Town of Carthage

Board of Commissioners
Regular Meeting
November 16, 2026 at 6:30 p.m.

McDonald Building
207 McReynolds Street
Carthage, NC 28327

AGENDA

CALL TO ORDER

INVOCATION – Mayor Jimmy Chalflinch

PLEDGE OF ALLEGIANCE – Commissioner Brent Tanner

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.

PUBLIC COMMENT SESSION

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. The mayor or presiding officer may place time limits on speakers before the start of the public comment session.

REPORTS

- Manager's Report (pg. 1)
- Departmental Reports (pg. 2-34)

PUBLIC HEARING

a. Rezoning Request from R-10 (Residential) to B-2 (Central Business District Fringe) for PARID: 20010158 & 00003503; Petitioner: Debbie Bowman/Carthage Fitness Center (Elijah Geist, pg. 35-40)

OLD BUSINESS

a. Update on Upset Bid Process for Property known as the Old Jail, PARID# 00006642 and 00004260 (Kim Andrews, pg. 41)
b. Review Requested Changes to Annexation Agreement (Emily Yopp, pg. 42-49)
c. Ladder Truck Repair Options with Cost Estimate (Fire Chief, Brian Tyner, pg. 50-55)
d. Consideration of New Town Hall Project Next Steps (Emily Yopp, pg. 56-81)
e. Update of Board Observation Program with Town Departments (Kim Andrews, pg. 82-84)

NEW BUSINESS

a. Approval of Amendment to Wireless Tower agreement (Emily Yopp, pg. 85-110)
b. Request to Close Roads for Annual Christmas Parade (Kim Andrews, pg. 111)

c. Approval of Change Orders for Downtown Project (Emily Yopp, pg. 112-124)
d. Approval of Pre-Audit Policy (Kesha Matthews, pg. 125-145)

FINAL COMMENTS

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

ADJOURNMENT

Town of Carthage

North Carolina

BOARD OF COMMISSIONERS

MEETING AGENDA

&

BOARD MATERIALS

Regular Monthly Meeting

November 16, 2026

The McDonald Building
207 McReynolds Street
Carthage, NC 28327

Town of Carthage
Board of Commissioners

MEMORANDUM

Date: November 10, 2026

To: The Board of Commissioners

From: Emily D. Yopp, Town Manager

Subject: Manager's Report

Three Candidates Selected to Interview for Carthage Police Chief Position

After a successful application acceptance process, I have selected three candidates to go through the interview process for the Carthage Police Chief position. Interviews will be conducted on November 18th by a 3-person panel consisting of myself, Fire Chief Brian Tyner and Morrisville Town Manager and former Chief of Police Brandon Zuidema, ICMA-CA, who comes recommended to us from Central Pines Regional Council. We are looking forward to spending time with each candidate, hearing their vision for the future of the Carthage Police Department and selecting an exemplary leader for this most important role.

Utility/Customer Service Position Candidates

The soon to be open role of Utility/Customer Service Specialist has generated lots of applicant interest as we have received over 75 applications after only a few days of posting the job. While not all applicants will be selected for an interview, we have identified approximately 10 candidates we will be inviting for an interview and are looking forward to getting to know more. This role is one of our most forward-facing roles as the Utility/Customer Service Specialist is the first face people see when visiting Town Hall and often the first person they speak to on the phone.

Summitt Street Repair Almost Complete

As of this writing, Fred Smith is completing all utility and construction work and is set to begin paving on Friday, November 13th. Once the paving is done the road will go through any inspections and be reopened. We know residents and travelers who frequent that side of town are anxious to be able to travel through this area again and we thank them for the continued patience as we worked to repair the damage caused by tropical storm Chantal.

Administration Department to Begin Closing for Lunch

After receiving the Board's approval at last month's meeting, starting November 16th, the Administration department will begin closing for lunch for all Admin staff members from 12:00 p.m. to 1:00 p.m., Monday through Friday. Staff have been spreading the word for almost 30 days now and we are confident this change will have little impact to our visitors while giving Admin staff an opportunity to take their lunch breaks uninterrupted.



Monthly Call Report

INCIDENT ID	PSAP CALL DATE/TIME	INCIDENT NUMBER	DISPATCH TYPE	RESPONSE ZONE	AID TYPE
50430931	2026-10-01 23:01:45	870	F52 ALARM-FIRE ACTIVATION	City Limits	
50547968	2026-10-03 01:51:37	871	F52 ALARM-FIRE ACTIVATION	Out of District	1
50556071	2026-10-03 10:38:18	872	F52 ALARM-FIRE ACTIVATION	City Limits	
50560329	2026-10-03 13:14:02	873	F77 MOTOR VEHICLE COLLISION	In-District	
50560862	2026-10-03 13:32:54	874	F55 ELECTRICAL HAZARD	City Limits	
50610428	2026-10-05 01:18:03	875	M6 BREATHING PROBLEMS	City Limits	
50780297	2026-10-05 13:44:35	876	F52 ALARM-FIRE ACTIVATION	Out of District	1
50838197	2026-10-06 14:48:53	877	M17 FALLS	In-District	
50854446	2026-10-07 00:48:20	878	F52 ALARM-FIRE ACTIVATION	City Limits	
50930042	2026-10-07 22:23:56	879	F77 MOTOR VEHICLE COLLISION	Out of District	
50935850	2026-10-08 05:25:14	880	M9 CARDIAC/ RESPIRATORY ARREST	City Limits	
50936006	2026-10-08 05:39:49	881	F77 MOTOR VEHICLE COLLISION	City Limits	

Monthly Call Report

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

INCIDENT ID	PSAP CALL DATE/TIME	INCIDENT NUMBER	DISPATCH TYPE	RESPONSE ZONE	AID TYPE
50956136	2026-10-08 16:00:20	882	F53 ASSIST/SERVICE CALLS		
50956339	2026-10-08 16:05:38	883	F77 MOTOR VEHICLE COLLISION	City Limits	
50957503	2026-10-08 16:24:17	884	M17 FALLS	In-District	
51020245	2026-10-09 20:02:46	885	F53 ASSIST/SERVICE CALLS	City Limits	
51031916	2026-10-10 05:27:32	886	F18 STORM DAMAGE	In-District	
51045560	2026-10-10 15:23:13	887	F67 OUTSIDE FIRE/WOODS/BRUSH	Out of District	
51050229	2026-10-10 17:54:54	888	F18 STORM DAMAGE	In-District	
51050232	2026-10-10 17:54:08	889	F18 STORM DAMAGE	In-District	
51051832	2026-10-10 18:46:13	890	F77 MOTOR VEHICLE COLLISION	City Limits	
51055727	2026-10-10 20:58:58	891	F18 STORM DAMAGE	In-District	
51086323	2026-10-11 19:38:04	892	P131 VEHICLE ACCIDENT (NO PI)/HIT & RUN	City Limits	
51088432	2026-10-11 20:55:55	893	F52 ALARM-FIRE ACTIVATION	City Limits	
51101012	2026-10-12 09:28:39	894	F71 VEHICLE FIRE	In-District	

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INCIDENT ID	PSAP CALL DATE/TIME	INCIDENT NUMBER	DISPATCH TYPE	RESPONSE ZONE	AID TYPE
51113409	2026-10-12 16:04:12	895	F69 STRUCTURE FIRE	City Limits	1
51181735	2026-10-13 14:06:53	896	M23 OVERDOSE/INGESTION/POISONING	In-District	
51207416	2026-10-13 16:18:37	897	F69 STRUCTURE FIRE	Out of District	1
51214094	2026-10-13 19:45:25	898	F52 ALARM-FIRE ACTIVATION	City Limits	
51326021	2026-10-14 12:05:23	899	F52 ALARM-FIRE ACTIVATION	City Limits	
51368006	2026-10-15 08:51:56	900	CITIZEN ASSIST	City Limits	
51404316	2026-10-15 19:50:42	901	M6 BREATHING PROBLEMS	In-District	
51412022	2026-10-16 01:46:57	902	M31 UNCONSCIOUSNESS/FAINTING (NEAR)	In-District	
51455289	2026-10-16 12:16:25	903	M6 BREATHING PROBLEMS	City Limits	
51539904	2026-10-16 18:28:12	904	F69 STRUCTURE FIRE	Out of District	1
51540522	2026-10-16 17:49:22	905	M10 CHEST PAIN	Out of District	
51542742	2026-10-16 18:42:49	906	F60 GAS LEAK / ODOR (NATURAL/LP GAS)	City Limits	

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51599885	2026-10-16 23:51:39	907	F77 MOTOR VEHICLE COLLISION	City Limits	
51650005	2026-10-17 13:50:44	908	F55 ELECTRICAL HAZARD	In-District	
51667956	2026-10-18 00:15:58	909	M12 CONVULSION/SEIZURE	City Limits	
51687281	2026-10-18 16:08:24	910	M9 CARDIAC/ RESPIRATORY ARREST	City Limits	
51714647	2026-10-19 12:48:28	911	F55 ELECTRICAL HAZARD	City Limits	
51752888	2026-10-20 05:48:44	912	F52 ALARM-FIRE ACTIVATION	City Limits	
51754537	2026-10-20 07:43:38	913	F77 MOTOR VEHICLE COLLISION	In-District	
51766417	2026-10-20 13:25:00	914	F77 MOTOR VEHICLE COLLISION	In-District	
51769126	2026-10-20 14:44:17	915	CITIZEN ASSIST	City Limits	
51770112	2026-10-20 15:14:01	916	M12 CONVULSION/SEIZURE	City Limits	
51773795	2026-10-20 17:00:41	917	F52 ALARM-FIRE ACTIVATION	City Limits	
51777516	2026-10-20 18:55:40	918	F52 ALARM-FIRE ACTIVATION	In-District	
51782403	2026-10-20 21:48:57	919	M0 UNK MEDICAL CALL TYPE	City Limits	

Monthly Call Report

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INCIDENT ID	PSAP CALL DATE/TIME	INCIDENT NUMBER	DISPATCH TYPE	RESPONSE ZONE	AID TYPE
51800619	2026-10-21 12:34:52	920	M26 SICK PERSON	City Limits	
51813959	2026-10-21 18:59:52	921	M10 CHEST PAIN	In-District	
51843473	2026-10-22 16:24:24	922	F69 STRUCTURE FIRE	In-District	
51850796	2026-10-22 19:48:59	923	F52 ALARM-FIRE ACTIVATION	City Limits	
51876122	2026-10-23 15:25:28	924	F52 ALARM-FIRE ACTIVATION	City Limits	
51919009	2026-10-24 20:28:20	925	F77 MOTOR VEHICLE COLLISION	In-District	
51919353	2026-10-24 20:38:13	926	F52 ALARM-FIRE ACTIVATION	City Limits	
51919790	2026-10-24 20:53:08	927	M26 SICK PERSON	City Limits	
51929042	2026-10-25 04:40:00	928	M31 UNCONSCIOUSNESS/FAINTING (NEAR)	City Limits	
51989392	2026-10-26 16:41:10	929	M23 OVERDOSE/INGESTION/POISONING	City Limits	
52002625	2026-10-27 01:29:42	930	F52 ALARM-FIRE ACTIVATION	City Limits	
52003668	2026-10-27 03:03:15	931	F69 STRUCTURE FIRE	City Limits	1

Monthly Call Report

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INCIDENT ID	PSAP CALL DATE/TIME	INCIDENT NUMBER	DISPATCH TYPE	RESPONSE ZONE	AID TYPE
52006125	2026-10-27 06:56:34	932	P131 VEHICLE ACCIDENT (NO PI)/HIT & RUN	Out of District	1
52073158	2026-10-27 17:39:30	933	F53 ASSIST/SERVICE CALLS	City Limits	
52085682	2026-10-28 03:27:08	934	M10 CHEST PAIN		1
52094109	2026-10-28 09:50:01	935	M17 FALLS	In-District	
52099027	2026-10-28 12:39:00	936	P131 VEHICLE ACCIDENT (NO PI)/HIT & RUN	In-District	
52174236	2026-10-29 15:02:06	937	F53 ASSIST/SERVICE CALLS	City Limits	
52193226	2026-10-30 03:40:20	938	F69 STRUCTURE FIRE	Out of District	1
52210085	2026-10-30 15:25:16	939	F77 MOTOR VEHICLE COLLISION	In-District	
52319970	2026-10-31 05:31:18	940	M6 BREATHING PROBLEMS	City Limits	
52346119	2026-10-31 16:38:23	941	M10 CHEST PAIN	City Limits	
52347885	2026-10-31 17:42:42	942	M28 STROKE/CVA	In-District	
52350191	2026-10-31 19:00:49	943	F77 MOTOR VEHICLE COLLISION		

Criteria: PSAP Call Date/Time from 2026-10-01 00:00:00 to 2026-11-01 00:00:00

10 General Fund

Account Object	Description	Expended Current YTD	Encumber YTD	Committed	Budget	Variance	Committed %
Revenue							
4100	*TAX REVENUES						
4111	Ad Valorem Tax - CY			1,664,934.49	2,402,465.00	-737,530.51	69 %
4112	Ad Valorem Tax - PY			2,315.15	10,000.00	-7,684.85	23 %
4113	Interest & Penalties			732.92	7,500.00	-6,767.08	10 %
4115	Property Tax Discounts			-463.49	-3,000.00	2,536.51	15 %
4120	Vehicle Property Tax			85,559.83	194,315.00	-108,755.17	44 %
4130	Vehicle Tag Fee			3,895.00	50,000.00	-46,105.00	8 %
Total	**Group**			**1,756,973.90**	**2,661,280.00**	**-904,306.10**	**66 %**
4200	*INTERGOVERNMENTAL						
4210	ABC Revenue			4,199.06	30,000.00	-25,800.94	14 %
4221	Fire District Tax			181,448.00	382,512.00	-201,064.00	47 %
4222	Fire District Tax - Capital			89,868.00	89,868.00		100 %
4231	NCDOR: Beer & Wine Tax				11,600.00	-11,600.00	0 %
4232	NCDOR: Local Option Sales			229,713.11	1,215,000.00	-985,286.89	19 %
4233	NCDOR: Solid Waste Disposal			-50.18	2,700.00	-2,750.18	-2 %
4234	NCDOR: Utilities Franchise			2,533.30	234,500.00	-231,966.70	1 %
4236	NCDOR: Rental Vehicle Tax			2,756.75	1,000.00	1,756.75	276 %
4241	NCDOT - Disbursements				8,300.00	-8,300.00	0 %
Total	**Group**			**510,468.04**	**1,975,480.00**	**-1,465,011.96**	**26 %**
4300	*INVESTMENT INCOME						
4311	Interest Earnings			6,734.24	37,500.00	-30,765.76	18 %
Total	**Group**			**6,734.24**	**37,500.00**	**-30,765.76**	**18 %**
4400	*SALE OF SERVICES						
4410	Cemetery Plots				1,000.00	-1,000.00	0 %
4431	Rent - McDonald Building			2,700.00	8,000.00	-5,300.00	34 %
4432	Rent - Community Building			3,300.00	7,500.00	-4,200.00	44 %
4451	Trash Collection			90,868.65	279,000.00	-188,131.35	33 %
4461	Utilities - Electricity			1,183.00	3,000.00	-1,817.00	39 %
4481	Miscellaneous - Police				50.00	-50.00	0 %
4482	State Fire Protection				1,700.00	-1,700.00	0 %
Total	**Group**			**98,051.65**	**300,250.00**	**-202,198.35**	**33 %**

10 General Fund

Account Object	Description	Expended Current YTD	Encumber YTD	Committed	Budget	Variance	Committed %
4500	*FEES AND FINES						
4512	Permits & Fees			4,765.00	600.00	4,165.00	794 %
4513	Business Registration Fee			175.00	850.00	-675.00	21 %
4514	Fire District- Admin Fee				12,000.00	-12,000.00	0 %
4531	Court Costs			537.00	650.00	-113.00	83 %
4535	NCDOR: Unauthorized Subst			10.63	350.00	-339.37	3 %
4542	Zoning Permits				25,000.00	-25,000.00	0 %
4543	Planning - TRC Fees				1,000.00	-1,000.00	0 %
Total	**Group**			**5,487.63**	**40,450.00**	**-34,962.37**	**14 %**
4600	*GRANTS & DONATIONS						
4611	Grant Revenues			14,866.63	59,000.00	-44,133.37	25 %
4641	Donations- Fire Dept				500.00	-500.00	0 %
4642	Donations- Park				500.00	-500.00	0 %
4643	Donations- Historical			25.00	500.00	-475.00	5 %
4644	Donations- Appearance Cte			4.00	500.00	-496.00	1 %
4645	Parade - Float Sponsorship			775.00	1,500.00	-725.00	52 %
4651	LEO BONUS			22,606.56	22,607.00	-0.44	100 %
4652	Off Duty Officers for			2,970.00		2,970.00	
Total	**Group**			**41,247.19**	**85,107.00**	**-43,859.81**	**48 %**
4700	*MISCELLANEOUS						
4715	Lease Proceeds			9,552.42	61,660.00	-52,107.58	15 %
4790	Miscellaneous			10,320.59	20,000.00	-9,679.41	52 %
4799	Prior Year PO Revenue			1,852.92		1,852.92	
Total	**Group**			**21,725.93**	**81,660.00**	**-59,934.07**	**27 %**
4900	*TRANSFERS AND APPROPRIATIONS						
4999	Appropriation From Fund				158,784.00	-158,784.00	0 %
Total	**Group**				**158,784.00**	**-158,784.00**	**0 %**
Total Revenue				2,440,688.58	5,340,511.00	-2,899,822.42	46 %
Expenses							
5100	Governing Body						
416	Elected officials	1,716.64		1,716.64	5,000.00	-3,283.36	34 %
421	FICA	131.32		131.32	400.00	-268.68	33 %
513	Staff Development & Travel	200.00		200.00		200.00	
515	Advertising	125.00		125.00	500.00	-375.00	25 %
551	Supplies				700.00	-700.00	0 %
582	Appearance Committee	-520.56	1,165.31	644.75	7,230.00	-6,585.25	9 %
Total	**Account**	**1,652.40**	**1,165.31**	**2,817.71**	**13,830.00**	**-11,012.29**	**20 %**

10 General Fund

10

Account Object	Description	Expended Current YTD	Encumber YTD	Committed	Budget	Variance	Committed %
5210	Administration						
411	Full-time Regular Wages	76,692.51		76,692.51	256,350.00	-179,657.49	30 %
412	Part-Time Regular Wages	580.80		580.80		580.80	
415	Supplements to regular	300.00		300.00		300.00	
421	FICA	5,934.35		5,934.35	19,612.00	-13,677.65	30 %
422	Unemployment Insurance				2,000.00	-2,000.00	0 %
423	LGERS Pension	11,625.82		11,625.82	38,725.00	-27,099.18	30 %
424	401K	2,355.47		2,355.47	7,800.00	-5,444.53	30 %
425	Health & Life Insurance	8,131.74		8,131.74	27,910.00	-19,778.26	29 %
426	Workers' Compensation				35,000.00	-35,000.00	0 %
511	Professional Services	14,375.00		14,375.00	109,500.00	-95,125.00	13 %
512	Contractual Services	68,704.35	444.00	69,148.35	183,500.00	-114,351.65	38 %
513	Staff Development & Travel	858.27		858.27		858.27	
515	Advertising	108.44		108.44	2,000.00	-1,891.56	5 %
524	M/R: Vehicles				500.00	-500.00	0 %
525	Property & Other Liability	35,460.83		35,460.83	50,000.00	-14,539.17	71 %
526	Utilities & Communication	1,370.38		1,370.38	6,000.00	-4,629.62	23 %
533	Contributions				2,000.00	-2,000.00	0 %
534	Dues & Subscriptions	6,134.00		6,134.00	12,000.00	-5,866.00	51 %
537	Collection Fee	34,713.77		34,713.77	53,000.00	-18,286.23	65 %
551	Supplies	1,463.78	11.58	1,475.36	13,000.00	-11,524.64	11 %
579	Miscellaneous Expense	10,812.61		10,812.61	9,053.00	1,759.61	119 %
Total Account		**279,622.12**	**455.58**	**280,077.70**	**827,950.00**	**-547,872.30**	**34 %**
5220	Finance						
411	Full-time Regular Wages	43,496.67		43,496.67	144,000.00	-100,503.33	30 %
421	FICA	3,327.50		3,327.50	11,025.00	-7,697.50	30 %
423	LGERS Pension	6,568.03		6,568.03	21,800.00	-15,231.97	30 %
424	401K	1,306.02		1,306.02	4,375.00	-3,068.98	30 %
425	Health & Life Insurance	7,170.77		7,170.77	23,025.00	-15,854.23	31 %
534	Dues & Subscriptions				200.00	-200.00	0 %
Total Account		**61,868.99**		**61,868.99**	**204,425.00**	**-142,556.01**	**30 %**
5300	Police						
411	Full-time Regular Wages	267,011.48		267,011.48	1,045,057.00	-778,045.52	26 %
412	Part-Time Regular Wages	2,050.00		2,050.00	11,250.00	-9,200.00	18 %
414	Separation Allowance				16,000.00	-16,000.00	0 %
417	Special Compensation	21,000.00		21,000.00	21,000.00		100 %
421	FICA	22,189.78		22,189.78	83,657.00	-61,467.22	27 %
423	LGERS Pension	45,153.65		45,153.65	177,790.00	-132,636.35	25 %
424	401K	12,087.22		12,087.22	52,000.00	-39,912.78	23 %
425	Health & Life Insurance	43,850.41		43,850.41	173,600.00	-129,749.59	25 %
512	Contractual Services	37,491.72		37,491.72	47,000.00	-9,508.28	80 %
514	Uniforms	1,595.70		1,595.70	15,000.00	-13,404.30	11 %
515	Advertising				500.00	-500.00	0 %
523	M/R: Equipment				6,000.00	-6,000.00	0 %
524	M/R: Vehicles	4,203.87		4,203.87	20,150.00	-15,946.13	21 %
526	Utilities & Communication	91.57		91.57	1,000.00	-908.43	9 %
534	Dues & Subscriptions				800.00	-800.00	0 %

10 General Fund

Account Object	Description	Expended Current YTD	Encumber YTD	Committed	Budget	Variance	Committed %
535	Postage & Printing	95.95	82.00	177.95	500.00	-322.05	36 %
551	Supplies	41,820.45	17.69	41,838.14	65,275.00	-23,436.86	64 %
553	Fuel	11,269.71		11,269.71	50,000.00	-38,730.29	23 %
564	Debt Service - Principal	57,154.27		57,154.27		57,154.27	
565	Debt Service - Interest	4,566.61		4,566.61		4,566.61	
579	Miscellaneous Expense				500.00	-500.00	0 %
601	Unauthorized Subst Tax				500.00	-500.00	0 %
602	Community Policing	1,049.23		1,049.23	3,000.00	-1,950.77	35 %
	Total Account	**572,681.62**	**99.69**	**572,781.31**	**1,790,579.00**	**-1,217,797.69**	**32 %**
5400	Fire						
411	Full-time Regular Wages	152,701.48		152,701.48	479,900.00	-327,198.52	32 %
412	Part-Time Regular Wages	52,670.29		52,670.29	219,300.00	-166,629.71	24 %
415	Supplements to regular	300.00		300.00		300.00	
421	FICA	15,662.83		15,662.83	53,500.00	-37,837.17	29 %
423	LGERS Pension	23,075.19		23,075.19	70,350.00	-47,274.81	33 %
424	401K	2,470.06		2,470.06	7,250.00	-4,779.94	34 %
425	Health & Life Insurance	21,300.08		21,300.08	81,000.00	-59,699.92	26 %
427	Firemen's Pension Fees				7,500.00	-7,500.00	0 %
431	PT Firefighters Insurance	7,811.68		7,811.68	5,800.00	2,011.68	135 %
512	Contractual Services	18,540.44		18,540.44	30,900.00	-12,359.56	60 %
514	Uniforms	34,513.58	3,418.02	37,931.60	58,500.00	-20,568.40	65 %
522	M/R: Buildings & Grounds	13,066.21		13,066.21	5,000.00	8,066.21	261 %
523	M/R: Equipment	2,538.03		2,538.03	15,000.00	-12,461.97	17 %
524	M/R: Vehicles	37,715.06		37,715.06	66,500.00	-28,784.94	57 %
526	Utilities & Communication	83.46		83.46	22,600.00	-22,516.54	0 %
534	Dues & Subscriptions	200.00		200.00	6,000.00	-5,800.00	3 %
542	Fire District				12,000.00	-12,000.00	0 %
551	Supplies	3,231.55	1,997.90	5,229.45	19,500.00	-14,270.55	27 %
553	Fuel	7,242.56		7,242.56	27,000.00	-19,757.44	27 %
	Total Account	**393,122.50**	**5,415.92**	**398,538.42**	**1,187,600.00**	**-789,061.58**	**34 %**
5510	Parks & Recreation						
522	M/R: Buildings & Grounds				5,500.00	-5,500.00	0 %
526	Utilities & Communication	1,993.75		1,993.75	9,300.00	-7,306.25	21 %
551	Supplies	2,322.81	595.52	2,918.33	13,100.00	-10,181.67	22 %
575	Special Activities				4,000.00	-4,000.00	0 %
	Total Account	**4,316.56**	**595.52**	**4,912.08**	**31,900.00**	**-26,987.92**	**15 %**
5570	Historical Preservation						
522	M/R: Buildings & Grounds				5,000.00	-5,000.00	0 %
526	Utilities & Communication	1,731.21		1,731.21	5,600.00	-3,868.79	31 %
603	Museum Project	295.00		295.00	11,103.00	-10,808.00	3 %
604	Williamson Project				787.00	-787.00	0 %
	Total Account	**2,026.21**		**2,026.21**	**22,490.00**	**-20,463.79**	**9 %**

10 General Fund

Account Object	Description	Expended Current YTD	Encumber YTD	Committed	Budget	Variance	Committed %
5610	Planning & Development						
411	Full-time Regular Wages				3,000.00	-3,000.00	0 %
412	Part-Time Regular Wages	9,514.00		9,514.00	42,000.00	-32,486.00	23 %
421	FICA	727.83		727.83	3,450.00	-2,722.17	21 %
512	Contractual Services	10,913.06	7,385.00	18,298.06	75,000.00	-56,701.94	24 %
515	Advertising	143.38		143.38	1,500.00	-1,356.62	10 %
543	Code Enforcement Action				5,000.00	-5,000.00	0 %
551	Supplies	59.50		59.50	1,000.00	-940.50	6 %
Total Account		**21,357.77**	**7,385.00**	**28,742.77**	**130,950.00**	**-102,207.23**	**22 %**
5720	Buildings & Grounds						
512	Contractual Services	5,018.87	362.73	5,381.60	31,500.00	-26,118.40	17 %
522	M/R: Buildings & Grounds	2,779.02	12,133.46	14,912.48	8,700.00	6,212.48	171 %
526	Utilities & Communication	17,097.29		17,097.29	75,527.00	-58,429.71	23 %
551	Supplies	1,525.74	2,612.20	4,137.94	11,000.00	-6,862.06	38 %
553	Fuel				750.00	-750.00	0 %
Total Account		**26,420.92**	**15,108.39**	**41,529.31**	**127,477.00**	**-85,947.69**	**33 %**
5730	Cemetery						
512	Contractual Services				1,000.00	-1,000.00	0 %
551	Supplies				250.00	-250.00	0 %
579	Miscellaneous Expense				600.00	-600.00	0 %
Total Account					**1,850.00**	**-1,850.00**	**0 %**
5740	Streets						
411	Full-time Regular Wages	59,345.24		59,345.24	199,550.00	-140,204.76	30 %
421	FICA	4,539.81		4,539.81	15,300.00	-10,760.19	30 %
423	LGERS Pension	8,960.98		8,960.98	30,150.00	-21,189.02	30 %
424	401K	1,623.27		1,623.27	5,550.00	-3,926.73	29 %
425	Health & Life Insurance	12,253.33		12,253.33	40,450.00	-28,196.67	30 %
512	Contractual Services	4,269.00	10,675.00	14,944.00	39,400.00	-24,456.00	38 %
514	Uniforms	382.17		382.17	5,250.00	-4,867.83	7 %
521	M/R: Infrastructure				10,075.00	-10,075.00	0 %
523	M/R: Equipment	64.50	1,314.59	1,379.09	6,000.00	-4,620.91	23 %
524	M/R: Vehicles	2,387.12	84.45	2,471.57	6,600.00	-4,128.43	37 %
526	Utilities & Communication	33,905.01		33,905.01	130,535.00	-96,629.99	26 %
551	Supplies	357.94	621.80	979.74	16,000.00	-15,020.26	6 %
553	Fuel	5,797.11		5,797.11	17,600.00	-11,802.89	33 %
555	Safety				3,500.00	-3,500.00	0 %
561	Capital Outlay				30,000.00	-30,000.00	0 %
Total Account		**133,885.48**	**12,695.84**	**146,581.32**	**555,960.00**	**-409,378.68**	**26 %**
5750	Solid Waste						
512	Contractual Services	82,015.83		82,015.83	250,000.00	-167,984.17	33 %
526	Utilities & Communication	102.96		102.96		102.96	
551	Supplies				500.00	-500.00	0 %
Total Account		**82,118.79**		**82,118.79**	**250,500.00**	**-168,381.21**	**33 %**

