

MAYOR
Jackie Warner

MAYOR PRO TEM
Dr. Kenjuana McCray

INTERIM TOWN MANAGER
Chancer McLaughlin



TOWN BOARD
Jerry Legge
Bryan Marley
Grilley Mitchell
Joanne Scarola

TOWN CLERK
Jane G. Starling

TOWN OF HOPE MILLS BOARD OF COMMISSIONERS
Meeting Agenda – Monday October 16, 2023
7:00 p.m. Regular Meeting

CALL TO ORDER – Mayor Warner

INVOCATION – Pastor Zach Kelley, Breezewood Church

PLEDGE OF ALLEGIANCE – Mayor Warner

1. APPROVAL OF AGENDA – ADDITIONS OR DELETIONS.

2. OFFICIAL COMMENTS.

3. PRESENTATIONS:

- a. Swearing in of New Town Clerk, Ashley Wyatt, by Mayor Warner.
- b. Proclamation recognizing October as Long-Term Care Residents’ Rights Month In The Town Of Hope Mills

4. PUBLIC HEARINGS:

- a. **Case ZNG-010-22:** Initial zoning of 82.50+/- acres to R5 Single Family/C2(P) Planned Service and Retail/Conditional Zoning or to a more restrictive zoning district, located 655 feet east of the intersection of Rockfish Road and Waldos Beach Road and 560 feet west of the intersection of Camden Road and Wipperwill Drive on REIDs 9494961873000, 9494863275000, 9494765995000, & 9494951997000, submitted by Trae Livick (agent) on behalf of Barbara M Johnson Heirs (owner). **TAB 1**

5. PUBLIC COMMENTS:

Each speaker is asked to limit comments to three (3) minutes, and the total comment period will be 30 minutes or less. Citizens should sign up with the Town Clerk to speak prior to the start of the meeting. Please direct comments to the full board, not to an individual board member or staff member. Although the Board is interested in hearing your concerns, speakers should not expect Board action or deliberation on subject matter brought up during the Public Comment segment.

Topics requiring further investigation will be referred to the appropriate town officials or staff and may be scheduled for a future agenda.

6. CONSENT AGENDA:

- a. Consideration of Approval of Draft Minutes from the October 2, 2023 Regular Board of Commissioners Meeting. **TAB 2**
- b. Consideration of Approval of proposal from Ellington Contractors and authorizing the Town Manager to execute a contract in the amount of \$39,950.00 which is currently budgeted. **TAB 3**
- c. Consideration to Authorize the Town Manager to sign a contract to conduct a pay study and approve budget amendment #4 for \$18,000, as instructed at the October 2, 2023 Board of Commissioners Meeting. **TAB 4**
- d. Consideration of Approval of Donegal Dr. Engineering Contract Amendment in the amount of \$30,000.00 which is currently budgeted, and authorizing the Town Manager to execute the contract. **TAB 5**
- e. Consideration of Approval to Authorize the Town Manager to execute a contract with D & E Construction, the Lowest Responsible Bidder for \$15,900.00, for the purpose of removing and replacing the deck boards on the pedestrian bridge. **TAB 6**
- f. Acceptance of the September 2023 Financial Report. **TAB 7**

All items on the Consent Agenda are considered routine, to be enacted by one motion and without discussion. If a member of the governing body requests discussion of an item, the item will be removed from the Consent Agenda and considered separately under New Business.

“END OF CONSENT AGENDA”

7. OLD BUSINESS: None

8. NEW BUSINESS: None

9. REPORTS AND INFORMATION ITEMS:

- a. Manager’s Report. **TAB 8**
- b. Reminders.
 - Parks and Recreation Committee on Monday October 23, 2023- 6:30pm at Thoms Campbell Chapel
 - Appearance Commission on Tuesday October 24, 2023- 6:30pm at Recreation Center

- Veterans Affairs Committee on Thursday October 26, 2023- 6:30pm at Recreation Center
- Trunk or Treat Friday October 27, 2023- 5:30pm at Rockfish Elementary School
- Prime Movers Thursday November 2, 2023- 6:00pm at Recreation Center

c. Monthly Reports for September **TAB 9**

10. STAFF COMMENTS.

11. ADJOURNMENT.

TAB 1



AGENDA FORM

TO: Chancer McLaughlin, Interim Town Manager

FROM: Emily Weidner, Town Planner

SUBJECT: Case ZNG-010-22: Initial zoning of 82.50+/- acres to R5 Single Family/C2(P) Planned Service and Retail/Conditional Zoning or to a more restrictive zoning district, located 655 feet east of the intersection of Rockfish Road and Waldos Beach Road and 560 feet west of the intersection of Camden Road and Wipperwill Drive on REIDs 9494961873000, 9494863275000, 9494765995000, & 9494951997000, submitted by Trae Livick (agent) on behalf of Barbara M Johnson Heirs (owner).

BACKGROUND INFORMATION:

This is an initial zoning request for 82.5 acres previously incorporated into the Town of Hope Mills limits in annexation A2022-01.

STAFF RECOMMENDATION, IF APPLICABLE:

Town of Hope Mills Staff recommends approval of the request

RECOMMENDED MOTION:

Move to approve the initial zoning request to the R5 Single Family/C2(P) Planned Service and Retail/Conditional Zoning District that is tied to case ZNG-010-22, as recommended by the Cumberland County Joint Planning Board and the Town of Hope Mills Planning staff and finds that even though the request is not consistent with the Southwest Cumberland Land Use Plan (2013) designation, the economic and regional impact of the proposed development fits within the vision and long term outlook of the area developed to the immediate north. Approval of the request is reasonable and in the public interest because the district requested is in harmony with surrounding existing and future uses and zoning.

FISCAL IMPACT:

X No Fiscal Impact

ATTACHMENTS:

- Staff memo from the Town of Hope Mills Planning Department

This agenda form has been reviewed by:	Initial & Date
Town Manager	CFM 10/10/23
Finance Director	
Town Attorney	
Department Head (s)	
Town Clerk	JGS 10/3/2023



STAFF REPORT

INITIAL ZONING CASE# ZNG-010-22

Planning Board Meeting: 6-21-2022

Hope Mills Board Meeting: 10-16-2023

Address: 655 feet east of the intersection of Rockfish Road and Waldos Beach Road and 560 feet west of the intersection of Camden Road and Wipperwill Drive.

ZONING REQUEST: Initial zoning to the R5 Single Family/C2(P) Planned Service & Retail/Conditional Zoning District

The applicant is requesting the initial of 82.50 acres of land tied to a recent annexation by the Town of Hope Mills Board of Commissioners. At the March 21, 2022 Board Meeting, the Town of Hope Mills approved the annexation of the subject tract pursuant to Annexation A2022-01. REIDs associated with the proposed development include: 9494961873000, 9494863275000, 9494765995000, & 9494951997000. The approval of the annexation included authorization for staff to proceed with the initial zoning of the subject property to the R5 Single Family and the C2(P) Planned Service and Retail districts. Staff has worked extensively with the developer for the facilitation of the proposed project which consists of 55.1 acres of commercial and 27.4 acres of residential development. Staff has also worked with the developer to coordinate this initial zoning having the conditional zoning layer added which allows for staff to attach the proposed site plan to this request as a condition. The location of the subject property is illustrated in Exhibit “A”, with the site plan illustrated in Exhibit “B”, and the breakdown of the R5 and C2(P) portions illustrated in Exhibit “C”.

SUBJECT PROPERTY INFORMATION

OWNER/APPLICANT:

Trae Livick -McKim and Creed, Inc (agent) on behalf of Barbara M. Johnson Heirs (owner).

ADDRESS/LOCATION: 655 feet east of the intersection of Rockfish Road and Waldos Beach Road and 560 feet west of the intersection of Camden Road and Wipperwill Drive.; REIDs: 9494961873000, 9494863275000, 9494765995000, & 9494951997000. For additional Information on the site location, refer to Exhibit “A”

SIZE:

As stated above, the subject property is 82.50 acres in size with varying lengths of depth along Rockfish Road and Camden Road.

EXISTING ZONING: The overall surrounding area is comprised of a variety of uses with a commercial node adjacent to the northwest corner of the subject property. The area to the immediate east is a well-established residential area regulated under the RR Rural Residential District. There is another established residential area to the south zoned under the

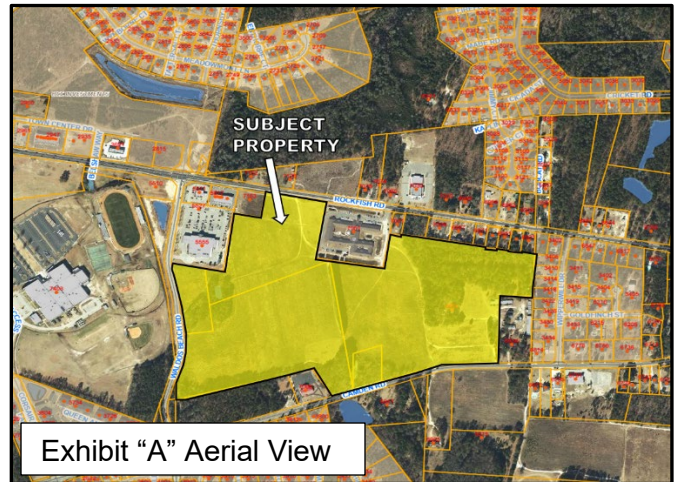


Exhibit “A” Aerial View

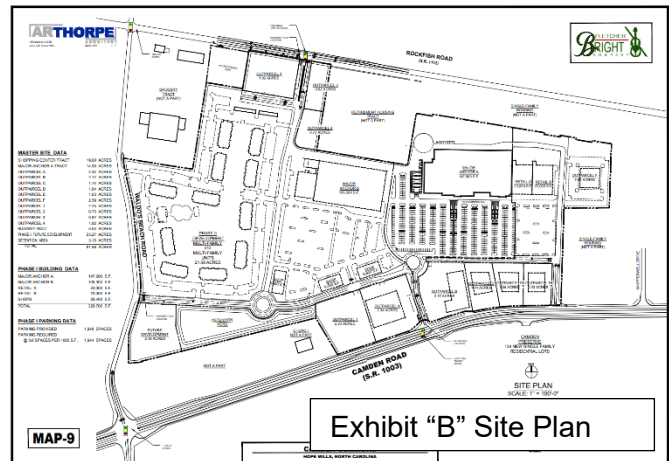


Exhibit “B” Site Plan

R7.5 district with Jack Britt High School located to the immediate west of the property in question.

EXISTING LAND USE: The subject property is currently vacant.

SURROUNDING ZONING AND LAND USE: The properties adjacent to the immediate east are developed with single family residential uses with an area to the immediate south that is slated for a new residential subdivision. Refer to Exhibit “D” for zoning and surrounding land uses.

OTHER SITE CHARACTERISTICS: Exhibit “E” provides the location of water and sewer availability.

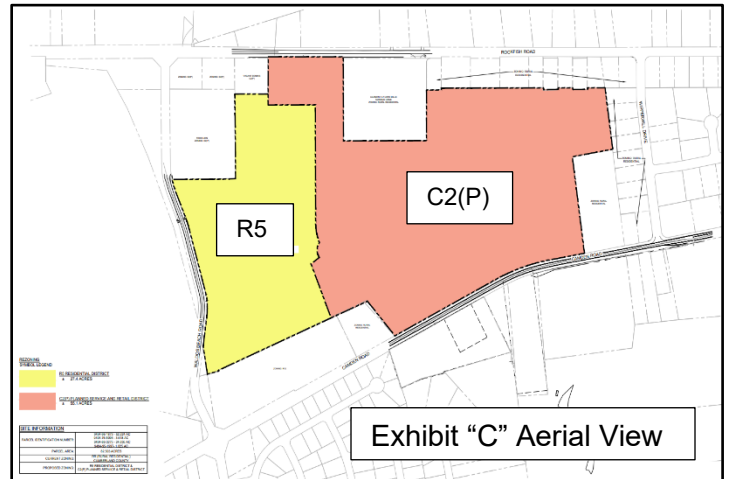


Exhibit “C” Aerial View

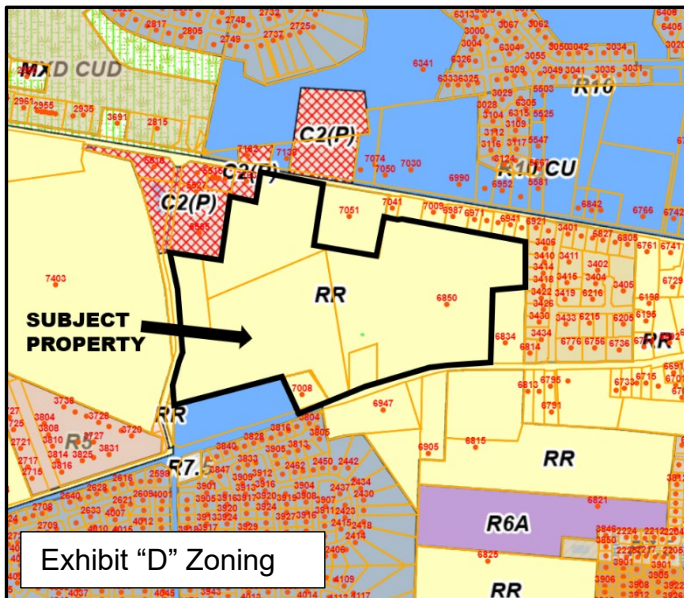


Exhibit “D” Zoning

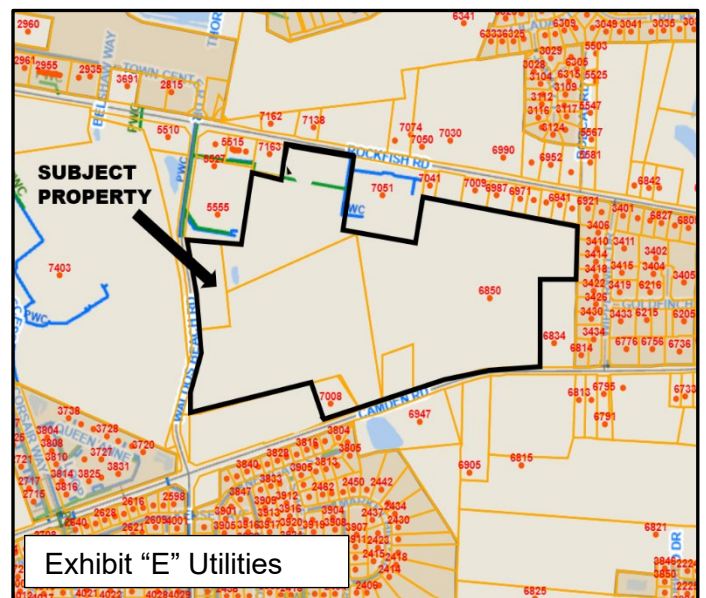


Exhibit “E” Utilities

DEVELOPMENT REVIEW: The development of this property will require a site plan and development review.

COMPREHENSIVE DEVELOPMENT PLANS: This site is located within the Southwest Cumberland Land Use Plan (2013) and is designated as “Medium Density” and “Office & Institutional”. Although staff is in support, this request is not consistent with the land use plan. Please refer to Exhibit “F” for additional information.

IMPACTS ON AREA FACILITIES

TRAFFIC: FAMPO did not provide any objections to this request.

