

Town of Spring Lake

BOARD OF COMMISSIONERS

Soña L. Cooper, Mayor Pro Tem
Robyn Chadwick, Commissioner
Marvin Lackman, Commissioner
Raul Palacios, Commissioner
Adrian Thompson, Commissioner



CHARTERED IN 1951

OFFICE OF THE MAYOR

Kia Anthony, Mayor

ADMINISTRATION

Jon Rorie, Town Manager
Carly Autry, Town Clerk
Michael R. Porter, Town Attorney

Board of Commissioners Work Session Meeting Agenda Monday, November 25, 2024 6:00 PM Grady Howard Conference Room

The public may view the live Board of Commissioners Meeting on the Town's YouTube Channel:

www.townofspringlake.com

1. **CALL TO ORDER**
2. **INVOCATION AND PLEDGE OF ALLEGIANCE** – Minister Candler
3. **ADDITIONS AND DELETIONS**
4. **APPROVAL OF AGENDA**
5. **APPROVAL OF CONSENT ITEMS**
 - a. Draft Minutes of October 28, 2024, Work Session Meeting
6. **PUBLIC COMMENT (Limit 3 minutes per speaker)**
7. **PRESENTATIONS**
 - a. Veteran of the Year Plaque – Commissioner Marvin Lackman
8. **NEW BUSINESS**
 - a. Leaders Legacy Recognition Program – Town Manager Jon Rorie
 - b. Draft Ordinance No. 2024-04 Chapter 16. Environment. Article V. Donation Box – Town Manager Jon Rorie
 - c. Personnel Policy Handbook – Town Manager Jon Rorie
 - d. Water Rates Increase – Finance Director James Overton and Town Manager Jon Rorie
 - e. Mayor's Report – Mayor Kia Anthony
 - f. Board of Commissioners Report – Spring Lake Board of Commissioners
 - g. Manager's Report – Town Manager Jon Rorie
 - h. Town Attorney Report – Town Attorney Michael Porter

9. CLOSED SESSION

- a. Pursuant to NCGS §143.318.11(a)(1) – Confidentiality
- b. Pursuant to NCGS §143.318.11(a)(3) – Attorney-Client Privilege

10. ADJOURNMENT

Town of Spring Lake
Work Session Meeting of the Board of Commissioners
Municipal Building
300 Ruth Street
Spring Lake, NC 28390

October 28, 2024

MINUTES

6:00 pm

The Spring Lake Board of Commissioners held a Work Session Meeting in the Grady Howard Conference Room of the Spring Lake Municipal Building with Mayor Kia Anthony presiding.

Board Members Present: Mayor Pro Tem Soña L. Cooper
Commissioner Robyn Chadwick
Commissioner Marvin Lackman
Commissioner Raul Palacios

Others Present:

Carly Autry, Town Clerk
Police Chief Errol Jarman, Spring Lake Police Department
James Overton, Finance Director
Michael Porter, Town Attorney
Jon Rorie, Town Manager
Lieutenant Danny Sutton, Spring Lake Police Department
Fire Chief Jason Williams, Spring Lake Fire Department

1. Call to Order

Mayor Anthony declared a quorum and called the meeting to order.

2. Invocation and Pledge of Allegiance

Pastor Vincent Long gave the Invocation and led the Pledge of Allegiance

3. Additions or Deletions

Mayor Anthony requested to swap the order of Presentations for items 7b. and 7c.

4. Approval of Agenda

Action: Motion to approve the October 28, 2024, Board of Commissioners Work Session Meeting agenda with additions.

Motion by: Mayor Pro Tem Cooper

Second by: Commissioner Palacios

Vote: Unanimous

5. Approval of Consent Items

Action: Motion to approve Draft Minutes of October 14, 2024, Regular Meeting and Quarterly Reports (Q1 2024).

Motion by: Commissioner Chadwick

Second by: Commissioner Lackman

Vote: Unanimous

6. Public Comment

Michael Crocker signed up for Public Comments but was not present when addressed.

Wilbur Graham, 1012 Karen Circle, spoke to address the neglected state of Hillside Cemetery and acknowledged various stakeholders' involvement in rectification efforts. Mr. Graham also thanked involved parties and communicated a future fundraising event to take place on Sunday, November 17, 2024.

Pastor Vincent Long, Cameron, spoke on behalf of the community efforts to rectify Hillside Cemetery disrepair and abundance of issues requiring complex solutions.

7. Presentations

- a. Veterans Day Proclamation – Mayor Kia Anthony – Mayor Anthony did not read the Proclamation as it was included in the agenda packet, however, Mayor Anthony mentioned the upcoming Veterans Day celebration set for Friday November 8, 2024, and acknowledged Town members and attendees who were Veterans.
- b. AIA, MRF – David Honeycutt, Principal/Office Manager, McGill Associates, PA – Mr. Honeycutt presented an extended review touching upon the water and sewer inventory and assessment, explicating various technical assessments conducted and pending. His outline included details on materials, replacement needs, potential financial strategies, and benefits of regionalization precautionary measures. Discussion within included examination of available Grants, asset depreciation levels, and consequential enhancements foreseen. A recommendation concluded with suggested financial projections over a decade.

(A copy of the Presentation is hereby incorporated by reference and made a part of these minutes – see Attachment One.)

- c. Water and Sewer Receivables and Gallons – James Overton, Finance Director – Mr. Overton drew together a presentation surrounding the Town's recent fiscal receipts and related consumption of water and sewer. Notable issues detected were outdated infrastructure, recommendations on deposit adjustments to rollback accounting losses, and proposed rate discussions. His assessments spotlighted the apparent shortfall vs. real-time tracking of billed gallons, cost control dimensions versus necrotic operational methodologies, and undervaluation within elderly accounts.

Consensus of the Board for Town staff to start the process to hold a Public Hearing to increase water rates and increase the deposits for all new water customers.

(A copy of the Presentation is hereby incorporated by reference and made a part of these minutes – see Attachment Two.)

8. New Business

- a. Personnel Benefits – Town Manager Jon Rorie – Mr. Rorie elaborated on finding strategic personnel benefits and hiring proposals that could translate into capital asset development for the Town. The propositions included introducing cell phone stipends, colas increments, policy structuring to bolster staff allure, and perpetual impact assessment reconciling statutory compliance with innovative contributions. Announcements of specifics including holiday recommendations and turnover arrivals in varying sectors of Town labor categories were in-hand. Also, Ms. Autry, Town Clerk, announced the new Town of Spring Lake app that is now live and available to download.

(A copy of the Presentation is hereby incorporated by reference and made a part of these minutes – see Attachment Two.)

- b. Mayor's Report – Mayor Kia Anthony – First, Mayor Anthony addressed the property of Hillside Cemetery and stated the rehabilitation is out of the Town's legal jurisdiction. Second, Mayor Anthony stated there will be no First Friday on Main for November. Third, Mayor Anthony stated Early Voting is still in progress at the Spring Lake Parks and Recreation Center and encouraged residents to vote at the site. Fourth, Mayor Anthony acknowledged National First Responders Day. Last, Mayor Anthony took a Point of Privilege and awarded Fire Chief Jason Williams a plaque from the Board and acknowledged his dedication and hard work as Interim Town Manager for approximately two (2) years.
- c. Board of Commissioners Report – Spring Lake Board of Commissioners – First, Mayor Pro Tem Cooper mentioned Fayetteville State's Homecoming that was held the prior week. Last, Mayor Pro Tem Cooper stated Spring Lake Middle School's Homecoming is this Thursday, October 31, 2024, which is Halloween, and there will be a Trunk or Treat held at the Homecoming. Commissioner Lackman's updates are attached in the minutes as Attachment Four. First, Commissioner Palacios stated the Veterans Day Ceremony is on Friday, November 8, 2024, and part of the ceremony is the mural unveiling, and announced that the painting of the mural is starting tomorrow, Tuesday, October 29, 2024, which is looking for volunteers to help paint. Last, Commissioner Palacios mentioned the Adopt-a-Street program. Commissioner Chadwick stated no report at this time.
- d. Manager's Report – Town Manager Jon Rorie – Mr. Rorie mentioned water and sewer proposals and compensation enticements targeting crucial municipal efficacy enhancements.
- e. Town Attorney Report – Town Attorney Michael Porter – Attorney Porter stated no report at this time; however, he acknowledged Mr. Williams for all of his hard work as Interim Town Manager.

9. Adjournment

Action: There being no further business to come before the Board, Mayor Anthony adjourned the meeting at 8:32 pm.

ATTEST:

Carly Autry
Town Clerk

Kia Anthony
Mayor

ATTACHMENT ONE

ASSET INVENTORY AND ASSESSMENT AND MERGER REGIONALIZATION FEASIBILITY STUDY

Project Interim Update
October 28, 2024

David Honeycutt
Principal/Office Manager



Presentation Overview

- Discuss Overall Project Scope
- Work Completed and Current Status
- Upcoming Work/Next Steps



Project Scope Overview

- **Inventory and Assessment**
 - Review Existing Mapping and Records
 - Field Inspections
 - Water and Sewer GIS Locations and Inspection
 - Sewer Flow Monitoring
 - Smoke Testing
 - Sewer Video Inspection
 - Treatment Plant and Pump Station Assessments
 - Water Modeling
 - Pressure Monitoring
 - Hydrant Flow
 - Asset Condition and Value Summary Assessment



Project Scope Overview

- **Merger Regionalization**
 - Physical Alternatives
 - Governance Options
- **Financial**
 - Capital Improvements Plan
 - Financial Forecast Model
 - System Development Fees and Rates
 - Merger Regionalization Scenario
 - Final Asset Management Plan and Presentation

System Description

- Assessments Completed and Results
- Sewer Collection System
- Wastewater Treatment Plant
- Water Distribution System

Collection System Description and Condition

- Manhole Inspections and Mapping

| | |
|----------------------------|----------|
| INFILTRATION_INFLOW_EVIDEN | NO |
| INVERT_CONDITION | FAIR |
| Latitude | |
| LID_CONDITION | GOOD |
| LID_TYPE | STANDARD |
| Longitude | |
| MH_CONDITION | FAIR |
| MH_DEPTH_IN | 72 |
| MH_DIA_FT | 4' |
| MH_MATERIAL | BLOCK |
| MH_STEPS_CONDITION | |
| Number of Sags/Rises | |
| PDOOP | |
| PIPE_1_DIA_IN | 8" |
| PIPE_1_DIRECTION | 180 |
| PIPE_1_MATERIAL | VCP |
| PIPE_2_DIA_IN | |





