

having the floor shall be permitted to enter any discussion either directly or through a member of the Board. No question shall be asked a member except through the Mayor.

5. *Request to have Statement Abstracted.* A member may request from the Mayor the privilege of having an abstract of his or her statement on any subject under consideration by the Board entered in the minutes.
6. *Request to Record Synopsis of Discussion in the Minutes.* The Clerk may be directed by the Mayor, with the consent of the Board, to enter in the minutes a synopsis of the discussion on any question coming before the Board.

**Rule 24. Closed Sessions.**

- a. **Motion to Enter Closed Session.** The Board may hold Closed Sessions as provided by law and shall only commence after a motion to go into Closed Session has been made and adopted during an Open Meeting. The motion to enter Closed Session must cite one (1) or more of the permissible bases for Closed Session listed in Paragraph (b) of this rule. A motion to enter Closed Session under the subparagraphs in Paragraph (b) must contain the additional information specified in those provisions.
- b. **Bases for Closed Session.** A Closed Session is permissible under the following circumstances and no others:
  1. To prevent the disclosure of information that is privileged or confidential pursuant to the law of North Carolina or the United States or that does not constitute a public record within the meaning of Chapter 132 of the General Statutes. The motion to enter Closed Session must name or cite the law that renders the information confidential or privileged.
  2. To prevent the premature disclosure of an honorary degree, scholarship, prize, or similar award.
  3. To consult with the Town Attorney or another Attorney employed or retained by the Town to preserve the Attorney-Client Privilege. If the Board expects to discuss a pending lawsuit with its Attorney, the motion to enter Closed Session must include the names of the parties to the lawsuit.
  4. To discuss matters relating to (a) the location or expansion of industries or other businesses in the area served by the Town or (b) the closure or realignment of a military installation. The Board may reach an agreement in Closed Session on a tentative list of economic development incentives to be offered in negotiations, but the approval of the signing of any economic development contract or commitment and the authorization of the payment of economic development expenditures must take place in Open Session.
  5. To establish or instruct staff or agents concerning the Town's position in negotiating the price or other material terms of an agreement for the acquisition of real property by purchase, exchange, or lease.
  6. To establish or instruct staff or agents concerning the amount of compensation or other material terms of an employment contract.
  7. To consider the qualifications, competence, performance, character, fitness, or

conditions of appointment or employment of a public officer or employee or prospective public officer or employee, except when the individual in question is a member of the Town's Board or other public body or is being considered to fill a vacancy on the Town's Board or other public body. Final action to appoint or employ a public officer or employee must take place in Open Session.

8. To hear or investigate a charge or complaint by or against a public officer or employee. Final action discharging an employee or removing an officer must occur in Open Session.
  9. To plan, conduct, or hear reports concerning investigations of alleged criminal misconduct.
  10. To view a law enforcement recording released pursuant to NCGS §132-1.4A.
  11. On any other basis permitted by law.
- c. **Closed Session Participants.** Unless the Board directs otherwise, the Town Manager, Town Attorney, and Town Clerk may attend Closed Sessions of the Board. No other person may attend a Closed Session unless invited by a majority vote of the Board.
  - d. **Motion to Return to Open Session.** Upon completing its Closed Session business, the Board shall end the Closed Session by adopting a duly made motion to return to Open Session.
  - e. **Closed Session Agenda.** If a meeting calls for a Closed Session, the Town Clerk shall distribute a Closed Session Agenda to the Mayor, Board, Town Manager, and Town Attorney on the day of the meeting, except if Closed Session is added during the discussion of the Proposed Agenda and Adoption of the Agenda, as specified in Rule 4.

**Rule 25. Quorum.**

- a. The presence of a quorum is necessary for the Board to conduct business.
- b. A majority of the Board's actual membership plus the Mayor, excluding vacant seats, constitutes a quorum. A majority is more than half.
- c. A member who withdraws from a meeting without being excused by a majority vote of the remaining members in attendance is deemed present for quorum purposes.

**Rule 26. Public Hearings.**

- a. **Calling Public Hearings.** In addition to holding Public Hearings required by law, the Board may hold any Public Hearing it deems advisable. The Board may schedule hearings or delegate that responsibility to Town staff members, as appropriate, except when state law directs the Board itself to call the hearing. If the Board delegates scheduling authority, it must provide adequate guidance to assist staff members in exercising that authority.
- b. **Public Hearing Locations.** Public hearings may be held anywhere within the Town or within the county where the Town is located.
- c. **Rules for Public Hearings.** The Board may adopt reasonable rules for Public Hearings that, among other things,

- fix the maximum time allotted to each speaker,
  - provide for the designation of spokespersons for groups of persons supporting or opposing the same positions,
  - provide for the selection of delegates from groups of persons supporting or opposing the same positions when the number of persons wishing to attend the hearing exceeds the capacity of the hall (so long as arrangements are made, in the case of a hearing subject to the open meetings law, for those excluded from the hall to listen to the hearing), and
  - provide for the maintenance of order and decorum in the conduct of the hearing.
- d. **Notice of Public Hearings.** Any Public Hearing at which a majority of the Board is present shall be considered part of a Regular or Special meeting. Consequently, the relevant notice and related requirements of the Open meetings law, as set out in Rules 1 and 2, apply to such hearings. Some statutes mandate additional notice for types of hearings, and such notice must be provided together with notice of the meeting during which the hearing will take place.
- e. **Continuing Public Hearings.** The Board may continue any Public Hearing without further advertisement to a time and place certain, provided the time (including the date, if the hearing will resume on a different day) and place of the continued hearing are announced in Open Session. Except for hearings conducted pursuant to Paragraph (g), if a quorum of the Board is not present for a properly scheduled Public Hearing, the hearing must be continued until the Board's next Regular meeting without further advertisement.
- f. **Conduct of Public Hearings.** At the time appointed for the hearing, the Mayor shall call the hearing to order and proceed to allow public input in accordance with any rules adopted by the Board for the hearing. Unless the Board extends the hearing, when the time allotted for the hearing expires, or when no one wishes to speak who has not done so, the Mayor shall declare the hearing closed, and the Board shall resume the regular order of business.
- g. **Public Hearings by Less Than a Majority of the Board.** Nothing in this rule prevents the Board from appointing a member or members to hold a Public Hearing on the Board's behalf, except when state law requires that the Board itself conduct the hearing.

**Rule 27. Public Comment Periods.**

- a. **Frequency of Public Comment Periods.** The Board must provide at least one (1) opportunity for Public Comment each month at a Regular Meeting, except that the Board need not offer a Public Comment period during any month in which it does not hold a Regular Meeting.
- b. **Rules for Public Comment Periods.** The Board may adopt reasonable rules for Public Comment periods that, among other things,
- fix the maximum time allotted to each speaker,
  - provide for the designation of spokespersons for groups supporting or opposing the same positions,
  - provide for the selection of delegates from groups supporting or opposing the same positions when the number of persons wishing to attend the Public Comment period exceeds the capacity of the hall (so long as arrangements are made for those excluded from the hall to listen to the hearing), and

- provide for the maintenance of order and decorum in the conduct of the hearing.
- c. **Content-Based Restrictions Generally Prohibited.** The Board may not restrict speakers based on subject matter if their comments pertain to subjects within the Board's real or apparent jurisdiction.