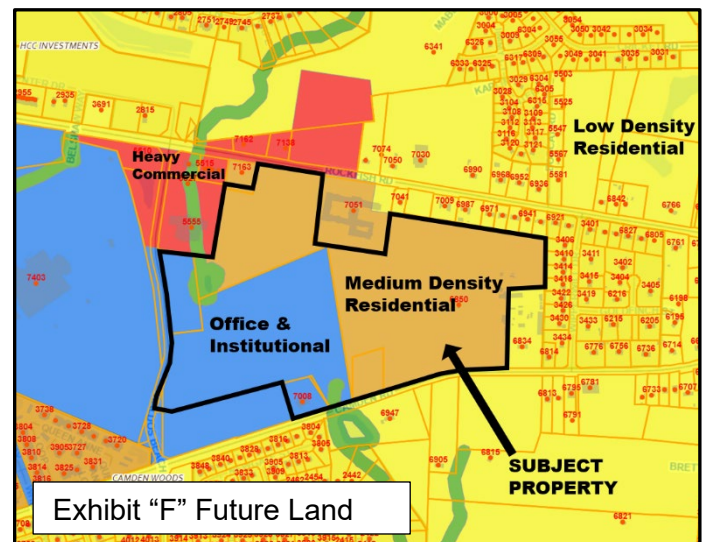


Exhibit “F” Future Land

UTILITIES: The property is currently served by PWC water and sewer.

ECONOMIC DEVELOPMENT: Fayetteville Cumberland Economic Development Corporation has reviewed the request and reported no objections.

PLAN REVIEW COMMENTS: The Town of Hope Mills Plan Review team has no objections to this request.

SPECIAL OVERLAY DISTRICTS: The subject property is not located within the boundaries of any established overlay district.

CODE DEVIATIONS: None.

CONDITIONS: None.

STAFF RECOMMENDATION

In ZNG-010-22, the Town of Hope Mills Planning staff **recommends approval** of the initial zoning request to the R5 Single Family/C2(P) Planned Service and Retail/Conditional Zoning districts and finds that although the request is not consistent with the Southwest Cumberland Land Use Plan (2013) designation the economic and regional impact of the proposed development fits within the vision and long term outlook of the area. Approval of the request is reasonable and in the public interest because the district requested is in harmony with surrounding existing uses and zoning.

MASTER SITE DATA

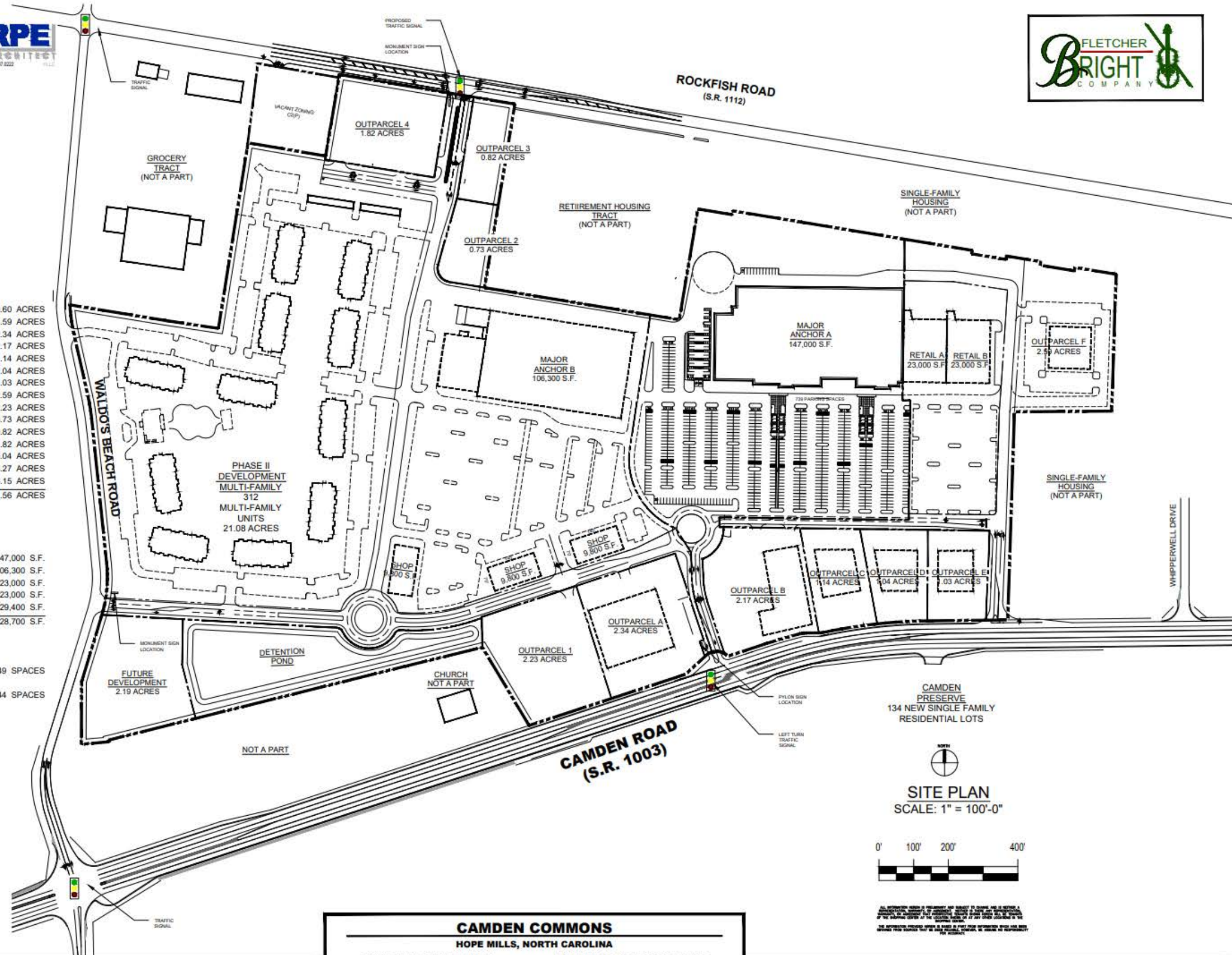
SHOPPING CENTER TRACT	19.60 ACRES
MAJOR ANCHOR A TRACT	14.59 ACRES
OUTPARCEL A	2.34 ACRES
OUTPARCEL B	2.17 ACRES
OUTPARCEL C	1.14 ACRES
OUTPARCEL D	1.04 ACRES
OUTPARCEL E	1.03 ACRES
OUTPARCEL F	2.59 ACRES
OUTPARCEL 1	2.23 ACRES
OUTPARCEL 2	0.73 ACRES
OUTPARCEL 3	0.82 ACRES
OUTPARCEL 4	1.82 ACRES
ROADWAY TRACT	5.04 ACRES
PHASE II FUTURE DEVELOPMENT	23.27 ACRES
DETENTION AREA	3.15 ACRES
TOTAL	81.56 ACRES

PHASE I BUILDING DATA

MAJOR ANCHOR A	147,000 S.F.
MAJOR ANCHOR B	106,300 S.F.
RETAIL A	23,000 S.F.
RETAIL B	23,000 S.F.
SHOPS	29,400 S.F.
TOTAL	328,700 S.F.

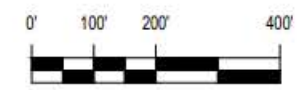
PHASE I PARKING DATA

PARKING PROVIDED	1,649 SPACES
PARKING REQUIRED @ 5.0 SPACES PER 1000 S.F.	1,644 SPACES



CAMDEN PRESERVE
134 NEW SINGLE FAMILY RESIDENTIAL LOTS

SITE PLAN
SCALE: 1" = 100'-0"



ALL INFORMATION HEREIN IS PRELIMINARY AND SUBJECT TO CHANGE AND IS NEITHER A CONTRACT, NOR A WARRANTY OF ACCURACY. BEFORE YOU MAKE ANY DECISIONS, YOU SHOULD CONSULT WITH YOUR ATTORNEY AND OTHER PROFESSIONALS OF YOUR CHOICE. THE INFORMATION PROVIDED HEREIN IS BASED ON PARTIAL FIELD SURVEYING DATA AND HAS BEEN OBTAINED FROM SOURCES THAT WE BELIEVE TO BE RELIABLE. HOWEVER, WE MAKE NO REPRESENTATION AS TO ACCURACY.

MAP-9



THE TOWN OF HOPE MILLS

Development Projects

Initial Zoning Request

Request to the R5 Single Family/C2(P) Planned Service and Retail/Conditional Zoning

Case# ZNG-010-22

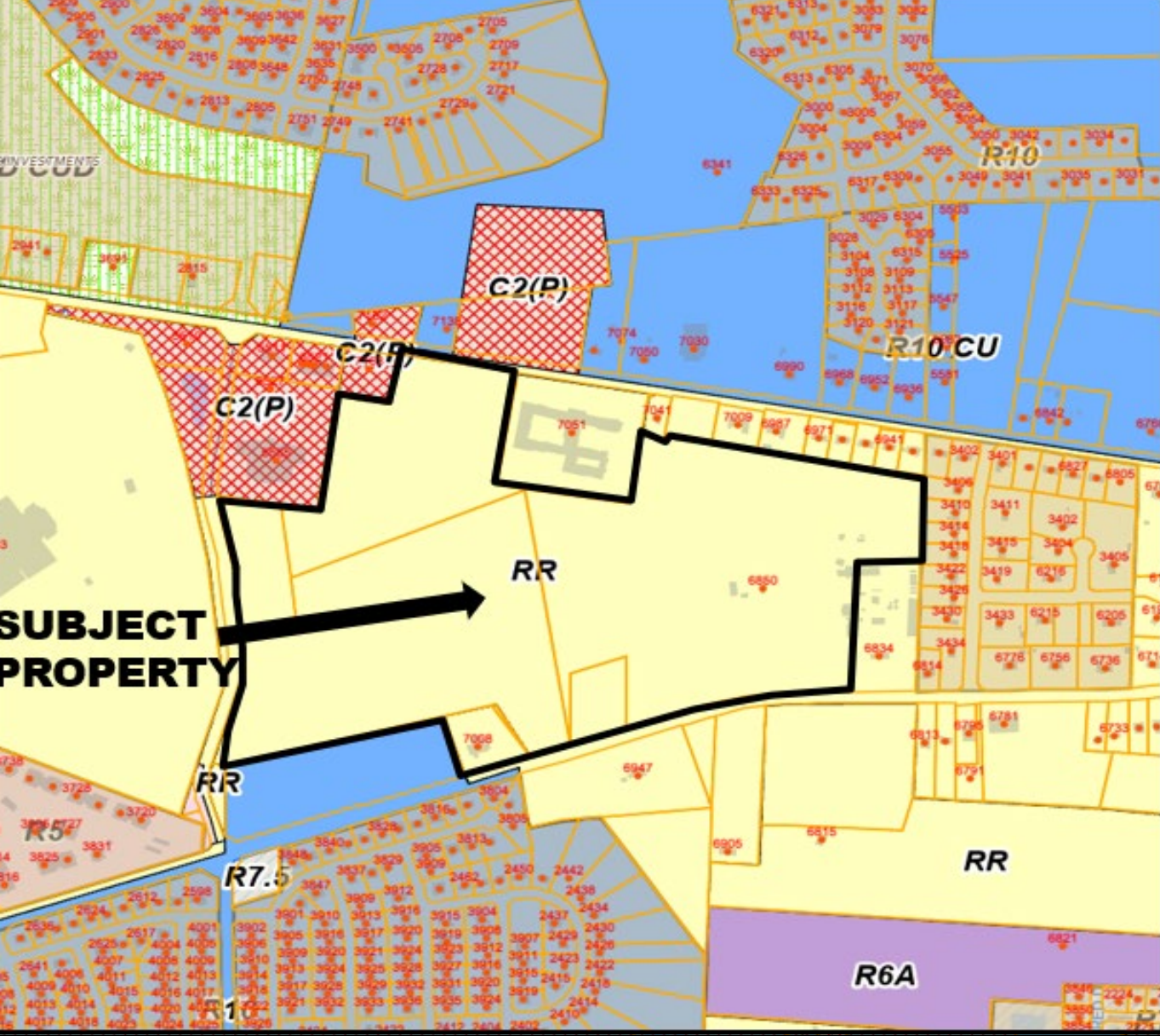
October 16, 2023

DEVELOPMENT SERVICES

CASE ZNG-010-22: Initial Zoning Request

Background Information

- Town of Hope Mills received a contiguous annexation petition for 82.5 acres
- Tied to PINs 9494-96-1873, 9494-86-3275, 9494-76-5995, & 9494-95-1997
- Subject property is located 655 feet east of the intersection of Rockfish Rd and Waldos Beach Rd along with being 560 feet west of the intersection of Camden Rd and Wipperwill Dr
- Access to the property has at least three possibilities, including, but not limited to: Waldos Beach Rd, Rockfish Rd, and Camden Rd
- Board of Commissioners accepted the petition under resolution R2022-02 and annexation number A2022-01 and set public hearing for March 21, 2022
- Annexation petition was approved with authorization to begin initial zoning to the MXD/CUD Mixed Use/Conditional Use District
- The SW Cumberland Land Use Plan calls for Medium Density Residential and Office Institutional & Parks in this location
- This request is not compliant



ZNG-010-22

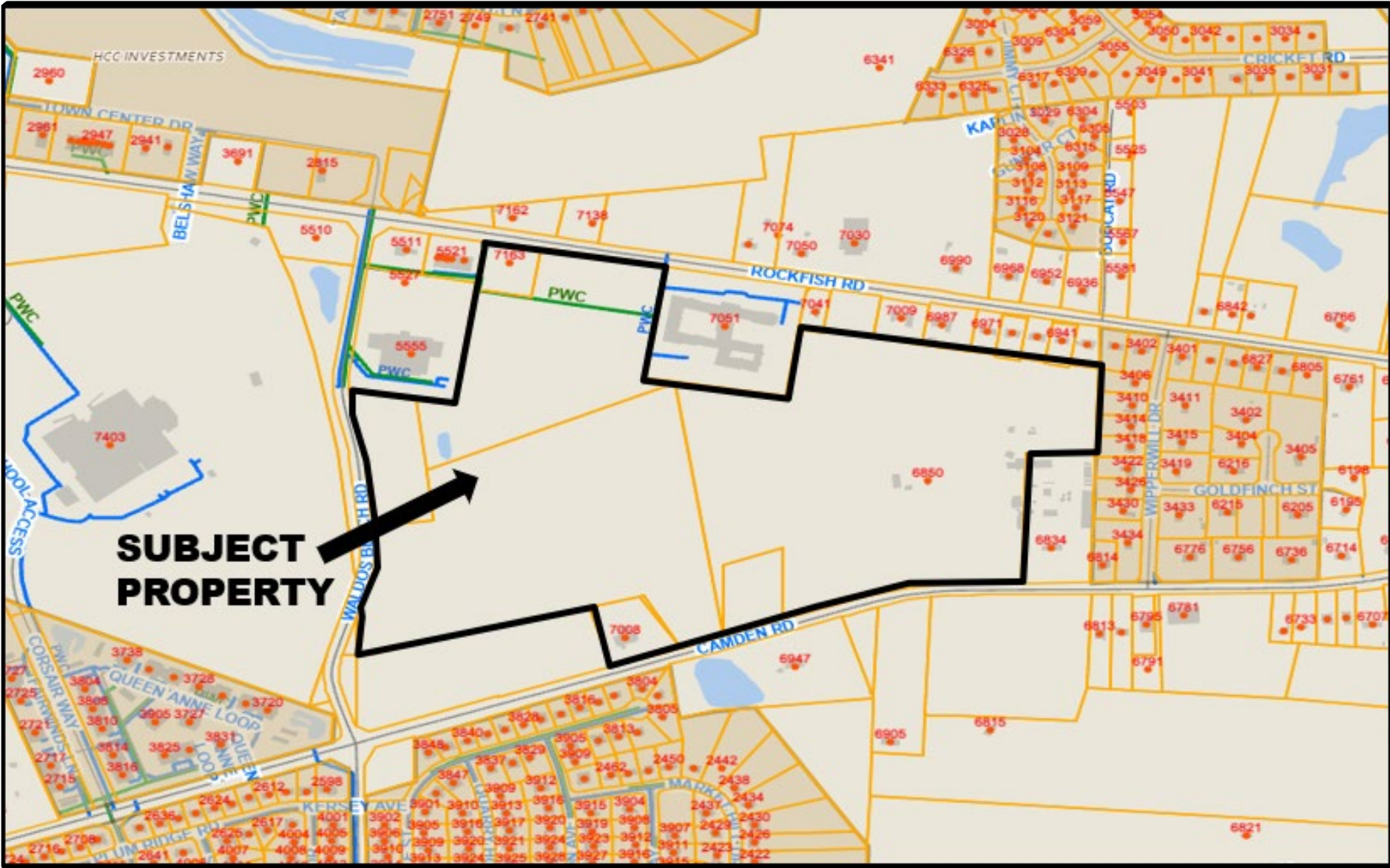
**Applicant/Owner:
Trae Livick, agent &
Barbara M Johnson
Heirs, owner**

