



# Town of Carthage

Board of Commissioners  
Regular Meeting  
October 20, 2025 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 before beginning 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 at the 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 Regular Meeting held on September 18, 2025 (pg. 1-7)
- Budget Amendment #5 – Receive & Allocate Funds from Vision 4 Moore Organization to Pay Off-Duty and Auxiliary Officers for Security (pg. 8)
- Budget Amendment #6 – Receive & Allocate Funds from Moore County Fair and Grace Church to Pay Off-Duty and Auxiliary Officers for Security (pg. 9)
- Budget Amendments #7 and #8 – Receive & Allocate Health Insurance Refunds (pg. 10)

### **PUBLIC COMMENT SESSION**

Members of the public are invited to use this time to address the Board of Commissioners with any presentations, questions, or concerns. All public comments made during a public hearing should be withheld until the public hearing has begun and the floor is opened for 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 before the start of the public comment session.

### **REPORTS**

- Manager's Report (pg. 11-49)
- Departmental Reports (pg. 50-61)

## **PUBLIC HEARING**

- a. PUBLIC HEARING – Contiguous Annexation (ANX.25.01) Request for Four Lots on Kindletree Lane (PID #00001712); Petitioner: On Site Homes, LLC (Kim Gibson, pg. 62-75)

## **NEW BUSINESS**

- a. Water Project Award Resolution(s) - (RES.25.21) (Emily Yopp, pg. 76-82)
- b. Bulk Water Policy Review (Jamie Sandoval, pg. 83-85)
- c. Recommendation to Modify Phasing of Downtown Revitalization Plan (Emily Yopp, pg. 86-87)
- d. Amendment to Town Ordinance Chapter 112 (ORD.25.11): Peddlers and Solicitors (Emily Yopp/Brady Herman, pg. 88-94)
- e. Resolution (RES.25.19) to Request to Consider Temporary Utility Payment Relief Policy in Response to Government Shutdown (Emily Yopp, pg. 95-99)
- f. Call for a Public Hearing (RES.25.22) for UDO amendments required by SL 2025-94/HB926 (Jamie Sandoval, pg. 100-101)
- g. Call for a Public Hearing (RES.25.23) for Rezoning Request for PID #s 00002513 & 00006932 (501 Townes Development); Petitioner: Southbury Development, LLC (Kim Gibson, pg. 102-103)
- h. Request for Approval of Fire Chief, Brian Tyner to Be Appointed to Carthage Fire and Rescue's Relief Fund Board (Kim Gibson/Chief Brian Tyner, pg. 104-105)
- i. Request for Reconsideration of Flock Safety Implementation (Chief Bart Davis, pg. 106-107)

## **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.

## **CLOSED SESSION**

As allowed by NC General Statute § 143-318.11(a)(5)

**Establishing or instructing staff on the public body's negotiating position for the acquisition of real property.**

As allowed by NC General Statute § 143-318.11(a)(6)

**Discussion of personnel matters.**

## **ADJOURNMENT**

# Town of Carthage

North Carolina

BOARD OF COMMISSIONERS



## MEETING AGENDA & BOARD MATERIALS

Regular Monthly Meeting

October 20, 2025

The McDonald Building  
207 McReynolds Street  
Carthage, NC 28327

# M I N U T E S



Town of Carthage,  
North Carolina

Board of Commissioners  
Regular Meeting  
September 15, 2025

McDonald Building  
207 McReynolds Street  
Carthage, NC 28327

Regular Public Meeting





# Town of Carthage

## Board of Commissioners

Regular Meeting

April 15, 2024

6:30 p.m.

### ROLL CALL

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

### CALL TO ORDER

Mayor Pro Tem John McDonald called the meeting of the Carthage Board of Commissioners to order and requested that attendees turn off their cell phones to proceed with the meeting.

### INVOCATION – Mayor Pro Tem John McDonald

Mayor Pro Tem John McDonald led the invocation.

### PLEDGE OF ALLEGIANCE – Commissioner Brent Tanner

### APPROVAL OF AGENDA

Emily Yopp, Town Manager, requested one addition to the agenda - adding to new business a request to move forward with ordering a new fire engine as proposed in the Capital Improvement Plan adopted in April. She had finally received all the numbers and needed approval to proceed.

Mayor Pro Tem McDonald noted that the board may add, remove, or rearrange items on the agenda before the meeting. While motions and votes are not required to approve the agenda, there must be unanimous consent. He stated that historically, they have voted to approve the agenda.

#### **MOTION**

*Commissioner Dan Bonillo moved to approve the agenda with the addition of the discussion on the fire engine. Commissioner Anton Sadovnikov seconded the motion. The motion passed with a 5-0 vote.*

### CONSENT AGENDA

Mayor Pro Tem McDonald explained that all items listed below are considered routine and will be enacted by one motion, with no separate discussion held except at the request of a member to remove an item from the consent agenda.

## **MOTION**

*Commissioner Sadovnikov moved to accept the consent agenda. Commissioner Bonillo seconded the motion. The motion passed with a 5-0 vote.*

## **PUBLIC COMMENT SESSION**

No members of the public signed up to speak.

## **REPORTS**

### **Manager's Report**

Emily Yopp, Town Manager, presented updates on several ongoing projects. She reported that work continues steadily with the Michael Graves design team for the new town hall. The structural engineer, Sam D'Alessio, and Michelle Portman visited the site on September 2nd and performed a thorough inspection, noting areas that need to be addressed during construction. The design portion remains on track according to schedule.

Ms. Yopp recognized the Public Works Department for volunteering to remove all vinyl and metal siding from the building, saving the town from having to hire outside contractors. She thanked Allen Smith, Public Works Director, and his team for their excellent work.

For the downtown revitalization project, Ms. Yopp mentioned she has a meeting scheduled with the design team and Duke Energy to discuss potentially moving power lines on the Martin Street side due to their current placement.

Regarding storm damage updates at Summit Street and Nancy Kiser Hill, LKC Engineering has completed surveys of both areas. As of the meeting, no notifications had been received about storm relief funding available to municipalities from Tropical Storm Chantal. The Summit Street road repair will need to be bid out due to exceeding cost thresholds, and companies bidding must have bridge expertise because of the culverts running under the roadway. The hill repair can be done locally, so staff will begin gathering quotes.

On administrative updates, Ms. Yopp noted that Jennifer Locklear, Town Planner, is officially on maternity leave with her new baby, Zeke. Chris Lawson, interim planner with Central Pines, has started working 15 hours per week handling planning and zoning calls and emails.

The strategic planning staff retreat was conducted on September 9th. Executive staff worked with the Central Pines team to discuss how to implement the goals set by the Board of Commissioners. Alana Keegan and her team will put together a strategic plan for review before bringing it to the Board for adoption.

Finally, Ms. Yopp announced that the Mural Committee is planning a mural dedication for October 9th at 5:30 PM.

### **Departmental Reports**

The departmental reports were included in the agenda packet.

## **MOTION**

*Commissioner Sadovnikov moved to open the public hearing on this request. Commissioner Tanner seconded the motion. The motion passed with a 5-0 vote.*

## PUBLIC HEARINGS

***a. PUBLIC HEARING – Rezoning Request for 201 E. Barrett Street (PID #00000868 from R-10 to CBD; Petitioner: Wallace Chandler, Jr.)***

Emily Yopp presented the rezoning request from Wallace Scarborough Chandler, Jr., who is seeking to rezone his property at 201 East Barrett Street from R-10 (Residential) to CBD (Central Business District). The property is located at the cross streets of North McNeill and East Barrett Street and is approximately 0.682 acres according to Moore County GIS.

Ms. Yopp explained that the applicant's letter indicated he wishes to extend the CBD zoning to allow for increased non-residential usage, as the property currently abuts CBD zoning. The future land use designation for this area in the adopted 2040 Land Use Plan is "Downtown."

She noted that behind the property is CenturyLink's warehouse area. The Planning Board had conducted a public meeting and voted unanimously to recommend approval of the rezoning request.

Mr. Chandler was present but declined to add any additional comments. Mayor Pro Tem McDonald confirmed with Mr. Chandler that the property has been a rental.

Commissioner Bonillo commented that this seems like a logical evolution from R-10 to CBD zoning. He asked about original plans for the property, to which Mr. Chandler indicated there were no immediate development plans. Discussion ensued about the property's location and its relationship to nearby landmarks.

### ***MOTION***

*Commissioner Sadovnikov moved to approve the zoning request as it is consistent with the adopted land use plan in that it is coordinated and intentional in its area and may provide support for downtown business development. Commissioner Al Barber seconded the motion. The motion passed with a 5-0 vote.*

### ***MOTION***

*Commissioner Sadovnikov then moved to approve R-02-25 as written and presented. Commissioner Barber seconded the motion. The motion passed with a 5-0 vote.*

## OLD BUSINESS

***a. Amanda Beneviat to Address the Board Regarding Conditional Zoning Request Withdrawal from August Meeting***

Emily Yopp explained that Amanda Beneviat had come before the Board last month for a conditional zoning request for her property on Summit Street. During that hearing, the application was withdrawn when conditions were offered that she didn't feel comfortable accepting. Ms. Beneviat submitted a letter requesting a refund of her conditional zoning fees.

Ms. Yopp clarified that staff time, public notices in newspapers, and adjoining property letters had already been expended. The concept behind planning and zoning fees is that developers (anyone developing land for any purpose) pay fees to offset costs that would otherwise be borne by taxpayers.

Discussion followed about the circumstances of the withdrawal. Ms. Yopp clarified that during the previous meeting, the Board had offered a condition that if Ms. Beneviat did not build a house within 5 years, she would need to come back before the Board. Ms. Beneviat stated she did not want to agree to any conditions regarding building a house, as she didn't know when that might occur.

Commissioner Sadovnikov noted the fees represent staff time incurred, similar to court fees regardless of case outcome. Commissioner Bonillo explained that Ms. Beneviat had entered a conditional zoning request but then stated she would not accept any conditions, which seemed contradictory to the nature of the request. Commissioner Tanner expressed concern that approving refunds would set a precedent for future denied applications.

### **MOTION**

*Commissioner Bonillo moved to deny Ms. Beneviat's request to refund her fees for the conditional zoning request from last month. Commissioner Sadovnikov seconded the motion. The motion passed with a 5-0 vote.*

#### **b. Discuss Addition of Masonry Foundation to Needmore Community Sign**

Jamie Sandoval, Management Analyst, presented findings from site visits with Public Works Director Allen Smith to assess the Needmore sign location. Staff does not recommend building up the site with fill dirt due to potential drainage issues that could affect the residence at 108 Old Glendon Road. The topography shows water naturally drains to this corner from multiple directions.

Staff recommends adding a masonry foundation to lift the sign for better visibility rather than filling the area. Two masonry quotes were previously presented: Howell's Masonry at approximately \$7,735 and Locklear Construction at \$6,500. Since the meeting materials were prepared, a new quote for a plain concrete foundation was obtained for \$2,500.

The concrete option would create a 4-foot by 8-foot by 24-inch tall block for the sign to sit on, bringing the total height to about 6 feet. This could later be faced with brick or stone veneer as budget allows. The area could also be landscaped with community involvement.

Discussion followed about safety concerns with a permanent structure near the road, drainage implications, and aesthetic considerations. Cheryl Degraffenreid from the Needmore community stated they simply want the sign up and don't want anything embarrassing for the neighborhood.

Commissioner Bonillo disclosed that he had secured the concrete quote and offered to recuse himself from the vote due to this involvement.

### **MOTION**

*Commissioner Barber moved to accept Commissioner Bonillo's recusal from this issue. Commissioner Tanner seconded the motion. The motion passed 4-0.*

Commissioners discussed various options for making the concrete look presentable, including coloring, veneers, and future landscaping. Commissioner Sadovnikov noted this would be a top priority in the next budget planning session.

### **MOTION**

*Commissioner Tanner moved to approve the Board of Commissioners decision to use the concrete block for the base of the sign. Commissioner Sadovnikov seconded the motion. The motion was approved with a 4-0 vote.*

## **NEW BUSINESS**

### **a. Road Closure Request for Annual Christmas Parade**

Kim Gibson, Town Clerk, presented the annual request for road closures from the NC Department of Transportation for the Christmas Parade to be held on Saturday, December 13, 2025.

### **MOTION**

*Commissioner Bonillo recommended approval of Resolution RES.25.17 allowing for the closure of all necessary roads from 4:30 PM until 8:30 PM for the Carthage Christmas Parade to be held on Saturday, December 13, 2025. Commissioner Tanner seconded the motion. The motion carried 5-0.*

### **b. Approval Request for Destruction of Fire Department Records per the North Carolina Department of Natural and Cultural Resources Division of Archives and Records Retention Schedule**

Kim Gibson presented the request for destruction of Fire Department records according to state retention schedules. Donna Damon has been working on this project since being hired about a year ago. The records date from 1996 through 2021 and would be destroyed by fire/burning pending Board approval. Sample destruction logs were provided for review.

### **MOTION**

*Commissioner Sadovnikov moved to approve the destruction of the obsolete Fire Department records by fire/burning as presented. Commissioner Bonillo seconded the motion. The motion carried with a 5-0 vote.*

### **c. Call Public Hearing for Contiguous Annexation Request for Four Lots on Kindletree Lane (PID #00001712); Petitioner: On Site Homes, LLC**

Kim Gibson presented a request from On Site Homes, LLC for contiguous annexation of property known as PID #00001712 on Kindletree Lane. The property consists of one lot with four individual addresses, totaling approximately 6.65 acres in the Town's ETJ. The property is located near Union Church Road between Priest Hill Road and Stage Road. All town departments confirmed services are available to the area.

Discussion indicated this appears to be infill development beginning to occur in the area.

### **MOTION**

*Commissioner Bonillo moved to call a Public Hearing to hear the request of On Site Homes, LLC for contiguous annexation of the property located at Kindletree Lane, PID #00001712 to be held on Monday, October 20, 2025 at 6:30 pm at the McDonald Building located at 207 McReynolds*

Street. Commissioner Sadovnikov seconded the motion. The motion passed unanimously with a 5-0 vote.

**d. Fire Engine Purchase (Added Item)**

Emily Yopp presented the request to move forward with ordering a new fire engine as proposed in the fiscal year 25-26 Capital Improvement Plan. The build time is 800 days, with the first payment not due until year 5 (estimated at \$114,000). The total cost to build the engine is \$1,160,329. The proposal price remains valid through the end of September.

Fire Chief Brian Tyner explained that once this engine is received, they have another one close to 20 years old but will try to extend its life as long as possible. Commissioner Bonillo noted there is an antitrust lawsuit involving some fire truck manufacturers but confirmed this vendor is not involved.

**MOTION**

*Commissioner Bonillo motioned that the board approve this request and authorize staff to place the order for the new fire engine as proposed. The motion was seconded by Mayor Pro Tem McDonald and approved by a vote of 5-0.*

**FINAL COMMENTS**

Commissioners had no additional comments. Mayor Pro Tem McDonald observed the changing seasons would make work less hot and thanked everyone for their efforts. He also inquired about water line work near the post office, noting it appears the line may need replacement under the sidewalk.

**ADJOURNMENT**

**MOTION**

*Commissioner Bonillo moved to adjourn the meeting. Commissioner Sadovnikov seconded the motion. The motion carried with a 5-0 vote.*

**The meeting was adjourned at 7:26 PM.**

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The foregoing minutes, having been submitted to a vote, received the following vote and was duly adopted and ordained this 20<sup>th</sup> day of October, 2025.

Ayes: \_\_\_\_\_  
Nays: \_\_\_\_\_  
Absent/Excused: \_\_\_\_\_

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Jimmy Chalfinch, Mayor

Attest:

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Kimberly Gibson, Town Clerk

Date: October 20, 2025

To: The Board of Commissioners

From: Kesha Matthews, Finance Director

Subject: **BUDGET AMENDMENT #5 – RECEIVE & ALLOCATE FUNDS FROM VISION 4 MOORE ORGANIZATION TO PAY OFF-DUTY AND AUXILIARY OFFICERS FOR SECURITY**

[illegible]

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent/Excused: \_\_\_\_\_

Kimberly Gibson, Town Clerk

# Town of Carthage Board of Commissioners



## MEMORANDUM

Date: October 20, 2025

To: The Board of Commissioners

From: Kesha Matthews, Finance Director

Subject: BUDGET AMENDMENT #6 – RECEIVE & ALLOCATE FUNDS FROM MOORE COUNTY FAIR AND GRACE CHURCH TO PAY OFF-DUTY AND AUXILIARY OFFICERS FOR SECURITY

### Budget Amendment #6

The Moore County Fair Organization and Grace Church requested assistance from the Carthage Police Department to provide police presence at their events. This amendment is to receive and allocate the funds from the organizations to pay our off duty and auxiliary officers for providing this assistance.

					NUMBER 6
2025/2026 BUDGET AMENDMENT					
GENERAL FUND					
OCTOBER 2025					
				INCREASE	NEW
Account Code		BUDGET	(DECREASE)		BUDGET
REVENUES:					
10-364-01	POLICE OFF DUTY	440	2,723		3,163
	EMPLOYMENT CONTRACT				0
					0
EXPENDITURES:					
10-510-03	OFF DUTY EMPLOYMENT	440	2,723		3,163
	SALARY				0
					0
					0

The foregoing Budget Amendment, having been submitted to a vote, received the following vote and was duly adopted and ordained this 20<sup>th</sup> day of October 2025.