#### **Rule 28. Meeting Minutes.**

- a. **Minutes Required for All Meetings.** The Board must keep full and accurate minutes of all its meetings, including Closed Sessions. To be "full and accurate," minutes must record all actions taken by the Board. They should set out the precise wording of each motion and make it possible to determine the number of votes cast for and against each motion. The minutes need not record discussions of the Board, though the Board in its discretion may decide to incorporate such details into the minutes.
- b. **Record of "Ayes" and "Noes."** At the request of any member of the Board, the minutes shall list each member by name and record how each member voted on a particular matter.
- c. **General Accounts of Closed Sessions.** In addition to minutes, the Board must keep a general account of each Closed Session. The general account must be sufficiently detailed to provide a person not in attendance with a reasonable understanding of what transpired. The Board may combine the minutes and general account of a Closed Session into one (1) document, so long as the document contains both a complete record of actions taken and the level of detail required for a general account.
- d. **Sealing Closed Session Records.** Minutes of Closed Session shall be sealed until unsealed by order of the Board or, if the Board delegates the authority to unseal to one (1) or more staff members, in accordance with guidelines adopted by the Board. All Closed Session minutes, sealed or unsealed, shall be made available to the active Board at their request, under observance of the Town Clerk. The sealed minutes of any Closed Session may be withheld from public inspection so long as public inspection would frustrate the purpose(s) of the Closed Session.

#### **Rule 29. Appointments.**

- a. **Appointments in Open Session.** The Board must consider and make any appointments to another body or, in the event of a vacancy on the Board, to its membership in Open Session.
- b. **Nomination and Voting Procedure.** The Board shall use the following procedure to fill a vacancy in the Board itself or in any other body over which it has the power of appointment. The nominating committee shall be called upon to make its report and recommendation(s), if any. The Mayor shall then open the floor for nominations, whereupon Board members may put forward and debate nominees. When the debate ends, the Mayor shall call the roll of the members, and each member shall cast a vote for his or her preferred nominee. The voting shall continue until a nominee receives a majority of votes cast during a single balloting.
- c. **Mayor.** The Mayor may make nominations and may vote on appointments only in case of a tie under this rule.
- d. **Multiple Appointments.** If the Board is filling more than one vacancy, each member shall have as many votes in each balloting as there are slots to be filled, and the votes of a

majority of the total number of members voting shall be required for each appointment. No member may cast more than one (1) vote for the same candidate for the same vacancy during a single balloting.

- e. **Duty to Vote.** Each member must vote for as many appointees as there are appointments to be made, but failure to do so shall not invalidate a member's ballot.

### **Rule 30. Committees and Boards.**

- a. **Establishment and Appointment.** The Board may establish temporary and standing committees, boards, and other bodies to help carry on the work of the Town government. Unless otherwise provided by law or the Board, the power of appointment to such bodies lies with the Board.
- b. **Open Meetings Law.** The requirements of the Open meetings law apply whenever a majority of an appointed body's members gather in person or simultaneously by electronic means to discuss or conduct official business. They do not apply to meetings solely among the Town's professional staff.
- c. **Procedural Rules.** The Board may prescribe the procedures by which the Town's appointed bodies operate, subject to any statutory provisions applicable to bodies. In the absence of rules adopted by the Board, an appointed body may promulgate its own procedural rules, so long as they are in keeping with any relevant statutory provisions and generally accepted principles of parliamentary procedure.
- d. **Board of Commissioners Liaisons.** The Mayor may appoint a Board member to serve as the Liaison for any standing committees, boards, or other bodies established pursuant to this section. The role of the Board Liaison is to facilitate communication between the Board and the committee or board, and to keep the Board informed on the activities of the committee or board.
- e. **Application.** The Town will accept applications as vacancies come open and will maintain and consider applications received for one (1) year. To be eligible for appointment to a board or committee and continue to serve, a person must be an adult permanently residing inside the Town municipal influence area and apply on a form provided by the Town Clerk. Depending on the individual committee Bylaws, a member per board may reside outside the actual Town limits.
- f. **Terms.** Unless otherwise provided by statute or Town Ordinance, all terms of office where terms of office are determined by the Board shall be two (2) years. The Board shall make appointments to fill unexpired portions of terms created by vacancies as expeditiously as needed.
- g. **Removal.** All members of all boards and committees shall unless in conflict with State statutes, serve at the pleasure of the Board, regardless of the terms for which they were appointed. The Board may in its discretion at any time remove any members of any board or commission when it is determined to be in the best interest of the Town, such as inefficiency, neglect of duty, or malfeasance in office.
- h. **Temporary and Ad Hoc Committees.** Upon approval of the Board, temporary or Ad Hoc committees of limited duration may be exempt from these requirements and/or the requirements of Rules 29 and 30 of the Board Rules of Procedure.

### **Rule 31. Broadcasting and Recording Meetings.**

- a. **Right to Broadcast and Record.** Any person may photograph, film, tape-record, or

otherwise reproduce any part of a Board meeting that must take place in Open Session. Except as provided in Paragraph (c) of this rule, any radio or television station may broadcast any such part of a Board meeting.

- b. **Advance Notice.** Any radio or television station that plans to broadcast any portion of a Board meeting shall notify the Town Clerk or the Town Manager no later than twenty-four (24) hours before the meeting. The failure to provide notice is not, by itself, grounds for preventing the broadcast of a Board meeting.
- c. **Equipment Placement.** The Town Manager may regulate the placement and use of camera or recording equipment to prevent undue interference with a Board meeting, so long as he or she allows the equipment to be placed where it can carry out its intended function. If the Town Manager determines in good faith that the equipment and personnel necessary to broadcast, photograph, or record the meeting cannot be accommodated without undue interference to the meeting, and an adequate alternative meeting room is not readily available, the Town Manager may require the pooling of the equipment and the personnel operating it.
- d. **Alternative Meeting Site.** If the news media requests an alternative meeting site to accommodate news coverage, and the Board grants the request, the news media making the request shall pay the costs incurred by the Town in securing an alternative meeting site.

**Rule 32. Approval of Contracts and Authorization of Expenditures.**

- a. **Contracts to be in Writing.** No contract shall be approved or ratified by the Town Board unless it has been reduced to writing at the time of the Board's vote.
- b. **Approval of Contracts.** To be approved or ratified, a contract must receive affirmative votes equal to at least a majority of all members not excused from voting on the contract, including the Mayor's vote in the event of a tie.
- c. **Authorization of Expenditure of Public Funds.** The same vote is necessary to approve or ratify a contract for the Board to authorize the expenditure of public funds, except when the expenditure is authorized pursuant to Rule 22.

**Rule 33. Sunshine List.**

Any person and any newspaper, radio station, television station, or other news media organization may file with the Town Clerk a written request for notice of all meetings of the Board in accordance with NCGS §143-318.12(b)(2).

**Rule 34. Issuance of Proclamations.** (Added 1-13-25)

Issuance of Proclamations is entirely at the discretion of the Mayor. *Proclamations* are official announcements and/or public declarations issued by the Mayor. They are ceremonial in nature and DO NOT have any legislative value.

Proclamations **may be** issued for the following reasons:

- a. Recognition of extraordinary achievement.
- b. Supporting actions that improve the quality of life of the Town of Spring Lake.
- c. Raising public awareness of issues that directly affect the Town of Spring Lake.

- d. Appreciation for monetary donations, in-kind contributions, cultural contributions, and volunteer efforts.
- e. Proclamations that hold statewide significance or serve an educational purpose for a significant number of Town residents.
- f. Proclamations may recognize a day, week, or month.
- g. Proclamations for the benefit of specific for-profit organizations, policy organizations, or businesses will not be issued.
- h. Proclamations for anniversaries, weddings, birthdays, or retirements will not normally be issued except in extraordinary circumstances such as a 100<sup>th</sup> birthday or 75<sup>th</sup> anniversary.

Proclamations **WILL NOT** be issued for any of the following:

- a. Matters that would require taking sides on a political issue.
- b. Matters involving issued of personal conviction.
- c. Matters that involve any particular religion.
- d. Any other matters that tend to stir up controversy or unrest.
- e. Commercial purposes, such as the opening of a new business, a new service, a new product, or a new professional service.