10 General Fund

13

Account Object	Description	Expended Current YTD	Encumber YTD	Committed	Budget	Variance	Committed %
6000	Debt Service						
564	Debt Service - Principal				107,000.00	-107,000.00	0 %
565	Debt Service - Interest				25,000.00	-25,000.00	0 %
566	Lease Payment - Principal				58,000.00	-58,000.00	0 %
567	Lease Payment - Interest				5,000.00	-5,000.00	0 %
	Total Account				**195,000.00**	**-195,000.00**	**0 %**
Total Expenses		1,579,073.36	42,921.25	1,621,994.61	5,340,511.00	-3,718,516.39	30 %
Net Income				818,693.97			

13

20 Powell Bill

14

Account Object	Description	Expended Current YTD	Encumber YTD	Committed	Budget	Variance	Committed %
Revenue							
4200	*INTERGOVERNMENTAL						
4280	Powell Bill Aid				118,464.00	-118,464.00	0 %
Total Group					**118,464.00**	**-118,464.00**	**0 %**
4300	*INVESTMENT INCOME						
4311	Interest Earnings			648.66	3,000.00	-2,351.34	22 %
Total Group				**648.66**	**3,000.00**	**-2,351.34**	**22 %**
Total Revenue				648.66	121,464.00	-120,815.34	1 %
Expenses							
5740	Streets						
514	Uniforms	50.31		50.31	500.00	-449.69	10 %
521	M/R: Infrastructure				114,000.00	-114,000.00	0 %
525	Property & Other Liability				550.00	-550.00	0 %
551	Supplies				6,414.00	-6,414.00	0 %
Total Account		**50.31**		**50.31**	**121,464.00**	**-121,413.69**	**0 %**
Total Expenses		50.31		50.31	121,464.00	-121,413.69	0 %
Net Income				598.35			

14

31 Thompson Bldg Grant

15

Account Object	Description	Expended Current YTD	Encumber YTD	Committed	Budget	Variance	Committed %
Revenue							
4600	*GRANTS & DONATIONS						
4611	Grant Revenues				309,822.57	-309,822.57	0 %
Total Group					**309,822.57**	**-309,822.57**	**0 %**
Total Revenue					309,822.57	-309,822.57	0 %
Expenses							
5210	Administration						
512	Contractual Services	5,880.00		5,880.00	38,468.75	-32,588.75	15 %
563	Construction				271,353.82	-271,353.82	0 %
Total Account		**5,880.00**		**5,880.00**	**309,822.57**	**-303,942.57**	**2 %**
Total Expenses		5,880.00		5,880.00	309,822.57	-303,942.57	2 %
Net Income				-5,880.00			

15

32 RTG Streetscape DT Project

16

Account Object	Description	Expended Current YTD	Encumber YTD	Committed	Budget	Variance	Committed %
Revenue							
4600	*GRANTS & DONATIONS						
4612	Grant SA-0257			5,000.00	297,392.08	-292,392.08	2 %
Total Group				**5,000.00**	**297,392.08**	**-292,392.08**	**2 %**
4900	*TRANSFERS AND APPROPRIATIONS						
4910	Transfer From General Fund				2,500.00	-2,500.00	0 %
Total Group					**2,500.00**	**-2,500.00**	**0 %**
Total Revenue				5,000.00	299,892.08	-294,892.08	2 %
Expenses							
5210	Administration						
521	M/R: Infrastructure				282,500.00	-282,500.00	0 %
562	Engineering & Design	5,000.00		5,000.00	12,392.08	-7,392.08	40 %
Total Account		**5,000.00**		**5,000.00**	**294,892.08**	**-289,892.08**	**2 %**
Total Expenses		5,000.00		5,000.00	294,892.08	-289,892.08	2 %
Net Income				0.00			

16

33 Water Supply & Trmt Project

Account Object	Description	Expended Current YTD	Encumber YTD	Committed	Budget	Variance	Committed %
Revenue							
4600	*GRANTS & DONATIONS						
4614	Grant NCDEQ ARP-0112			1,772,758.45	6,174,790.42	-4,402,031.97	29 %
Total Group				**1,772,758.45**	**6,174,790.42**	**-4,402,031.97**	**29 %**
Total Revenue				1,772,758.45	6,174,790.42	-4,402,031.97	29 %
Expenses							
5820	Water						
562	Engineering & Design	81,000.00		81,000.00	436,231.73	-355,231.73	19 %
563	Construction	1,692,437.58		1,692,437.58	6,238,472.69	-4,546,035.11	27 %
Total Account		**1,773,437.58**		**1,773,437.58**	**6,674,704.42**	**-4,901,266.84**	**27 %**
Total Expenses		1,773,437.58		1,773,437.58	6,674,704.42	-4,901,266.84	27 %
Net Income				-679.13			

17

34 Wastewater Syst AIA

18

Account Object	Description	Expended Current YTD	Encumber YTD	Committed	Budget	Variance	Committed %
Revenue							
4600	*GRANTS & DONATIONS						
4611	Grant Revenues				74,500.00	-74,500.00	0 %
Total Group					**74,500.00**	**-74,500.00**	**0 %**
Total Revenue					74,500.00	-74,500.00	0 %
Expenses							
5830	Sewer						
562	Engineering & Design	18,274.00		18,274.00	20,229.97	-1,955.97	90 %
Total Account		**18,274.00**		**18,274.00**	**20,229.97**	**-1,955.97**	**90 %**
Total Expenses		18,274.00		18,274.00	20,229.97	-1,955.97	90 %
Net Income				-18,274.00			

18

35 Courthouse Square Revitalization

Account Object	Description	Expended Current YTD	Encumber YTD	Committed	Budget	Variance	Committed %
Revenue							
4600	*GRANTS & DONATIONS						
4613	Grant SA-0344				510,000.00	-510,000.00	0 %
Total Group					**510,000.00**	**-510,000.00**	**0 %**
4900	*TRANSFERS AND APPROPRIATIONS						
4910	Transfer From General Fund				29,915.00	-29,915.00	0 %
Total Group					**29,915.00**	**-29,915.00**	**0 %**
Total Revenue					539,915.00	-539,915.00	0 %
Expenses							
5210	Administration						
512	Contractual Services	15,613.00		15,613.00	23,282.00	-7,669.00	67 %
563	Construction				481,900.00	-481,900.00	0 %
577	Contingencies				33,733.00	-33,733.00	0 %
Total Account		**15,613.00**		**15,613.00**	**538,915.00**	**-523,302.00**	**3 %**
Total Expenses		15,613.00		15,613.00	538,915.00	-523,302.00	3 %
Net Income				-15,613.00			

19

37 NCDEQ - ECC Study

Account Object	Description	Expended Current YTD	Encumber YTD	Committed	Budget	Variance	Committed %
Revenue							
4600	*GRANTS & DONATIONS						
4611	Grant Revenues			14,050.00		14,050.00	
Total Group				**14,050.00**		**14,050.00**	
Total Revenue				14,050.00		14,050.00	
Expenses							
5820	Water						
562	Engineering & Design	54,300.00		54,300.00		54,300.00	
Total Account		**54,300.00**		**54,300.00**		**54,300.00**	
Total Expenses		54,300.00		54,300.00		54,300.00	
Net Income				-40,250.00			

38 FEMA - 4889 - DR

21

Account Object	Description	Expended Current YTD	Encumber YTD	Committed	Budget	Variance	Committed %
Revenue							
4600	*GRANTS & DONATIONS						
4616	Grant FEMA 4889			518,815.00	518,815.00		100 %
Total Group				**518,815.00**	**518,815.00**		**100 %**
Total Revenue				518,815.00	518,815.00		100 %
Expenses							
5740	Streets						
521	M/R: Infrastructure				518,815.00	-518,815.00	0 %
Total Account					**518,815.00**	**-518,815.00**	**0 %**
Total Expenses					518,815.00	-518,815.00	0 %
Net Income				518,815.00			

39 Water Imp Project (SRP-D-134-0240)

22

Account Object	Description	Expended Current YTD	Encumber YTD	Committed	Budget	Variance	Committed %
Revenue							
4600	*GRANTS & DONATIONS						
4611	Grant Revenues				4,901,500.00	-4,901,500.00	0 %
Total Group					**4,901,500.00**	**-4,901,500.00**	**0 %**
Total Revenue					4,901,500.00	-4,901,500.00	0 %
Expenses							
5820	Water						
562	Engineering & Design				721,500.00	-721,500.00	0 %
563	Construction				4,180,000.00	-4,180,000.00	0 %
Total Account					**4,901,500.00**	**-4,901,500.00**	**0 %**
Total Expenses					4,901,500.00	-4,901,500.00	0 %
Net Income				0.00			

22

40 Wastewater Imp Project (SRP-D-134-0240)

23

Account Object	Description	Expended Current YTD	Encumber YTD	Committed	Budget	Variance	Committed %
Revenue							
4600	*GRANTS & DONATIONS						
4611	Grant Revenues				4,948,500.00	-4,948,500.00	0 %
Total Group					**4,948,500.00**	**-4,948,500.00**	**0 %**
Total Revenue					4,948,500.00	-4,948,500.00	0 %
Expenses							
5830	Sewer						
562	Engineering & Design				548,500.00	-548,500.00	0 %
563	Construction				4,400,000.00	-4,400,000.00	0 %
Total Account					**4,948,500.00**	**-4,948,500.00**	**0 %**
Total Expenses					4,948,500.00	-4,948,500.00	0 %
Net Income				0.00			

23

48 Misc Grants - Governmental

24

Account Object	Description	Expended Current YTD	Encumber YTD	Committed	Budget	Variance	Committed %
Expenses							
5740	Streets						
521	M/R: Infrastructure	55,000.00		55,000.00	59,688.00	-4,688.00	92 %
Total Account		**55,000.00**		**55,000.00**	**59,688.00**	**-4,688.00**	**92 %**
Total Expenses		55,000.00		55,000.00	59,688.00	-4,688.00	92 %
Net Income				-55,000.00			

51 Water Fund

Account Object	Description	Expended Current YTD	Encumber YTD	Committed	Budget	Variance	Committed %
Revenue							
4300	*INVESTMENT INCOME						
4311	Interest Earnings			788.34	6,000.00	-5,211.66	13 %
Total Group				**788.34**	**6,000.00**	**-5,211.66**	**13 %**
4400	*SALE OF SERVICES						
4463	Utilities - Water			346,786.66	925,000.00	-578,213.34	37 %
Total Group				**346,786.66**	**925,000.00**	**-578,213.34**	**37 %**
4500	*FEES AND FINES						
4511	Returned Check Fees			125.00	200.00	-75.00	63 %
4541	System Development Fees			9,019.30	200,000.00	-190,980.70	5 %
4561	Utility Connection Fees			1,100.00	30,000.00	-28,900.00	4 %
4563	Taps & Service Fees - Water			6,000.00	22,500.00	-16,500.00	27 %
Total Group				**16,244.30**	**252,700.00**	**-236,455.70**	**6 %**
4700	*MISCELLANEOUS						
4790	Miscellaneous				250.00	-250.00	0 %
Total Group					**250.00**	**-250.00**	**0 %**
4900	*TRANSFERS AND APPROPRIATIONS						
4999	Appropriation From Fund				379,302.00	-379,302.00	0 %
Total Group					**379,302.00**	**-379,302.00**	**0 %**
Total Revenue				363,819.30	1,563,252.00	-1,199,432.70	23 %
Expenses							
5820	Water						
411	Full-time Regular Wages	39,594.68		39,594.68	133,000.00	-93,405.32	30 %
421	FICA	3,029.02		3,029.02	10,200.00	-7,170.98	30 %
423	LGERS Pension	5,978.87		5,978.87	20,100.00	-14,121.13	30 %
424	401K	1,298.58		1,298.58	4,250.00	-2,951.42	31 %
425	Health & Life Insurance	8,450.12		8,450.12	28,600.00	-20,149.88	30 %
426	Workers' Compensation				10,000.00	-10,000.00	0 %
512	Contractual Services	212,959.93	5,000.00	217,959.93	585,000.00	-367,040.07	37 %
514	Uniforms	276.11		276.11	1,000.00	-723.89	28 %
521	M/R: Infrastructure	23,133.36	9,684.74	32,818.10	82,373.00	-49,554.90	40 %
522	M/R: Buildings & Grounds				5,000.00	-5,000.00	0 %
523	M/R: Equipment	1,071.35	64.01	1,135.36	129,800.00	-128,664.64	1 %
524	M/R: Vehicles	1,367.69		1,367.69	6,250.00	-4,882.31	22 %
525	Property & Other Liability	14,416.41		14,416.41	50,000.00	-35,583.59	29 %
526	Utilities & Communication	35,795.51		35,795.51	130,000.00	-94,204.49	28 %
551	Supplies	3,379.71	1,048.25	4,427.96	6,000.00	-1,572.04	74 %

51 Water Fund

Account Object	Description	Expended Current YTD	Encumber YTD	Committed	Budget	Variance	Committed %
552	Permits & Licenses	1,932.00		1,932.00	3,000.00	-1,068.00	64 %
553	Fuel	2,898.55		2,898.55	8,500.00	-5,601.45	34 %
564	Debt Service - Principal	29,768.72		29,768.72	106,768.00	-76,999.28	28 %
565	Debt Service - Interest	1,931.99		1,931.99	43,411.00	-41,479.01	4 %
771	Transfer to Capital Reserve				200,000.00	-200,000.00	0 %
Total Account		**387,282.60**	**15,797.00**	**403,079.60**	**1,563,252.00**	**-1,160,172.40**	**26 %**
Total Expenses		387,282.60	15,797.00	403,079.60	1,563,252.00	-1,160,172.40	26 %
Net Income				-39,260.30			

26

52 Sewer Fund

Account Object	Description	Expended Current YTD	Encumber YTD	Committed	Budget	Variance	Committed %
Revenue							
4300	*INVESTMENT INCOME						
4311	Interest Earnings			708.43	4,000.00	-3,291.57	18 %
Total Group				**708.43**	**4,000.00**	**-3,291.57**	**18 %**
4400	*SALE OF SERVICES						
4462	Utilities - Sewer			278,471.83	810,000.00	-531,528.17	34 %
Total Group				**278,471.83**	**810,000.00**	**-531,528.17**	**34 %**
4500	*FEES AND FINES						
4541	System Development Fees			5,177.00	100,000.00	-94,823.00	5 %
4564	Taps & Service Fees - Sewer			3,000.00	15,000.00	-12,000.00	20 %
Total Group				**8,177.00**	**115,000.00**	**-106,823.00**	**7 %**
4700	*MISCELLANEOUS						
4799	Prior Year PO Revenue			952.00		952.00	
Total Group				**952.00**		**952.00**	
4900	*TRANSFERS AND APPROPRIATIONS						
4999	Appropriation From Fund				305,210.00	-305,210.00	0 %
Total Group					**305,210.00**	**-305,210.00**	**0 %**
Total Revenue				288,309.26	1,234,210.00	-945,900.74	23 %
Expenses							
5830	Sewer						
411	Full-time Regular Wages	29,974.85		29,974.85	96,760.00	-66,785.15	31 %
421	FICA	2,293.07		2,293.07	7,400.00	-5,106.93	31 %
423	LGERS Pension	4,526.28		4,526.28	15,500.00	-10,973.72	29 %
424	401K	836.27		836.27	3,500.00	-2,663.73	24 %
425	Health & Life Insurance	6,361.84		6,361.84	21,000.00	-14,638.16	30 %
426	Workers' Compensation				7,500.00	-7,500.00	0 %
512	Contractual Services	111,163.76	25,962.51	137,126.27	550,000.00	-412,873.73	25 %
514	Uniforms	205.68		205.68	1,000.00	-794.32	21 %
523	M/R: Equipment	2,216.61	149.04	2,365.65	50,000.00	-47,634.35	5 %
525	Property & Other Liability	11,635.57		11,635.57	50,000.00	-38,364.43	23 %
526	Utilities & Communication	23,163.36		23,163.36	100,000.00	-76,836.64	23 %
551	Supplies	79.59	1,500.00	1,579.59	39,700.00	-38,120.41	4 %
553	Fuel	5,155.09		5,155.09	9,000.00	-3,844.91	57 %
564	Debt Service - Principal				100,000.00	-100,000.00	0 %
565	Debt Service - Interest				77,850.00	-77,850.00	0 %
579	Miscellaneous Expense				5,000.00	-5,000.00	0 %
771	Transfer to Capital Reserve				100,000.00	-100,000.00	0 %

52 Sewer Fund

28

Account Object	Description	Expended Current YTD	Encumber YTD	Committed	Budget	Variance	Committed %
Total Account		**197,611.97**	**27,611.55**	**225,223.52**	**1,234,210.00**	**-1,008,986.48**	**18 %**
Total Expenses		197,611.97	27,611.55	225,223.52	1,234,210.00	-1,008,986.48	18 %
Net Income				63,085.74			

28

Carthage Police Department | Citation / Warning (NC)s: 8 Results | 2026-10-01 - 2026-10-31

Citation/Warning Type	Citation Date/Time	Agency Case Number	Race	Gender
Written Warning	2026-10-15 19:00	26-008437	A - Asian	F - Female
Written Warning	2026-10-12 22:15	26-008350	W - White	M - Male
Written Warning	2026-10-01 19:24	26-008050	W - White	M - Male
Written Warning	2026-10-09 18:36	26-008256	W - White	M - Male
Written Warning	2026-10-11 16:01	26-008313	W - White	M - Male
Written Warning	2026-10-11 15:08	26-008307	B - Black or African American	F - Female
Written Warning	2026-10-11 13:03	26-008304	W - White	F - Female
Written Warning	2026-10-04 18:46	26-008136	I - American Indian or Alaska Native	M - Male

Carthage Police Department | Incident (NC)s: 28 Results | 2026-10-01 - 2026-10-31

Incident Number	Reference #	Primary Offense
I20261101-01	26-008833	90D - Driving Under the Influence
I20261030-03	26-008814	520 - Weapon Law Violations
I20261026-23	26-008737	90Z - All Other Offenses : DVPO Violation
I20261026-17	26-008736	90Z-02 - Unattended Death : Suspected Overdose
I20261024-04	26-008675	90Z-03 - Missing Person : Missing Person
I20261022-09	26-008615	90Z - All Other Offenses : DVPO Violation
I20261022-01	26-008614	90Z - All Other Offenses : Warrant Service - OFA/FTA
I20261020-08	26-008561	90Z - All Other Offenses : IVC
I20261020-02	26-008543	90Z - All Other Offenses : Warrant Service
I20261018-01	26-008517	90Z-02 - Unattended Death : Natural Death
I20261016-26	26-008461	90Z-05 - Hit & Run : Hit and Run MV Collision
I20261015-19	26-008424	90Z - All Other Offenses : Warrant Service
I20261015-03	26-008421	35A - Drug/Narcotic Violations : 78 mph in a 45 mph zone
I20261013-39	26-008367	90Z - All Other Offenses : Warrant Service - OFA/FTA
I20261012-26	26-008341	90Z - All Other Offenses : Warrant Service
I20261012-21	26-008330	35B - Drug Equipment Violations
I20261012-01	26-008319	90Z - All Other Offenses : Criminal Summons Service
I20261011-10	26-008317	90Z-21 - Reckless Driving : C&R without due regard
I20261011-07	26-008291	90E - Drunkenness
I20261010-01	26-008271	90Z - All Other Offenses : Warrant Service
I20261008-37	26-008233	520 - Weapon Law Violations
I20261008-08	26-008221	90Z-02 - Unattended Death : Natural Death
I20261007-13	26-008203	90Z-24 - Trespassing : Trespassing
I20261007-11	26-008200	90Z - All Other Offenses : DVPO Violation

Carthage Police Department | Incident (NC)s: 28 Results | 2026-10-01 - 2026-10-31

Incident Number	Reference #	Primary Offense
I20261006-07	26-008179	90Z - All Other Offenses : Warrant Service

Carthage Police Department | Warrants: 18 Results | 2026-10-01 - 2026-10-31

Incident	Warrant Type	Arrest Date	U C R/N I B R S Offenses	Race	Gender	Obtained Location (F I P S)	Offense Date/Time
I20261101-01	Misdemeanor Warrant	2026-11-02T00:40:00.000Z	90D - Driving Under the Influence	B - Black or African American	M - Male	125 - Moore	2026-10-31 23:42
I20261030-03	Citation Issued	2026-10-31T01:18:00.000Z	35B - Drug Equipment Violations,35A - Drug/ Narcotic Violations	B - Black or African American	M - Male	125 - Moore	2026-10-30 00:00
I20261030-03	Citation Issued	2026-10-31T01:18:00.000Z	520 - Weapon Law Violations	B - Black or African American	M - Male	125 - Moore	2026-10-30 00:00
I20261026-23	Misdemeanor Warrant	2026-10-26T21:15:00.000Z	90Z-62 - Violate Protective Order	B - Black or African American	M - Male	125 - Moore	2026-10-26 17:00
I20261022-09	Misdemeanor Warrant	2026-10-26T21:15:00.000Z	90Z - All Other Offenses	B - Black or African American	M - Male	125 - Moore	2026-10-16 16:53
I20261022-01	Misdemeanor Warrant	2026-10-22T20:08:00.000Z	90Z - All Other Offenses	W - White	M - Male	125 - Moore	2025-05-22 12:00
I20261020-02	Misdemeanor Warrant	2026-10-19T20:37:00.000Z	90Z - All Other Offenses	W - White	M - Male	125 - Moore	2026-10-14 00:00
I20261015-19	Felony Warrant	2026-10-15T13:15:00.000Z	90Z - All Other Offenses	W - White	F - Female	125 - Moore	2026-10-08 09:30
I20261015-03	Citation Issued	2026-10-15T03:07:00.000Z	35A - Drug/Narcotic Violations	B - Black or African American	F - Female	125 - Moore	2026-10-14 22:07
I20261012-21	Citation Issued		35B - Drug Equipment Violations	W - White	F - Female	125 - Moore	2026-10-12 15:13
I20261012-21	Felony Warrant	2026-10-12T19:26:00.000Z	35A - Drug/Narcotic Violations	W - White	M - Male	125 - Moore	2026-10-12 15:13
I20261012-26	Misdemeanor Warrant	2026-10-12T19:26:00.000Z	90Z - All Other Offenses	W - White	M - Male	085 - Harnett	2025-11-25 12:00
I20261011-10	Citation	2026-10-11T20:53:00.000Z	90Z-21 - Reckless	W - White	F -	125 -	2026-10-11

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
	Issued		Driving		Female	Moore	17:11
I20261011-07	Misdemeanor Warrant	2026-10-10T23:09:00.000Z	90E - Drunkenness,90C - Disorderly Conduct,90Z - All Other Offenses	W - White	M - Male	125 - Moore	2026-10-10 19:05
I20261008-37	Misdemeanor Warrant	2026-10-08T19:51:00.000Z	520 - Weapon Law Violations	W - White	F - Female	125 - Moore	2026-10-08 00:00
I20261008-37	Capias Warrant	2026-10-08T19:51:00.000Z	90Z - All Other Offenses	W - White	F - Female	125 - Moore	2026-10-05 00:00
I20261007-11	Misdemeanor Warrant		90Z - All Other Offenses	B - Black or African American	M - Male	125 - Moore	2026-10-06 23:03
I20261002-03	Misdemeanor Warrant	2026-10-02T00:25:00.000Z	90D - Driving Under the Influence	W - White	F - Female	125 - Moore	2026-10-01 18:46

Town of Carthage
Public Works Department

MONTHLY REPORT
OCTOBER 2026

Water Service

Locates	Work Orders	Cut-Offs / Tags	Meters Installed	Water Main/ Service Repairs	Water Taps
234	39	105	2	1	0

Sewer Service

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

Building & Grounds

Leaf & Limb Total Rounds	Trash Runs	Complete Mowed Rounds	Building Repairs
2	0	2	0

Streets

Cleaned Out Catch Basin	Cleaned Streets With Blower
1	0

Construction Projects

1.
2.
3.

Additional Notes INSTALL REBUILT PUMP AND MOTOR FOR PUMP 1 AT THE LAGOON ON OCTOBER 5
CLEAN 4 LIFT STATIONS WITH VAC TRUCK
RIDE OUT FALLS TO CHECK FOR TREES DOWN AND LEAKS

34

MEMORANDUM

Date: 16 November 2026

To: Board of Commissioners

From: Elijah Geist, Town Planner

Subject: RZ-10-26: Rezoning from R-10 (Residential) to B-2 (Central Business District Fringe) for PARID: 20010158 & 00003503; Petitioner: Debbie Bowman

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I. SUMMARY OF APPLICATION REQUEST:

The applicant, Debbie Bowman, on behalf of the owner, Alice Kincy, is requesting a rezoning for parcels 20010158 & 00003503. These parcels are approximately 1.57 acres and sit on the corner of Simpson Rd and Currie St. The applicant requests to be zoned Central Business District Fringe (B-2) from Residential (R-10) zoning. The applicant is the current owner of Carthage Fitness Center and intends to relocate the existing business to this new location. Both parcels are currently vacant.

II. PROJECT INFORMATION:

1. PARID: 20010158 & 00003503 PIN: 857700993887 & 857700992950

2. Applicant: Debbie Bowman

3. Owner: Alice Kincy

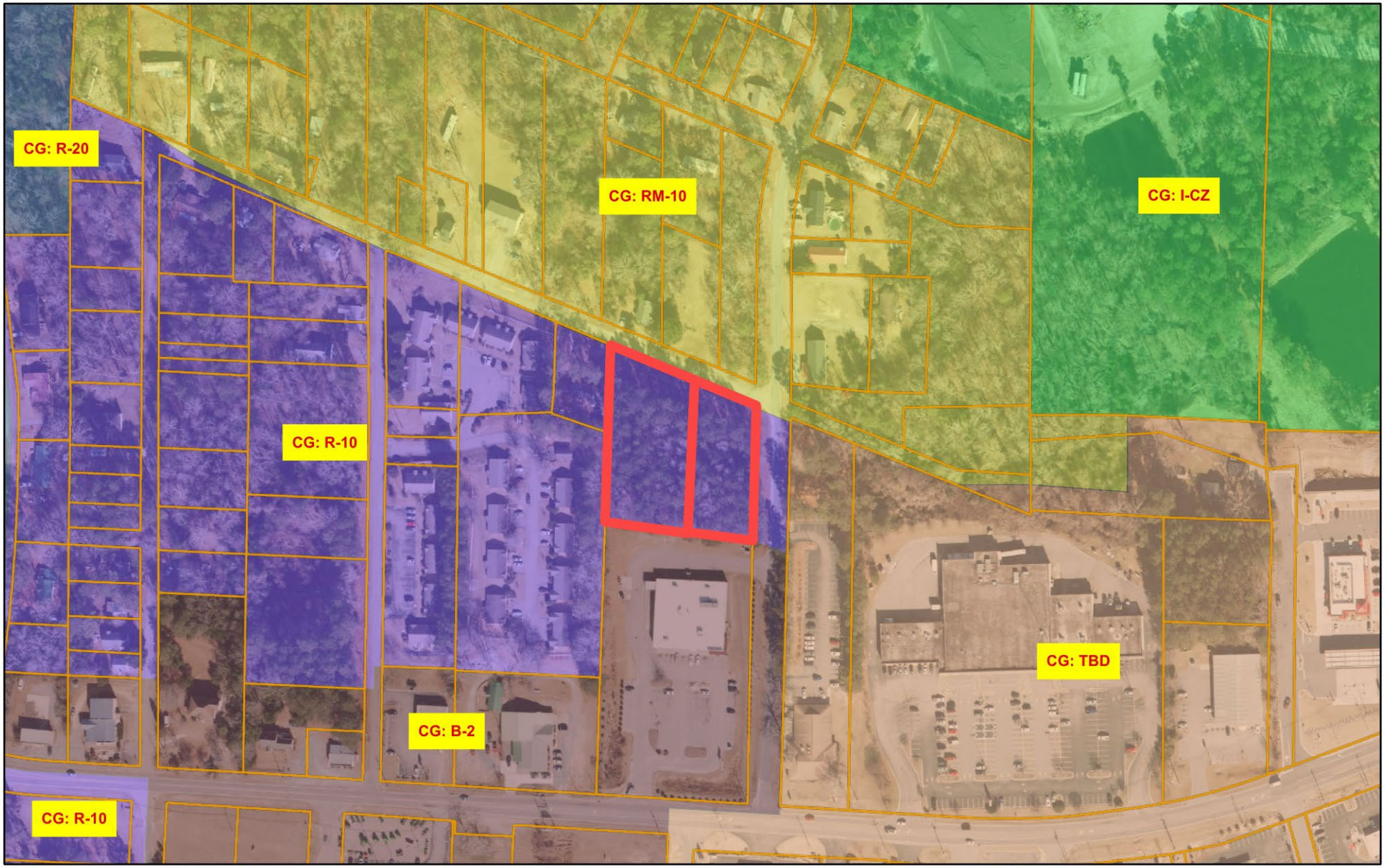
4. Long-Range Plan Designation:
   The parcels in question sit in between Higher Density Residential and Commercial designation. The location of the parcel is marked on the Future Land Use Map on Page 3. This specific area could be interpreted as being intended for Higher Density Residential or Commercial uses.