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent/Excused: \_\_\_\_\_

\_\_\_\_\_  
Jimmy Chalfinch, Mayor

Attest:

\_\_\_\_\_  
Kimberly Gibson, Town Clerk



# Town of Carthage Board of Commissioners



## MEMORANDUM

Date: October 20, 2025  
To: The Board of Commissioners  
From: Kesha Matthews, Finance Director  
Subject: BUDGET AMENDMENTS #7 and #8 – HEALTH INSURANCE REFUNDS

### Budget Amendments #7 and #8

When the NCLM discontinued the Health Insurance Trust, an account audit was completed and showed that we had overpaid for some employees due to incorrect coding and timing of some employee resignations. This amendment is to receive and allocate the refund.

2025/2026 BUDGET AMENDMENT GENERAL FUND OCTOBER 2025					NUMBER 7
Account Code		BUDGET	INCREASE (DECREASE)	NEW BUDGET	
REVENUES:					
10-335-00 MISC		20,000	3,033	23,033	
EXPENDITURES:					
10-420-98 CONTINGENCY/RESERVE		0	3,033	3,033	

2025/2026 BUDGET AMENDMENT POWELL BILL FUND OCTOBER 2025					NUMBER 8
Account Code		BUDGET	INCREASE (DECREASE)	NEW BUDGET	
REVENUES:					
15-335-00 MISCELLANEOUS INCOME		0	384	384	
EXPENDITURES:					
15-570-06 INSURANCE		4,605	384	4,989	

The foregoing Budget Amendment, having been submitted to a vote, received the following vote and was duly adopted and ordained this 20<sup>th</sup> day of October 2025.

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent/Excused: \_\_\_\_\_

\_\_\_\_\_  
Jimmy Chalfinch, Mayor

Attest:

\_\_\_\_\_  
Kimberly Gibson, Town Clerk



# MANAGER'S REPORT

Date: October 20, 2025  
To: Carthage Board of Commissioners  
From: Emily D. Yopp, Town Manager

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## 1. New Town Hall Design Update

We continue to work toward construction plans for the new Town Hall. The design team has been conducting thorough studies of the structure as well as electrical, plumbing and other areas. We have also discussed preliminary site plans and interior layouts as well as more detailed/decorative matters such as lighting and kitchen design. I have included for your review:

- A preliminary conceptual site plan.
- The Schematic Design/Design Development Narrative.

As of our last meeting on October 3, 2025, the project schedule is as follows:

- 11.03.25 – Consultants to send Construction Drawings (CD) review set of drawings to Michael Graves (MG)
- 11.11.25 – Consultants to send CD updated drawings and specification sections to MG.
- 11.12.25 – MG to send bid documents to Town Manager for final review.
- 11.17.25 – Bid documents complete and ready to go out to bid.

## 2. Downtown Revitalization Project Update

The most recent update is regarding a needed change in phasing. I will discuss this matter as part of your New Business agenda.

## 3. Update on Storm Damages at Summit Street and Nancy Kiser Hill

On 9/30/25, the State of North Carolina approved funding to repair damages caused by Tropical Storm Chantal in affected counties, including Moore County. Per instructions from the State, we are waiting on a representative of the State to speak with us regarding our request for funds to repair Summit Street and Nancy Kiser hill. Allen Smith and Kesha Matthews are taking the lead on this project and have been gathering all of the documentation necessary to apply for funding.

## 4. Temporary Classroom Space for Fire Training School

As the Sandhills Fire Training Academy undergoes facility upgrades, the Carthage Fire Department will serve as a temporary classroom location for displaced students and instructors. We are proud to support regional fire training efforts by offering the use of our training room, ensuring continuity in education and professional development for future firefighters. This collaboration highlights our department's commitment to service and community partnership.

Respectfully Submitted,

Emily D. Yopp, Town Manager

SCHEMATIC DESIGN / DESIGN DEVELOPMENT NARRATIVE

## **CARTHAGE TOWN HALL RENOVATION**

Project No. MGC-25004-00

Date 09.22.2025

**MICHAEL  
GRAVES**  


MICHAEL GRAVES ARCHITECTURE  
4431 Monroe Road, Charlotte, NC, 28205  
T 609.924.6409, MICHAELGRAVES.COM

## TABLE OF CONTENTS

Architectural Narrative – Michael Graves	pages 3-26
Structural Narrative – THP Limited	pages 27-33
Electrical and Plumbing Narrative – AME Consulting Engineers	pages 34-37
Site & Civil Narrative – CES Group Engineers	pages 38-...

## ARCHITECTURAL DESIGN NARRATIVE

**Project:** Carthage Town Hall Renovation  
**Project Number:** MGC-25004-00  
**Project Phase:** Schematic Design / Design Development  
**Date:** 09.22.2025

## PROJECT BACKGROUND AND TEAM

Michael Graves submitted a Statement of Qualifications for the “Carthage Town Hall Revitalization Project Design Services” to the Town of Carthage on April 4, 2025. The Town of Carthage selected the Michael Graves team for the project and entered into a contract for architectural and engineering services in July of 2025. The Carthage Town Hall Renovation project kick-off meeting was held on August 12, 2025 in the current Carthage Town Hall conference room, with a site visit taking place immediately after the meeting.

The Client team for this project consists of:

- Emily Yopp, Town Manager, Town of Carthage (primary point of contact)
- Allen Smith, Public Works Director, Town of Carthage
- Lindsay Whitson, Community and Economic Development Director, Central Pines Regional Council

The Architectural and Engineering (AE) Team for this project consists of:

- Michael Graves - Architectural
  - Dane Suchoza, Principal
  - Becky Stambaugh, Principal
  - Matt Messick, Principal-in-Charge
  - Michelle Portman, Project Manager (primary point of contact)
- THP Limited - Structural
  - Brad Saalfeld, Project Executive
  - Sam D'Alessio, Project Manager
- CES Group Engineers - Site and Civil
  - Jake Modestow, Project Manager
- AME Consulting Engineers – Mechanical, Electrical, and Plumbing (MEP)
  - Scott Thompson, Project Manager
  - Nick Thrailkill, Electrical Designer
  - David Ware, Plumbing Designer

## PROJECT MEETINGS

Emily Yopp is the primary point of contact for the Client team, and Michelle Portman is the primary point of contact for the AE Team. Four (4) Client + AE Team meetings and three (3) AE Team site visits have taken place since August 2025. The Architectural Narrative below, and the three attached narratives from THP, CES, and AME, are the result of communication with the Client and collaboration between the AE Team over the six-week Schematic Design / Design Development phase.

## OWNERSHIP AND USE

The building and site are owned by the Town of Carthage and will be used as Town Hall and a Visitor's Center for heritage tourism. The building was previously used as a law office. A stated goal of the project is to create a welcoming place for both citizens and visitors.

## HISTORIC PRESERVATION APPROACH

The original structure has, thankfully, had few changes over the years. Our historic preservation approach is to (1) remove later additions such as the enclosure of the rear (kitchen) porch that alter the understanding and function of the building, (2) remove inappropriate later materials such as vinyl siding and drop ceilings, and (3) provide updates such as an ADA bathroom in a seamless manner.

## EXISTING CONDITIONS AND RECOMMENDED REPAIRS - GENERAL

The house was designed by architect Frank B. Simpson of Raleigh for Mr. J. P. Sinclair of Carthage. The exterior walls of the house are load-bearing brick. The roof structure, interior walls, floor structure, and porch structure are wood.

The original 1910 home and site have had few additions or alterations over the last 115 years. The date of the garage is unknown, but it is likely original to the site or a very early addition. A retaining wall was added to the site much later. During construction, a second bathroom (which does not appear on the original drawings) was added to the first floor. The rear (kitchen) porch has been enclosed and the stairs leading to the porch from grade have been removed. A triangular addition has been made to the north porch extending it to the north kitchen door. Stairs from the north kitchen door to grade have been removed. During on-site discussions between Emily and Michelle, it was determined that reopening the rear (kitchen) porch and reinstalling the stairs to grade would be included in the renovation project as an alternate. Removing the triangular addition to the north porch was also discussed, but no decision was made.

## EXISTING CONDITIONS AND RECOMMENDED REPAIRS - ROOFING

The roofing on the main block of the house and kitchen, originally metal shingle, has been replaced with asphalt shingles. Large piles of sheet metal shingles of various configurations were found in the basement. The roofing on the widow's walk and dormer wings was originally flat-seam tin. The roofing on the first-floor porch and porte cochre is shown on the original drawings as "paradox" roofing.

“Paradox” was most likely a proprietary name for an early tar paper, built-up roofing. The roofing on all low-slope roofs has been replaced with membrane roofing. Original tin-lined, sheet metal gutters have been covered with membrane roofing.

All existing roofing and flashing reached the end of its serviceable lifespan many years ago and is in need of full replacement. We recommend replacing the roofing on the main block and the kitchen with metal shingles, but this may be cost prohibitive. Other suitable materials will be investigated. Low-slope roofing will be replaced with modern, adhered, roll roofing. Flashing at chimneys will be replaced with new sheet metal step-flashing, and chimney caps will be added. Crickets may be installed at chimneys to improve drainage away from the masonry. Gutters and downspouts will be repaired and replaced as needed.

The widow's walk railing is galvanized sheet metal. It is in moderate condition, needing only minor repairs and repainting. Decorative finials and railing at the front dormer, shown on the original drawings, were either never installed or removed at some point in the past due to deterioration. These decorative elements will not be added during the renovation.

## **EXISTING CONDITIONS AND RECOMMENDED REPAIRS – PORCHES**

The four double-height front columns have “compo,” short for composition, capitals. Compo is a mix of glue, oil, and resin with a filler, usually chalk or sawdust. This mixture was pressed into molds and left to harden, allowing many items to be made from a single carved mold. Compo was commonly used for decorative architectural features during the late 19<sup>th</sup> and early 20<sup>th</sup> centuries. The double-height column shafts contain a structural 4x6 inside a round, built-up board housing. The column bases are cast iron, and the column plinths are cast stone. The lower portions of the exterior housing of all four large columns require repair.

The single-height porch columns have/had clay capitals. Only four original capitals remain, and one is damaged and in need of repair. Another damaged clay capital was found in the basement. Most of the single-height porch column capitals have been replaced with wood blocking and boxing. Railings are not shown on the first-floor porch in the original drawings, and were most likely added during construction due to site conditions.

The second-floor porch and porte cochere roof railing is wood. This railing is missing in many locations, and what remains is in poor condition. During on-site discussions between Emily and Michelle, it was decided that only the railing at the front elevation, covered by the main roof, would be restored. Additional wood railing will be removed. Elements that can be reused during the renovation or for future repairs will be stored under the first-floor porch. New modern porch railings, with minimal visual impact, will be added on either end with gates to access adjacent flat roof areas.

The first-floor porch decking is wood. Selective replacement of boards will be required. Porch and porte cochere ceilings are tongue and groove boards, some with edge beading. Missing and damaged ceiling boards will be replaced to match existing. Wood railings will be repaired.

## **EXISTING CONDITIONS AND RECOMMENDED REPAIRS – WOOD TRIM, WINDOWS, AND DOORS**

Due to the failure of the gutters, the wood soffits will need to be replaced in almost all locations around the building. As part of this renovation, existing storm panels will be retained, and only significantly damaged window sash will be repaired. The window surrounds on the SE and SW elevations will be stripped to bare wood, repaired, primed, and repainted. The stained front doors, side lights, and transoms will be refinished. The second-floor porch door and transom, also stained, will be refinished. All door hardware, interior and exterior, will be repaired or replaced as needed.

## **SITE DESIGN – ADA**

New ADA parking spaces will be located on the south side of the porte cochere. A new accessible path will be created from the ADA parking spaces to the existing ramp to the front porch.

## **SITE DESIGN – CIVIL**

A new gravel parking lot for twenty cars will be located off Marion Street at the rear of the building. Reopening the rear (kitchen) porch and reconstructing the stairs will allow the kitchen door to act as the primary staff entrance to the building and a catering entrance for events.

## **STRUCTURAL**

Limited structural work is needed in the main attic, primarily at the dormer. More significant structural work is required at the first-floor porch and porte cochere headers / beams atop the columns.

## **ARCHITECTURAL – FIRST FLOOR**

The original front doors will be made ADA accessible. The first floor will be used for a heritage tourism Visitor's Center, conference area for the Mayor, and office locations for Customer Service (Maria Block), Utility Billing (Donnalee Damon), and the Town Clerk / HR Officer (Kim Gibson). The historic bathroom will be retained, but the tub will be removed. The two modern bathrooms will be combined into one ADA bathroom. The kitchen will serve as a kitchenette (no stove) and break room for staff. The front porch will serve as a community space for citizens and visitors. The side porch will serve as an outdoor break room for staff. Plaster walls and ceilings will be repaired with plaster or covered with gypsum board, depending on the severity of their existing condition. Drop ceilings and carpet will be removed.

## **ARCHITECTURAL – SECOND FLOOR**

The second floor will house Town of Carthage offices. Citizens will be able to access the second floor but will not be encouraged to do so. The historic bathroom will be retained, but the tub will be removed. Plaster walls and ceilings will be repaired with plaster or covered with gypsum board, depending on the severity of their existing condition. Drop ceilings will be removed. A guardrail with minimum visual impact will be added atop the existing stair railing at the hall.



## **MECHANICAL**

The existing HVAC units will be retained. Isolators to limit vibration may be added.

## **ELECTRICAL**

Lighting fixtures will be addressed room by room. Some ceiling pendants will be retained, others will be replaced. Wall sconces will be added in some rooms. Utilitarian lighting will be added in the kitchen. Security lighting will be added to the porch and exterior. LED Fixtures will be utilized where possible for energy efficiency and long-term use.

## **PLUMBING**

In the original first and second floor bathrooms, (1) historic sinks will be retained, (2) tubs will be removed, and (3) toilets will be replaced. The two modern, first floor bathrooms will be combined into one ADA bathroom with an ADA sink and toilet. Sinks in rooms that are not bathrooms will be removed, and the associated supplies and drains will be capped. The kitchen will have a sink, potentially in the current location, and a dishwasher will be added.



The front (NE) elevation of the building from across Monroe Street



East oblique of the building





South oblique of the site from across Marion Street



South oblique of the building





Rear (SW) of the site from the property line



West oblique of the building



The front porch



The front door, sidelights, and transom





The SE side porch



The porte cochere





The NW side porch



The triangular addition off the NW side porch





The widow's walk roof and railing, looking south



The dormer roof





The porte cochere roof



The kitchen roof and chimney





The south chimney



Railing at the SE porch roof





Railing at the porte cochere roof



Railing at the SE porch roof





The second floor porch



Railing at the NW porch roof





The NW porch roof



The kitchen roof and chimney



The parlor



The living room





The first floor bedroom



The underside of the grand stair





The dining room



The kitchen



The butler's pantry and closet/pantry from the kitchen

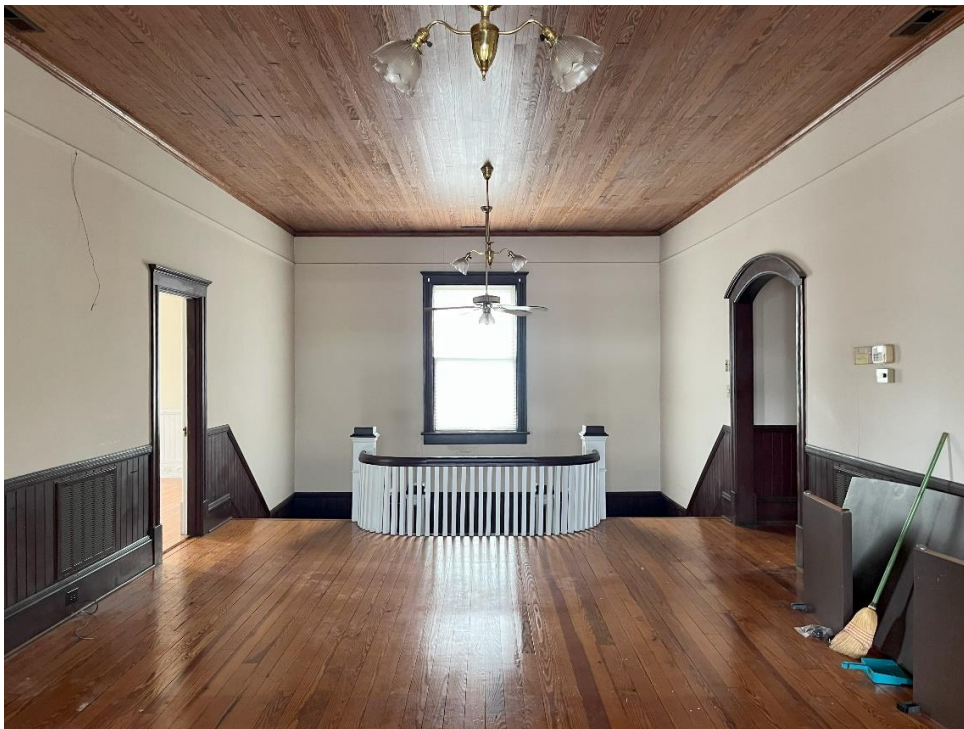


The enclosed rear (kitchen) porch





The grand stair



The second floor hall





The second-floor hall



The second-floor north bedroom



The second-floor east bedroom



The second-floor south bedroom

THP#: 25127.00

**Carthage Town Hall Renovation**  
**Schematic Design/Design Development Structural Narrative**

**A. INTRODUCTION**

THP was retained by Micahel Graves as the structural engineering consultant for the renovation of 208 Monroe St to become the new Carthage Town Hall. The project scope includes repairing the existing structure, envelope, and upgrades to the building interior. This narrative summarizes the structural engineering design through the end of the Schematic Design/Design Development phase. The goal is to describe the areas requiring structural repairs and provide concepts for the repairs.

