



# Town of Carthage

Board of Commissioners

SPECIAL Meeting

June 26, 2024 at 6:00 p.m.

(Rescheduled from June 17, 2024)

McDonald Building  
207 McReynolds Street  
Carthage, NC 28327

## AMENDED AGENDA

### CALL TO ORDER

**INVOCATION** – Mayor Jimmy Chalflinch

**PLEDGE OF ALLEGIANCE** – Commissioner Dan Bonillo

### APPROVAL OF AGENDA

Members of the board may remove, add, or rearrange items on the agenda prior to commencing the meeting. Motions/votes are not required to approve the agenda but there must be unanimous consent before proceeding.

### CONSENT AGENDA

All items listed below are considered routine and will be enacted by one motion. No separate discussion will be held except on request of a member of the Board of Commissioners to remove an item from the consent agenda and place it on the regular agenda.

- Minutes from Regular Meeting on Monday, April 15, 2024 (pg. 1-13)
- Minutes from Special Meeting on Wednesday, May 15, 2024 (pg. 14-17)

### PUBLIC COMMENT SESSION

Members of the public may use this time to address the Board of Commissioners with any presentations, questions, or concerns. All public comments made as part of a public hearing should be withheld until the public hearing has begun and the floor is given to public comments. No public comment will be made outside of this public comment session or a public hearing unless otherwise permitted by the Board of Commissioners. To request to speak outside of the public comment session or public hearing please raise your hand and wait to be recognized by the presiding officer. The mayor or presiding officer may place time limits on speakers prior to the start of the public comment session.

### REPORTS

Manager's Report (Emily Yopp, (pg. 18)

Departmental Reports (pg. 19-27)

### OLD BUSINESS

None

## **NEW BUSINESS**

- a. Review and Approve Republic Services Contract (Emily Yopp, pg. 28-29)
- b. Ripple Fiber Site Plan Review, (Jennifer Hunt, pg. 30-39)
- c. Special Events Committee Ordinance Presentation (Ordinance #ORD.24.11), (Emily Yopp/Jamie Sandoval, pg. 40-43)
- d. Request to Fill Vacancy Due to Resignation on the Planning Board—ETJ Position, (Jamie Sandoval, pg. 44)
- e. *Call a Public Hearing (Resolution #RES.24.12) for Request for Non-Contiguous Annexation of 5682 NC 22 Hwy; Petitioner: Christian Guest, (Kim Gibson, Handout)*
- f. *Call a Public Hearing (Resolution #RES.24.13) for Request to Rezone 5682 NC 22 Hwy; Petitioner: Christian Guest, (Kim Gibson, Handout)*

## **PUBLIC HEARINGS**

- a. Public Hearing – Review and Adopt the Fiscal Year 2024-2025 Balanced Budget (Emily Yopp, pg. 45-97)
  - i. Fee Schedule Update for System Development Fee Changes
- b. Public Hearing – Consider a Pilot Program for Urban Archery in Carthage (Emily Yopp, pg. 98-99)
- c. ~~Public Hearing – Review and Adopt the Downtown Revitalization Plan & Parking Corridor Study (Jennifer Hunt, pg. 100-101)~~

## **FINAL COMMENTS**

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

## **CLOSED SESSION**

As allowed by NC General Statute § 143-318.11(a)(3)

***To consult with an attorney; to protect the attorney-client privilege.***

## **ADJOURNMENT**

# Town of Carthage

North Carolina

BOARD OF COMMISSIONERS



MEETING AGENDA

&

BOARD MATERIALS

Special Meeting

*(Rescheduled from June 17, 2024)*

June 26, 2024

The McDonald Building  
207 McReynolds Street  
Carthage, NC 28327

M  
I  
N  
U  
T  
E  
S



Town of Carthage,  
North Carolina

Board of Commissioners  
Regular Meeting

April 15, 2024

McDonald Building  
207 McReynolds Street  
Carthage, NC 28327

Regular Public Meeting



# Town of Carthage

Board of Commissioners

Regular Meeting

April 15, 2024

6:30 p.m.

## ROLL CALL

Present in-person were Mayor Pro Tem John McDonald, Commissioners Brent Tanner, Al Barber and Dan Bonillo. Anton Sadovnikov and Mayor Jimmy Chalflinch were excused.

## CALL TO ORDER

Mayor Pro Tem McDonald called the meeting to order at 6:31 p.m.

## INVOCATION

Mayor Pro Tem McDonald led the room in prayer.

## PLEDGE OF ALLEGIANCE

Commissioner Tanner gave the pledge.

## APPROVAL OF AGENDA

### **MOTION**

***Commissioner Bonillo motioned to approve the agenda with the addition of the Clerk requesting to add Introduction of Urban Archery—Speaker: Rupert Medford to Old Business and additionally add the Introduction of Water and Sewer System Development Fee Analysis to New Business. The motion was seconded by Commissioner Tanner. All ayes, motion passed 4-0.***

## CONSENT AGENDA

***No items on the Consent Agenda.***

## PUBLIC COMMENT

The floor was opened up for public comment, and Mr. Malcolm Hall of South McNeill Street asked that the minutes of the meetings be updated on the website for citizen review. Town Clerk, Kim Gibson agreed to get the site updated as soon as possible.

## MANAGER'S REPORT

Town Manager, Emily Yopp, gave the Manager's Report which is and does become a part of these minutes.

## Sluss Tiller Summary

We have just finished Round 1 of the 2024 US Army, Civil Affairs, Sluss-Tiller training program. The scenario for this round was creating resiliency using alternative energy sources, specifically solar power. The students

worked with town staff and employees of Duke Energy to research and devise potential solutions that the Town of Carthage could pursue.

### **Carthage Elementary School Discussions**

Discussion continues with Moore County Schools on potential options for the renovation or replacement of Carthage Elementary School. Mayor Chalflinch and Mrs. Yopp will be participating in a steering committee where they will tour the school and then discuss next steps for the school. The Board will be kept informed of these discussions as they progress.

### **Nancy Kiser Park Stream Project**

The stream project at Nancy Kiser is underway and is estimated to take 1-2 weeks to complete, weather permitted. The contractor, North State, will be re-working the stream bed to permanently delete the impoundment of water and instead make this area a usable grassy section. The stream itself will be reconfigured in such a way that it can flow more easily out of the area. A section of the asphalt trail along the stream will be removed to allow for the repair of erosion caused by the stream. Staff intends to revisit the construction of a trail there in the future as part of the development of a master parks plan that would include Nancy Kiser Park.

### **Website Almost Ready**

Kim Gibson and Mrs. Yopp have been working steadily on building out pages for the new website. The projected go live date is April 16th and it will likely take most of the day to bring the site online and check for bugs and glitches. Citizen feedback is welcomed and encouraged.

### **Pay Study Begins**

The MAPS Group will begin the pay study on April 17th and town staff are currently completing job description questionnaires ahead of the kickoff meeting.

### **Purchase of 208 Monroe Street**

A new closing date of Friday, April 19th has been set for the Town to close on 208 Monroe Street. Once the closing occurs, the Town will begin developing a Request for Bids and start the process of finding a contractor to conduct the work necessary to turn this property into Town Hall.

### **SPECIAL SPEAKER**

Miss Charlotte King, a member of the Moore County 4-H Club presented her ideas to the Board regarding “Bringing Attention to Native Plants” at Nancy Kiser Park. Miss King, after presenting her data and proposal for a sign delineating the different native plants and trees within the park, asked the Board if she would be permitted to design, raise money for, and erect the sign for Nancy Kiser Park. With praise for Miss King’s thoughtful project and well-laid plan, the Board unanimously approved the project.

### **OLD BUSINESS**

- a. *Introduction of Urban Archery—Speaker: Rupert Medford*

Wildlife Biologist, Rupert Medford, with NC Wildlife presented a brief overview of the NC Urban Archery program. The Board was asked by Commissioner Bonillo, who has had numerous inquiries from constituents regarding the subject, to consider the topic for a potential pilot program in the city limits of Carthage.

Staff was directed to research the topic with regards to safety, policy, other local government participation, and any limitations. Mrs. Yopp also agreed to put a section on the Town website devoted to this issue and allow citizen input on the topic.

**MOTION**

***Commissioner Bonillo made a motion to introduce the topic of Urban Archery for full consideration by the Board of Commissioners and call and notice an official public hearing on the topic once the pilot program and citizen surveys are complete. The motion was seconded by Commissioner Tanner and passed unanimously with a vote of 4-0.***

**NEW BUSINESS**

- a. *Preliminary Request to Donate Land to Serve as a Town Park by Dr. Peter Little*

Dr. Peter Little, owner of parcel 00001581 and parcel 00001582, approximately 30 acres, would like to donate 10 acres of this land to the Town of Carthage for a forever park with a walking and running trail, a small park with swings, and a bathroom. His parcel 00001582, which appears to be almost .5 acres, would be used for parking and approximately 9.5 acres from parcel 00001581 would be used for the rest of the park, for people to simply enjoy the natural setting.