5. Current Zoning:
   The current zoning is R-10 (Residential District) according to Moore County GIS online.

6. Site map provided on next page.

35

Rezoning Request for 20010158 & 00003503



9/28/2026, 2:56:39 PM

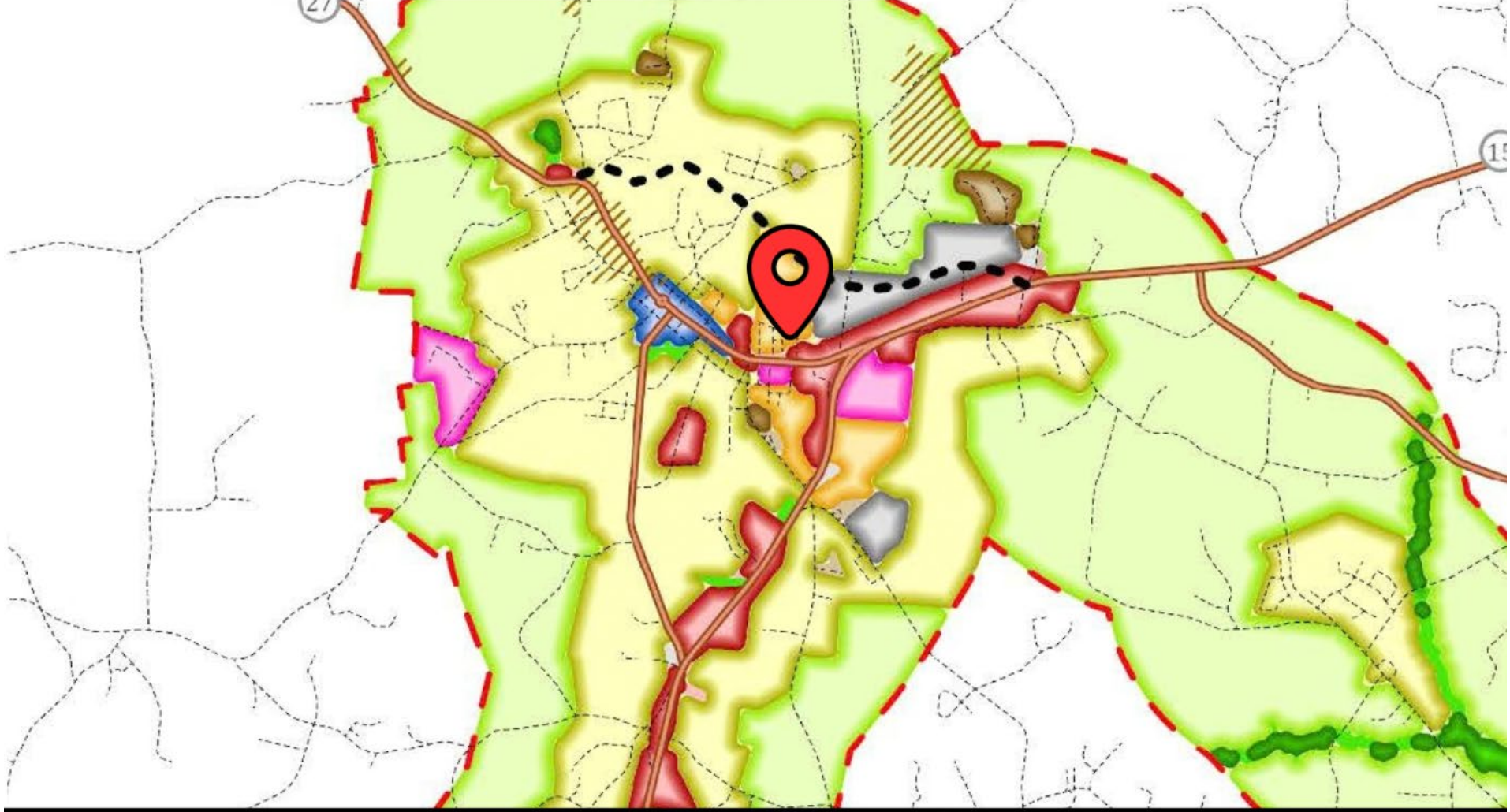
1:2,855

0 0.02 0.04 0.09 mi

0 0.04 0.07 0.15 km

36

Elijah Ge... Town Planner
Town of Carthage



Future Land Use Map

CARTHAGE 2040

Legend

- Major Highways
- Other Streets
- Land Use Plan Study Area
- Carthage Byway

Future Land Use

- Downtown
- Industrial
- Commercial
- Town Residential
- Higher Density Residential
- Manufactured Home Park
- Rural
- Planned Mixed Use
- Recreation & Conservation
- Historic

37

III. APPLICATION REVIEW:

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

Section 100.42 Types of Amendments:

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

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

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

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

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

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

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

38

A. Staff Comments:

Staff have found that the applicant meets the rezoning requirements and is not encouraging spot zoning with their request. This is a straight rezoning. The parcels being petitioned for rezoning are connected to other properties zoned for B-2 in the south and TBD in the east. While the exact designation of the area is unclear according to the Future Land Use Map, Town Staff believe that rezoning the parcels to B-2 zoning would be a fair interpretation of the Future Land Use Map and an appropriate continuation of current zoning from surrounding properties.

IV. PLANNING BOARD RECOMMENDATIONS:

1. Planning Board recommends approving RZ-10-26.

V. BOARD OF COMMISSIONERS ACTION:

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

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

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

THIRD: Adopt 1st motion- LUP CONSISTENCEY MOTION

FOURTH: Adopt 2nd motion- PETITION MOTION

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

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

LUP CONSISTENCY MOTION (1st Required Motion)

I move to:

OPTION 1

Approve the rezoning and describe its consistency with the adopted Land Use Plan.

_____

_____

_____

39

or

OPTION 2
Reject the rezoning and describe its inconsistency with the adopted Land Use Plan.

_____

_____

_____

or

OPTION 3
Approve the rezoning and deem it a modification of the adopted Land Use Plan. The Board believes this action taken is reasonable and in the public interest because.....

_____

_____

_____

PETITION MOTION (2ND Required Motion)

And, therefore, I move to:

OPTION 1
Approve RZ-10-26 as written and presented.

or

OPTION 2
Approve RZ-10-26 with the following conditions.....

_____

_____

_____

OPTION 3
Deny RZ-10-26 for the following reasons....

_____

_____

_____

MEMORANDUM

Date: November 12, 2026

To: The Board of Commissioners

From: Kim Andrews, Town Clerk

Subject: Update on the Upset Bid Process for the Old Jail Property

---

As of today, Thursday, November 12th, we are starting our third round of upset bidding. The current bid is up to $25,000 and will be posted in Sunday's paper (Nov. 15).

Each new bid requires a new 10-day waiting period. Once the entire 10-day period is finished with no additional upset bids, the bidding process will be considered completed, and no more bids will be accepted.

It will then be up to the Board to decide whether they wish to accept or refuse the final bid. It is not a guaranteed sale.

No motion required from the Board.

41

MEMORANDUM

Date: November 16, 2026

To: The Board of Commissioners

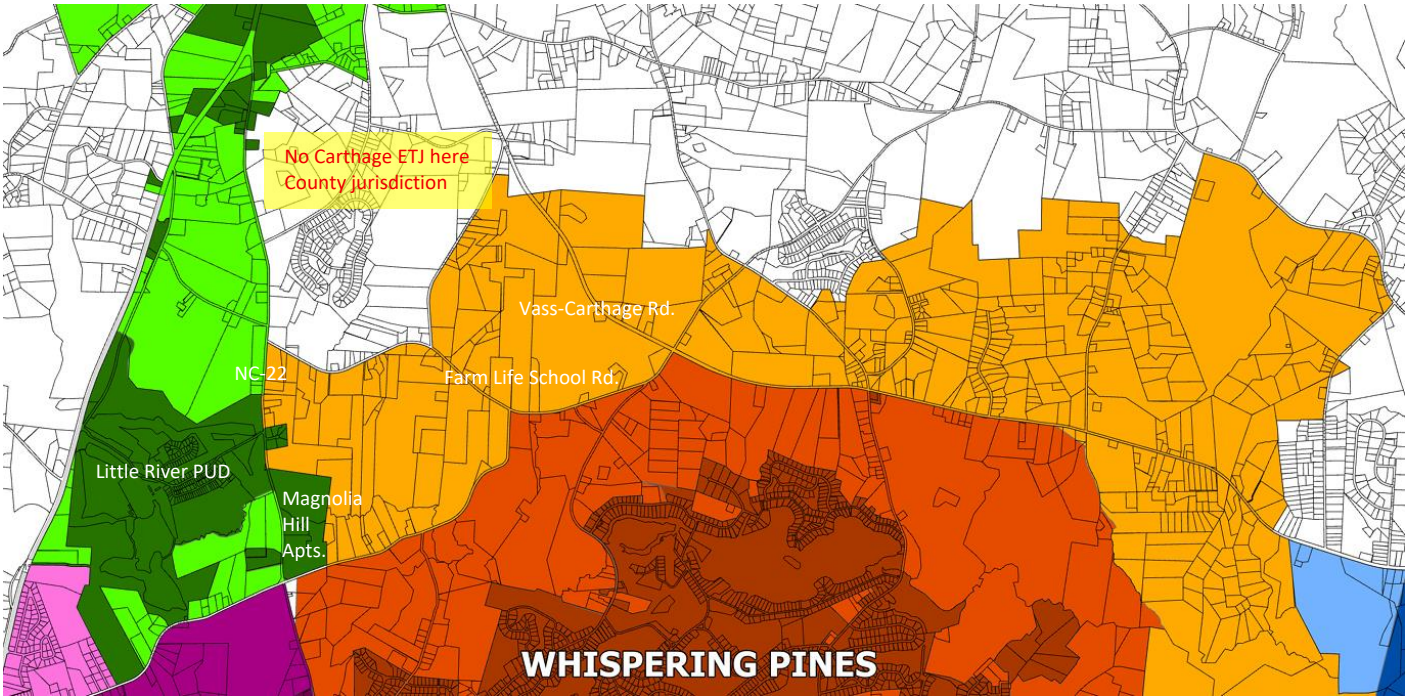
From: Emily D. Yopp, Town Manager

Subject: Review Requested Changes to Annexation Agreement

Background

Following our last meeting where the Board reviewed a draft annexation agreement and ordinance between Southern Pines, Whispering Pines, Vass and Carthage, the Village of Whispering Pines has requested that their annexation boundary be extended further north than the last draft map showed. Because this is an agreement between all jurisdictions involved, any changes to the map must be approved by the governing bodies of each agency involved.

Attached is the latest draft map with the new annexation area requested by Whispering Pines colored in orange. I have included a zoomed in area of the map below to show more detail about the boundaries.



What decision(s) is/are needed from the Board?

1. Are there any further requests for map or ordinance adjustments from the Carthage BOC?

2. Is the Carthage Board of Commissioners in support of this boundary change?

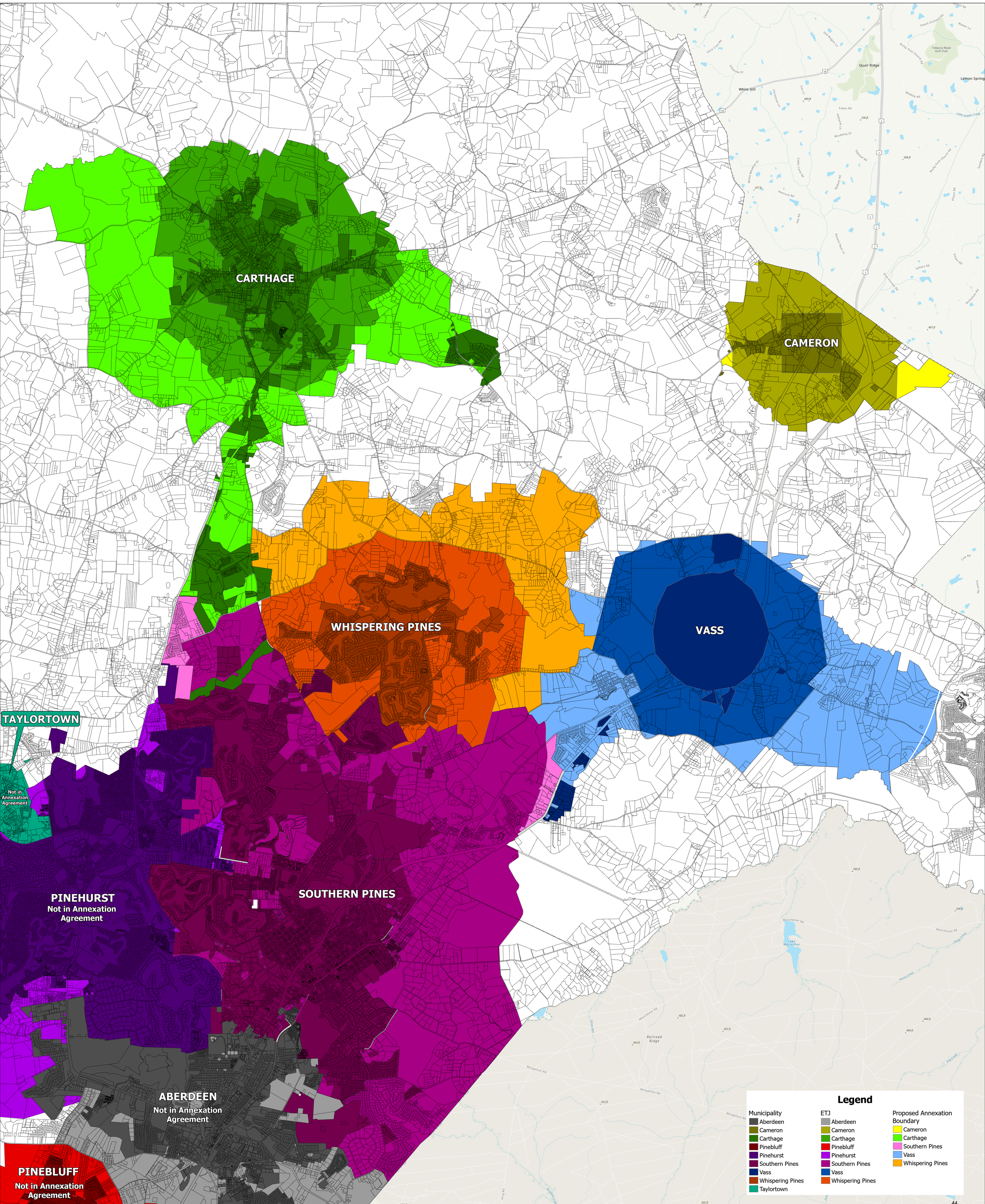
42

3. Is the Carthage BOC in favor of having the necessary public hearing to adopt the proposed ordinance agreement and map and do you authorize town staff to work to get that hearing scheduled generally around the same time as the other jurisdictions?

Proposed Annexation Boundaries

Town of Cameron, Town of Carthage, Southern Pines, Town of Vass, Village of Whispering Pines
Moore County, North Carolina

Version Two - Prepared 10/28/2026



Town of Vass ORD#
Village of Whispering Pines ORD#
Town of Southern Pines ORD#
Town of Carthage ORD#
Town of Cameron ORD#

AN ORDINANCE ESTABLISHING AN ANNEXATION AGREEMENT AMONG THE TOWN OF VASS, THE VILLAGE OF WHISPERING PINES, THE TOWN OF SOUTHERN PINES, THE TOWN OF CARTHAGE, AND THE TOWN OF CAMERON.

WHEREAS, The Town of Vass, The Village of Whispering Pines, The Town of Southern Pines, The Town of Carthage, and The Town of Cameron (the "participating municipalities"), duly incorporated municipalities under the laws of the State of North Carolina, desire to eliminate uncertainty among residents and property owners in unincorporated areas adjacent to the participating municipalities and also to improve planning by public and private interests in such areas; and

WHEREAS, the North Carolina General Assembly under GS 160A Part 6. Annexation Agreements authorizes municipalities to enter into agreements concerning future annexation in order to enhance orderly planning by such municipalities, as well as by residents and property owners in areas adjacent to such municipalities; and

WHEREAS, the participating municipalities desire to foster good intergovernmental relations, provide for certainty in planning for roads, schools, and other public infrastructure, to ensure that areas of Moore County remain rural in nature, and that the use of land is conducted in an efficient and durable manner; and

WHEREAS, public hearings on this Ordinance were held by the respective governing bodies in accordance with G.S. 160A-58.24 with notice provided in accordance with G.S. 160A-31(c). The Town of Vass held a public hearing on _____, the Village of Whispering Pines held a public hearing on _____ and the Town of Southern Pines held a public hearing on _____, The Town of Carthage held a public hearing on _____, and the Town of Cameron held a public hearing on _____.

NOW, THEREFORE, The Town of Vass, The Village of Whispering Pines, The Town of Southern Pines, The Town of Carthage, and The Town of Cameron agree:

Section 1. Boundary. The areas included within the Annexation Agreement (the "Agreement") are set forth in Attachment A titled "Annexation Agreement Map." As indicated in Attachment A, participating municipalities shall not annex any properties shown outside of the boundary shown as granted to them without amendment to this Ordinance. This agreement does not supersede G.S. 160A-58.24(e), which requires Board of County Commissioner approval of annexations more than three (3) miles from the contiguous corporate limits of a municipality.

Section 2. Limited Annexations Allowed in Unincorporated Moore County. As indicated in Attachment A, participating municipalities shall not annex any properties shown outside of the boundary shown as granted to them without amendment to this Ordinance, except as provided in this section. In the limited circumstances described in this section, municipalities may annex parcels that are shown as Moore County's jurisdiction on Attachment A under any of the following circumstances: municipal services, such as sewer, are required for the development of a public school; an individual house is under threat of condemnation due to a failing septic tank; or similar scenarios in which municipal service is required. All annexations permitted under this section of the agreement shall follow Section 7. Modifications and Mutual Termination, which requires approval of all parties.

Section 3. Notice of Adjacent Annexations. When any municipality proposes to annex property within its respective annexation area, it must give notice of the annexation to the other municipalities in compliance with G.S. 160A-58.24(a)(5) and (b), which require the following:

(i) The notice must be in writing;

(ii) The notice must be given at least 60 days, but no longer than 180 days, before the adoption of any annexation ordinance, provided that the notice period may be waived if done so by all parties;

(iii) The notice must describe the area to be annexed by reference to Attachment A and shall clearly and accurately show the boundaries of the area to be annexed in relation to roads, streams and other prominent geographical features.

The notice shall be sent by email, mail, or hand delivered to the Manager or Administration of the other municipality. The notice shall only be effective for 180 days, and if the proposed annexation is not approved within that time period, then a new notice of annexation must be given.

Section 4. Term of Agreement. The term of this Agreement shall be twenty (20) years as authorized by GS 160A-58.23.

Section 5. Effective Date. This Agreement shall become effective immediately following its adoption by ordinance by all five (5) of the participating municipalities: The Town of Vass, The Village of Whispering Pines, The Town of Southern Pines, The Town of Carthage, and the Town of Cameron.

Section 6. Replacement of Prior Agreement. This Agreement supersedes any previously adopted annexation agreements between or among the parties that are in effect as of the effective date of this Agreement.

Section 7. Modifications and Mutual Termination. Pursuant to GS 160A-58.24(d), the parties may jointly modify this Agreement by adopting a subsequent agreement or they may jointly modify this Agreement. All modifications or a mutual termination shall be approved by

ordinance adopted after public hearings by all municipalities held in accordance with GS 160A-58.24(c).

Section 8. Unilateral Withdrawal From Agreement. Any party may unilaterally withdraw from this Agreement at any time in the manner prescribed by GS 160A-58.24(f), which requires that the terminating municipality do the following:

(i) Repeal the ordinance adopting the Agreement, and

(ii) Provide written notice to the other municipalities five (5) years prior to the effective date of the termination of this Agreement. The withdrawal shall terminate the Agreement at the end of the five (5) year period, unless the remaining municipalities adopt an ordinance modifying the agreement.

IN WITNESS WHEREOF, the Mayors of the participating municipalities have executed this Agreement, in duplicate, effective on _____(the latest of the five adoption dates).

Town of Vass:

Date: _____ _____

Alphonso Mosley, Mayor

Attest:

Date: _____ _____

Corinthia Lewis-Lemon, Town Clerk

Village of Whispering Pines:

Date: _____ _____

Pamela Harris, Mayor

Attest:

Date: _____ _____

Linda Christopher, Village Clerk

Town of Southern Pines:

Date: _____ _____

Taylor Clement, Mayor

Attest:

Date: _____ _____

Beth Robertson, Town Clerk

Town of Carthage:

Date: _____ _____

Jimmy Chalflinch, Mayor

Attest:
Date: _____

_____
Kim Gibson, Town Clerk

Town of Cameron:

Date: _____

_____
Lisa Paschal, Mayor

Attest:
Date: _____

_____
Wendy Butner, Town Clerk

48

Attachment A – Annexation Agreement Map (hold for final map)

49

MEMORANDUM

Date: November 12, 2026

To: The Board of Commissioners

From: Brian Tyner, Fire Chief

Subject: Requested Estimate for Ladder Truck Repairs

On Wednesday November 4th, the service manager from Atlantic Emergency Solutions reinspected Tower 31 so he could provide a detailed estimate for consideration. The detailed quote provided covers all the repairs needed to get Tower 31 in service. We could save a few thousand dollars by removing the rear camera and installing one in house. I will be happy to answer any questions.

Fire Chief Brian Tyner
Carthage Fire and Rescue

SUGGESTED MOTIONS

Left blank to allow the Board to craft a unique motion.

50

Atlantic Emergency Solutions - Fayetteville

4201 Distribution Dr Fayetteville, North Carolina 28311

Case Number: 21031816
Repair Order Number: N/A
Purchase Order Number: N/A
Service Advisor: Marsh, John - Case Date 2026-08-18 14:39:45 -0400
ETR: 11/9/2026 at 01:58 pm EST

Customer: Carthage Fire Dept	**Unit Number: 138**
Address: 4396 US 501 CARTHAGE, NC 28327 **Phone:** (910) 986-8564 **Fax:** N/A **Customer Number:** 31575	**Asset:** 1998 PIERCE LANCE **Serial Number:** 8WA000258 **VIN:** 4P1CT02S8WA000258 **Engine:** S60 **Engine Hours:** 0 **Odometer:** 25353 Miles **Warranty Start:** N/A **In Service:** N/A

8WA000258

1 TRANSMISSION DIAG - (AE01-DIAG-TRANS) [000-000-0000]

Complaint: R&R TRANSMISSION COOLER. PM TRANSMISSION X 2 FOR WATER CONTAMINATION

Cause: FAILED TRANSMISSION COOLER

Correction: REPLACE TRANSMISSION COOLER. COULD REQUIRE REPLACEMENT OF THE COOLER LINES AND FITTINGS. PM TRANSMISSION X 2 TO REMOVE AS MUCH OF THE COOLANT CONTAMINATION AS POSSIBLE.

		Quantity	Price	Totals
Labor:				$1,744.00
Parts:	HEAT EXCHANGER,TRANS OIL	1.0	$2,728.67	$2,728.67
	TRANSMISSION HOSES	1.0	$1,500.00	$1,500.00
	TRANSMISSION FILTER KIT	2.0	$125.99	$251.98
	ATF-DEX TRANS FLUID	50.0	$3.58	$179.00
	Parts Total			$4,659.65
Operation Total:				**$6,403.65**

2 TRAVEL - (AE24-MISC-TRAVEL) [000-000-0000]

Complaint: TRAVEL TO STATION W / PM TRAILER

		Quantity	Price	Totals
Labor:				$387.50
Additional Charges:	FUEL, Fuel Surcharge	n/a	$40.00	$40.00
Operation Total:				**$427.50**

3 GENERAL - (AE999-GENERAL) [000-000-0000]

Complaint: REPAIR OUTRIGGER CONTROLS STICKING

Correction: REPLACE VALVES AND LINKAGES BOTH SIDES.

		Quantity	Price	Totals
Labor:				$1,664.00
Parts:	VALVE,4-SECTION GRESEN	2.0	$5,934.53	$11,869.06
Operation Total:				**$13,533.06**

4 MINOR DIAGNOSTICS - (AE01-DIAG-MIN) [000-000-0000]

ESTIMATE

Atlantic Emergency Solutions - Fayetteville

Customer: Carthage Fire Dept	**Unit Number:** 138
Case Number: 21031816	**Asset:** 1998 PIERCE LANCE **VIN:** 4P1CT02S8WA000258

8WA000258

Complaint: BASKET DROOPING. REPLACE ALL HOSES FOR BASKET LEVELING SYSTEM AT BASKET AND FLY SECTION.
Cause: LEAKING HYDRAULIC HOSES
Correction: REPLACE LEAKING HYDRAULIC HOSES AT BASKET AND FLY SECTION BASED OFF OF VISUAL INSPECTION.

		Quantity	Price	Totals
Labor:				$3,328.00
Parts:	MISC. HYDRAULIC HOSES	1.0	$1,500.00	$1,500.00
Operation Total:				**$4,828.00**

5 AIR LEAK - (AE24-MISC-AIRLEAK) [000-000-0000]

Complaint: REPLACE ALL 6 AIR TANKS AND MOUNTING HARDWARE
Cause: RUSTED
Correction: REPLACE ALL AIR TANKS AND MOUNTING HARDWARE. REPLACE VALVES AND FITTINGS AS NEEDED.

