

Town of Spring Lake

BOARD OF COMMISSIONERS

Sofia 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 Regular Meeting Agenda Monday, December 9, 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** – Pastor Crawford
3. **ADDITIONS AND DELETIONS**
4. **APPROVAL OF AGENDA**
5. **APPROVAL OF CONSENT ITEMS**
 - a. Draft Minutes of November 25, 2024, Work Session Meeting
 - b. BA-9 FY 2025
6. **PUBLIC COMMENT (Limit 3 minutes per speaker)**
7. **PRESENTATIONS**
8. **OLD BUSINESS**
 - a. Water Rates Increase – Finance Director James Overton and Town Manager Jon Rorie
9. **NEW BUSINESS**
 - a. 2024-17 Resolution of the Board of Commissioners of the Town of Spring Lake Adopting the 2025 Meeting Schedule – Mayor Kia Anthony
 - b. 2024-18 Resolution of the Board of Commissioners of the Town of Spring Lake Adopting the 2025 Holiday Schedule – Mayor Kia Anthony
 - c. Mayor's Report – Mayor Kia Anthony
 - d. Board of Commissioners Report – Spring Lake Board of Commissioners
 - e. Manager's Report – Town Manager Jon Rorie

f. Town Attorney Report – Town Attorney Michael Porter

10. ADJOURNMENT

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

November 25, 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
Commissioner Adrian Thompson

Others Present:

Carly Autry, Town Clerk
Lakeshia Hardy, Revenue Collection Specialist
Police Chief Errol Jarman, Spring Lake Police Department
James Overton, Finance Director
Renee Robinson, Revenue Supervisor
Jon Rorie, Town Manager
Lieutenant Danny Sutton, Spring Lake Police Department

1. Call to order

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

2. Invocation and Pledge of Allegiance

Bishop Marshall gave the invocation and led the Pledge of Allegiance.

3. Additions or Deletions

None

4. Approval of Agenda

Action: Motion to approve the November 25, 2024, Work Session agenda with no additions or deletions.

Motion by: Commissioner Palacios

Second by: Commissioner Chadwick

Vote: Unanimous

5. Approval of Consent Items

Action: Motion to approve the draft minutes of October 28, 2024, Work Session Meeting.

Motion by: Commissioner Lackman

Second by: Commissioner Thompson

Vote: Unanimous

6. Public Comment

Attorney David Courie, Beaver Courie Law Firm, Fayetteville, introduced himself to the Board stating he is representing Alhobishi Convenience Stores & Rentals, Inc. in a legal matter and his purpose of letting the Board know he was present. Mr. Courie stated he was anticipating Attorney Porter to be present and was hoping to resolve the legal matter as quickly as possible for everyone's benefit of who is involved.

James O'Garra, 614 Duncan Road, first stated he has spent \$300.00 regarding the sewer system, which ended up being on the Town's side of the system. Mr. O'Garra stated when the Town came back out, a jetter was used, which fixed the problem, however, he feels like there should be someone in charge who is more knowledgeable of these types of problems. Second, Mr. O'Garra mentioned the paving of Town roads, as they are currently unsafe for travel, specifically mentioning Odell Road. Third, Mr. O'Garra mentioned Manchester Fire Station is currently empty and hopes the Board could take another look at it and see if something can be figured out by possibly making a deal with the County.

7. Presentations

a. Veteran of the Year Plaque – Commissioner Marvin Lackman – Commissioner Lackman introduced the legacy of honoring Veterans within the Town with the "Veteran of the Year" plaque. The presentation covered past honorees, including first female awardee Tech Sergeant Jennifer Alexander for 2025. The other two (2) honorees were Charlie Miller for 2023 and George Reed for 2024. The acknowledgement highlighted their military and community contributions, linking the Town's support structures to these Veteran efforts.

8. New Business

a. Leaders Legacy Recognition Program – Town Manager Jon Rorie – Mr. Rorie introduced the "Leaders Legacy Recognition Program" meant to honor individuals contributing significantly to the Town. Eligibility criteria and process of nominations were outlined, as well as the shared costs of the commemorative benches to be installed.

Action: Motion to approve the Leaders Legacy Recognition Program.

Motion by: Commissioner Lackman

Second by: Commissioner Chadwick

Vote: Unanimous

b. Draft Ordinance No. 2024-04 Chapter 16. Environment. Article V. Donation Box – Town Manager Jon Rorie – Mr. Rorie discussed the amendment to prohibit outdoor donation boxes, addressing the ongoing issue of these sites becoming illegal dumping grounds for various discarded items.