208 Monroe St was constructed in around 1910 and originally served as the residence of Mr. J.P. Sinclair. It is a 2-story wood framed structure with wood floor joists, wood floor beams, roof joists and rafters, and exterior masonry bearing walls. The foundation consists of masonry foundation walls on footings. The existing drawings do not document the existing building foundations. The floor framing is typically 2x10 joists at 16" o.c., and the roof consists 2x8 ceiling joists with 2x6 roof rafters at 16" o.c. The structure has a wrap around porch and roof on 3-sides, the north, east, and west sides, with a porte cochere on the east side. The main roof covers the porch roof on the north side with four 2-story columns supporting the north end of the main roof. The main entrance is on the north elevation onto the first floor. The building includes 2-floors, 1-story kitchen on the south side, basement, and attic. The attic is unfinished storage space with an access stair to the widows walk roof. There is a dormer on the north side of the roof. The basement includes a finished and unfinished portion. The basement under the kitchen area on the south side of the house is finished and exits onto grade. Grade slopes across the site with the high side to the north.

The porch roof and floor framing includes 2x joists spanning parallel to the building façade framing into double 2x beams that bear on the existing masonry walls and frame into a perimeter beam or foundation wall. The perimeter beam is double 2x10 with a 4" gap between 2x10s. The porch floor is typically 2x7 joists and beams, the porch roof is typically 2x6 joists and beams with tapered shims on the beams to achieve the roof slope. The porch floor has a 2x10 rim board around the perimeter of the porch that bears on the masonry foundation. The Porte Cochere roof framing has a north and south double 2x10 beam with a 4" gap between 2x10s and 2x6 joists spanning north to south.



## **B. CODE REQUIREMENTS FOR EXISTING BUILDINGS**

The North Carolina Building Code and International Building Code dictate the requirements for upgrade or reinforcement of existing buildings. The codes address alterations to existing buildings and how they impact both gravity load carrying and lateral load carrying members. For gravity members they require that altered elements be analyzed and reinforced to conform with the current code if an alteration causes an increase in design gravity load of more than 10 percent. In addition to this requirement the code also states that any existing gravity load-carrying structural element whose capacity is decreased as part of the alteration shall be shown to have the capacity to resist the applicable design gravity loads required by the code for new structures.

For lateral loading the codes require that where the alteration increases design lateral loads, or where the alteration results in a structural irregularity, or where the alteration decreases the capacity of any existing lateral load-carrying structural element, the structure of the altered building shall be shown to meet the current code requirements for wind load and at least a modified seismic loading per ASCE-41. The codes do provide the exception that any existing lateral load carrying element whose demand-capacity ratio is increased by less than 10% after the alteration is considered may remain unaltered. It should be noted that the baseline case for the comparison is the original design, and the analysis must consider cumulative modifications to the structure over time.

## **C. CODES AND SPECIFICATIONS**

1. North Carolina Building Code, 2018.
2. 2015 International Building Code
3. ASCE 7-10, Minimum Design Loads for Buildings and Other Structures
4. American Wood Council (AWC) 2015 "National Design Specification for Wood Construction"
5. APA – Engineered Wood Association APA PDS-12 "Panel Design Specification"

## **D. STRUCTURAL LOADS AND DESIGN CRITERIA**

1. Live Load:
  - a. Assembly/Stairs: 100 psf (locations of assembly areas may need additional reinforcing)
  - b. First Floor Corridors: 50 psf (pending approval by the building department)
  - c. Offices: 50 psf

- d. Corridors above First Floor: 50 psf (pending approval by the building department)
  - e. Partition allowance: 15 psf
  - f. Roof: 20 psf uniform, 300# concentrated
2. Superimposed Dead Load:
  - a. Ceiling and Mechanical: 10 psf typical.
  - b. Roofing allowance: 15 psf
3. Snow Load
  - a. Ground Snow Load: 10 psf
4. Seismic load
  - a. Risk Category: II
  - b. Soil Site Class: D (Assumed)
  - c. Seismic Design Category: C
5. Wind load:
  - a. Basic wind speed: 115 mph ultimate
  - b. Wind exposure: B
  - c. Risk Category: II

## **E. Structural Repairs**

The structural scope of work for the project Includes repairing the existing structure to its pre-damaged condition. A survey was completed by THP on 9/2/2025 to review the existing structure for damaged structural members. Repairs are primarily needed in the attic space and at the porch floor, roof and porte cochere. Refer to the architectural narrative for additional information regarding repairs to the building envelope and interior renovations.

Repairs in the attic:

- Ceiling Joists and rafter tail ends (Photo 1): The ends of the ceiling joists were observed to have moisture damage at the building soffits along the northeast corner and north elevation to the west of the dormer above the porch roof. The ceiling joist ends support the roof rafters above and have soffit attached to the underside. Recommended repairs to the ceiling rafter ends include sistering new 2x6 wood framing onto the existing ceiling joists with a nailed/screwed connection to develop the loads from the roof rafters on the cantilevered ends of the ceiling joists into the undamaged portion of the ceiling joists. Repairs at approximately 15 locations.
- Dormer Post supports: The posts between the windows and at each side on the north elevation of the dormer are supported by the 1x roof decking. Moisture damage to the roof decking at these posts has led to the posts to be unsupported. Recommended repairs include re-supporting the posts with 2x wood members framing into the roof rafters.

- Top Plate at the Widows Walk (Photo 2): At the corners of the widows walk the top plate for the walls supporting the roof rafters and widows walk framing has moisture damage. Repairs appear to have been completed in the past. The recommended repairs for the damaged area will include replacing the top plate with new 2x wood top plate. Repairs at each corner.
- Roof Deck boards: Refer to architectural narrative for locations of deck board replacement.

#### Porch Roof:

- Perimeter beam (Photo 3): At three locations around the perimeter of the porch roof the perimeter beam has moisture damage. The perimeter beam consists of (2) 2x10 beams spaced at 6" o.c. spanning porch column to porch column. Moisture damage to the perimeter beam at two locations on the north elevation appeared to be limited to the mid-span between columns. Recommended repairs include adding (2) 2x10 in the gap between existing beams with nailed or screwed connections to the existing beam. At the east side of the porch the perimeter beam will need to be replaced from the northwest corner to the column one bay north of the end of the porch roof. Replacing the perimeter beam will require temporary shoring at two (2) 2x6 beams framing into the perimeter beam.
- Double 2x6 beam end repairs (Photo 4): At locations where moisture damaged the perimeter beams, damage was observed at the ends of the double 2x beam ends. Recommended repairs to the beam end include temporarily re-supporting the beams while the damaged ends of the beams are removed and new members sistered on to make the connection to the perimeter beams. Repairs at approximately 8 locations.
- Porch Ceiling Joist Replacement (Photo 5): Moisture damage to the ceiling joists were observed in the northeast corner of the porch roof. Recommended repairs include replacing the damaged ceiling joists with new 2x6 wood framing.
- Roof Deck boards: Refer to architectural narrative for locations of deck board replacement.

#### Porte Cochere:

- South Edge Beam (Photo 6): The south beam at the porte cochere roof was observed to have moisture damage. Recommended repairs include replacing the double 2x10 beam. Existing ceiling boards covered the joists at this end. Repairs to the joist may be required once they can be reviewed.
- Joists ends at north side of Porte Cochere: Moisture damage was observed at the joist ends in the northwest corner of the porte cochere roof framing. Recommended repairs include reinforcing the joist ends by sistering 2x6 wood framing to the ends with a new connection to the double 2x10 beam at the north end. Repairs at approximately 5 joists.



- Roof Deck boards: Refer to architectural narrative for locations of deck board replacement.

Porch Floor:

- Perimeter Rim Board (Photo 7): The rim board on two locations on the north side of the porch and along most of the east end of the porch was observed to have moisture damage. The recommended repairs include removing areas where wood members are rotted and replace with a new rim board.
- Double 2x7 beam end repairs (Photo 8): At locations where moisture damaged the rim board, similar locations to damaged areas at the perimeter of the porch roof above, damage was observed at the ends of the double 2x beam ends. Repairs to the beam end will include re-supporting the beams while the damaged ends of the beams can be removed and new members sistered on partial length to make the connection to the perimeter beams. Repairs at approximately 3 locations.
- Deck boards: Refer to architectural narrative for locations of deck board replacement.

No upgrades to the existing building gravity or lateral structures are required as part of this work. All existing gravity members are being repaired and will be designed for current load requirements. The recommended repairs do not impact the existing lateral system in the building and does not add wind or seismic load to the building, so no modifications to the existing building lateral system are required.

## **F. STRUCTURAL MATERIALS**

### **1. Wood:**

- a. Lumber standard: Comply with DOC PS 20.
- b. Roof deck: Match existing in size and type.
- c. Floor deck: Match existing in size and type.
- d. Wall sheathing: 7/16" plywood, APA rated Exposure 1 (span rating 24/16).
- e. Load-bearing stud walls: Spruce Pine Fir or Douglas Fir-Larch, No. 2.
- f. Sill Plates: Treated wood.
- g. Maximum moisture content: 19%
- h. Typical wood connections will be nailed. Supplemental connectors will be Simpson galvanized connectors sized for the members they are connecting.
- i. All wood members exposed to weather or in contact with masonry or concrete shall be pressure treated.

## **G. TESTING AND INSPECTION**

Material testing and inspection of structural work will be required. The extent of the testing, inspection and documentation shall satisfy the requirements of the North Carolina Building Code, Chapter 17 for all wood work.

## **H. PHOTOS**



Photo 1



Photo 2



Photo 3



Photo 4





Photo 5



Photo 6



Photo 7



Photo 8

**END OF STRUCTUAL NARRATIVE**



## **AME SCHEMATIC DESIGN ELECTRICAL/PLUMBING NARRATIVE**

### **Town of Carthage Town Hall**

#### **SCOPE**

The town of Carthage is planning to renovate an existing building to become a new Town Hall Administration building. This project will provide electrical upgrades to accommodate the renovated office space. Plumbing fixtures in the building will be replaced with new as noted below.

Toilets in two historic bathrooms (one upstairs, one downstairs) will be replaced. Sinks in these bathrooms will be retained. The tubs in first and second floor bathrooms will be removed. A new Toilet and sink in the new ADA bathroom will be provided. A new Sink in kitchen will be provided. Sinks in bedrooms, both upstairs and downstairs, will be removed.

The two modern, first floor bathrooms will be combined into one ADA bathroom with an ADA sink and toilet. The kitchen will have a new sink, potentially in the current location, and a dishwasher will be added.

Existing piping shall be extended to serve the new fixtures. And all piping serving removed fixtures must be removed back to mains and capped.

#### **ELECTRICAL SYSTEMS**

##### **General**

- The following must be used for the Town Hall Reno in the Town of Carthage, NC to select and design the Electrical systems for the new areas:
  - Code required loads, types and efficiencies, system selection, etc., required by the various authorities having jurisdiction (AHJ) must include, but not be limited to the North Carolina Building Code, ADA, NFPA 72, NFPA 101, NFPA 110, ASME A17.1, IESNA, the National Electrical Code (NFPA 70) and the NC Energy Code. It is understood the most stringent requirement of all the AHJ's must be met and latest adopted code edition must be followed.
  - Electrical system elements must be designed for seismic code compliance.

##### **Basic Electrical Material**

- All materials and labor must be provided for a complete, cost effective, energy efficient electrical installation. Materials, apparatus and equipment must be new and must bear the Underwriter's Label or a North Carolina approved 3<sup>rd</sup> party testing agency.
- Interior raceway must be rigid conduit or intermediate metallic conduit, except that electrical metallic tubing may be used in concealed dry locations. Steel Compression fittings must be utilized. Flexible conduit must be used to connect to vibrating equipment, utilize liquid tight flexible conduit for wet locations. Exterior raceway must be rigid metallic conduit for exposed applications and must be PVC for underground applications.
- All 600V and lower voltage conductors must be THHN/THWN stranded copper (#8 and larger), solid copper for #10 and smaller. No shared neutrals are allowed. All wiring must be in metal conduit unless otherwise noted.
- Pull boxes must be provided to facilitate conductor pulling in long runs or in runs with multiple bends. Utilize NEMA 1 for interior locations and NEMA 3R for exterior locations. Each lighting fixture and

electrical device must be provided with an outlet box. All back boxes must be a minimum of 4 11/16" square x 2 1/8" deep.

- Conduit and cable systems must be color coded according to use. Provide identification nameplates for all electrical equipment.
- Heavy duty specification grade wiring devices must be used. Cover plates must be standard size stainless steel or thermoplastic, depending on where used. GFCI receptacles must be used in all bathrooms, kitchens, above counters with sinks, exterior locations and other required and/or wet locations.

### **General Power**

- The existing electrical service consists of a 240/120V-1Ø-200A service fed from an existing pole mounted transformer. An exterior 200A enclosed circuit breaker feeds a 200A MCB panel located in the basement. All new and existing loads must be fed from this panel.
- Provide additional power for office areas and computer servers.
- Duke Energy has verified the existing peak demand load to be 10kVA.

### **Removal and Replacement**

- An existing knob and tube panel is located in the first floor common area. This panel feeds various lighting loads throughout the building. The knob and tube panel and all knob and tube circuits must be removed. These circuits must be re-fed from the main panel located in the basement.
- Interior light fixtures will be removed on a room-by-room basis. Some interior pendants will be retained. Drop ceiling fixtures will be removed and replaced with pendant fixtures. Wall sconces will be added in some rooms.

### **Grounding**

- The electrical system must be complete with a grounding system. The grounding system must be installed with electric equipment and enclosures operating at ground potential, and must provide a low impedance path for ground fault currents. All feeders and circuits must have equipment-grounding conductors.

### **Interior Lighting**

- The lighting system must be designed that meets or is less than the maximum watts per square foot outlined in the Energy Code.
- All fixtures must be arranged to match the ceiling construction and must be supported from the building structure. Provide integral 90-minute battery backup in various light fixtures for emergency egress lighting to meet the minimum 1fc requirement.
- Decorative fixtures must be selected by and coordinated with the architect.
- Lighting controls served by knob and tube circuits must be replaced.

### **Voice/Data Systems**

- Voice/Data outlets – Provide two-gang box with single gang plaster ring. Provide 1" empty conduit with pullstring stubbed out to above ceiling.

## END OF ELECTRICAL NARRATIVE

### Plumbing

- Work shall conform to the following codes and standards:
  - 2024 NC Building Code
  - 2024 NC Plumbing Code
  - 2024 NC Energy Code
  - American Disabilities Act (ADA)
  - NFPA 90A
  - NSF 61
- Provide shop drawings for all plumbing materials to be reviewed by the Plumbing Engineer.
- Provide O&M manuals and As-Built Drawings to the Owner at the end of the project.
- Provide access panels where equipment needing access and service is concealed behind hard inaccessible surfaces.
- Provide all required fire stopping assemblies at fire rated walls/floors.

### Description of Plumbing Systems

- Existing plumbing systems will be modified to accommodate architectural changes.
- New plumbing fixtures will be connected to the existing plumbing systems.
- Domestic water heating will be provided by the building existing hot water system. A hot water recirculation system will be added to provide faster hot water delivery times.
- Valves: All valves shall be of brass/bronze construction.
- Domestic water piping shall be designed to limit the velocities in water pipe to 8 ft/sec in domestic cold water piping and 5 ft/sec in domestic hot water piping. Individual shutoff valves shall be provided on each branch line serving more than one plumbing fixture.
- Domestic water piping insulation: Fiberglass pipe insulation with ASJ/SSL vapor barrier jacket with a flame spread index of 25 and a smoke-developed index of 50 conforming to the 2024 North Carolina Plumbing Code (NCPC) and ASHRAE 90.1.
- All plumbing piping shall be identified with permanently affixed labels indicating service and shall include direction of flow arrows.
- All domestic cold-water piping serving quick closing valves shall be provided with PDI approved water hammer arrestors.
- Access panels shall be provided where equipment needing access and service is concealed behind hard inaccessible surfaces.

### Piping and Insulation Materials

- Domestic Water Piping: Type L copper tubing with wrought copper solder fittings or other code approved joining methods (grooved, press, etc.). Insulation shall be fiberglass pipe insulation with ASJ/SSL vapor



barrier jacket with a flame spread index of 25 and a smoke-developed index of 50 conforming to the 2024NCPC and ASHRAE 90.1.

- Sanitary Waste, Vent, and Storm Sewer Piping: PVC.

### **Fixtures**

- Water Closets:
  - Floor-mounted, vitreous china, ADA and non-ADA type with 1.28 gpf flush tanks.
- Lavatories:
  - Wall hung vitreous china ADA and non-ADA type with overflow drain and 0.5 gpm aerators.
- Kitchen Sink
  - Counter mounted stainless steel sink with dishwasher connection
- Ice maker supply box:
  - Wall mounted water supply box with integral shock arrestor. Inline ASSE 1022 back flow device mounted above ceiling.

### **Misc. Items**

- Provide leakage testing for plumbing systems in accordance with 2024 North Carolina Plumbing Code.
- All domestic water piping, valves, and equipment shall be disinfected upon completion of project.
- All wall and floor penetrations shall be free from the structure and the openings in fire and smoke walls, partitions, and floors sealed with the applicable UL listed fireproofing. Water supply piping 2" and larger shall be supported with neoprene in shear hangers.

### **Identification**

- All plumbing piping shall be identified with permanently affixed labels indicating service and shall include direction of flow arrows.

### **Seismic Restraint**

- Seismic restraint shall be provided for plumbing systems to resist gravity, seismic and lateral loads based on the assigned design category, site class, and importance factor.