**Other considerations:**

- a. Requests must be made on an annual basis. Proclamations will not be automatically renewed.
- b. Multiple requests from the same organization may not be honored in the same calendar year.
- c. Requests that are similar to Proclamations that have already been issued may be denied.

**Format**, which will be provided to the recipient by the Town Clerk:

- a. Proclamations will typically be presented to the recipient at a regular Board meeting. They are prepared on 8½" x 11" paper and always include the following:
  - *Whereas* clauses providing information describing the five W's (who, what, when, where, and why) regarding the Proclamation;
  - *A Now, Therefore Be It Proclaimed* clause, proclaiming the specific event;
  - A date of execution, representing the date the document was signed by the Mayor and/or the date of the event being proclaimed;
  - The signature of the Mayor;
  - The Town seal; and
  - Enclosure in a certificate holder.

**Receipt of Final Document.** Individuals and organizations have several options for receiving finalized Proclamations, which will be provided to the recipient by the Town Clerk:

- a. Finalized documents can be presented at an event sponsored by the individual or organization that requested the documents. (Note: This option is subject to the availability of the Mayor or a Board member).
- b. Finalized documents can be presented at a regularly scheduled Board meeting. (Note: For agenda purposes, this option may require additional information for the party that requested the document).
- c. Finalized documents can be mailed and/or emailed (per direction from requestor) to the recipient of the Proclamation, or they may be picked up from the Town Clerk's office.

**Media Coverage.** The individual/organization requesting a Proclamation will be responsible for any and all media coverage desired.

**Request Process,** which will be provided to the recipient by the Town Clerk:

- a. ALL applications for a Proclamation must be submitted at least ten (10) days prior to the event.
- b. Individuals/organizations are strongly encouraged to file requests as early as possible.
- c. Applications received after the deadline will be prepared depending upon staff availability.
- d. Requests may be made over the phone by calling the Town Clerk at (910) 985-1834. ALL phone requests MUST be followed up by completion of the form.
- e. Requests should include the following:
  - Contact information: name, telephone number, and email of a person who can answer questions about the Proclamation.
  - Name of the person(s)/organization the Proclamation is about.
  - Proposed text for the Proclamation, including facts about the subject matter and enough information to make at least four (4) points about the person(s)/organization being recognized. (Note: The more information sent, the more personable the document will be).
  - Date of presentation for the Proclamation.
  - Action to be taken when the Proclamation is completed. (Who should be contacted in order to pick up the document).

**Following Receipt of Request,** which will be provided to the recipient by the Town Clerk:

- a. The Town Clerk, on behalf of the Mayor, will contact the person requesting the Proclamation to notify them of the status of the request.
- b. Depending on official approval, the original Proclamation will be issued to the individual or organization at no cost.
- c. Any draft language submitted for the Proclamation is subject to editing or revisions.

**Rule 35. Issuance of Resolutions.** (Added 1-13-25)

Issuance of Resolutions is entirely at the discretion of the Mayor. *Resolutions* state the opinion or feeling of the Board and are used to dictate policy to Town employees, congratulate an

organization or a person, express sorrow at the death of a well-known person or urge another governmental body, such as the U.S. Congress, to take a desired action.

Resolutions **may be** issued for the following reasons:

- a. Recognition of action or service above and beyond the call of duty.
- b. Recognition of extraordinary achievement.
- c. Supporting actions that improve the quality of life of the Town of Spring Lake.
- d. Raising public awareness of issues that directly affect the Town of Spring Lake.
- e. Resolutions that hold local, state, or national significance or serve an educational purpose for a significant number of Town citizens.
- f. Recognition of individuals or groups who have made significant contributions to the Town community.
- g. Commendation for heroism, Boy/Eagle Scout achievement, school/sports groups achievements, and the efforts of non-profit organizations.
- h. Appreciation for monetary donations, in-kind contributions, cultural contributions, and volunteer efforts.

Resolutions **WILL NOT** be issued for any of the following:

- a. Matters that would require taking sides on a political issue.
- b. Matters involving issues of personal conviction.
- c. Matters that involve any particular religion.
- d. Any other matters that tend to stir up controversy or unrest.
- e. Commercial purposes, such as the opening of a new business, a new service, a new product, or a new professional service.

Other considerations:

- a. Multiple requests from the same organization may not be honored in the same calendar year.
- b. Requests that are similar to Resolutions that have already been issued may be denied.

**Format**, which will be provided to the recipient by the Town Clerk:

- a. Resolutions are prepared using the Town's legal Resolution format and are sequentially numbered. They include the following information:
  - Information supplied by the party requesting the Resolution or developed by staff including the reason for the Resolution (stated in "Whereas" clauses), and the desired course of action as a result of the Resolution.
  - The Mayor's signature, Town Clerk attestation, and Town seal.
  - Upon completion, Resolutions will be mailed and/or emailed (per direction of requestor) to the recipient and/or the party to whom it is directed.

**Receipt of Final Document.** Individuals and organizations have several options for receiving finalized Resolutions, which will be provided to the recipient by the Town Clerk:

- a. Finalized documents can be presented at an event sponsored by the individual or organization that requested the documents. (Note: This option is subject to the availability of the Mayor or a Board member).
- b. Finalized documents can be presented at a regularly scheduled Board meeting. (Note: For agenda purposes, this option may require additional information for the party that requested the document).
- c. Finalized documents can be mailed and/or emailed (per direction from requestor) to the recipient of the Resolution, or they may be picked up from the Town Clerk's office.

**Media Coverage.** The individual/organization requesting a Resolution will be responsible for any and all media coverage desired.

**Request Process,** which will be provided to the recipient by the Town Clerk:

- a. ALL applications for a Resolution must be submitted at least ten (10) days prior to the event.
- b. Individuals/organizations are strongly encouraged to file requests as early as possible.
- c. Applications received after the deadline will be prepared depending upon staff availability.
- d. Requests may be made over the phone by calling the Town Clerk at (910) 985-1834. ALL phone requests MUST be followed up by completion of the form.
- e. Requests should include the following:
  - Contact information: name, telephone number, and email of a person who can answer questions about the Resolution.
  - Name of the person(s)/organization the Resolution is about.
  - Proposed text for the Resolution, including facts about the subject matter and enough information to make at least four (4) points about the person(s)/organization being recognized. (Note: The more information sent, the more personable the document will be).
  - Date of presentation for the Resolution.
  - Action to be taken when the Resolution is completed. (Who should be contacted in order to pick up the document).

**Following Receipt of Request,** which will be provided to the recipient by the Town Clerk:

- a. The Town Clerk, on behalf of the Mayor, will contact the person requesting the Resolution to notify them of the status of the request.
- b. Depending on official approval, the original Resolution will be issued to the individual or organization at no cost.
- c. Any draft language submitted for the Resolution is subject to editing or revisions.

Amended 9/9/24 – Rule 4. Items c. and f. under Proposed Agenda.

Amended 1/13/25 – Replaced Aldermen with Commissioners, added Rule 34. Issuance of Proclamations., and added Rule 35. Issuance of Resolutions.



# Board of Commissioners Agenda Cover Sheet

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**Meeting Date**

November 24, 2025

**Agenda Location**

Consent Agenda

**Item Title**

2025-20 Resolution Declaring Surplus of Personal Property

**Summary/Description**

Declaring surplus of personal property on [www.govdeals.com](http://www.govdeals.com).