Action: Motion to approve Draft Ordinance No. 2024-04 Chapter 16. Environment. Article V. Donation Box.

Motion by: Commissioner Thompson

Second by: Commissioner Palacios

Vote: Unanimous

c. Personnel Policy Handbook – Town Manager Jon Rorie – Mr. Rorie elaborated on the revised Personnel Policy Handbook, noting updates to align with current employment law and technology use within workplace settings. Changes included additions like performance reviews, an education assistance program, and a cell phone stipend.

Action: Motion to approve the updated Personnel Policy Handbook.

Motion by: Mayor Pro Tem Cooper

Second by: Commissioner Lackman

Vote: Unanimous

d. Water Rate Increase – Finance Director James Overton and Town Manager Jon Rorie – Mr. Overton presented data supporting a need for a 17% increase in water rates, due to issues like loss of water, infrastructure degradation, and a rise in delinquent payments. Various rate and policy increases were proposed to ensure better financial health and infrastructure improvements. Mr. Overton presented four (4) motions for the Board to approve.

Action: Motion to approve to increase customer deposits \$50.00 for homeowners and \$100.00 for tenants to \$200.00 for all new water and sewer customers effective January 1, 2025.

Motion by: Mayor Pro Tem Cooper

Second by: Commissioner Palacios

Vote: Unanimous

Action: Motion to approve to increase water and sewer rates by 23% effective January 1, 2025 and leave the minimum alone.

Motion by: Mayor Pro Tem Cooper

Second by: The motion died due to a lack of second.

After significant discussion, subsequent proposals were discussed and the Board had a consensus to table for member feedback and further deliberation. The Board agreed to return to it at the next meeting, which is Monday, December 9, 2024.

Action: Motion to approve to maintain the current late fee rate at \$25.00 and increase the cutoff fee from \$25.00 to \$50.00 effective January 1, 2025.

Motion by: Mayor Pro Tem Cooper

Second by: Commissioner Lackman

Vote: Unanimous

Action: Motion to approve to change the policy for any customers on cutoff list for third time in any 12-month period will be required to prepay water and sewer bill for the next 12-month period. Prepayment each month will equal to the average of last 6 months water bill rounded up to the nearest \$10.00.

Motion by: Mayor Pro Tem Cooper

Second by: Commissioner Thompson

Vote: Unanimous

e. Mayor's Report – Mayor Kia Anthony – First, Mayor Anthony wished everyone a Happy Thanksgiving. Second, Mayor Anthony thanked Wilbur Graham Bethel AME Zion for their support with Hillside Cemetery. Third, Mayor Anthony stated the Town's Christmas Tree Lighting in on Friday, December 6, 2024. Fourth, Mayor Anthony mentioned the Recreation Center's Bike Drive, which are seeking sponsors. Fifth, Mayor Anthony wished Town staff with November birthdays a Happy Birthday. Sixth, Mayor Anthony congratulated the newly elected officials, such as Dr. Mary Hales, who was out in the audience, and Mike Colvin and acknowledged Marvin Lucas for his service while representing Spring Lake. Seventh, Mayor Anthony acknowledged Patricia Hickmon being the President of the North Carolina Permitting Personnel Association. Eighth, Mayor Anthony highlighted the Town Clerk Carly Autry for recently attending the Annual Master Clerks Academy. Ninth, Mayor Anthony stated North Carolina just turned 235 years old on November 21st. Last, Mayor Anthony stated she, Mayor Pro Tem Cooper, and Town Manager Jon Rorie recently attended a Strategic Planning Session hosted by the North Carolina League of Municipalities (NCLM).

f. Board of Commissioners Report – Spring Lake Board of Commissioners – First, Mayor Pro Tem Cooper also mentioned the Strategic Planning Session hosted by the North Carolina League of Municipalities (NCLM) that she, Mayor Anthony, and Mr. Rorie attended. Last, Mayor Pro Tem Cooper stated Operation Turkey needs volunteers. First, Commissioner Thompson stated the White Flag Destination at Cornerstone Christian Empowerment Center in Spring Lake is accepting blanket donations. Last, Commissioner Thompson stated she had a chance to fellowship with the community potluck at First Presbyterian Church. Commissioner Lackman's updates are attached in the minutes as **Attachment One**. First, Commissioner Palacios thanked Commissioner Lackman of all his hard work and participation in the community. Last, Commissioner Palacios thanked Town staff and Mr. Rorie for their support and participation with Town projects. Commissioner Chadwick thanked Dr. Mary Hales for attending the Board meeting.

g. Manager's Report – Town Manager Jon Rorie – Mr. Rorie shared the results of a recently attended strategic planning session alongside Town officials. Emphasizing a focused drive toward strengthening the Town's pipelines of operational integrity, engagement, and infrastructure development were the key takeaways.

h. Town Attorney Report – Town Attorney Michael Porter – Attorney Porter was absent.