**END OF PLUMBING NARRATIVE**







# TOWN OF CARTHAGE CASH POSITION

FUND		<u>SEPTEMBER 2025</u>	<u>AUGUST 2025</u>	<u>JULY 2025</u>
#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)	\$2,562,460.19	\$1,126,339.15	\$987,936.50
	CD Mature 03/20/2026 (0.02% Yield)	\$25,442.06	\$25,442.06	\$25,442.06
	NC Capital Trust (5.23% Yield)	\$997,591.21	\$993,787.61	\$990,132.99
#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	\$44,634.00	\$44,634.00
#10	Carriage Hills Surety			
	Central Depository (.05% Yield)	\$0.00	\$0.00	\$0.00
#10	Carriage Place Townhomes Surety			
	Central Depository (.05% Yield)	\$0.00	\$0.00	\$0.00
#10	Historical			
	Central Depository (.05% Yield)	\$1,685.14	\$1,685.14	\$1,685.14
#15	Powell Bill Fund			
	Central Depository (.05% Yield)	\$217,010.09	\$160,048.94	\$160,036.34
	NC Capital Trust (5.23% Yield)	\$98,967.08	\$98,580.67	\$98,228.29



		<u>SEPTEMBER 2025</u>	<u>AUGUST 2025</u>	<u>JULY 2025</u>
#30	Water			
	Central Depository (.05% Yield)	\$358,845.86	\$0.00	\$411,426.16
	CD Mature 03/20/2026 (.02% Yield)	\$17,304.18	\$17,304.18	\$17,304.18
	NC Capital Trust (5.23% Yield)	\$109,092.05	\$358,615.93	\$357,334.04
#31	Sewer			
	Central Depository (.05% Yield)	\$547,881.37	\$528,629.95	\$759,637.90
	CD Mature 03/20/2026 (.20% Yield)	\$17,304.17	\$17,304.17	\$17,304.17
	NC Capital Trust (5.23% Yield)	\$103,473.69	\$103,028.43	\$102,660.15
#35	Capital Reserve Water & Sewer Improvements			
	Central Depository (.05% Yield)	\$1,610,267.06	\$1,610,267.06	\$886,308.09
#70	Cemetery			
	Central Depository (.05% Yield)	\$0.00	\$0.00	\$0.00
	NC Capital Trust (5.23% Yield)	\$30,853.70	\$30,885.21	\$30,774.81
	<b>TOTALS</b>	<b>\$6,736,877.85</b>	<b>\$5,131,620.50</b>	<b>\$4,905,912.82</b>



## Monthly Call Report

INCIDENT ID	PSAP CALL DATE/TIME	INCIDENT TYPE SERIES NAME (NFIRS)	INCIDENT NUMBER	AID TYPE
27024763	2025-09-02 10:43:32	Rescue & EMS	826	
27025782	2025-09-02 11:38:36	Good Intent	827	Automatic aid given
27038576	2025-09-02 12:45:55	Fire	828	Automatic aid given
27050634	2025-09-02 20:14:33	Rescue & EMS	829	
27060467	2025-09-03 12:21:06	Rescue & EMS	830	
27060822	2025-09-01 03:48:46	Fire	831	Mutual aid given
27084129	2025-09-04 15:03:51	Rescue & EMS	832	Mutual aid given
27088450	2025-09-04 18:58:49	Rescue & EMS	833	Mutual aid given
27089099	2025-09-04 19:43:43	Good Intent	834	
27093002	2025-09-05 01:28:57	Rescue & EMS	835	Mutual aid given
27121827	2025-09-05 07:55:41	Service Call	836	
27122729	2025-09-05 09:14:08	Service Call	837	
27122944	2025-09-05 09:28:43	Rescue & EMS	838	
27132014	2025-09-05 15:50:22	Service Call	839	
27142701	2025-09-06 07:07:29	Rescue & EMS	840	
27143317	2025-09-06 08:36:20	Service Call	841	
27147027	2025-09-06 13:16:22	Rescue & EMS	842	
27148367	2025-09-06 14:40:26	Rescue & EMS	843	
27149337	2025-09-06 15:38:55	Hazardous Condition	844	
27149450	2025-09-06 15:45:51	Hazardous Condition	845	
27150881	2025-09-06 17:12:38	Rescue & EMS	846	
27152242	2025-09-06 18:37:11	False Alarm & False Call	847	
27153407	2025-09-06 19:51:48	Severe Weather & Natural Disaster	848	
27158838	2025-09-07 05:05:16	Severe Weather & Natural Disaster	849	
27158841	2025-09-07 05:03:30	Severe Weather & Natural Disaster	850	
27166909	2025-09-07 17:04:34	Fire	851	
27168187	2025-09-07 18:31:18	Rescue & EMS	852	
27236104	2025-09-08 16:00:49	Good Intent	853	
27236945	2025-09-08 16:28:57	Good Intent	854	

# Monthly Call Report

Carthage Fire & Rescue

Address: 4396 US 15 501 Hwy, Carthage, NC,  
28327



INCIDENT ID	PSAP CALL DATE/TIME	INCIDENT TYPE SERIES NAME (NFIRS)	INCIDENT NUMBER	AID TYPE
27261919	2025-09-09 11:23:34	Rescue & EMS	856	
27272668	2025-09-09 21:10:24	Rescue & EMS	857	
27278153	2025-09-10 09:00:15	Good Intent	858	
27283345	2025-09-10 14:18:49	Good Intent	859	
27287713	2025-09-10 18:28:37	Good Intent	860	
27287938	2025-09-10 18:39:02	Good Intent	861	
27290380	2025-09-10 21:26:55	Service Call	862	
27294924	2025-09-11 07:40:09	Good Intent	863	
27300359	2025-09-11 12:49:03	Rescue & EMS	864	
27305062	2025-09-11 17:20:06	Rescue & EMS	865	
27305081	2025-09-11 17:20:16	Rescue & EMS	866	
27313184	2025-09-12 06:40:40	Rescue & EMS	867	
27443110	2025-09-14 01:00:01	Rescue & EMS	868	
27458850	2025-09-15 00:18:46	False Alarm & False Call	869	
27459805	2025-09-15 02:47:06	False Alarm & False Call	870	
27460054	2025-09-15 03:34:12	False Alarm & False Call	871	
27684215	2025-09-15 14:36:19	Rescue & EMS	872	
27718319	2025-09-16 02:13:50	Rescue & EMS	873	
27728207	2025-09-16 15:20:35	Rescue & EMS	874	
27759027	2025-09-17 07:55:00	Rescue & EMS	875	
27765292	2025-09-17 14:05:15	Rescue & EMS	876	
27766018	2025-09-17 14:26:30	Rescue & EMS	877	
27766569	2025-09-17 15:26:53	Rescue & EMS	878	
27768956	2025-09-17 17:40:56	False Alarm & False Call	879	
27776262	2025-09-18 05:22:43	Good Intent	880	Mutual aid received
27778245	2025-09-18 09:03:41	False Alarm & False Call	881	
27780012	2025-09-18 10:53:57	Service Call	882	
27781596	2025-09-18 12:21:46		883	
27798228	2025-09-19 10:25:42	Rescue & EMS	884	
27807973	2025-09-19 14:44:39	Rescue & EMS	885	
27808519	2025-09-19 15:19:16	Rescue & EMS	887	
27810314	2025-09-19 16:59:45	Hazardous Condition	888	



# Monthly Call Report

Carthage Fire & Rescue

Address: 4396 US 15 501 Hwy, Carthage, NC,  
28327



INCIDENT ID	PSAP CALL DATE/TIME	INCIDENT TYPE SERIES NAME (NFIRS)	INCIDENT NUMBER	AID TYPE
27814495	2025-09-19 21:05:36	Rescue & EMS	889	
27814725	2025-09-19 21:20:30	Good Intent	890	
27818634	2025-09-20 04:23:11	False Alarm & False Call	891	
27822435	2025-09-20 11:21:41	Rescue & EMS	892	
27828355	2025-09-20 17:36:23	Good Intent	893	
27848069	2025-09-21 21:15:37	False Alarm & False Call	894	
27849221	2025-09-21 22:56:14	Rescue & EMS	895	
27862268	2025-09-22 17:12:13	Good Intent	896	Automatic aid given
27869010	2025-09-23 02:21:25	Rescue & EMS	897	Mutual aid given
27870317	2025-09-23 06:28:33	Rescue & EMS	898	
27873748	2025-09-23 10:58:17	Service Call	899	
27876653	2025-09-23 13:44:47	Rescue & EMS	900	
27877714	2025-09-23 14:40:23	Rescue & EMS	901	
27882300	2025-09-23 18:51:22	Hazardous Condition	902	
27885772	2025-09-23 22:52:35	Rescue & EMS	903	
27891519	2025-09-24 07:41:08	Service Call	904	
27892295	2025-09-24 07:41:35	Good Intent	905	
27910277	2025-09-24 08:27:28	Service Call	906	
27949985	2025-09-24 11:58:47	Rescue & EMS	907	
27953194	2025-09-24 14:50:45	Rescue & EMS	908	
27961434	2025-09-25 00:00:30	False Alarm & False Call	909	
27962397	2025-09-25 02:12:38	Severe Weather & Natural Disaster	910	
27974082	2025-09-25 08:10:26	Rescue & EMS	911	
27974576	2025-09-25 08:46:18	Rescue & EMS	912	Other aid given
27976011	2025-09-25 10:17:36	False Alarm & False Call	913	
27981502	2025-09-25 13:46:50	Rescue & EMS	914	
27987576	2025-09-25 19:22:39	Rescue & EMS	915	Automatic aid given
27993543	2025-09-26 05:47:24	Rescue & EMS	916	
27994718	2025-09-26 08:08:40	Rescue & EMS	917	
27995832	2025-09-26 09:34:16	Good Intent	918	
28008171	2025-09-26 18:47:07	Good Intent	919	Automatic aid given
28009999	2025-09-26 20:26:40	Good Intent	920	

# Monthly Call Report

Carthage Fire & Rescue  
Address: 4396 US 15 501 Hwy, Carthage, NC,  
28327



INCIDENT ID	PSAP CALL DATE/TIME	INCIDENT TYPE SERIES NAME (NFIRS)	INCIDENT NUMBER	AID TYPE
28022884	2025-09-27 15:35:48	Rescue & EMS	921	
28023373	2025-09-27 16:05:13	Good Intent	922	Automatic aid given
28026549	2025-09-27 19:22:11	Rescue & EMS	923	
28026946	2025-09-27 19:50:01	Hazardous Condition	924	Automatic aid received
28027251	2025-09-27 20:09:05		925	
28027695	2025-09-27 20:36:40	Rescue & EMS	926	
28035058	2025-09-28 09:40:23	Rescue & EMS	927	
28046506	2025-09-28 23:16:16	Good Intent	928	
28055539	2025-09-29 13:28:02	Rescue & EMS	929	
28059211	2025-09-29 16:50:03	Rescue & EMS	930	
28075490	2025-09-30 12:02:20		931	
28161930	2025-09-30 21:19:00		932	
28182054	2025-09-30 22:04:41		933	

Criteria: PSAP Call Date/Time from 2025-09-01 00:00:00 to 2025-10-01 00:00:00

Carthage Police Department | Citation / Warning (NC)s: 24 Results | 2025-09-01 - 2025-09-30

Citation/Warning Type	Citation Date/ Time	Agency Case Number	Race	Gender	A L E A B C C File No.	File No.
Citation	2025-09-23 18:00	25-006568	W - White	M - Male		
Written Warning	2025-09-28 16:16	25-006700	W - White	F - Female		
Written Warning	2025-09-24 15:18	25-006595	B - Black or African American	F - Female		
Written Warning	2025-09-24 17:15	25-006601	W - White	M - Male		
Written Warning	2025-09-24 08:25	25-006583	W - White	M - Male		
Written Warning	2025-09-19 16:31	25-006461	W - White	M - Male		
Written Warning	2025-09-20 12:21	25-006488	W - White	F - Female		
Written Warning	2025-09-21 01:18	25-006503	W - White	F - Female		
Written Warning	2025-09-05 08:26	25-006068	W - White	M - Male		
Written Warning	2025-09-19 16:10	25-006460	I - American Indian or Alaska Native	F - Female		
Written Warning	2025-09-16 08:30	25-006352	W - White	F - Female		
Written Warning	2025-09-04 15:48	25-006043	W - White	M - Male		
Written Warning	2025-09-12 22:23	25-006285	W - White	M - Male		
Written Warning	2025-09-11 16:13	25-006245	B - Black or African American	M - Male		
Written Warning	2025-09-11 11:28	25-006240	W - White	F - Female		
Written Warning	2025-09-10 11:16	25-006201	B - Black or African American	F - Female		
Written Warning	2025-09-06 11:02	25-006109	W - White	F - Female		
Written Warning	2025-09-05 18:55	25-006083	W - White	F - Female		
Written Warning	2025-09-05 12:00	25-006075	A - Asian	M - Male		

Carthage Police Department | Citation / Warning (NC)s: 24 Results | 2025-09-01 - 2025-09-30

Citation/Warning Type	Citation Date/ Time	Agency Case Number	Race	Gender	A L E A B C C File No.	File No.
Written Warning	2025-09-05 22:55	25-006097	W - White	M - Male		
Written Warning	2025-09-05 21:55	25-006093	W - White	M - Male		
Written Warning	2025-09-03 13:00		W - White	F - Female		
Written Warning	2025-09-02 19:03	25-005007	W - White	F - Female		
Written Warning	2025-09-01 15:35	25-005964	B - Black or African American	F - Female		



Carthage Police Department | Incident (NC)s: 33 Results | 2025-09-01 - 2025-09-30

Incident Number	Reference #	Primary Offense
I20250901-09	25-005972	90Z - All Other Offenses : Located Wanted Person (Warrant Service)
I20250903-07	25-006011	90F - Family Offenses, Nonviolent
I20250903-08	25-006014	90Z - All Other Offenses : Caretaker Neglect
I20250903-28	25-006015	90Z - All Other Offenses : Involuntary Commitment
I20250903-32	25-006018	90Z - All Other Offenses : Warrant Service
I20250903-43	25-006024	23H - All Other Larceny
I20250904-03	25-006037	90Z - All Other Offenses : Window busted in a vehicle
I20250908-05	25-006163	290 - Destruction/Damage/Vandalism of Property
I20250909-07	25-006176	220 - Burglary/Breaking & Entering
I20250911-01	25-006214	90Z - All Other Offenses : Found Property
I20250912-26	25-006267	11C - Sexual Assault With An Object
I20250912-27	25-006274	90Z-54 - Lost Or Stolen Item : Lost Property
I20250915-40	25-006302	90D - Driving Under the Influence : 75mph in a 35 mph zone
I20250917-14	25-006309	23H - All Other Larceny
I20250914-03	25-006310	290 - Destruction/Damage/Vandalism of Property
I20250917-32	25-006396	220 - Burglary/Breaking & Entering
I20250918-13	25-006425	90Z - All Other Offenses : Disturbance
I20250918-30	25-006429	90Z-46 - Child Abuse : Child neglect
I20250920-01	25-006452	90Z-23 - Dogs Running At Large : Citizen's dog was bitten by a neighboring dog while they were walking.
I20250920-04	25-006489	23F - Theft From Motor Vehicle
I20250921-01	25-006511	90Z - All Other Offenses : Found Property
I20250921-04	25-006519	90Z-17 - Threaten Violence : Communicating Threats

Carthage Police Department | Incident (NC)s: 33 Results | 2025-09-01 - 2025-09-30

Incident Number	Reference #	Primary Offense
I20250926-08	25-006556	90Z - All Other Offenses : Harassment by Doxing
I20250923-01	25-006575	90Z - All Other Offenses : Warrant Service
I20250929-40	25-006593	90Z-05 - Hit & Run : Unknown suspect backed into victim's motor vehicle and left the scene without reporting.

Carthage Police Department | Warrants: 8 Results | 2025-09-01 - 2025-09-30

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
I20250928-08	Misdemeanor Warrant	2025-09-29T00:45:00.000Z	90Z-13 - Viol. Of Protective Order	W - White	M - Male	125 - Moore	2025-09-28 00:00
I20250927-05	Citation Issued	2025-09-27T01:56:00.000Z	35A - Drug/ Narcotic Violations	W - White	M - Male	125 - Moore	2025-09-26 21:56
I20250925-11	Misdemeanor Warrant	2025-09-25T21:03:00.000Z	90Z - All Other Offenses	W - White	F - Female	125 - Moore	2025-09-21 00:00
I20250915-40	Misdemeanor Warrant	2025-09-15T09:15:00.000Z	90D - Driving Under the Influence	W - White	M - Male	125 - Moore	2025-09-15 07:05
I20250915-40	Citation Issued	2025-09-15T09:15:00.000Z	90D - Driving Under the Influence	W - White	M - Male	125 - Moore	2025-09-15 07:06
I20250917-14	Citation Issued	2025-09-14T21:40:00.000Z	23H - All Other Larceny	B - Black or African American	M - Male	125 - Moore	2025-09-14 17:40
I20250903-43	Citation Issued	2025-09-04T01:37:00.000Z	23H - All Other Larceny	W - White	M - Male	125 - Moore	2025-09-03 21:04
I20250903-32	Misdemeanor Warrant	2025-09-03T19:59:00.000Z	90Z - All Other Offenses	W - White	M - Male	125 - Moore	2025-09-02 00:00





# Town of Carthage

## Public Works Department

### MONTHLY REPORT

#### September 2025

#### Water Service

Locates	Work Orders	Cut-Offs / Tags	Meters Installed	Water Main/ Service Repairs	Water Taps
168	42	22	5	1	1

#### Sewer Service

Service Renewals	Lift Station Repairs	Force Main Repairs	Mowed Outfall Lines	Town Sewer Backups	Sewer Taps
0	1	0	5	3	0

#### Building & Grounds

Leaf & Limb Total Rounds	Trash Runs	Complete Mowed Rounds	Building Repairs
1		2	

#### Streets

Cleaned Out Catch Basin	Cleaned Streets With Blower
1	

#### Construction Projects

- 1.
- 2.
- 3.