Listed on Appendix A

**Requested Action**

Approval

**Funding Source (If Applicable):**

N/A

**Cost:** N/A Yes  No

**Additional Documents to be Included in Agenda Packet**

2025-20 Resolution Declaring Surplus of Personal Property with Appendix A

**RESOLUTION 2025-20**

**RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWN OF SPRING LAKE, NORTH CAROLINA DECLARING SURPLUS OF PERSONAL PROPERTY**

**WHEREAS,** the Town periodically has personal property that has outlived its useful life; and

**WHEREAS,** NCGS §160A-270 allows the Board of Commissioners to sell personal property at public auction upon adoption of a Resolution; and

**WHEREAS,** NCGS §160A-274 allows the Board of Commissioners to sell personal property directly to other “governmental units” upon adoption of a Resolution; and

**WHEREAS,** the attached list of personal property (Appendix A) is no longer needed for any governmental use by the Town of Spring Lake; and

**WHEREAS,** it is the intent of the Town to sell the declared surplus property either by direct sale to another governmental unit or by electronic public auction at [www.govdeals.com](http://www.govdeals.com) at various durations of time, during the period of TBD upon Board Approval; and

**WHEREAS,** it is the intent of the Town to put the proceeds back into General Funds and Enterprise Funds; and

**WHEREAS,** the item is to be sold as is, all sales final, cash, or certified check only.

**NOW, THEREFORE, BE IT RESOLVED, BY THE BOARD OF COMMISSIONERS OF THE TOWN OF SPRING LAKE THAT:**

**Section 1.** The Town of Spring Lake does hereby declare said personal property surplus to the needs of the Town.

**Section 2.** The Town of Spring Lake does hereby authorize the aforementioned means of sale of said personal property either to another governmental unit or to the highest bidder.

**Section 3.** Town staff is hereby authorized to execute all documents associated with transferring the said personal property to the eventual purchaser.

**Section 4.** This Resolution shall be effective November 24, 2025.

**ADOPTED UNANIMOUSLY this 24<sup>th</sup> Day of November 2025.**

**ATTEST:**

By: \_\_\_\_\_  
Carly Autry, CMC, NCCMC  
Town Clerk

By: \_\_\_\_\_  
Kia Anthony  
Mayor

# 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

Dear Mr. Rorie and Board of Commissioners,

I am requesting approval to sell the following surplus property through GovDeals, the government surplus auction platform:

**Reason for Sale:** This equipment is no longer in use, obsolete technology, replaced by newer models.

**Items:**

- 1994 Ford Bucket Truck – will not pass DOT inspection.
- 2004 Chevy Dump Truck – high miles and many problems
- Amida Arrow Board – many problems (batteries, Bulbs)
- 2011 F-350 Dump Truck- Wrecked driver door will not open, high miles.
- 2010 F-150 Pick-Up – high miles and has been wrecked.

GovDeals provides a transparent and efficient way to dispose of surplus items while maximizing potential revenue for the Town of Spring Lake. Proceeds from the sale will be directed back to the general fund and the Enterprise fund in compliance with our disposal policy.

Please let me know if you require additional details, such as photographs, serial numbers, or supporting documentation.

I appreciate your consideration. I look forward to your approval to move forward with this process.

Sincerely,  
Jason Williams



# Board of Commissioners Agenda Cover Sheet

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**Meeting Date**

November 24, 2025

**Agenda Location**

Consent Agenda

**Item Title**

Military and Veterans Affairs Advisory Committee Application – Appoint Terri Churilla

**Summary/Description**

Appoint Terri Churilla to the Military and Veterans Affairs Advisory Committee for a two (2) year term.

**Requested Action**

Approval

**Funding Source (If Applicable):**

N/A

**Cost:** N/A Yes  No

**Additional Documents to be Included in Agenda Packet**

Military and Veterans Affairs Advisory Committee Application – Terri Churilla



All information provided on this application is public information and may be shared with others upon request

## The Town of Spring Lake

### APPLICATION FOR COMMITTEE OR BOARD

- Appearance and Sustainability Committee  Minimum Housing Appeals Board  
 Military and Veterans Affairs Committee  Board of Adjustment

Last Name	First	Middle	Date
CHURILLA	THERESA	(TERRI)	12-JULY-2025
Street Address			County
[REDACTED]			HARNETT
City, State, Zip Code			
CAMERON, NC 28326			
E-mail			
BURGHNAVYCHIC@GMAIL.COM			
Home Phone			
N/A			
Cell Phone			
[REDACTED]			
Attending School			
No			
Do you live inside the town limits of Spring Lake? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Are you currently serving on a Board/Committee of the Town of Spring Lake? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
If so, what is the name(s) of the Board(s)/Committee(s)			
Please describe your education, training, and military background (both work and/or real world) that relates to your interest in serving in this capacity.			
I AM A NAVY VETERAN AND A VFW MEMBER (NC @LARGE). I ALSO WORK FOR WOODMENLIFE - OUR COMPANY IS A BIG SUPPORTER OF COMMUNITIES.			

Are you currently employed?  Yes  No

Employer  
WOODMEN LIFE

Employer's Address  
414 E. MOUNTAIN DR, FAYETTEVILLE, NC 28306

Job Title  
SALES REPRESENTATIVE

Description of Job duties  
- SERVICE EXISTING AND NEW CLIENTS WITH THEIR INSURANCE AND FINANCIAL PLANNING NEEDS  
- SUPPORT LOCAL COMMUNITIES

List/describe any anticipated conflicts of interest or scheduling challenges you may encounter if appointed:  
N/A

Civic Involvement: Please list the names of all civic organizations in which you are currently involved:  
VFW - AT LARGE MEMBER, NOT ONE SPECIFIC POST  
BPW - BUSINESS PROFESSIONAL WOMEN TRIANGLE  
LOCAL ELECTION WORKER; NAVY REUNION PLANNING CMTE  
WREATHS ACROSS AMERICA (DECEMBER)

  
Signature of Applicant

12-JULY-2025  
Date

Board of Commissioners Appointment  Yes  No  
Date: \_\_\_\_\_

Term of Appointment: \_\_\_\_\_

Signature of Town Clerk: \_\_\_\_\_



# Board of Commissioners Agenda Cover Sheet

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**Meeting Date**

November 24, 2025

**Agenda Location**

Introductions & Special Presentations

**Item Title**

Code Enforcement

**Presenter**

Code Enforcement Officer Sergeant Sterling Baker

**Summary/Description**

Sgt. Baker will provide an update on the comprehensive code enforcement sweep conducted in the Deerfield neighborhood on Thursday, November 13, 2025. A total of 32 personnel were deployed to conduct a full inspection of the subdivision, focusing on high weeds, junk piles, abandoned or inoperative vehicles, and parking within the right-of-way. More than 120 red-tag violations were issued during the sweep, with formal Notices of Violation scheduled to be sent out. The primary objective of this initiative is to achieve compliance through education and outreach rather than through fines or penalties.

**Requested Action**

Informational Only

**Funding Source (If Applicable):**

N/A

**Cost:** N/A Yes  No

**Additional Documents to be Included in Agenda Packet**

N/A



# Board of Commissioners Agenda Cover Sheet

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**Meeting Date**

November 24, 2025

**Agenda Location**

New Business

**Item Title**

Budget Amendment (BA-2) FY2026

**Presenter**

Finance Director James Overton

**Summary/Description**

Budget Amendment to appropriate proceeds from the sale of real estate assets to pay debt service, property taxes, and solid waste fees to Cumberland County regarding SLPA.