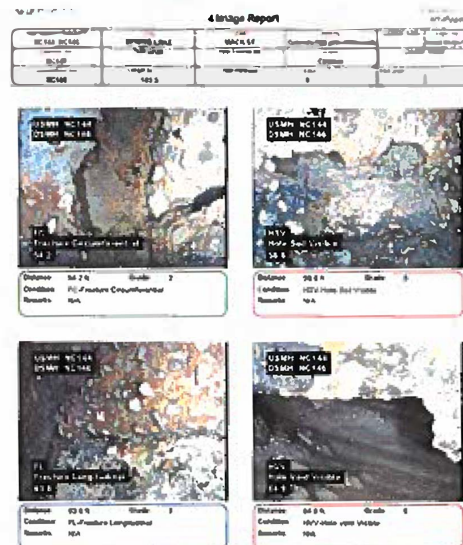
Collection System Description and Condition

- Smoke Testing



Collection System Description and Condition

- Video Inspection





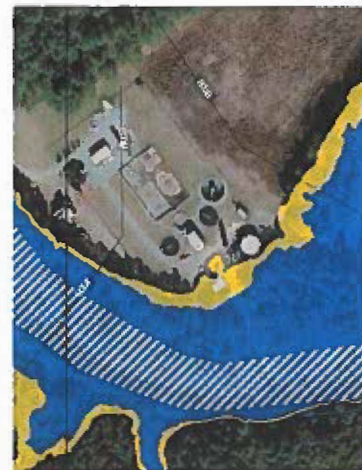
Collection System Description and Condition

- General System Description
 - ✦ Approximately 45 Miles of sewer lines, 1,025 manholes
 - ✦ Size ranges from 6" to 30" diameter
 - ✦ Mixture of PVC, DIP, Truss, Clay and Concrete (Approx. 60% Clay/Conc)
 - ✦ Manholes Materials include Brick, Block and Precast



Wastewater Treatment Plant Description and Condition

- Permitted Discharge Capacity: 1.5 MGD
- Conventional Treatment (Aeration, Clarification, chlorine contact, Post Aeration)
- Flood Concerns
- Occasional Violations
- Most Recent Major Construction: Grit, RAS Pumps and Disinfection 2012, Clarifier 2005





Water Distribution System Description and Condition

Mapping/Inspection

Valves: 309

Table Edit View dimensions Zoom to

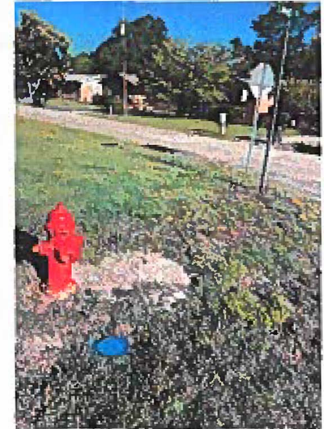
| | |
|---------------------------|-----------------------------------|
| Latitude | 35.18 |
| Longitude | -79.00 |
| WTO_ID | 309 |
| Number of Satellites | 5 |
| PDOF | 2.20 |
| Position source type | External GNSS Receiver |
| Receiver Name | Epi Positioning Systems #18306117 |
| Speed (m/s) | 0.00 |
| Standard Deviation (m) | |
| Station ID | 131 |
| TEST_NUMBER_TURNS | |
| VALVE_OPERATION_TEST_DATE | |
| VALVE_OPERATION_TESTED | NO |
| VALVE_TYPE | MAN |
| VDOP | 1.90 |
| Vertical Accuracy (m) | 0.79 |
| VISITED | YES |



Hydrants: 107

Table Edit View dimensions Zoom to

| | |
|--------------------------|-----------------------------------|
| Latitude | 35.18 |
| Longitude | -79.00 |
| MANUF | Unk/Unknown |
| Number of Satellites | 15 |
| PDOF | 1.80 |
| Position source type | External GNSS Receiver |
| PRESS_HYD_RESID_PRESSUR | |
| PRESSURE_HYD_ID | |
| Receiver Name | Epi Positioning Systems #18306117 |
| RESID_HYD_STATIC_PRESSUR | |
| Speed (m/s) | 0.34 |
| Standard Deviation (m) | |
| Station ID | 131 |
| TYPE | 3.45A1 |
| VALVE | YES |
| VDOP | 1.40 |
| Vertical Accuracy (m) | 0.41 |



Water Distribution System Description and Condition

General System Description

- Water supply from Harnett County and Fayetteville PWC, Combined Capacity of 1.2 MGD
- 65 Miles of water distribution mains
- Materials include Asbestos Cement, PVC, Cast Iron, Ductile Iron and Galvanized
- 328 Fire Hydrants
- Pressure Range Approx. 35 psi to 110 psi



Asset Condition and Reinvestment

- **Current Asset Depreciation Percent: 55%**
 - LGC review comments at 51% or greater
- **Annual Rate of Reinvestment**
 - Current Rate of Depreciation: 1.7%
 - Typical recommendations for reinvestment
 - Water and Sewer Main Reinvestment 2.0% = \$1,900,000
 - WWTP Reinvestment 3.0% = \$900,000



Water Sewer Fund Budget

- **Total Expenses \$4.5 million**
 - Water Purchases: \$1.45 Million
 - Revenue Collection and Billing \$0.85 Million
 - Water Sewer Operations 0.94 Million
 - WWTP Operations \$0.72 million
 - Debt Service \$0.24 million
- **Capital Outlay?**
- **Water and Sewer Rates**



Water and Sewer Rates

- **Current Water and Sewer Rates**
 - 5,000 gallon per month residential customer
 - Water: \$51.36
 - Sewer: \$57.99
 - Total: \$109.35
 - State Average: \$89.71



Merger Regionalization Feasibility

- **Consider Potential Merger Regionalization with Fayetteville PWC, Cumberland County or Harnett County**
- **Wide Range or Potential Options**
 - Operational Assistance
 - Interconnection of Sewer to Abandon WWTP
 - Merge/Create new Utility Management
 - Others



Overview of Capital Improvements Plan (CIP)

- **Viability Needs**
 - Aging Infrastructure
 - Out of Date Technology
 - Operational Issues
- **Efficiency Needs**
- **Growth Needs**
 - Capacity Assurance
 - Capacity Expansion
- **Regulatory Needs**
 - Permitting Changes
 - Monitoring Changes



Rate Evaluation

- **Revenue Requirements Analysis**
 - Compares Revenues to Operating Costs
 - Determines Adequacy of Existing Rates to Recover All Costs
- **Cost of Service Analysis**
 - Allocates Required Revenues to Customer Classes
 - Aligns Revenue Collected with Expenses Required for Various Customer Types
 - Affordability Considerations



Overview of System Development Fees

- Enacted in the North Carolina Public Water and Sewer System Development Fee Act approved in 2017 (House Bill 436)
- Enables public utilities to assess system development fees for the provision of utility service to new development
- SDFs serve as the mechanism by which “growth pays for growth”
- Local Discretion – Board Decision up to maximum
- SDFs potential impact on development



Next Steps

- Complete Remaining System Assessment
- Develop Capital Improvements Plan in conjunction with Financial Analysis
- Merger Regionalization Discussions
- Review Recommendations with Town of Spring Lake



