about this policy should be referred to: Kim Gibson ((910) 947-2331; townclerk@townofcarthage.org), who is in charge of administering, enforcing, and updating this policy.


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Town of Carthage
Board of Commissioners

# MEMORANDUM

Date: August 19, 2024

To: The Board of Commissioners

From: Jennifer Hunt, Town Planner

Subject: Call for a Public Hearing for Special Use Permit (SUP-01-24) for a small car lot located at 405 Monroe Street, PARID 00000357, Zone B-2 "Central Business District Fringe"; Petitioner: Charles Steadwell

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**SUMMARY OF REQUEST**

The applicant and owner, Charles Steadwell is seeking a Special Use Permit for a small car lot located at 405 Monroe Street, parcel 00000357. This parcel is approximately half an acre in the B-2 "Central Business District Fringe" zoning district. This project is located at the corner of East Barrett Street and Monroe Street. "Motor Vehicle Sales" are a permitted use in this zoning jurisdiction. Mr. Steadwell has been working with Kevin Lindsay, an engineer with Crawford Design Company, to design a small car lot. Mr. Steadwell is requesting a Special Use Permit to ask for relief from building a sidewalk along East Barrett, because there is no curb and gutter there and he believes there is insufficient space on the lot to install a safe sidewalk. Also, Mr. Steadwell is requesting an exception to allow for crepe myrtles on Monroe Street to be counted as buffer bushes even though they are in the right of way. The Special Use Permit process is a quasi-judicial process, like a court hearing. The Commissioners are encouraged not to discuss the project except at the public hearing. The Unified Development Ordinance (UDO) Section 100.38-8, Section 100.38-10 discuss the specific terms of the Public Hearing and Board of Commissioners Action on the Special Use Permit. We encourage the Commissioners and the public to read these sections.

## SUGGESTED MOTION(S)

**OPTION 1**

I move to call a Public Hearing for the purpose of hearing SUP-01-24 the request for a Special Use Permit for Charles Steadwell at the regular scheduled meeting scheduled on Monday, September 16, 2024, at 6:30 p.m. to be held in the McDonald Building, located at 207 McReynolds Street.

**OPTION 2**

I move to deny a Public Hearing for the purpose of considering the request for a Special Use Permit for Charles Steadwell for the following reason(s): _____

_____

# Town of Carthage

## *Resolution*

Call for a Public Hearing for SUP-01-24 a Special Use Permit Request for the property located at 405 Monroe Street, (PID 00000357)

**WHEREAS**, Charles Steadwell, submitted a Special Use Permit request, on behalf of himself so that he may have relief from installing a sidewalk on the property located at 405 Monroe Street (PID #00000357).

**NOW, THERFORE, BE IT RESOLVED**, that the Town of Carthage Board of Commissioners adopt this resolution and call for a Quasi-Judicial Hearing to be held on September 16, 2024, at 6:30 p.m. inside the McDonald Building located at 207 McReynolds Street and that the Town Clerk make all public notices as required.

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The foregoing resolution, having been submitted to a vote, received the following vote and was duly adopted and ordained this 19th day of August 2024.

_____
Jimmy Chalflinch, Mayor

Ayes: _____
Nays: _____
Absent/Excused: _____

Attest:

_____
Kimberly Gibson, Town Clerk


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