**Requested Action**

Approval

**Funding Source (If Applicable):**

N/A

**Cost:** N/A Yes  No

**Additional Documents to be Included in Agenda Packet**

Budget Amendment (BA-2) FY2026

**Spring Lake Property Acquisitions, Inc.**

**Budget Amendment - Payment of debt service, property taxes and solid waste fees**  
**Fiscal Year Ending**

**BA -2 FY 2026**

**30-Jun-25**

**BE IT ORDAINED** by The Board of Directors of Spring Lake Property Acquisitions, Inc. that the following amendment is made to the annual budget ordinance for the fiscal year ending June 30, 2026

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

<u>Account Number</u>	<u>Department</u>	<u>Current Budget</u>	<u>Amendment</u>	<u>Amended Budget</u>
99-00-3835-820-00	Sale of Capital Assets	\$ -	\$ 500,000	\$ 500,000
	<b>Total General Fund Revenues</b>	<b>\$ -</b>	<b>\$ 500,000</b>	<b>\$ 500,000</b>
99-00-8110-440-11	Solid waste fees	-	13,200	13,200
99-00-8110-690-01	Property Taxes	-	36,700	36,700
99-00-9100-760-00	Debt service Principal	-	194,000	194,000
99-00-9100-770-00	Debt service Interest	-	256,100	256,100
	<b>Total General Fund Expenditures</b>	<b>\$ -</b>	<b>\$ 500,000</b>	<b>\$ 500,000</b>
	<b>Revenues Over (under) Expenditures</b>		<b>\$ -</b>	

Justification: Budget Amendment to appropriate proceeds from the sale of real estate assets to pay debt service, property taxes, and solid waste fees to Cumberland County

Section 3: Copies of this budget amendment shall be furnished to the Board of Directors.

Requested By \_\_\_\_\_ Date 24-Nov-25

Reviewed By \_\_\_\_\_ Date 24-Nov-25

Approved By: \_\_\_\_\_ Date 24-Nov-25

**ADOPTED** this 24th day of November 2025

\_\_\_\_\_  
 Spring Lake Property Acquisitions



# Board of Commissioners Agenda Cover Sheet

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**Meeting Date**

November 24, 2025

**Agenda Location**

New Business

**Item Title**

Spring Lake Arts Survey Results & Use of Municipal Arts Allocation

**Presenter**

Commissioner Raul Palacios

**Summary/Description**

Commissioner Palacios would like to share the results of the Spring Lake Arts Survey, which was open to the public from October 20<sup>th</sup> through November 1<sup>st</sup> and promoted across all media outlets.

In addition to presenting the survey results, Commissioner Palacios will also like to highlight and discuss the proposal from the Appearance Committee regarding the recommended use of the Municipal Arts Allocation received from the Arts Council of Fayetteville | Cumberland County.

**Requested Action**

Other – Discussion & Possibly Board Consensus

**Funding Source (If Applicable):**

N/A

**Cost:** N/A Yes  No

**Additional Documents to be Included in Agenda Packet**

Spring Lake Arts Survey PowerPoint

# Spring Lake Arts Survey

October 20-November 1

Spring Lake Appearance Committee

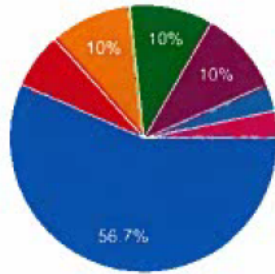
## Scope

- Questions recommended by Appearance Committee, approved by BOC
- Published to Social Media, Website, Sunshine list, Flyers
- Open to all who live, work, shop, and travel through Spring Lake
- 30 Surveys completed

# Results

What is your connection to Spring Lake?

30 responses

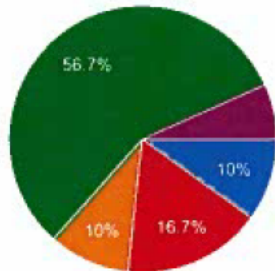


- I live in Spring Lake
- I work in Spring Lake
- I own a business in Spring Lake
- I drive through Spring Lake
- I visit Spring Lake regularly
- Appearance Committee Member
- I paint murals in Spring Lake

# Results

How long have you been part of the Spring Lake community?

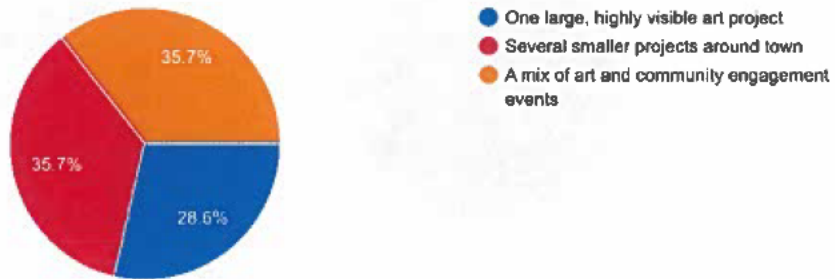
30 responses



- Less than 1 year
- 1-5 years
- 6-10 years
- More than 10 years
- Not a resident, but live nearby or involved

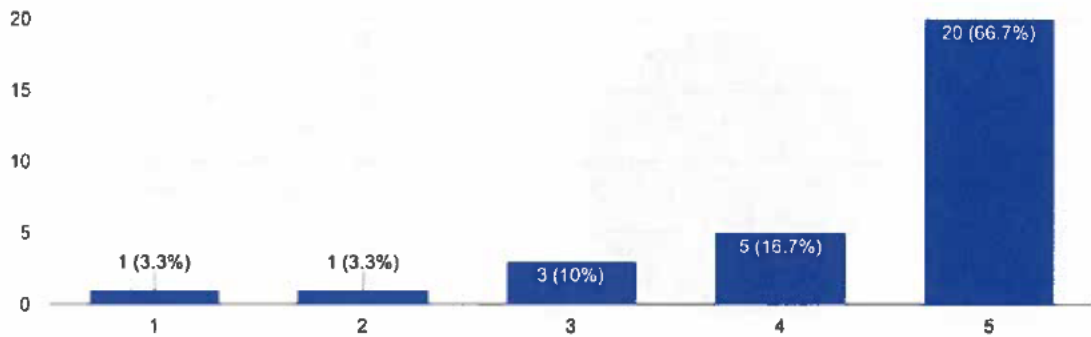
## Results

Would you prefer to see funds go toward:  
28 responses



## Results

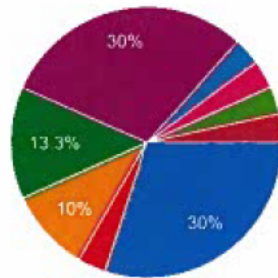
How do you feel about the murals we've added so far?  
30 responses



## Results

What types of art projects would you most like to see funded next?

30 responses

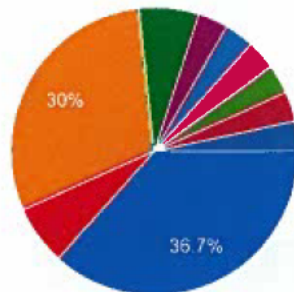


- New murals on local buildings
- Sculpture or 3D art installations
- Community art workshops (painting, photography, etc.)
- Public art by local students
- Beautification projects (benches, planters, etc.)
- Performances (music, theater, spoken word)
- Making Spring Lake look decent is more important
- Would love to see a grand clock, like in other towns
- Art displays from artists who have done work in other towns

## Results

If we could only fund one project this year, which would you choose?