At the direction of the Town Attorney the Board of Commissioners will need to decide if the Board has interest in taking on this land for park use. If the BOC decides that they would like the dedicated land, then the next step would be to have a land survey for the portion to be deeded out and negotiate who is responsible for which costs, the land survey, and the drafted deed.

In addition, Dr. Little requested to name the park "Little Forest Ridge" and have fencing separating the public park from the surrounding parcels, which is private property. Dr. Little wants to dedicate this land for public use and does not want development to ever occur here. Per the direction of the Town Attorney, this would be written in the deed, either by the Town attorney or Dr. Little's. Dr. Little does not want this land to ever be developed but for community enjoyment of the natural environment to time indefinite. If the Town is unable to commit to this requirement, that would be a deal breaker for him. Dr. Little was in attendance and presented his desire to dedicate this land to the Town of Carthage along with his request that it be used for a park only.

**MOTION**

***Commissioner Tanner made a motion to move forward with the process of accepting the donated land to be used for a forever park. Commissioner Bonillo seconded the motion which passed unanimously with a vote of 4-0.***

b. *Appoint Volunteers to the Historic Preservation Commission*

The Board conducted interviews of interested volunteers who submitted applications to participate in the Historic Preservation Commission on April 10th. Based on those interviews, the Board should appoint either 5 or 7 members to serve on the HPC.

Volunteer Applicants:

1. Jill Lumgair
2. Alyssa Kennedy
3. Ariel Matthews
4. Janet Gurley Gardner
5. Ashley Coates
6. Lisa Schickedanz
7. Greg Pilson
8. Ian Lumgair

For a 5-member board:

- 1 member = 1 year term
- 2 members = 2-year terms
- 2 members = 3-year terms

For a 7-member board:

- All members may be appointed to 4-year terms.

Alternate Member: If the Board chooses to appoint an alternate member to serve in place of a member who may be absent from a meeting this member shall be appointed to a 4-year term.

With little deliberation, the Board decided to appoint a seven-member Commission with one alternate member. There was some discussion on amending the ordinance to stagger the terms of the Commission. It was decided that Staff would bring the ordinance back to the Board to consider for this issue.

**MOTION**

**Mayor Pro Tem McDonald made a motion to appoint the following individuals to serve on the Carthage Historic Preservation Commission: Jill Lumgair, Alyssa Kennedy, Ariel Matthews, Janet Gurley Gardner, Ashley Coates, Lisa Schickedanz, Greg Pilson, and Ian Lumgair will serve as the alternate member. Commissioner Tanner seconded the motion which passed unanimously with a vote of 4-0.**

c. *Site Plan Review for H2O of the Sandhills Car Wash*

The applicant, Rhetson Companies, Inc. on behalf of CSMB Holdings, LLC, submitted a "Zoning/Subdivision Request Form" for a site plan approval to do a carwash located at the bottom portion of parcel 00005186. The whole parcel for 00005186 is 46.56 acres. This car wash project is on 1.286 acres, 56,034 square feet of the total parcel.



The current zoning of this parcel is HCD-CZ (Highway Commercial District- Conditional Zoning) and the commercial uses according to Ordinance 22.18 shall coincide with the B2 zoning district. A car wash is a permitted use in the B2 zoning district. It is subject to Special Requirements 23 which says in Unified Development Ordinance (UDO) Section 100.56A\*, "A. No such facility shall be operated within three hundred (300) feet of a residential district."

With the site plan being straightforward and simple in nature, the Board had minimal questions or deliberation.

**MOTION**

***Commissioner Barber made a motion to approve Site Plan (S.01.24) as written and presented. The motion was seconded by Commissioner Bonillo and with a vote of 4-0, the motion passed unanimously.***

- d. *Resolution to Call a Joint Public Hearing of the Board of Commissioners and Planning Board for the Adoption of the Downtown Revitalization and Parking Corridor Study Plan*

Koontz Jones Design, the consultant working on the Downtown Revitalization Plan, and Kimley Horn, the consultant working on the Parking Corridor Study, would like to do a joint presentation for the Planning Board and the Board of Commissioners on May 20, 2024. This is to present their findings and present the data which includes feedback from two community input meetings on their studies. These projects began in July 2023, with two community input meetings, in November 2023 and March 2024. If the studies are approved, then the Board would move to adopt the plans for each of the studies. A vote will be taken first by Planning Board and then by the Board of Commissioners at the joint meeting.

**MOTION**

***With little discussion, Commissioner Tanner made a motion to approve a call for public hearing to hear the joint presentation of the Downtown Revitalization Plan and the Parking Corridor Study by both the Planning Board and the Board of Commissioners to be held at the next regular meeting on Monday, May 20, 2024 in the McDonald Building located at 207 McReynolds Street. The motion was seconded by Commissioner Bonillo. All ayes, the motion carried 4-0.***

- e. *Resolution to Call a Public Hearing to Rezone 209 Dowd Street from CBD to R-10 Zoning*

The applicant, Cheryl Williams, on behalf of herself is requesting a rezoning for her property located at 209 Dowd Street from CBD to R-10. She would like to occupy the home as a detached single-family residence (dwelling), and although the home is a single family detached residence, since it is located in the CBD zoning district this is currently not a permitted use. The property is surrounded by R-10 (Residential) to the West, North and South. On the East side, it is zoned CBD (Central Business District).

**MOTION**

***With limited discussion, Commissioner Bonillo made a motion to call for a public hearing to consider the rezoning request for 209 Dowd Street to be held on May 20, 2024 at 6:30 p.m. inside the McDonald Building located at 207 McReynolds Street and that the Town Clerk make all public***

**notices as required. The motion was seconded by Mayor Pro Tem McDonald. With a vote of 4-0, the motion passed unanimously.**

*f. Resolution to Call a Public Hearing to Rezone 218 Westview Road from R-20 to HCD-CZ*

The applicant, Michael Eder, on behalf of himself is requesting to subdivide his parcel, PARID 00002067, into two lots. One lot is considered "Lot 11A" where his residential home is located (1.95 acres), and the other lot is considered "Lot 11B" where his shop is located (1.03 acres) with 10 proposed parking spaces and a landscaping buffer. Mr. Eder is bringing this request before the board because he has been working on diesel trucks from his home shop located on his property and is officially requesting this portion of his property be zoned appropriately. There is an access easement agreement between himself and the property owner of parcel 00000944701, for him to access this parcel off US 15-501. This parcel is zoned HCD.

**MOTION**

***With limited discussion, Commissioner Bonillo made a motion to call for a public hearing to consider the conditional zoning request for 218 Westview Road to be held on May 20, 2024 at 6:30 p.m. inside the McDonald Building located at 207 McReynolds Street and that the Town Clerk make all public notices as required. The motion was seconded by Commissioner Barber. With a vote of 4-0, the motion passed unanimously.***

*g. Resolution to Accept a \$200,000 Infrastructure Grant*

The Town of Carthage was awarded a \$200,000 Wastewater System Asset Inventory and Assessment (AIA) Grant from the NCDEQ Division of Water Infrastructure. These funds will be used to complete an inventory and assessment of the Town's collection system; field inspection of high-priority lines, pump stations, and select manholes; digitization of all existing record drawings; a mapping update to the Town's collection system; flow monitoring / inflow and infiltration analysis; and a utility rate study. These tasks will be used to develop a detailed Asset Management Plan and 20-Year Capital Improvement Plan for the Town's wastewater system. Carthage has never completed any kind of asset inventory and assessment study on the collection system prior to this project.

This will allow the Town the resources and information necessary to ensure the long-term success of the collection system, proactive management and operation of the system, and assist the Town in moving off of the distressed unit list in the near future. The scope of this study and the Asset Management Plan developed through this study will be performed and developed in accordance with the NCDEQ Division of Water Infrastructure's "Water and Wastewater Utility Evaluation Guidance Document: Asset Inventory and Assessment, Capital Cost, and Operating Cost Analyses".

**MOTION**

***After brief, general discussion, Commissioner Barber made a motion to accept this funding and adopt the Authorizing Resolution for NCDEQ Project No. AIAW-ARP-0232. The motion was seconded by Mayor Pro Tem McDonald. With a vote of 4-0, the motion passed unanimously.***

*h. Review of FY 24-25 Budget Priorities*

At the Board's budget workshop, a variety of topics and needs were discussed for this upcoming budget and the Board was given a budget priorities worksheet with 18 different items. The Board was asked to individually prioritize these items so that staff would have the direction it needed to create the FY 24-25 budget.