#### Additional Notes

cut right of ways at Rick Rhyne center, Clear View, Edgehill, Enroth and Degraffenreid Rd. Approximately 30,000 feet.

Town of Carthage  
Board of Commissioners



## MEMORANDUM

Date: October 14, 2025  
To: The Board of Commissioners  
From: Kim Gibson, Town Clerk  
Subject: PUBLIC HEARING FOR CONTIGUOUS ANNEXATION REQUEST FOR PID #00001712: FOUR LOTS ON KINDLETREE LANE; PETITIONER: ON SITE HOMES, LLC

---

Property owner, On Site Homes, LLC has requested to have a contiguous annexation of the property known as PID # 00001712. also known Kindletree Lane (4 Lots). The petitioners are seeking public services for the property.

### SUGGESTED MOTION(S):

**Option #1** (*Approval without changes*)

I make a motion to approve the request of On Site Homes, LLC for contiguous annexation of the property located at Kindletree Lane, PID #00001712 and maintain the current zoning of RA-40 in the Carthage ETJ as written and presented.

**Option #2** (*Approval with changes*)

I make a motion to approve the request of On Site Homes, LLC for contiguous annexation of the property located at Kindletree Lane, PID #00001712 and maintain the current zoning of RA-40 in the Carthage ETJ as presented with the following changes or amendments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Option #3** (*Deny approval with reason*)

I move to deny the request of On Site Homes, LLC for contiguous annexation of the property located at Kindletree Lane for the following reason(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_









MEMORANDUM

Date: October 20, 2025

To: The Board of Commissioners

From: Chris Lawson, Interim Town Planner

Subject: ANX.25.01: Annexation of 100, 110, 120, 130 Kindletree Lane PARID: 00001712;  
Petitioner: Holly Wingard (Onsite Homes, LLC)

---

**I. SUMMARY OF APPLICATION REQUEST:**

The applicant and owner, Onsite Homes, LLC, are requesting annexation into the Town of Carthage’s corporate limits in order to receive water service for 4 new single-family homes. The parcel is located off Union Church Road, southeast of its intersection with Priest Hill Road. The property’s assigned addresses are 100, 110, 120, and 130 Kindletree Lane, Carthage, NC 28327. The property is zoned RA-40 Residential Agricultural District. The parcels to the west and north of the subject parcel are within the Town’s corporate limits, all other neighboring parcels are within the Town’s ETJ.

**II. PROJECT INFORMATION:**

1. PARID: 00001712      PIN: 858700691960
2. Applicant & Owner: Holly Wingard (Onsite Homes, LLC)
3. Long-Range Plan Designation:  
This future area of this land appears to be Rural, per the adopted 2040 Land Use Plan.
4. Current Zoning:  
The current zoning is RA-40.
5. Parcel Size:  
5.72 acres.
5. Red arrow in image below points to the subject parcel.



### III. APPLICATION REVIEW:

When reviewing an application for annexation, the Board of Commissioners should consider the goals of the Land Use Plan.

#### A. Staff Comments:

Staff recommend approval of the annexation for the following reasons:

1. The parcel is located within the Town's ETJ and is contiguous to the Town's corporate limits.
2. The proposed development meets the vision of "Rural" as identified by the



# Town of Carthage

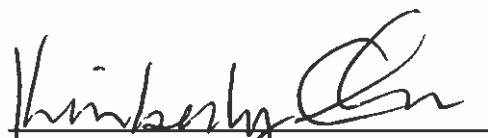
## CERTIFICATE OF SUFFICIENCY

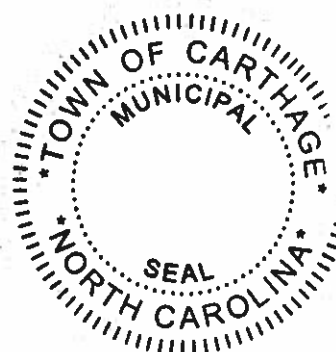
To the Board of Commissioners of the Town of Carthage, North Carolina:

I, Kimberly Gibson, Town Clerk, do hereby certify that I investigated the petition attached hereto and have found as a fact in accordance with N.C.G.S. 160A-31:

1. There is a written description on the deed. A recorded survey map is recorded with the Moore County Register of Deeds and is adequate to locate the property on the ground.
2. A search of the tax records and the grantor index of the Register of Deeds supports that the property has not been conveyed to another property owner.
3. Each identified owner has signed the petition and provided their address.
4. The property is currently contiguous to existing city limits.

In witness whereof, I have hereunto set my hand and affixed the Seal of the Town of Carthage, this 2<sup>nd</sup> day of October, 2025.

  
 Kimberly Gibson, Town Clerk







Contiguous Annexation Request

Onsite Homes, LLC

4 Lots, Kindletree Lane

PID# 00001712





- This minor subdivision creates 3 new lots in addition to the existing parcel for a total of 4 lots

**Note: This property is located within a Public Water Supply Watershed Development Restrictions May Apply**

## VOLUNTARY AGRICULTURAL PROXIMITY STATEMENT

These parcels are located near an area that is presently used for agricultural purposes. Normal agricultural operations may conflict with residential land use. NC Law (General Statutes Section 106-701) provides some protection for existing agricultural operations against nuisance laws.

\_\_\_\_\_, review Officer of Moore County, certify that the map of plat to which this certification is affixed meets all statutory requirements for recording.

Review Officer : *James A. Smith* Date : *6/20/25*

## CERTIFICATE OF OWNERSHIP AND DEDICATION

I HEREBY CERTIFY THAT I AM THE OWNER OF THE PROPERTY SHOWN AND DESCRIBED HEREON, WHICH IS LOCATED WITHIN THE SUBDIVISION REGULATION JURISDICTION OF THE TOWN OF CARTHAGE, NORTH CAROLINA, THAT I HEREBY FREELY ADOPT THIS PLAN OF SUBDIVISION

DATE 6-20-2000

OWNER [Signature]

OWNER [Signature]

DATE 11-1-11

**CERTIFICATE OF MINOR SUBDIVISION PLAT APPROVAL**

I HEREBY CERTIFY THAT THE MINOR SUBDIVISION SUBDIVISION SHOWN ON THIS PLAT DOES NOT INVOLVE THE CREATION OF NEW PUBLIC STREETS OR ANY CHANGE IN EXISTING PUBLIC STREETS OR CHANGE IN EXISTING UTILITIES, THAT THE SUBDIVISION SHOWN IS IN ALL RESPECTS IN COMPLIANCE WITH THE SUBDIVISION REGULATIONS OF THE TOWN OF CARHAGE, NORTH CAROLINA, AND THAT THEREFORE THIS PLAT HAS BEEN APPROVED BY THE SUBDIVISION ADMINISTRATOR, SUBJECT TO ITS BEING RECORDED IN THE MOORE COUNTY REGISTRY WITHIN SIXTY DAYS OF THE DATE BELOW.

SUBDIVISION ADMINISTRATOR *[Signature]* DATE *6/20/13*

# MINOR SUBDIVISION SURVEY FOR

ON SITE HOMES, LLC

# CARTHAGE TOWNSHIP

**MOORE COUNTY**

**NORTH CAROLINA**

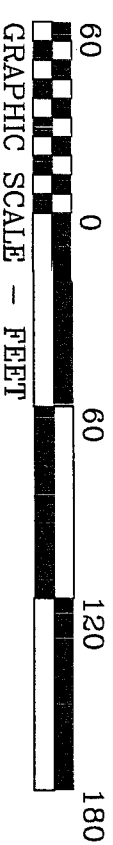
DATE 01/20/2025

**SCALE 1" = 60 FEET**

**SURVEYED BY :**

ROBERT E. LEACH, II

**DRAWING NO. 2025002**



S 24°35'40"W 223.  
Diane Isom  
Deed Book 4239 Page 46  
PC 16 PG 2  
PIN# 858800695702  
Zoned: RA-40

HASTY LAND SURVEYING, PLLC  
102 SHANNON ROAD  
RED SPRINGS, NC 28377  
(910) 843-4510  
FIRM LC# P-1406

For Registration Register of Deeds

William Britton

Moore County, NC

Electronically Recorded

August 19, 2025 12:23:23 PM

Book: 6398 Page: 191 - 193 #Pages: 3

Fee: \$26.00

NC Rev Stamp: \$600.00

Instrument# 2025011647

**NORTH CAROLINA GENERAL WARRANTY DEED****R-19357-25**

Excise Tax:	\$600.00
Parcel ID:	Portion of parent parcel # 00001712
Mail/Box to:	Jennifer Kirby Fincher, PLLC, 324 N. McPherson Church Rd, Fayetteville, NC 28303
Prepared by:	Jennifer Kirby Fincher, PLLC, 324 N. McPherson Church Rd, Fayetteville, NC 28303
Brief description for the index:	Lots 1, 2, 3 & 4, Minor Subdivision for Onsite Homes, LLC

THIS GENERAL WARRANTY DEED ("Deed") is made on the 18th day of August, 2025, by and between:

GRANTOR	GRANTEE
Nathaniel L. Johnson, Freetrader and David Sigmon, Freetrader 2931 Breezewood Avenue, Ste. 202 Fayetteville, NC 28303	Onsite Homes, LLC 2931 Breezewood Avenue Ste 202 Fayetteville, NC 28303

*Enter in the appropriate block for each Grantor and Grantee their name, mailing address, and, if appropriate, state of organization and character of entity, e.g. North Carolina or other corporation, LLC, or partnership. Grantor and Grantee includes the above parties and their respective heirs, successors, and assigns, whether singular, plural, masculine, feminine or neuter, as required by context.*

FOR VALUABLE CONSIDERATION paid by Grantee, the receipt and legal sufficiency of which is acknowledged, Grantor by this Deed does hereby grant, bargain, sell and convey to Grantee, in fee simple, all that certain lot, parcel of land or condominium unit in the City of Carthage, Moore County, North Carolina and more particularly described as follows (the "Property"):

Being all of Lots 1, 2, 3 & 4 "Minor Subdivision for Onsite Homes, LLC" and being duly recorded in Plat Cabinet 20, Page 847, Moore County Register of Deeds, North Carolina.

All or a portion of the Property was acquired by Grantor by instrument recorded in Book 6300 Page 340.

All or a portion of the Property ☐ includes or ☒ does not include the primary residence of a Grantor.

A map showing the Property is recorded in Book 20 Page 847.

1

NC Bar Association Real Property Section Form No. 3 © Revised 02/2021

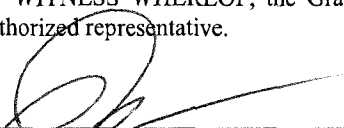
Printed by Agreement with the NC Bar Association

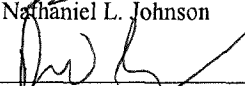
submitted electronically by "Jennifer Kirby Fincher, PLLC"  
in compliance with North Carolina statutes governing recordable documents  
and the terms of the submitter agreement with the Moore County Register of Deeds.

TO HAVE AND TO HOLD the Property and all privileges and appurtenances thereto belonging to Grantee in fee simple. Grantor covenants with Grantee that Grantor is seized of the Property in fee simple, Grantor has the right to convey the Property in fee simple, title to the Property is marketable and free and clear of all encumbrances, and Grantor shall warrant and defend the title against the lawful claims of all persons whomsoever, other than the following exceptions:

restrictions, easements and rights-of-way of record; ad valorem property taxes for the current year.

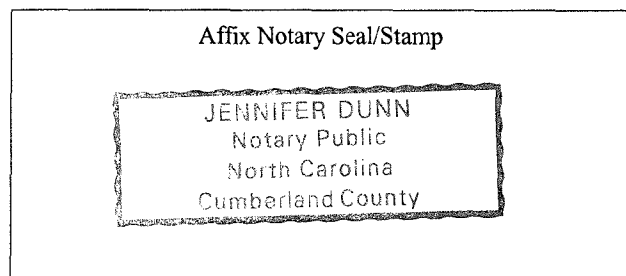
IN WITNESS WHEREOF, the Grantor has duly executed this North Carolina General Warranty Deed, if an entity by its duly authorized representative.

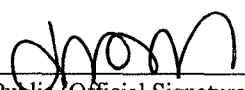
  
 Name: Nathaniel L. Johnson

  
 Name: David Sigmon

STATE OF NORTH CAROLINA, COUNTY OF CUMBERLAND

I, Jennifer Dunn, a Notary of the above state and county, certify that the following person(s) personally appeared before me on the 18 day of August, 2025 each acknowledging to me that he/she/they signed the foregoing document, in the capacity represented and identified therein (if any):  
Nathaniel L. Johnson

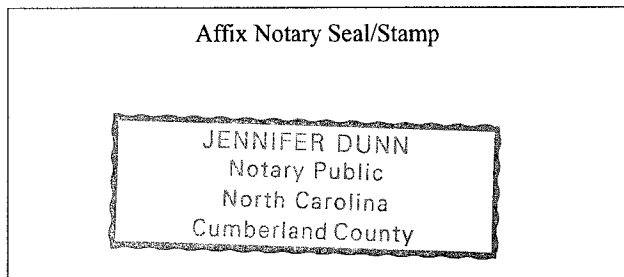


  
 Notary Public (Official Signature)  
 My commission expires: September 12, 2027



STATE OF NORTH CAROLINA, COUNTY OF CUMBERLAND

I, Jennifer Dunn, a Notary of the above state and county, certify that the following person(s) personally appeared before me on the 18 day of August, 20 05 each acknowledging to me that he/she/they signed the foregoing document, in the capacity represented and identified therein (if any):  
David Sigmon



Jennifer Dunn  
 Notary Public (Official Signature)  
 My commission expires: September 12, 2027

# LEGAL NOTICE

## Town of Carthage

### PUBLIC HEARING(S) NOTICE

The Town of Carthage will hold multiple Public Hearings on **Monday, October 20, 2025**, at 6:30 p.m. at the McDonald Building located at 207 McReynolds Street to discuss the following topics:

1. The Board will consider a request for contiguous annexation of the 4 lots located at Kindletree Lane (PID#00001712); Petitioner: Onsite Homes, LLC).

***"Being all of Lots 1,2,3, & 4 "Minor Subdivision for Onsite Homes, LLC" and being duly recorded in Plat Cabinet 20, Page 847, Moore County Register of Deeds, North Carolina. All or a portion of the Property was acquired by Grantor by instrument recorded in Book 6300 Page 340.***

***All or a portion of the Property does not include the primary residence of a Grantor.***

***A map showing the Property is recorded in Book 20 Page 847.***

All persons wishing to make comments or ask questions are invited to attend the Public Hearings at the Board of Commissioners Meeting. Comments may be submitted in writing to the Town Clerk at 4396 Hwy. 15-501, Carthage, North Carolina 28327 or by email at [townclerk@townofcarthage.org](mailto:townclerk@townofcarthage.org), any time prior to the Public Hearing. For questions, please call Town Hall at (910) 947-2331 Monday through Friday from 8:00 a.m. to 5:00 p.m.

**Requested by: Kim Gibson, Town Clerk**



# Town of Carthage

4396 Hwy 15/501 ♦ Carthage, NC 28327

Phone: 910.947.2331 ♦ Fax: 910.947.3079

www.TownofCarthage.org

Email Completed Form to: [TownClerk@TownofCarthage.org](mailto:TownClerk@TownofCarthage.org)

## Annexation Petition

Date: 9-4-25

☒ Contiguous ☐ Non-Contiguous

### Site Information

Address of Site 100, 110, 120 & 130 Kindletree Ln		LRK/Parcel ID# part of 00001712
Current Jurisdiction Carthage	Current Zoning RA	Parcel Size 1.02/1.20/1.28/2.22 acres
Explanation of Request Need water supply to new construction homes.		

To the Board of Commissioners of the Town of Carthage:

- We, the undersigned owners of real property respectfully request that the area described in this petition be annexed into the Town of Carthage.
- The area to be annexed is ☒ contiguous ☐ non-contiguous to the Town of Carthage and the boundaries of such territory are attached to this petition as a map.

### Petitioner(s) Information

1	Printed Name of Petitioner Holly Wingard (Onsite Homes, LLC)	Signature of Petitioner <i>Holly Wingard</i>	Date of Signature 9-4-25
	Address of Petitioner 2931 Breezewood Ave Ste 202		City, State, Zip Fayetteville, NC 28303
	Email Address of Petitioner hollywingard@onsitehomesnc.com	Phone Number of Petitioner 910-745-0001	

2	Printed Name of Petitioner	Signature of Petitioner	Date of Signature
	Address of Petitioner		City, State, Zip
	Email Address of Petitioner		Phone Number of Petitioner

3	Printed Name of Petitioner	Signature of Petitioner	Date of Signature
	Address of Petitioner		City, State, Zip
	Email Address of Petitioner		Phone Number of Petitioner





# Town of Carthage

## Annexation Ordinance #ANX.25.01

### Contiguous Annexation

#### An Ordinance to Extend the Corporate Limits of The Town of Carthage, North Carolina

**WHEREAS**, the Board of Commissioners has been petitioned under G.S. 160A-58.1, as amended, to annex the area described herein, and

**WHEREAS**, the Board of Commissioners has by resolution directed the Town Clerk to investigate the sufficiency of said petition; and

**WHEREAS**, the Town Clerk has certified the sufficiency of said petition and a public hearing on the question of this annexation was held at the McDonald Building at 6:30 o'clock, p.m. on the 20<sup>th</sup> of October 2025; and

**WHEREAS**, the Board of Commissioners further finds that the area described therein meets the standards of N.C. Gen. Stat. § 160A-58.1(b), to wit;

- A. The description is adequate to locate the property on the ground.
- B. A search of the tax records and the grantor index of the Register of Deeds supports that the property has not been conveyed to another property owner.
- C. Each identified owner signed the petition and provided their address.
- D. The property is currently contiguous to existing city limits.
- E. A draft of this ordinance has been submitted to Moore County for review to ensure there are no description errors.