30 responses



- A new mural
- A public sculpture
- Community art event or festival
- Art workshops
- benches or a new mural
- Beautifying Main Street by tearing down old buildings
- Look to see if there was one area or project that would make a big difference
- TOWN CLOCK

▲ 1/2 ▼

## Review

- Appearance Committee met November 12th to review results and discuss viable options that meet the request of the community.
- 1 plan was recommended to present to BOC for consensus.
- The recommended plan includes 2 projects

## Recommendation



### Project 1

One small mural on a donated business wall. Boyd's Gifts & Engraving as you enter Mendoza Park

### Project 2

3 Free Library Book Box in Spring Lake

Locations TBD

Paintable



# Board of Commissioners Agenda Cover Sheet

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**Meeting Date**

November 24, 2025

**Agenda Location**

New Business

**Item Title**

Discussion Regarding Fuquay-Varina's Interbasin Transfer (IBT) Certificate from the State of North Carolina for Water from the Cape Fear River

**Presenter**

Town Manager Jon Rorie & the Board of Commissioners

**Summary/Description**

The Town of Fuquay-Varina is requesting an Interbasin Transfer (IBT) Certificate from the State of North Carolina to move 6.17 million gallons per day from the Cape Fear River Basin to the Neuse River Basin to meet its future water needs. Fayetteville PWC opposes this request due to potential long-term impacts on water availability and the sustainability of the Cape Fear River Basin, which serves over 500,000 downstream residents. PWC is advocating that any IBT approval require the return of water to the Cape Fear Basin and is actively coordinating with local officials to express opposition through letters, Resolutions, and testimony. A Public Hearing will be held on December 4, 2025, at FTCC, and community participation is encouraged.

**Requested Action**

Other - Discussion

**Funding Source (If Applicable):**

N/A

**Cost:** N/A Yes  No

**Additional Documents to be Included in Agenda Packet**

Fuquay-Varina's IBT Public Hearing Notice

**Town of Fuquay-Varina Interbasin Transfer Certificate**

**NOTICE OF PUBLIC HEARINGS**

**Thursday, Dec. 4, 2025, 6 p.m., sign-in starting at 5:30 p.m.  
Fayetteville Technology Community College  
Cumberland Hall Auditorium, 2220 Hull Road, Fayetteville, N.C. 28303**

**Tuesday, Dec. 9, 2025, 6 p.m., sign-in starting at 5:30 p.m.  
Ground Floor Hearing Room, Archdale Building  
512 N. Salisbury Street, Raleigh, N.C. 27604**

**Thursday, Dec. 11, 2025, 6 p.m., sign-in starting at 5:30 p.m.  
Chatham County Agriculture & Conference Center  
1192 U.S. Hwy 64 West Business, Pittsboro, N.C. 27312**

The Town of Fuquay-Varina (Town) currently relies on wholesale water purchased from neighboring water systems; however, this supply is projected to fall short of future demands, with shortfalls projected by 2030. The preferred alternative will source water from the Tri-Rivers Water Treatment Plant in the Cape Fear River Basin. This requires an Interbasin Transfer (IBT) Certificate; therefore, the Town is seeking approval to transfer 6.17 million gallons per day from the Cape Fear River basin (2-3) to the Neuse River basin (10-1).

The North Carolina Environmental Management Commission will hold three public hearings on the draft Environmental Impact Statement (EIS) for the IBT Certificate request. The draft EIS is available on DEQ's website (link below) and via the North Carolina Department of Administration Environmental Review Clearinghouse. Access to the hydrologic model used in the EIS is also available upon request through the DEQ's website (link below).

**DEQ's website for the Town of Fuquay-Varina's IBT request:**

**<https://www.deq.nc.gov/about/divisions/water-resources/water-planning/water-supply-planning/interbasin-transfer-certification/fuquay-varina-ibt>**

The public is invited to attend the public hearings to provide relevant comments on the draft EIS document for the requested IBT Certificate. Speaking time may be limited based on attendance. Please submit written copies of verbal comments.

In addition to accepting comments at the hearings, written comments may also be submitted by mail to Maya Holcomb, Division of Water Resources, 512 N Salisbury St, Raleigh, N.C., 27604, or by email to [maya.holcomb@deg.nc.gov](mailto:maya.holcomb@deg.nc.gov) by Feb. 1, 2026.



# Board of Commissioners Agenda Cover Sheet

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**Meeting Date**

November 24, 2025

**Agenda Location**

New Business

**Item Title**

Staff Recommendation to Increase Water Rate to Cover Increase Purchase Cost from PWC

**Presenter**

Town Manager Jon Rorie

**Summary/Description**

Effective July 1, 2026, PWC will implement a 21% rate increase for bulk water customers. As a result of PWC's rate increase, Spring Lake water customers will spend approximately \$288,000 more per year to purchase water from PWC. Staff is recommending a 10.5% water rate increase with an effective date of February 1, 2026 to cover the 21% PWC rate increase. An average Spring Lake water customer will realize a ~\$4.09 per month increase on their water bill.

**Requested Action**

Approval

**Funding Source (If Applicable):**

N/A

**Cost:** N/A Yes  No

**Additional Documents to be Included in Agenda Packet**

Will be provided at the meeting.



# Board of Commissioners Agenda Cover Sheet

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**Meeting Date**

November 24, 2025

**Agenda Location**

New Business

**Item Title**

Certificate of Sufficiency, Hinnant Property

**Presenter**

Town Clerk Carly Autry

**Summary/Description**

At the Board meeting on Monday, November 10, 2025, the Board adopted Resolution 2025-18 directing the Clerk to investigate the sufficiency, along with a Feasibility Study, of an annexation request made by James & Pennapa Hinnant. The Clerk found the petition request and the Feasibility Study to be sufficient.

**Requested Action**

Informational Only

**Funding Source (If Applicable):**

N/A

**Cost:** N/A Yes  No

**Additional Documents to be Included in Agenda Packet**

Certificate of Sufficiency

Feasibility Study

Petition for Annexation of 1523 N. Bragg Blvd. – James & Pennapa Hinnant



Town of Spring Lake  
300 Ruth Street  
Spring Lake, NC 28390

### CERTIFICATE OF SUFFICIENCY

To the **Board of Commissioners of the Town of Spring Lake of Spring Lake, North Carolina:**

I, **Carly Autry, Town Clerk**, do hereby certify that I have investigated the attached petition and hereby make the following findings:

- a. The petition contains an adequate property description of the area proposed for annexation.
- b. The area described in the petition is contiguous to the Town of Spring Lake primary corporate limits, as defined by G.S. 160A-31.
- c. The petition is signed by and includes addresses of all owners of real property lying in the area described therein.

*JAMES & PENNAPA HINNANT  
1523 N. BRAGG BLVD.*

*PARCEL # 0502-44-1222*

In witness whereof, I have hereunto set my hand and affixed the seal of the Town of Spring Lake, this 24<sup>th</sup> day of November 2025.



*Carly Autry*  
Carly Autry, CMC, NCCMC  
Town Clerk

**FEASIBILITY STUDY**  
**JAMES & PENNAPA HINNANT**

**1523 N. Bragg Blvd.**

**1. METHOD OF ANNEXATION: ANNEXATION UPON PETITION OF ALL OWNERS OF REAL PROPERTY.**

Chapter 160-31, authorizes the governing body of a municipality may annex by Ordinance any area contiguous to its boundaries upon presentation to the governing body of a petition signed by the owners of all real property located within such area. Such annexations are based upon 100% petition and are subject to the following procedures and requirements:

- A. The municipality must receive a valid petition signed by all of the owners of real property in the area to be annexed.
- B. A Public Hearing must be held.
- C. Notice of the Public Hearing shall be published at least ten (10) days before the date of the hearing.

**2. LAND USE OF THE AREA.**

- A. The area consists of approximately 1.19 acres.
- B. The current zoning classification in Cumberland County is R-10 residential district, which is intended to accommodate moderate-density residential development. However, the owners will be seeking rezoning to C(P), which stands for Planned Commercial District and is a type of commercial zoning that requires a site plan review before a project can be approved. This zoning is designed to ensure that commercial development is harmonious with its surroundings, promotes traffic safety, and efficiently organizes buildings and uses within a shopping area. The "P" signifies "Planned," meaning the development is subject to plan approval, unlike standard commercial zoning where regulations are more general.
- C. The property is currently residential with two (2) vacant homes.

**3. POPULATION DATA.**

There are no residents in the proposed area.