The "Top 10" Priorities of the Board based on the worksheets are as follows:

1. Implement 4% COLA, conduct pay study, allocate 3% of adjusted salaries for making adjustments after receiving results of pay study.
2. Addition of one (1) full-time Police Officer position.
3. Addition of up to three (3) full-time Firefighters.
4. Addition of two (2) full-time Public Works employees.
5. Increase hourly rate of pay for Auxiliary Police Officers.
6. Renovation of the Public Works area.
7. Install Needmore Community sign and develop park.
8. Implement annual bonuses for part-time, volunteer Fire Department staff.
9. Begin developing various strategic master plans in all departments.
10. Improvements/upgrades to Community & McDonald Building.

#### **Republic Services Decision**

During the workshop, the Board and staff discussed that Republic Services, the Town's 3rd party trash service, will be increasing their price per trash can (also known as a "cart") from \$10.99 to \$12.99/month (+\$2.00). While the Board did express that they have been happy with Republic Services, there was also discussion about seeking to open the bidding process to see if a better price could be found to help offset the increased cost to our community members. Mrs. Yopp asked the Board if they wished to conduct a bidding process to identify new service providers and costs?

#### **MOTION**

***The Board all agreed that the listed priorities were accurate and Commissioner Tanner made a motion to request the Staff develop a budget that aligns with the approved priorities as much as possible in addition to sending the trash service contract out to bid. The motion was seconded by Commissioner Bonillo. With a vote of 4-0, the motion passed unanimously.***

#### *i. Review and Discussion of Chapter 97 Pertaining to Mural Regulations*

It has come to the attention of Town staff and the Mural Committee that the current Mural Regulation within the Town of Carthage Code of Ordinances is extremely vague and needs to be updated. Town staff has been rewriting the ordinance to update the language to become more defined and have more clarity in what is required from town staff, the Board of Commissioners, and the Mural Committee.

Staff is looking for recommendations for the updated language and what the Board of Commissioners would like to see for the mural regulations, if any. Staff will then take these recommendations and work with the Century Committee/Mural Committee to develop an improved ordinance.

**MOTION**

***After some discussion, to include the overall approval of the current murals and the desire to continue seeing more additions to the Town’s aesthetics, Commissioner Bonillo made a motion to approve the request by Town staff to revise the Mural Regulations and present the updated Ordinance to the Board for approval. The motion was seconded by Commissioner Tanner. With a vote of 4-0, the motion passed unanimously.***

*j. Review of Non-Conforming Signs Inventory and Communications*

Following the Appeal hearing decision for 609 Park Street, it was recommended from the Board of Commissioners that Town staff send out letters notifying businesses and property owners with non-conforming signs that their commercial signs are non-conforming and any major changes or expansions to the non-conforming signs are not allowed per the Unified Development Ordinance (UDO). A non-conforming sign simply means that the sign was permitted at the time of installation; however, since the UDO is updating and changing to meet the standards seen fit to the Board of Commissioners, the type of sign is no longer allowed. Town staff found that there are currently 38 non-conforming signs within the Town of Carthage.

Staff is requesting the prepared communication for those sign owners be approved allowing for distribution.

**MOTION**

***With minimal questions for Ms. Sandoval, who presented the request to the Board, Commissioner Bonillo made a motion to approve the request that Town staff send out the letter as written and presented. The motion was seconded by Commissioner Tanner. With a vote of 4-0, the motion passed unanimously.***

*k. Amended Audit Contract for Fiscal Year 2021-2022*

North Carolina General Statute 159-34 and North Carolina General Statute 115C-447 require all local governments, public authorities, and schools to have their accounts audited annually and to submit the audit report to the Secretary of the Local Government Commission. The audit should be completed by October 31st each year. The Town has not completed the FY 2021-22 audit because of increasing workloads and prior understaffing in the Finance Department. Attached is an amended audit contract (LGC-205) submitted by S. Preston Douglas & Associates for their services for the Fiscal Year Ending June 30, 2022. This contract is amended to extend the completion date to April 30, 2024 and also to increase the audit fee to include single audit work. A nonprofit or governmental organization with federal expenditures in excess of \$750,000 is required by law to have a single audit performed, which includes an audit of both the financial statements and the federal awards. According to the single audit definition, it’s a process for reviewing how a grant is managed and ensures the rules for dollars associated with the grant or award are followed.

**MOTION**

***With little discussion and some clarification from Mrs. Matthews, Finance Officer, Commissioner Bonillo made a motion that the Board accept the Amended Contract to Audit Accounts for the Town***

***of Carthage for the Fiscal Year ending June 30, 2022. The motion was seconded by Commissioner Tanner. With a vote of 4-0, the motion passed unanimously.***

*l. Establish Capital Project Ordinance for Sewer Capital Improvements*

The Town of Carthage has been awarded grant and loan funding from the US Department of Agriculture to support building the installation of a 16-inch line to supplement a current 8-inch line and extend the line south to tie in with Moore County's 30-inch line for transfer to the wastewater treatment plant, totaling \$8.867M. Staff requests to establish a Capital Project Ordinance to account for revenues and expenditures associated with the sewer improvement project. This should have been done when the initial USDA documents were signed but was overlooked. Because this was not done, the Town will have an audit finding due to the fact that the account was created and maintained without following the proper procedure.

***MOTION***

***With minimal questions for Ms. Matthews, who presented the request to the Board, Commissioner Tanner made a motion that the Capital Project Ordinance for the Sewer System Improvement Projects be adopted as written and presented. The motion was seconded by Commissioner Barber. With a vote of 4-0, the motion passed unanimously.***

*m. Introduction of Water and Sewer System Development Fee Analysis*

The Board is presented with a complete System Development Fee Analysis, prepared by Mark Lacy, LKC Engineer. The purpose of an SDF Analysis is to determine if the Town's System Development Fees should be adjusted to account for economic factors such as inflation, changes in the demand for development (whether residential or commercial), changing value of the water/sewer system, etc. Like many other plans and policies, it is wise to conduct an SDF Analysis every few years to ensure that the cost to maintain and expand a water/sewer enterprise does not exceed the revenues it is able to produce.

Per General Statute, a copy of which is provided in this report, such an analysis is required prior to the Board adopting any changes to the SDF fee schedule. The SDF Analysis is required to be advertised on our website for a period of no less than 45 days before it can be adopted, and the fees subsequently changed, by the Board of Commissioners. It is also required to provide a means by which the public may leave written comments on the analysis. This shall be done via an online survey, giving a direct email address to a staff Point of Contact and providing a paper form in Town Hall. Due to the 45-day requirement, the Board will not be able to adopt a new Fee Schedule as part of its budget process until June. This is perfectly fine and will not delay our budget adoption timeline as we have called for the Budget Hearing in May but can table the hearing and adoption until June. ***(See EXHIBIT A)***

Some key points to note about the analysis are:

- All SDF's are recommended to increase.
- For residential homes, SDF's will increase if the new fees are adopted, but a recent amendment under House Bill 436 to General Statute 162A, Article 8 requires that local governments calculate the fees based on 75 gallons per bedroom where before it was 120 gallons per bedroom. This brings some balance to the higher fees.

## **MOTION**

**Commissioner Bonillo made a motion to go out of the Regular Meeting and into the Public Hearings. Commissioner Tanner seconded the motion which passed unanimously with a vote of 4-0.**

## **PUBLIC HEARINGS**

- a. *Public Hearing – Text Amendment to Sections 100.70A, 100.55 and 100.56A pertaining to Short Term Rentals (STRs)*

The Planning Board considered an amendment to allow Short Term Rental Homestays (STR) in the Central Business District on November 02, 2023. After holding a public hearing, the Board of Commissioners (BOC) directed Manager Emily Yopp to review and refine the amendment in order to provide more protection to residential neighborhoods and to consider whether to have a resident-manager or resident-owner requirement. Mrs. Yopp directed the Planner, Jennifer Hunt, and the Town's Attorneys to review the topic, the current state of North Carolina law governing STR and to make further recommendations to the Planning Board and Board of Commissioners. Currently, Carthage treats four or five kinds of different land uses as a single land use. They are Boarding and Rooming House, Bed & Breakfasts, Homestays and Short-Term Rentals. They are currently a permitted use in the zoning districts: RA-40, R-20, R-10, RM-10 and RHD, subject to SR 49.

The Town of Carthage Planning staff has revised, with the help of the Town attorney, to propose zoning ordinance language for Short Term Rentals. This will also refine the definitions and ordinances for Boarding & Rooming Houses, Bed & Breakfasts, Homestays and Short-Term Rentals.