**WHEREAS**, the Board of Commissioners does hereby find as a fact that said petition has been signed by all the owners of real property in the area who are required by law to sign and all other requirements of G.S. § 160A-58.1, as amended;

**WHEREAS**, the Board of Commissioners further finds that the petition is otherwise valid, and that the public health, safety and welfare of the Town and of the area proposed for annexation will be best served by annexing the area described herein;

***"Being all of Lots 1,2,3, & 4 "Minor Subdivision for Onsite Homes, LLC" and being duly recorded in Plat Cabinet 20, Page 847, Moore County Register of Deeds, North Carolina.***

***All or a portion of the Property was acquired by Grantor by instrument recorded in Book 6300 Page 340.***

***All or a portion of the Property does not include the primary residence of a Grantor.***

***A map showing the Property is recorded in Book 20 Page 847."***

**NOW, THEREFORE, BE IT ORDAINED**, by the Board of Commissioners of the Town of Carthage, North Carolina:

**Section 1.** By virtue of the authority granted by G.S. 160A-58.2, as amended, the above-described contiguous territory is hereby annexed and made part of the Town of Carthage.

**Section 2.** Upon and after the 1st day of November 2025, the above-described territory and its citizens and property shall be subject to all debts, laws, ordinances and regulations in force in the Town of Carthage and shall be entitled to the same privileges and benefits as other parts of the Town of Carthage. Said territory shall be subject to municipal taxes according to N.C. Gen. Stat. § 160A-58.10.

- Section 3.** The Clerk of the Town of Carthage shall cause to be recorded in the office of the Register of Deeds of Moore County, and in the office of the Secretary of State at Raleigh, North Carolina, an accurate map of the annexed territory, described in Section 1 hereof, together with a duly certified copy of this ordinance.
- Section 4.** The current zoning of RA-40 in the extraterritorial jurisdiction (ETJ) of Carthage will remain with the property.
- Section 4.** The effective date of this ordinance and annexation is November 1, 2025.
- 

The foregoing resolution, having been submitted to a vote, received the following vote and was duly adopted and ordained this 20<sup>th</sup> day of October 2025.

Ayes: \_\_\_\_\_  
 Nays: \_\_\_\_\_  
 Absent/Excused: \_\_\_\_\_

\_\_\_\_\_  
 Jimmy Chalflinch, Mayor

Attest:

\_\_\_\_\_  
 Kimberly Gibson, Town Clerk



## MEMORANDUM

Date: October 20, 2025

To: The Board of Commissioners

From: Emily D. Yopp, Town Manager

Subject: Adoption of Resolutions for Tentative Award of ARPA Water Project Contracts

---

### Purpose

To request Board adoption of two resolutions formally accepting the tentative award of contracts for the Town's ARPA-funded water infrastructure improvement projects.

### Background

The proposed project includes three major components aimed at improving the Town's water supply reliability and treatment capacity:

1. *New Interconnection with Moore County:*
  - a. Installation of approximately 3,500 linear feet of 12-inch water main.
  - b. Construction of a new booster pump station
  - c. Valves and appurtenances to connect the Moore County and Carthage water systems
  - d. Purpose: To ensure emergency water supply and potential future use for consistent service
2. *Raw Water Pump Station Rehabilitation:*
  - a. Replacement of pumps and controls
  - b. Addition of an on-site generator
  - c. Valve vault and structural repairs
  - d. Site improvements
3. *Water Treatment Plant Rehabilitation:*
  - a. Restoration of the microfiltration system to design capacity
  - b. Replacement of the failing chlorine contact tank
  - c. Repairs to aging filtration components
  - d. Repainting of steel treatment tanks with failed coatings
  - e. Goal: To restore full operational capacity and add redundancy to the filtration system

These improvements are funded through ARPA (Project No. SRP-D-ARP-0112) and supported by a \$4.9 million state appropriation.



## Contract Awards

### 1. *Contract 1 – WTP Rehab & Filter Addition*

- a. Bid Date: September 11, 2025 (second bid opening)
- b. Recommended Contractor: State Utility Contractors, Inc.
- c. Negotiated Bid Amount: \$5,174,804.00
- d. Scope Adjustments: Reduced scope due to budget constraints
- e. Funding Note: \$982,104.00 of the state appropriation will be used; remaining funds will support improvements in the Needmore area
- f. Contingency: Award contingent on NCDEQ Division of Water Infrastructure approval

### 2. *Contract 2 – Raw Water & Interconnection Pump Stations*

- a. Bid Date: August 14, 2025
- b. Recommended Contractor: PDC, Inc.
- c. Total Bid Amount (Base + Alternate): \$2,388,000.00
- d. Scope: Rehabilitation of raw water pump station and construction of a new interconnection pump station.
- e. Contingency: Award contingent on NCDEQ Division of Water Infrastructure approval

## Action Requested

Staff respectfully requests that the Board adopt the attached resolutions to accept the tentative award of contracts to State Utility Contractors, Inc. and PDC, Inc., contingent upon NCDEQ approval.

## SUGGESTED MOTION(S)

### 1. **Suggested Motion for Approval:**

“I move that the Board adopt the resolutions of tentative award for the Water Supply & Treatment Improvements projects—Contract 1 for the Water Treatment Plant Rehabilitation and Filter Addition, and Contract 2 for the Raw Water and Interconnection Pump Stations—as recommended by LKC Engineering. The awards to State Utility Contractors, Inc. and PDC, Inc. are contingent upon final approval by the North Carolina Department of Environmental Quality.”

October 15, 2025

Ms. Emily Yopp  
The Town of Carthage  
4396 US 15 501 Hwy  
Carthage, North Carolina 28327

Re: Water Supply & Treatment Improvements-Contract 1-WTP Rehab & Filter Addition  
Project Number: SRP-D-ARP-0112  
Engineer's Recommendation to Award

Ms. Yopp,

Bids were received for the WTP & Interconnection - Contract 1 - WTP Rehab & Filter Addition on Thursday, September 11th, 2025. This was the second bid opening for the project and was needed since an insufficient number of bids were received at the first opening.

A total of three bids were received for the work, and the table below summarizes the bids received.

CONTRACTOR	LOCATION	Base Bid	Bid Allowance for Water Purchase	Bid Alt. #1
ELJ, Inc.	Jacksonville, NC	\$4,390,000.00	\$120,000.00	Not Provided
State Utility Contractors, Inc.	Monroe, NC	\$5,098,000.00	\$120,000.00	\$275,000.00
Harper General Contractors	Greenville, NC	\$5,757,000.00	\$120,000.00	\$235,000.00

Unfortunately, the bid that was received from ELJ, Inc. had to be considered non-responsive since it did not include all costs associated with the project. For this reason, the bid from ELJ, Inc. was rejected.

Due to Budget constraints, the scope for this contract has been reduced to allow for the most important work to be prioritized. We have negotiated with the second low bidder, State Utility Contractors, Inc., for reduced scope of work. The revisions to the scope of work include deleting the replacement of the standby generator, deleting floor coatings in the DAF building, and minor modifications to the plant SCADA replacements. The negotiated contract amount totals \$5,174,804.00 (including the bid allowance and bid alternate #1). See the attached Pre-Award Change Order for details of the negotiated scope. Note that the negotiated amount will require that \$982,104.00 of the \$4,901,500.00 State Appropriation granted to the Town be used to

complete the project. However, sufficient funding will remain in the appropriation to complete water system improvements in the Needmore area.

Based on previous project experience, we recommend that tentative award be made to State Utility Contractors, Inc., for their negotiated bid amount of \$5,174,804.00 and that the board authorize execution of the construction contracts by the appropriate individuals upon Authority to Award being issued by NCDEQ. Note that the award must be made contingent on the final authorization and approval from NCDEQ – Division of Water Infrastructure (DWI).

Attached to this recommendation are the Bid Summary and Bid Tabulation showing detailed results of the bid. If you have any questions, please do not hesitate to contact us at (910) 420-1437 or by email at mark@lkcengineering.com.

Sincerely,  
LKC Engineering, PLLC



Mark Lacy, P.E.



October 15, 2025

Ms. Emily Yopp  
The Town of Carthage  
4396 US 15 501 Hwy  
Carthage, North Carolina 28327

Re: Water Supply & Treatment Improvements - Contract 2-Raw Water & Interconnection Pump Stations  
Project Number: SRP-D-ARP-0112  
Engineer's Recommendation to Award

Ms. Yopp,

Bids were received for the WTP & Interconnection-Contract 2-Raw Water & Interconnection Pump Stations on Thursday, August 14th, 2025. The project includes the Rehabilitation of a raw water pump station and a new water Interconnection Pump Station

A total of four bids were received for the work, and the table below summarizes the bids received.

CONTRACTOR	LOCATION	BASE BID AMOUNT	BID ALTERNATE
PDC, Inc.	Greensboro, NC	\$2,337,000.00	\$51,000.00
James E. Harris Construction Company, Inc.	Huntersville, NC	\$2,688,728.00	\$94,865.00
ELJ, Inc.	Jacksonville, NC	\$2,889,850.00	\$65,000.00
A C Schultes of Carolina, Inc.	Rocky Point, NC	\$3,507,814.00	\$250,000.00

Based on past experience with PDC Inc., LKC recommends that award be made to PDC, Inc. for their base bid and alternate bid amount of \$2,388,000.00 and authorize execution of the construction contracts by the appropriate individuals. The award must be made contingent on the final authorization and approval from NCDEQ – Division of Water Infrastructure (DWI).

Attached to this recommendation are the Bid Summary and Bid Tabulation showing detailed results of the bid. If you have any questions, please do not hesitate to contact us at (910) 420-1437 or by email at mark@lkcengineering.com.

Sincerely,  
LKC Engineering, PLLC

Mark Lacy, P.E.





# Town of Carthage

## *Resolution*

### RESOLUTION OF TENTATIVE AWARD FOR THE WATER SUPPLY & TREATMENT IMPROVEMENTS - CONTRACT 1 – WTP REHAB & FILTER ADDITION (PROJECT FUNDING NO. SRP-D-ARP-0112)

WHEREAS, TOWN OF CARTHAGE has received bids, pursuant to duly advertisement notice therefore, for construction of the WTP & INTERCONNECTION - CONTRACT 1 – WTP REHAB & FILTER ADDITION project, and

WHEREAS, the LKC ENGINEERING, PLLC consulting Engineers have reviewed the bids; and

WHEREAS, STATE UTILITY CONTRACTORS, INC. was the lowest responsive bidder for the Water supply & Treatment Improvements - Contract 1 – WTP Rehab & Filter Addition project, in the Negotiated Bid Amount of \$5,174,804.00, and

WHEREAS, the consulting Engineer recommends TENTATIVE AWARD to the lowest responsive bidder.

NOW, THERE FORE, BE IT RESOLVED that TENTATIVE AWARD is made to the lowest responsive bidder of STATE UTILITY CONTRACTORS, INC. for their Negotiated Bid Amount of \$5,174,804.00.

BE IT FURTHER RESOLVED that such TENTATIVE AWARD be contingent upon the approval of the North Carolina Department of Environmental Quality.

---

The foregoing resolution, having been submitted to a vote, received the following vote and was duly adopted and ordained this **20th day of October 2025**.

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent/Excused: \_\_\_\_\_

\_\_\_\_\_  
Jimmy Chalfinch, Mayor

Attest:

\_\_\_\_\_  
Kimberly Gibson, Town Clerk



# Town of Carthage

## *Resolution*

### RESOLUTION OF TENTATIVE AWARD FOR THE WATER SUPPLY & TREATMENT IMPROVEMENTS - CONTRACT 2 – RAW WATER & INTERCONNECTION PUMP STATIONS (PROJECT FUNDING NO. SRP-D-ARP-0112)

WHEREAS, TOWN OF CARTHAGE has received bids, pursuant to duly advertisement notice therefore, for construction of the WATER SUPPLY & TREATMENT IMPROVEMENTS - CONTRACT 2 - RAW WATER & INTERCONNECTION PUMP STATIONS project, and

WHEREAS, the LKC ENGINEERING, PLLC consulting Engineers have reviewed the bids; and

WHEREAS, PDC, Inc. was the lowest responsive bidder for the WATER SUPPLY & TREATMENT IMPROVEMENTS - CONTRACT 2 -RAW WATER & INTERCONNECTION PUMP STATIONS project, with their total base bid amount of \$2,388,000.00, and

WHEREAS, the consulting Engineer recommends TENTATIVE AWARD to the lowest bidder.

NOW, THERE FORE, BE IT RESOLVED that TENTATIVE AWARD is made to the lowest bidder of PDC, Inc. for the Total Bid Amount of \$2,388,000.00.

BE IT FURTHER RESOLVED that such TENTATIVE AWARD be contingent upon the approval of the North Carolina Department of Environmental Quality.

The foregoing resolution, having been submitted to a vote, received the following vote and was duly adopted and ordained this **20th day of October 2025**.

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent/Excused: \_\_\_\_\_

\_\_\_\_\_  
Jimmy Chalfinch, Mayor

Attest:

\_\_\_\_\_  
Kimberly Gibson, Town Clerk



## MEMORANDUM

Date: October 20, 2025

To: The Board of Commissioners

From: Jamie Sandoval, Management Analyst

Subject: Bulk Water Draft Policy for the Public Works and Billing Department

---

Public Works and Billing/Utilities staff found it important to draft policy and procedures for obtaining bulk water. The following policy limits those who are eligible for bulk water and to set regulations and requirements for those that are buying water in bulk from the Town of Carthage.

### SUGGESTED MOTION(S)

**OPTION 1:**

I move to approve the Public Works and Billing Bulk Water Policy as written and presented with no changes.

**OPTION 2:**

I move to approve the Public Works and Billing Bulk Water Policy with the following change(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**OPTION 3:**

I move to deny the Public Works and Billing Bulk Water Policy for the following reason(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Public Works and Billing Bulk Water Policy

## Purpose

The Town of Carthage takes pride in ensuring that public utilities are being provided to all needed customers. The Town of Carthage wishes to maintain public utilities and reduce waste of those utilities. This policy is to ensure that those that do not have access to public utilities are provided the Town of Carthage's utilities on a case-by-case basis.

## Definitions:

Applicant: An individual that has completed a bulk water application and has been approved for bulk water services.

Bulk Water: Obtaining a bulk of water under the amount of 500 gallons per visit.

Bulk Water Invoice: An amount of money charged and mailed to a bulk water customer after bulk water has been received by the customer.

## Scope

The scope of this policy includes:

- Bulk Water Qualifications
- Application and Payment Procedures
- Process for Bulk Water

## Bulk Water Qualifications

There are certain requirements that must be met in order to receive bulk water from the Town of Carthage. These requirements include:

1. For residential purposes only.
2. Limit of 500 gallons per visit.
3. A completed Bulk Water Application.



There may also be instances of bulk water usage for companies that are installing public utilities within the Town of Carthage town limits which is to be approved by the Town Manager and Public Works director during the site plan approval process.

## Application and Payment Procedures

Applications must be completed and submitted prior to obtaining bulk water from the Town of Carthage. The application must include the reason for usage as well as up-to-date contact information. The application must be reviewed and approved by the Public Works Director to ensure that there are public utilities available for the applicant. Once the application is approved, the applicant may obtain bulk water and will be sent an invoice to their mailing address listed on the application. If the any contact information changes for the applicant, the applicant must submit a new application to the Public Works Department.

## Staff Process for Bulk Water

The Customer Service Specialist must maintain all bulk water applications and upkeep up-to-date contact information of applicants of bulk water. When a new application is submitted, staff must allow the Public Works Director to review and sign the application indicating that the applicant may receive bulk water. If the application is approved, the applicant may receive the bulk water key to then use and the must be returned to the Customer Service Specialist after receiving bulk water. If the key is not returned to the Customer Service Specialist, the applicant may pay a **\$50 fee** for a replacement key on their next invoice. The Utility Billing Specialist is responsible for sending out all bulk water invoices and managing bulk water payments. Any questions regarding invoices for bulk water should be directed to the Utility Billing Specialist.

For utility installation purposes, the utility company must go through the site plan approval process with the Planning Department. Once the TRC Meeting has been completed, the utility provider may submit the bulk water application to the Customer Service Specialist. In this case, the application must be submitted to both the Public Works Director and the Town Manager for bulk water approval. Once the application is completed, the process for the bulk water service remains the same as any active bulk water customer until installation is completed. Once installation is completed, the Public Works Director will notify the both the Customer Service Specialist and the Utility Billing Specialist that service will be ending.



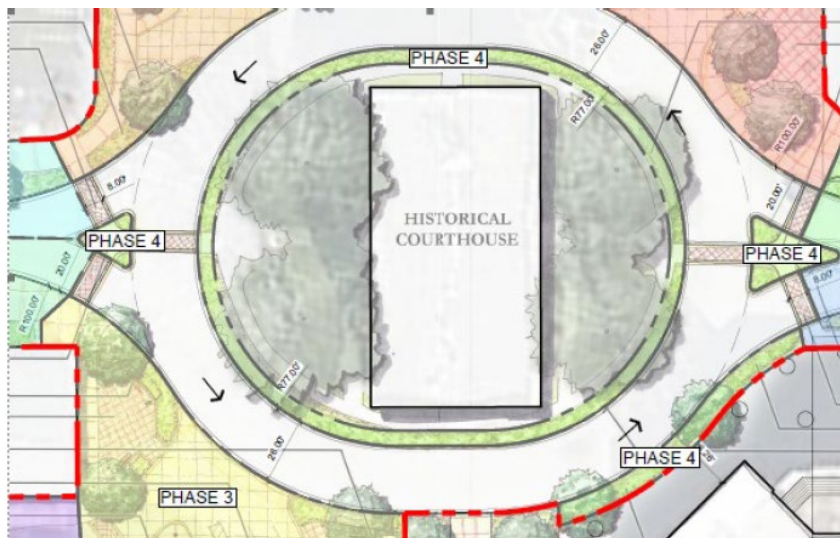
## MEMORANDUM

Date: October 14, 2025

To: The Board of Commissioners

From: Emily D. Yopp, Town Manager

Subject: Recommendation to Modify Phasing of Downtown Revitalization Plan



Over the past several weeks, the design team has identified a critical need to revise the phasing of the Downtown Revitalization Plan to address stormwater runoff and pedestrian safety concerns. Trevor Hansen, Design Phase Project Manager, has advised that proceeding with Phases 1 & 2 on the north side of the circle as originally planned would exacerbate existing drainage issues and create new safety hazards for both pedestrians and vehicles.