Ms. Autry briefly reannounced the Town App that is available for download.

9. CLOSED SESSION

Action: Motion to approve to go into Closed Session pursuant to NCGS §143-318.11(a)(1) – Confidentiality and NCGS §143-318.11(a)(3) – Attorney-Client Privilege.

Motion by: Commissioner Thompson

Second by: Commissioner Palacios

Vote: Unanimous

Action: Motion to approve to come back into Open Session. Action was taken. The Board approved Closed Session minutes.

Motion by: Mayor Pro Tem Cooper

Second by: Commissioner Thompson

Vote: Unanimous

10. ADJOURNMENT

Action: There being no further business to come before the Board, Mayor Anthony adjourned the meeting at 10:27 pm.

ATTEST:

Carly Autry
Town Clerk

Kia Anthony
Mayor

Attachment One

Veterans Day - What a Great Day! Whether you came out to **celebrate Veterans Day** with us, find out who the **Veteran of the Year** is, (by the way...she is sitting in the **audience tonight**), The **Special Forces Mural Unveiling**, hear **CSM (Ret) "Hank" Luthy** talk about the history of Special Forces, or the great food by **Wing Company**. We had a Great Day! Thanks to the **Appearance and Sustainability Committee**, the **Military and Veterans Affairs Committee** and the Town of **Spring Lake employees** for all the hard work put into this event. There are many people to "Thank" but I would like to give a **Special "Thank You"** to **Janice Dickerhoff** for her behind the scene work and fundraising and her and **Janine Lackman** for the wonderful set up for all of us to come out and enjoy our Veterans Day Ceremony, November 8, 2024.

Spring Lake Clean Up from November 2, 2024 – **840 lbs. and 9 Volunteers**

Year to date totals – **7,240 lbs. and 80 volunteers**

That is over 3.5 tons of trash removed by committed volunteers on only seven clean ups this so far this year. Volunteers do make a difference!

Speaking of **volunteers**, look at the power of the volunteers –

We have **three committees/boards** made up of volunteers, The Spring Lake **Board of Adjustments**, The Spring Lake **Appearance and Sustainability Committee** and the Spring Lake **Military and Veterans Affairs Committee**. Look at the impact that these committees are having on and in Spring Lake. There is **one opening** on the Appearance Committee and one on the MVAC.

I would also like to hi-lite the group of volunteers that is working on the **Hillside Cemetery and Bethel AME Zion Church** that raised money for the cemetery and got the **Cumberland County Commissioners** involved and **CBS 17 and Justin Moore** to cover the story. **Former Alderwoman Densie Lucas** and **CSM (Ret) Wilbur Graham Jr.** as well as others. **Thank You!**

Veterans Park update – Wow! Mr. Rorie has been busy, if you have not notice, there has been **MANY** changes to our Veterans Park! Not lost in the **results** is the **unity** that is being **accomplished** with our **town employees**, our **committees** and our **residents**. Mr. Rorie, that is **leadership** and I **"Thank You"** for **bringing out our best**.

Mayor Anthony, I have **two "short" stories** to tell you... (1) I will paraphrase what was said to me on Friday, November 22, 2024, while we were working on Veterans Park. a person approached me and told me **what we were doing will not make a difference**. This person **mostly stood around with arms crossed** and **"watched"** while the rest of us continued to **"Build Veterans Park"**

And (2) Here is message that was posted on FB about the work being performed - **All of you that helped to make this happen is showing the love for your fellow man. Just like God that loves all his children. I am so grateful as a citizen of Spring Lake. That you all made it happen. A place we all can go and enjoy the beauty in our town. Thank you all and God bless each and every one of you.** ❤️ 🙏

We are making a difference here in Spring Lake!

FYI, these improvements to Veterans Park are being accomplished with state funds that Representative Lucas secured from the North Carolina General Assembly and **NOT** from our General Fund.

Operation Turkey –

Issac Castleberry, has taken the lead on organizing “**Operation Turkey**”. The **MVAC** will be giving away **300 Thanksgiving meals** on **Thursday, November 28th**. Come by Town Hall, 300 Ruth Street to get your Thanksgiving Day meal, Thanks to **Operation Turkey, Issac Castleberry, MVAC and the Town of Spring Lake**.