After sending the memo that was recommended by the Planning Board back to the Town Attorney before presenting it to the Board of Commissioners, the Town Attorney did not recommend Boarding & Rooming Houses, Bed & Breakfasts, Homestays, and Short-Term Rentals in the Commercial or Industrial districts. Therefore, this request was updated to allow for Boarding & Rooming Houses, Bed & Breakfasts, Homestays, and Short-Term Rentals in the Residential districts and the Airport district, as shown on the "Proposed Table of Permitted Uses." Also, for Homestays and Boarding & Rooming Houses, the Town Attorney recommended requiring the owner to live in the home. Ms. Hunt, Town Planner, stated that the Board of Commissioners may choose to remand this updated proposal back to the Planning Board for a "re-review" and recommendation prior to their decision or may proceed with the decision. **(See EXHIBIT B)**

Commissioner Barber was concerned about the authorized agents having to live within such a short distance from the short-term rental. His concern was for the numerous military families that are forced to move but wish to leave their home in the care of friends to maintain as a rental home.

Commissioner Bonillo agreed and felt that language should be added to allow authorized agents to live within Moore County or a larger-mile radius, perhaps five miles. He suggested a military clause that would require proof of service with a three-year sunset time to decide if the homeowners would return to the home or would be selling the property. Commissioner Bonillo also suggested that short-term rentals be allowed in the CBD with none allowed in the residential districts.

**MOTION**

***With no real consensus, Commissioner Bonillo made a motion to TABLE the Public Hearing for Text Amendment to Sections 100.70A, 100.55 and 100.56A pertaining to Short Term Rentals (STRs) until the next regular meeting scheduled for Monday, May 20, 2024 at 6:30 pm in the McDonald Building located at 207 McReynolds Street. The motion was seconded by Commissioner Tanner and passed unanimously with a vote of 4-0.***

- b. Public Hearing – Rezoning for Clayton Speer’s land located on the south portion of PARID 00000913701; Rezone from TBD (Thoroughfare Business District) to I (Industrial); Petitioner: Lauren Rothlisberger on behalf of owner, Clayton Speer*

The applicant, Lauren Rothlisberger, on behalf of property owner Clayton Speer requested a rezoning for the south portion of PARID 00000913701, which is located off NC US 15-501 behind 3812 US 15-501, Carthage Saw & Mower. Currently the north portion of this property is zoned “I-CZ” and the south portion is zoned TBD. The north portion is zoned “I-CZ” to allow for a laydown yard for Duke Energy, a temporary use approved in 2023. The south portion is being requested to be an Industrial zone. The applicant would like to create flexible warehouses for industrial use, which are permitted use in the Industrial zoning district and cohesive with the current uses surrounding this property.

Staff met with Lauren Rothlisberger and Clayton Speer in February 2024 to discuss her proposed project for flexible warehouses used for industrial purposes. Town Planner, Jennifer Hunt, researched this property and found that it appears the southside zoning of TBD was overlaid when the zoning districts were first established, possibly in 1998. The north portion was not within the town limits and the bottom portion was. The property owner, Clayton Speer, was under the impression that it was zoned Industrial. Nevertheless, this process is intended to “clean up” the zoning map and make sure that the entire property is zoned “Industrial.” Lauren Rothlisberger intends to purchase approximately 5.27 acres of land from Clayton Speer located on the south portion of PARID 00000913701. **(See EXHIBIT C)**

**MOTION**

***As this request is in line with the Board’s desire to bring in more commercial and industry, and this being a straightforward request, there was very little. Commissioner Bonillo made a motion to that the rezoning of PID#00000913701 meets the standards of the 2040 Land Use Plan by offering coordinated, intentional, and well-planned growth and development in addition to maintaining regulations that are consistent with the Town’s vision. And therefore, I approve rezoning request R-01-24 as written and presented. The motion was seconded by Commissioner Barber and passed unanimously with a vote of 4-0.***

**MOTION**

***Commissioner Bonillo made a motion to go out of the Public Hearing and back into the Regular Meeting. Commissioner Tanner seconded the motion which passed unanimously with a vote of 4-0.***

**MOTION**

***Commissioner Tanner made a motion to go out of the Regular Meeting and into Closed Session. Commissioner Barber seconded the motion which passed unanimously with a vote of 4-0.***

**MOTION**

***Commissioner Bonillo made a motion to go out of the Closed Session and back into the Regular Meeting. Commissioner Tanner seconded the motion which passed unanimously with a vote of 4-0.***

**ADJOURNMENT**

**MOTION**

***With no other business, Commissioner Tanner motioned to adjourn the regular meeting. Commissioner Bonillo seconded the motion. All ayes, motion carried 4-0. The regular meeting was adjourned at 9:57 p.m.***

DRAFT



M  
I  
N  
U  
T  
E  
S



Town of Carthage,  
North Carolina

Board of Commissioners

**SPECIAL MEETING**  
BUDGET PRESENTATION

May 15, 2024

McDonald Building  
207 McReynolds Street  
Carthage, NC 28327

SPECIAL Public Meeting



**Town of Carthage**  
Board of Commissioners  
SPECIAL BUDGET PRESENTATION MEETING  
May 15, 2024  
6:30 p.m.

**ROLL CALL**

Present in-person were Mayor Jimmy Chalfinch, Mayor Pro Tem John McDonald, Commissioners Brent Tanner, Dan Bonillo, and Anton Sadovnikov. Al Barber was in attendance via telephone.

**\*\*NOTE**—Mayor Jimmy Chalfinch arrived late at 6:53 pm, and presided over the meeting from that point. Also noted was Commissioner Dan Bonillo arrived late at 7:00 pm.

**CALL TO ORDER**

Mayor Pro Tem McDonald called the meeting to order at 6:31 p.m.

**INVOCATION**

Mayor Pro Tem McDonald led the room in prayer.

**PLEDGE OF ALLEGIANCE**

Commissioner Tanner gave the pledge.

**APPROVAL OF AGENDA**

***MOTION***

***Commissioner Barber motioned to approve the agenda as written and presented. The motion was seconded by Commissioner Tanner. All ayes, motion passed 4-0.***

**CONSENT AGENDA**

***No items on the Consent Agenda.***

**PUBLIC COMMENT**

The floor was opened up for public comment, but no citizens chose to make comment.

**NEW BUSINESS**

- a. *Preliminary Plat 2-Year Extension Request for Riddle Ridge, by David Chapman*

Ashley Dunn, with Sanders Engineering, sent Jennifer Hunt, Town Planner, an email on April 16, 2024, asking how to extend the Riddle Ridge preliminary plat before its expiration date of May 16, 2024. The preliminary plat was approved at the Board of Commissioners meeting on May 16, 2022. Ms. Hunt explained that in order to get an extension per the Unified Development Ordinance (UDO) Section 100.65 (M) the request must go before the Board of Commissioners.

Section 100.65 (M) says, "Expiration. Preliminary plat approval shall be valid for a period of two years from the date of approval of the plat by the Board of Commissioners unless an extension of time is applied for and granted by the Board. Each successive final plat for a phase of the subdivision shall be submitted for approval within two years of the date of approval of the previous final plat for a phase of the subdivision. Failure to do so shall result in resubmittal of the preliminary plat for compliance with current regulations."

Therefore, Ashley Dunn, is requesting an extension for the preliminary plat of Riddle Ridge. This parcel is approximately 34.4 acres in the R-20 zoning district. **(See Exhibit A)**

One citizen in the audience requested and received permission to address the Board. He lives directly adjacent to the property in question and wanted to ensure that the conditions that were set forth in the initial request, to include a detailed site map will be adhered to. Ms. Hunt assured him that this was not changing any previous requirements, it was strictly a request to extend the length of the time that preliminary plat could be used.

Commissioners Bonillo and Sadovnikov discussed allowing only one year's extension to promote a more expedient development process and avoid stagnation.

**MOTION**

***With the assurances from Ms. Hunt, there was very little discussion before Commissioner Sadovnikov made a motion to approve the extension request for Riddle Ridge for another ONE year, until May 16, 2025 with all the prior conditions set forth. Commissioner Tanner seconded the motion which passed unanimously with a vote of 4-0.***

***b. Approval for Fire Department to Begin Specking out Future Trucks for Their Fleet***

As the process for approval and purchasing of new fire apparatus takes years to complete, the Fire Department is requesting permission to begin specking the new equipment with the hope of getting costs locked in at the lowest price possible. This will not take any funding up front but will allow the department to research what will be needed and do cost analysis so that when the time comes, they will have the information needed to secure the order as soon as allowable.