Contact Information

Gary Jackson
Client Services Manager
(828) 989-3201

gary.jackson@mcgillassociates.com

David Honeycutt
Principal/Office Manager
(910) 690-2583

david.honeycutt@mcgillassociates.com

ATTACHMENT TWO

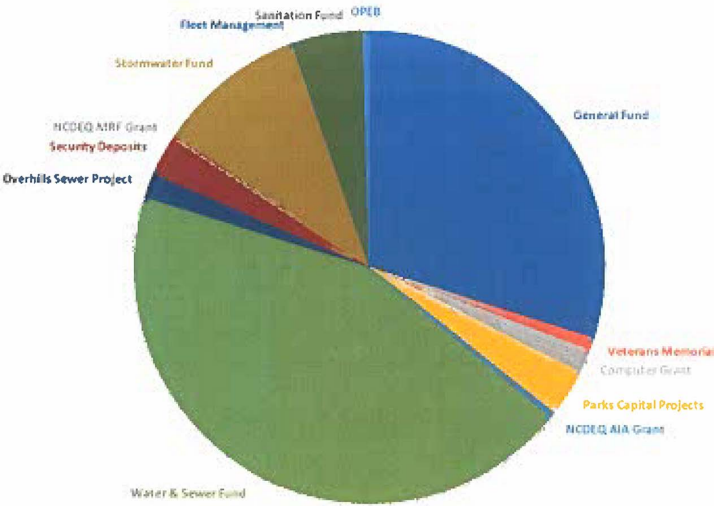
Town of Spring Lake Quarterly Report

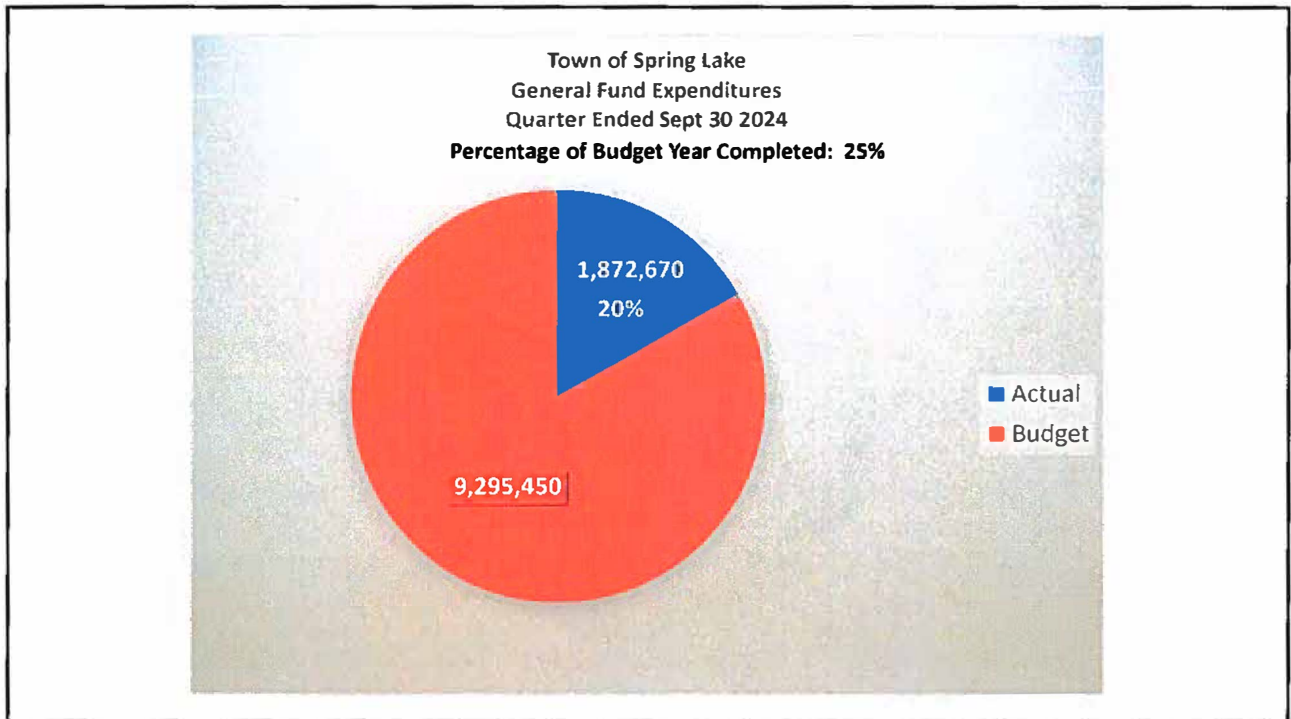
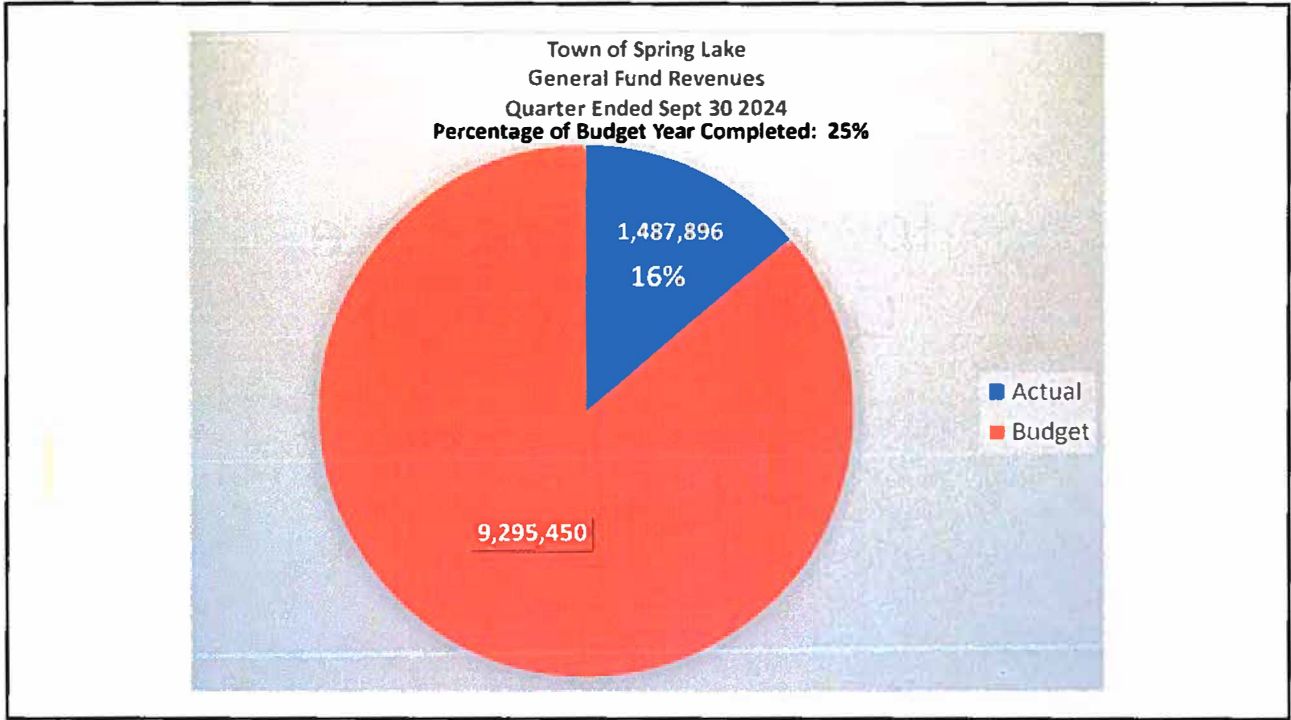
Quarter Ended September 30 2024

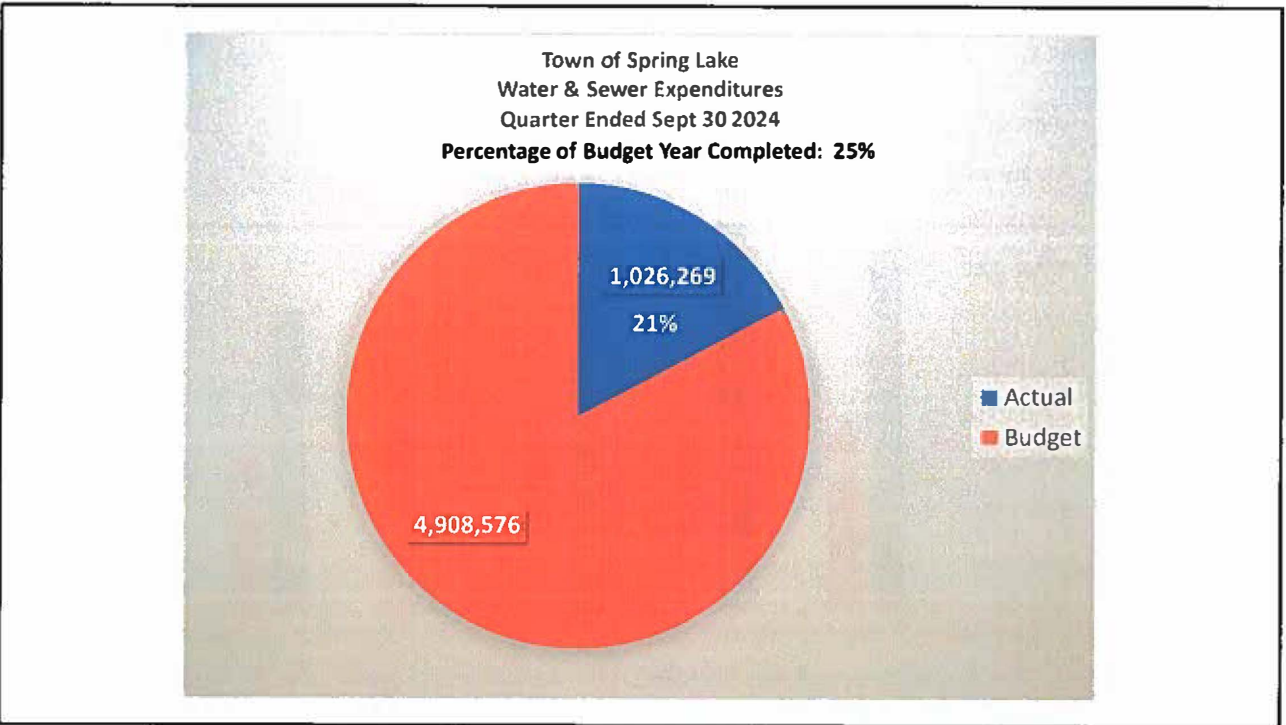
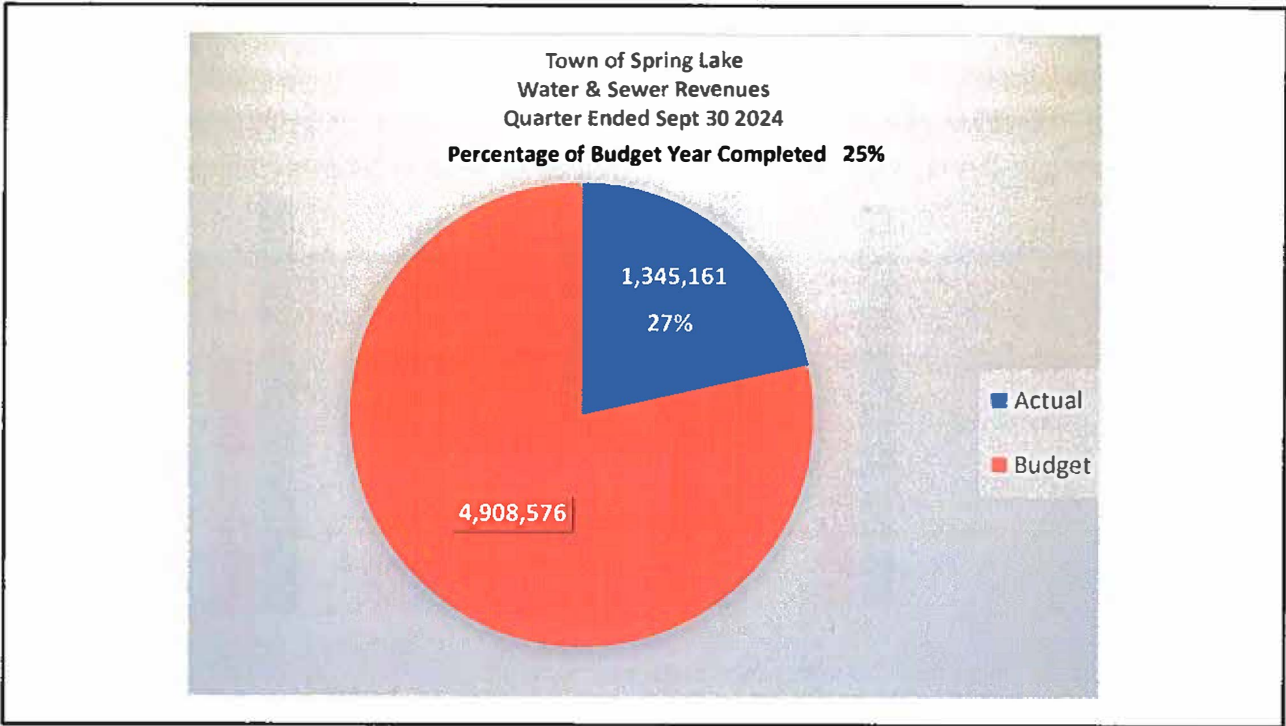
James C Overton