Next Clean Up is **December 07, 2024, 8 AM Southwinds Plaza**



Board of Commissioners Agenda Cover Sheet

Meeting Date

December 9, 2024

Agenda Location

Consent Agenda

Item Title

BA-9 FY 2025

Summary/Description

Budget Amendment to appropriate \$1,000.00 to Special Events for Christmas Tree Lighting and to reallocate expenditures in various departments.

Requested Action

Approval

Funding Source (If Applicable):

N/A

Cost: Yes ☐ No ☒

Additional Documents to be Included in Agenda Packet

BA-9 FY 2025 Budget Amendment

**Town of Spring Lake
Budget Amendments
Fiscal Year Ending**

**BA -9 FY 2025
30-Jun-25**

BE IT ORDAINED by The Governing Board of the Town of Spring Lake, North Carolina, that the following amendment is made to the annual budget ordinance for the fiscal year ending June 30, 2025

Section 1: To amend the revenues and expenditures as follows:

Account Number	Department	Current Budget	Amendment	Amended Budget
10-10-3431-840-03	Donations Police Department	\$ 700	\$ 800	\$ 1,500
		-	-	-
	Total Fund Revenues	\$ 700	\$ 800	\$ 1,500
10-00-4000-490-05	Special Events Expenses	20,000	1,000	21,000
10-00-4130-190-00	Professional services	475,000	(1,000)	474,000
10-00-4160-120-01	Salaries and wages regular	31,917	(2,000)	29,917
10-00-4160-180-03	Group Insurance	10,052	(2,000)	8,052
10-00-4160-190-00	Professional services	29,613	4,000	33,613
10-10-4310-120-01	Salaries and wages regular	1,480,761	(12,000)	1,468,761
10-10-4310-120-06	Salaries part time	13,000	12,000	25,000
10-10-4310-290-00	Shop With A Cop	700	800	1,500
60-91-7130-180-02	State retiremetnt	54,220	(3,600)	50,620
60-91-7130-180-06	Workers Compensation	6,804	100	6,904
60-91-7130-390-00	Other services	-	3,500	3,500
60-91-7140-120-02	Salaries and wages overtime	5,000	(1,000)	4,000
60-91-7140-480-00	Dues & subscriptions	7,650	1,000	8,650
	Total Fund Expenditures	\$ 2,134,717	\$ 800	\$ 2,135,517
	Revenues Over (under) Expenditures	\$ -		

Justification: To appropriate \$1,000 to Special Events for Christmas Tree Lighting
To reallocate expenditures in various departments

Section 3: Copies of this budget amendment shall be furnished to the Clerk of the Governing Board, and to the Budget officer and Finance director for their Direction.

Requested By	James C Overton	Date	9-Dec-24
	Finance Director		
Reviewed By	James C Overton	Date	9-Dec-24
	Finance Director		
Approved By:	Jonathan Rorie	Date	9-Dec-24
	Town Manager		

ADOPTED this 9th day of December 2024 by the Spring Lake Board of Commissioners

Town of Spring Lake Mayor
Town of Spring Lake

Town of Spring Lake Clerk



Board of Commissioners Agenda Cover Sheet

Meeting Date

December 9, 2024

Agenda Location

Old 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.

Please note: This item was previously discussed at the Board of Commissioners meeting on Monday, November 25, 2024. A motion was made; however, it died due to a lack of a second. Board consensus to table the item and bring it back at the next meeting.

Requested Action

Approval

Funding Source (If Applicable):

N/A

Cost: N/A Yes ☐ No ☒

Additional Documents to be Included in Agenda Packet

Providing PowerPoint as part of Presentation



Board of Commissioners Agenda Cover Sheet

Meeting Date

December 9, 2024

Agenda Location

New Business

Item Title

Resolution 2024-17 Adopting the 2025 Meeting Schedule

Presenter

Mayor Kia Anthony

Summary/Description

Adopting a meeting schedule brings organizational efficiency, structure, transparency, and compliance benefits to the board. It enables better planning, coordination, and participation, ultimately enhancing the board's effectiveness and accountability.

The meeting date in red falls on a holiday.

The Board has several options:

- Hold the meeting as scheduled.
- Reschedule the meeting to another evening.
- Cancel the meeting.

Should the Board decide to cancel the meeting and items arise that need the Board's attention; the Board can call a Special Meeting.