**MOTION**

***After some discussion regarding timelines, Commissioner Tanner made a motion to allow the Fire Department to begin specking the requirements for a future apparatus purchase. Commissioner Sadovnikov seconded the motion which passed unanimously by a vote of 4-0.***

***c. Final Decision on Seeking New Bids for Waste Disposal***

At the budget workshop, the Board discussed the proposed increase by Republic Services to the cost per can for trash pickup in Carthage. The current rate is \$11.99/can charged to the customer on the monthly utility bill. With the requested increase, the rate would go up to \$13.99/can. The Board expressed an interest in potentially pursuing bids to determine if we can get a better price for this service. In order to help the Board make this decision, staff conducted a very brief survey of waste disposal costs with our fellow municipalities in hopes of gauging the current market rate. They are as follows:

Aberdeen – No contract. Staff picks up trash.

Cameron—GFL Environmental \$12.00/can. Great reviews for customer service.

Robbins—Republic Services \$14/can.

Southern Pines (transitioning in Dec)—(Current) GFL Environmental \$10.35/per can. Town pays for disposal with the County at \$58.81/ton. (New Service) Meridian Waste \$18.05 for collection & disposal per can.

Whispering Pines—Roberson Unique Sanitation \$15.75/can

Vass—No contract. Moore County picks up trash.

Given the rates paid by neighboring municipalities that responded, rates that may likely be received as “market rates” during the bidding process, Mrs. Yopp asked the Board if they still wish to pursue bids or stay with Republic? She further inquired that If they choose to stay with Republic, do they have a counter offer they wish to propose to the \$2.00 increase?

#### **DECISION**

***After some deliberation, it was decided by the Board that the Town would renew their contract with Republic Services and not go out for bids. They also directed Mrs. Yopp to attempt a negotiation to lower the price by 50 cent to possibly one dollar and bring that back to the Board for approval.***

#### ***d. Presentation of the Preliminary Budget for Board Review***

Mrs. Yopp presented the balance budget for the Board to review. ***(See Exhibits B and C)***

***After reviewing the Budget as presented by Town Manager, Emily Yopp and asking several preliminary questions, the Board set the Budget Hearing for the Regular Board of Commissioners Meeting to be held on Monday, June 17, 2024 at 6:30 pm in the McDonald Building located at 207 McReynolds Street. The Clerk was asked to make all Public Notices as required.***

#### **ADJOURNMENT**

##### **MOTION**

***With no other business, Commissioner Sadovnikov motioned to adjourn the special meeting. Mayor Pro Tem McDonald seconded the motion. All ayes, motion carried 4-0. The meeting was adjourned at 8:12 p.m.***



MANAGER'S REPORT

Date: June 17, 2024  
To: The Board of Commissioners  
From: Emily D. Yopp, Town Manager

---

**1. Board and Committee Positions Available**

We have a few volunteer opportunities that come available this month. For the Planning Board, ETJ member Dena DeLucia will not be completing the rest of her term (expiring 6/30/2026). Staff will be opening applications and seeking candidates to fill the **ETJ-only** position until the end of the term. After that, the member may request reappointment for a full 3-year term.

For Appearance Committee, long-time members Tom and Becky Prim have chosen not to seek reappointment to the committee at the end of their term on 6/30 of this month. The Prims will continue to volunteer their time to help with planting downtown planters and assisting with seasonal decoration projects as needed. The Appearance Committee could really benefit from more participation from the community. With the Prims moving on we are now left with only 3 active voting members. Staff will make a social media posting and take other actions to advertise the committee and its mission, but we would also appreciate the Board and public's assistance in spreading the word about volunteering on this committee. The committee's duties, as set forth in the ordinance, are:

- Work with and confer with town staff, local residents, and business and community leaders to seek to improve the appearance of the town.
- Review and recommend all policy changes involving the town's nuisance ordinances, demolition of dilapidated buildings, and maintenance of town rights-of-way and town-owned buildings and properties.
- Undertake fundraising for beautification efforts and downtown revitalization projects.
- Recommend specific projects to be undertaken by the town.
- Perform other duties as the Board may direct.

**2. Status of Historic Preservation Commission (HPC)**

As of this writing, the newly formed HPC is set to meet on June 13<sup>th</sup> to finalize their oaths of office, have a quick orientation session and meet with Leslie Brians of The Pines Preservation Guild to discuss the upcoming historic district designation project. We are looking forward to working with this group of volunteers and taking a closer look at historic preservation in Carthage.

Respectfully submitted,  
Emily Yopp, Town Manager



## **May and June 2024 Code Enforcement Report**

### **Open Cases/Cases in Progress:**

1. 202 W. Barrett Street
  - Minimum Housing – No change. Status remains.
2. 16 Courthouse Square
  - Truck Trailer – Staff met with owner. Legal council is finalizing the complaint from the Town for refusing abatement.
3. Kester Road Junk Vehicles / Junk Yard
  - Junk Vehicles / Junk Yard – Status still remains.
4. 136 Union Church Road
  - Minimum Housing – On May 24, Code Enforcement Staff met with the owners to discuss a timeline for repairs. There was an agreement of a six-month timeline for abatement.
5. 106 Sanford Street
  - Tractor Trailer used as storage / Unpermitted Structures – Owner stated he would cover the trailer in siding that would satisfy the need of abatement.
6. 511 Vass-Carthage Road
  - Outdoor Storage – Second letter was sent on 6/7/2024 for a hearing.

### **Cases Closed:**

1. 218 Westview Road

Unpermitted Business / Incorrect Zoning – Hearing was held on 5/20/2024 and approved by the Board of Commissioners.

**TOWN OF CARTHAGE  
CASH POSITION**

<b>FUND</b>		<b><u>MAY 2024</u></b>	<b><u>APRIL 2024</u></b>	<b><u>MARCH 2024</u></b>
#10	Cash on Hand			
	Petty Cash	\$300.00	\$300.00	\$300.00
	Crime Investigation	\$200.00	\$200.00	\$200.00
#10	General Fund			
	Central Depository (.05% Yield)	\$1,030,496.45	\$1,492,797.88	\$1,758,919.76
	CD Mature 03/20/2024 (0.02% Yield)	\$25,437.02	\$25,437.02	\$25,426.92
	NC Capital Trust (5.23% Yield)	\$939,235.77	\$934,920.23	\$930,919.16
#10	Firemens' Fraternal			
	Central Depository (.05% Yield)	\$14,368.00	\$14,368.00	\$14,368.00
#10	McConnell Marker			
	Central Depository (.05% Yield)	\$200.00	\$200.00	\$200.00
#10	Restricted Performance Bond			
	Central Depository (.05% Yield)	\$23,632.00	\$23,632.00	\$23,632.00
#10	Carriage Hills Surety			
	Central Depository (.05% Yield)	\$20,000.00	\$180,454.25	\$180,454.25
#10	Carriage Place Townhomes Surety			
	Central Depository (.05% Yield)	\$35,000.00	\$35,000.00	\$35,000.00
#10	Historical			
	Central Depository (.05% Yield)	\$1,685.14	\$1,685.14	\$1,685.14
#15	Powell Bill Fund			
	Central Depository (.05% Yield)	\$40,310.13	\$71,261.39	\$74,067.62
	NC Capital Trust (5.23% Yield)	\$93,117.50	\$92,706.02	\$92,309.28

		<u>MAY 2024</u>	<u>APRIL 2024</u>	<u>MARCH 2024</u>
#30	Water			
	Central Depository (.05% Yield)	\$351,903.59	\$407,306.55	\$430,941.09
	CD Mature 03/20/2024 (.02% Yield)	\$17,300.70	\$17,300.70	\$17,293.73
	NC Capital Trust (5.23% Yield)	\$338,000.28	\$336,506.70	\$335,066.59
#31	Sewer			
	Central Depository (.05% Yield)	\$1,207,586.84	\$1,589,346.03	\$1,530,273.17
	CD Mature 03/20/2024 (.20% Yield)	\$17,300.69	\$17,300.69	\$17,293.72
	NC Capital Trust (5.23% Yield)	\$97,043.94	\$96,615.11	\$96,201.64
#35	Capital Reserve Water & Sewer Improvements			
	Central Depository (.05% Yield)	\$508,992.09	\$508,992.09	\$508,992.09
#70	Cemetery			
	Central Depository (.05% Yield)	\$0.00	\$0.00	\$0.00
	NC Capital Trust (5.23% Yield)	\$29,173.60	\$29,044.69	\$28,920.39
	<b>TOTALS</b>	<b>\$4,791,283.74</b>	<b>\$5,875,374.49</b>	<b>\$6,102,464.55</b>