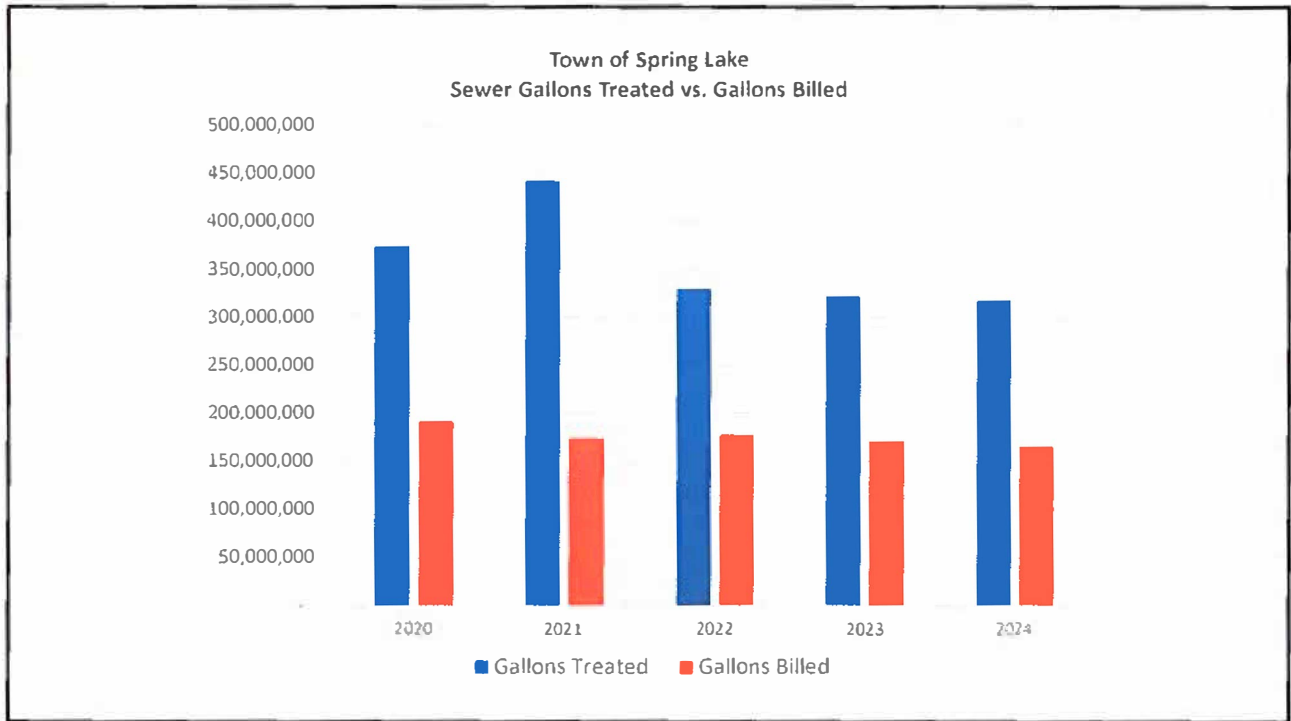
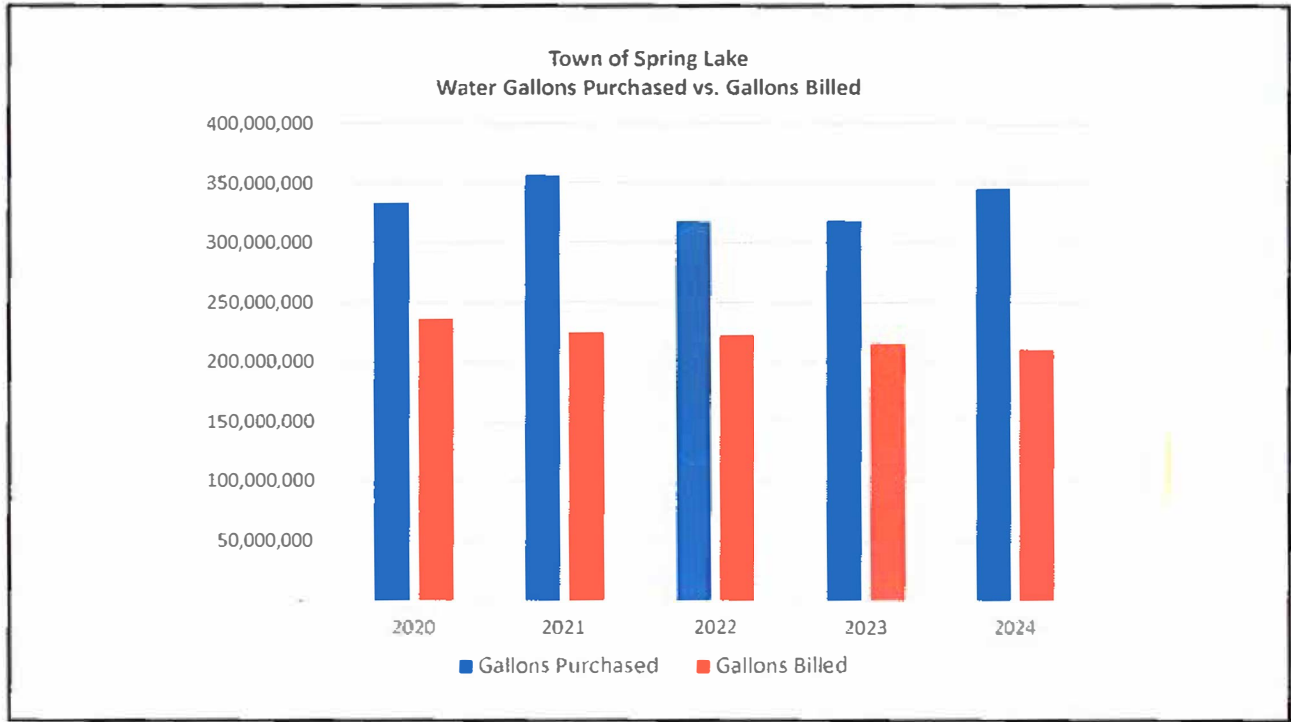
Finance Director

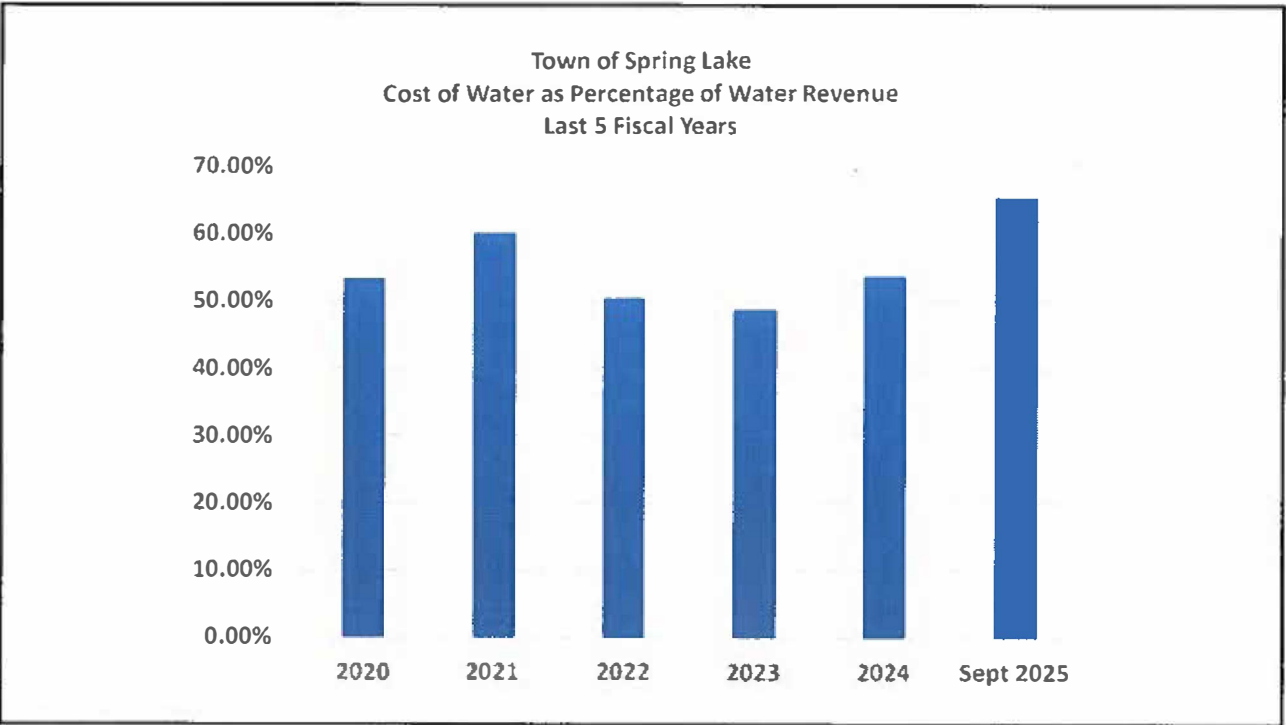
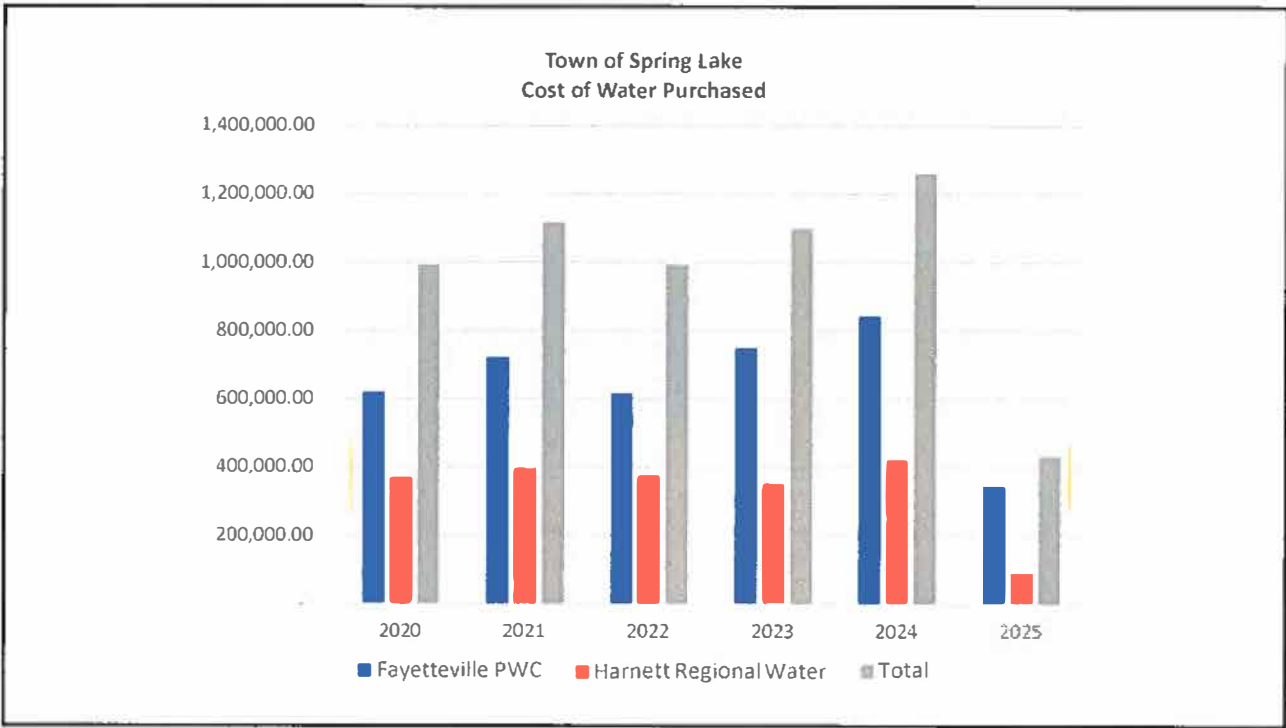
TOWN OF SPRING LAKE
CASH & INVESTMENTS BY FUND
QUARTER ENDED SEPT 30 2024