**4. PROPERTY EVALUATION.**

The appraised taxable value of the proposed area is as follows:

	<u>Appraised Value</u>	<u>Anticipated Ad Valorem Tax</u>
Real Property	\$60,202	\$446.10

Note: This property is currently residential with two (2) vacant homes. The development of this property is anticipated to be commercial and the future ad valorem tax is projected to increase depending on the type of commercial development.

**5. SUMMARY OF CURRENT MUNICIPAL SERVICES.**

- A. Fire Protection 0
- B. Police Protection 0
- C. Sanitation Services 0
- D. Water Services Water Services is provided to the area
- E. Sewer Services Sewer Services is provided to the area

**6. AVAILABILITY OF MUNICIPAL SERVICES.**

- A. Fire Protection – The Fire Department can provide the same level of service in the proposed annexation as it is currently providing the Town.
- B. Police Protection – The Police Department can provide the same level of service in the proposed annexation as it is currently providing the Town.
- C. Sanitation Services – GFL can provide the same level of service in the proposed annexation as it is currently providing the Town.
- D. Water Services – The Water Department can provide the same level of service in the proposed annexation as it is currently providing the Town.
- E. Sewer Services – The Water Department can provide the same level of service in the proposed annexation as it is currently providing the Town.

**7. INITIAL COST TO PROVIDE SERVICES.**

The initial cost for the development of the proposed annexation area will be at the owner’s expense, such as the extensions of sewer lines, water lines, the addition of fire hydrants, acquisition of all easements and the dedication of right of ways.

**8. OTHER ANTICIPATED INCOME.**

As the area is developed, other anticipated incomes are projected to increase.



# Board of Commissioners Agenda Cover Sheet

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**Meeting Date**

November 24, 2025

**Agenda Location**

New Business

**Item Title**

Resolution 2025-19; A Resolution Fixing Date of Public Hearing on Question of Annexation Pursuant to G.S. 160A-31 and Rezoning From R-10 Residential to C(P) Planned Commercial

**Presenter**

Town Clerk Carly Autry & Mayor Kia Anthony

**Summary/Description**

In accordance with NC General Statutes, the Public Hearing notice will be published in the Fayetteville Observer on the appropriate date for item requiring such notice, which will be Wednesday, December 31, 2025. A copy of the Public Hearing notice, which will be held on Monday, January 12, 2026, is attached.

**Requested Action**

Approval

**Funding Source (If Applicable):**

N/A

**Cost:** N/A Yes  No

**Additional Documents to be Included in Agenda Packet**

Resolution 2025-19; A Resolution Fixing Date of Public Hearing on Question of Annexation Pursuant to G.S. 160A-31 and Rezoning From R-10 Residential to C(P) Planned Development  
Copy of Public Hearing notice

**RESOLUTION 2025-19**

**A RESOLUTION FIXING DATE OF PUBLIC HEARING ON QUESTION OF ANNEXATION PURSUANT TO G.S. 160A-31 AND REZONING FROM R-10 RESIDENTIAL TO C(P) PLANNED COMMERCIAL**

**WHEREAS**, a petition requesting annexation of the area described herein has been received; and

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

**WHEREAS**, certification by the Town Clerk as to the sufficiency of said petition has been made; and

**WHEREAS**, the property owner has additionally requested that the subject parcel be rezoned from R-10 Residential to C(P) Planned Commercial upon annexation.

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

**Section 1.** A Public Hearing on the question of annexation of the area described herein and the proposed rezoning from R-10 Residential to C(P) Planned Commercial will be held at 300 Ruth Street, Spring Lake, at 6:00 pm on the 12<sup>th</sup> day of January 2026.

**Section 2.** The area proposed for annexation and rezoning is described as follows:

**The parcel being 1.19 acres;**

BEGINNING at a stake in the western margin of NC Highway 87, the same being the northeast corner of Lot #10, and the southeast corner of Lot # 9 and running thence with the northern margin of the Lot # 10 South 66 degrees 39 minutes West about 488 feet to a point in the middle of McDuffie's Creek about 107 feet to a stake; thence North degrees 39 minutes East and parallel; with the first line 180.00 feet to a stake in the western margin of NC Highway 87; thence South 19degrees 40 minutes East 107.00 feet with the margin of Highway 87 to the point and place of Beginning and containing 1.19 acres more or less; and being the southern portion of Lot # 9 as shown on a plat recorded in Book of Maps 13, Page 2, Cumberland County Registry.

**Section 3.** Notice of the Public Hearing shall be published in the Fayetteville Observer, a newspaper having general circulation in the Town of Spring Lake, at least ten (10) days prior to the date of the Public Hearing.

Adopted this 24<sup>th</sup> day of November 2025.

ATTEST:

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Carly Autry, CMC, NCCMC  
Town Clerk

---

Kia Anthony  
Mayor

DRAFT



**Petition Requesting Annexation  
(Contiguous)**

Date Received: 10/27/25 Received by: CAutry  
 Action by Town Council: \_\_\_\_\_  
 Date Approved or Denied: \_\_\_\_\_

This form is based on the North Carolina General Statutes governing contiguous voluntary annexations [G.S. 160A-31(a) and (b)].

**Who should use this form?**

A property owner who is requesting annexation of a contiguous property into the Town of Spring Lake should use this form.

**Statement of the Request:**

To the Mayor and Board of Commissioners of the Town of Spring Lake, North Carolina:

1. We the undersigned owners of real property respectfully request that the area described in the attached metes and bounds legal description be annexed to the Town of Spring Lake.
2. The area to be annexed is contiguous to the Town of Spring Lake and the boundaries of such territory are shown in the attached metes and bounds legal description and in the attached map.

**Project Location:**

Street Address: 1523 N Bragg Blvd, Spring Lake, NC 28390
PIN/REID: 0502-44-1222
Lot Area/Acreage: 1.19
Requested zoning district for property after annexation:
Have you obtained a vested right certificate from the Cumberland County Planning Department for any proposed development at this location? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please attach evidence.

**Submittal Requirement Checklist:**

<input type="checkbox"/>	A metes and bounds legal description of the proposed annexation area is attached.
<input type="checkbox"/>	A deed of the property is attached indicating the deed book and page number.
<input type="checkbox"/>	A map showing the proposed annexation area in relation to the existing Town limits is attached.
<input type="checkbox"/>	Evidence of vested rights obtained from County Planning Department (if applicable).
<input type="checkbox"/>	The area to be annexed is contiguous to the Town limits and a map indicating the boundaries of such territory is attached.

**Primary Contact Information & Signatures:**

If the property is owned by an individual (or individuals), please fill in the Individual section below. If the property is owned by a Corporation, Limited Liability Corporation (LLC), or Partnership, please fill in the appropriate section below. Be sure to provide names, signatures, and titles for each applicant.


**Individuals:**

Print Name	Mailing Address	Phone Number	Signature
James Hinnant	[Redacted] Sanford, NC 27332	[Redacted]	<i>James Hinnant</i> <small>dotloop verified 10/24/25 8:48 AM EDT AIHQ-06WQ-GEAY-LVRF</small>
Pennapa Hinnant			<i>Pennapa Hinnant</i> <small>dotloop verified 10/24/25 8:49 AM EDT OFE1-GNSP-ZZAN-JYBY</small>

**Corporation:**

Name of Corporation:			
Print Name & Title	Mailing Address	Phone Number	Signature

**Limited Liability Corporation (LLC):**

Name of LLC: Tanner Postal Commercial Real Estate, LLC			
Print Name & Title	Mailing Address	Phone Number	Signature
Danny Hernandez/ President- Development	6600 N Military Trl, Ste 302, Boca Raton, FL 33496	561-906-1605	

**Partnership:**

Name of Partnership:			
Print Name & Title	Mailing Address	Phone Number	Signature



FILED ELECTRONICALLY  
CUMBERLAND COUNTY NC  
J. LEE WARREN, JR.