		Quantity	Price	Totals
Labor:				$4,992.00
Parts:	TANK, AIR 8.30.5	4.0	$224.72	$898.88
	TANK,AIR8X30.5	1.0	$231.00	$231.00
	TANK,AIR,7X24,SUPPLY TANK	1.0	$180.95	$180.95
	STRAP,AIR TANK MTG	12.0	$31.38	$376.56
	AIR TANK BRKT,7.00-9.50 DIA	12.0	$19.07	$228.84
	MISC VALVES AND FITTINGS IF NEEDED	1.0	$2,000.00	$2,000.00
	Parts Total			$3,916.23
Operation Total:				**$8,908.23**

6 MINOR DIAGNOSTICS - (AE01-DIAG-MIN) [000-000-0000]

Complaint: INSPECT AND ADJUST AERIAL ROTATION BACKLASH

		Quantity	Price	Totals
Labor:				$1,248.00
Operation Total:				**$1,248.00**

7 MAJOR AERIAL PM INSPECTION [999-000-000]

Complaint: PERFORM MAJOR AERIAL PM AND INSPECTION

		Quantity	Price	Totals
Labor:				$2,974.40
Parts:	ELEMENT, HYD	1.0	$170.97	$170.97
	GASKET,PAP HIGH PRESS FILTER	1.0	$17.68	$17.68
	FILTER ELEMENT,RETURN,PAP/MDT	1.0	$137.72	$137.72
	GASKET,PAP LOW PRESS FILTER	1.0	$9.66	$9.66
	GREASE AND CABLE LUBE	1.0	$300.00	$300.00

ESTIMATE

Atlantic Emergency Solutions - Fayetteville

Customer: Carthage Fire Dept	**Unit Number:** 138
Case Number: 21031816	**Asset:** 1998 PIERCE LANCE **VIN:** 4P1CT02S8WA000258

8WA000258

	Parts Total			$636.03
Operation Total:				**$3,610.43**

8 R&R WATERWAY SEAL - (PER SET) AND TEST [000-000-0000]

Complaint: RESEAL WATERWAY
Cause: LEAKING
Correction: RESEAL WATERWAY

		Quantity	Price	Totals
Labor:				$2,496.00
Parts:	BUTTONS, WEAR BAND	8.0	$9.15	$73.20
	4.5 IN SEAL KIT,MID SECTION	1.0	$680.80	$680.80
	SEAL KIT,LOWER MID	1.0	$626.67	$626.67
	WEAR BAND, TAPERED	1.0	$304.81	$304.81
	WEAR BAND,TAPERED 4.5 IN.	1.0	$316.51	$316.51
	LITHIUM GREASE	1.0	$194.68	$194.68
	Parts Total			$2,196.67
Operation Total:				**$4,692.67**

9 MAJOR DIAGNOSTIC - (AE01-DIAG-MAJ-NOCOMP) [999-999-000]

Complaint: DIAGNOSE AERIAL CLOCKWISE ROTATION SLOW AND SHUDDERING
Cause: DIAGNOSTIC REQUIRED. PARTS UNKNOWN

		Quantity	Price	Totals
Labor:				$2,080.00
Parts:	MISC. PARTS AS NEEDED	1.0	$4,000.00	$4,000.00
Operation Total:				**$6,080.00**

10 RUST MITIGATION - (AE24-MISC-RUSTMIT) [999-999-000]

Complaint: ADDRESS FRAME AND SUSPENSION RUST
Cause: RUST
Correction: REMOVE AS MUCH RUST AND PAINT FROM FRAME AS POSSIBLE. TREAT WITH RUST INHIBITOR.

		Quantity	Price	Totals
Labor:				$12,480.00
Parts:	TOP COAT	1.0	$1,271.60	$1,271.60
	METAL PREP	1.0	$725.42	$725.42
	RUST INHIBITOR	1.0	$489.60	$489.60
	Parts Total			$2,486.62
Operation Total:				**$14,966.62**

11 R&R LIFT CYLINDER - (EACH) [000-000-0000]

ESTIMATE

Atlantic Emergency Solutions - Fayetteville

Customer: Carthage Fire Dept	**Unit Number:** 138
Case Number: 21031816	**Asset:** 1998 PIERCE LANCE **VIN:** 4P1CT02S8WA000258

8WA000258

Complaint: R&I LIFT CYLINDERS, SEND OUT FOR REPACK.

Cause: PIERCE SHOWS SEAL KITS FOR THESE CYLINDERS NO LONGER AVAILABLE. ONCE REMOVED, THEY CAN PROBABLY BE REPACKED AT OUR LOCAL HYDRAULIC SHOP. CAN'T QUOTE UNTIL REMOVED.

Correction: QUOTING CYLINDER REPLACEMENT WITH SUPERSEDED PART NUMBER BUT WILL ATTEMPT TO REPACK EXISTING CYLINDERS.

		Quantity	Price	Totals
Labor:				$3,120.00
Parts:	CYLINDER, HYD, ELEVATION	2.0	$10,046.65	$20,093.30
	CRATE FEE	2.0	$390.45	$780.90
	Parts Total			$20,874.20
Operation Total:				**$23,994.20**

12 GENERAL - (AE999-GENERAL) [000-000-0000]

Complaint: INSTALL BACK UP CAMERA (COMPLETE SYSTEM)

Correction: INSTALL NEW BACK UP CAMERA SYSTEM

		Quantity	Price	Totals
Labor:				$2,080.00
Parts:	SV650 CAMERA SYSTEM	1.0	$841.50	$841.50
Operation Total:				**$2,921.50**

13 PUMP PERFORMANCE TEST - (AE10-PUMP-TEST) [051-000-000]

Complaint: PERFORM PUMP TEST

	Quantity	Price	Totals
Labor:			$499.20
Operation Total:			**$499.20**

Parts	$52,979.96
Labor	$39,093.10
FUEL	$40.00
Shop Supplies	$3,909.31
Taxes	$6,718.77
Total	**$102,741.14**

ESTIMATE

Atlantic Emergency Solutions - Fayetteville

Customer: Carthage Fire Dept	**Unit Number:** 138
Case Number: 21031816	**Asset:** 1998 PIERCE LANCE **VIN:** 4P1CT02S8WA000258

8WA000258

Notes:

[8/18/2026 at 04:10 pm EDT] - Approval Requested for the estimate version 1. Total $7,534.60. NOTE: Chief, I don't know if we will need the cooler lines or not. We added a dollar figure for those hoses to the estimate and it's probably high, but if we need them and fittings for the repair, there should be enough in the estimate to cover that. Let me know if you have any questions.Repair status set to Pending Approval.

[11/9/2026 at 02:02 pm EST] - Approval Requested for the estimate version 3. Total $102,741.14. NOTE: There are still many unknown variables related to this repair. I have added contingencies within the estimate, but some of these items still require diagnostic. I have tried to be as thorough as possible, but the final number could go up or down. We will have to monitor the repairs closely and work through these items systematically to ensure we stay within the budget or determine that is not possible and stop work.Repair status set to Pending Approval.

This estimate is subject to teardown and inspection and is valid for 30 days from date above. I, the undersigned, authorize you to perform the repairs and furnish the necessary materials. I understand any costs verbally quoted are an estimate only and not binding. Your employees may operate vehicle for inspecting, testing and delivery at my risk. You will not be responsible for loss or damage to vehicle or articles left in it. AUTHORIZED BY:_____ DATE:___/____/____

ESTIMATE

MEMORANDUM

Date: November 18, 2026

To: The Board of Commissioners

From: Emily D. Yopp, Town Manager

Subject: Direction Regarding Financial Advisory Services for Town Hall Project

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Background

At its October 2026 meeting, the Board received a presentation from Davenport regarding financial advisory services related to the potential renovation of 208 Monroe Street for use as a future Town Hall & Visitor Center. During the discussion, the Board requested a use case scenario illustrating how a financial advisor could assist the Town in evaluating and financing such a project before any decision was made regarding engagement of advisory services.

In response, I prepared and distributed the requested use case scenario via email to each Board member, which outlined the potential role of a financial advisor in assessing the Town's financial capacity, evaluating funding alternatives, analyzing budget and tax impacts, and assisting with implementation of any financing strategy ultimately selected by the Board.

The Town has invested approximately $700,000 of a $1 million State-directed grant toward acquisition of the Monroe Street property and related project planning efforts. Construction bids received a few months ago indicated a project cost of approximately $1.8 million for renovation of the facility. The project is currently paused pending additional Board direction regarding the future of the property and the Town's ability to fund the project.

Discussion

The question before the Board is not whether to proceed with construction of a new Town Hall, nor whether to pursue financing at this time. Rather, the question is whether the Board desires to engage Davenport & Company LLC to perform an independent financial assessment and funding analysis that would assist the Board in evaluating the project's affordability and potential funding options prior to development of the FY 2027-28 budget.

Under the proposed engagement, Davenport & Company LLC would:

- Evaluate the Town's current financial position, debt profile, and borrowing capacity.
- Analyze funding alternatives, including cash funding, debt financing, and hybrid approaches.
- Estimate potential annual debt service and budget impacts.
- Assess effects on fund balance, future debt capacity, and financial flexibility.
- Provide information regarding tax rate implications and affordability.
- Present findings and recommendations to the Board for consideration.

56

The proposed Town Hall Financial Assessment would be completed under a not-to-exceed fee of $20,000, plus a 4% administrative fee and customary expenses. If the Town ultimately proceeds with a financing transaction, the agreement notes that fees paid for the assessment may potentially be reimbursed through a future financing structure.

Staff Recommendation

Staff recommends that the Board provide direction regarding whether it wishes to engage Davenport & Company LLC to conduct a Town Hall Financial Assessment and funding analysis in preparation for FY 2027-28 budget development. Such an assessment would allow the Board to evaluate the project's affordability and available funding options before considering any future decision regarding renovation of the Monroe Street property.

SUGGESTED MOTION(S)

Left blank to allow Board to craft a unique motion.

57

Discussion Materials

Town of Carthage, North Carolina

October 19, 2026

58

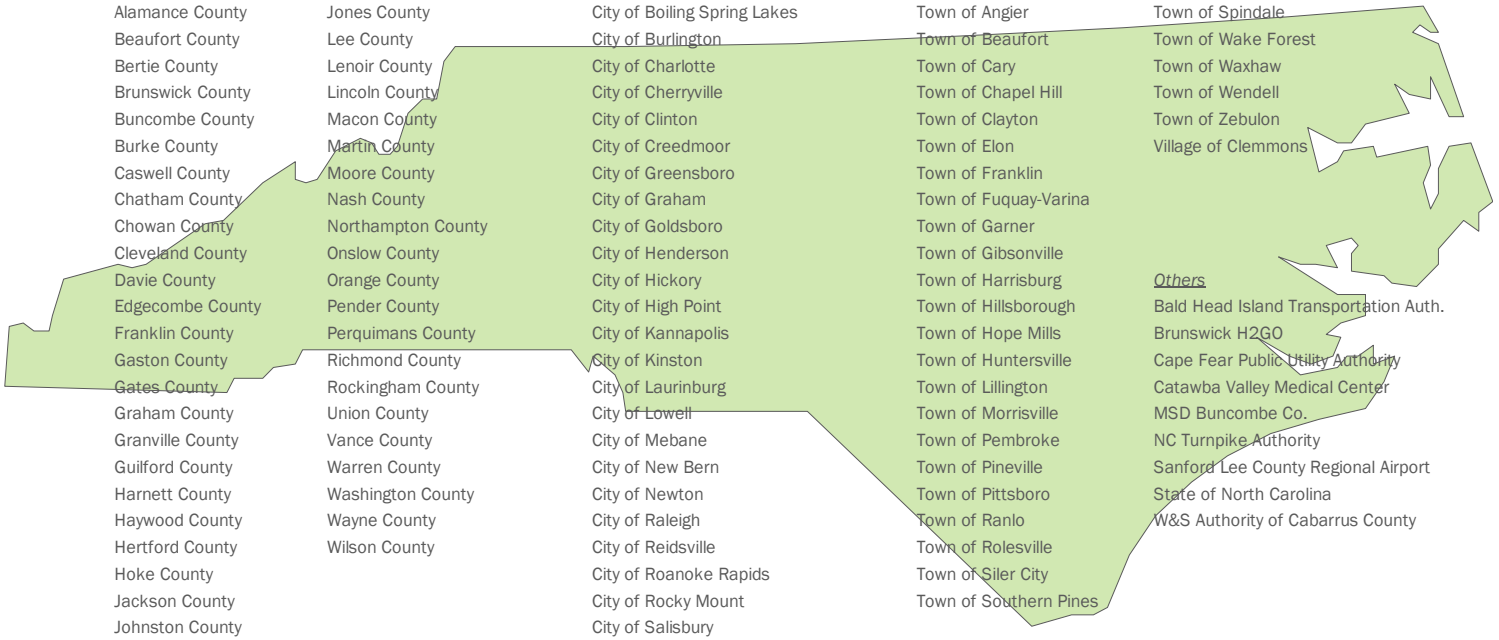
DAVENPORT 1863
PUBLIC FINANCE
Member NYSE | FINRA | SIPC

Davenport & Company LLC Public Finance Overview

Davenport Public Finance

- Founded in 1863, Davenport and Company LLC ("Davenport") is an employee owned independent investment firm offering investments, research, asset management, corporate and public investment banking, and financial advisory services.
- Davenport is a member of the Financial Industry Regulatory Authority, the New York Stock Exchange, the Securities Investor Protection Corporation, and is a Securities and Exchange Commission Registered Investment Adviser.
- Davenport operates public finance offices in Charlotte, NC; Richmond, VA; Towson, MD; and Suburban Atlanta, GA. Davenport also has 16 retail brokerage offices in North Carolina (Raleigh, Greensboro and Sanford) and Virginia.
- Davenport Public Finance provides financial advisory services to a diverse group of clients in the Mid-Atlantic region.

Select North Carolina Clients Served



Financial Advisor Engagements

Counties:

Alamance County
Beaufort County
Bertie County
Brunswick County
Buncombe County
Burke County
Caswell County
Chatham County
Chowan County
Cleveland County
Davie County
Edgecombe County
Franklin County
Gaston County
Gates County
Graham County
Granville County
Guilford County
Harnett County
Haywood County
Hertford County
Hoke County
Jackson County
Johnston County
Jones County
Lee County
Lenoir County
Lincoln County
Macon County
Martin County
Moore County
Nash County
Northampton County
Onslow County
Orange County
Pender County
Perquimans County
Richmond County
Rockingham County
Union County
Vance County
Warren County
Washington County
Wayne County
Wilson County

Cities:

City of Boiling Spring Lakes
City of Burlington
City of Charlotte
City of Cherryville
City of Clinton
City of Creedmoor
City of Greensboro
City of Graham
City of Goldsboro
City of Henderson
City of Hickory
City of High Point
City of Kannapolis
City of Kinston
City of Laurinburg
City of Lowell
City of Mebane
City of New Bern
City of Newton
City of Raleigh
City of Reidsville
City of Roanoke Rapids
City of Rocky Mount
City of Salisbury
City of Statesville
City of Wilson

Towns:

Town of Angier
Town of Beaufort
Town of Cary
Town of Chapel Hill
Town of Clayton
Town of Elon
Town of Franklin
Town of Fuquay-Varina
Town of Garner
Town of Gibsonville
Town of Harrisburg
Town of Hillsborough
Town of Hope Mills
Town of Huntersville
Town of Lillington
Town of Morrisville
Town of Pembroke
Town of Pineville
Town of Pittsboro
Town of Ranlo
Town of Rolesville
Town of Siler City
Town of Southern Pines
Town of Spindale
Town of Wake Forest
Town of Waxhaw
Town of Wendell
Town of Zebulon
Village of Clemmons

Others

Bald Head Island Transportation Auth.
Brunswick H2GO
Cape Fear Public Utility Authority
Catawba Valley Medical Center
MSD Buncombe Co.
NC Turnpike Authority
Sanford Lee County Regional Airport
State of North Carolina
W&S Authority of Cabarrus County

Role of a Financial Advisor

As Financial Advisor to the Town, Davenport has a Fiduciary Duty to the Town and as such provides the Town with guidance and assistance to ensure that the Town's interests are protected throughout the financing process – from the planning stages through post-issuance decisions.

Project Overview / Davenport Scope of Work

Based on discussions with Town Staff, the following Scope of Work has been identified to assist the Town in assessing / implementing immediate capital funding needs and longer-term capital funding goals.

Project Overview





- The Town plans to renovate the historic property at 208 Monroe Street in downtown Carthage to serve as the Town's new Town Hall.
- The Town has invested approximately $550,000 in property acquisition and utilized a portion of a $1.0 million grant towards acquisition and design.
- Construction bids were received in June 2026 from prequalified contractors, with the lowest bid totaling approximately $1.8 million.
- The Town would like to evaluate potential funding options and related impacts of funding the project specifically.
- Beyond the Town Hall project, the Town would like to consider developing a planning process for future Capital Funding.

Initial Scope of Work

- Financial and Credit Assessment
- Review of Capital Funding Options
- Capital Funding Impacts and Implications
- Plan of Finance Development and Implementation
- Other Services as Requested by the Town

Future Scope of Work

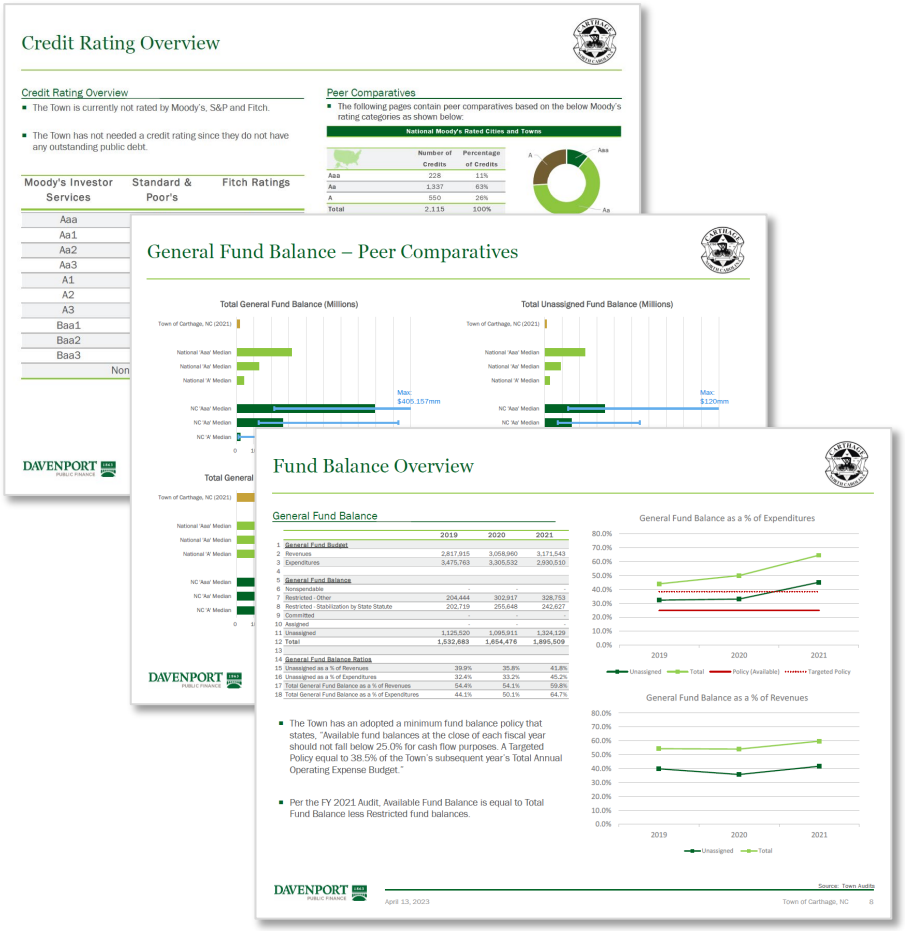
- Capital Improvement Plan Development
- Capital Improvement Plan Implementation

Source: Town Staff and Website

Initial Scope of Work

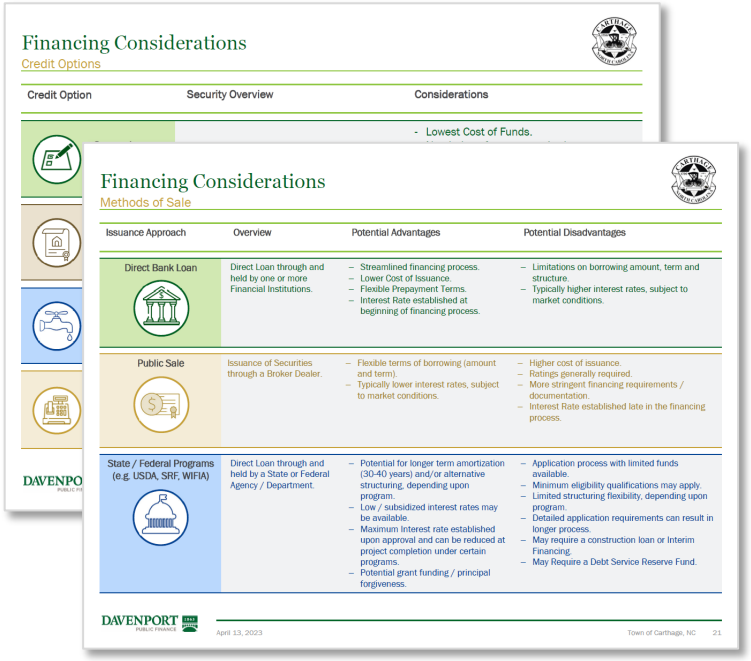
Financial and Credit Assessment

- Provide perspective on the Town's current financial and debt profile in relation to the Town's ability to fund capital projects through cash and/or debt financing.



Capital Funding Options

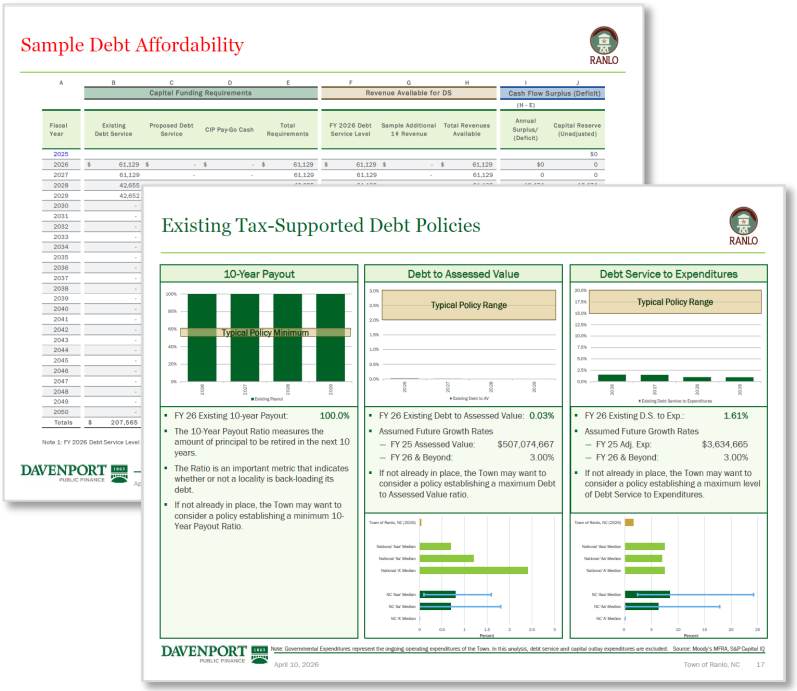
- Review the capital funding options legally available to the Town including credit structure and method of financing.



Initial Scope of Work

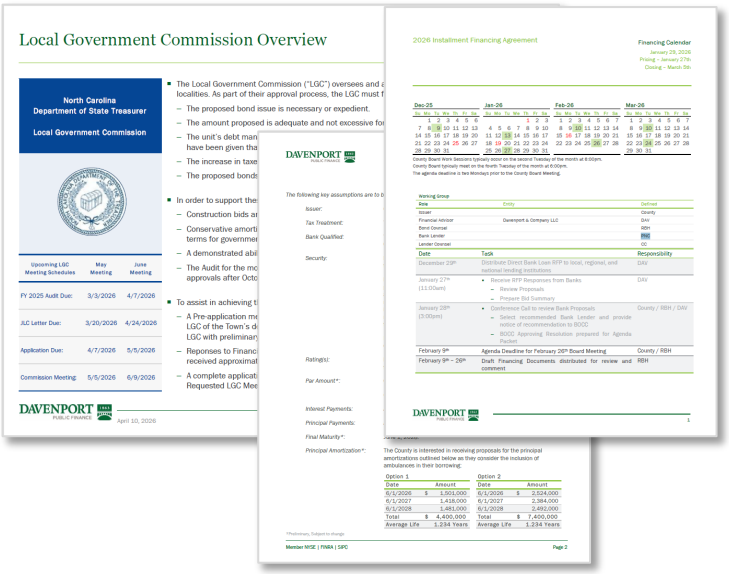
Capital Funding Impact

- Analyze the potential implications of capital funding options, including:
  - Financial Position and Reserves
  - Budgetary Implications and Debt Affordability
  - Future Capital Funding and Debt Capacity



Plan of Finance

- Assist the Town in developing and implementing a preferred Plan of Finance, including:
  - Selecting the preferred financing approach based on the Funding Options available and Capital Funding Impact analysis.
  - Structuring the financing based on Town goals, including repayment structure, amortization term and other key terms and conditions.
  - Advising the Town through the issuance process, including scheduling, lender selection and Local Government Commission approvals.



Future Scope of Work: Capital Improvement Plan Development

Stage 1

Identify Universe of Requested Capital Projects

- Amounts
- Timing
- Operating Impacts (Revenues/Expenses)
- Outside Capital Funding Sources

Analyze Capital Funding Capacity and Preliminary Debt Affordability

- Perform Credit Evaluation
- Establish Peer Comparative Analysis
- Identify Available Funding Sources
- Measure Debt Capacity and
- Debt Affordability

Stage 2

Review Initial Requested CIP and Refine Debt Affordability

- Available resources vs. requested projects
- Identify Grants or Other Outside resources available or restricted for specific projects.
- Alternative Funding options for identified funding shortfalls
- Debt issuance considerations, including timing and method
- Measure Affordability and/or need to modify projects

Prioritize Projects

- Categorize projects based upon necessity of funding and Governing Body Goals and Objectives (e.g. required for mandated services, needed to maintain existing services, desired to enhance or expand services)
- Rank projects based upon comprehensive planning documents and governing body goals and objectives

Stage 3

Develop / Refine CIP and Memorialize Debt Affordability

- Develop Initial CIP Plan with identified Funding Sources
- Revisit/Refine Project Timing, Amounts and Funding Sources in the context of the Town's Capacity and Affordability

Stage 4

Finalize and Approve CIP

- Finalize list of projects and funding sources in a balanced CIP
- Governing Body approval

CIP Funding Implementation (Year 1)

- Execute financing transactions (if any) required to fund Year 1 CIP.
- Begin design, purchase and or construction of projects as planned.

Update CIP

- Update CIP, Debt Capacity and Debt Affordability as new information becomes available.
- Revisit Process Annually

Davenport Public Finance Overview

Davenport & Company LLC

Davenport Overview

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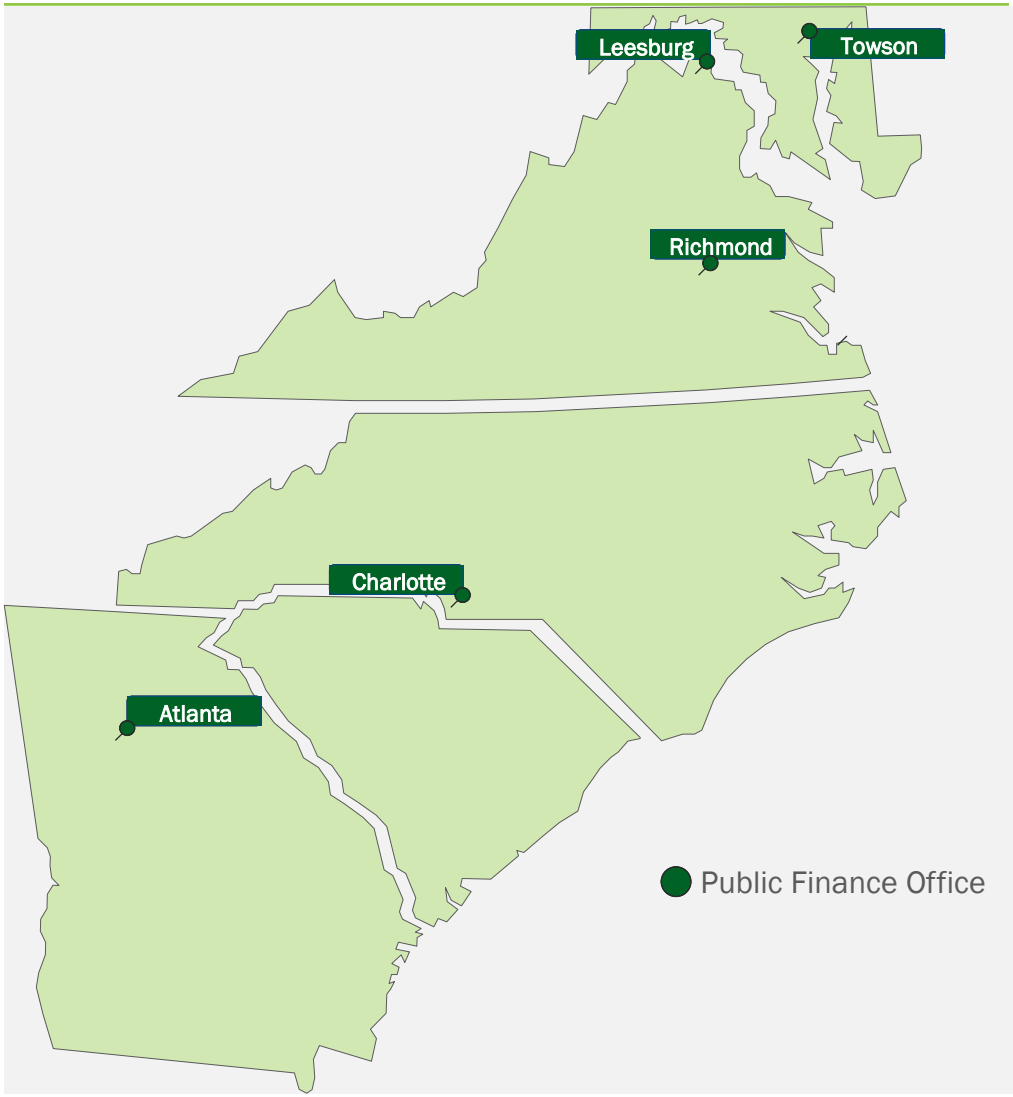
Davenport Footprint

- Davenport operates public finance offices in Charlotte, NC; Leesburg, VA; Richmond, VA; Towson, MD; and Suburban Atlanta, GA. Davenport also has 16 retail brokerage offices throughout North Carolina and Virginia.