**Request:
Initial Zoning
To
R5 Single
Family/C2(P) Planned
Service and
Retail/Conditional
Zoning**



Case #ZNG-010-22. Existing Zoning

ACREAGE: 82.5 AC +/-



**SUBJECT
PROPERTY**



A HYDRIC SOILS



B HYDRIC INCLUSION SOILS



PWC WATER

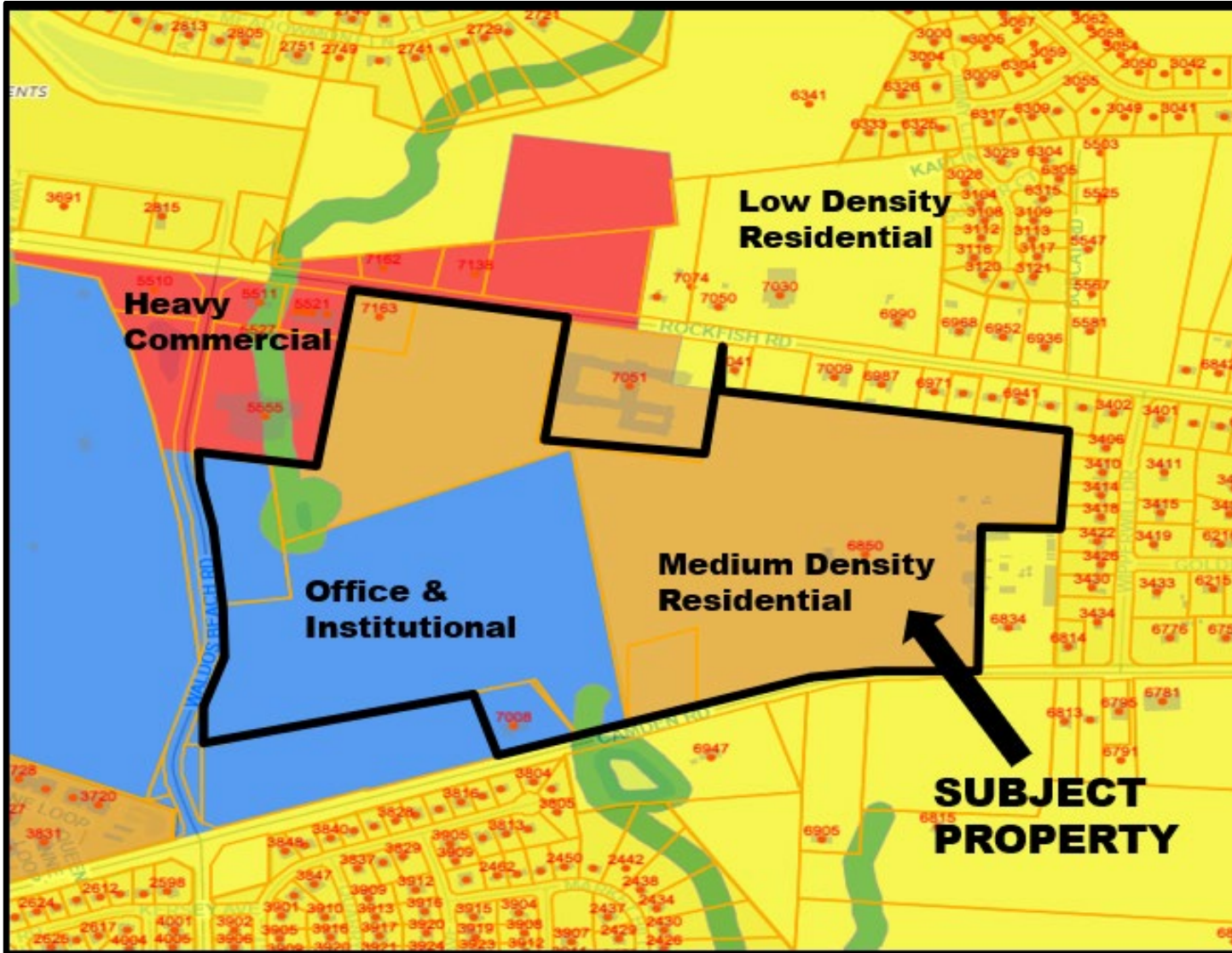


PWC SEWER

**Southwest
Cumberland Land
Use Plan:**

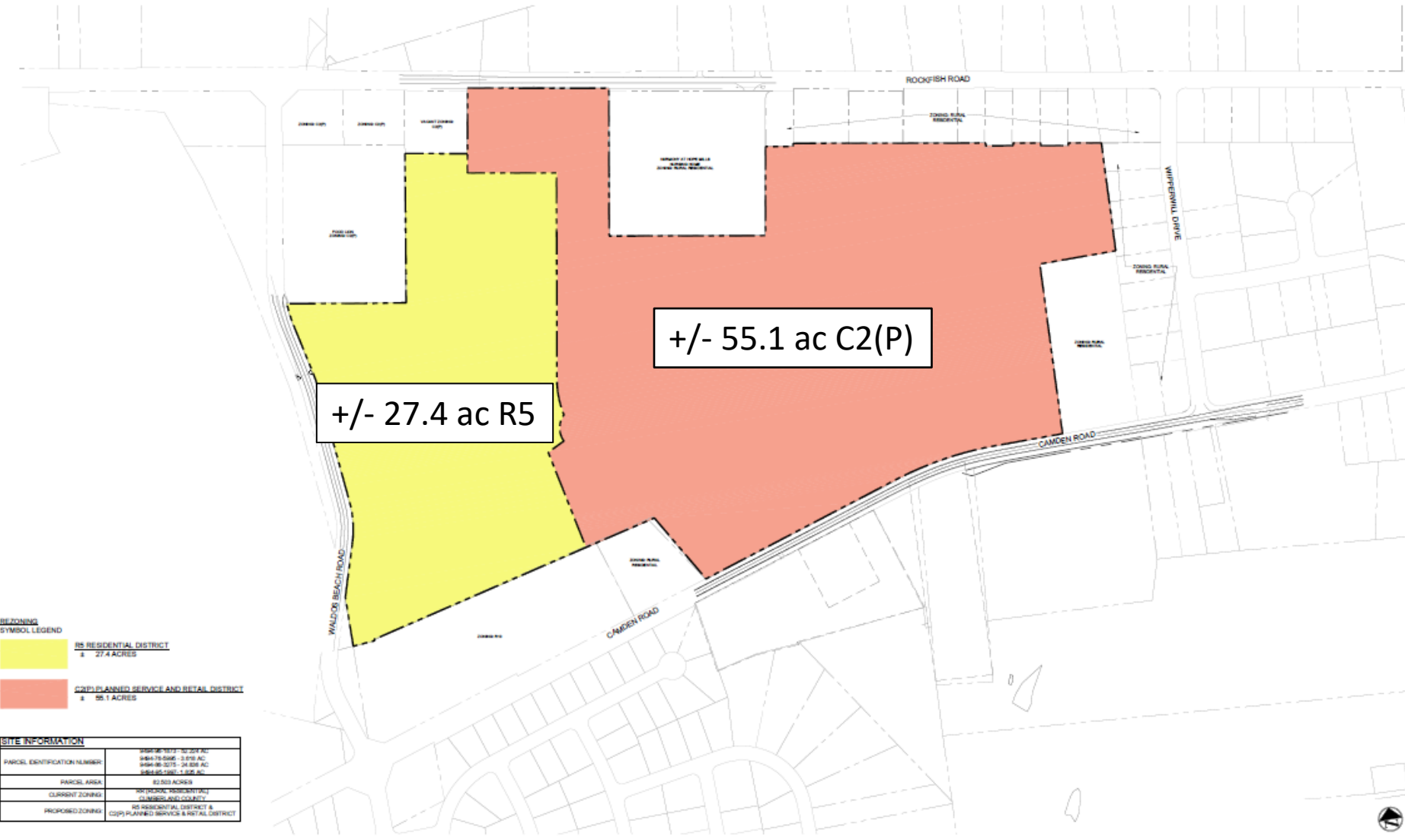
Office Institutional &
Parks and Medium
Density Residential

**Request:
Not Compliant**



Case #ZNG-010-22 *Future Land Use*







+/- 27.4 ac R5

+/- 55.1 ac C2(P)

ZONING SYMBOL LEGEND

	R5 RESIDENTIAL DISTRICT 27.4 ACRES
	C2(P) PLANNED SERVICE AND RETAIL DISTRICT 55.1 ACRES

SITE INFORMATION

PARCEL IDENTIFICATION NUMBER:	9884-06-0017 - 10.207 AC 9884-06-0018 - 3.079 AC 9884-06-0015 - 24.858 AC 9884-06-0016 - 1.946 AC
PARCEL AREA:	60.090 ACRES
CURRENT ZONING:	R5 (RURAL RESIDENTIAL) CUMBERLAND COUNTY
PROPOSED ZONING:	R5 RESIDENTIAL DISTRICT & C2(P) PLANNED SERVICE & RETAIL DISTRICT



CAMDEN COMMONS
TOWN OF HOPE MILLS / CUMBERLAND COUNTY, NORTH CAROLINA

MASTER SITE DATA

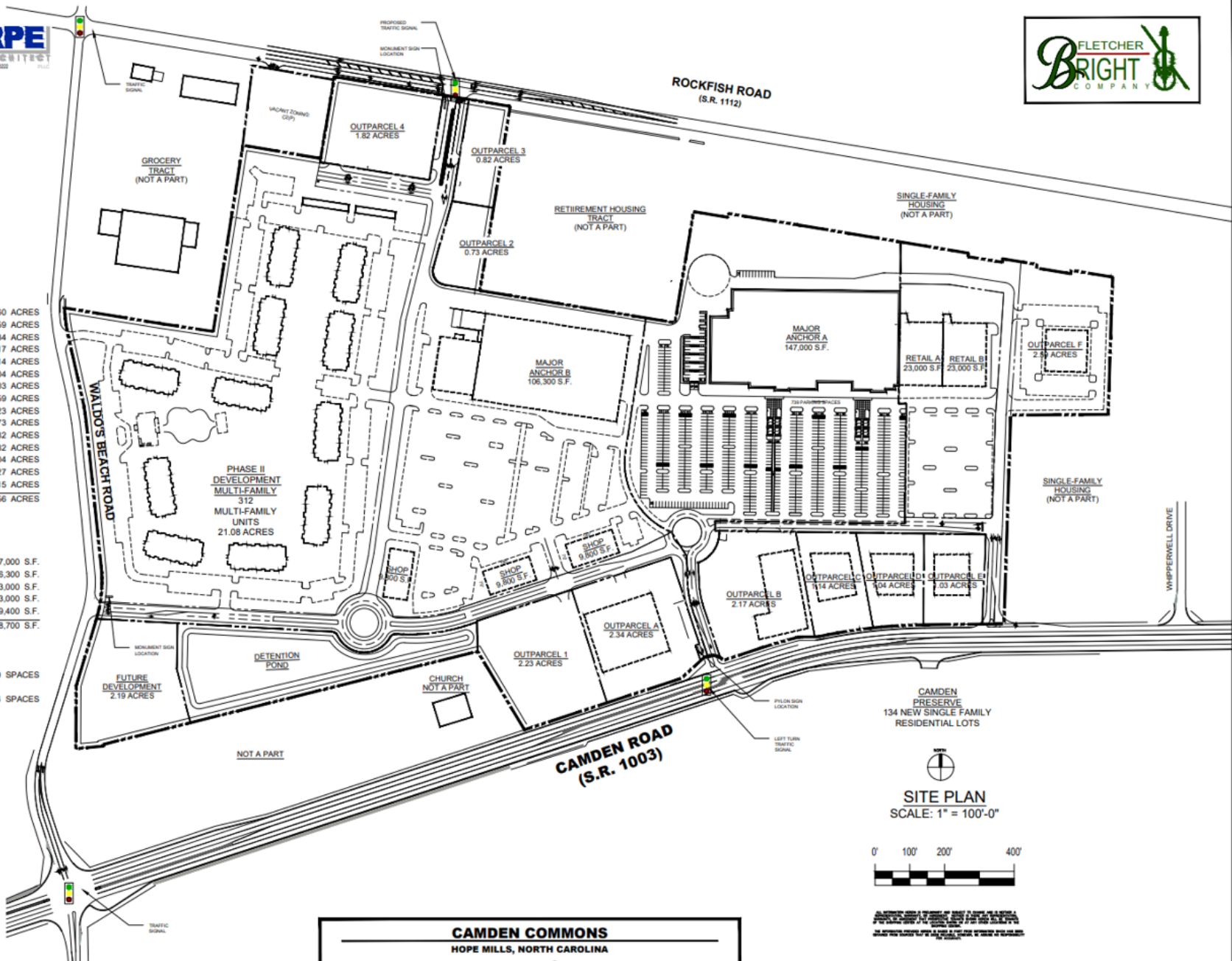
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MAP-9

CAMDEN COMMONS
HOPE MILLS, NORTH CAROLINA



SITE PHOTOS

Subject Property



SITE PHOTOS

Area across from subject property



CASE ZNG-010-22: Initial Zoning Request

Staff Recommendation

The Town of Hope Mills Board of Commissioners move to approve the initial zoning request to the R5 Single Family/C2(P) Planned Service and Retail/Conditional Zoning District that is tied to case ZNG-010-22, as recommended by the Cumberland County Joint Planning Board and the Town of Hope Mills Planning staff and finds that even though the request is not consistent with the Southwest Cumberland Land Use Plan (2013) designation, the economic and regional impact of the proposed development fits within the vision and long term outlook of the area developed to the immediate north. Approval of the request is reasonable and in the public interest because the district requested is in harmony with surrounding existing and future uses and zoning.