To mitigate these risks, the design team and I recommend that the Board approve a change in the phasing plan to prioritize the

construction of the central Historic Courthouse area and pedestrian refuge islands—previously designated as Phase 4—as the new Phases 1 & 2.

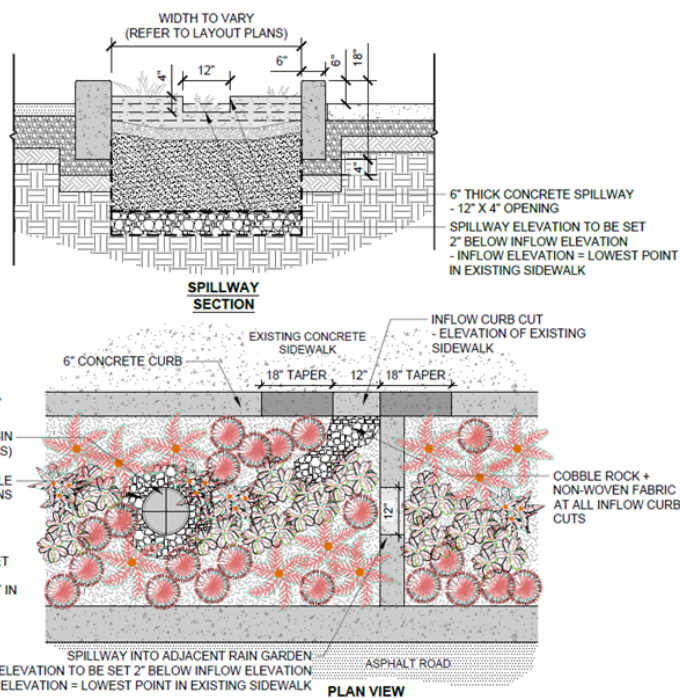
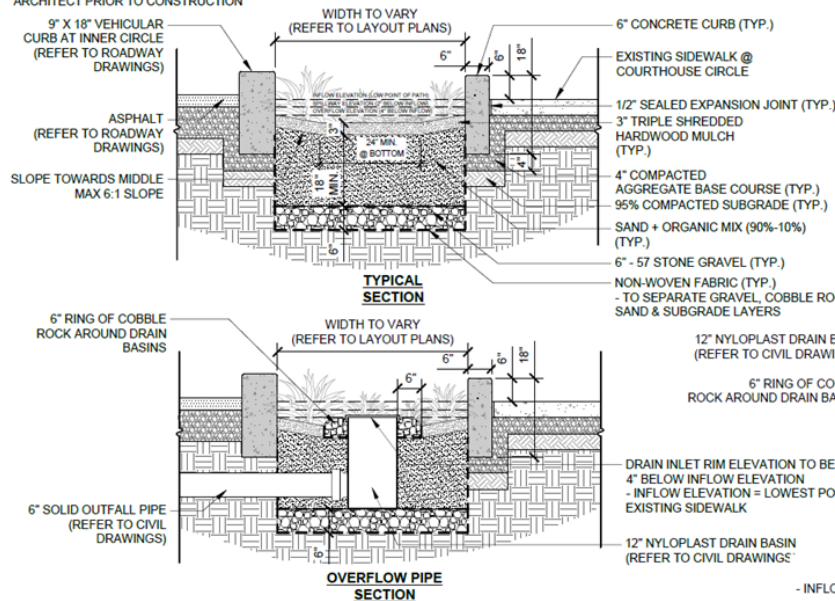
This revised approach includes the installation of a rain garden around the Historic Courthouse to capture runoff before it reaches the roadway. The rain garden will also serve as a vegetative barrier to guide pedestrian movement toward designated crosswalks, enhancing safety and accessibility.

Trevor Hansen has outlined the following reasons for the proposed phasing change:

- Completing the north side phases first would result in significant drainage issues, compounding existing problems and creating safety hazards for pedestrians and vehicles.
- Completing the crosswalks and pedestrian refuge islands around the circle first will directly enhance pedestrian safety, which is the primary goal of the revitalization project.
- Installing the proposed rain gardens will:
  - Mitigate existing drainage issues by capturing storm runoff from the Historic Courthouse and inner circle before it reaches the roadway.
  - Establish a vegetative barrier that discourages pedestrians from crossing outside designated areas and helps guide them toward the proposed crosswalks.

**Coordination with NCDOT and Moore County Government is ongoing and essential to implementing the revised phasing.** If either agency is unable to support the proposed change, Town staff will work with the design team to identify alternative solutions that still prioritize pedestrian safety and stormwater management and will return to the Board with an updated recommendation as needed.

**NOTES:**  
 1. ALL STRUCTURAL CROSS SECTIONS SHALL BE REVIEWED BY A QUALIFIED ENGINEER AND MODIFIED AS NECESSARY BASED ON SITE SPECIFIC GEOTECHNICAL DATA.  
 2. SEE GRADING PLAN FOR ELEVATION OF OVERFLOW DRAIN INLETS AND SPILLWAYS  
 3. PLACE CONTROL JOINTS FOR SIDEWALK CURB AT 10' INTERVALS  
 4. INSTALL SEALED EXPANSION JOINTS WHERE CURB MEETS SIDEWALK  
 5. CONCRETE PSI AND THICKNESS TO BE REVIEWED BY A QUALIFIED ENGINEER AND BASED OFF SITE SPECIFIC GEOTECHNICAL DATA  
 6. CONTRACTOR TO PROVIDE SAMPLES AND MOCKUP OF CONCRETE FINISH FOR APPROVAL BY OWNER'S REPRESENTATIVE / LANDSCAPE ARCHITECT PRIOR TO CONSTRUCTION



5

## RAIN GARDEN

1/2" = 1'-0"

## SUGGESTED MOTION(S)

### MOTION TO APPROVE PHASING CHANGE

"I move that the Board of Commissioners approve the proposed revision to the Downtown Revitalization Plan phasing, designating the central Historic Courthouse area and pedestrian refuge islands—formerly Phase 4—as the new Phases 1 & 2, and authorize Town staff to proceed with planning and coordination efforts necessary to implement the revised design."



## MEMORANDUM

Date: October 15, 2025

To: The Board of Commissioners

From: Emily D. Yopp, Town Manager

Subject: Consideration of Ordinance No. ORD.25.11 – Amendment to Peddlers and Solicitors Ordinance

---

### Agenda Item Summary:

The Board is asked to consider Ordinance No. ORD.25.11, which proposes a comprehensive amendment to Title XI, Chapter 112 of the Town of Carthage Code of Ordinances, regulating peddlers and solicitors operating within town limits.

### Background:

This ordinance amendment was prompted by a recent permit request from Brightspeed, a telecommunications company, seeking authorization to conduct door-to-door solicitation within the Town. Staff denied the request based on the limitations of the existing ordinance, which lacked sufficient clarity and structure to evaluate such applications fairly and consistently.

Following this, Town Attorney Brady Herman was consulted by the Town Manager and tasked with drafting a revised ordinance that would modernize the Town's regulatory framework for peddlers and solicitors. The proposed ordinance is designed to address public safety concerns, protect residents' privacy, and ensure compliance with constitutional protections for commercial speech.

### Key Provisions of the Proposed Ordinance:

- **Permit Requirement:** All peddlers and solicitors must obtain a permit unless exempted.
- **Exemptions:** Includes nonprofit organizations, school fundraisers, political canvassing, and pre-arranged deliveries.
- **Activity Restrictions:** Prohibits solicitation on posted properties, during restricted hours (6:00 p.m. to 9:00 a.m. and all day Sunday), and without proper identification.
- **Application Process:** Requires detailed personal and criminal history, identification, and employer information.
- **Permit Duration & Renewal:** Permits valid for 90 days; renewable with updated application and reduced fee.
- **Enforcement & Revocation:** Police Department responsible for enforcement; permits may be revoked for violations or misconduct.
- **Penalties:** Violations may result in misdemeanor charges, fines up to \$500, or imprisonment up to 30 days.



**Recommendation:**

Staff recommends adoption of Ordinance No. ORD.25.11 to modernize and strengthen the Town's regulatory framework for peddlers and solicitors, ensuring a balance between public safety and constitutional protections for commercial speech.

**Action Requested:**

Motion to adopt Ordinance No. ORD.25.11 amending Title XI, Chapter 112 of the Town of Carthage Code of Ordinances.



# Town of Carthage

## Ordinance No. ORD.25.11

### AN ORDINANCE AMENDING PEDDLERS AND SOLICITORS ORDINANCE IN TITLE XI, CHAPTER 112, OF THE TOWN OF CARTHAGE CODE OF ORDINANCES

**WHEREAS**, the Board of Commissioners of the Town of Carthage has enacted regulations related to the door-to-door selling of goods and services and solicitation of orders to promote the public health, safety, and welfare; and

**WHEREAS**, the Town Board of Commissioners has determined existing Town ordinances do not adequately regulate door-to-door sales by peddlers, solicitors and other temporary sales; and

**WHEREAS**, door-to-door solicitation and other temporary sales increase traffic congestion, intrude upon residents' privacy, increase crime and affect the quality of life; and

**WHEREAS**, the General Statutes of the State of North Carolina grant the Town the authority to regulate businesses and trades, to regulate door-to-door solicitors and peddlers and to exercise control over the streets and public rights of way; and

**WHEREAS**, commercial speech is protected by the U.S. and N.C. Constitutions, the Town Board of Commissioners desires to protect the interests of its residents by regulating door-to-door solicitation in a manner that protects the free-speech rights of vendors.

**NOW THEREFORE**, the Town Board of Commissioners of the Town of Carthage ordains as follows:

**Section 1.** Subchapter "Peddler" in Sections 112.01 through Sections 112.04 of Chapter 112 "Peddlers and Solicitors" in Title XI, "Business Regulations" of the Carthage Code of Ordinances is hereby repealed and replaced with a new subchapter entitled "Peddlers and Solicitors" as follows:

### PEDDLERS AND SOLICITORS

#### § 112.01 DEFINITIONS.

For the purpose of this subchapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

**PEDDLER.** Any person who transports goods or products from place to place and sells or offers goods or products for sale from a vehicle, cart, device, or on his or her person.

**SOLICITOR.** Any person who travels uninvited from place to place taking or offering to take orders for the sale of goods for future delivery or for personal services to be performed in the future, whether or not samples are displayed or money is collected in advance, and any person who uses or occupies any building or premises for the sole purpose of taking or offering to take orders for the sale of goods for future delivery or for personal services to be performed in the future, whether or not samples are displayed or money is collected in advance.

**§ 112.02 PERMIT REQUIRED; EXEMPTIONS**

- (A) It is unlawful for any person, firm or corporation to sell, offer for sale, or solicit orders for goods, wares, merchandise, food, periodicals or services by going from door-to-door ("peddle" or "solicit") within the town without having first secured a peddler/solicitor's permit from the town as provided for in this subchapter, unless it is done with the prior request or invitation of the residents or occupants of the premises visited.
- (B) This section and subchapter shall not apply to the following:
- (1) The delivery of goods or services which have been ordered before delivery;
  - (2) The circulation of petitions for signature or lawful distribution of advertising materials, flyers, or materials expressing views on political, social or religious matters;
  - (3) The lawful promotion or expression of views concerning political, social, religious and other like matters;
  - (4) The sale or offering for sale of goods, wares, merchandise, food, periodicals or services by bona fide members or representatives of charitable, religious, civic, or fraternal organizations who receive no compensation of any kind for their services, and such sale or offering by children under the age of 18 years who are students in a public or private school for school activities;
  - (5) The solicitation of contributions or pledges thereof for bona fide nonprofit organizations;
  - (6) The sale or delivery of goods to business establishments;
  - (7) The sale or soliciting of orders for the sale of milk, dairy products, vegetables, poultry, eggs, and other farm and garden produce so far as the sale of such commodities named herein is now authorized by law.

**§ 112.03 DOOR-TO-DOOR SOLICITOR ACTIVITIES LIMITED.**

It shall be unlawful for any person to solicit or peddle on private property within town limits in any of the following ways:

- (A) By soliciting after the owner, tenant, or lawful occupant of the property has requested that the person leave the premises, whether the request was verbal or nonverbal.
- (B) By soliciting on property which is clearly marked with a sign stating "No Soliciting," "No Trespassing," or a sign conveying a similar message indicating that soliciting on the premises is prohibited;
- (C) By soliciting during the hours between 6:00 p.m. and 9:00 a.m. Monday through Saturday, nor at any time on Sunday
- (D) By soliciting as an agent or representative of an entity without all solicitors wearing attire or badging that is immediately visible and depicts branding that is representative of the entity.
- (E) By soliciting without first obtaining a peddler/solicitor permit from the town and all other permits or licenses required by law.

**§ 112.04 PEDDLER/SOLICITOR PERMIT APPLICATIONS**

Applications for peddler/solicitor permits under this subchapter shall be submitted to the Town Clerk during normal business hours (Monday through Friday, 9:00 a.m. to 5:00 p.m. eastern time) on a form provided by the Town,

under oath, and shall include, but not be limited to, the following information:

- (A) The full name of the applicant;
- (B) The permanent residence address of the applicant;
- (C) The applicant's temporary address in or in the vicinity of the town, if applicable;
- (D) The name and address of the applicant's employer or the organization with which the applicant is associated in connection with the sale activity or solicitation of orders;
- (E) The type(s) of goods, wares, merchandise, food, periodicals and services to be sold or offered for sale;
- (F) The period for which the application is sought, which shall not exceed 60 consecutive calendar days; provided that the permit may be renewed for sixty-day periods without limit, upon proper application therefor;
- (G) A record of any and all crimes of which the applicant has been convicted or has pleaded no contest in the ten years preceding the submittal of the application;
- (H) The age, height, weight, and any other additional information which the town may reasonably require for identification, including a copy of the document(s) used by the applicant to verify personal identification (e.g., driver's license, passport, picture I.D.);
- (I) A complete listing of and information concerning all other permits or licenses which were obtained by the applicant;
- (J) If an application is filed by an employer, there shall also be filed separate applications for each peddler/solicitor giving the information set forth above for each peddler/solicitor and signed and sworn to by each peddler/solicitor, and a separate permit shall be issued for each applicant.

**§ 112.04 INVESTIGATION; PROCEDURE FOR CONSIDERING PERMITS.**

(A) Upon receipt of the peddler/solicitor permit application, the Town Clerk shall forward it to the Chief of Police or designee (hereafter "Police Chief") for investigation. The Chief of Police shall make or cause to be made such investigation as reasonably necessary to verify the information in the application and to assure compliance with the provisions of this subchapter and shall issue a permit unless the applicant:

- (1) Has not submitted a completed application
- (2) Is not permitted by law to engage in such activity due to age;
- (3) Has been convicted of, or has pleaded no contest to, a felony charge within the ten years preceding the submittal of the application;
- (4) Has been, within the previous five years, convicted of, or pleaded no contest to, a misdemeanor charge involving theft, fraud, forging, uttering, or other crimes of like nature or any crime involving moral turpitude;
- (5) Does not have valid driving privileges in the state in those cases where the applicant will be operating a vehicle in the course and scope of the peddling/soliciting; or



(B) The Police Chief shall approve or deny an application and issue a permit as soon as possible and, except in the case of extraordinary circumstances, as when a number of applications are submitted within a short period of time, should act within five (5) business days of receipt of the completed application.

**§ 112.05      DISPLAY OF PERMIT.**

All persons soliciting under this subchapter shall keep a physical or digital copy of the license obtained under this subchapter and shall display it upon any lawful request.

**§ 112.06      FEES.**

(A) Before issuing a peddler/solicitor permit under this subchapter, the Town Clerk shall collect an administrative processing fee at an amount set by the Board of Commissioners. This fee is to cover the administrative costs of processing the application required by this subchapter and shall not be considered a tax, nor shall it relieve the applicant of paying any other state or local taxes required by law.

(B) The Town Clerk shall collect an administrative processing fee for each renewal issued under § 112.11 at an amount set by the Board of Commissioners.

**§ 112.07      LICENSE NON-TRANSFERRABLE.**

No peddler/solicitor permit issued under this subchapter shall be transferable.

**§ 112.08      POLICE DEPARTMENT TO ENFORCE.**

It shall be the duty of the Police Department of the town to enforce the provisions of this subchapter.

**§ 112.09      REVOCATION OF PERMIT.**

(A) Any permit issued pursuant to this subchapter may be revoked by the Town Manager and/or Chief of Police after notice and hearing, for any of the following reasons:

- (1) Any fraud, misrepresentation, or false statement contained in the application for license;
- (2) Any fraud, misrepresentation, or false statement made in connection with the selling of goods, wares, or merchandise;
- (3) Any violation of this subchapter;
- (4) Convictions of the licensee of any felony or of a misdemeanor involving moral turpitude; or
- (5) Conducting the business licensed under this subchapter in an unlawful manner or in such a manner as to constitute a breach of the peace or to constitute a menace to the health, safety, or general welfare of the public.