Davenport Professionals

- Davenport provides our clients with one of the largest groups of public finance professionals in the Mid-Atlantic region.
  - Depth: 37 individuals provide in-depth account coverage, diverse expertise, and analytic support.
  - Expertise: Staff includes professionals with prior experience as Certified Public Accountant, Chief Budget Officer, Chief Financial Officer, Credit Rating Analyst, Bond Attorney, Auditor and Verification Agent.
  - Proven Experience: Median professional finance tenure of more than 15 years per professional; Over 200 years combined experience.

Davenport Offices



North Carolina Experience

- Davenport is one of the top municipal finance firms in North Carolina with a broad range of clients and engagements.

Select North Carolina Clients Served

Financial Advisor Engagements

Counties:

Alamance County
Beaufort County
Bertie County
Brunswick County
Buncombe County
Burke County
Caswell County
Chatham County
Chowan County
Cleveland County
Davie County
Edgecombe County
Franklin County
Gaston County
Gates County
Graham County
Granville County
Guilford County
Harnett County
Haywood County
Hertford County
Hoke County
Jackson County
Johnston County
Jones County
Lee County
Lenoir County
Lincoln County
Macon County
Martin County
Moore County
Nash County
Northampton County
Onslow County
Orange County
Pender County
Perquimans County
Richmond County
Rockingham County
Union County
Vance County
Warren County
Washington County
Wayne County
Wilson County

Cities:

City of Boiling Spring Lakes
City of Burlington
City of Charlotte
City of Cherryville
City of Clinton
City of Creedmoor
City of Greensboro
City of Graham
City of Goldsboro
City of Henderson
City of Hickory
City of High Point
City of Kannapolis
City of Kinston
City of Laurinburg
City of Lowell
City of Mebane
City of New Bern
City of Newton
City of Raleigh
City of Reidsville
City of Roanoke Rapids
City of Rocky Mount
City of Salisbury
City of Statesville
City of Wilson

Towns:

Town of Angier
Town of Beaufort
Town of Cary
Town of Chapel Hill
Town of Clayton
Town of Elon
Town of Franklin
Town of Fuquay-Varina
Town of Garner
Town of Gibsonville
Town of Harrisburg
Town of Hillsborough
Town of Hope Mills
Town of Huntersville
Town of Lillington
Town of Morrisville
Town of Pembroke
Town of Pineville
Town of Pittsboro
Town of Ranlo
Town of Rolesville
Town of Siler City
Town of Southern Pines
Town of Spindale
Town of Wake Forest
Town of Waxhaw
Town of Wendell
Town of Zebulon
Village of Clemmons

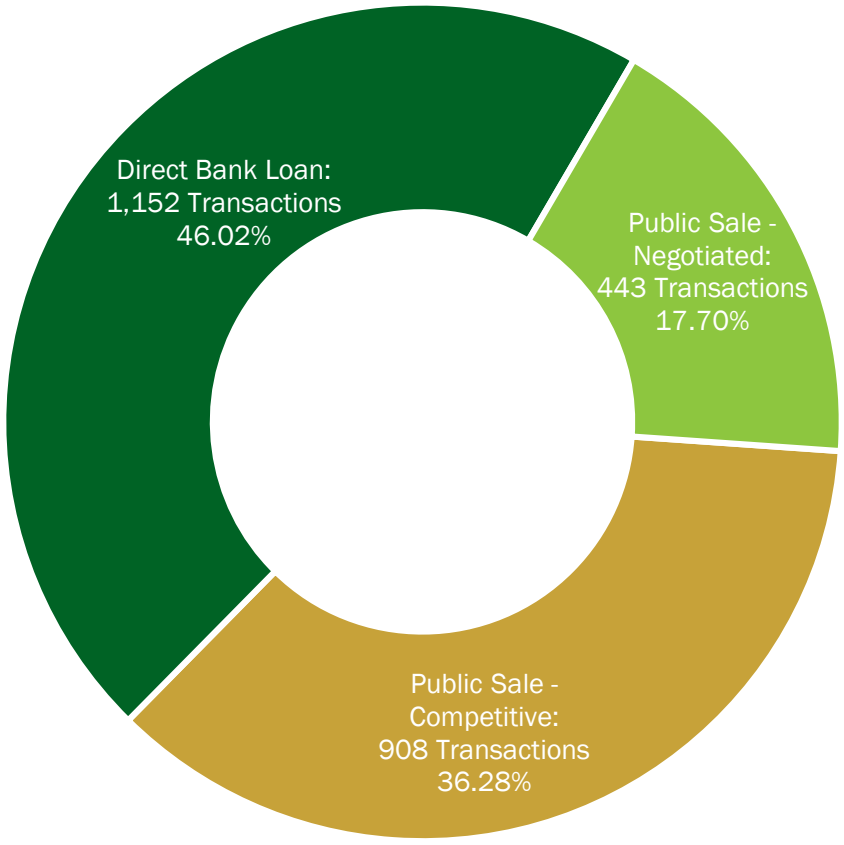
Others

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Catawba Valley Medical Center
MSD Buncombe Co.
NC Turnpike Authority
Sanford Lee County Regional Airport
State of North Carolina
W&S Authority of Cabarrus County

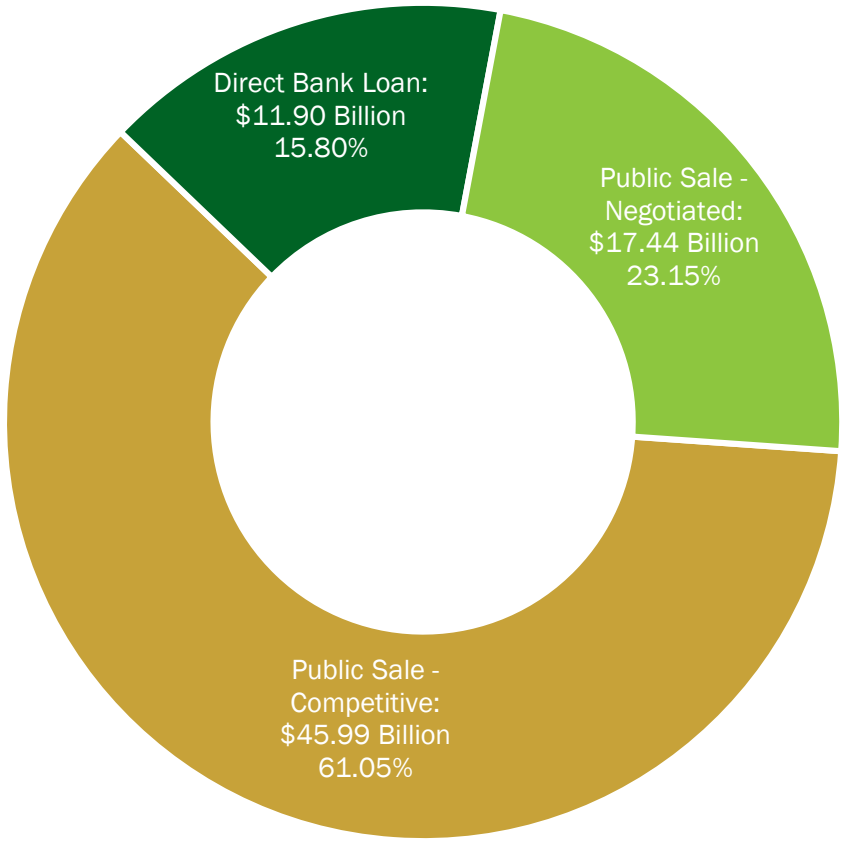
Davenport Public Finance Experience

- From 2015 - 2025, Davenport has served as a Financial Advisor on over 2,500 transactions totaling over $75 Billion in par.

Davenport Public Finance Transactions (2015-2025)



Davenport Public Finance Volume (2015-2025)

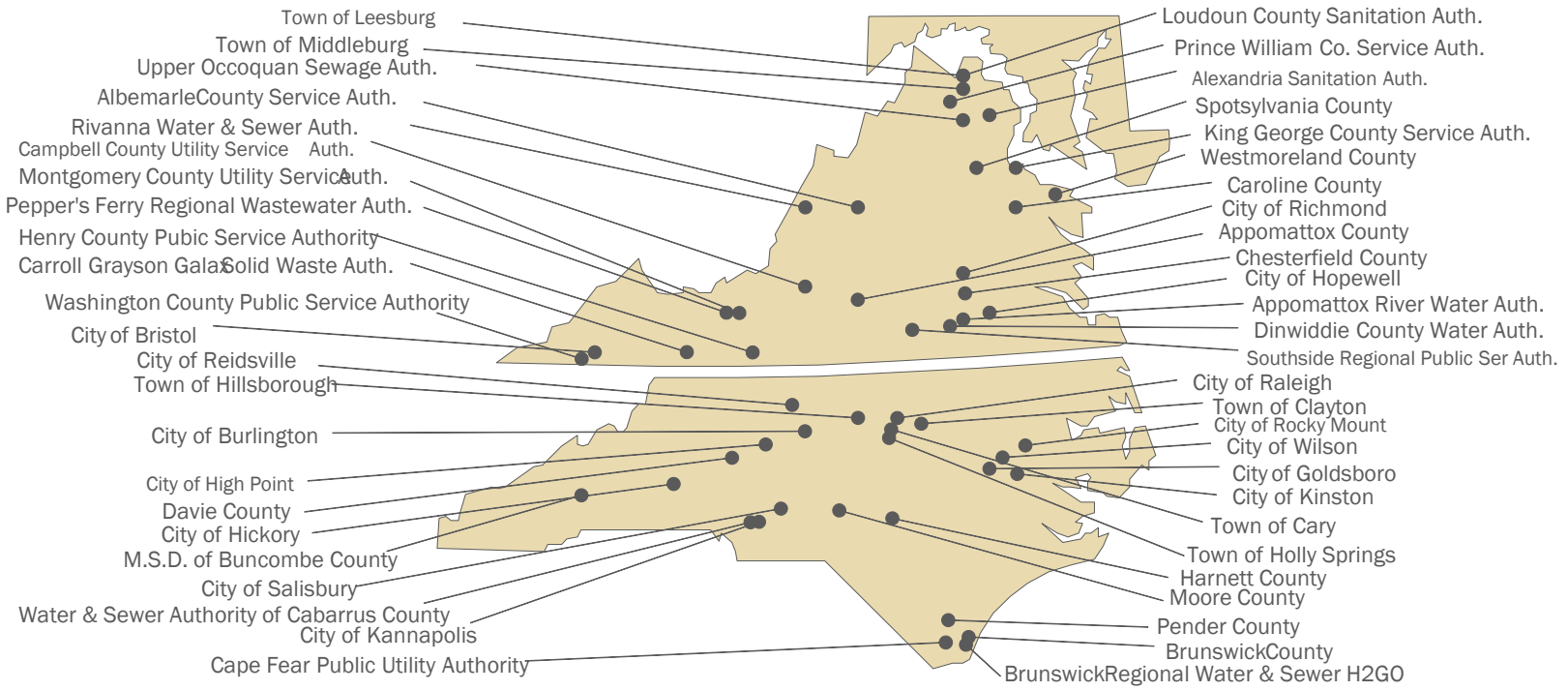


Utility Experience

Selected North Carolina Revenue Bond Issuers Serviced

- Harnett County, NC
- City of Kannapolis, NC
- Town of Cary, NC
- Brunswick Regional Water & Sewer H2GO
- Johnston County, NC
- City of Kinston, NC
- Town of Clayton, NC
- Cape Fear Public Utility Authority
- Lincoln County, NC
- City of Mebane, NC
- Town of Elon, NC
- MSD of Buncombe County
- Washington County, NC
- City of Raleigh, NC
- Town of Fuquay-Varina, NC
- W&S Auth. of Cabarrus County
- City of Burlington, NC
- City of Reidsville, NC
- Town of Harrisburg, NC
- City of High Point, NC
- City of Wilson, NC
- Town of Hillsboorough, NC

Selected Regional Utility Clients Serviced



Municipal Advisor Disclosure

The enclosed information relates to an existing or potential municipal advisor engagement.

The U.S. Securities and Exchange Commission (the "SEC") has clarified that a broker, dealer or municipal securities dealer engaging in municipal advisory activities outside the scope of underwriting a particular issuance of municipal securities should be subject to municipal advisor registration. Davenport & Company LLC ("Davenport") has registered as a municipal advisor with the SEC. As a registered municipal advisor Davenport may provide advice to a municipal entity or obligated person. An obligated person is an entity other than a municipal entity, such as a not for profit corporation, that has commenced an application or negotiation with an entity to issue municipal securities on its behalf and for which it will provide support. If and when an issuer engages Davenport to provide financial advisory or consultant services with respect to the issuance of municipal securities, Davenport is obligated to evidence such a financial advisory relationship with a written agreement.

When acting as a registered municipal advisor Davenport is a fiduciary required by federal law to act in the best interest of a municipal entity without regard to its own financial or other interests. Davenport is not a fiduciary when it acts as a registered investment advisor, when advising an obligated person, or when acting as an underwriter, though it is required to deal fairly with such persons,

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The value of and income from investments and the cost of borrowing may vary because of changes in interest rates, foreign exchange rates, default rates, prepayment rates, securities/instruments prices, market indexes, operational or financial conditions or companies or other factors. There may be time limitations on the exercise of options or other rights in securities/instruments transactions. Past performance is not necessarily a guide to future performance and estimates of future performance are based on assumptions that may not be realized. Actual events may differ from those assumed and changes to any assumptions may have a material impact on any projections or estimates. Other events not taken into account may occur and may significantly affect the projections or estimates. Certain assumptions may have been made for modeling purposes or to simplify the presentation and/or calculation of any projections or estimates, and Davenport does not represent that any such assumptions will reflect actual future events. Accordingly, there can be no assurance that estimated returns or projections will be realized or that actual returns or performance results will not materially differ from those estimated herein. This material may not be sold or redistributed without the prior written consent of Davenport.

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DAVENPORT 1863
PUBLIC FINANCE

September __, 2026

Ms. Emily Yopp
Town Manager
Town of Carthage
4396 Hwy. 15-501
Carthage, NC 28327

Dear Ms. Yopp:

On behalf of my colleagues at Davenport & Company LLC ("Davenport"), we are pleased to provide this Letter Agreement ("Agreement") to the Town of Carthage, NC (the "Town") for the provision of general financial advisory services including but not limited to financial reviews, capital planning and debt issuance. This Letter Agreement outlines Davenport's potential Scope of Work (attachments A – D) and proposed compensation for Financial Advisory Services related to Capital Planning / Non-Transactional Services and Transaction Related Services.

For Capital Planning/Non-Transactional Financial Advisory Services, Davenport's financial advisory fee will be based on the schedule of hourly rates shown below (subject to annual CPI adjustment) and the actual time required to complete the work requested by the Town, unless otherwise agreed upon.

- Senior Vice President $350
- First Vice President $325
- Vice President $300
- Associate Vice President / Analyst $275

For Transaction Related Services, Davenport's financial advisory fee will be a fixed amount in accordance with the schedule of not-to-exceed amounts outlined in the following chart (subject to annual CPI adjustment). The actual fee amount for each transaction will be mutually agreed upon by the Town and Davenport based on the size and complexity of the proposed issuance.

Credit	Public Offering with Bond Rating	Bank Placement without Bond Rating
General Obligation Bonds	NTE $80,000	NTE $65,000
Limited Obligation Bonds / Installment Financings	NTE $90,000	NTE $75,000
Revenue Bonds	NTE $100,000	NTE $85,000
Refunding Component Upcharge	NTE $30,000	NTE $30,000
Other Financing Structures (e.g. Special Obligation Bonds, Special Assessment Financings, Tax Increment Financings, Variable Rate Demand Obligations, various State/Federal Funding Programs, Two-Thirds GO Bonds, Federal Tax Credit Program Financings, and other Special Projects) would be negotiated on a transaction by transaction basis.		

Financial Advisory fees shall be paid upon completion of the task requested by the Town. Davenport will charge an additional fee equal to four percent (4%) of the advisory fee. Customary direct out-of-pocket expenses (meals, lodging, and mileage) will be billed at cost. Either party may terminate this agreement with 30-day written notice. Davenport will be reimbursed for its out-of-pocket expenses and services provided prior to termination.

Please let us know if you have any questions or would like to discuss.

Sincerely,

Ted Cole
Senior Vice President
Davenport Public Finance

Mitch Brigulio
Senior Vice President
Davenport Public Finance

Accepted By:

_____

Emily D. Yopp
Town of Carthage, North Carolina

PRE-AUDIT CERTIFICATE

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

This is the _____ day of _____, _____.

_____

Town of Carthage, North Carolina Finance Director

Addendum #1: Town Hall Financial Assessment

Davenport will complete a Financial Assessment of the Town Hall project from the perspective of assisting the Town assess the options available to the Town and the associated budgetary impacts. In connection with this engagement, Davenport will perform some or all of the scope of work outlined below, among others, as requested by the Town.

Specific to Addendum #1 services completed prior to December 31, 2026, including staff meetings, Board / Council presentation(s) and associated follow-up tasks, Davenport would propose a not-to-exceed Capital Planning/Non-Transaction Financial Advisory Services fee of $20,000 plus additional fees and direct expenses as outlined in the Agreement. The actual fee amount will be based upon the time necessary to complete the engagement in accordance with the schedule of hourly rates (Outlined in the Agreement). Davenport will charge an additional fee equal to four percent (4%) of the advisory fee. Customary direct out-of-pocket expenses (meals, lodging, and mileage) will be billed at cost.

Financial Advisory fees shall be paid upon completion of the Town Hall Financial Assessment engagement or such other time as mutually agreed upon. If the Town chooses to pursue a financing for the project, any Financial Advisory fees paid related to this engagement could potentially be reimbursed to the Town through a future Town Hall financing.

Scope of Work

1. Financial and Credit Assessment

   Provide perspective on the Town's current financial and debt profile in relation to the Town's ability to fund the identified capital projects through cash and/or debt financing.

2. Review of Capital Funding Options

   Review the capital funding options legally available to the Town including credit structure and method of financing. Provide detailed perspective on the funding options identified including Local Government Commission ("LGC") approval requirements.

3. Capital Funding Cost

   Provide preliminary estimates of the Town's potential costs associated with funding the project, including:

   — Annual and total cost of potential funding approaches.

   — Provide perspective on cost relative to potential budgetary and tax rate implications for the Town and its Citizens.

Attachment A: Non-Transaction / Capital Planning Scope of Work

The Scope of Work for Non-Transaction / Capital Planning Financial Advisory Services will be based on the actual services requested and may include, but is not limited to, the following tasks:

1. Provide pertinent advice and counsel concerning developments in the financial community in general and municipal finance in particular.
2. Develop financial analysis programs, computer models and presentations to be used in conjunction with the capital planning and financing program(s).
3. Review and advise on special projects as requested by Staff.
4. Provide such other financial advisory services deemed appropriate by the Client.
5. Present Reports to the Governing Body on the status of the Client's debt, capital planning, and credit profile as requested.
6. Meet with Staff and the Governing Body on an as-needed basis to discuss, review, revise any Capital Plans.

Attachment B: Direct Bank Loan Scope of Work

The Scope of Work for Direct Bank Loan Financial Advisory Services will be based on the actual services requested and may include, but is not limited to, the following tasks:

1. Prepare a detailed financing calendar which will include all required notices, governing board actions and other financing milestones.
2. Coordinate the due diligence and issuance process with working group participants and assist in obtaining any necessary approvals.
3. In cooperation with staff, local attorney, bond counsel and/or other professionals, assist in reviewing/preparing the necessary documentation.
4. Conduct an RFP process to obtain financing proposals from local, regional and national financial institutions:
   a. Establish terms and conditions for the Request for Proposal.
   b. Prepare the Request for Proposals and distribute to the active local, regional and national banks.
   c. Contact all potential bidders to discuss the RFP requirements and assist potentials bidders with the due diligence process, as applicable, to maximize the number of bidders.
   d. Prepare a summary analysis of each proposal such that issuance costs, interest rates and terms and conditions of each proposal can be easily compared to support staff / elected officials in making their selection of the winning proposal.
   e. Negotiate terms and conditions of the proposals, including call provisions, closing requirements and other terms and conditions, as applicable.
5. Coordinate interactions with the Local Government Commission (the "LGC") Staff to facilitate approval of the Direct Bank Loan, if necessary.
   a. Develop a strategy for addressing LGC requirements (statutory and traditional practices) while also meeting the locality's goals and objectives.
   b. Conduct pre-application and due diligence meetings/calls with the LGC and prepare discussion materials to serve as a guide for the conversation including construction timing, proposed financing schedule, financing structure, repayment plan and method of sale.
   c. Assist in the preparation of the LGC application.
   d. Coordinate with LGC staff to ensure all necessary information is available in a timely fashion and assist in preparing the LGC Agenda item.
   e. Attend LGC Meeting (if necessary).
6. Present the Summary of Results to local officials and/or the LGC as needed/requested.
7. Model the proposed financing and produce schedules outlining sources and uses of funds, debt service, bond statistics, and other schedules necessary for bond counsel.
8. Prepare a detailed closing memorandum to facilitate the efficient closing of the financing and memorialize the key aspects of the financing.
9. Review final financing documents with specific focus on final financing numbers and details.
10. Coordinate the closing process.

Attend and present at all conference calls and meetings as requested by Staff.

Attachment C: Negotiated Public Sale Scope of Work

The Scope of Work for Negotiated Public Sale Financial Advisory Services will be based on the actual services requested and may include, but is not limited to, the following tasks:

1. Prepare a detailed financing calendar which will include all required notices, governing board actions and other financing milestones.
2. Coordinate the due diligence and issuance process with working group participants and assist in obtaining any necessary approvals.
3. Coordinate interactions with the Local Government Commission (the "LGC") Staff to facilitate approval of the Negotiated Public Sale, if necessary.
   a. Develop a strategy for addressing LGC requirements (statutory and traditional practices) while also meeting the locality's goals and objectives.
   b. Conduct pre-application and due diligence meetings/calls with the LGC and prepare discussion materials to serve as a guide for the conversation including construction timing, proposed financing schedule, financing structure, repayment plan and method of sale.
   c. Assist in the preparation of the LGC application.
   d. Coordinate with LGC staff to ensure all necessary information is available in a timely fashion and assist in preparing the LGC Agenda item.
   e. Attend LGC Meeting (if necessary).
4. Assist in developing and providing information required for disclosure in the Official Statement, as requested.
5. Assist in examining past compliance with continuing disclosure requirements.
6. Coordinate all aspects of the rating agency interactions, including:
   a. Schedule the rating agency meetings / calls.
   b. Provide each rating agency with the required background information on the proposed bond issuance, finances and other items of interest in preparation for the rating agency interactions.
   c. Prepare a comprehensive rating agency presentation to be used as the basis for discussion with the rating agencies. This presentation will incorporate financial, economic, demographic and economic development-related information.
   d. Assist with the preparation for the rating agency meetings / calls, including working to prepare those individuals directly and indirectly involved with the ratings process to help ensure a positive interaction that maximizes the opportunity to benefit from the rating agency interaction.
   e. Coordinate any required follow-up correspondence with the rating agencies to help ensure a complete ratings process.
   f. Interface with the rating agencies on the drafting and publication of the official rating reports.
7. In cooperation with staff and bond counsel, assist in reviewing/preparing the necessary documentation.
8. Assist in the engagement of other professionals as needed, including bond trustee and underwriting team. Specific to the underwriting team, tasks may include:
   a. Structure the underwriting syndicate.
   b. Analyze/review proposed underwriter takedowns and expenses.

9. Manage the Bond Pricing Process and assist with the preparation, review and negotiations with the Underwriter(s).
   a. Coordinate on proposed pricing schedule and review marketing plan for the bonds.
   b. Monitor pricing progressions provided by Underwriter(s) during the weeks leading up to the actual pricing.
   c. Develop a Pre-Pricing Book that includes key market trends, preliminary pricing indications, and comparative pricings to assist in pricing discussions.
   d. Analyze the proposed pricing structure and discuss with the Underwriter.
   e. Monitor orders received on the day of pricing and assist with negotiating pricing adjustments with Underwriter.
10. Model the proposed financing and produce schedules outlining sources and uses of funds, debt service, bond statistics, and other schedules necessary for bond counsel.
11. Coordinate the closing process.
12. Attend and/or present at all conference calls and meetings as requested by Staff.

Attachment D: Competitive Public Sale Scope of Work

The Scope of Work for Competitive Public Sale Financial Advisory Services will be based on the actual services requested and may include, but is not limited to, the following tasks:

1. Prepare a detailed financing calendar which will include all required notices, governing board actions and other financing milestones.
2. Coordinate the due diligence and issuance process with working group participants and assist in obtaining any necessary approvals.
3. Assist in developing and providing information required for disclosure in the Official Statement, as requested.
4. Assist in examining past compliance with continuing disclosure requirements.
5. Assist in developing information to be presented to bond rating agencies in order to achieve the highest bond rating realistically achievable. Accompany staff on all presentations to the rating agencies.
6. In cooperation with staff, local attorney, bond counsel and/or other professionals, assist in reviewing/preparing the necessary documentation.
7. Coordinate with the Davenport Fixed Income Sales and Trading Desk to structure the bid parameters in the Notice of Sale.
8. Run sensitivity analyses on all bid parameters to ensure the client's goals and objectives are met.
9. Monitor bidder registration and reach out to potential bidders to maximize bidder participation.
10. Analyze bids received to ensure accuracy and compliance with bid parameters.
11. Coordinate with winning bidder to ensure timely receipt of bid details, good faith wire, and confirmation of final amortization amounts. Model the proposed financing and produce schedules outlining sources and uses of funds, debt service, bond statistics, and other schedules necessary for bond counsel.
12. Review final offering and closing documents with specific focus on final financing numbers and details.
13. Coordinate the closing process.

Attend and or present at all conference calls and meetings as requested by Staff.

Example Use Case for Financial Advisory Services Related to the Town Hall Project

Purpose

At the Board's request, the Town Manager has prepared the following example illustrating how a financial advisor, such as Davenport & Company LLC, could assist the Town in evaluating and potentially financing a new Town Hall project. This example is intended to demonstrate the practical application of financial advisory services and the type of information and guidance the Board could expect to receive during the decision-making process.