Requested Action

Approval

Funding Source (If Applicable):

N/A

Cost: N/A Yes ☐ No ☒

Additional Documents to be Included in Agenda Packet

Resolution 2024-17 Adopting the 2025 Meeting Schedule

RESOLUTION 2024-17

RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWN OF SPRING LAKE ADOPTING THE 2025 MEETING SCHEDULE

WHEREAS, GS 143-318.12, GS 160A-71, and Code of Ordinance Chapter 2, Section 2-3(a), Regular Meeting, empowers the Board of Commissioners to establish a schedule of Regular Meetings; and

WHEREAS, it is necessary to establish a meeting schedule for the year 2025 to ensure transparency, efficiency, and effective governance.

NOW, THEREFORE, BE IT RESOLVED by the Town of Spring Lake Board of Commissioners that the following schedule of Regular Meetings is hereby adopted for 2025, all meetings to be held at 6:00 pm at Town Hall, Grady Howard Conference Room, 300 Ruth Street.

Monday, January 13, 2025
Monday, January 27, 2025
Monday, February 10, 2025
Monday, February 24, 2025
Monday, March 10, 2025
Monday, March 24, 2025
Monday, April 14, 2025
Monday, April 28, 2025
Monday, May 12, 2025
~~Monday, May 26, 2025~~
Monday, June 9, 2025
Monday, June 23, 2025

Monday, July 14, 2025
Monday, July 28, 2025
Monday, August 11, 2025
Monday, August 25, 2025
Monday, September 8, 2025
Monday, September 22, 2025
Monday, October 13, 2025
Monday, October 27, 2025
Monday, November 10, 2025
Monday, November 24, 2025
Monday, December 8, 2025
Monday, December 22, 2025

ADOPTED this 9th Day of December 2024.

ATTEST:

By: _____
Carly Autry
Town Clerk

By: _____
Kia Anthony
Mayor



Board of Commissioners Agenda Cover Sheet

Meeting Date

December 9, 2024

Agenda Location

New Business

Item Title

Resolution 2024-18 Adopting 2025 Holiday Schedule

Presenter

Mayor Kia Anthony

Summary/Description

The Town should adopt the 2025 Holiday Schedule to boost morale. The 2025 Holiday Schedule as shown in Exhibit A of the attached Resolution mirrors the holiday schedule for employees of the State of North Carolina with the exception of the addition of President's Day and the omission of one (1) of the three (3) days that State employees receive during the Christmas holiday period.

The new Personnel Policy adopted by the Board of Commissioners on Monday, November 25, 2024, includes two (2) floating holidays.

Requested Action

Approval/Denial

Funding Source (If Applicable):

N/A

Cost: N/A Yes ☐ No ☒

Additional Documents to be Included in Agenda Packet

Resolution 2024-18 Adopting 2025 Holiday Schedule

Exhibit A – 2025 Holiday Schedule

RESOLUTION 2024-18

RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWN OF SPRING LAKE ADOPTING THE 2025 HOLIDAY SCHEDULE

WHEREAS, the Town of Spring Lake recognizes the importance of establishing a Holiday Schedule that aligns with the State of North Carolina; and

WHEREAS, the State of North Carolina provides a comprehensive and standardized Holiday Schedule that municipalities can follow; and

WHEREAS, the 2025 Holiday Schedule is attached as Exhibit A and are the holidays that will be observed by Town employees during 2025; and

WHEREAS, adopting the 2025 Holiday Schedule promotes consistency and coordination among local municipalities.

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

Section 1. The 2025 Holiday Schedule provided by the State of North Carolina is hereby adopted as the official Holiday Schedule for the Town of Spring Lake.

Section 2. All Town departments, offices, and facilities shall observe the designated holidays as outlined in Exhibit A.

Section 3. The Town Clerk is directed to disseminate the adopted 2025 Holiday Schedule to all Town employees and ensure its proper implementation.

Section 4. This Resolution shall take effect immediately upon its adoption.

ADOPTED this 9th Day of December 2024.

ATTEST:

By: _____
Carly Autry
Town Clerk

By: _____
Kia Anthony
Mayor



TOWN OF SPRING LAKE 2025 HOLIDAY SCHEDULE

Holiday	Observance Date	Day of Week
New Year's Day	January 1, 2025	Wednesday
Martin Luther King, Jr. Birthday	January 20, 2025	Monday
President's Day	February 17, 2025	Monday
Good Friday	April 18, 2025	Friday
Memorial Day	May 26, 2025	Monday
Juneteenth	June 19, 2025	Thursday
Independence Day	July 4, 2025	Friday
Labor Day	September 1, 2025	Monday
Veterans Day	November 11, 2025	Tuesday
Thanksgiving	November 27 & 28, 2025	Thursday & Friday
Christmas	December 24 & 25, 2025	Wed. & Thursday

Two (2) floating Holidays