Case #ZNG-010-22 Staff Recommendation

TAB 2

MAYOR
Jackie Warner

MAYOR PRO TEM
Dr. Kenjuana McCray

INTERIM TOWN MANAGER
Chancer McLaughlin



TOWN BOARD
Jerry Legge
Bryan Marley
Grilley Mitchell
Joanne Scarola

TOWN CLERK
Jane G. Starling

TOWN OF HOPE MILLS BOARD OF COMMISSIONERS
Meeting Minutes – Monday, October 2, 2023
7:00 p.m. Regular Meeting

Mayor Jackie Warner called the regular meeting of the Hope Mills Board of Commissioners to order on Monday, October 2, 2023, at 7:00 p.m.

GOVERNING BOARD MEMBERS PRESENT

Mayor Jackie Warner, Mayor Pro Tem Dr. Kenjuana McCray; Commissioners Jerry Legge, Bryan Marley, Grilley Mitchell and Joanne Scarola.

STAFF PRESENT

Interim Town Manager Chancer McLaughlin, Town Clerk Jane Starling, Finance Director Drew Holland, Parks & Recreation Director Lamarco Morrison, Police Chief Stephen Dollinger, Deputy Public Works Director Bruce Clark, Town Planner Emily Weidner, and Stormwater Administrator Beth Brown. Also present was Town Attorney Dan Hartzog, Jr.

INVOCATION AND PLEDGE OF ALLEGIANCE

The invocation was led by Pastor Michael Mathis, Mission Field Ministries, followed by the Pledge of Allegiance led by Mayor Jackie Warner.

1. APPROVAL OF AGENDA – ADDITIONS OR DELETIONS.

Motion made by Commissioner Marley, seconded by Commissioner Legge and carried unanimously, to approve the agenda as presented with the removal of Old Business item a. Discussion of No Parking Ordinance.

Town Attorney Hartzog remarked he and Town staff are still in discussion with the North Carolina Department of Transportation regarding their position on no parking on Golfview/Black Bridge Road.

2. OFFICIAL COMMENTS.

Commissioner Legge commented on the presence of baseball players at the meeting.

Commissioner Mitchell thanked those who supported the VFW and Kiwanis during their barbeque sale adding the funds will benefit children in our community.

Commissioner Scarola thanked everyone for attending the meeting and expressed her delight in seeing new faces in attendance at the Board meeting.

3. PRESENTATIONS:

Mayor Warner added and read a proclamation recognizing October as Breast Cancer Awareness Month. Mayor Warner commented on the growing number of women affected by breast cancer in the Town of Hope Mills.

- a. Proclamation Naming the Week of October 8-14, 2023, as Fire Prevention Week in the Town. This year's theme, "Cooking safety starts with YOU! Pay attention to fire prevention TM"

Mayor Warner read the proclamation for Fire Prevention Week. Mayor Pro Tem Dr. McCray presented the proclamation to Fire Chief Steve Lopez.

- b. Presentation Regarding Old North State League Proposal to Relocate to Hope Mills and Possible Action.

Parks & Recreation Director Lamarco Morrison remarked representatives from Old North State League presented before the Board in September 2022. At that time, the Board of Commissioners directed staff to meet with the Old North State League to develop a better proposal as the initial proposal required the Town to invest \$150,000 in the ballfields and agree to a 15-year lease. The revamped proposal outlines an updated lease agreement with Old North State League investing \$100,000 in improvements to Municipal Baseball Field Number 2 at no cost to the Town of Hope Mills.

Mr. Alec Allred of Old North State League remarked the league's interest in relocating the Fayetteville team to Hope Mills has remained. Old North State League has experienced record growth in the past year with expansion in much of eastern North Carolina and they are able to invest in Hope Mills. The proposal includes relocating the college summer baseball team to Hope Mills and investing \$100,000 in the facility to bring it up to college baseball standards to provide the team a proper field to play on. Additionally, the agreement would allow input from the Town and community in renaming of the League.

Commissioner Scarola inquired when the Town received the updated proposal. Interim Town Manager McLaughlin responded the proper process, after receiving the proposal in August, was to direct it to the Parks & Recreation Advisory Committee in September to review and make a recommendation along with Parks & Recreation staff to the Board of Commissioners. Parks & Recreation Director Morrison added contracts typically are not brought before the Board until terms have been negotiated and a dollar amount can be provided to the Board.

Discussion ensued regarding the terms of the proposal, specifically the League reserving the right to concession stand, advertising and gate sales revenues, and relocating to future fields the Town may develop.

Town Attorney Hartzog remarked the Board is simply determining whether they wish to proceed with Old North State League, the terms of the contract still need to be reviewed and may be negotiated at a later date.

Mayor Pro Tem Dr. McCray recognized Mr. Brian McDonald, President of the Hope Mills Youth Association to provide input on the potential partnership with Old North State League. Mr. McDonald responded the Youth Association is in support of the partnership as the youth of Hope Mills would benefit from positive role models in sports and daily life.

Discussion ensued.

The consensus of the Board was to move forward with investigating an agreement with Old North State League.

4. PUBLIC HEARINGS: NONE

5. PUBLIC COMMENTS:

Mrs. Charlotte Robinson, 599 Castle Rising Road, Parkton, NC, spoke in reference to the No Parking Ordinance discussion during the last Board of Commissioners meeting. Mrs. Robinson, owner of the TJ Robinson Life Center, clarified there is a \$5 parking fee and additional parking was added to the rear of the facility. A representative from the North Carolina Department of Transportation recently visited the facility to assess the possible parking issue as well. Mrs. Robinson expressed her concern for the speed limit being the issue, not parking.

6. CONSENT AGENDA:

- a. Consideration of Approval of Draft Minutes from the September 18, 2023 Regular Board of Commissioners Meeting.
- b. Consideration of Budget Amendment #2 Relating to a Donation to Police Department.
- c. Consideration of Approval of Resolution R2023-24 Allowing Staff to Dispose of Surplus Equipment. The item to be disposed of is a 2000 Gravely Riding Lawn Mower which no longer runs.
- d. Consideration of Approval of Storm Drain Cleaning Contract 2023-2024.

“END OF CONSENT AGENDA”

Motion made by Commissioner Mitchell, seconded by Commissioner Legge and carried unanimously, to approve the consent agenda as read.

7. OLD BUSINESS:

- a. Removed.

8. NEW BUSINESS: NONE

9. REPORTS AND INFORMATION ITEMS:

a. Manager's Report.

Interim Town Manager McLaughlin highlighted the upcoming Groundbreaking Ceremony for Heritage Park, Lowe's First Responders Public Safety Day, and Trunk or Treat. Interim Town Manager McLaughlin remarked Freddy's Frozen Custard and Steakburgers is coming to Hope Mills and Valvoline Oil is now open.

b. Reminders.

- Tuesday, October 3, 2023, **Committee Chairs meeting** at 6:00 PM in the Parks and Recreation Center.
- Thursday, October 5, 2023, **Prime Movers Committee meeting** at 6:00 PM in the Parks and Recreation Center.
- Friday, October 6, 2023, **Heritage Park Groundbreaking** at 4:00 PM at Heritage Park Site.
- Wednesday, October 11, 2023, **Historic Preservation Committee meeting** at 6:00 PM at the Thomas Campbell Oakman Chapel.
- Monday, October 16, 2023, **Mayor's Youth Leadership Committee meeting** at 6:00 PM in the Luther Board Room in Town Hall.
- Monday, October 17, 2023, **Board of Commissioners Regular Board Meeting** at 7:00 PM in the Luther Board Room in Town Hall.

c. Committee Liaisons update on Committee Activities.

- Commissioner Bryan Marley - Historic Preservation Committee

Commissioner Marley remarked the Historic Preservation Committee met in August and September to discuss a headstone cleaning project and reprinting Hope Mills Heritage book. The Historic Preservation Committee will also be participating in Trunk or Treat and the Festival of Lights.

- Commissioner Grilley Mitchell - Appearance Commission, RLUAC (Regional Land Use Advisory Commission)
- Commissioner Joanne Scarola – Veterans Affairs Committee

Commissioner Scarola remarked the Veterans Affairs Committee did not meet due to lack of quorum.

- Mayor Pro Tem Dr. McCray - Parks & Recreation Advisory Committee, Prime Movers

Mayor Pro Tem Dr. McCray remarked the Prime Movers Committee will meet this Thursday. During the recent Parks & Recreation Advisory Committee meeting, members discussed seeking grants to upgrade Hope Mills Municipal Park tennis courts and adding pickleball courts. A Hope Mills Senior Expo will be held on March 8th from 10:00 a.m. – 2:00 p.m. and the Veterans Day Ceremony is scheduled for November 11th at 3:00 p.m.

- Mayor Jackie Warner- Mayor’s Youth Leadership Committee, Mid-Carolina Council of Governments, FAMPO TPB (Transportation Policy Board), FCEDC Municipal Advisory Meeting Liaison

Mayor Warner remarked the next Mayor’s Youth Leadership Committee meeting is October 16. Mayor Warner wished to supply materials to her fellow Board members from the recent Mid-Carolina Council of Governments meeting, and noted she attended a North Carolina Mayors Association meeting during which she heard updates about railroad expansions throughout the state, specifically a railroad from Raleigh to Fayetteville.

Mayor Warner commented the League of Municipalities offers free assistance in grant writing for municipalities that have ARP funded projects that require additional funding.

10. STAFF COMMENTS.

11. CLOSED SESSION.

- a. Called Pursuant to NCGS 143-318.11 (a) (3) Attorney-Client Privilege and NCGS 143-318.11 (a) (6) Personnel.

Motion made by Mayor Pro Tem Dr. McCray, seconded by Commissioner Legge and carried unanimously, to conduct a closed session pursuant to NCGS 143-318.11 (a) (3) to consult with the Town Attorney on matters within the Attorney-Client privilege and pursuant to NCGS 143-318.11 (a) (6) to discuss a personnel matter.

Mayor Warner instructed the Board to assemble in the front conference room at 8:02 p.m.

At 8:25 p.m. Mayor Warner called the regular meeting back to order.

Motion made by Mayor Pro Tem Dr. McCray, seconded by Commissioner Legge and carried unanimously, to seal the minutes of the closed session until such time as the release of the information would no longer frustrate the purpose of the closed session and further no action was taken.

Commissioner Legge requested the Town Manager investigate the pay scale of the Hope Mills Police Department. Commissioner Mitchell requested the Town Manager investigate the pay scale of all Town of Hope Mills employees.

12. ADJOURNMENT.

Motion made by Commissioner Legge to adjourn the meeting.

Mayor Warner adjourned the meeting at 8:26 p.m.

Jackie Warner, Mayor

ATTEST:

Jane G. Starling, CMC, NCCMC
Town Clerk

DRAFT

TAB 3



AGENDA FORM

TO: Chancer McLaughlin, Interim Town Manager
FROM: Elisabeth Brown, CFM, Stormwater Administrator
SUBJECT: Labonte Drive Stormwater Repair

BACKGROUND INFORMATION:

Labonte Drive stormwater drainage was just recently cleaned. The pipe line was infiltrated by tree roots which were cleared and removed. We frequently have sink holes on the ~355’ line due to joint separation and root damage. Staff is requesting approval for Ellington Contractors to line this section of pipe to eliminate any further damage to line and private property.

STAFF RECOMMENDATION, IF APPLICABLE:

Approval of proposal from Ellington Contractors and allow Town Manager to execute contract.

RECOMMENDED ACTION:

Same

FISCAL IMPACT:

\$40,000 Budgeted for 23-24 FY

ATTACHMENTS:

Ellington proposal for repair and email with options

This agenda form has been reviewed by:	Initial & Date
Town Manager	CFM 10/10/23
Finance Director	
Town Attorney	
Department Head (s)	EAB 10/9/23
Town Clerk	AW 10/11/23



4617 Zebulon Rd
 Zebulon, NC 27597
 Phone: (919) 375-4667 Fax: (919) 375-4668
 Cell: 919 - 422- 0786

DATE: October 2, 2023

FOR: Labonte Dr

**Full length CIPP
 CB "1" to CB "2"**

Proposal To:
 Town Of Hope Mills
 Attn: Tyler Riddle
 Deputy Stormwater Administrator
 910 429 3517

triddle@townofhopemills.com

Proposal

DESCRIPTION	QTY	Unit	RATE	AMOUNT
Additional Root Cutting (mechanical chain cutter) - we should root cut even more in order to knock back new root growth from our September 2023 cleaning, plus I think we can trim even more away. We will be happy to clean (not root cut) in other places in town on this day - if we are able to get the roots out of the Labonte CIPP line by early afternoon. As you have seen this root cutting takes a cctv van, combination Jet/Vac, large mechanical root cutter, and several workers.	1.00	day	\$ 5,700.00	\$5,700.00
Install a CIPP liner on a 15" RCP drainage pipe. Inversion by air installation and steam cure. Line is approximately 350' long. We cure with UV often, yet the access boxes are small here and steam is likely better because we can invert the liner in - as opposed to pulling it in.	1.00	LS	\$ 34,250.00	\$34,250.00
Includes pipe cleaning, pipe preparation, liner wet out in Martinsville Va., Pick up in refrigerated truck, delivery, installation, trimming, and post cctv.				
Includes signage and cones				
Liner has to be ordered - Work can be performed in about 3-4 weeks from formal agreement				
Wet out off site at Applied Felts in Martinsville, VA.				
This is a structural repair - it will be a new pipe in the existing pipe - 50 plus year life expectancy				
Total Proposal				\$39,950.00

TAB 4



AGENDA FORM

TO: Chancer F. McLaughlin, Interim Town Manager
FROM: Drew Holland, Finance Director
SUBJECT: Contract and Budget Amendment for Pay Study

BACKGROUND INFORMATION: During the October 2nd Town Council meeting the Board of Commissioners directed the Interim Town Manager to begin a pay study for the Town. Attached is a contract for the pay study and a budget amendment to cover the associated costs.

STAFF RECOMMENDATION, IF APPLICABLE:

Authorize Interim Town Manager to sign the contract and approve budget amendment #4 for \$18,000

RECOMMENDED ACTION:

Same as above

FISCAL IMPACT:

_____ Currently Budgeted Requires budget amendment _____ No fiscal impact.

ATTACHMENTS:

BA #4

This agenda form has been reviewed by:	Initial & Date
Town Manager	CFM 10/10/23
Finance Director	DH 10/10/23
Town Attorney	
Department Head (s)	
Town Clerk	JGS 10/11/2023

Town of Hope Mills, North Carolina
Budget Ordinance Amendment
Fiscal Year 2023-2024
Amendment #4

BE IT ORDAINED by the Board of Commissioners of the Town of Hope Mills, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2024:

Section 1. To amend the General Fund, the appropriations are to be changed as follows:

<u>Account</u>		<u>Increase</u>	<u>Decrease</u>
Contract Services	10-425-1270	18,000.00	-
		\$ 18,000.00	\$ -

This will result in a net increase of \$18,000 in the appropriations of the General Fund. To provide the additional revenue for the above, the following revenues will be increased.

<u>Account</u>		<u>Decrease</u>	<u>Increase</u>
Interest Income	10-3910	-	18,000.00
		\$ -	\$ 18,000.00

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Board of Commissioners, and to the Budget Officer and the Finance Officer for their direction.

Adopted this 16th day of October 2023.