Background

The Board has expressed interest in understanding the Town's financial capacity and evaluating potential funding and financing options for the construction of a new Town Hall facility. Prior to making any decisions regarding financing, the Board has requested a practical example of how a financial advisor would assist the Town throughout the process.

Example Use Case

Step 1: Financial Assessment

The Town engages a financial advisor to conduct an independent review of the Town's financial condition. This review would include:

- Existing debt obligations
- Fund balance levels
- Revenue trends and projections
- Capital needs and future obligations
- Overall debt affordability and borrowing capacity

Outcome: The Board receives an objective assessment of the Town's ability to finance a new Town Hall project while maintaining fiscal stability.

Step 2: Development of Funding Scenarios

Working with staff and project cost estimates, the financial advisor develops multiple funding alternatives for Board consideration.

78

Examples may include:

Option A: Cash Funding

- Utilize available reserves or fund balance.
- No debt issuance.
- Reduced financial flexibility for future capital needs or emergencies.

Option B: Debt Financing

- Borrow project funds through installment financing or another debt instrument.
- Preserve existing reserves.
- Spread project costs over multiple years.

Option C: Hybrid Approach

- Use a portion of available reserves toward project costs.
- Finance the remaining balance.
- Balance debt obligations with reserve preservation.

Outcome: The Board receives several viable alternatives rather than a single recommendation.

Step 3: Analysis of Financial Impacts

For each funding option, the financial advisor prepares projections showing:

- Estimated annual debt service payments
- Impact on the Town's operating budget
- Effect on fund balance and reserves
- Impacts on future borrowing capacity
- Potential tax implications, if any

Outcome: The Board gains a clear understanding of the financial consequences associated with each funding scenario.

Step 4: Board Presentation and Discussion

The financial advisor presents its findings during a public meeting and answers questions from the Board. Commissioners may discuss priorities such as:

- Limiting debt obligations

79

- Preserving fund balance
- Avoiding tax increases
- Maintaining flexibility for future projects
- Prioritizing predictable annual costs

Outcome: The Board receives professional guidance and information necessary to make an informed policy decision.

Step 5: Financing Implementation

If the Board elects to pursue a financing option, the financial advisor can assist with implementation by:

- Structuring the financing
- Soliciting lender proposals, when appropriate
- Evaluating financing terms
- Coordinating with the Local Government Commission
- Assisting with financing schedules and closing requirements
- Guiding the Town through the financing process

Outcome: The Town receives professional assistance through each phase of the financing transaction.

Summary

In this example, the Board would utilize a financial advisor to independently evaluate the Town's financial capacity, develop and compare financing alternatives, quantify the fiscal impacts of each option, and assist with implementation should the Board choose to proceed.

The ultimate benefit to the Board is receiving objective financial analysis and financing expertise that supports informed decision-making regarding a significant capital investment such as the construction of a new Town Hall.

Recommended Action

The Town Manager recommends that the Board discuss at its next meeting the long-term future of the Monroe Street property and provide direction regarding whether the Town intends to pursue renovation of the building for a future Town Hall or consider disposition of the property.

Should the Board wish to preserve the option of renovating the building, the Town Manager recommends consideration of financial advisory services, such as those offered by Davenport, to evaluate the Town's financial capacity, funding alternatives, and potential financing scenarios in

advance of the FY 2027-28 budget development process. Conducting this analysis during the current project pause would allow the Board to enter budget discussions with a clearer understanding of the financial implications and affordability of a Town Hall project.

The Town Manager will plan to re-visit this conversation at the Board's November 16th regular meeting. The purpose of the discussion is to obtain Board direction regarding the future of the property and whether staff should pursue an agreement for further financial analysis from Davenport for the Town Hall project.

Written and Submitted by Emily D. Yopp, Town Manager
October 26, 2026

81

MEMORANDUM

Town of Carthage
Board of Commissioners

Date: November 12, 2026

To: The Board of Commissioners

From: Kim Andrews, Town Clerk

Subject: Revised Department Liaison Annual Observation Program Schedule

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Background

On August 17, 2026, the Board adopted the Department Liaison Annual Observation Program to provide Commissioners with firsthand knowledge of departmental operations, staffing, equipment, facilities, and budgetary needs.

The program requires each Commissioner to observe all four Town departments: Administration, Fire & Rescue, Police, and Public Works.

To date, four of the required 24 departmental observations have been completed:

- Mayor Jimmy Chalflinch – Police
- Mayor Pro Tem John McDonald – Fire & Rescue
- Commissioner Brent Tanner – Police
- Commissioner Dan Bonillo – Police

Revised Schedule

To ensure all Commissioners complete their departmental observations before the FY 2027–2028 budget planning process, a revised schedule has been developed.

The revised program will:

- Begin the week of November 16, 2026.
- Conclude no later than March 5, 2027.
- Allow Commissioners to select a convenient day during their assigned observation week.
- Space departmental visits to minimize disruption to daily operations.
- Maintain the program's original educational and observational purpose.
- Each Commissioner will be responsible for coordinating their observation date with the Department Head and Town Manager.

Requested Board Action

The Board is requested to acknowledge the revised observation schedule and commit to completing all remaining departmental visits by March 5, 2027.

SUGGESTED MOTIONS

I move to approve the revised Department Liaison Annual Observation Program schedule, with all remaining departmental visits to be completed by March 5, 2027.

82

REVISED – Board of Commissioners / Department Liaison Annual Observation Program

The following matrix shows each Commissioner's remaining departmental visits.

Commissioner	Admin	Fire	Police	PW
Jimmy Chalflinch	●	●	✓	●
John McDonald	●	✓	●	●
Al Barber	●	●	●	●
Brent Tanner	●	●	✓	●
Dan Bonillo	●	●	✓	●
Anton Sadovnikov	●	●	●	●

Proposed revised observation schedule

I have scheduled each department's visits in designated weeks, generally three weeks apart. This is more manageable than scheduling every department every two weeks and gives us some flexibility for holidays and unexpected scheduling conflicts.

Week of	Administration	Fire & Rescue	Police	Public Works
Nov. 16–20	Al Barber	Dan Bonillo	John McDonald	Jimmy Chalflinch
Dec. 7–11	Brent Tanner	Jimmy Chalflinch	Anton Sadovnikov	John McDonald
Jan. 4–8	Dan Bonillo	Al Barber	—	Brent Tanner
Jan. 25–29	Jimmy Chalflinch	Brent Tanner	Al Barber	Anton Sadovnikov
Feb. 15–19	John McDonald	Anton Sadovnikov	—	Dan Bonillo
Mar. 1–5	Anton Sadovnikov	—	—	Al Barber

How this works: Each Commissioner contacts the Town Clerk to select one day during their assigned week. Visits remain approximately 4–6 hours, consistent with the policy.

This schedule meets the goal of all 24 observations being completed by March 5, with no department assigned more than one visit in any scheduled week. The Town Clerk should verify actual dates remain at least 14 calendar days apart, particularly between February 15 and March 1.

83

Commissioner completion checklist

Mayor Jimmy Chalflinch

Previously completed: Police

- Public Works Nov. 16–20
- Fire & Rescue Dec. 7–11
- Administration Jan. 25–29

Mayor Pro Tem John McDonald

Previously completed: Fire & Rescue

- Police Nov. 16–20
- Public Works Dec. 7–11
- Administration Feb. 15–19

Commissioner Dan Bonillo

Previously completed: Police

- Fire & Rescue Nov. 16–20
- Administration Jan. 4–8
- Public Works Feb. 15–19

Commissioner Anton Sadovnikov

Previously completed: None

- Police Dec. 7–11
- Public Works Jan. 25–29
- Fire & Rescue Feb. 15–19
- Administration Mar. 1–5

Commissioner Al Barber

Previously completed: None

- Administration Nov. 16–20
- Fire & Rescue Jan. 4–8
- Police Jan. 25–29
- Public Works Mar. 1–5

Commissioner Brent Tanner

Previously completed: Police

- Administration Dec. 7–11
- Public Works Jan. 4–8
- Fire & Rescue Jan. 25–29

If any of these weeks do not work for your schedule, please let the Town Clerk know and she can try to ask another Board Member to switch weeks.

Thank you for your cooperation and flexibility!

84

MEMORANDUM

Date: November 18, 2026

To: The Board of Commissioners

From: Emily D. Yopp, Town Manager

Subject: Consideration of Fifth Amendment to Lease Agreement with American Tower LLC

Purpose

To consider approval of the Fifth Amendment to the existing telecommunications tower lease agreement between the Town of Carthage and American Towers LLC and authorize execution of all associated transaction documents.

Background

The Town leases a portion of Town-owned property at approximately 398 Vass-Carthage Road for a telecommunications tower facility operated by American Towers LLC. The original lease was executed in 1994 and has been amended several times, most recently in 2020. The proposed Fifth Amendment would further modify the lease terms and extend the potential lease duration.

The amendment package includes a Fifth Amendment to the lease agreement, a Memorandum of Lease for recording purposes, and related authorization documents required to complete the transaction.

The proposed documents have been reviewed and approved by the Town Attorney as to form and legality. Staff is requesting Board consideration of the amendment and authorization to execute the documents necessary to complete the transaction.

Proposed Amendment

The Fifth Amendment includes the following key provisions:

- A one-time payment of **$30,000** to the Town upon execution and completion of required documentation.
- Addition of two (2) new five-year renewal terms, extending the potential lease expiration date from April 12, 2039, to April 12, 2049, if all renewal options are exercised.
- Modification of the rental rate to **$4,334.94 per month**.
- Annual rent escalations of **3%**, beginning April 13, 2027.
- Execution and recording of a Memorandum of Lease reflecting the amended lease term.

85

Financial Impact

The Town currently receives approximately **$4,776.21 per month** in lease revenue under the existing agreement.

Under the proposed amendment, monthly rent would decrease to **$4,334.94 per month**, representing a reduction of approximately **$441.27 per month**, or approximately **$5,295 annually**. However, the amendment also provides the Town with a one-time payment of **$30,000** and annual rent increases of **3%** beginning in 2027.

Staff Recommendation

Staff presents the proposed Fifth Amendment to the lease agreement with American Towers LLC for the Board's consideration. The amendment provides a one-time payment of $30,000, extends the potential lease term through 2049 through the addition of two five-year renewal options, and establishes annual rent escalations of 3%. However, the amendment also reduces the Town's current monthly lease payment from approximately $4,776.21 to $4,334.94. The proposed documents have been reviewed and approved by the Town Attorney as to form and legality. Staff requests direction from the Board regarding approval of the amendment and authorization for the Mayor and Town Manager to execute the associated documents.

****Please note ALL Board members will have to sign a signature page with one of our on-staff notaries and a witness. If approved, please stay after the meeting has adjourned to make signatures.****

SUGGESTED MOTION(S)

"I move that the Board of Commissioners **[approve / disapprove]** the Fifth Amendment to the lease agreement between the Town of Carthage and American Tower LLC, and **[approve / disapprove]** the related Memorandum of Lease and associated transaction documents.

86

THE FIFTH AMENDMENT TO OPTION AND LAND LEASE AGREEMENT

This Fifth Amendment to Option and Land Lease Agreement (this "***Amendment***") is made effective as of the latter signature date hereof (the "***Effective Date***") by and between **Town of Carthage**, a municipal corporation ("***Landlord***") and **American Towers LLC**, a Delaware limited liability company ("***Tenant***") (Landlord and Tenant being collectively referred to herein as the "***Parties***").

RECITALS

WHEREAS, Landlord owns the real property described on **Exhibit A** attached hereto and by this reference made a part hereof (the "***Parent Parcel***"); and

WHEREAS, Landlord (or its predecessor-in-interest) and Tenant (or its predecessor-in-interest) entered into that certain Option and Land Lease Agreement dated January 27, 1994 (the "***Original Lease***"), as amended by that certain Amendment of Option and Land Lease Agreement dated October 26, 1998 (the "***First Amendment***"), as further amended by that certain Second Amendment to Option and Land Lease Agreement dated October 30, 2001 (the "***Second Amendment***"), as further amended by that certain Third Amendment to Option and Land Lease Agreement dated March 30, 2010 (the "***Third Amendment***"), and as further amended by that certain Fourth Amendment to Option and Land Lease Agreement dated June 18, 2020 (the ***"Fourth Amendment***"), (as the same may have been amended from time to time, collectively, the "***Lease***"), pursuant to which the Tenant leases a portion of the Parent Parcel and is the beneficiary of certain easements for access and public utilities, all as more particularly described in the Lease (such portion of the Parent Parcel so leased along with such portion of the Parent Parcel so affected, collectively, the "***Leased Premises***"), which Leased Premises are also described on **Exhibit A**; and

WHEREAS, Landlord and Tenant desire to amend the terms of the Lease to extend the term thereof and to otherwise modify the Lease as expressly provided herein.

NOW THEREFORE, in consideration of the foregoing recitals and the mutual covenants set forth herein and other good and valuable consideration, the receipt, adequacy, and sufficiency of which are hereby acknowledged, the Parties hereby agree as follows:

1. **One-Time Payment**. Tenant shall pay to Landlord a one-time payment in the amount of **Thirty thousand and 00/100 Dollars** (**$30,000.00**), payable within thirty (30) days of the Effective Date and subject to the following conditions precedent: (a) Tenant's receipt of this Amendment executed by Landlord, on or before December 1, 2026; (b) Tenant's confirmation that Landlord's statements as further set forth in this Amendment are true, accurate, and complete, including verification of Landlord's ownership; (c) Tenant's receipt of any documents and other items reasonably requested by Tenant in order to effectuate the transaction and payment contemplated herein; and (d) receipt by Tenant of an original Memorandum (as defined herein) executed by Landlord.

2. **Lease Term Extended**. Notwithstanding anything to the contrary contained in the Lease or this Amendment, the Parties agree the Lease originally commenced on April 13, 1994, and, without giving effect to the terms of this Amendment but assuming the exercise by Tenant of all remaining renewal options contained in the Lease (each an "***Existing Renewal Term***" and, collectively, the "***Existing Renewal Terms***"), the Lease is otherwise scheduled to expire on April 12, 2039. In addition to any Existing Renewal Term(s), the Lease is hereby amended to provide Tenant with the option to extend the Lease for each of two (2) additional five (5) year renewal terms (each a "***New Renewal Term***" and, collectively, the "***New Renewal Terms***"). Notwithstanding anything to the contrary contained in the Lease, (a) all Existing Renewal Terms and New Renewal Terms shall automatically renew unless Tenant notifies Landlord that Tenant elects not to renew the Lease, as amended herein, at least sixty (60) days prior to the commencement of the next Renewal Term (as defined below) and (b) Landlord shall be able to terminate the Lease, as amended herein, only in the event of a material default by Tenant, which default is not cured

within sixty (60) days of Tenant's receipt of written notice thereof, provided, however, in the event that Tenant has diligently commenced to cure a material default within sixty (60) days of Tenant's actual receipt of notice thereof and reasonably requires additional time beyond the sixty (60) day cure period described herein to effect such cure, Tenant shall have such additional time as is necessary (beyond the sixty [60] day cure period) to effect the cure. References in this Amendment to "***Renewal Term***" shall refer, collectively, to the Existing Renewal Term(s) and the New Renewal Term(s). The Landlord hereby agrees to execute and return to Tenant an original Memorandum of Lease in the form and of the substance attached hereto as **Exhibit B** and by this reference made a part hereof (the "***Memorandum***") executed by Landlord, together with any applicable forms needed to record the Memorandum, which forms shall be supplied by Tenant to Landlord.

3. **Rent and Escalation.** Commencing with the second rental payment due following the Effective Date, the rent payable from Tenant to Landlord under the Lease is hereby reduced to **Four thousand three hundred thirty-four and 94/100 Dollars** (**$4,334.94**) per month (the "***Rent***"). Commencing on April 13, 2027 and on each successive annual anniversary thereof, Rent due under the Lease, as amended herein, shall increase by an amount equal to **three percent** (**3%**) of the then current Rent. Notwithstanding anything to the contrary contained in the Lease, all Rent and any other payments expressly required to be paid by Tenant to Landlord under the Lease and this Amendment shall be paid to **Town of Carthage NC**.

4. **Landlord and Tenant Acknowledgments**. Except as modified herein, the Lease and all provisions contained therein remain in full force and effect and are hereby ratified and affirmed. In the event there is a conflict between the Lease and this Amendment, this Amendment shall control. The Parties hereby agree that no defaults exist under the Lease. To the extent Tenant needed consent and/or approval from Landlord for any of Tenant's activities at and uses of the site prior to the Effective Date, Landlord's execution of this Amendment is and shall be considered consent to and approval of all such activities and uses. Landlord hereby acknowledges and agrees that Tenant shall not need consent or approval from, or to provide notice to, Landlord for any future activities at or uses of the Leased Premises, including, without limitation, subleasing and licensing to additional customers, installing, modifying, repairing, or replacing improvements within the Leased Premises, and/or assigning all or any portion of Tenant's interest in this Lease, as modified by this Amendment. Tenant and Tenant's sublessees and customers shall have vehicular (specifically including truck) and pedestrian access to the Leased Premises from a public right of way on a 24 hours per day, 7 days per week basis, together with utilities services to the Leased Premises from a public right of way. Upon request by Tenant and at Tenant's sole cost and expense but without additional consideration owed to Landlord, Landlord hereby agrees to promptly execute and return to Tenant building permits, zoning applications and other forms and documents, including a memorandum of lease, as required for the use of the Leased Premises by Tenant and/or Tenant's customers, licensees, and sublessees. Landlord hereby appoints Tenant as Landlord's attorney-in-fact coupled with an interest to prepare, execute and deliver land use and zoning and building permit applications that concern the Leased Premises, on behalf of Landlord with federal, state and local governmental authorities, provided that such applications shall be limited strictly to the use of the Leased Premises as a wireless telecommunications facility and that such attorney-in-fact shall not allow Tenant to re-zone or otherwise reclassify the Leased Premises or the Parent Parcel. The terms, provisions, and conditions of this Section shall survive the execution and delivery of this Amendment.

5. **Landlord Statements**. Landlord hereby represents and warrants to Tenant that: (i) to the extent applicable, Landlord is duly organized, validly existing, and in good standing in the jurisdiction in which Landlord was organized, formed, or incorporated, as applicable, and is otherwise in good standing and authorized to transact business in each other jurisdiction in which such qualifications are required; (ii) Landlord has the full power and authority to enter into and perform its obligations under this Amendment, and, to the extent applicable, the person(s) executing this Amendment on behalf of Landlord, have the

authority to enter into and deliver this Amendment on behalf of Landlord; (iii) no consent, authorization, order, or approval of, or filing or registration with, any governmental authority or other person or entity is required for the execution and delivery by Landlord of this Amendment; (iv) Landlord is the sole owner of the Leased Premises and all other portions of the Parent Parcel; (v) to the best of Landlord's knowledge, there are no agreements, liens, encumbrances, claims, claims of lien, proceedings, or other matters (whether filed or recorded in the applicable public records or not) related to, encumbering, asserted against, threatened against, and/or pending with respect to the Leased Premises or any other portion of the Parent Parcel which do or could (now or any time in the future) adversely impact, limit, and/or impair Tenant's rights under the Lease, as amended and modified by this Amendment; (vi) so long as Tenant performs its obligations under the Lease, Tenant shall peaceably and quietly have, hold and enjoy the Leased Premises, and Landlord shall not act or permit any third person to act in any manner which would interfere with or disrupt Tenant's business or frustrate Tenant or Tenant's customers' use of the Leased Premises and (vii) the square footage of the Leased Premises is the greater of Tenant's existing improvements on the Parent Parcel or the land area conveyed to Tenant under the Lease. The representations and warranties of Landlord made in this Section shall survive the execution and delivery of this Amendment. Landlord hereby does and agrees to indemnify Tenant for any damages, losses, costs, fees, expenses, or charges of any kind sustained or incurred by Tenant as a result of the breach of the representations and warranties made herein or if any of the representations and warranties made herein prove to be untrue. The aforementioned indemnification shall survive the execution and delivery of this Amendment.

6. **Confidentiality.** Notwithstanding anything to the contrary contained in the Lease or in this Amendment, Landlord agrees and acknowledges that all the terms of this Amendment and the Lease and any information furnished to Landlord by Tenant in connection therewith shall be and remain confidential. Except with Landlord's family, attorney, accountant, broker, lender, a prospective fee simple purchaser of the Parent Parcel, or if otherwise required by law, Landlord shall not disclose any such terms or information without the prior written consent of Tenant. The terms and provisions of this Section shall survive the execution and delivery of this Amendment.

7. **Notices**. The Parties acknowledge and agree that Section 10 of the Original Lease and Section 8 of the Fourth Amendment are hereby deleted in their entirety and are of no further force and effect. From and after the Effective Date the notice address and requirements of the Lease, as modified by this Amendment, shall be controlled by this Section of this Amendment. All notices must be in writing and shall be valid upon receipt when delivered by hand, by nationally recognized courier service, or by First Class United States Mail, certified, return receipt requested to the addresses set forth herein: to Landlord at: 4396 HWY 15 501, CARTHAGE, NC 28327; to Tenant at: Attn.: Land Management 10 Presidential Way, Woburn, MA 01801, with copy to: Attn.: Legal Department, 222 Berkeley Street, 7th Floor, Boston, MA 02116. Any of the Parties, by thirty (30) days prior written notice to the others in the manner provided herein, may designate one or more different notice addresses from those set forth above. Refusal to accept delivery of any notice or the inability to deliver any notice because of a changed address for which no notice was given as required herein, shall be deemed to be receipt of any such notice.

8. **Counterparts**. This Amendment may be executed in several counterparts, each of which when so executed and delivered, shall be deemed an original and all of which, when taken together, shall constitute one and the same instrument, even though all Parties are not signatories to the original or the same counterpart. Furthermore, the Parties may execute and deliver this Amendment by electronic means such as .pdf or similar format. Each of the Parties agrees that the delivery of the Amendment by electronic means will have the same force and effect as delivery of original signatures and that each of the Parties may use such electronic signatures as evidence of the execution and delivery of the Amendment by all Parties to the same extent as an original signature.

9. **Conflict/Capitalized Terms**. The Parties hereby acknowledge and agree that in the event of a conflict between the terms and provisions of this Amendment and those contained in the Lease, the terms and provisions of this Amendment shall control. Except as otherwise defined or expressly provided in this Amendment, all capitalized terms used in this Amendment shall have the meanings or definitions ascribed to them in the Lease. To the extent of any inconsistency in or conflict between the meaning, definition, or usage of any capitalized terms in this Amendment and the meaning, definition, or usage of any such capitalized terms or similar or analogous terms in the Lease , the meaning, definition, or usage of any such capitalized terms in this Amendment shall control.

[*SIGNATURES COMMENCE ON FOLLOWING PAGE*]

LANDLORD:

Town of Carthage,
a municipal corporation

Signature: _____
Print Name: _____
Title: _____
Date: _____

[*SIGNATURES CONTINUE ON FOLLOWING PAGE*]

TENANT:

American Towers LLC
a Delaware limited liability company

Signature: _____
Print Name: _____
Title: _____
Date: _____

EXHIBIT A

This Exhibit A may be replaced at Tenant's option as described below.

PARENT PARCEL

Tenant shall have the right to replace this description with a description obtained from Landlord's deed (or deeds) that include the land area encompassed by the Lease and Tenant's improvements thereon.

The Parent Parcel consists of the entire legal taxable lot owned by Landlord as described in a deed (or deeds) to Landlord of which the Leased Premises is a part thereof with such Parent Parcel being described below.

The land referred to herein below is situated in the county of Moore, city of Carthage, state of North Carolina, and is described as follows:

All Property shown in Plat Map entitled "Recombination Survey for Town of Carthage 79.76 acre Tract Carthage Water Treatment Plant Tracts Carthage Township, Moore County, North Carolina" dated January 25, 2016 recorded March 3, 2016 in Plat Cabinet 16 Slide 877.

This being the same property conveyed to The Town of Carthage in a Deed recorded in Book 292 Page 53.

This being the same property conveyed to The Town of Carthage in a Deed recorded in Book 58 Page 357.

This being the same property conveyed to The Town of Carthage in a Deed recorded in Book 98 Page 582.

This being the same property conveyed to The Town of Carthage in a Deed recorded in Book 104 Page 232.

This being the same property conveyed to The Town of Carthage in a Deed recorded in Book 114 Page 18.

This being the same property conveyed to The Town of Carthage in a Deed recorded in Book 115 Page 255.

This being the same property conveyed to The Town of Carthage in a Deed recorded in Book 115 Page 537.

This being the same property conveyed to The Town of Carthage in a Deed recorded in Book 115 Page 589.

This being the same property conveyed to The Town of Carthage in a Deed recorded in Book 130 Page 167.

This being the same property conveyed to The Town of Carthage in a Deed recorded in Book 138 Page 281.

This being the same property conveyed to The Town of Carthage in a Deed recorded in Book 165 Page 388.

This being the same property conveyed to The Town of Carthage in a Deed recorded in Book 437 Page 203.

This being the same property conveyed to The Town of Carthage in a Deed recorded in Book 434 Page 230.

This being the same property conveyed to The Town of Carthage in a Deed recorded in Book 719 Page 511.

Being Moore County, North Carolina Parcel Number 8577-12-85-2967 a/k/a 00001180.

LEASED PREMISES

Tenant shall have the right to replace this description with a description obtained from the Lease or from a description obtained from an as-built survey conducted by Tenant.

The Leased Premises consists of that portion of the Parent Parcel as defined in the Lease which shall include access and utilities easements. The square footage of the Leased Premises shall be the greater of: (i) the land area conveyed to Tenant in the Lease; (ii) Tenant's (and Tenant's customers) existing improvements on the Parent Parcel; or (iii) the legal description or depiction below (if any).

Being a 600 x 600 x 600 tract a portion of which is described as follows:

Commencing at an existing iron pipe at the southeast corner of Catherine I. Phillips Graham and Alfred Aldrich Graham, Deed Book 897, Page 303, Moore County Registry, thence South 79°24'12" East 589.54 Feet to the true point of beginning, thence South 31°49'15" East 558.41 Feet to a point, thence South 85°18'05" West 573.96 Feet to a point, thence North 28°01'36" East 590.78 Feet to the point and place of beginning, being a portion of Town of Carthage 73.07 acre tract, Moore County Tax Map 89, Block 2, Parcel 9, and containing 3.27 acres more or less.

ACCESS AND UTILITIES

The access and utility easements include all easements of record as well that portion of the Parent Parcel currently utilized by Tenant (and Tenant's customers) for ingress, egress and utility purposes from the Leased Premises to and from a public right of way including but not limited to:

Commencing at an existing iron pipe at the southeast corner of Catherine I. Phillips Graham and Alfred Aldrich Graham, Deed Book 897, Page 303, Moore County Registry, thence South 79°48'30" East 918.39 Feet to a point on the southwestern right-of-way of Vass-Carthage Road (SR 1803), said point being the true point of beginning, thence along the centerline of a new 20' access and utility easement the following courses, South 13°53'26" East 4.64 Feet, thence along the arc of a simple curve to the right with a radius 225 Feet an arc length of 279.05 Feet, thence South 57°10'06" West 35.61 Feet to a point on the northeastern line of the Lease Lot, said point being South 31°49'15" East 377.75 Feet from the northernmost corner of said Lease Lot, being a portion of Town of Carthage 73.07 acre tract, Moore County Tax Map 89, Block 2, Parcel 9.

EXHIBIT B

FORM OF MEMORANDUM OF LEASE

Prepared by and Return to:
American Tower
10 Presidential Way
Woburn, MA 01801
Attn: Land Management/Courtney Culp, Esq.
ATC Site No: 97444
ATC Site Name: CARTHAGE NC
Assessor's Parcel No(s): 8577-12-85-2967 a/k/a 00001180

Prior Recorded Lease Reference:
Instrument no. 2020012405
State of North Carolina
County of Moore

MEMORANDUM OF LEASE

This Memorandum of Lease (the "***Memorandum***") is entered into as of the latter signature date hereof, by and between **Town of Carthage**, a municipal corporation, ("***Landlord***") and **American Towers LLC**, a Delaware limited liability company ("***Tenant***").

NOTICE is hereby given of the Lease (as defined and described below) for the purpose of recording and giving notice of the existence of said Lease. To the extent that notice of such Lease has previously been recorded, then this Memorandum shall constitute an amendment of any such prior recorded notice(s).