FILED Aug 24, 2015  
AT 01:58:37 PM  
BOOK 09710  
START PAGE 0472  
END PAGE 0474  
INSTRUMENT # 25461  
RECORDING \$26.00  
EXCISE TAX \$0.00

**NORTH CAROLINA GENERAL WARRANTY DEED**

Excise Tax: 0.00

Parcel Identifier No. 0502-44-1222 Verified by \_\_\_\_\_ County on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
By: \_\_\_\_\_

Mail/Box to: The Law Office of Jeffrey E. Radford, P.A., 1300 Bragg Blvd, Suite 1316, Fayetteville, NC 28301 - BOX \_\_\_\_\_

This instrument was prepared by: The Law Office of Jeffrey E. Radford, P.A., 1300 Bragg Blvd, Suite 1316, Fayetteville, NC \_\_\_\_\_

Brief description for the Index: \_\_\_\_\_

THIS DEED made this 21 day of August, 2015 by and between

GRANTOR	GRANTEE
James Hinnant and wife Pennapa Hinnant 1523 N. Bragg Blvd. Spring Lake, NC 28390	James Hinnant, Pennapa Hinnant Pennapa Hinnant DBA Thai Esan Restaurant 1523 N Bragg Blvd Spring Lake, NC 28390

Enter in appropriate block for each Grantor and Grantee: name, mailing address, and, if appropriate, character of entity, e.g. corporation or partnership.

The designation Grantor and Grantee as used herein shall include said parties, their heirs, successors, and assigns, and shall include singular, plural, masculine, feminine or neuter as required by context.

WITNESSETH, that the Grantor, for a valuable consideration paid by the Grantee, the receipt of which is hereby acknowledged, has and by these presents does grant, bargain, sell and convey unto the Grantee in fee simple, all that certain lot or parcel of land situated in the City of Spring Lake, Manchester Township, Cumberland County, North Carolina and more particularly described as follows:

See Attached

The property hereinabove described was acquired by Grantor by instrument recorded in Book \_\_\_\_\_ page \_\_\_\_\_.

All or a portion of the property herein conveyed includes or  does not include the primary residence of a Grantor.

A map showing the above described property is recorded in Plat Book 13 page 2.

NC Bar Association Form No. 3 © 1976, Revised © 1/1/2010

Printed by Agreement with the NC Bar Association

Submitted electronically by "The Law Office of Jeffrey E. Radford"

in compliance with North Carolina statutes governing recordable documents

and the terms of the submitter agreement with the Cumberland County Register of Deeds.

TO HAVE AND TO HOLD the aforesaid lot or parcel of land and all privileges and appurtenances thereto belonging to the Grantee in fee simple.

And the Grantor covenants with the Grantee, that Grantor is seized of the premises in fee simple, has the right to convey the same in fee simple, that title is marketable and free and clear of all encumbrances, and that Grantor will warrant and defend the title against the lawful claims of all persons whomsoever, other than the following exceptions: Subject to all Easements, Restrictive Covenants and Rights of Way of Record.

IN WITNESS WHEREOF, the Grantor has duly executed the foregoing as of the day and year first above written.

By: \_\_\_\_\_ (Entity Name) \_\_\_\_\_ (SEAL)  
Print/Type Name: James Hinnant

By: \_\_\_\_\_  
Print/Type Name & Title: \_\_\_\_\_ (SEAL)  
Print/Type Name: Pennapa Hinnant

By: \_\_\_\_\_ (SEAL)  
Print/Type Name & Title: \_\_\_\_\_  
Print/Type Name: \_\_\_\_\_

By: \_\_\_\_\_ (SEAL)  
Print/Type Name & Title: \_\_\_\_\_  
Print/Type Name: \_\_\_\_\_

State of North Carolina - County or City of Cumberland

I, the undersigned Notary Public of the County or City of Cumberland and State aforesaid, certify that James Hinnant and Pennapa Hinnant personally appeared before me this day and acknowledged the due execution of the foregoing instrument for the purposes therein expressed. Witness my hand and Notarial stamp or seal this 21 day of August, 2015.

My Commission Expires: October 18, 2015  
(Affix Seal)



\_\_\_\_\_  
Tracey Akers Notary Public  
Notary's Printed or Typed Name

State of \_\_\_\_\_ - County or City of \_\_\_\_\_

I, the undersigned Notary Public of the County or City of \_\_\_\_\_ and State aforesaid, certify that \_\_\_\_\_ personally came before me this day and acknowledged that he is the \_\_\_\_\_ of \_\_\_\_\_, a North Carolina or \_\_\_\_\_ corporation/limited liability company/general partnership/limited partnership (strike through the inapplicable), and that by authority duly given and as the act of such entity, he signed the foregoing instrument in its name on its behalf as its act and deed. Witness my hand and Notarial stamp or seal, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

My Commission Expires: \_\_\_\_\_  
(Affix Seal)

\_\_\_\_\_  
Notary Public  
Notary's Printed or Typed Name

State of \_\_\_\_\_ - County or City of \_\_\_\_\_

I, the undersigned Notary Public of the County or City of \_\_\_\_\_ and State aforesaid, certify that \_\_\_\_\_  
Witness my hand and Notarial stamp or seal, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

My Commission Expires: \_\_\_\_\_  
(Affix Seal)

\_\_\_\_\_  
Notary Public  
Notary's Printed or Typed Name

## Attachment

Beginning at a stake in the western margin of NC Highway 87, the same being the northeast corner of Lot #10, and the southeast corner of Lot # 9 and running thence with the northern margin of the Lot # 10 South 66 degrees 39 minutes West about 488 feet to a point in the middle of McDuffie's Creek; thence in a northerly direction (North 15 degrees 25 minutes East) with said McDuffie's Creek about 107 feet to a stake; thence North degrees 39 minutes East and parallel with the first line 480.00 feet to a stake in the western margin of NC Highway 87; thence South 19degrees 40 minutes East 107.00 feet with the margin of Highway 87 to the point and place of Beginning and containing 1.19 acres more or less; and being the southern portion of Lot # 9 as shown on a plat recorded in Book of Maps 13, Page 2, Cumberland County Registry.





TOWN OF SPRING LAKE  
NOTICE OF PUBLIC HEARING  
REQUEST FOR ANNEXATION AND REZONING

The public will take notice that the Board of Commissioners of the Town of Spring Lake has called a Public Hearing at 6:00 pm on the 12<sup>th</sup> day of January, 2026, at 300 Ruth Street, Spring Lake, on the question of annexing requested by petition filed pursuant to G.S. 160A-31 and rezoning from R-10 Residential to C(P) Planned Commercial on the following described contiguous territory.

Description:  
James & Pennapa Hinnant

Beginning at a stake in the western margin of NC Highway 87, the same being the northeast corner of Lot #10, and the southeast corner of Lot # 9 and running thence with the northern margin of the Lot # 10 South 66 degrees 39 minutes West about 488 feet to a point in the middle of McDuffie's Creek about 107 feet to a stake; thence North degrees 39 minutes East and parallel; with the first line 180.00 feet to a stake in the western margin of NC Highway 87; thence South 19degrees 40 minutes East 107.00 feet with the margin of Highway 87 to the point and place of Beginning and containing 1.19 acres more or less; and being the southern portion of Lot # 9 as shown on a plat recorded in Book of Maps 13, Page 2, Cumberland County Registry.

Parcel ID: 0502-44-1222

Property Address: 1523 N. Bragg Blvd., Spring Lake, NC 28390

Carly Autry, CMC, NCCMC  
Town Clerk

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December 31 2025

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