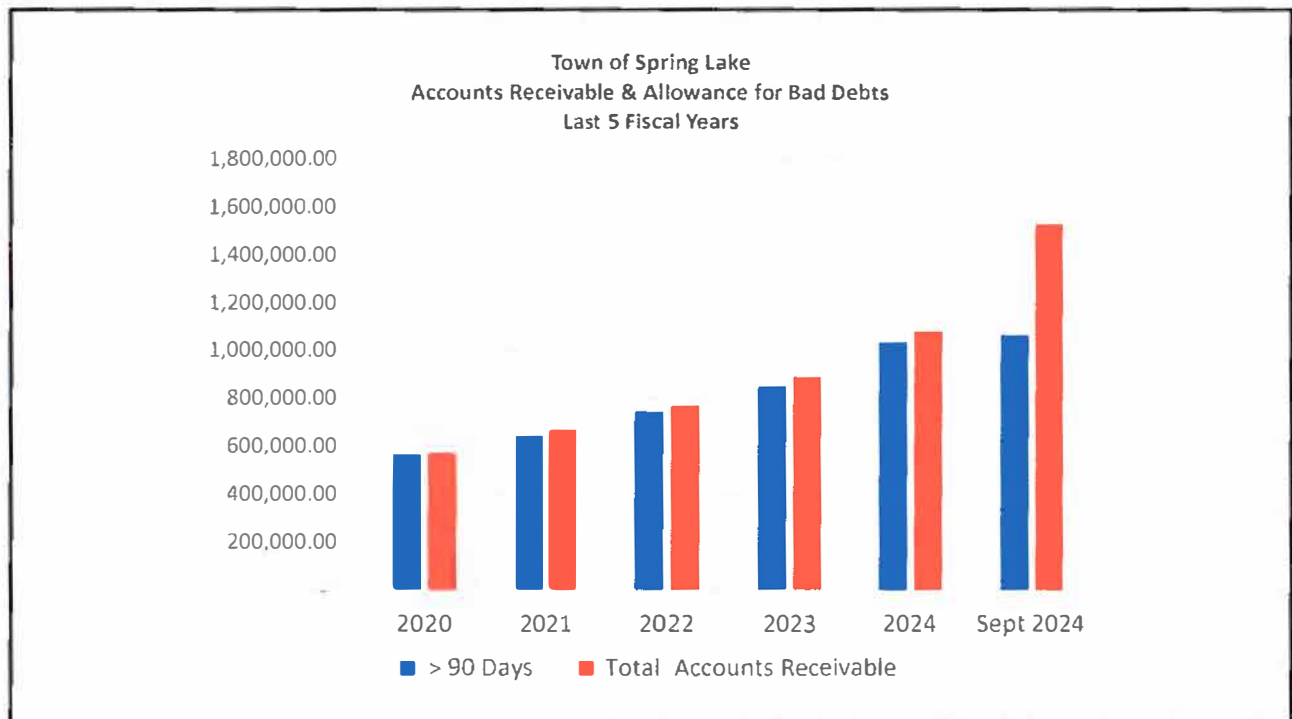
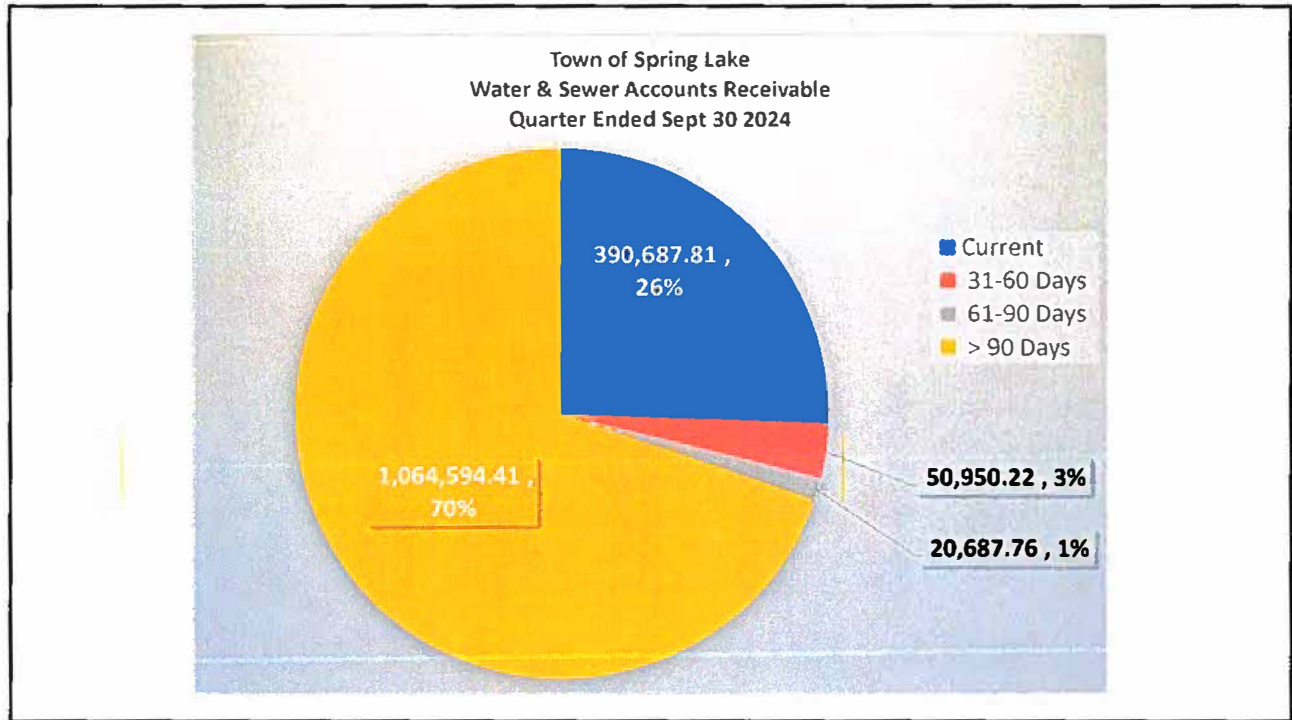