Jackie Warner, Mayor

Attest:

Jane G. Starling, Town Clerk

TAB 5



AGENDA FORM

TO: Chancer McLaughlin, Interim Town Manager

FROM: Elisabeth Brown, CFM, Stormwater Administrator

SUBJECT: Donegal Drive Engineering Contract Amendment

BACKGROUND INFORMATION:

Town Staff requested an updated proposal for Engineering services for Donegal Drive. Staff was required to redirect McAdams to amend the scope of services provided. The Engineer provided (attached) a preliminary plan. Some sub-grade testing will be provided in this amendment to determine the required number of underground devices. Staff will be doing a full-depth replacement of the roadway and curbing in the cul-de-sac to minimize any drainage onto private property.

The amendment is covered from Stormwater FY23-24.

STAFF RECOMMENDATION, IF APPLICABLE:

Approval of amendment and allow Town Manager to execute contracts.

RECOMMENDED ACTION:

If it meets the Board’s approval: Move to approve the Donegal Dr. Engineering Contract Amendment and allow the Town Manager to execute the contract.

FISCAL IMPACT:

NTE \$30,000 Budgeted for 23-24 FY

ATTACHMENTS:

Donegal Drive preliminary plan
Donegal Drive amendment

This agenda form has been reviewed by:	Initial & Date
Town Manager	CFM 10/10/23
Finance Director	
Town Attorney	
Department Head (s)	EAB 10/9/23
Town Clerk	JGS 10/10/23

Date: October 10, 2023**AMENDMENT TO AGREEMENT FOR PROFESSIONAL SERVICES:**BETWEEN Town of Hope Mills, North Carolina (Owner / Client)
AND The John R. McAdams Company, Inc.

ORIGINAL AGREEMENT DATED	<u>June 29, 2023</u>
PROJECT NAME	<u>Donegal Drive Storm Drainage Relocation</u>
PROJECT LOCATION	<u>Hope Mills, North Carolina</u>
PROJECT NUMBER	<u>00THM23001</u>
CLIENT CONTACT	<u>Don Sisko</u>

We hereby amend the Agreement for the above-referenced project, as follows:

Owner / client authorizes The John R. McAdams Company, Inc. to perform the following additional services for stormwater repairs at Donegal Drive in Hope Mills, NC:

A4.90 Utility Coordination + Meetings**FEE: \$3,200**

Notifications, coordination and up to two (2) meetings with Fayetteville PWC and other private utility entities in the field to discuss and coordinate project and any necessary utility relocations.

D4.40 Final Design + Construction Documentation**Previous FEE: \$5,800****Additional FEE: \$8,100****Final Total FEE: \$14,200**

- > Additional design effort anticipated due to increase in design scope and coordination required for underground stormwater vaults (plans and specifications).

E4.40 Bid + Construction Phase Support:**Previous FEE: \$4,900****Additional FEE: \$5,200****New Total FEE: \$10,100**

- > Additional effort anticipated due to increase in design scope and coordination required for underground stormwater vaults.

I4.10 Certified As-Builts:**FEE: \$3,500**

- > Provide certification to the Town of Hope Mills that the stormwater management facility has been constructed as per approved plans. Fee assumes the as-built field survey will be provided by others, and that the facility can be certified. Scope assumes one punch list will be generated upon initial inspection, and the facility will be certified upon follow up inspection. If more than one punch list or inspection is required, or if significant changes to the approved calculations are required to certify the facility, then additional scope will be invoiced on an hourly basis per the approved Rate Schedule included in the GSA.

L4.10 Geotechnical Design + Support:
 Allowance NTE: \$10,000

Geotechnical support as required for project including up to two (2) soil test boring to explore subsurface conditions and perform lab analyses to determine hydraulic conductivity and infiltration capabilities of subgrade.

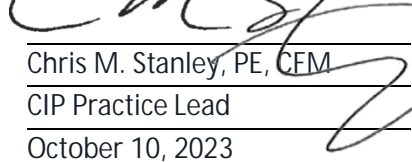
The net change for these additional services shall be Not to Exceed:	\$30,000
Original Contract Amount:	<u>\$17,600</u>
New Contract Amount:	<u>\$47,600</u>

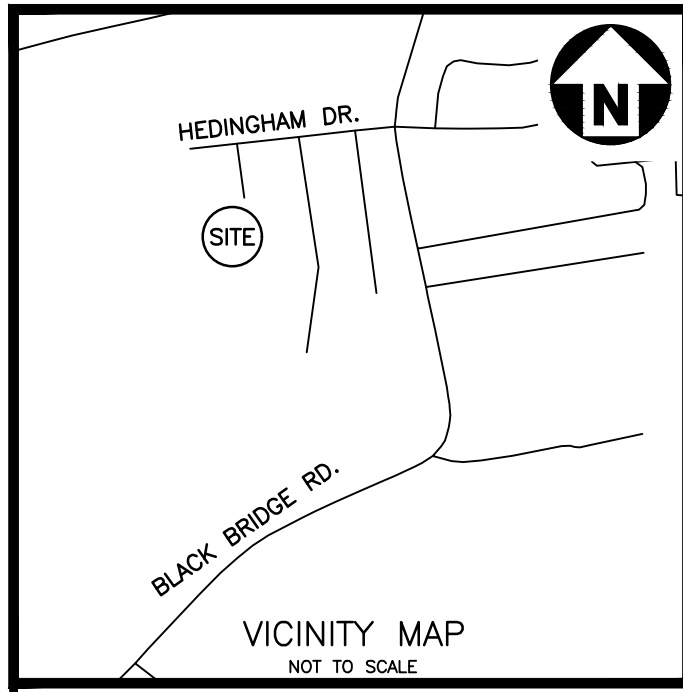
The Terms and Conditions of the original Agreement shall apply to this amendment.

OWNER / CLIENT

By: _____
 Printed Name: _____
 Position: _____
 Date: _____

THE JOHN R. MCADAMS COMPANY, INC.

By: 
 Printed Name: Chris M. Stanley, PE, CFM
 Position: CIP Practice Lead
 Date: October 10, 2023



I, CONNOR J. STEARNS, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION (DEED DESCRIPTION RECORDED IN BOOK AND PAGE AS SHOWN; THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION FOUND IN BOOK AND PAGE AS SHOWN; THAT THE RATIO OF PRECISION OR POSITIONAL ACCURACY IS 0.034' (H) AND 0.078' (V); AND THAT THIS MAP MEETS THE REQUIREMENTS OF THE STANDARDS OF PRACTICE FOR LAND SURVEYING IN NORTH CAROLINA (21 NCAC 56.1600).

WITNESS MY ORIGINAL SIGNATURE, LICENSE NUMBER AND SEAL THIS ____ DAY OF _____, A.D., ____.

PRELIMINARY



I, CONNOR J. STEARNS, CERTIFY THAT THIS PROJECT WAS COMPLETED UNDER MY DIRECT AND RESPONSIBLE CHARGE FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION; THAT THIS GROUND SURVEY WAS PERFORMED AT THE 95 PERCENT CONFIDENCE LEVEL TO MEET FEDERAL GEOGRAPHIC DATA COMMITTEE STANDARDS; THAT THIS SURVEY WAS PERFORMED TO MEET THE REQUIREMENTS FOR A TOPOGRAPHIC/PLANIMETRIC SURVEY TO THE ACCURACY OF CLASS A AND VERTICAL ACCURACY WHEN APPLICABLE TO THE CLASS A STANDARD, AND THAT THE ORIGINAL DATA WAS OBTAINED ON SEPTEMBER 18, 2023; THAT THE SURVEY WAS COMPLETED ON SEPTEMBER 19, 2023; THAT CONTOURS SHOWN AS [BROKEN LINES] MAY MEET THE STATED STANDARD; AND ALL COORDINATES ARE BASED ON NAD83 AND DATUM/EPOCH: (2011) AND ALL ELEVATIONS ARE BASED ON NAVD88.

PRELIMINARY

I, CONNOR J. STEARNS, CERTIFY THAT THIS MAP WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL GPS SURVEY MADE UNDER MY SUPERVISION AND THE FOLLOWING INFORMATION WAS USED TO PERFORM THE SURVEY:

- (1) CLASS OF SURVEY: A
- (2) POSITIONAL ACCURACY: HORIZONTAL 0.034' VERTICAL 0.078'
- (3) TYPE OF GPS FIELD PROCEDURE: NC REAL TIME NETWORK (VRS)
- (4) DATES OF SURVEY: SEPTEMBER 18, 2023
- (5) DATUM/EPOCH: NAD83 (2011)
- (6) PUBLISHED/FIXED-CONTROL USE: NC REAL TIME NETWORK (VRS)
- (7) GEOD MODEL: 18
- (8) COMBINED GRID FACTOR(S): 0.99988536
- (9) UNITS: U.S. SURVEY FEET

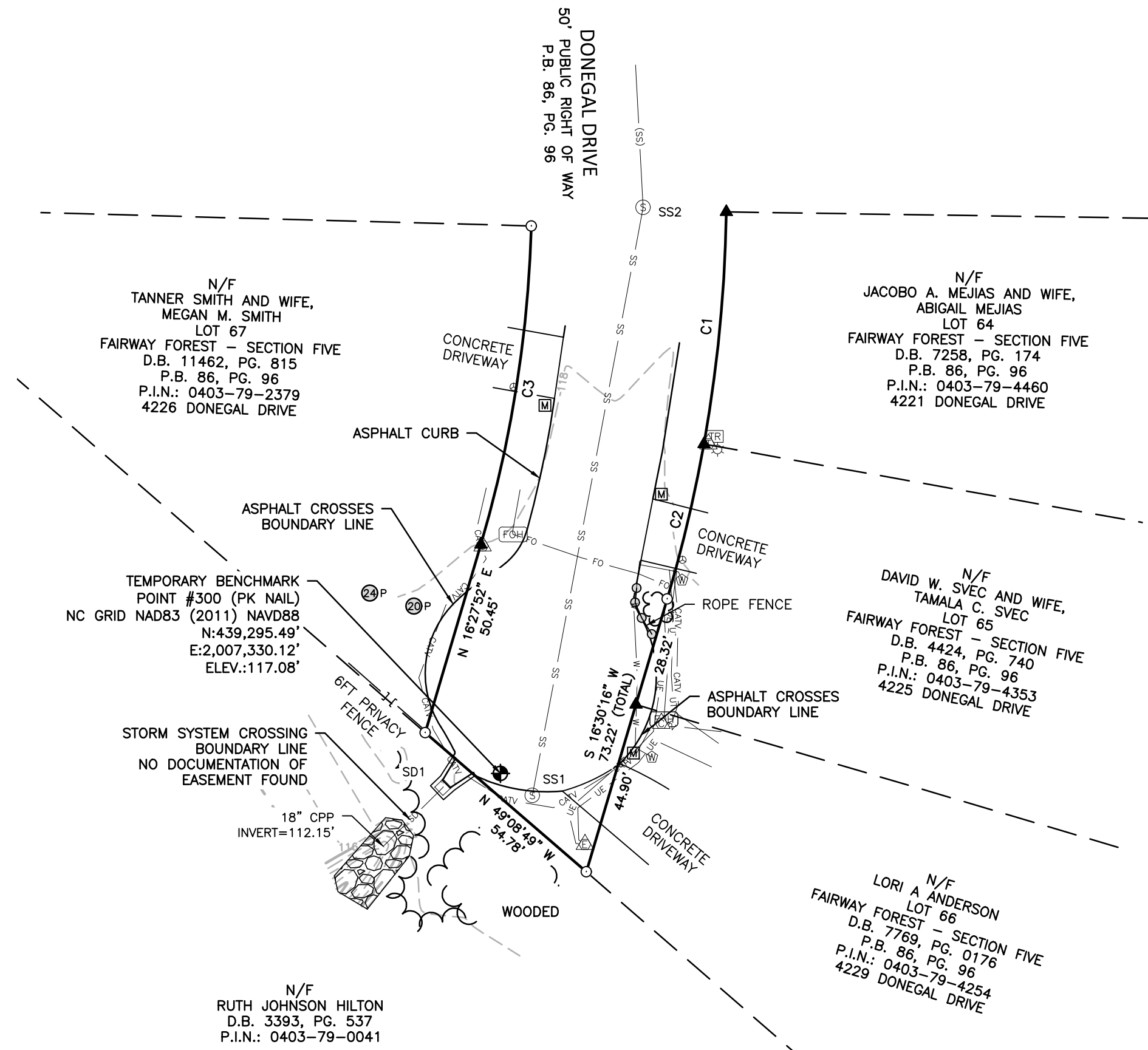
PRELIMINARY

GENERAL NOTES

1. THIS IS A SURVEY OF AN EXISTING PARCEL OF LAND. THIS IS A TOPOGRAPHIC SURVEY.
2. BEARINGS FOR THIS SURVEY ARE BASED ON NC GRID NAD83 (2011).
3. ALL DISTANCES ARE HORIZONTAL GROUND DISTANCES.
4. ZONING: R6 AND 66 PER CUMBERLAND COUNTY GIS.
5. AREA BY COORDINATE GEOMETRY.
6. FLOOD NOTE: THIS PROPERTY IS NOT LOCATED IN A SPECIAL FLOOD HAZARD ZONE. IT IS LOCATED IN ZONE "X" AS DEFINED BY F.E.M.A F.I.R.M COMMUNITY PANEL #3720040300J DATED 1/5/2007.
7. REFERENCES: AS SHOWN
8. **UTILITY STATEMENT**
THE UNDERGROUND UTILITIES SHOWN HAVE BEEN LOCATED FROM FIELD SURVEY INFORMATION AND EXISTING DRAWINGS. THE SURVEYOR MAKES NO GUARANTEE THAT THE UNDERGROUND UTILITIES SHOWN COMPRISE ALL SUCH UTILITIES IN THE AREA, EITHER IN SERVICE OR ABANDONED. THE SURVEYOR FURTHER DOES NOT WARRANT THAT THE UNDERGROUND UTILITIES SHOWN ARE IN THE EXACT LOCATION INDICATED ALTHOUGH HE DOES CERTIFY THAT THEY ARE LOCATED AS ACCURATELY AS POSSIBLE FROM INFORMATION AVAILABLE. THE SURVEYOR HAS NOT PHYSICALLY LOCATED THE UNDERGROUND UTILITIES.
9. THIS SURVEY PERFORMED AND MAP PREPARED WITHOUT BENEFIT OF A TITLE REPORT. THIS SURVEY SUBJECT TO ANY FACTS AND EASEMENTS WHICH MAY BE DISCLOSED BY A FULL AND ACCURATE TITLE SEARCH.
10. NO GRID MONUMENTS FOUND WITHIN 2000' OF SITE.
11. ELEVATIONS FOR THIS SURVEY ARE BASED ON NAVD88.