# Carthage Fire Department

Carthage, NC

This report was generated on 6/3/2024 10:38:30 AM



## Incident Statistics

Zone(s): All Zones | Start Date: 05/01/2024 | End Date: 05/31/2024

INCIDENT COUNT			
INCIDENT TYPE		# INCIDENTS	
EMS		43	
FIRE		53	
<b>TOTAL</b>		<b>96</b>	
TOTAL TRANSPORTS (N2 and N3)			
APPARATUS	# of APPARATUS TRANSPORTS	# of PATIENT TRANSPORTS	TOTAL # of PATIENT CONTACTS
<b>TOTAL</b>			
PRE-INCIDENT VALUE		LOSSES	
<b>\$0.00</b>		<b>\$0.00</b>	
CO CHECKS			
<b>TOTAL</b>			
MUTUAL AID			
Aid Type		Total	
Aid Given		6	
Aid Received		4	
OVERLAPPING CALLS			
# OVERLAPPING		% OVERLAPPING	
13		13.54	
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)			
Station	EMS	FIRE	
Carthage Fire & Rescue	0:07:50	0:08:33	
<b>AVERAGE FOR ALL CALLS</b>		<b>0:06:39</b>	
LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)			
Station	EMS	FIRE	
Carthage Fire & Rescue	0:03:59	0:03:30	
<b>AVERAGE FOR ALL CALLS</b>		<b>0:02:47</b>	
AGENCY		AVERAGE TIME ON SCENE (MM:SS)	
Carthage Fire Department		27:31	

Only Reviewed Incidents included. EMS for Incident counts includes only 300 to 399 Incident Types. All other incident types are counted as FIRE. CO Checks only includes Incident Types: 424, 736 and 734. # Apparatus Transports = # of incidents where apparatus transported. # Patient Transports = All patients transported by EMS. # Patient Contacts = # of PCR contacted by apparatus. This report now returns both NEMSIS 2 & 3 data as appropriate. For overlapping calls that span over multiple days, total per month will not equal Total count for year.

Carthage Police Department | Citation / Warning (NC)s: 247 Results |

Citation/Warning Type	Citation Date/Time	Agency Case Number	Race	Gender
Written Warning	2024-06-04 06:58		W - White	F - Female
Written Warning	2024-06-04 19:50	24-002851	W - White	M - Male
Written Warning	2024-06-03 20:41	24-002828	W - White	M - Male
Written Warning	2024-06-01 12:29	24-002775	W - White	M - Male
Written Warning	2024-06-02 16:14		W - White	F - Female
Written Warning	2024-05-29 13:05	24-002705	W - White	M - Male
Written Warning	2024-05-29 13:20	24-002706	W - White	M - Male
Written Warning	2024-05-28 09:34	24-002676	B - Black or African American	F - Female
Written Warning	2024-05-28 16:44	24-002685	W - White	F - Female
Citation	2024-05-29 06:35	24-002700	W - White	F - Female
Written Warning	2024-05-24 19:16	24-002615	I - American Indian or Alaska Native	M - Male
Written Warning	2024-05-27 01:08	24-002647	W - White	M - Male
Citation	2024-05-25 11:15	24-002633	B - Black or African American	M - Male
Citation	2024-05-25 11:15	24-002633	B - Black or African American	M - Male
Citation	2024-05-24 03:20		W - White	F - Female
Written Warning	2024-05-19 19:12	24-002508	B - Black or African American	F - Female
Written Warning	2024-05-22 21:47	24-002580	W - White	M - Male
Written Warning	2024-05-22 21:25	24-002579	W - White	M - Male
Written Warning	2024-05-21 21:20	24-002556	W - White	M - Male
Written Warning	2024-05-21 21:30	24-002557	B - Black or African American	M - Male
Written Warning	2024-05-17 23:38	24-002474	B - Black or African American	M - Male
Written Warning	2024-05-18 14:56	24-002477	W - White	M - Male
Written Warning	2024-05-03 16:26	24-002199	W - White	M - Male
Written Warning	2024-05-14 19:25	24-002415	W - White	M - Male
Written Warning	2024-05-14 20:14	24-002417	W - White	F - Female

Carthage Police Department | Incident (NC)s: 28 Results | 2024-05-01 - 2024-05-31

Incident Number	Reference #	Primary Offense
I20240608-01	24-002443	
I20240513-47	24-002388	13C - Intimidation : Informational
I20240510-17	24-002332	90Z - All Other Offenses : Informational
I20240527-10	24-002655	13B - Simple Assault
I20240527-07	24-002654	90Z - All Other Offenses : Death
I20240525-04	24-002627	13B - Simple Assault
I20240505-04	24-002239	90Z - All Other Offenses : Information
I20240513-15	24-002377	23H - All Other Larceny
I20240509-06	24-002293	90Z-01 - Annoying Calls : Harassing Phone Calls
I20240529-17	24-002591	90Z - All Other Offenses : Info
I20240509-05	24-002310	90Z - All Other Offenses : Property Damage
I20240525-02	24-002620	13B - Simple Assault
I20240519-02	24-002503	23G - Theft of Motor Vehicle Parts or Accessories
I20240520-01	24-002523	23C - Shoplifting
I20240529-50	24-002710	23G - Theft of Motor Vehicle Parts or Accessories
I20240527-01	24-002645	90Z - All Other Offenses : Tree Fell on house due to storm.
I20240513-19	24-002380	90Z-45 - UNAUTH Use Of VEH : Unauthorized Possession of MV
I20240507-02	24-002262	90Z - All Other Offenses : Well-Being Check
I20240529-08	24-002702	23H - All Other Larceny
I20240524-13	24-002616	90Z - All Other Offenses : Emergency Commitment
I20240526-01	24-002633	90D - Driving Under the Influence
I20240524-04	24-002595	90Z - All Other Offenses : Practicing Massage Therapy without a License
I20240524-01	24-002601	90D - Driving Under the Influence
I20240506-20	24-002255	90Z - All Other Offenses : Warrant

Carthage Police Department | Incident (NC)s: 28 Results | 2024-05-01 - 2024-05-31

Incident Number	Reference #	Primary Offense
I20240506-05	24-002248	90Z - All Other Offenses : Warrant Service

Carthage Police Department | Warrants: 5 Results | 2024-05-01 - 2024-05-31

Incident	Warrant Type	Arrest Date	U C R / N I B R S Offenses	Race	Gender	Obtained Location (F I P S)	Offense Date/Time
I20240607-36	Misdemeanor Warrant	2024-06-07T11:55:00.000Z	90Z - All Other Offenses	W - White	M - Male	125 - Moore	2024-05-22 00:00
I20240526-01	Citation Issued	2024-05-26T15:19:00.000Z	90D - Driving Under the Influence,90Z - All Other Offenses	B - Black or African American	M - Male	125 - Moore	2024-05-25 23:15
I20240524-04	Misdemeanor Warrant	2024-05-23T23:00:00.000Z	90Z - All Other Offenses	A - Asian	F - Female	125 - Moore	2024-05-23 17:00
I20240524-01	Felony Warrant	2024-05-24T07:46:00.000Z	35A - Drug/Narcotic Violations,90D - Driving Under the Influence	W - White	F - Female	125 - Moore	2024-05-24 00:00
I20240506-05	Misdemeanor Warrant	2024-05-06T12:54:00.000Z	90Z - All Other Offenses	B - Black or African American	M - Male	105 - Lee	2024-05-01 00:00

## MONTHLY REPORT MAY 2024

### Water Service

Locates	Work Orders	Cut-Offs / Tags	Meters Installed	Water Main/ Service Repairs	Water Taps
<b>136</b>	<b>50</b>	<b>52</b>	<b>6</b>	<b>0</b>	<b>2</b>

### Sewer Service

Service Renewals	Lift Station Repairs	Force Main Repairs	Mowed Outfall Lines	Town Sewer Backups	Sewer Taps
<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>0</b>

### Building & Grounds

Leaf & Limb Total Rounds	Trash Runs	Complete Mowed Rounds	Building Repairs
<b>2</b>		<b>3</b>	

### Streets

Cleaned Out Catch Basin	Cleaned Streets With Blower
<b>1</b>	

### Construction Projects

- 1.
- 2.
- 3.

Additional Notes



## MEMORANDUM

Date: June 10, 2024  
To: The Board of Commissioners  
From: Kim Gibson, Town Clerk  
Subject: REPUBLIC SERVICES AMENDED CONTRACT

---

In the preliminary Budget Retreat Meeting held in March, the Board was made aware of the expiring contract with Republic Services, the Town's solid waste management contractor and their proposed \$2 increase per can for customers. The Board asked Staff to seek bids to ensure that the increased cost was in line with market value to ensure good stewardship of taxpayer dollars.