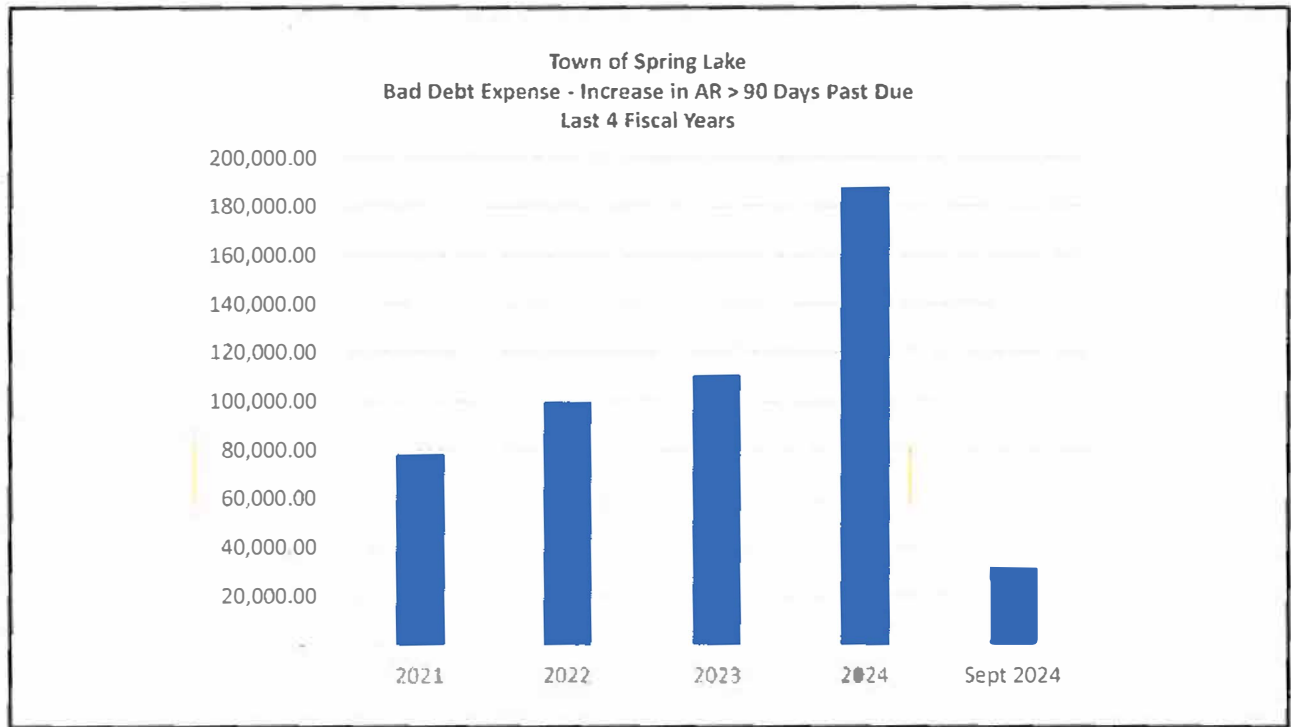








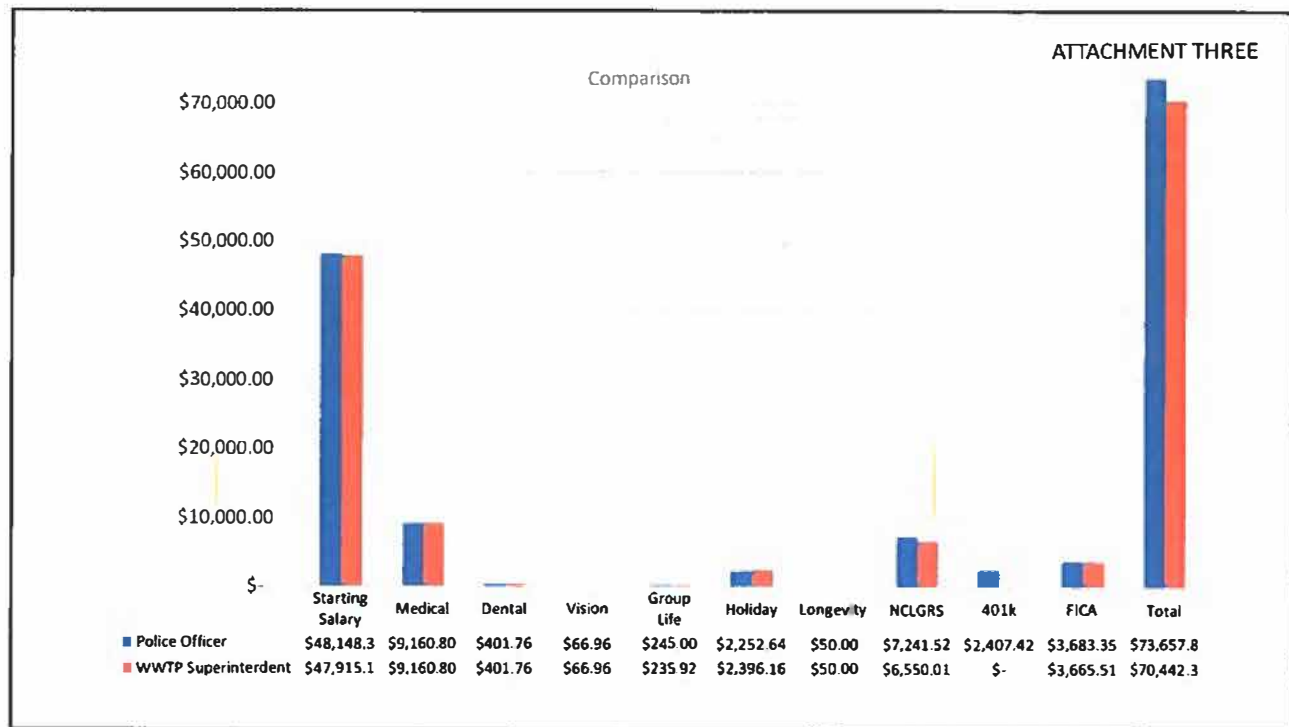




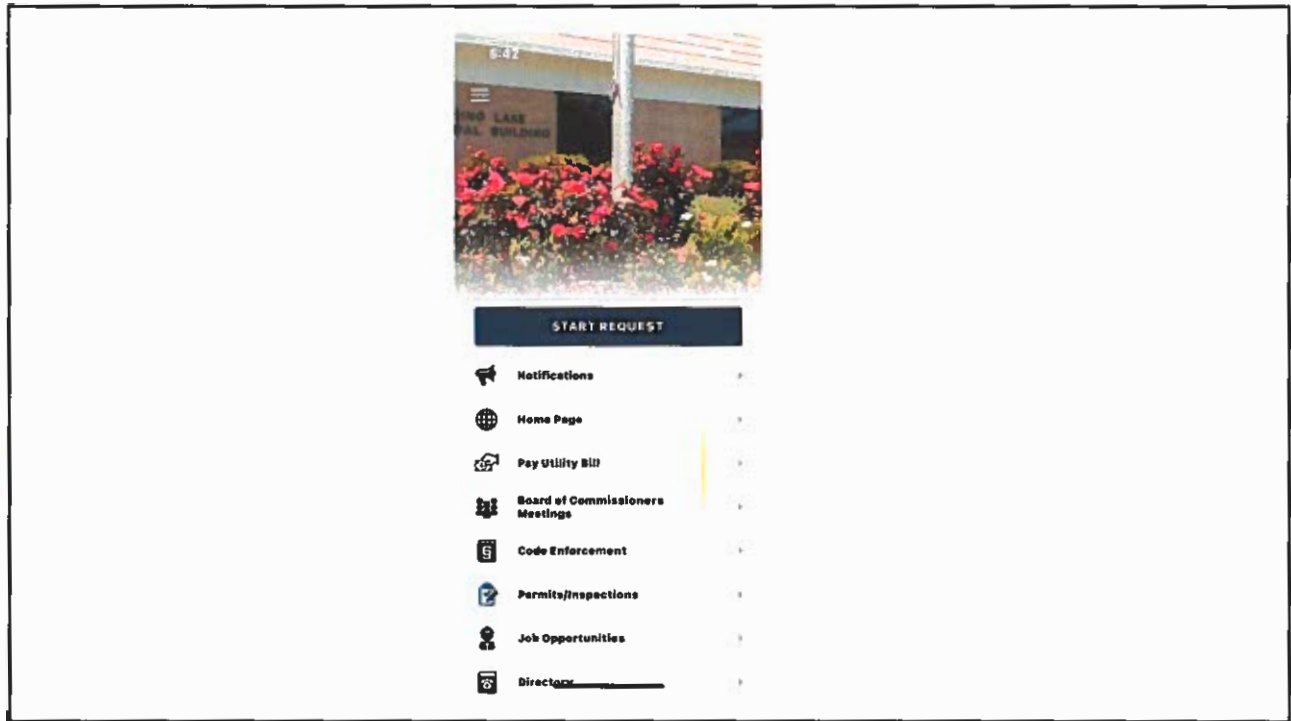
Recommendation to Increase Customer Deposits

| Customer Deposit | | Current | Recommended |
|------------------|--|-----------|-------------|
| Home Owner | | \$ 50.00 | \$ 200.00 |
| Tenants / Renter | | \$ 100.00 | \$ 200.00 |

| | Water & Sewer Bill 5000 Gallons | Water Rate | Sewer Rate | Water Bill | Sewer Bill | Total |
|--------|---------------------------------|------------|------------|------------|------------|--------|
| | Flat Rate | | | 9.09 | 17.29 | 26.38 |
| Tier 1 | 0 - 3,000 | 8.05 | 7.76 | 24.15 | 23.28 | 47.43 |
| Tier 2 | 3,001 - 6,000 | 9.06 | 8.71 | 18.12 | 17.42 | 35.54 |
| | Total Bill | | | 51.36 | 57.99 | 109.35 |



| | Current | 1% Raise | | | | | |
|-----------------|---------------------|-----------|-----------------|---------------------|------------------|--------------------|--------------------|
| | Police Officer | | | Police Officer | 1% | 2% | 3% |
| Starting Salary | \$ 48,148.38 | \$ 481.48 | Starting Salary | \$ 48,629.86 | \$ 481.48 | \$ 962.97 | \$ 1,444.45 |
| Medical | \$ 9,160.80 | | Medical | \$ 9,160.80 | \$ - | \$ - | \$ - |
| Dental | \$ 401.76 | | Dental | \$ 401.76 | \$ - | \$ - | \$ - |
| Vision | \$ 66.96 | | Vision | \$ 66.96 | \$ - | \$ - | \$ - |
| Group Life | \$ 245.00 | | Group Life | \$ 245.00 | \$ - | \$ - | \$ - |
| Holiday | \$ 2,252.64 | | Holiday | \$ 2,252.64 | \$ - | \$ - | \$ - |
| Longevity | \$ 50.00 | | Longevity | \$ 50.00 | \$ - | \$ - | \$ - |
| NCLGRS(15.04%) | \$ 7,241.52 | | NCLGRS(15.04) | \$ 7,313.93 | \$ 72.42 | \$ 144.83 | \$ 217.25 |
| 401k(5%) | \$ 2,407.42 | | 401k (5%) | \$ 2,431.49 | \$ 24.07 | \$ 48.15 | \$ 72.22 |
| FICA(7.65%) | \$ 3,683.35 | | FICA (7.65%) | \$ 3,720.18 | \$ 36.83 | \$ 73.67 | \$ 110.50 |
| Total | \$ 73,657.83 | | Total | \$ 74,272.63 | \$ 614.81 | \$ 1,473.16 | \$ 2,209.73 |
| Pay Grade | 90 | | Pay Grade | 90 | | | |
| Rate of Pay | \$ 21.66 | | Rate of Pay | \$ 21.88 | | | |
| {2,223/YR} | \$ 21.66 | | {2,223/YR} | \$ 21.88 | | | |



ATTACHMENT FOUR

Clean Up November 02, 2024

8 to 11 AM Southwinds Plaza, come on out and help clean up our town or your neighborhood

This year alone we have taken 6,400 pounds of debris off the streets of Spring Lake that is over 3 tons

All of this was done by 71 volunteers. Thank You to ALL who came out and helped or continue to help!

Veterans Day Ceremony

Friday November 8, 2024, 11 AM at Stitch-In-Time, 412 Main St.

Everyone is invited

We could use volunteers to assist with set up and tear down. Set up begins at 830 am. If you can help, we appreciate it

Veteran of the Year 2024

Will be announced the 2024 Spring Lake Veteran of the Year at the ceremony. This honoree will be joining SGM (Ret) Charles Miller and GySgt (Ret) George Reed

Banner Program

Banners will be coming down after Veterans Day, come by town hall to collect your banner, clean it and store it until May 2025 when you bring it back to be flown again. This was a very successful Banner Program! Thanks to ALL who participated! We will soon begin our 2025 campaign so if you are interested in having a banner flown, information will be coming out in the near future.

Veterans Park Update

Things are changing at Veterans Park! Where we have come from -

Diseased trees removed and stumps ground

Platform fixed

New electrical box and lights

Ground is being leveled (won't be flat but fixing the slope)

Walking path is being installed



Board of Commissioners Agenda Cover Sheet

Meeting Date

November 25, 2024

Agenda Location

Introductions & Special Presentations

Item Title

Veteran of the Year Plaque

Presenter

Commissioner Marvin Lackman

Summary/Description

Commissioner Lackman will present the inaugural Veteran of the Year plaque, recognizing a distinguished individual for their exemplary service and contributions to the Veteran community. This annual honor, starting in 2023, aims to celebrate the sacrifices and achievements of Veterans, highlighting their dedication and impact on society, emphasizing the importance of acknowledging and supporting those who have served, fostering a sense of pride and appreciation within the community.

The plaque will be mounted in the boardroom for public view.