LEGEND

- BENCHMARK
- CALCULATED POINT
- REBAR
- WATER METER
- DRAINAGE INLET/YARD INLET
- ELECTRIC TRANSFORMER
- ELECTRIC PEDESTAL
- LIGHT POLE
- CLEAN OUT
- SEWER MANHOLE
- CATV PEDESTAL
- FIBER OPTIC HANDHOLE
- BOLLARD
- MAILBOX
- PINE
- BOUNDARY LINE SURVEYED
- BOUNDARY LINE NOT SURVEYED
- WATER LINE
- SEWER LINE
- STORM LINE
- SEWER LINE PER RECORD/GIS
- PRIVACY FENCE
- UNDERGROUND TV CABLE
- UNDERGROUND ELECTRIC LINE
- UNDERGROUND FIBER OPTIC CABLE
- WOOD LINE
- LANDSCAPING

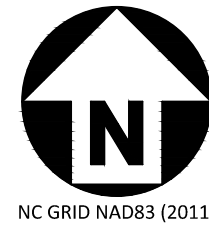
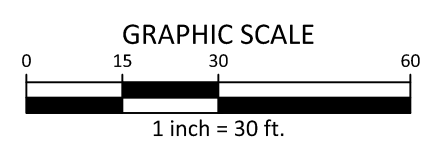


CURVE TABLE				
CURVE	RADIUS	ARC LENGTH	CHORD BEARING	CHORD LENGTH
C1	370.00'	60.06'	S 05°30'07" W	59.99'
C2	370.00'	40.99'	S 13°19'34" W	40.97'
C3	320.00'	83.22'	N 09°00'46" E	82.98'

SD1-DI
TOP=117.12'
18" CPP (SW)=114.20'

SS1-SMH
RIM=117.04'
*COULD NOT ACCESS AT TIME OF SURVEY

SS2-SMH
RIM=118.62'
6" PVC (S)=111.22'
6" PVC (N)=111.21'



McADAMS

The John R. McAdams Company, Inc.
621 Hillsborough Street
Suite 500
Raleigh, NC 27603
phone 919. 361. 5000
fax 919. 361. 2269
license number: C-0293, C-187

www.mcadamsco.com

CLIENT

TOWN OF HOPE MILLS
5770 ROCKFISH ROAD
HOPE MILLS, NC 28348

DONEGAL DRIVE STORM DRAINAGE RELOCATION TOPOGRAPHIC SURVEY
DONEGAL DRIVE
ROCKFISH TOWNSHIP, CUMBERLAND COUNTY, NORTH CAROLINA

REVISIONS

NO.	DATE

PLAN INFORMATION

PROJECT NO. THM-23001
FILENAME THM23001-C1
CHECKED BY JBT
DRAWN BY CJS
SCALE 1"=30'
DATE 09. 14. 2023

SHEET

TOPOGRAPHIC SURVEY

1-1

M:\Projects\THM\THM23001\02-Geomatics\Survey\Topographic\THM23001-C1.dwg, 9/19/2023 3:55:37 PM, Connor Stearns

TAB 6



AGENDA FORM

TO: Chancer McLaughlin, Interim Town Manager
FROM: Don Sisko, Public Works Director
SUBJECT: Pedestrian Bridge Repairs

BACKGROUND INFORMATION: Funding was approved in the FY 23/24 budget to replace the wooden deck boards on the pedestrian bridge spanning the Hope Mills Dam spillway. Public Works posted Requests for Proposals (RFP) on September 6, 2023 with a closing date of September 29, 2023. Five (5) qualifying bids were received, with D & E Construction providing the lowest responsible bid.

STAFF RECOMMENDATION, IF APPLICABLE: N/A

RECOMMENDED ACTION: Authorize the Interim Town Manager to execute a contract with D & E Construction. for the purpose of removing and replacing the deck boards on the pedestrian bridge.

FISCAL IMPACT:

Currently Budgeted Requires budget amendment No fiscal impact.

ATTACHMENTS:

1. Pedestrian Bridge Repair Bid Tabulation
2. D & E Construction bid for services.
3. Contract for Pedestrian Bridge Repair Services

This agenda form has been reviewed by:	Initial & Date
Town Manager	CFM 10/10/23
Finance Director	
Town Attorney	
Department Head (s)	DS 10/9/2023
Town Clerk	

**Town of Hope Mills
Public Works
Construction Services
Bid Tabulation Sheet**

Project Location:	Pedestrian Bridge Repairs
Project Description:	Remove and Replace the Deck Boards on the Bridge
Bids Solicited:	9/6/2023 to 9/29/2023
Project Coordinator:	Stephen Kessinger

Contractor	Total Price
D & E Construction	\$15,900
Greenway Bridge, LLC	\$31,171
M & E Contracting Incorporated	\$31,875
Span Builders	\$45,069
Cinderella Partners Inc.	\$93,379

Low Responsible Bidder – D & E Construction

NORTH CAROLINA
COUNTY OF CUMBERLAND

CONTRACT FOR: Pedestrian Bridge Repairs

THIS CONTRACT, made and entered into this the 17th day of October 2023 by and between the TOWN OF HOPE MILLS, a North Carolina municipal corporation (hereinafter referred to as "TOWN") and D & E CONSTRUCTION, a corporation organized and existing under the laws of the State of North Carolina (hereinafter referred to as "CONTRACTOR").

W I T N E S S E T H:

That the Town and the Contractor, for the consideration stated herein, mutually agree as follows:

1. STATEMENT OF WORK. Contractor shall complete all Work as specified or indicated in the Contract Documents for Pedestrian Bridge Repairs. The Work is generally described as follows: Remove and replace the wooden deck boards on the pedestrian bridge that spans the Hope Mills Dam spillway. The Contractor shall furnish all supervision, labor, materials, machinery, tools, equipment and services necessary to complete the prescribed work in an efficient and workmanlike manner, and in accordance with all applicable federal, state or local laws, acts or requirements, etc. (hereafter the "Contract Work").
2. INCORPORATION OF SPECIFICATIONS: The general specifications, technical specifications, "information for bidders" are a part and parcel of this contract, incorporated by reference hereto and a part hereof to the same extent as if set forth herein in full.
3. CONTRACT PRICE: The Town will pay the Contractor for performance of the contract, the sum of \$15,900 to be paid as follows: Not to exceed every 30 days, with representative verification. The Town, before making any payment, may require the Contractor to furnish releases or receipts from any or all persons performing work and supplying material or services to the Contractor, or any subcontractor, for work under this contract, if this is deemed necessary to protect its interests.
4. CONTRACT DOCUMENTS: The Contract Documents consist of the following:
 - (A) This Agreement
 - (B) Specifications as listed in the Request for Proposals, dated September 6, 2023
 - (C) Exhibits to this Agreement:
 - a. Contractors Bid
 - (D) The following which may be delivered or issued on or after the effective date of this agreement and are not attached hereto:
 - a. Notice to Proceed
 - b. Work Change Directives
 - c. Change Orders

5. INDEPENDENT CONTRACTOR. The parties acknowledge that the Contractor is an independent contractor and in no way or for any reason shall be considered an employee of the Town. Except as otherwise provided by this Contract, the Contractor shall have full discretion to determine which tools and methods shall be used and how much time shall be devoted to the completion of the Contract Work. Also, the Contractor shall have full authority and discretion to employ those persons or subcontractors the Contractor deems necessary to complete the Contract Work.
6. COMPLIANCE WITH ALL PERMITS AND CODES. The contractor shall give all notices required by, and comply with all applicable codes, ordinances, laws and acts of the United States, State of North Carolina, County of Cumberland and/or the Town of Hope Mills, and shall, at his own expense, secure and pay the fees or charges for all permits required for the performance of the Contract work.
7. CARE OF WORK. The Contractor shall be responsible for and required to make good all damages to persons or property that may occur during the contract period, caused by carelessness, neglect, or want of due precaution on the part of the Contractor, or as a result of his fault or negligence in connection with the prosecution of the work and shall be responsible for the proper care and protection of all work performed until completion and final acceptance of the work by the Town. He shall repair at his own expense in a manner satisfactory to the Town any damage caused by his operations.
8. ACCIDENT PREVENTION. The Contractor shall exercise proper precautions at all times for the protection of persons or property and shall be responsible for all damages to persons or property, either on or off the site. The safety provisions of applicable laws, acts and building and construction codes shall be observed and the Contractor shall take or cause to be taken such additional safety and health measures as is determined to be reasonably necessary.
9. INDEMNIFICATION OF TOWN.
 - (A) The Contractor shall indemnify and hold harmless the Town from liability for any damage to persons or property resulting from prosecution of work under this Contract.
 - (B) The Contractor shall indemnify and hold harmless the Town from any and all claims of subcontractors performing services or supplying material to the site.
 - (C) The Contractor shall indemnify and hold harmless the Town and the officers and agents thereof from any and all claims, suits and proceedings of every name and description which may be brought against the Town or the officers and agents thereof, for or on account of any injuries or damages to persons or property received or sustained by a person or persons, firm or corporation, of, by or in consequence of any materials used in said work, or by or on account of any improper material or workmanship in its construction, or by or on account of any accident or of any other act or omission of said Contractor or their agents, employees, servants or workers.
10. INSURANCE. The work and products to be provided under this Contract shall not commence until the contractor has obtained all required insurance and certificates of insurance have been submitted to and approved by the Town. These certificates shall contain a provision that coverage afforded under the policies will not be canceled, reduced in amount or coverage eliminated until at least thirty (30) days after mailing written notice, by certified mail, return receipt requested to the insured and the Town of such alteration or cancellation. The Town of Hope Mills shall also be named as an additional insured.
 - (A) Workers' Compensation and Employer's Liability

The contractor shall provide and maintain, during the life of the Contract, workers' compensation insurance, as required by law, as well as employer's liability coverage with minimum limits of \$1,000,000 for each accident, \$1,000,000 disease for each employee, and \$1,000,000 disease coverage limit.

(B) General Liability Coverage

The contractor shall carry comprehensive general liability insurance to protect the contractor and his subcontractors against claims for injury to or death to one, or more than one person due to accidents which may occur or result from operations under the Contract and to protect him and his subcontractors from claims for property damage which might arise from operations under the Contract. Such general liability insurance shall cover the use of all equipment, hoists, and motor vehicles on the site, or hauling materials or debris from the site.

Minimum limits of general liability insurance shall be as follows:

- General Liability - \$2,000,000 (Can be \$1,000,000 of General Liability with \$1,000,000 of Umbrella or Excess Coverage)
- Auto Liability - \$2,000,000 (Can be \$1,000,000 of Auto Liability with \$1,000,000 of Umbrella or Excess Coverage)

All deductibles shall be the responsibility of the Contractor.

11. EQUAL EMPLOYMENT OPPORTUNITY. During the performance of this Contract, the Contractor agrees as follows:

(A) The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, national origin, religion, sex, age, or handicap. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, creed, color, national origin, religion, sex, age, or handicap. Such action shall include but not be limited to employment, upgrading, demotion, transfer recruitment, or recruitment advertising, layoff, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The Contractor agrees to post notices setting forth the provisions of this non-discrimination clause in conspicuous places available to employees and applicants for employment.

(B) In the event of the Contractor's noncompliance with the non-discrimination clauses of this Contract or with any of such releases, regulations or orders, this contract may be cancelled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts.

12. E-VERIFY. The Contractor shall comply with the requirements of G.S. § 160A-20.1(b), which compliance shall be documented by an executed affidavit of the Contractor.

13. TIME FOR COMPLETION. The work the Contractor is required to perform under this contract shall be commenced on or before a date to be specified in the NOTICE TO PROCEED and to fully complete the project within 60 consecutive calendar days thereafter.

14. INSPECTION OF WORK. All materials and each part or detail of the work shall be subject to inspection by the Town. The Town shall be allowed access to all parts of the work and shall be

furnished with such information and assistance by the Contractor as is required to make a complete and detailed inspection.

15. CARE OF EXISTING FACILITIES. In execution the work, the Contractor shall exert every effort not to injure existing facilities or to break into them. Any damage that is done thereto shall be promptly repaired by the Contractor at his own expense. He shall not interrupt or interfere with operation of the existing facilities during construction except when absolutely necessary. When this is the case, he shall consult with the Town Manager or his or her designee as to procedure, and shall be governed by their decision. Any improvements damaged during construction of the project shall be restored to a condition equal to that existing at the time of award of contract.
16. GUARANTEE OF ALL WORK. All work shall be guaranteed by the Contractor and his Sureties against defects resulting from the use of faulty or inferior materials, equipment, or workmanship for one year from the date of final completion of the work as signified by acknowledgment of receipt of final Payment by the Contractor, or from date of notice of full occupancy of the facility by the Town, whichever is earlier, or from the date of final completion as established by the Town.

Additional Warranties/Guarantees: None

17. TERMINATION OF CONTRACT.

- (A) If the Contractor refuses or fails to prosecute the work with such diligence as will ensure its completion within the time specified, the Town may terminate the Contractor's rights to proceed with the work. Upon such termination, the Town may take over the work and prosecute the same to completion by contract or otherwise, and the Contractor and his sureties shall be liable to the Town for any additional cost incurred by the Town in its completion of the work and they shall also be liable to the Town for liquidated damages for any delay in the completion of the work as provided below. If the Contractor's right to proceed is so terminated, the Town may take possession of and utilize in completing the work such materials, tools, equipment, and plans as may be on the site of the work and necessary thereof.
- (B) The Town may terminate this Contract at any time for any reason or no reason at all upon five (5) business days' written notice to the Contractor. If the Town terminates pursuant to this subsection, it shall pay the Contractor for the reasonable value of the services and materials provided as of the date of termination.

18. FORCE MAJEURE. The Contractor shall not be responsible for delays or failures if such delays or failures arise out of causes beyond its control. Such causes may include, but are not restricted to, acts of God or of the public enemy, fires, floods, epidemics, riots, quarantine restrictions, strikes, freight embargoes, earthquakes, electrical outages, computer or communications failures, and severe weather. Should one of the causes delay the Contractor's completion of the Contract Work within the time specified herein, the parties shall agree to a reasonable extension of the time to complete the Work without penalty to the Contractor.
19. LIQUIDATED DAMAGES FOR DELAYS. If the work is not completed within the time stipulated in herein, including any extensions of time granted for excusable delays, the Contractor shall pay to the Town the sum of \$250.00 for each calendar day of delay, until the work is satisfactorily completed.

20. CHANGES IN THE WORK. Changes in the scope of work and time under this contract shall be in writing and mutually executed by the Contractor and the Town. The Contractor shall not be paid for any work requiring a change order unless the Town approves the change order.

21. CHOICE OF LAW. Any and all disputes arising from this Contract or work performed pursuant to this Contract shall be governed by the laws of the State of North Carolina.

IN WITNESS WHEREOF, the Town and the Contractor have executed this Contract as of the day and year first above written.

TOWN OF HOPE MILLS

D & E CONSTRUCTION

By: _____

By: _____

Title: _____

ATTEST:

This instrument has been pre-audited in the manner required by the local government budget and fiscal control act.

Date

IRAN DIVESTMENT ACT CERTIFICATION

Contractor certifies that, as of the date listed below, it is not on the final Divestment List as created by the State Treasurer pursuant to N.C.G.S 143-6A-4. In compliance with the requirements of the Iran Divestment Act and N.C.G.S. 143-6A-5(b), Contractor shall not utilize in the performance of the contract any subcontractor that is identified on the Final Divestment List.