Staff researched nearly every municipality within the County that provides trash service and found that the proposed rate given by Republic Services was lower than the market rate. The Board agreed to continue renew the contract, as they have provided excellent service, but asked Mrs. Yopp to attempt to negotiate a better price, if possible. Mrs. Yopp was able to negotiate the cost from \$12.99/can to \$12/can.

That amended contract is attached for the Board's review. Renewal is due by June 30, 2024, when the former contract expires and will be for a term of five years.

### SUGGESTED MOTION(S):

#### OPTION 1

I make a motion to approve the amended contract with Republic Service as written and presented for trash service at \$12 per can for a term of five years.

#### OPTION 2

I make a motion to **disapprove** the amended contract with Republic Service for the following reason(s).

---

---

---

**SECOND AMENDMENT TO MUNICIPAL CONTRACT**

This Second Amendment to the Municipal Contract (the "Amendment") is entered into effective as of 1<sup>st</sup> day of July 2024 by and between BFI Waste Services, LLC dba Republic Services of Troy ("Contractor") and Town of Carthage ("Town").

- A. The parties entered into that certain Municipal Contract effective 1<sup>st</sup> day of July 2016 which is amended via first amendment dated 1<sup>st</sup> day of July 2021 (hereinafter collectively referred to as the "Contract"), pursuant to which Contractor provides waste services to Town.
- B. The parties desire to amend the Contract as set forth herein.

NOW, THEREFORE, in consideration of the mutual covenants contained in the Contract, and for good and valuable consideration, the receipt and sufficiency of which the parties acknowledge, the parties agree that the Contract is amended as follows:

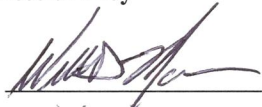
- 1. **Term.** The term of this Contract is hereby extended for an additional five-year term, commencing on July 1, 2024 and terminating on June 30, 2029 ("Extended Term") with a automatic renewal of five-years.
- 2. **Extension of the Term.** At the mutual option of the Town and Contractor, this Contract shall automatically renew for a successive five (5) year periods. The terms and conditions as applicable to the initial term shall apply to the extended terms except for the pricing which shall be as provided in the pricing Exhibit to this Contract, and such other changes as may be mutually agreed upon by the Town and the Contractor.
- 3. **Rate.** These new rates are hereby added to the attachment A as follows:
  - (a) The rate per month per home is \$12.00.
- 4. **Capitalized Terms.** Capitalized terms used but not otherwise defined in this Amendment shall have the meanings assigned to them in the Contract. In the case of a conflict in meaning between the Contract and this Amendment, this Amendment shall prevail.
- 5. **Continuing Effect.** Except as expressly modified or amended by this Amendment, all terms and provisions of the Contract shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Amendment as of the date set forth above.

**Town of Carthage**

**BFI Waste Services, LLC dba Republic Services of Troy**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

By:  \_\_\_\_\_  
Name: William D. Maness  
Title: General Manager  
Date: 6-10-2024





## MEMORANDUM

Date: June 17, 2024  
To: The Board of Commissioners  
From: Jennifer Hunt, Town Planner  
Subject: S-02-24: SITE PLAN RIPPLE FIBER; PETITIONER: RIPPLE FIBER

---

### I. SUMMARY OF APPLICATION REQUEST:

The applicant, Wes Carlisle, on behalf of Ripple Fiber submitted a Site Plan approval application with the Town of Carthage on March 20, 2024. Payment was received on May 29, 2024, for the site plan application. Ripple Fiber would like to provide fiber to the homes in Carthage. They will be providing fiber in three phases and working with Town Staff for the project. They have phase 1 which includes 1.1, 1.2 and 1.3. Phase 2 includes 2.1 and 2.2. Phase 3 includes 3.1 and 3.2. Please view Attachment 1 for a map of their phases.

Ripple Fiber has met with Town Staff for the Technical Review Committee meeting, NCDOT and our engineers. They will work with Town Staff on the project timeline and plan to complete the fiber project within 8 months. This timeline will be aligned with staff capability and may take longer due to the limited staff we have and work capability.

### II. PROJECT INFORMATION:

1. PARID: All throughout Carthage
2. Applicant: Ripple Fiber

### III. APPLICATION REVIEW:

#### A. Review Process:

Applications for site plan review are pursuant to Unified Development Ordinance (UDO) Section 100.24 "Board of Commissioners" and UDO Section 100.64 (D) "Site-Specific Vesting Plan."

#### ***Sec. 100.24 Board of Commissioners***

*Without limiting any authority granted to the Board of Commissioners by General Statutes or by other Ordinances of the Town, the Board of Commissioners shall have the following powers and duties with respect to this Ordinance:*

1. *To adopt, amend or repeal this Ordinance;*
2. *To adopt amendments to the Official Zoning Map;*
3. *To adopt design guidelines for the Historic Preservation Overlay Districts;*
4. *To approve or deny requests for approval of major preliminary and final subdivision plats, Special Use Permits, Conditional Zoning, Vested Rights, and major site plans;*
5. *To perform the powers and duties of a Board of Adjustment; and,*
6. *Such additional powers and duties as may be set forth in this Ordinance.*

**Sec. 100.64 Site-Specific Vesting Plan (D)**

*D. The Administrator shall place the Site Plan on the next regularly scheduled meeting of the Board of Commissioners occurring at least ten (10) days after the Planning Board's recommendation.*

*The Board of Commissioners shall review the Site Plan and either approve, approve with conditions, reject the site plan, or refer the plan back to the Planning Board for further consideration. If the Board of Commissioners rejects a site plan, then the reasons therefor shall be stated in the record of action on the plan.*

*The Board of Commissioners may approve a site plan only if it meets the standards and requirements set forth in this Ordinance and provides adequate public facilities and improvements as provided for herein.*

*The subdivision standards contained in Sec. 100.65 shall serve as the basic standards for site plan development along with the specific standards set forth in the Special Requirement for the use or uses.*

**C. Staff Comments:**

Fiber internet is an added value to the citizens of Carthage. The ability to complete the project as fast as Ripple Fiber would like too will be dependent on staff capability and a mindful work schedule. The Town of Carthage has limited staff however we are determined to help them complete their project as quickly as possible. Ripple Fiber is required to let the Town Planner know when each phase and subphase is completed. The Town of Carthage will ensure there is no damage done by inspecting the fiber 1 year after completion. Ripple Fiber will be required to sign an Encroachment Agreement which is being drafted by our Town Attorney.

The Planning Board recommends approval with all ayes, except Antoinette Kelly abstained from voting. Antionette Kelly recommended Ripple Fiber extend service down her road near the airport, Burle Road. She said there are many people who need the internet and have tried to get it in the past but have not been able to do so.

**IV. ATTACHMENTS PROVIDED BY THE APPLICANT:**

1. Attachment 1: Full Phasing Plan for Ripple Fiber

**SUGGESTED MOTION(S) ON NEXT PAGE**

**V. BOARD OF COMMISSIONERS ACTION:**

The Board of Commissioners (BOC) shall review the Site Plan and either approve, approve with conditions, reject the site plan, or refer the plan back to the Planning Board for further consideration. If the Board of Commissioners rejects a site plan, then the reasons therefore, shall be stated in the record of action on the plan per UDO Section 100.64 (D) of the Town of Carthage Unified Development Ordinance (UDO).

**OPTION 1**

I make a motion to approve Site Plan (S-02-24) as written and presented.