1. **Parent Parcel and Lease**. Landlord is the owner of certain real property being described in **Exhibit A** attached hereto and by this reference made a part hereof (the "***Parent Parcel***"). Landlord (or its predecessor-in-interest) and Tenant (or its predecessor-in-interest) entered into that certain Option and Land Lease Agreement dated January 27, 1994 (as the same may have been amended from time to time, collectively, the "***Lease***"), pursuant to which the Tenant leases a portion of the Parent Parcel and is the beneficiary of certain easements for access and public utilities and easements for guy wires and guy anchors, all as more particularly described in the Lease (such portion of the Parent Parcel so leased along with such portion of the Parent Parcel so affected, collectively, the "***Leased Premises***"), which Leased Premises is also described on **Exhibit A**.

2. **Expiration Date**. Subject to the terms, provisions, and conditions of the Lease, and assuming the exercise by Tenant of all renewal options contained in the Lease, the final expiration date of the Lease would be April 12, 2049. Notwithstanding the foregoing, in no event shall Tenant be required to exercise any option

to renew the term of the Lease.

3. **Leased Premises Description**. Tenant shall have the right, exercisable by Tenant at any time during the original or renewal terms of the Lease, to cause an as-built survey of the Leased Premises to be prepared and, thereafter, to replace, in whole or in part, the description(s) of the Leased Premises set forth on **Exhibit A** with a legal description or legal descriptions based upon such as-built survey. Upon Tenant's request, Landlord shall execute and deliver any documents reasonably necessary to effectuate such replacement, including, without limitation, amendments to this Memorandum and to the Lease.

4. **Right of First Refusal**. There is a right of first refusal in the Lease.

5. **Effect/Miscellaneous**. This Memorandum is not a complete summary of the terms, provisions and conditions contained in the Lease. In the event of a conflict between this Memorandum and the Lease, the Lease shall control. Landlord hereby grants the right to Tenant to complete and execute on behalf of Landlord any government or transfer tax forms necessary for the recording of this Memorandum. This right shall terminate upon recording of this Memorandum.

6. **Notices**. All notices must be in writing and shall be valid upon receipt when delivered by hand, by nationally recognized courier service, or by First Class United States Mail, certified, return receipt requested to the addresses set forth herein: to Landlord at: 4396 HWY 15 501, CARTHAGE, NC 28327; to Tenant at: Attn.: Land Management 10 Presidential Way, Woburn, MA 01801, with copy to: Attn.: Legal Department, 222 Berkeley Street, 7th Floor, Boston, MA 02116. Any of the parties hereto, by thirty (30) days prior written notice to the other in the manner provided herein, may designate one or more different notice addresses from those set forth above. Refusal to accept delivery of any notice or the inability to deliver any notice because of a changed address for which no notice was given as required herein, shall be deemed to be receipt of any such notice.

7. **Counterparts**. This Memorandum may be executed in multiple counterparts, each of which when so executed and delivered, shall be deemed an original and all of which, when taken together, shall constitute one and the same instrument.

8. **Governing Law**. This Memorandum shall be governed by and construed in all respects in accordance with the laws of the State or Commonwealth in which the Leased Premises is situated, without regard to the conflicts of laws provisions of such State or Commonwealth.

[*SIGNATURES COMMENCE ON FOLLOWING PAGE*]

IN WITNESS WHEREOF, Landlord and Tenant have each executed this Memorandum as of the day and year set forth below.

LANDLORD

Town of Carthage,
a municipal corporation

Signature: _____
Print Name: _____
Title: _____
Date: _____

2 WITNESSES

Signature: _____
Print Name: _____

Signature: _____
Print Name: _____

WITNESS AND ACKNOWLEDGEMENT

State/Commonwealth of _____

County of _____

On this ____ day of _____, 202___, before me, the undersigned Notary Public, personally appeared _____, who proved to me on the basis of satisfactory evidence, to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument, the person(s) or the entity upon which the person(s) acted, executed the instrument.

WITNESS my hand and official seal.

_____
Notary Public
Print Name: _____
My commission expires: _____ [SEAL]

[SIGNATURES CONTINUE ON FOLLOWING PAGE]

TENANT

American Towers LLC,
a Delaware limited liability company

Signature: _____
Print Name: _____
Title: _____
Date: _____

WITNESS

Signature: _____
Print Name: _____

Signature: _____
Print Name: _____

WITNESS AND ACKNOWLEDGEMENT

Commonwealth of Massachusetts

County of Middlesex

On this ____ day of _____, 202___, before me, the undersigned Notary Public, personally appeared _____, who proved to me on the basis of satisfactory evidence, to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument, the person(s) or the entity upon which the person(s) acted, executed the instrument.

WITNESS my hand and official seal.

_____
Notary Public
Print Name: _____
My commission expires: _____ [SEAL]

EXHIBIT A

This Exhibit A may be replaced at Tenant's option as described below.

PARENT PARCEL

Tenant shall have the right to replace this description with a description obtained from Landlord's deed (or deeds) that include the land area encompassed by the Lease and Tenant's improvements thereon.

The Parent Parcel consists of the entire legal taxable lot owned by Landlord as described in a deed (or deeds) to Landlord of which the Leased Premises is a part thereof with such Parent Parcel being described below.

The land referred to herein below is situated in the county of Moore, city of Carthage, state of North Carolina, and is described as follows:

All Property shown in Plat Map entitled "Recombination Survey for Town of Carthage 79.76 acre Tract Carthage Water Treatment Plant Tracts Carthage Township, Moore County, North Carolina" dated January 25, 2016 recorded March 3, 2016 in Plat Cabinet 16 Slide 877.

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Being Moore County, North Carolina Parcel Number 8577-12-85-2967 a/k/a 00001180.

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Being a 600 x 600 x 600 tract a portion of which is described as follows:

Commencing at an existing iron pipe at the southeast corner of Catherine I. Phillips Graham and Alfred Aldrich Graham, Deed Book 897, Page 303, Moore County Registry, thence South 79°24'12" East 589.54 Feet to the true point of beginning, thence South 31°49'15" East 558.41 Feet to a point, thence South 85°18'05" West 573.96 Feet to a point, thence North 28°01'36" East 590.78 Feet to the point and place of beginning, being a portion of Town of Carthage 73.07 acre tract, Moore County Tax Map 89, Block 2, Parcel 9, and containing 3.27 acres more or less.

ACCESS AND UTILITIES

The access and utility easements include all easements of record as well that portion of the Parent Parcel currently utilized by Tenant (and Tenant's customers) for ingress, egress and utility purposes from the Leased Premises to and from a public right of way including but not limited to:

Commencing at an existing iron pipe at the southeast corner of Catherine I. Phillips Graham and Alfred Aldrich Graham, Deed Book 897, Page 303, Moore County Registry, thence South 79°48'30" East 918.39 Feet to a point on the southwestern right-of-way of Vass-Carthage Road (SR 1803), said point being the true point of beginning, thence along the centerline of a new 20' access and utility easement the following courses, South 13°53'26" East 4.64 Feet, thence along the arc of a simple curve to the right with a radius 225 Feet an arc length of 279.05 Feet, thence South 57°10'06" West 35.61 Feet to a point on the northeastern line of the Lease Lot, said point being South 31°49'15" East 377.75 Feet from the northernmost corner of said Lease Lot, being a portion of Town of Carthage 73.07 acre tract, Moore County Tax Map 89, Block 2, Parcel 9.

Instructions for completing the Resolution and Consent Affidavit

IMPORTANT INFORMATION BELOW

In order to avoid delays in the completion of this transaction, the Resolution and Consent Affidavit must be signed by ***ALL*** Members, Partners, Directors, Shareholders, Officers or Trustees of the organization. Section 6 of this form allows for the organization to appoint one person to sign the remaining documents but ***ONE HUNDRED PERCENT (100%)*** of the ownership or voting interest of the organization must sign this first. Failure to comply with these instructions or properly indicate the percentage of ownership and/or voting interest will result in delays and could require the documents to be re-executed. If you have any questions, please contact your land lease representative.

Prepared by and Return to:
American Tower
Attn: Land Management/Courtney Culp, Esq.
10 Presidential Way
Woburn, MA 01801
Assessor's Parcel No(s): 8577-12-85-2967 a/k/a 00001180

RESOLUTION AND CONSENT AFFIDAVIT

Town of Carthage, a municipal corporation

Be it known that, under the pains and penalties of perjury, the undersigned Members, Partners, Directors, Shareholders, Officers or Trustees, as applicable (collectively, the "***Affiants***") of the above referenced entity (the "***Landlord***"), hereby declare and resolve the following:

1. Landlord (or its predecessor-in-interest) has leased or subleased a portion of land to **American Towers LLC**, a Delaware limited liability company (the "***Tenant***") pursuant to that certain Option and Land Lease Agreement dated January 27, 1994 (as the same may have been amended from time to time, collectively, the "***Lease***").

2. Landlord and Tenant desire to enter into an amendment of the Lease (the "***Amendment***") in order to extend the term thereof and to further amend the Lease as more particularly set forth in the Amendment.

3. Landlord is duly organized, validly existing, and in good standing in the jurisdiction of its formation, organization, and/or incorporation, as applicable, and is otherwise authorized to transact business and in good standing in any other jurisdictions where such qualifications are required. Landlord has full power and authority to enter into and perform Landlord's obligations under the Amendment and the other Transaction Documents (as hereinafter defined), and the Amendment and the other Transaction Documents have been duly executed and delivered by Landlord. The Affiants listed below are the only legal and equitable owners of Landlord and are the only members, partners, directors, shareholders, officers and/or trustees, as applicable, of Landlord.

4. The Affiants hereby approve of the Transaction Documents and all of the terms and provisions contained therein and declare, resolve and/or affirm, as applicable, that Landlord is hereby authorized to enter into the Transaction Documents with Tenant and effect the transactions contemplated therein. The Affiants hereby declare and affirm that any other corporate and shareholder, member, partner, and/or trustee actions required to effectuate the transactions contemplated in the Amendment and other Transaction Documents have been completed.

5. The Affiants also declare that they have full legal authority to bind Landlord under the laws of the State or Commonwealth in which the Leased Premises (as defined in the Amendment) is located, and Affiants have the full authority to execute any and all of the Transaction Documents on behalf of Landlord and to nominate individuals to act on Landlord's behalf.

6. The Affiants hereby nominate the below listed individual (the "***Nominee***") as attorney-in-fact to execute and deliver the Amendment, together with any other documents and agreements, including, without limitation, the Memorandum (as defined in the Amendment), required to be executed and delivered pursuant to the terms and provisions of the Amendment (the Amendment and all of such other aforementioned agreements and documents, collectively, the "Transaction Documents"), on behalf of Affiants and Landlord. The Nominee shall have full power and authority to act on behalf of Affiants and on behalf of Landlord for purposes of executing and delivering the Transaction Documents and ensuring that Landlord fulfills its obligations thereunder. Additionally, the Nominee shall have full authority to direct the manner in which all payments made by Tenant pursuant to the Amendment are to be made to Landlord, including, without limitation, identifying which bank account(s) to transfer funds to in the event a wire payment is made by Tenant.

NOMINEE: (Print Name) _____
(Address) _____
_____
_____

7. This Resolution and Consent Affidavit shall become effective as of the date of the last notarized signature of the Affiants listed below.

8. Affiants hereby acknowledge and agree that Tenant, its lenders, and its title insurance company are relying upon, and are entitled to rely upon, this Resolution and Consent Affidavit and the contents hereof as a material inducement to entering into the Amendment and other Transaction Documents. Tenant, its lenders, and its title insurance company may rely upon a faxed, scanned or otherwise electronically reproduced fully-executed copy of this document as if it were an original.

9. This document can only be amended or modified by addendum or an amendment that is fully executed and notarized by all Affiants listed hereunder.

[*SIGNATURES COMMENCE ON FOLLOWING PAGE*]

EXECUTED UNDER THE PAINS AND PENALTIES OF PERJURY ON THE DATE WRITTEN BELOW

AFFIANT NO. 1

Signature: _____
Print Name: _____
Date: _____

Title: (*circle one*) Member, Partner, Director, Shareholder, Officer, Trustee

Percentage Ownership or Voting Interest:
_____%

2 WITNESSES

Signature: _____
Print Name: _____

Signature: _____
Print Name: _____

WITNESS AND ACKNOWLEDGEMENT

State/Commonwealth of _____

County of _____

On this ____ day of _____, 202___, before me, the undersigned Notary Public, personally appeared _____, who proved to me on the basis of satisfactory evidence, to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument, the person(s) or the entity upon which the person(s) acted, executed the instrument.

WITNESS my hand and official seal.

_____
Notary Public
Print Name: _____
My commission expires: _____ [SEAL]

EXECUTED UNDER THE PAINS AND PENALTIES OF PERJURY ON THE DATE WRITTEN BELOW

AFFIANT NO. 2

Signature: _____
Print Name: _____
Date: _____

Title: (*circle one*) Member, Partner, Director, Shareholder, Officer, Trustee

Percentage Ownership or Voting Interest:
_____%

2 WITNESSES

Signature: _____
Print Name: _____

Signature: _____
Print Name: _____

WITNESS AND ACKNOWLEDGEMENT

State/Commonwealth of _____

County of _____

On this ____ day of _____, 202___, before me, the undersigned Notary Public, personally appeared _____, who proved to me on the basis of satisfactory evidence, to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument, the person(s) or the entity upon which the person(s) acted, executed the instrument.

WITNESS my hand and official seal.

_____
Notary Public
Print Name: _____
My commission expires: _____ [SEAL]

EXECUTED UNDER THE PAINS AND PENALTIES OF PERJURY ON THE DATE WRITTEN BELOW

AFFIANT NO. 3

Signature: _____
Print Name: _____
Date: _____

Title: (*circle one*) Member, Partner, Director, Shareholder, Officer, Trustee

Percentage Ownership or Voting Interest:
_____%

2 WITNESSES

Signature: _____
Print Name: _____

Signature: _____
Print Name: _____

WITNESS AND ACKNOWLEDGEMENT

State/Commonwealth of _____

County of _____

On this ____ day of _____, 202___, before me, the undersigned Notary Public, personally appeared _____, who proved to me on the basis of satisfactory evidence, to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument, the person(s) or the entity upon which the person(s) acted, executed the instrument.

WITNESS my hand and official seal.

_____
Notary Public
Print Name: _____
My commission expires: _____ [SEAL]

EXECUTED UNDER THE PAINS AND PENALTIES OF PERJURY ON THE DATE WRITTEN BELOW

AFFIANT NO. 4

Signature: _____
Print Name: _____
Date: _____

Title: (*circle one*) Member, Partner, Director, Shareholder, Officer, Trustee

Percentage Ownership or Voting Interest:
_____%

2 WITNESSES

Signature: _____
Print Name: _____

Signature: _____
Print Name: _____

WITNESS AND ACKNOWLEDGEMENT

State/Commonwealth of _____

County of _____

On this ____ day of _____, 202___, before me, the undersigned Notary Public, personally appeared _____, who proved to me on the basis of satisfactory evidence, to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument, the person(s) or the entity upon which the person(s) acted, executed the instrument.

WITNESS my hand and official seal.

_____
Notary Public
Print Name: _____
My commission expires: _____ [SEAL]

EXECUTED UNDER THE PAINS AND PENALTIES OF PERJURY ON THE DATE WRITTEN BELOW

AFFIANT NO. 5

Signature: _____
Print Name: _____
Date: _____

Title: (*circle one*) Member, Partner, Director, Shareholder, Officer, Trustee

Percentage Ownership or Voting Interest:
_____%

2 WITNESSES

Signature: _____
Print Name: _____

Signature: _____
Print Name: _____

WITNESS AND ACKNOWLEDGEMENT

State/Commonwealth of _____

County of _____

On this ____ day of _____, 202___, before me, the undersigned Notary Public, personally appeared _____, who proved to me on the basis of satisfactory evidence, to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument, the person(s) or the entity upon which the person(s) acted, executed the instrument.

WITNESS my hand and official seal.

_____
Notary Public
Print Name: _____
My commission expires: _____ [SEAL]

EXECUTED UNDER THE PAINS AND PENALTIES OF PERJURY ON THE DATE WRITTEN BELOW

AFFIANT NO. 6

Signature: _____
Print Name: _____
Date: _____

Title: (*circle one*) Member, Partner, Director, Shareholder, Officer, Trustee

Percentage Ownership or Voting Interest:
_____%

2 WITNESSES

Signature: _____
Print Name: _____

Signature: _____
Print Name: _____

WITNESS AND ACKNOWLEDGEMENT

State/Commonwealth of _____

County of _____

On this ____ day of _____, 202___, before me, the undersigned Notary Public, personally appeared _____, who proved to me on the basis of satisfactory evidence, to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument, the person(s) or the entity upon which the person(s) acted, executed the instrument.

WITNESS my hand and official seal.

_____
Notary Public
Print Name: _____
My commission expires: _____ [SEAL]

MEMORANDUM

Date: November 16, 2026

To: The Board of Commissioners

From: Kim Andrews, Town Clerk

Subject: Road Closure for Christmas Parade

Each year we have to request road closures from the NC Department of Transportation (DOT) for the Christmas Parade. The DOT requires approval from the Board of Commissioners. The closures should be the same as in years past.

SUGGESTED MOTION(S):

I recommend approval of the NCDOT request for closure of all necessary roads from 5:30 pm until 8:30 pm for the Carthage Christmas Parade to be held on Saturday, December 12, 2026.

111

MEMORANDUM

Date: November 18, 2026

To: The Board of Commissioners

From: Emily D. Yopp, Town Manager

Subject: Approval of Change Orders for the Downtown Revitalization Project and Budget Amendment

---

Purpose

To consider approval of change orders associated with the Downtown Revitalization Project, authorize an increase to the construction contract with SQ Civil, and approve the use of recently allocated State grant funds to cover project costs exceeding available grant funding.

Background

The Town awarded the construction contract for the Downtown Revitalization Project to SQ Civil in the amount of $768,536.00. The project is being funded through two Downtown Revitalization Grants totaling $775,460.00.

As construction has progressed, several change orders have been identified, some of which were approved during construction to address field conditions, design modifications, and additional work necessary to complete the project. The cumulative value of the change orders totals $88,806.40. The change orders themselves are attached to this memo.

Please note that there are two credits toward the project that we did not perform:

- CO1 was for pervious pavers that were intended to fill the corners of the pedestrian islands until such a time as irrigation and landscaping could be installed. However, it was later determined that we could do without irrigation and install drought tolerant and easy to maintain plants there and save significantly more money without have to spend money on pavers just to pull them out again at a later date.

- CO7 was intended to be for stamping the asphalt to look like cobblestone. However, once construction began on the crosswalks from the islands to the sidewalks it became apparent that the stamping was not going to line up well with the existing sidewalks and would look poor. Stamping can be done in later phases so this detail was removed so as not to extend the project area outside of what the contractor had bid on.

One change order in particular (CO8) is for some additional work requested by Moore County Government to address stormwater drainage concerns and ADA concerns that were instigated by this project. For the stormwater, while the original design for the perimeter of the historic courthouse island was intended to have rain gardens to manage stormwater runoff, after a presentation by the Town to the County Commissioners, the MCBOC chose not to grant

112

permission for the Town to install rain gardens at this time due to some upcoming renovation work on the historic courthouse and asked that we revisit the rain gardens in a later phase. With the new curbing around the island at the NCDOT required height now, it prevents water from running off of the island into the roadway, which in turn could lead to some build up of stormwater in some of the low lying places on the island itself.

In an effort to ensure that we leave the County's property in a place where they are not negatively affected by this project, Change Order #8 is being submitted to help divert water to where it needs to go, into drains, and then tied into our new stormwater management system underneath the circle.

Financial Impact

The original construction contract amount was $768,536.00. Approval of the change orders would increase the contract amount to $857,342.40, representing a net increase of $88,806.40.

The Town received $775,460.00 in Downtown Revitalization Grant funding for the project. As a result, the revised contract amount exceeds available grant funding by $81,882.40.

At its previous meeting, the Board authorized the Town Manager to utilize the recently awarded $100,000 State-allocated grant to address project overages and costs not covered by the Downtown Revitalization Grant. Due to our current operating budget being constrained for FY 2026-2027, **Staff recommends allocating $81,882.40 of the state grant funds to cover the current project overage.** Additional project costs, including remaining landscaping work, have not yet been finalized and may require use of a portion of the remaining State grant funds.

Staff Recommendation

Staff recommends approval of the change orders and the resulting increase to the construction contract with SQ Civil. The change orders reflect modifications and additional work identified during construction that are necessary to complete the Downtown Revitalization Project. Funding is available through the Board's previously authorized use of the $100,000 State-allocated grant designated for project overages. Remaining project costs, including landscaping, are still being evaluated and will be brought back to the Board if additional action is required.

SUGGESTED MOTION(S)

"I move that the Board of Commissioners approve Change Orders No. 1 through No. 10 for the Downtown Revitalization Project, increasing the contract with SQ Civil Contractors from **$768,536.00 to $857,342.40**, approve any **necessary budget amendment needed to do this**, and **authorize the use of $81,882.40 from the previously authorized $100,000 State-allocated grant** to cover project costs exceeding the Downtown Revitalization Grant funding."

113

SQ Civil Contractors
NC License #: 82498
325 W Pennsylvania, Ave Suite D
Southern Pines, NC 28387
910-725-8260

Carthage Revitalization
7/24/2026
CO Summary

Carthage Revitalization Change Order Summary

CO #	Initiated By	Submitted To	Amount
1	TOC	SQC	$29,968.00
2	SQF	TOC	$22,000.00
3	SQF	TOC	$58,125.00
4	TOC	SQC	($29,968.00)
5	SQF	TOC	$3,500.00
6	SQF	TOC	$2,800.00
7	TOC	SQC	($15,600.00)
8	TOC	SQC	$9,100.00
9	SQF	TOC	$6,800.00
10	SQF	TOC	$2,081.40

CO Summary Total	**$88,806.40**
Original Contract Amount	**$768,536.00**
New Contract Total	**$857,342.40**

114

SQ Civil Contractors
NC License #: 82498
325 W Pennsylvania, Ave Suite D
Southern Pines, NC 28387
910-725-8260

Carthage Revitalization
7/24/2026
CO1

NO.	Item	Unit	Quantity	Unit Cost	Cost
1	Valley Curb	LF	576	$ 28.00	$ 16,128.00
2	Infill (2) Curb islands w/Pavers	SF	346	$ 40.00	$ 13,840.00
				CO Total	**$ 29,968.00**
Alternate in lieu of Pavers					
1	Infill (2) Curb islands w/ 2" of concrete	SF	346	$ 10.00	$ 3,460.00
				Total	**$ 3,460.00**

Additional Info

Owner/Client: Town of Carthage
Approved By: Emily D. Yopp
Signature: Emily D. Yopp
Date: 7/29/26

Contractor : SQ Civil Contrcators
Approved By: Myles Crawford, Manager
Signature:
Date:

115

SQ Civil Contractors
NC License #: 82498
325 W Pennsylvania, Ave Suite D
Southern Pines, NC 28387
910-725-8260

Carthage Revitalization
11/5/2026
CO2

NO.	Item	Unit	Quantity	Unit Cost		Cost
1	4' interference Manhole	EA	1	9500	$	9,500.00
2	6' interference Manhole	EA	1	12500	$	12,500.00

CO Total	**$**	**22,000.00**

Additional Info

Interference boxes installed at existing utilities encountered
Interference box design approved by LKC and TOCPW

Owner/Client: _____ **Contractor :** SQ Civil Contrcators

Approved By: _____ **Approved By:** Myles Crawford, Manager

Signature: _____ **Signature:** _____

Date: _____ **Date:** _____

116

SQ Civil Contractors
NC License #: 82498
325 W Pennsylvania, Ave Suite D
Southern Pines, NC 28387
910-725-8260

Carthage Revitalization
11/5/2026
CO3

NO.	Item	Unit	Quantity	Unit Cost	Cost
1	11" Asphalt Patching	TN	155	$ 375.00	$ 58,125.00
				CO Total	**$ 58,125.00**

Additional Info

Asphalt patching of Utility Trenchs per NCDOT and Kimley Horn provided on 9/10/26

Owner/Client:		**Contractor :**	SQ Civil Contrcators
Approved By:		**Approved By:**	Myles Crawford, Manager
Signature:		**Signature:**	
Date:		**Date:**	

117

SQ Civil Contractors
NC License #: 82498
325 W Pennsylvania, Ave Suite D
Southern Pines, NC 28387
910-725-8260

Carthage Revitalization
11/5/2026
CO4

NO.	Item	Unit	Quantity	Unit Cost	Cost
1	Credit of CO1	LS	1	$ (29,968.00)	$ (29,968.00)
				CO Total	**$ (29,968.00)**

Owner/Client: _____ **Contractor :** SQ Civil Contrcators

Approved By: _____ **Approved By:** Myles Crawford, Manager

Signature: _____ **Signature:** _____

Date: _____ **Date:** _____

118

SQ Civil Contractors
NC License #: 82498
325 W Pennsylvania, Ave Suite D
Southern Pines, NC 28387
910-725-8260

Carthage Revitalization
11/5/2026
CO5

NO.	Item	Unit	Quantity	Unit Cost		Cost
1	Water Line Relocation	LS	1	3500	$	3,500.00
				CO Total	**$**	**3,500.00**

Additional Info

Relocate waterline due to interference of storm Stucture EX-CI-01

Owner/Client:		**Contractor :**	SQ Civil Contrcators
Approved By:		**Approved By:**	Myles Crawford, Manager
Signature:		**Signature:**	
Date:		**Date:**	

119

SQ Civil Contractors
NC License #: 82498
325 W Pennsylvania, Ave Suite D
Southern Pines, NC 28387
910-725-8260

Carthage Revitalization
11/5/2026
CO6

NO.	Item	Unit	Quantity	Unit Cost	Cost
1	Sidewalk	SF	50	$ 8.00	$ 400.00
2	ADA Ramp	EA	1	$ 2,400.00	$ 2,400.00
				CO Total	**$ 2,800.00**

Additional Info

Sidewalk/Ramp Design revision of to conform with ADA regulations in between both courthouses

Owner/Client:		**Contractor :**	SQ Civil Contrcators
Approved By:		**Approved By:**	Myles Crawford, Manager
Signature:		**Signature:**	
Date:		**Date:**	

SQ Civil Contractors
NC License #: 82498
325 W Pennsylvania, Ave Suite D
Southern Pines, NC 28387
910-725-8260

Carthage Revitalization
11/5/2026
CO7

NO.	Item	Unit	Quantity	Unit Cost	Cost
1	Credit Stamped Asphalt	LS	1	$ (15,600.00)	$ (15,600.00)
				CO Total	**$ (15,600.00)**

Additional Info

Stamped asphalt removed from contract, to be completed in future phases

Owner/Client:		**Contractor :**	SQ Civil Contrcators
Approved By:		**Approved By:**	Myles Crawford, Manager
Signature:		**Signature:**	
Date:		**Date:**	

121

SQ Civil Contractors
NC License #: 82498
325 W Pennsylvania, Ave Suite D
Southern Pines, NC 28387
910-725-8260

Carthage Revitalization
11/5/2026
CO8

NO.	Item	Unit	Quantity	Unit Cost	Cost
1	6" Verticle Curb	LF	40	$ 65.00	$ 2,600.00
2	Handrail secured by anchor bolts	LS	1	$ 6,500.00	$ 6,500.00
				CO Total	**$ 9,100.00**

Additional Info

Handrails requested by county at ADA ramp and lower courthouse steps.
6" Verticle Curb requested by county at ADA ramp and lower courthouse steps.

Owner/Client: _____ **Contractor :** SQ Civil Contrcators

Approved By: _____ **Approved By:** Myles Crawford, Manager

Signature: _____ **Signature:** _____

Date: _____ **Date:** _____

SQ Civil Contractors
NC License #: 82498
325 W Pennsylvania, Ave Suite D
Southern Pines, NC 28387
910-725-8260

Carthage Revitalization
11/5/2026
CO9

NO.	Item	Unit	Quantity	Unit Cost	Cost
1	ECS Geo Testing	LS	1	$ 6,800.00	$ 6,800.00
				CO Total	**$ 6,800.00**

Additional Info

Per original contract, geotesting provided by owner, Owner requested GC to provide.