Contractor

Date

ATTEST:

TAB 7

GENERAL FUND - September 30, 2023

	Budget	Actual YTD	Variance	%	Encumbered	Variance	%
Revenues							
Ad Valorem Taxes	6,898,650	638,565	6,260,085	9%	-	6,260,085	9%
Other Taxes & Licenses	125,200	21,779	103,421	17%	-	103,421	17%
Intergovernmental Revenues	6,228,350	505,356	5,722,994	8%	-	5,722,994	8%
Grants/Reimbursements	-	-	-	0%	-	-	0%
Public Safety Revenues	12,000	5,389	6,611	45%	-	6,611	45%
Permits & Fees	707,100	386,439	320,662	55%	-	320,662	55%
Environmental Fees & Revenues	1,621,000	146,667	1,474,333	9%	-	1,474,333	9%
Parks & Recreation Fees	227,600	44,941	182,659	20%	-	182,659	20%
Other Revenues	254,400	98,171	156,229	39%	-	156,229	39%
Approp from Fund Balance	685,725	-	685,725	0%	-	685,725	0%
Total Revenues	16,760,025	1,847,307	14,912,718	11%	-	14,912,718	11%
Expenditures							
General Government							
Governing Body	109,025	37,045	71,980	34%	-	71,980	34%
Administration	483,025	82,973	400,052	17%	233	399,820	17%
Human Resources	342,750	77,643	265,107	23%	-	265,107	23%
Finance	550,150	154,360	395,790	28%	-	395,790	28%
Tax Listings & Collections	85,000	8,388	76,612	10%	-	76,612	10%
Legal	78,000	13,000	65,000	17%	-	65,000	17%
Planning & Zoning	514,600	119,944	394,656	23%	530	394,126	23%
PW Director	407,350	101,588	305,762	25%	-	305,762	25%
Bldg Operating & Maint	613,025	135,981	477,044	22%	15,131	461,913	25%
Service Garage	167,900	44,892	123,008	27%	-	123,008	27%
Total General Government	3,350,825	775,814	2,575,011	23%	15,894	2,559,118	24%
Public Safety							
Law Enforcement	4,900,325	1,437,874	3,462,451	29%	108,878	3,353,572	32%
Animal Control	77,600	22,493	55,107	29%	-	55,107	29%
Fire Department	3,056,875	806,561	2,250,314	26%	15,077	2,235,237	27%
Inspections	558,575	148,859	409,716	27%	-	409,716	27%
Total Public Safety	8,593,375	2,415,788	6,177,587	28%	123,955	6,053,632	30%
Transportation							
Streets	487,925	113,848	374,077	23%	-	374,077	23%
Total Transportation	487,925	113,848	374,077	23%	-	374,077	23%
Environmental Protection							
Sanitation	1,318,650	272,416	1,046,234	21%	6,807	1,039,428	21%
Total Environmental Protection	1,318,650	272,416	1,046,234	21%	6,807	1,039,428	21%
Cultural & Recreational							
Parks & Recreation	632,125	156,311	475,814	25%	10,541	465,272	26%
Programs/Events	593,075	176,944	416,131	30%	583	415,548	30%
Athletics/Field Maintenance	985,350	224,442	760,908	23%	15,422	745,486	24%
Total Cultural & Recreational	2,210,550	557,697	1,652,853	25%	26,547	1,626,306	26%
Debt Service							
	798,700	461,725	336,975	58%	-	336,975	58%
Total Expenditures	16,760,025	4,597,287	12,162,738	27%	173,202	12,335,940	28%
Total Revenues		1,847,307			1,847,307		
Total Expenditures		4,597,287			4,770,489		
Revenues over/(under) Expenditures		(2,749,980)			(2,923,182)		

CASH ACCOUNTS - September 30, 2023

Checking Account:	\$	535,464
Cash on Hand:		1,100
Investment Accounts:		6,495,464
Capital Reserve Funds		8,030,554
Restricted Funds		654,366
Total Cash:	\$	15,716,948

Fund 20 - Powell Bill
9/30/2023

Revenues:	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>	<u>%</u>	<u>Encumbered</u>	<u>Variance</u>	<u>%</u>
Powell Bill Distribution	496,950.00	244,649.85	252,300	49%	-	252,300	49%
Interest Income	7,500.00	6,083.02	1,417	81%	-	1,417	81%
FAMPO Grant	-	5,831.16	(5,831)	0%	-	(5,831)	0%
Approp from Fund Balance	-	-	-	0%	-	-	0%
Total Revenues:	504,450.00	256,564.03	247,886	51%	-	247,886	51%

Expenditures:							
Salaries & Benefits	157,975.00	46,340.41	111,635	29%	-	111,635	29%
Operating Expenses	100,475.00	13,372.82	87,102	13%	3,568	83,534	17%
Debt Service	22,275.00	-	22,275	0%	-	22,275	0%
Operating Transfer - Out	-	-	-	0%	-	-	0%
Capital Outlay	223,725.00	6,150.28	217,575	3%	-	217,575	3%
Total Expenditures:	504,450.00	65,863.51	438,586	13%	3,568	435,018	14%

Total Rev Over/(Under) Exp 190,700.52

Fund Balance as of June 30, 2023 410,299.77
 Revenues over/(under) Expenditures as of 9/30/23 190,700.52
 Total amount in Powell Bill Reserves 601,000.29

Fund 91 - Stormwater Fund
9/30/2023

Revenues:	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>	<u>%</u>	<u>Encumbered</u>	<u>Variance</u>	<u>%</u>
Stormwater Fees	924,450.00	121,640.91	802,809	13%	-	802,809	0%
Tax Penalties & Interest	-	-	-	0%	-	-	0%
Interest Income	10,000.00	2,505.00	7,495	25%	-	7,495	25%
Transfer from General Fund	-	-	-	0%	-	-	0%
Approp from Fund Balance	-	-	-	-	-	-	-
Total Revenues:	934,450.00	124,145.91	810,304	13%	-	810,304	13%

Expenditures:							
Salaries & Benefits	216,625.00	59,188.06	157,437	27%	-	157,437	27%
Operating Expenses	154,250.00	13,289.97	140,960	9%	-	140,960	9%
Debt Service	135,075.00	45,862.35	89,213	34%	-	89,213	34%
Operating Transfer - Out	-	-	-	0%	-	-	0%
Capital Outlay	428,500.00	193,440.27	235,060	0%	293,989	(58,929)	0%
Total Expenditures:	934,450.00	311,780.65	622,669	33%	293,989	328,680	65%

Total Rev Over/(Under) Exp (187,634.74)

Fund Balance as of June 30, 2023 1,072,238.33
 Revenues over/(under) Expenditures as of 9/30/23 (187,634.74)
 Total amount in Stormwater Reserves 884,603.59

TAB 8



Town Manager's Report

BOARD OF COMMISSIONERS REGULAR MEETING | OCTOBER 16, 2023

HOPE MILLS HERITAGE

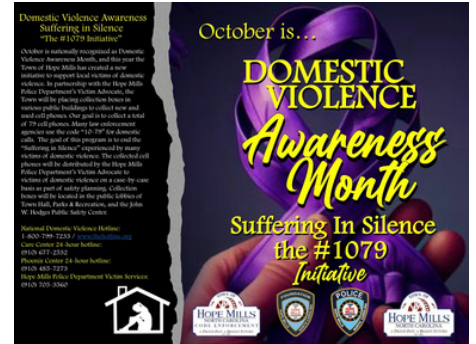
Ole Mill Days: The Town of Hope Mills would like to clarify information tied to the Ole Mill Days Festival Event. Traditionally, the Ole Mill Days Festival Event was organized and facilitated by the Parks and Recreation Department as a full-scale festival in October with an associated event called The Ole Mill Days Reunion which is organized and facilitated by the Hope Mills Historic Preservation Committee as a way to bring families and friends together in remembrance of the rich history of mill workers. With the Ole Mill Days Reunion, town staff would assist the Historic Preservation Committee by staffing the event and coordinating food while providing the location at Town Hall. In recent years, the Ole Mill Days Festival event was rebranded to "Bites, Boos, and Brews" in an effort to garner more wide ranging participation from the general public but the Ole Mills Days Reunion event remained a staple in the Town of Hope Mills.

Due to the budget outlook of the current fiscal year, the Bites, Boos, and Brews event was cancelled by the Parks and Recreation Department with reductions in funding to Christmas light decorations and candy for our annual Trunk or Treat event due to budget cuts. With expenses ranging in upwards of \$20,000 for Bites, Boos, and Brews, staff felt that this event could not be funded this fiscal year, however, the typical \$300 allocation for the Ole Mill Days Reunion remained in the budget. In regards to this years Ole Mills Days Reunion, the Hope Mills Historic Preservation Committee opted not to facilitate the event this year in an effort to rebrand it in March of 2024 as a Charter Day Event.

The Town of Hope Mills will always continue to recognize the rich tradition of our Mill history and will support any endeavor tied to the preservation of its heritage.

AROUND TOWN

Domestic Violence Awareness - Suffering in Silence: "The #1079 Initiative": October is nationally recognized as Domestic Violence Awareness Month, and this year the Town of Hope Mills has created a new initiative to support local victims of domestic violence. In partnership with the Hope Mills Police Department's Victim Advocate, the Town will be placing collection boxes in various public buildings to collect new and used cell phones.



Our goal is to collect a total of 79 cell phones. Many law enforcement agencies use the code "10-79" for domestic calls. We hope to exceed this goal to assist as many victims as possible. The goal of this program is to end the "Suffering in Silence" experienced by many victims of domestic violence. The collected cell phones will be distributed by the Hope Mills Police Department's Victim Advocate to victims of domestic violence on a case-by-case basis as part of safety planning. Collection boxes will be located in the public lobbies of Town Hall, Parks & Recreation, and the John W. Hodges Public Safety Center. Please remove any personal data/pictures from used cell phones, conduct a factory reset of the phone prior to drop-off, and include a cell phone charger if possible.

If you or someone you know is experiencing domestic violence, please reach out to one of the local or national resources available. No one should have to suffer in silence.

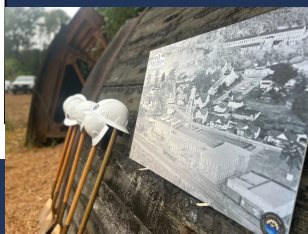
- National Domestic Violence Hotline: 1-800-799-7233 / www.thehotline.org
- Care Center 24-hour Hotline: (910) 677-2532
- Phoenix Center 24-hour Hotline: (910) 485-7273
- Hope Mills Police Department Victim Services: (910) 705-3560

Trunk or Treat: REMINDER! -Trunk or Treat will take place on Friday, October 27, 2023, from 5:30 p.m. to 7:30 p.m. at Rockfish Elementary School located at 5763 Rockfish Road. Setup and check-in for anyone who has registered their trunk to participate begins at 4:00 p.m.



Heritage Park Groundbreaking

On Friday, October 6th the Town of Hope Mills held a groundbreaking to signify the beginning of the construction of Heritage Park Phase I. The site of Historic Mill #1 which is situated across from Hope Mills Lake will be redesigned into a passive park that will utilize elements of the history Mill that include the repurposing of the old dam gates and flume. Staff will continue to update the community as the project will now proceed to bidding and construction.



TAB 9

RESIDENTIAL CONSTRUCTION**NEW SINGLE FAMILY**

OWNER / ADDRESS	DESCRIPTION/PERMIT #	EST VALUE
MANNO GUERRIER 5606 DUNCAN ST	NEW RESIDENTIAL	205,688
DREAM FINDERS HOMES LLC 4232 DOCK VIEW RD	NEW RESIDENTIAL	304,888
ARMSTONG BUILDERS 2264 VOLTA DR	NEW RESIDENTIAL	343,651
ARMSTRONG BUILDERS LLC 2272 VOLTA DR	NEW RESIDENTIAL	340,455
ARMSTONG BUILDERS LLC 2268 VOLTA DR	NEW RESIDENTIAL	291,662
TOTAL NEW SINGLE FAMILY	# of PERMITS: 5	1,486,344

RESIDENTIAL ADDITIONS

OWNER / ADDRESS	DESCRIPTION/PERMIT #	EST VALUE
MILES WALSTON JR 1445 ROUGH RIDER LN	Residential Additions	15,000
RONNIE MCCORMACK JR 3614 CONCORD	Residential Additions	59,975
STEPHEN SKRZYDLINSKI 5516 CRENSHAW	Residential Additions	73,900
TOTAL RESIDENTIAL ADDITIONS	# of PERMITS: 3	148,875

RESIDENTIAL RENOVATIONS

OWNER / ADDRESS	DESCRIPTION/PERMIT #	EST VALUE
RONALD & DONNA MAURY 4753 LEGION RD	Residential Renovations/Alterations	27,111
JOSE CLAVIJO 3925 ELLISON ST	Residential Renovations/Alterations	28,000
THE OVERTON GROUP 4230-B,C LEGION RD	Residential Renovations/Alterations	51,000
PAUL KELLY 3232 LILLIAN PL	Residential Renovations/Alterations	12,300
TOTAL RESIDENTIAL RENOVATIONS	# of PERMITS: 4	118,411

TOTAL ALL RESIDENTIAL CONSTRUCTION: # of PERMITS: 12 1,753,630

COMMERCIAL CONSTRUCTION**COMMERCIAL RENOVATIONS**

OWNER / ADDRESS	DESCRIPTION/PERMIT #	EST VALUE
UNKNOWN 3020 N MAIN ST	Commercial Renovations/Alteration	425,000
TOTAL COMMERCIAL RENOVATIONS	# of PERMITS: 1	425,000

TOTAL ALL COMMERCIAL CONSTRUCTION: # of PERMITS: 1 425,000

TOWN OF HOPE MILLS - INSPECTIONS & PERMITTING

Date: 9/29/2023 12:14 PM

Permit & Inspection Report For The Month Ending: 9/30/2023

Page 2 of 3

OTHER PERMITS

OTHER BUILDING PERMITS

OWNER / ADDRESS	DESCRIPTION/ PERMIT #	EST VALUE
WALTER WARFEL 3509 CRAMPTON RD	Residential Accessory Struct/Re-Roof/Fence/D	20,160
SAMUEL VOIGHT 1549 GALLANT FOX CT	Residential Accessory Struct/Re-Roof/Fence/D	61,682
THERESA FRETT 5433 SUNNYBRIGHT LN	Residential Accessory Struct/Re-Roof/Fence/D	12,000
TOTAL OTHER BUILDING PERMITS	# of PERMITS: 3	93,842

SIGN PERMITS

OWNER / ADDRESS	DESCRIPTION/ PERMIT #	EST VALUE
TOWN OF HOPE MILLS 5445 LAKEVIEW RD	Sign	
ROCKFISH ELEMENTARY SCHOOL 5763 ROCKFISH RD	Sign	
TOTAL SIGN PERMITS	# of PERMITS: 2	

TOTAL FOR ALL BUILDING PERMITS: # of PERMITS: 18 2,272,472

CERTIFICATES OF OCCUPANCY

DATE ISSUED	ADDRESS	PERMIT #	TYPE	EST VALUE
9/5/2023	4001 HUNTING PATH DR		PERMANENT	256,858
9/13/2023	3026 BRANSCOMBE RD		PERMANENT	286,198
9/18/2023	4310 LEGION RD		PERMANENT	950,000
9/18/2023	4005 HUNTING PATH DR		PERMANENT	255,236
9/18/2023	3032 BRANSCOMBE RD		PERMANENT	266,482
9/22/2023	3947 HUNTING PATH DR		PERMANENT	241,852
9/29/2023	3955 HUNTING PATH DR		PERMANENT	247,402

TOTAL PERMIT & INSPECTION FEES COLLECTED: 34,290.00

TOTAL OTHER REVENUE COLLECTED: 0.00

TOTAL REVENUE COLLECTED: 34,290.00

OTHER PERMITS ISSUED

TYPE	RES	COMM	FEES	VALUE
ELECTRICAL PERMIT	21	11	4865.00	
MECHANICAL PERMIT	17	9	6530.00	
ZONING PERMIT	10	5	3700.00	
MISCELLANEOUS PERMIT	12	0	140.00	
PLUMBING PERMIT	9	3	3585.00	
DRIVEWAY/SIDEWALK PERMIT	5	0	500.00	
INSULATION PERMIT	6	1	930.00	35,036
TOTALS:	80	29	20250.00	35,036