Requested Action

Informational Only

Funding Source (If Applicable):

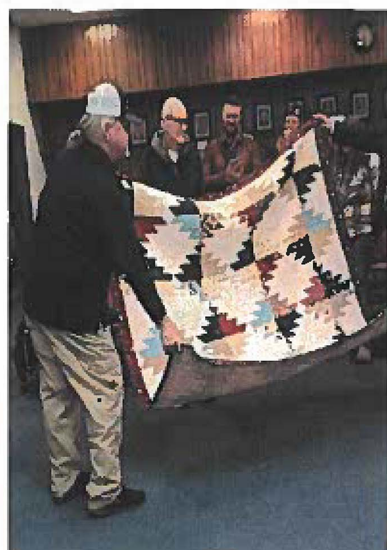
N/A

Cost: N/A Yes ☐ No ☒

Additional Documents to be Included in Agenda Packet

PowerPoint of past and current Veteran of the Year

Charlie Miller



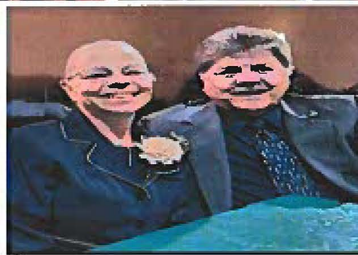
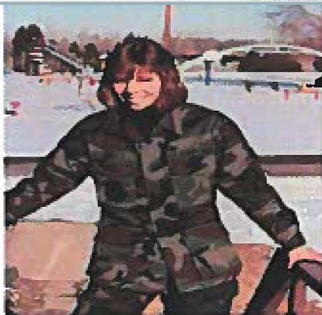
2023

George Reed



2024

Jennifer Alexander



2025



Board of Commissioners Agenda Cover Sheet

Meeting Date

November 25, 2024

Agenda Location

New Business

Item Title

Leaders Legacy Recognition Program

Presenter

Town Manager Jon Rorie

Summary/Description

The Town of Spring Lake should consider participating in the Leaders Legacy Recognition Program for several compelling reasons:

1. Community Engagement: Participation in the program can foster greater community involvement by recognizing leaders and encouraging residents to engage in civic activities.
2. Promotion of Positive Values: The program emphasizes leadership qualities such as integrity, service, and commitment to the community, which can inspire others to follow suit and contribute positively to the Town.
3. Recognition of Achievements: By highlighting the accomplishments of local leaders, the Town can boost morale and pride among residents, showcasing the Town's strengths and the contributions of its citizens.
4. Attraction of Resources: Being part of a recognized program may attract attention from potential sponsors, grants, and initiatives that can benefit the Town and its projects.
5. Enhanced Reputation: Participation can elevate the Town's profile, portraying it as a proactive community dedicated to leadership and development, which can be attractive to new residents and businesses.

In summary, the Leaders Legacy Recognition Program offers the Town of Spring Lake a platform to celebrate its leaders, enhance community spirit, and build a brighter future through collaboration and recognition.

Requested Action

Approval

Funding Source (If Applicable):

N/A

Cost: N/A Yes ☐ No ☒

Additional Documents to be Included in Agenda Packet

Leaders Legacy Bench Rules

Leaders Legacy Program

Leaders Legacy Recognition Program

The Town of Spring Lake was built on the contributions of many citizens, past and present. The Town continues to be shaped and molded by the contributions of our residents and benefactors. Significant past, present and future contributions deserve to be recognized in some tangible and long-lasting form. The Leader's Legacy Recognition Program provides an avenue for this recognition.

Please complete and return the nomination form to:

Town of Spring Lake
Attention: Town Clerk
300 Ruth Street
Spring Lake, NC 28390

Or you can email to clerk@townofspringlake.com. For more information, call the Town Clerk at (910) 985-1834.

Under the Leader's Legacy Recognition Program, an individual is recognized for significant contributions by placement of a bench on public property within (or owned by) the Town of Spring Lake. A bench will include a plaque identifying the individual for whom the bench is placed. A dedication ceremony led and attended by Town officials will formally introduce the bench and provide an opportunity for public recognition.

Benefits

The Leader's Legacy Recognition Program provides a vehicle of appropriate magnitude to recognize individuals in various locations for many years to come. Initiation and maintenance costs are nominal yet the program will provide a long – lasting tribute to individuals' contributions. Further, by virtue of the public recognition associated with the dedication of a bench, the program also encourages additional contributions by residents.

Locations

The Town of Spring Lake has many locations that could benefit from the addition of benches. Town parks, green space, and municipal buildings, such as Town Hall, are among the possible sites for benches. Additionally, sidewalk areas in front of certain commercial/private properties, such as the downtown area, may serve as an appropriate location for benches.

Eligibility and Selection Criteria

Past and present residents and notable benefactors of the Town of Spring Lake, living or deceased, will be considered for recognition. Individuals recognized by the Leader's Legacy Recognition Program, are by definition, those of integrity and strong character. The Town desires to hold up as model citizens for those who have not only made significant contributions to the Town, but

who have also demonstrated by their positive actions and words that they are worthy of representing the Town of Spring Lake in the positive manner desired by all.

Candidates must be citizens in good standing and must have one or more significant contributions to the Town. A “significant contribution” is subjective; however, a significant contribution generally improves the quality of life for all citizens of the Town in some manner. The Board of Commissioners will make the final determination of whether a contribution is significant for purposes of considering a candidate for recognition via this Leader’s Legacy Recognition Program.

Revocation

By ensuring a high standard for the Program, the Town ensures only positive role models are continually recognized. Individuals who, subsequent to recognition with a bench, are determined to be ineligible for a bench due to revelations of questionable character, integrity or any other reasonable concern of the Town, will have their bench revoked. Such revelations include those events that occurred before or after recognition via the Leader’s Legacy Recognition Program. Revocation will occur at the action of the Town’s Board of Commissioners.

Individuals who have been honored with a bench and later determined to fall out of compliance with the requirements for eligibility will have their bench revoked. The revocation process will include removal and destruction of the plaque and replacement of the recognition bench with a standard bench. The recognition bench may be reused at an alternate location for a future recognition event.

Nomination and Selection Process

Any citizen of the Town of Spring Lake may nominate an individual for the Leader’s Legacy Recognition Program. The nomination process involves completing a nomination form outlining the contributions of the individual and rationale for recognition; and then securing a Town Sponsor that will support the nomination of the individual. Town Sponsors are the members of the Town’s Board of Commissioners or the Town Manager. Town Sponsors undertake the responsibility of preliminarily assessing the proposed nomination and then networking it outside of the Town’s Board of Commissioners meeting forums for consideration before a formal presentation to the Town’s Board of Commissioners as an action item. The rationale for informally networking the proposed nomination prior to formal discussion and vote is to spare potential public embarrassment for an individual who may not be supported by the majority.

Based on the results of informal networking, the Town Sponsor determines whether or not to place the nomination on a Town’s Board of Commissioners meeting agenda for discussion and an official vote. An individual will be recognized with a bench upon passage of a Resolution by an affirmative vote by a majority of the Town’s Board of Commissioners.

The Citizen applicants are responsible for securing a minimum of half the expense of the total actual costs. This may be done by with private donations from individuals or businesses. The Town of Spring Lake will match up to fifty percent of the total actual cost.

The Town of Spring Lake will work together with the applicant to determine the exact placement of the bench as well as plan a dedication ceremony that includes the recognized individual and with an appropriate number of family and friends, Town elected officials and appropriate staff and the media.

Estimated Costs

The estimated cost as of November 2024 for each bench is estimated as follows:

| Item | Est. Cost |
|------------------------|-----------|
| Bench | \$1,000 |
| Concrete Mounting Base | \$300 |
| Engraved Plaque | \$450 |
| Dedication Ceremony | \$200 |
| | |
| TOTAL EST. COST | \$1,950 |

Note: The costs provided are estimates only. The Sponsor will be responsible for securing, through public or private contributors, one half of the total actual costs. These funds are to be submitted to the Town prior to the installation of the bench. The Town of Spring Lake will match up to fifty percent of the total actual cost.

Maintenance costs are expected to be nominal as no active maintenance is required. The Town’s Board of Commissioners should consider some number of initial benches (e.g., two or three), and then identify a steady-state expectation (e.g., one or two per year) for budget purposes. Alternate sources of funding such as donations by individuals or organizations should be encouraged as well.

Leader's Legacy Recognition Program

Recognizing the Town of Spring Lake's Contributors

Please complete the following nomination form and return to: Town of Spring Lake, Attention: Town Clerk, 300 Ruth Street, Spring Lake, NC 28390 or email to clerk@townofspringlake.com. For more information, please call the Town Clerk at (910) 985-1834.

Nominator: Please fill in all of the information below. If more than one nominator, please attach a separate sheet with the same information for each person.

Name: _____

Address: _____

Phone Number: _____

Email: _____

Best way to contact (check one): Phone Email

Nominee:

Name: _____

Address: _____

Phone Number: _____

Email: _____

Best way to contact (check one): Phone Email

Is nominee aware of this application? (check one): Yes No

Town Sponsor: _____

Nominee's Contributions: List or describe as many activities/actions/contributions as practical for which the nominee is either solely or significantly responsible that has improved the quality of life for all citizens of the Town. Attachments are welcomed.

Significant Contribution(s): Past and present residents of the Town of Spring Lake, living or deceased, will be considered for recognition via the Leader's Legacy Recognition Program. Candidates must have one or more significant contributions to the Town. A "significant contribution" is subjective; however, a significant contribution generally improves the quality of life for all citizens of the Town in some manner. In addition, candidates must also demonstrate the positive characteristics the Town holds in high regard including honesty, integrity, and strong character. In a brief paragraph or two, please describe the significant contribution(s) made by the nominee and its impact on the Town of Spring Lake Community.

Bench Location: Please choose two possible locations for the bench. The Board of Commissioners will work with Town staff to determine the exact placement of the bench.

1 _____
2 _____

Park Options:

Veterans Park

Recreation Center Campus

Main Street Downtown

Private Commercial Properties with Owner permission.

Other Locations:

Town Hall Campus

Tenhet Park

Mendoza Park

Plaque:

In Recognition of _____ (insert name) for
his/her/their contributions to the Town of Spring Lake community.

*Please allow 45 business days after approval by the Town's Board of Commissioners to procure the bench and plaque.
(Time frame contingent upon the Board of Commissioners meeting schedule.)



Board of Commissioners Agenda Cover Sheet

Meeting Date

November 25, 2024

Agenda Location

New Business

Item Title

Personnel Policy Handbook

Presenter

Town Manager Jon Rorie

Summary/Description

The Board should consider adopting an updated personnel policy handbook for several important reasons:

1. Legal compliance: Employment laws and regulations change frequently. An updated handbook ensures that the Town complies with current federal, state, and local laws, reducing the risk of legal issues.
2. Clarity and Consistency: An updated handbook can provide clear guidelines and policies for employees, promoting consistency in how policies are applied. This clarity helps prevent misunderstanding and disputes.
3. Employee Morale and Retention: Modernizing the handbook can address contemporary workplace issues, such as diversity, equity, inclusion, and workplace harassment. This shows employees that their concerns are being taken seriously, which can enhance morale and retention.
4. Attraction of Talent: A well-structured and updated personnel policy can make the Town more attractive to potential employees, showcasing a commitment to fair practices and a positive work environment.
5. Reflecting Organizational Changes: Since 1999, the Town may have experienced changes in its structure, goals, and workforce. An updated handbook can reflect these changes and align policies with current organizational values and objectives.
6. Technological Advances: The rise of remote work and digital communication tools necessitates updated policies reflecting these changes. An updated handbook can include guidelines for remote work, use of technology, and social media.