Owner/Client:		**Contractor :**	SQ Civil Contrcators
Approved By:		**Approved By:**	Myles Crawford, Manager
Signature:		**Signature:**	
Date:		**Date:**	

123

SQ Civil Contractors
NC License #: 82498
325 W Pennsylvania, Ave Suite D
Southern Pines, NC 28387
910-725-8260

Carthage Revitalization
11/5/2026
CO9

NO.	Item	Unit	Quantity	Unit Cost		Cost
1	P and P Change order bonding	LS	$ 86,725.00	2.40%	$	2,081.40
				CO Total	**$**	**2,081.40**

Additional Info

Per original contract, geotesting provided by owner, Owner requested GC to provide.

Owner/Client: _____ **Contractor :** SQ Civil Contrcators

Approved By: _____ **Approved By:** Myles Crawford, Manager

Signature: _____ **Signature:** _____

Date: _____ **Date:** _____

124

Town of Carthage
Board of Commissioners

MEMORANDUM

Date: November 12, 2026

To: The Board of Commissioners

From: Kesha Matthews, Finance Director

Subject: PURCHASING POLICY RE-WRITE

As the culmination of the conversion of our financial software, the Finance Department will be updating, rewriting or creating new policies to govern how we operate. The policy presented explains the statutory Pre-Audit requirement, purchasing requirements and processes. We are asking the Board to adopt this policy.

SUGGESTED MOTIONS

I make a motion to approve the Purchasing Policy rewrite as written and presented.

125

Town of Carthage Purchasing Policy and Associated Procedures

TABLE OF CONTENTS

Contents

Overview of Purchasing and Procurement Function 3

Purchasing and Procurement General Procedures 4

- Authorization for Expenditures 4
- Purchase Orders 4
- Budget Availability and Transfer of Funds for Pre-Audit Purposes 5
- Emailing Purchase Orders (POs) to Vendors 6
- Local Buying 7
- Planning Your Purchases 7
- Quality Buying 7
- Sales Tax 7

Selecting a Vendor – Statutory Requirements 7

- Small Dollar Purchases 8
- Informal Bids - Purchases between $30,000 and $89,999.99 8
- Contracting for Engineering Services and the Mini-Brooks Act 8
- Formal Bids - Purchases above $90,000 in Goods or $500,000 and More in Construction Contracts 9
- Force Account Work (NCGS 143-135) 10
- Exceptions to the Bid Process (G.S. 143-129) 10
- Additional Considerations 12

Uniform Guidance (UG) 13
Special Procedures 13
Blanket POs 13
Service Contracts 14
Professional Services 14
Petty Cash 15
Credit Cards/Procurement cards (P-cards) 15
Delivery and Performance 17
Partial Deliveries 17
Non-performance 17
Inspection and Testing 18
Rejection 18
Damaged Goods 18
Latent Defects 18
Fiscal Year End Cutoff for New Purchase Orders and/or Contracts 18
Implementation 20

Overview of Purchasing and Procurement Function

This purchasing policy and any relevant addendums are intended for use by Municipal Accounting Services (MAS) participating municipalities (MAS Towns) in establishing purchasing methods and practices consistent with NC General Statutes and the Uniform Chart of Accounts**.** A local government's power to make purchases and enter into contracts is derived from the State of North Carolina and is subject to any such limitations and restrictions the State may impose. The basic grant of power to purchase and contract for municipalities is found in **NCGS 160A-11**. This policy's provisions shall comply with the North Carolina General Statutes regarding purchasing. While this procedure does not answer all questions related to purchasing, it does provide the foundation for a sound, centralized purchasing system which will provide a more efficient and effective purchasing process for participating municipalities (Towns). The Governing Board of the Town of Carthage has adopted this policy that was developed by NCLM staff as the Purchasing Policy for the town.

The Goals of the MAS Program for Town purchasing operations are:

A. To comply with all legal and ethical requirements of public purchasing.
B. To assure Town vendors that impartial and equal treatment is afforded to all who conduct business with the Town.
C. To receive maximum value for money spent by awarding purchase orders to the lowest responsible, responsive bidder, taking into consideration quality, performance, support, delivery schedule, previous performance, business location, and other relevant factors.
D. To provide Town departments with the required goods and services in a timely manner in the proper quantity and quality while providing necessary information to the Town Finance Office.
E. To professionally administer the search for sources of supplies, the development of new sources, the selection of suppliers, negotiations, commitments, follow-ups, and adjustments.
F. To promote healthy business relationships through informed and fair purchasing practices in support of ethical standards.

G. To maximize the standardization of products used by all departments to minimize stock levels and obtain better prices for necessary goods and services.
H. To incorporate budgetary controls in the purchasing process, which will include the use of Purchase Orders (POs) and contracts.

This policy is effective immediately following Town Board adoption and supersedes all previous purchasing instructions or directives.

Purchasing and Procurement General Procedures

Authorization for Expenditures

Funds must be properly appropriated or "budgeted" **in the appropriate expenditure account** to meet contractual obligations. The Finance Officer must determine whether a sufficient balance remains in the budget to pay the sums obligated by each transaction. **NCGS 159-28(a)** requires a pre-audit certification signed by the Finance Officer or a board-designated Deputy Finance Officer to appear on each contract, agreement or purchase order before it becomes an obligation of the governmental unit. The purpose of the Purchase Order process is to determine that a sufficient balance remains in the budget for the obligation **before** the order is made. Any purchase of supplies, materials, equipment or services without proper authorization is prohibited. Unauthorized purchases may not be honored by the Town and the individual involved may be held personally liable for such purchases.

Purchase Orders

A Purchase Order (PO) represents a contract between a municipality and a vendor. POs **should be completed for purchases that exceed $1,000.** For small, routine purchases that occur over the entire year, such as vehicle parts or utility system purchases, the Town is urged to use Blanket POs which are discussed later in this policy. **For nonroutine POs the town's governing board may choose to set a higher level of authorization threshold for approving POs, above which the Town Manager or other individual appointed by the Board, would need to approve. Authorization thresholds and what position(s) are authorized to approve transactions that exceed that threshold can be set by the governing board.** The town will not recognize the issuance of POs by

unauthorized employees or officials, and payment of such obligations **will not** be approved. Obtaining supplies, equipment or services without a PO when required by this policy is also an unauthorized purchase. Except in emergency situations, which are rare, unauthorized purchases are classified as personal expenses and will be paid by the employee. All POs **and contracts/agreements** should be posted as encumbrances in the town's financial system prior to ordering or executing. POs issued after an expense has been incurred or and invoice has been received does NOT cure a legal violation of NCGS 159-28.

To request a change or cancellation of an existing PO, forward a memo or email to the Finance Officer or other staff person with the authority to make changes, that includes all pertinent information. Pertinent information includes PO number, vendor name and modification or cancellation information. Any contract changes must also be approved by the Finance Officer or Town-authorized equivalent. Voided POs should be recorded as such in the financial system and maintained on file.

Budget Availability and Transfer of Funds for Pre-Audit Purposes

The Town has NO authority to spend money unless it is budgeted or accounted for properly in a fiduciary fund. Transfers of budgeted amounts should be made if needed and are required **prior to** making any purchase or obligation affecting a budgeted department, function, or program with insufficient funds. Only the Manager, Finance Officer or Town-approved equivalent are authorized to make changes to budget appropriations.

Pre-audit Process - The pre-audit process required by NC GS 159-28 should be completed at the legally-adopted ordinance level. However, in Black Mountain Software (BMS), the system completes the budgetary comparison at the line-item level, not the legal level of budgetary control**. As a result, the Town manages its budgets at the line-item level to make sure that the departments, functions or programs, which is the legal level of budgetary control, stay within budget.** Expenditures in excess of the

legal level of budgetary control should be avoided. Expenditures made in excess of appropriations at the line-item level should be investigated and resolved. After town staff processes accounts payable, but before they issue checks, the staff should run and review the "Claims Approval List" report to see what line items are overspent after the pending payments processed. Items that are overspent at the line-item level, will be indicated with an "*" on the Claims Approval List in BMS. Various budget amendments or budget revisions may need to be made in the BMS system after claims are processed. The line items may not represent a budgetary overage, but they may ultimately result in an overage if the staff does not research and resolve them. Budgetary revisions or amendments may need to be done to resolve budget line-item issues. Since the Claims Approval List cannot be recreated, town staff will need to run it and review it as part of the accounts payable process but can correct the BMS budget after the check run is complete.

The budget revisions and amendments that need to be made will depend on the town's budget and what amounts are available to cover the overage. There may be operating expenditures budgeted within the same department that are not needed and can be reclassed to the overspent item. Salary and fringe budgets should not be used to cover operating expense budgets such as office supplies without a thorough knowledge of the Town's budget and an understanding of the vacant budgeted positions in the Town's budget.

Emailing Purchase Orders (POs) to Vendors

In Black Mountain Software (BMS), POs that are approved through the system and include the Finance Officer's signature after system approval may be emailed directly to vendors. Towns will have to contact BMS directly for this functionality to be set up. If the approved POs do not bear the Finance Officer's signature required by NC GS 159-28 to be legally binding, then the Town will need to print the POs, sign, scan and store the signed documents in BMS.

Local Buying

It is recommended that the Town purchases from vendors located within its jurisdiction whenever possible. However, the Town has a responsibility to its residents; ensuring that the maximum value is obtained for each dollar spent. **Purchases will not be made solely based on vendor location.**

Planning Your Purchases

It is imperative that all Town departments take time to carefully plan purchases. Planning for purchases should be made on both a short-term and long-term basis, thereby minimizing small orders and last-minute purchases.

Quality Buying

Quality of product and customer service are as important as price when considering goods and services for purchase; it is the duty of the requesting department to secure the most cost-effective goods or services that will meet but not exceed the requirements for which the goods or services are intended. In some instances, the lowest price does not necessarily mean the lowest cost. A higher price, higher quality product may save the Town from excess expenditures in the future. The requesting department should take this into consideration when making a purchase.

Sales Tax

Municipalities are not exempt from paying sales tax in NC. Invoices for all purchases must include tax for all taxable items, broken out from the rest of the bill. Sales tax distinction is necessary in order for the municipality to file for the **sales tax refund** each year.

Selecting a Vendor – Statutory Requirements

Vendors will be selected on a competitive basis. Bids will be solicited by the requesting department. Bid awards, purchase orders and/ or contracts will be issued to the lowest, responsive, responsible bidder in accordance with NCGS 143-129. The Town will not use vendors that have been debarred by Federal, State, or Local governments. **Neither Town**

Staff nor Town Elected Officials have the authorization to commit in writing, or verbally, future town business to vendors.

Small Dollar Purchases

Very small dollar purchases (less than $1,000) do not require a purchase order. However, that does not alleviate the requirement to preaudit all obligations and disbursements. Purchases at or above $1,000 (not including tax) are subject to Town PO and contract policies. For purchases up to $29,999, every effort to obtain 3 quotes should be exercised; those quotes should be informally documented.

Informal Bids - Purchases between $30,000 and $89,999.99

In Accordance with **NCGS 143-131**, purchases of goods and/or construction in this range must be obtained through informal bids or state contracts. Departments are responsible for working with the Finance Officer or equivalent to send a request for quote (RFQ) and allowing vendors sufficient time to respond to the request based on the complexity of the request. RFQs in the informal bid range may or may not be advertised to the public. A minimum of three (3) vendors, if available, will receive the RFQ. Every effort will be made to obtain at least three (3) quotes.

Quotes in the informal bid range may be submitted through U.S. Mail, email, fax, or hand delivery. No verbal quotes are acceptable in the informal bid price range. All purchases in the informal bid range are subject to the Town's contract authority. In this range, a no bid may be accepted as a bid. A minimum of three written informal bids (if available) are to be scanned, submitted, and attached to the purchase requisition (if applicable) prior to purchase; after the purchase order is issued and approved, a purchase may be made.

Contracting for Engineering Services and the Mini-Brooks Act

In accordance with **NCGS 143-64.31**, purchasing of applicable engineering services above $50,000 must be obtained through the Mini-Brooks act process or through state contracts. Requirements for the services sought must be "announced" in an RFQ (request for qualifications). Quotes for services rendered may not be solicited throughout this process. The award **must** be given to the **most qualified** respondent, based on

demonstrated qualifications and competence. A "fair and reasonable fee" may be negotiated between the Town and the vendor **after** the award has been given. Services estimated to cost less than $50,000 may be exempted from this process by the Town Manager or Town-authorized equivalent in accordance with the Mini-Brooks act exemption process outlined in **NCGS 143-64.32**. **All contracts subject to this section above $15,000 must receive Board approval to be awarded,** unless the Board has delegated this approval to another position, such as the Town Manager or Finance Officer, as part of the annual budget ordinance or other board-adopted document.

Formal Bids - Purchases above $90,000 in Goods or $500,000 and More in Construction Contracts

Purchases in this range must be obtained through formal bids per **NCGS 143-129**. The Town is responsible for sending a request for quote (RFQ) and will allow vendors enough time to respond to the request based on its complexity. Every effort will be made to obtain at least three (3) bids. A rebid is required before making a contract award with less than three bidders in this range. A newspaper advertisement must run at least seven (7) days prior to the bid opening; other advertising media may be used as deemed appropriate. Written bids in this range must be submitted in a sealed envelope and must be opened at a public bid opening.

The supporting documentation and all bids received are to be scanned and submitted with/attached to the purchase requisition (if applicable) prior to purchase; after the purchase order is issued and approved, a purchase may be made. All vendors awarded in this range for construction contracts must be E-Verify compliant in accordance with **NCGS 143-129**.

Specifications

When goods or services are procured within the formal or informal bidding ranges, specifications must be prepared. All specifications should:

- Identify minimum requirements
- Encourage competitive bids

- ❖ Be capable of objective review
- ❖ Provide for an equitable award at the lowest possible cost

Specifications utilizing a name brand must include an equivalency clause to avoid being restrictive and eliminating fair competition in the bidding process.

Force Account Work (NCGS 143-135)

Per **NCGS 143-135** and the NC School of Government, competitive bidding requirements are waived when the Town chooses to use its own workforce (e.g., employees) to accomplish construction or repair work. Municipalities are authorized by statute to perform their own construction and repair work when one of the following conditions are met:

I. The total cost of the project, including all direct and indirect costs of labor, services, materials, supplies and equipment, does not exceed $125,000.

II. The total cost of labor on the project does not exceed $50,000.

Exceptions to the Bid Process (G.S. 143-129)

Per **NCGS 142-129**, The Town may take advantage of exceptions to bid requirements as follows:

I. Purchases made from other units of government.

II. Emergency Purchases

Cases of special emergency involving the health and safety of people or property. The emergency must be present, immediate, and existing. It may not be a condition that is merely anticipated and may never actually occur. Poor planning does not constitute an emergency.

III. Group Purchasing Programs and State Contracts

Purchases made through a competitive bidding group purchasing program, which is a formally organized program that offers competitively obtained purchasing services at discount prices to two or more public agencies. All Departments may use the **State of North Carolina Department of Administration Purchase and Contract Division** whenever possible for purchasing capital and non-capital

items. This system expedites the purchase of goods, offers pricing compatible with quotes received from formal and informal bids, and satisfies North Carolina General Statutes.

IV. Construction or repair work undertaken during the progress of a construction or repair project initially begun in accordance with **NCGS 143-129.**

V. Sole Source of Supply/Standardization
In the event there is only one vendor capable of providing a particular good or service, the competitive pricing procedures outlined in this manual may be waived by the Finance Officer or Town-approved equivalent. Whenever a department decides to purchase goods from a sole source, they shall provide a written explanation as to why only one company or individual can provide the goods required. The provisions of **NCGS 143-129** will be followed requiring Board approval for sole source exception to all purchases made at or above the PO threshold. Waiver of competitive bidding is also allowable pursuant to this section when standardization or compatibility is the overriding consideration for a purchasing decision.

VI. Purchases of "gasoline, diesel fuel, alcohol fuel, motor oil or fuel oil." These may be purchased after receiving informal bids, regardless of the size of the expenditure (**NCGS 143-131**).

VII. Purchases of information technology through contracts established by the State Office of Information Technology Services as provided in **NCGS 143B Article 15.**

VIII. Guaranteed energy savings contracts, which are governed by **NCGS Chapter 143 Article 3B** of the General Statutes.

Although waivers of competitive bidding are sometimes permitted, the use of competitive bidding is required whenever practical. All reasons for a waiver of the competitive bidding process must be documented.

Additional Considerations

The Town also will consider the following when making its purchases or entering into contracts:

I. Piggybacking

Local governments may purchase apparatus, supplies, materials or equipment from a supplier that has, within the past twelve (12) months, contracted to furnish an item to any government agency. The contractor must be willing to supply the item to the local government for the same or a more favorable price. In addition, the prior contract must be one that was entered into following a public bid process. A notice in a newspaper which has a general circulation must appear ten (10) days prior to the meeting of the governing board indicating the intent to consider a waiver of competitive bidding.

II. Conflict of Interest

Public officers or employees involved in the making or administering of a contract are prohibited from deriving a direct benefit from it. **In addition, the Town should not allow employees to purchase goods for themselves for personal use from vendors at the Town's contract price.** Any Town officials with a real or perceived conflict of interest in a purchasing decision, must recuse themselves from the purchasing process. A public officer or employee who will derive a direct benefit from a contract but is not involved in making or administering it shall not attempt to influence any other person who is involved in making or administering the contract.

III. Gifts and Favors

Town employees are prohibited from soliciting or accepting any rebate, money, costly entertainment, gift, or gratuity (except for mementos and novelties of nominal value) from any person, company, firm, or corporation to which any purchase order or contract is or might be awarded. The Town will not tolerate circumstances that produce, or reasonably appear to produce, conflicts between the personal interests of an employee and the interests of the Town. Accordingly, the Town may terminate, at no charge to the Town, any purchase order contract if it is found that substantial gifts or gratuities were

offered to a Town employee. The Town may also take disciplinary action, including dismissal, against an employee who solicits or accepts gifts or gratuities of any value whatsoever.

Uniform Guidance (UG)

Any time the Town accepts Federal funds to expend, it is subject to the Federal Uniform Guidance in addition to state and local purchasing law. It is important to note that these requirements are in place for all federal funds (at difference levels of spending). The Town must maintain compliance with certain parts of UG, regardless of the level of spending:

A. General Financial Management requirements
B. Internal control requirements
C. Eligible Projects Determination and Documentation Policy
D. Cost Principles/Allowable Costs Policy

While some of these requirements do not directly impact procurement, they are a part of the overarching requirements that come with expending federal dollars.

The Town will draft and approve a micro-purchase certification for every fiscal year that it holds federal funds. (The micro-purchase certification allows for UG thresholds to be raised to a level "consistent with state law", in accordance with **2 CFR part 200**. A sample resolution provided by UNCSOG is available for use by MAS Towns. Funds received as part of the American Rescue Plan Act **are** classified as federal funds, even if a municipality opts to treat them as Revenue Replacement. Please refer to the UNCSOG **Purchasing** and **ARPA** microsites for more information and template forms.)

Special Procedures

Blanket POs

Blanket POs may be issued to select vendors for the purchasing of items bought in bulk or high volume through repeat purchases over a fiscal year. In such cases, it is more efficient to create one large blanket PO attached to the vendor as opposed to multiple POs

each time a recurring purchase is made. Requests for blanket POs must indicate the following information **in addition** to standard PO info:

I. Items Covered by the blanket PO
II. A Not-to-exceed amount
III. List of personnel authorized to make purchases under requested PO (if not already designated previously).

Vendors must be informed that purchases made by unauthorized personnel **will not** be paid. Purchases made by unauthorized personnel may be classified as personal expenses and billed to the employee in violation of this policy. Blanket POs are intended to be used for routine purchases made in bulk; therefore, if a large one-time purchase, such as a capital asset, is made from the same vendor, a separate PO should be done for that capital purchase.

Service Contracts

All service contracts for which the contractor will perform work while on Town property, must be accompanied by a standard contract form. The contract must follow all signature procedures and contain all necessary insurance and payment options. Like a purchase order, a contract is a budgetary encumbrance or commitment that will need to be pre-audited in accordance with NC GS 159-28. Without a valid pre-audit language and signature, a contract is not enforceable against the government. The signed contract should be scanned and attached to the department requisition (if applicable) forwarded to the Finance Office. Contracts authorized by the Town Board through direct award or budget authorization may be signed by the Town Manager or Town-approved equivalent. Subsequent orders changing the original contract, which do not exceed the approved cost of the contract, may be executed by the Town Manager (or equivalent).

Professional Services

Normal competitive procedures cannot be utilized in securing professional services such as attorneys, engineers, auditors and other professionals who, in keeping with the standards of their discipline, will not enter a routine competitive bidding process. When an agreement between a professional service provider and the Town is established, a

purchase order with a Not-to-Exceed clause shall be issued to satisfy accounting and statutory requirements. Purchases from qualifying professionals shall be made in accordance with **NCGS 143-64.31** and **64.32**.

Petty Cash

The practice of using Petty Cash will be discontinued. We should be billed for all purchases or the Town credit card should be used instead of using or being reimbursed from petty cash.

Credit Cards/Procurement cards (P-cards)

Credit or procurement cards may be assigned to Town employees to provide a flexible and efficient way to make small purchases. Credit cards empower the cardholder to acquire necessary materials to conduct business and/or deliver services in a more convenient and expeditious manner. Credit cards should not be used to procure items or services not directly related to Town business.

Alternatively, the Town may choose to have one or two credit/p-cards maintained by the Finance Officer. There will need to be a process in place for checking out cards by managers or supervisors with receipts and documentation provided upon the card's return.

I. User Responsibilities

No purchase over $1,000 (not including tax) shall be made using a Town - provided card (credit or purchasing) without a purchase order. Cards assigned to Directors have credit limits set by the Town Manager or Town-approved equivalent. If a Director needs to make a purchase above the available credit limit, the Director should consult with the Finance Officer before making a transaction. The following rules apply to all Town-issued cards:

a. The card that each cardholder receives shall only be used by the cardholder or their designee. No other person is authorized to use this card. The cardholder is responsible for all purchases charged to their card, even if a designee has been assigned.

b. The total value of a transaction shall not exceed a cardholder's single purchase limit. Payment for a purchase shall not be split into multiple transactions to stay within the single purchase limit.
c. The cardholder is responsible for maintaining **detailed** receipts of all card transactions and submitting all receipts to the Finance Officer or Town-approved equivalent after each purchase, or at minimum, the end of each month. Receipts are required for all purchases. Repeated failures to submit receipts in a timely manner may result in the cardholder losing the privilege of using a Town-provided card.

II. Receipts and Submission

Receipts should be collected and kept for all transactions. Repeated lost or missing receipts may result in a cardholder or card user losing the privileges associated with a Town-provided credit card. A detailed receipt should be provided for all purchases. Receipts should be submitted to the Finance Office after each purchase, or at minimum, monthly and reviewed by the FO prior to making the monthly payment, if possible.

III. Unauthorized Purchases

Certain items should not be purchased by Town employees. Any of the following items listed below have been deemed inappropriate for purchase using Town-provided cards:

a. Personal purchases or purchases made for personal identification
b. A single purchase that exceeds the cardholder's single purchase limit
c. Cash Advances
d. Gift Cards
e. Alcoholic Beverages
f. Purchase of in-room movies during an overnight stay on Town business

IV. Consequences of Improper Use

A cardholder who makes unauthorized purchases, or abuses Town card privileges, will be liable to the Town for the total dollar amount of such purchases; in addition to any administrative fees charged by the bank or card company in

connection with the misuse. The cardholder's employment also may be terminated and will be subject to legal action. Cardholders are expected to obtain the best prices available on purchases. Purchase of an item above market prices where the vendor gives the employee any form of gift, bonus, or premium; whether in the form of cash or merchandise, is considered a kickback, is illegal, and can result in disciplinary action up to and including termination of employment and lawful prosecution. Town policy strictly forbids anything in exchange for making a purchase.

V. LGC (Local Government Commission) Approval

Purchasing contracts that involve debt obligations or equivalent financing may be subject to LGC approval. The Town is expected to verify LGC approval prior to incurring any new debt obligations. **Quick reference flowcharts** are available to navigate LGC requirements, provided by the UNC School of Government.

Delivery and Performance

A completed and accepted purchase order by the parties concerned must produce the intended results or objectives before it can be considered a successful or completed purchase. The terms and conditions must clearly define the delivery and performance requirements of the services, supplies, or equipment.

Partial Deliveries

Some purchase orders may list several items. The vendor may complete timely delivery on some items, referred to as "partial delivery". Upon receipt of a partial delivery, photocopy the purchase order; attach a copy of the signed delivery receipt and forward it to the Finance Office along with the vendor invoice indicating which lines of the purchase order are to be paid.

Non-performance

If a vendor fails to meet any requirements(s) of the specifications or terms and conditions of the contract or purchase order, the vendor can be cited for non-performance. The seriousness of nonperformance will be evaluated based on each violation's circumstances.

Inspection and Testing

Life and safety as well as successful operation of expensive equipment and supplies may depend upon how well a purchased item meets design and performance specifications. Goods and materials should be checked at the time of receipt for damage or defects. The inspection shall include assuring goods comply with specifications. If damage is found or the goods fail to comply with specifications, the item(s) shall be rejected as outlined below:

Rejection

To protect the Town's rights in the event of rejection, for whatever reason, the vendor shall be informed immediately. Reasons for the rejection must be documented in memo form, attached to a copy of the purchase order, and forwarded to the Finance Office in a timely manner.

Damaged Goods

One of the major reasons for immediately inspecting the goods or materials upon receipt is to detect any visible damage. It is necessary that all damage, including evidence of concealed damage, be documented by a memo. The memo must be attached to a copy of the purchase order and submitted to the Finance Office. The vendor should be notified as soon as possible. Damaged goods will not be accepted by the Town.

Latent Defects

Latent defects may be the result of damage in transit or failure of the manufacturer to conform to specifications. Consequently, it is often difficult to fix responsibility for defective material. If specific liability for the defect cannot be determined between the carrier, the vendor, or the manufacturer, the Town may file a claim against all parties. A memo attached to a copy of the purchase order must be forwarded to the Finance Office.

Fiscal Year End Cutoff for Purchase Orders and/or Contracts

It is recommended as a MAS Best Practice that the Town establish a cut-off date for the processing of new POs and contracts. The cut-off shall be no later than May 31st of each fiscal year. Purchase requests of a routine nature that are not submitted prior to the end of

the day on the Town-approved cutoff date should be held until the following fiscal year. The purchasing cut-off allows the Finance Office to complete fiscal year-end activities in a timely manner by reducing the quantity of spontaneous, unplanned or miscellaneous transactions made during the data collection and review period immediately preceding the annual audit.

All open POs should be evaluated for whether or not they should be rebudgeted in the subsequent fiscal year. Only POs such as nonroutine project-type work that is incomplete at June 30 or purchases that are on order, but not yet received, should be rebudgeted in the next fiscal year. Routine POs for operating activities that are included in the following year's budget should NOT be among those rebudgeted. Once the payments for the current fiscal year are completed and before the fiscal year is closed, all existing POs should be cancelled. Only the POs specifically identified as those to be rebudgeted should be entered in the new fiscal year after the governing board has completed a budget amendment to fund these prior year's POs in the new year. The funding source to cover the prior year's POs is fund balance appropriated. A budget amendment for the rebudgeted POs should be taken to the governing board during the first meeting in the new year. The rebudgeted POs should then be entered in the financial system for the new year.

Quarterly, the subsidiary accounts payable report should be reconciled with the totals on the general ledger trial balance and differences researched and resolved. This process is intended to help the Town be audit ready at year end. **Debit balances in accounts payable should be investigated as those may represent duplicate payment errors.**

Also quarterly, towns should run an open purchase order report and void documents that should have been finalized or are no longer valid. Again, this process is intended to help the Town be audit ready at year end.

Implementation

The Governing Board will need to understand and comply with the requirements of this policy and the legal purchasing requirements for NC. The Finance Officer (or equivalent) is charged with overseeing or delegating the management responsibilities of each section outlined in this policy.

Version Control

Last Revised_____ Signed_____
Jimmy Chalflinch, Mayor