TOWN OF HOPE MILLS - INSPECTIONS & PERMITTING
Permit & Inspection Report For The Month Ending: 9/30/2023

Date: 9/29/2023 12:14 PM

Page 3 of 3

PROJECT CODE RECAP

PERMITS BY TYPE	# OF PERMITS	FEES	VALUE
Commercial Renovations/Alteration	1	2,500.00	425,000
Driveway	5	500.00	
Electrical (Non-Residential)	11	2,675.00	
Electrical (Residential)	21	2,190.00	
Insulation	7	930.00	35,036
Mechanical (Non-Residential)	9	1,875.00	
Mechanical (Residential)	17	4,655.00	
Miscellaneous-Yard Sales-Internet Merchant	12	140.00	
NEW RESIDENTIAL	5	8,978.00	1,486,344
Plumbing (Non-Residential)	3	1,075.00	
Plumbing (Residential)	9	2,510.00	
Residential Accessory Struct/Re-Roof/Fence/DECKS	3	662.00	93,842
Residential Additions	3	864.00	148,875
Residential Renovations/Alterations	4	796.00	118,411
Sign	2	140.00	
Zoning	15	3,700.00	
TOTALS:	127	34,190.00	2,307,508

PERMITS BY AREA

DESCRIPTION	# OF PERMITS	VALUE
GEORGETOWN ESTATES	7	635,313
SWEET WATER SUBDIVISION	1	
THE RESERVE AT LAKE UPCHURCH	6	304,888
TOTALS:	14	940,201

INSPECTIONS BY TYPE

PERMIT TYPES	# OF INSPECTIONS	RES	COM
BUILDING PERMIT	71	52	19
ELECTRICAL PERMIT	78	43	35
INSULATION PERMIT	20	16	4
MECHANICAL PERMIT	35	26	9
PLUMBING PERMIT	42	32	10
SIGN PERMIT	1		1
TOTALS:	247	169	78

Total # of Inspections: 247



Public Works Monthly Activity Report

September 2023

The Public Works Department builds the foundation for a thriving town by providing essential services that enhance the community’s quality of life. Public Works is comprised of five sub-Departments which include: Public Works Directorate, Buildings and Grounds, Sanitation, Streets, and the Service Garage.

Public Works Directorate

4 Employees

The Public Works Directorate coordinates and blends the efforts of all Departments of Public Works in accomplishing the directives of the Town Council and the Town Manager; this includes oversight of design and construction of facilities and streets infrastructure within the Town, as well as management of Capital Improvements Projects (CIP’s).

Project Status

Project	Funding Amount	Source of Funding	Status	Remarks
Hope Mills Lake Multi-Use Path	\$499,200.00	FAMPO (80% Federal: \$399,360 20% Local match: \$99.840)	0%	CE Approved
Pringle Way Street/Stormwater Upgrade	ENG Estimate \$614,537.05	ARPA Funding	~2%	Prepping Bid Documents
Dam Survey	\$4,900.00	TOHM FY 23/24	0%	In scheduling
East Patterson Street Embankment	\$2,500,000.00	State Budgeted Funds	2%	In engineering
Town Hall ADA Door Upgrade	\$40,000.00	TOHM FY 23/24	0%	Evaluating Bids
Creek Clearing	\$182,500.00	State Budgeted Funds	100%	Complete
Woodland Hills Street/Storm water Repair	\$2,058,970.00	State Budgeted Funds/ARPA	3.80%	Prepping Bid Documents
Replace Lake Pedestrian Bridge Boards	\$30,000.00	TOHM FY 23/24	0%	Recommended bid to BOC for approval 10/16/2023
Town Hall Damper Installation	\$14,396.00	TOHM FY 23/24	100%	Complete
Sheffield Farms 5 Street Inspection/Acceptance	N/A	N/A	85%	Initial Inspection Complete 9/7/23
Hope Mills Dam EAP Update	\$18,700.00	TOHM FY 23/24	40%	Analyzing Data from 3D Survey

Buildings and Grounds Department

5 Employees

Work Completed in September

Public Works Facility

- Cleaned building PW1-Daily
- Cleaned and washed trucks-weekly
- Perform preventive maintenance on lawn care and other equipment-weekly
- Inspected fire extinguishers in all buildings.
- Tested battery-operated emergency lights in all buildings.
- Tested battery back-up Exit lights in all buildings.
- Grounds: Roundup Sprayed around the facility
- Clean Bathrooms in building daily

Parks and Recreation Center (Exterior)

- Removed litter daily
- Blew debris from parking lots and sidewalks- daily
- Mow weekly
- Sprayed Roundup and Insecticide when needed

Town Hall

- Inspect building –daily
- Emptied outside trash cans-daily
- Removed litter-daily
- Blow debris from parking lots and sidewalks-daily
- Inspected all fire extinguishers.
- Tested all battery backup exit lights.
- Tested all battery-operated emergency lights.
- Exercised emergency generator.
- Mow and weed eat weekly
- Put flags at half-mast on days needed.
- Cleaned debris out of all light fixtures
- Air Handler replaced
- Pine straw put in beds where needed

John W. Hodges Public Safety Center

- Removed litter daily
- Mowed weekly
- Spray roundup and herbicide as needed.

- Pull weeds as needed
- Repaired urinal for police chief
- Repair irrigation as needed

Fire Department (Exterior)

- Removed litter-daily
- Removed leaves and pine straw as needed
- Mowed weekly
- Clear sidewalks of debris daily.
- Pull weeds as needed
- Manicured grounds for the opening ceremony for the new building
- Sprayed herbicide and pesticide as needed
- Repair irrigation as needed.

Cemetery Maintenance

- Mac Rae Cemetery
 - Removed litter daily
 - Removed pine straw and leaves weekly
 - Mowed weekly
- Adcock's Cemetery
 - Removed litter daily
 - Mowed weekly
- Hope Mills Cemetery
 - Removed litter daily
 - Mowed weekly
 - Sprayed Roundup
 - Removed leaves and Pine straw

Hope Mills Lake and Dam Maintenance

- Removed litter
- Pedestrian bridge inspections-daily
- Mowed weekly
- Daily watering as needed
- Worked on electricity for eel latter
- Count eels once a week
- Opened and lowered water gate on spillway

Gateway Maintenance

- Intersection Legion Rd. and Lakeview

- Removed litter-daily
- Mowed weekly

- Corner of Legion Rd. and Camden
 - Removed Litter Daily
 - Mowed weekly

- I-95 Exit 41- Biweekly
 - Removed litter, on Southbound “on ramp”
 - Removed litter, on Northbound “off ramp”
 - Removed litter, on Northbound “on ramp”
 - Removed litter, on Southbound “off ramp”
 - Removed litter, on Southbound “on ramp”
 - Removed sticks and limbs from wooded area at northbound “off ramp”
 - Mowed weekly

- Gateway Signs
 - Inspected Weekly

Miscellaneous

- Gas level readings-weekly
- Purchased supplies and parts as needed
- Mowed and trimmed Camden Road Median

Sanitation Department

6 Employees

Work Completed in September

Mosquito Spraying

Date Sprayed	September-07	September-14	September-17	September-21	September-28	Total
Gallons Used	5	7	0	7	6	25

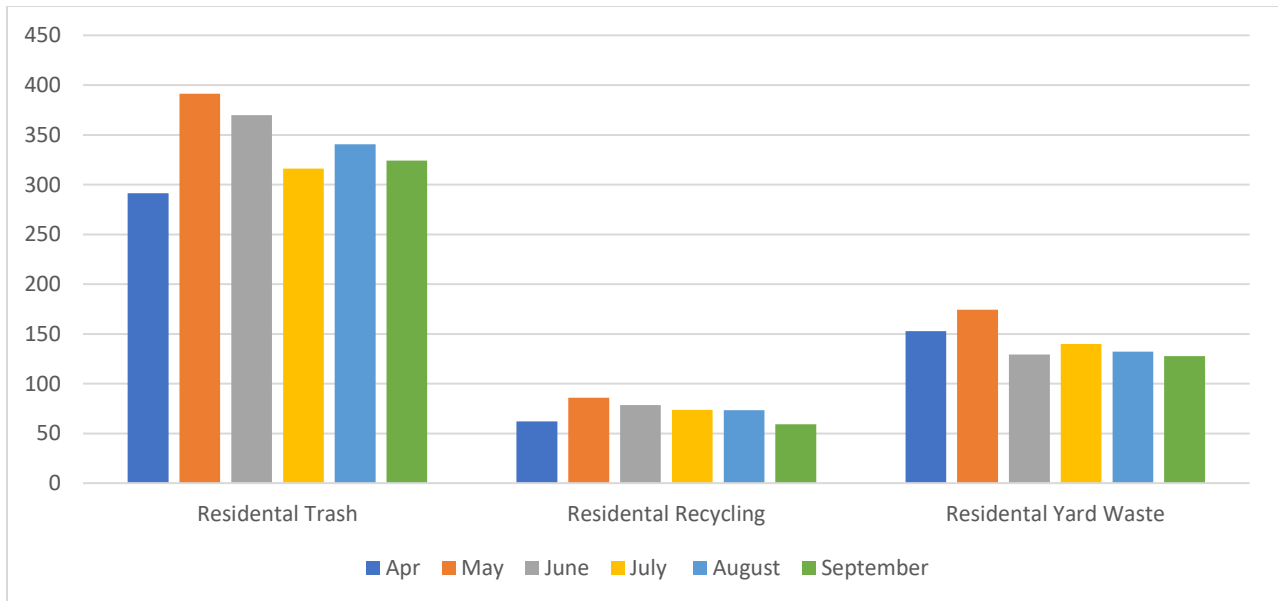
Work Orders Completed

Yard Waste Containers Delivered New Service	Damaged/Missing Yard Waste Containers Replaced	Trash/Recycle Containers Delivered New Service	Damaged/Missing Trash/Recycle Containers Replaced	Fees Paid Limb Piles Collected /Amount	Total
7	3	7	5	2/\$200.00	22

Solid Waste Tonnage

September 2022	Res. Refuse WM	Res. Recycling WM	Debris (Furniture & Sweeper)	Yard Waste Total Tonnage	Landfill Comm. Tipping Fees
WM	324.07	59.28			
Sanitation			11.34	116.45	\$1496.33
Streets			0	0	
Building & Grounds			0	0	
Garage & PWD			0	0	
Public Works Total			11.34	116.45	\$1496.33

Solid Waste 6-Month Trend



Streets Department

6 Employees

Work Completed in September

Week of:	Street Sweeper Mileage	Road Side Clean Up	Sign or Paint Work	Pavement Patch Work	Catch Basin Work	Curb Line repair	Crack Seal Repair	Other Tasks
1st – 8th	X	X	X	X		X		X
11 th – 15 th	X	X	X	X		X		X
18th – 22nd		X	X	X		X		X
25 th – 29 th		X	X	X		X		X

X = Scheduled maintenance tasks

Week of the 1st – 8th September

- 1.60 tons asphalt patch Bretton Woods Drive and Streeter Drive.
- Continue roadside cutting and cleaned catch basin tops.
- Rt655 sweeper truck on stone Street to clean up spill.

Week of the 11th- 15th September

- Shop area clean and yard cleanup and continue roadside and sidewalk maintenance.
- Waldos beach cleanup, install three no parking signs Hunting Ridge Road and Rockfish Road.
- Sweeper truck Eaglewood subdivision, cut asphalt preparing for patch work.
- Began cutting the hill North Main Street and cleaning the underpass.

Week of the 18th – 22nd September

- Cut waldos Beach Road Ext. cleaned basin tops South Main Street.
- Began HperVac truck and speed saw maintenance and repairs.
- Cut Hwy 162 By-Pass and roadside areas in Creek Bend Subdivision.

Week of the 25th – 29th September

- 1.55 tons asphalt patch Bretton woods Drive, Labonte Drive and Over Drive.
- Continue roadside cutting Legion Road, Camden Road and Lexington Drive.
- Helped unload and store new trash carts.

Service Garage

2 Employees

Work Orders Completed in September

Vehicle/Type of Machinery	Department	Mechanic	Date	Type of Repair
#172 Ford Taurus	Police	Daryl	9/28/2023	Repaired chip in windshield and realigned bumper
#191 Ford Explorer	Police	Daryl	9/28/2023	Oil Change and Filter
#69 Freight liner K-Boom	Sanitation	Daryl	9/26/2023	Replace (2) Toggle switches on K-Boom control
Honda Push Mower	Parks and Rec	Daryl	9/22/2023	Cleaned carburetor and emptied gas tank of old gas
#185 Dodge Charger	Police	Daryl	9/22/2023	Changed oil and topped off fluids
#184 Dodge Charger	Police	Daryl	9/22/2023	Changed wiper blades (2) and inflated tires
#191 Ford Explorer	Police	Daryl	9/21/2023	SVC Call Ruby Rd to officers house to change a tire
#69 Freight liner K-Boom	Sanitation	Daryl	9/20/2023	Replace metal hose covering on K-Boom
Stihl Quick Saw	Street	Daryl	9/19/2023	Repair Pull String on asphalt quick saw
#187 Ford Explorer	Police	Daryl	9/19/2023	Installed new Evap. Purge Solenoid
Toyota Camry	Police	Daryl	9/14/2023	Oil and Filter Change
#11 Ford Ranger	Sanitation	Daryl	9/13/2023	Replace Battery and charged Mosquito Machine Battery
#178 Chevy 1500	Police	Daryl	9/13/2023	Oil Change and Filter and topped off fluid
#163 Ford Explorer	Police	Daryl	9/12/2023	Charged A/C Freon and changed cabin filter
#163 Ford Explorer	Police	Daryl	9/11/2023	Oil and Filter Change and topped off fluid
#101 Ford F-150	Street	Daryl	9/18/2023	Repaired Driver Side Door Handle
Mosquito Machine	Sanitation	Daryl	9/7/2023	Cleaned spark plug, charged battery, and topped off all fluids
#104 Freight Liner Sweeper	Street	Daryl	9/6/2023	Replaced air liner that raises suction hood
#17 Ford F-150	Parks and Rec	Virgil	9/1/2023	Oil Change and fix dent rear side passenger
New Holand Backhoe	Street	Virgil	9/1/2023	Removed old switch
#10 Ford F-150	Street	Virgil	9/1/2023	Plug (2) tires
#102 Ford 4x4 F-150	Public Works	Virgil	9/1/2023	Replace (3) tires
#2 Asphalt Cutter	Street	Virgil	9/1/2023	Replace Pull string Replaced Head, and Spark Plug
#90 Ford F-250	Street	Virgil	9/1/2023	Check oil and top off fluids

#101 Ford F-150	Street	Virgil	9/1/2023	Replaced outside door handle and plugged (2) tires
#180 Ford Taurus	Police	Virgil	9/1/2023	Oil change
#173 Ford Taurus	Police	Virgil	9/1/2023	Oil change and replace (1) 245-55-18 tire
#21 Ford F-250	Parks and Rec	Virgil	9/1/2023	Repair Wires
Ashort saw	Street	Virgil	9/1/2023	Remove/Replace (2) bolt on muffler
Weed eater	Street	Virgil	9/1/2023	Remove/Replace Carburetor
#165 Ford Explorer	Police	Virgil	9/1/2023	Change oil and Replace #3 Core