In summary, updating the personnel policy handbook is essential for legal compliance, employee satisfaction, effective management, and aligning with modern workplace practices.

Requested Action

Approval

Funding Source (If Applicable):

N/A

Cost: N/A Yes ☐ No ☒

Additional Documents to be Included in Agenda Packet

None – Policy Handbook listed on Town's website [Board Meeting Information | Town of Spring Lake : Town of Spring Lake](#)



Board of Commissioners Agenda Cover Sheet

Meeting Date

November 25, 2024

Agenda Location

New Business

Item Title

Draft Ordinance No. 2024-04 Chapter 16. Environment. Article V. Donation Box

Presenter

Town Manager Jon Rorie

Summary/Description

The Town of Spring Lake should consider eliminating donation boxes for several reasons, particularly in light of the amended draft Ordinance for donation boxes. Donation boxes can often lead to issues of litter and unsightly clutter in public spaces, detracting from the Town's aesthetic appeal.

Moreover, the presence of donation boxes can create logistical challenges for Town maintenance and public safety. Unmonitored boxes can attract illegal dumping and become a target for vandalism.

Ultimately, adopting the amended Ordinance would reflect a commitment to maintaining the Town's cleanliness, safety, and community integrity.

Requested Action

Approval

Funding Source (If Applicable):

N/A

Cost: N/A Yes ☐ No ☒

Additional Documents to be Included in Agenda Packet

Draft Ordinance No. 2024-04 Chapter 16. Environment. Article V. Donation Box

ORDINANCE NO. 2024-04

AN ORDINANCE OF THE TOWN OF SPRING LAKE, NORTH CAROLINA; AMENDING CHAPTER 16. ENVIRONMENT BY ADDING ARTICLE V. DONATION BOX

WHEREAS, the Board of Commissioners recognizes the need to add or amend the Code of Ordinances from time to time to better serve its citizens and business owners; and

WHEREAS, this amendment was written to prohibit donation boxes within the Town limits; and

WHEREAS, it is also imperative that the appearance of the Town properties continue to strive to be aesthetically pleasing – a long-stated and progressing endeavor – for the economic benefit of the Town’s citizens.

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of the Town of Spring Lake, North Carolina that the Spring Lake Municipal Code, and amending CHAPTER 16. ENVIRONMENT to add ARTICLE V. DONATION BOX as follows:

Section 1.

ADD Town of Spring Lake Code of Ordinances, CHAPTER 16. ENVIRONMENT, ARTICLE V. DONATION BOX :

Section. 16-266. Definitions

The following words, terms, and phrases, when used in this section, shall have the meaning ascribed to them in this section, except where the context clearly indicates a different meaning.

Administrative officer means the person, officer, or official or his authorized representative, whom the Board of ~~aldermen~~ Commissioners has designated as its agent for the administration of this Chapter.

~~*Applicant* means the individual or entity filing an application under this article.~~

Donation box means any unattended donation receptacle intended for use as a drop-off and collection point for accepting donated textiles, clothing, shoes, books, toys, dishes, and other salvageable items of personal property.

Landowner means any person or entity who owns, leases, is in control of, or possesses real property on which a donation box has been placed or maintained.

~~*Operator* means the individual or entity who owns, leases, or otherwise manages and controls the personal property constituting a donation box, and if a separate individual or entity carries on the maintenance, collection, and upkeep of the donation box, that separate individual or entity as well.~~

~~Permit holder means any person, partnership, corporation, firm, joint venture, limited liability company, association, organization, or any other entity holding a permit issued pursuant to this article.~~

Section. 16-267. ~~Unlawful placement or maintenance of donation box.~~ Donation Boxes Prohibited.

Donation boxes for the collection of clothing and other articles, whether for charitable or non-charitable purposes, are prohibited within the corporate Town limits.

~~It shall be unlawful for any person to place or maintain a donation box at any location within the Town unless done in accordance with a valid permit as provided in this article.~~

Section. 16-268. Unlawful to allow ~~unpermitted~~ donation boxes on real property.

No real property within the Town limits shall allow any type of donation box to be placed on or remain on any real property. The Landowner will be served a citation by certified mail that the donation box shall be removed within 30 days. Failure to remove the donation box shall result in the Town removing the donation box from the real property and the Landowner being assessed the removal fee cost.

~~Unless otherwise exempt, it shall be unlawful for any person who owns, leases, is in control of, or possesses real property within the Town to authorize or allow any donation box to be placed on, or remain on, that real property unless done in accordance with a valid permit as provided in this article.~~

Section. 16-269. ~~Permits.~~ Penalty and Recovery of cost.

Whenever the Administrative Officer or his/her designee discovers a violation of this article, a citation may be issued to the person or owner charged with the violation or, in the case of a corporation, to any officer or agent expressly or impliedly authorized to accept such issuance. Any person or owner who violates this article, or who permits a violation to exist on the premises under his control, or fails to take action to abate the existence of the violation within a specified timeframe, when ordered or notified to do so by the department, shall be charged a standard civil penalty of \$100.00 per day for every day that the violation continues.

~~(a) To obtain a permit to operate a donation box, an applicant must file an application with the Town of Spring Lake Inspections Department. The application shall include the written authorization of the property owner or property manager allowing the donation box on the property. A site layout or a map depicting the exact proposed location of the donation box shall be submitted with each application.~~

~~(b) An annual permit for each donation box shall be required. All permits shall expire on the one year anniversary of the date of issuance.~~

~~(c) Upon denial or revocation of a permit shall have the right to appeal such action in accordance with Section 16.272.~~

~~(d) No more than two (2) donation boxes may be permitted for placement on any one lot. In the case of the shopping center or office development that consists of multiple platted lots, the Inspections Department shall treat the shopping center or office development as if it is only one contiguous lot.~~

~~(e) The permit holder placing or maintaining the donation box shall display current contact information including the name, street address, email, and phone number on the donation box. The size of the lettering for the contact information shall not be less than two (2) inches in height.~~

Section. 16-270. Transfer of permit prohibited.

~~(a) No permit under the provisions of this Article shall be transferrable. The authority a permit confers is conferred only on the permit holder named therein.~~

Section. 16-271. Maintenance and Upkeep.

~~(a) The permit holder and the real property owner shall be held jointly and severally liable and responsible for the maintenance, upkeep, and servicing of the donation box and clean up and removal of any donations left on the property outside of the donation box.~~

~~(1) Unattended donation boxes shall be maintained in good condition and appearance with no structural damage, holes, or visible rust and shall be free of graffiti.~~

~~(2) Unattended donation boxes shall be serviced and emptied as needed, but at least once per month, or within five business days of a request by the administrative officer.~~

~~(3) The permit holder and operator shall be individually and severally responsible for abating and removing all junk, garbage, trash, debris, and other refuse material in the area surrounding the unattended donation box within twenty-four hours (24) of written or verbal notice from the administrative officer.~~

~~(4) The Town shall have the authority to abate any property in violation of this article that is deemed a public nuisance under Spring Lake Code of Ordinances, Chapter 16-Environment, Article II Nuisances. The permit holder and landowner shall be individually and severally responsible for all costs for abating and removing any junk, garbage, trash, debris, and other refuse material from the area surrounding the unattended donation box.~~

Section. 16-272. Appeal to Town Manager.

~~(a) Any person aggrieved by the decision rendered by the administrative officer in granting or denying an application for a permit under this article or in revoking or refusing to renew a permit issued hereunder may appeal the decision to the Town Manager in written notice thereof with the Town Clerk within ten (ten) days receiving notice of the~~

~~decision of the administrative officer. The Town Manager shall hold a hearing on the appeal within thirty (30) calendar days.~~

~~(b) The Town Manager may consider any or all of the following factors when reaching a decision on the merits of appeal:~~

- ~~1. The number of violations, convictions, or liability findings;~~
- ~~2. The number of previous revocations;~~
- ~~3. The number of repeat violations at the same location;~~
- ~~4. The degree to which previous violations endangered the public, health, safety or welfare; or~~
- ~~5. Any pending action or investigation by another agency.~~

~~(b) After the hearing, the Town Manager shall issue a written order. The order shall be provided to the appellant by personal service or by certified mail, return receipts requested.~~

~~(c) The Town Manager may affirm or reverse the denial or revocation of the donation permit. If affirmed, the order issued must state that the appellant is not eligible to receive a new donation box permit sooner than one year after the date of the order. If reversed, the donation box permit shall be reinstated immediately (in the case of revocation) or with three (3) business days (in the case of denial).~~

~~(d) The determination of the Town Manager shall be final on the date the order is signed.~~

Section. 16-~~273~~ 270. Further appellate rights.

Any party aggrieved by a final decision is entitled to judicial review of the decision. A petition for a writ of certiorari by the party must be filed with the Superior Court of Cumberland County not more than 30 calendar days after the party receives the final decision from the Town Manager.

Section. 16-~~274~~ 271. - Disclaimer of liability.

Liability on the part of, or a cause of action against, the Town or any officer, employee or agent thereof for any damages.

Section. 16-~~275~~ 272. Exemption.

Unattended donation boxes located entirely within the interior of a building are exempt from the requirements of this article.

This Ordinance shall become effective immediately upon its adoption.

PASSED and ADOPTED this 25th day of November 2024 by the following vote:

AYES

NOES

ATTEST:

Carly Autry
Town Clerk

Kia Anthony
Mayor



Board of Commissioners Agenda Cover Sheet

Meeting Date

November 25, 2024

Agenda Location

New Business

Item Title

Water Rates Increase

Presenter

Finance Director James Overton and Town Manager Jon Rorie

Summary/Description

The Board should consider increasing water rates for several key reasons:

1. Infrastructure Maintenance and Upgrades: Aging water infrastructure requires significant investment for repairs and upgrades to ensure reliable service and compliance with safety regulations.
2. Rising Operational Costs: The costs associated with water treatment, distribution, and maintenance have likely increased due to inflation and rising utility prices, necessitating a rate adjustment to cover these expenses.
3. Sustainability Initiatives: Increased rates can fund sustainability projects aimed at conserving water and improving efficiency, which benefits the environment and the community in the long run.
4. Debt Service Obligations: If the Town has existing debt related to water system improvements, higher rates may be essential to meet these financial obligations and avoid service disruptions.
5. Equitable Resource Distribution: A rate increase can help ensure that all residents contribute fairly to the cost of maintaining and improving the water system, promoting equity within the community.

By increasing water rates, the Board can ensure the continued provision of safe and reliable water services while addressing both current and future needs.

Requested Action

Approval

Funding Source (If Applicable):

N/A

Cost: N/A Yes ☐ No ☒

Additional Documents to be Included in Agenda Packet

Providing Excel and PowerPoint as part of Presentation