(B) Notice of hearing for revocation of a permit shall be given in writing, setting forth specifically the grounds of the complaint and the time and place of the hearing. The notice shall be mailed to the permittee at his or her last known address at least five days prior to the date set for the hearing.

**§ 112.10      APPEAL FROM REFUSAL OF ISSUANCE OR REVOCATION.**

The appeal of a refusal to issue a permit or the revocation of a permit shall be made to the Town Manager by filing a written notice of appeal, specifying with particularity the grounds upon which the appeal is made, no later than ten (10) days from the date of the refusal to issue a permit or the revocation of a permit. The Town Manager or designee shall fix a reasonable time for the hearing of the appeal, shall give due notice to all parties, and shall render a decision within a reasonable time. The order or decision of the Town Manager or other authorized official,

department, board or agency where applicable, shall be the final municipal action for the purpose of judicial review.

**§ 112.11 EXPIRATION; RENEWAL.**

- (A) All permits issued under the provisions of this subchapter shall expire 90 days after the date of issuance unless an earlier date is stated on the permit.
- (B) Any permit issued under the provisions of this subchapter may be renewed any number of times based on the following conditions:
  - (1) The applicant makes a written application for renewal stating that the person or persons managing the business are the same as those listed on the original application, that the place or places where the applicant proposes to conduct business have not changed, and a statement explaining any material change in circumstances from the information given in the original application;
  - (2) There is not cause for revocation under § 112.09; and
  - (3) The payment of an application fee equal to one-half of the original fee.

**§ 112.12 PEDDLING/SOLICITING FROM RIGHTS-OF-WAY.**

Peddling or soliciting from rights-of-way is prohibited in accordance with G.S. 20-175 except that the distribution of newspapers on the non-traveled portions of a street is allowed, provided that the distribution does not impede the normal movement of traffic.

**§ 112.13 PENALTY.**

Peddling or soliciting without a permit or otherwise in violation of any of the provisions of this subchapter, including failing to surrender a revoked permit, shall constitute a criminal misdemeanor and shall subject the offender to a fine of not more than \$500 or imprisonment for not more than 30 days or a civil penalty under § [10.99](#) of this Code of Ordinances.

**Section 2.** All provisions of any Town ordinance or resolution in conflict with this ordinance are repealed.

**Section 3.** This ordinance shall become effective upon adoption.

The foregoing ordinance, having been submitted to a vote, received the following vote and was duly adopted and ordained this 20th day of October 2025.

Ayes: \_\_\_\_\_  
 Nays: \_\_\_\_\_  
 Absent/Excused: \_\_\_\_\_

\_\_\_\_\_  
 Jimmy Chalfinch, Mayor

Attest:

\_\_\_\_\_  
 Kimberly Gibson, Town Clerk



## MEMORANDUM

Date: October 14, 2025

To: The Board of Commissioners

From: Emily D. Yopp, Town Manager

Subject: Resolution of Adoption of Temporary Utility Payment Relief Policy – Federal Government Shutdown

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### Background

The ongoing federal government shutdown can create financial hardship for many Carthage residents, including active-duty military personnel, federal civilian employees, and contractors. In response, staff have drafted a **Temporary Utility Payment Relief Policy** to suspend utility disconnections and waive late fees for eligible households during the shutdown and for 14 days following its conclusion.

This policy is designed to:

- Provide immediate relief to affected residents.
- Ensure continuity of essential services.
- Offer flexible repayment options once income resumes.

### Key Provisions of the Policy

- **Eligibility:** Includes active-duty military, National Guard/reserve members, military dependents, furloughed federal employees, and federal contractors.
- **Relief Measures:** Suspension of disconnections, waiver of late fees, acceptance of partial payments, and flexible repayment plans.
- **Duration:** Relief applies during the shutdown and for 14 days after it ends.
- **Repayment:** Accounts must be brought current within two billing cycles, with extensions up to six months for hardship cases.
- **Administration:** Staff may approve relief upon verification; Town Manager may extend or modify the policy if the shutdown exceeds 60 days.

### SUGGESTED MOTION(S):

#### Motion to Adopt:

"I move to adopt Resolution 25.19, the Town of Carthage Temporary Utility Payment Relief Policy, effective October 21, 2025, as presented, and authorize staff to implement the relief measures for eligible households impacted by the federal government shutdown."



## **TOWN OF CARTHAGE**

### **Temporary Utility Payment Relief Policy**

**Effective Date – October 21, 2025**

#### **Purpose**

To provide temporary relief from utility disconnections and penalties for Carthage utility customers directly impacted by the current federal government shutdown.

#### **Policy Statement**

The Town of Carthage recognizes that federal government shutdowns create financial hardship for many residents, particularly those who serve in the U.S. Armed Forces and those employed by the federal government. During any declared federal government shutdown, the Town will suspend utility disconnections and waive late payment penalties for eligible households until **14 days after the end of the shutdown**.

#### **Eligible Households**

Residents of the Town of Carthage who can demonstrate one of the following:

1. **Active-Duty Military Personnel**
  - Documentation: Current military ID card or copy of official military orders.
2. **Reserve or National Guard Members**
  - Documentation: Current reserve/guard ID or orders showing active status.
3. **Military Dependents**
  - Documentation: Dependent military ID or DEERS enrollment verification (if the dependent is the utility account holder).
4. **Federal Civilian Employees (Furloughed or Working Without Pay)**
  - Documentation: Official furlough letter, agency notice of non-pay status, or most recent pay statement showing reduced or zero pay due to the shutdown.
5. **Federal Contractors Whose Pay Has Been Suspended**
  - Documentation: Employer letter verifying loss of income tied directly to the shutdown.

#### **Relief Measures**

- **No service disconnections** for non-payment during the shutdown and for 14 days following its conclusion.
- **Late fees waived** during the same period.
- **Flexible payment arrangements** offered to allow residents to bring accounts current once regular income resumes.



- **Partial payments accepted** without penalty.

#### **Administration**

- Residents must submit a short application and required documentation to the Utility Billing Department.
- Staff are authorized to approve relief immediately upon verification of eligibility.
- The Town Manager may extend or modify this policy by administrative order if the shutdown continues beyond 60 days.

#### **Duration of Relief**

- Relief applies during the federal shutdown and for 14 days after its official conclusion.
- After this period, normal billing and disconnection procedures resume, subject to repayment rules below.

#### **Repayment Requirement**

- Customers must bring their account current within **two (2) regular billing cycles** following the end of the relief period.
- The Utility Billing Department may authorize extended repayment plans, up to six (6) months, for households that demonstrate continued hardship.
- Accounts not brought current within these timelines will be subject to standard disconnection procedures.

#### **Sunset Clause**

This policy applies only during periods of a declared federal government shutdown and shall expire automatically when the shutdown ends and the relief period lapses.

**Adopted by the Carthage Board of Commissioners on the 20<sup>th</sup> day of October 2025.**

\_\_\_\_\_  
Jimmy Chalflinch, Mayor

ATTEST:

\_\_\_\_\_  
Kim Gibson, Town Clerk



# Town of Carthage

## *Resolution*

### A RESOLUTION TO PROVIDE TEMPORARY UTILITY RELIEF FOR RESIDENTS IMPACTED BY THE FEDERAL GOVERNMENT SHUTDOWN

**WHEREAS**, the Town of Carthage provides essential water and sewer services to its residents; and

**WHEREAS**, the current federal government shutdown has created financial hardship for residents, including active duty military personnel, military dependents, reservists, federal civilian employees, and federal contractors; and

**WHEREAS**, the Board of Commissioners desires to ensure that no resident directly impacted by the shutdown loses access to essential water and sewer services during this period of financial uncertainty.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF CARTHAGE, NORTH CAROLINA:**

1. **Temporary Relief.** The Town shall suspend water and sewer disconnections and waive late fees for eligible customers during the federal government shutdown and for fourteen (14) days following its official conclusion.
2. **Eligibility.** Relief applies to Carthage utility account holders who can demonstrate they are directly impacted by the shutdown, including but not limited to:
  - **Active-Duty Military Personnel** – Military ID or orders.
  - **Reserve or National Guard Members** – Guard/Reserve ID or active orders.
  - **Military Dependents** – Dependent ID or DEERS verification (if account holder).
  - **Federal Civilian Employees** – Furlough letter, non-pay notice, or pay stub.
  - **Federal Contractors** – Employer letter verifying suspension of pay tied to the shutdown.
3. **Repayment Requirement.**
  - Customers must bring their account current within two (2) regular billing cycles following the end of the relief period.
  - The Utility Billing Department may authorize extended repayment plans, not to exceed six (6) months, for households that demonstrate continued hardship.

- Failure to comply with repayment requirements shall result in the account being subject to standard utility disconnection procedures.

**4. Administration.**

- The Utility Billing Department shall process applications and verify documentation.
- Staff are authorized to approve relief immediately upon verification.

- 5. Expiration.** This resolution applies only to the current federal government shutdown and shall expire automatically after the relief period concludes.

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The foregoing resolution, having been submitted to a vote, received the following vote and was duly adopted and ordained this **20th day of October 2025**.

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent/Excused: \_\_\_\_\_

\_\_\_\_\_  
Jimmy Chalfinch, Mayor

Attest:

\_\_\_\_\_  
Kimberly Gibson, Town Clerk



## MEMORANDUM

Date: October 20, 2025

To: The Board of Commissioners

From: Jamie Sandoval, Management Analyst

Subject: Call for UDO Amendment to adhere to the North Carolina General Assembly Session Law 2025-94, House Bill 926

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On October 6, 2025, the North Carolina General Assembly became law without the approval of the Governor. Session Law 2025-94, also known as House Bill 926. The two sections of the Session Law that will affect the Unified Development Ordinance are as follows:

1. LIMIT DESIGN METHODOLOGY AND CONSTRUCTION STANDARDS FOR CERTAIN MUNICIPAL STREETS
2. PROHIBIT WAITING PERIODS FOR REFILEING OF DEVELOPMENT APPLICATIONS

### SUGGESTED MOTION(S)

#### **OPTION #1:**

I move to call a Public Hearing to update the Unified Development Ordinance in accordance with Session Law 2025-95, to be held on Monday, November 17, 2025, at 6:30 p.m. in the McDonald Building located at 207 McReynolds Street.





# Town of Carthage

## *Resolution*

Call for a Public Hearing to Amend the Unified Development Ordinance to  
Comply with Statutory Changes in HB962

WHEREAS, the North Carolina General Assembly enacted Session Law 2025-94 (House Bill 926) on  
October 6, 2025, which became law without the Governor's approval; and

WHEREAS, Session Law 2025-94 includes provisions that:

- Limit design methodology and construction standards for certain municipal streets; and
- Prohibit waiting periods for refiling of development applications; and

WHEREAS, the Town of Carthage Unified Development Ordinance (UDO) must be updated to comply  
with these statutory changes;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Carthage that:

- A Public Hearing shall be held to consider amendments to the Unified Development Ordinance in accordance with Session Law 2025-94.
- The Public Hearing is scheduled for Monday, November 17, 2025, at 6:30 p.m. in the McDonald Building, located at 207 McReynolds Street.
- Notice of the Public Hearing shall be published and posted as required by law.

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The foregoing resolution, having been submitted to a vote, received the following vote and was duly adopted and ordained this **20th day of October 2025**.

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent/Excused: \_\_\_\_\_

\_\_\_\_\_  
Jimmy Chalfinch, Mayor

Attest:

\_\_\_\_\_  
Kimberly Gibson, Town Clerk

Town of Carthage  
Board of Commissioners



## MEMORANDUM

Date: October 16, 2025  
To: The Board of Commissioners  
From: Chris Lawson, Planner  
Subject: Request to Call a Public Hearing for a Rezoning Request for PID #s 00002513 & 00006932;  
Petitioner: Southbury Development, LLC

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This is a general rezoning application requesting to amend the zoning map from R10- TBD on 38 acres to develop for mixed-use/commercial purposes. The applicant is Southbury Development, LLC and they've named the development 501 Townes. The proposed building size(s) and site layout will be determined at a future date but we know that the site will be accessed from 15-501.

### SUGGESTED MOTION(S):

#### ***Option #1***

I move to call a Public Hearing to hear the request of Southbury Development, LLC for rezoning of the property PID #s 00002513 & 00006932 to be held on Monday, November 17, 2025, at 6:30 pm at the McDonald Building located at 207 McReynolds Street.

#### ***Option #2***

I move to deny a call a Public Hearing to hear the request of Southbury Development, LLC for rezoning of the property PID #s 00002513 & 00006932 for the following reason(s): \_\_\_\_\_

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# Town of Carthage

## *Resolution*

Call for a Public Hearing for a Zoning Map Amendment application for PIDs 00002513 & 00006932; Petitioner: Southbury Development, LLC

WHEREAS, Southbury Development, LLC submitted a zoning map amendment request for PIDs 00002513 & 00006932 to be rezoned from R-10 to TBD; and

WHEREAS, a Public Hearing is required by the General Statutes prior to the Town acting on a zoning map amendment application.

NOW, THEREFORE, BE IT RESOLVED, that the Town of Carthage Board of Commissioners adopt this resolution and call for a public hearing to be held on November 17, 2025, 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 foregoing resolution, having been submitted to a vote, received the following vote and was duly adopted and ordained this **20th day of October 2025**.

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent/Excused: \_\_\_\_\_

\_\_\_\_\_  
Jimmy Chalfinch, Mayor

Attest:

\_\_\_\_\_  
Kimberly Gibson, Town Clerk

Town of Carthage  
Board of Commissioners



## MEMORANDUM

Date: October 16, 2025  
To: The Board of Commissioners  
From: Kim Gibson, Town Clerk  
Subject: Request for Carthage Fire & Rescue Relief Fund Board Appointment

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Fire Chief, Brian Tyner has been asked to serve on the Carthage Fire & Rescue Relief Fund Board to fill a vacancy left by the resignation due to illness of long-time Board member, Scottie Scott. This position requires appointment/approval from the Board of Commissioners.

### SUGGESTED MOTION(S):

#### ***Option #1***

I make a motion to appoint Fire Chief Brian Tyner to the Carthage Fire & Rescue Relief Fund Board to fill the vacancy left by the resignation of Scottie Scott.

#### ***Option #2***

I make a motion to deny the appointment of Fire Chief Brian Tyner to the Carthage Fire & Rescue Relief Fund Board for the following reason(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_





# Carthage Fire & Rescue

ASSISTANT CHIEF  
Mitch Cox

FIRE CHIEF  
Brian Tyner

ASSISTANT CHIEF  
Jason Love

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Kim, I am requesting a spot on the Town of Carthage business meeting agenda in October.

The Carthage Fire and Rescue's Relief Fund Board is comprised of five members, responsible for maintaining the fund and providing monetary assistance to a firefighter in the event of great need such as injury, sickness, or disability.

The board members are selected as follows:

- Two (2) are appointed by the department
- Two (2) are appointed by the town
- One (1) is appointed by the North Carolina State relief fund committee in Raleigh.

Unfortunately, Scottie Scott is no longer able to participate due to health reasons. J.D. Monroe has asked me if I would be willing to serve in Scottie's position. I advised J.D. that I would be honored to serve.

Scottie's position is a Town of Carthage appointment, therefore the board will have to vote in favor of that appointment.

For reference, the other board members are J.D. Monroe, Junior Vest, Jason Love, and Bradley Whitaker. If you have any questions, please let me know.

Sincerely,  
Chief Brian Tyner



## MEMORANDUM

Date: October 16, 2025  
To: The Board of Commissioners  
From: Kim Gibson, Town Clerk  
Subject: Request for Reconsideration of Flock Safety Camera Implementation

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In preparation for the FY25-26 budget, Police Chief, Bart Davis presented his request for the implementation of Flock Safety, a camera system that could be deployed throughout the city limits of Carthage. This system is networked with other municipalities and offers a nationwide database of shared information.

Due to budget restraints, this full-system implementation was pushed back to another yearly budget time. Chief Davis is asking to reconsider this project on a smaller scale, offering the benefits of the system, while allowing the Town to start small and build as budget planning allows.

### SUGGESTED MOTION(S):

**Option #1** (*Accept as presented with no changes*)

I make a motion to approve the implementation of the Flock Safety camera system in this year's budget under the smaller scale plan as presented by Chief Davis.

**Option #2** (*Accept as presented WITH changes*)

I make a motion to approve the implementation of the Flock Safety camera system in this year's budget as presented by Chief Davis, with the following change(s): \_\_\_\_\_

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**Option #3** (*Deny the request*)

I make a motion to deny the request for implementation of the Flock Safety Camera System in this year's budget for the following reason(s): \_\_\_\_\_

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# Carthage Police Department

www.carthagepd.com

## Memo

To: Town Manager, Members of the Board of Commissioners

From: Chief B.A. Davis

Re: Flock Safety Deployment

In preparation for budget cycle 2025-2026, a presentation was prepared for the town board by Flock Safety. Flock Safety provides LPR (license plate recognition) cameras and access to a nationwide database of connected cameras. Flock Safety has grown in popularity as a tool for law enforcement investigations across the nation. The department's goal in the budget preparation for 2025-2026 was to implement this tool in the city limits of Carthage, however, budget priorities pushed this project to the shelf for 2025-2026. Other agencies within the county have since implemented Flock Safety cameras in their respective jurisdictions. Moore County Sheriff's Office and the Village of Pinehurst have deployed systems, while the town of Pinebluff is in the process. I have reached out to Flock Safety to inquire about the minimum deployment that would be required for the Carthage Police Department to gain access to this valuable tool. A two-camera system is required at the cost of \$6,000 per year total. I am requesting your consideration in reactivating this project and allowing it to move forward in this current fiscal year.

*B.A. Davis*  
10.03.2025