**or**

**OPTION 2**

I make a motion to approve Site Plan (S-02-24) ***with the following conditions.....***

---

---

---

**or**

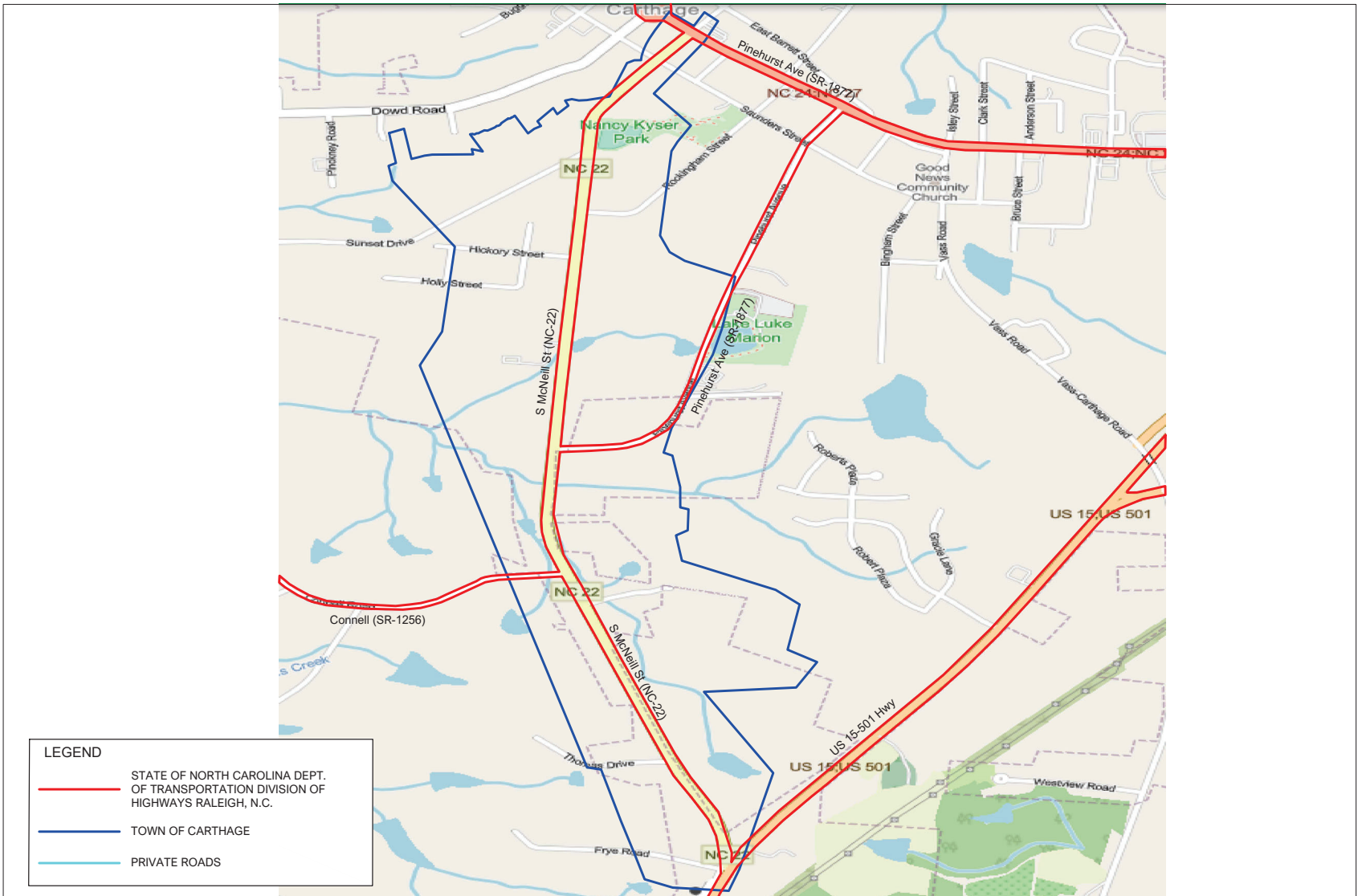
**OPTION 3**

I make a motion to reject Site Plan (S-02-24) ***for the following reasons.....***

---

---

---



**PROJECT NAME:**  
Permit Drawing\_Carthage\_Phase 1  
FDA\_001.1

**PROJECT TYPE:**  
Permit Drawing

**FILE NAME:**  
PD\_Carthage\_Phase 1\_FDA\_001.1

**OLT LOCATION:**  
Cnr Camp Easter (SR-1853) and  
Holly Rd (SR-1861)

**FDA:**  
FDA:001.1

**SHEET TITLE:**  
Core Overview Schematic

REVISIONS			
NO.	DATE	DESCRIPTION	BY
1	03/20/2024	REV001	TM

**811** Know what's below.  
Call before you dig.  
Online request 2-3 days  
before work begins.

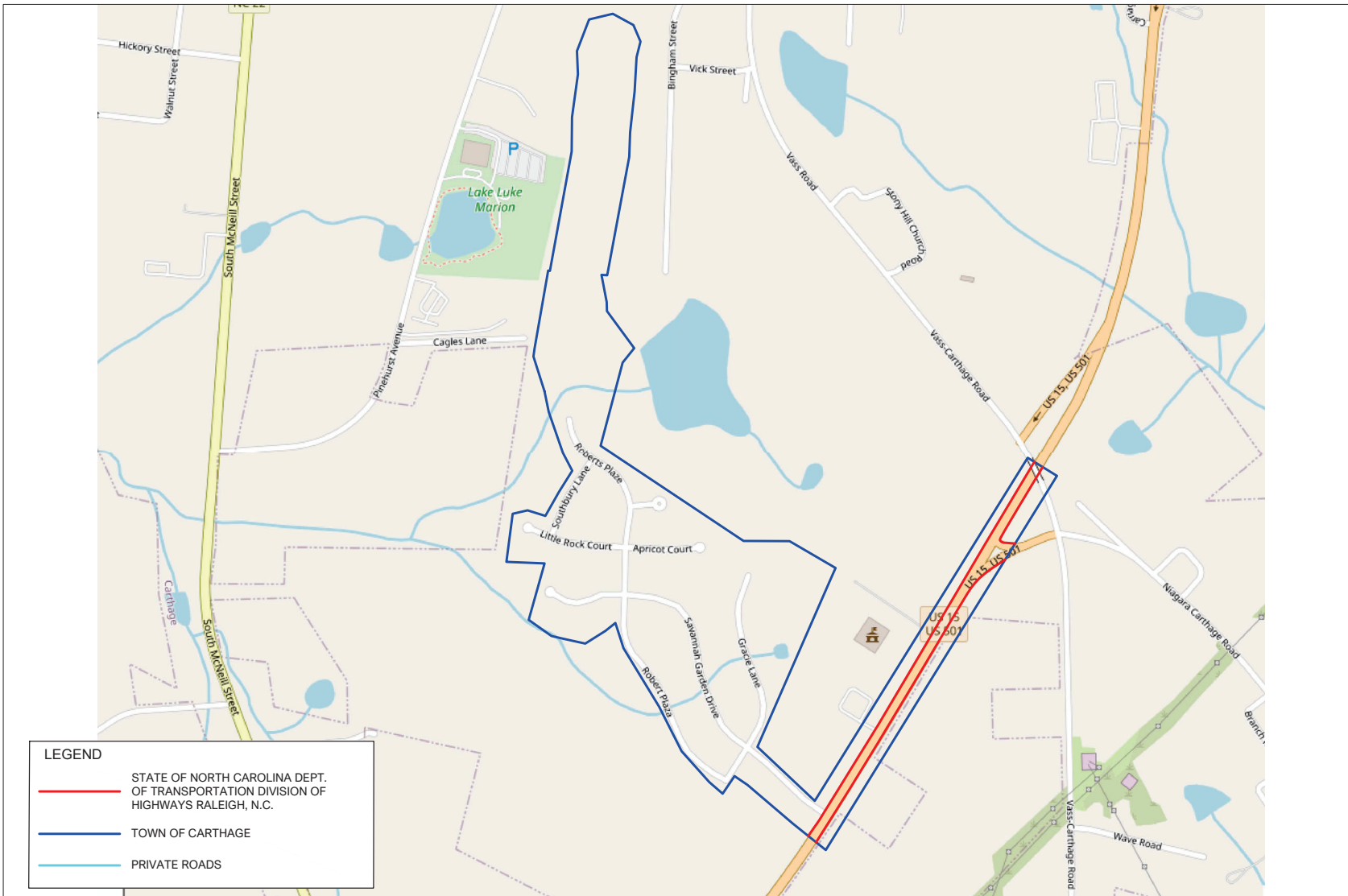
**CONTRACTOR NEEDS TO KEEP COPIES OF ALL ENCROACHMENT AGREEMENTS ON SITE AT ALL TIMES.**  
**CONTRACTOR TO CALL ENGINEERING DIVISION 2 DAYS BEFORE COMMENCING WORK.**

**OWNER:**  
 **RIPPLE FIBER**  
556 HERRONS FERRY RD. - 3RD FLOOR  
ROCK HILL, SC 29730  
OFFICE: (704) 451-9700

**CONTRACTOR:**  
 **Fiber Target**  
10810 INDEPENDENCE POINTE PKWY UNIT C,  
MATTHEWS, NORTH CAROLINA, 28105  
OFFICE: +1 980 362 2939



3 of 52



**PROJECT NAME:**  
Permit Drawing\_Carthage\_Phase 1\_FDA\_1.2

**PROJECT TYPE:**  
Permit Drawing

**FILE NAME:**  
PD\_Carthage\_Phase 1\_FDA\_1.2

**OLT LOCATION:**  
Cnr Camp Easter (SR-1853) and  
Holly Rd (SR-1861)

**FDA:**  
FDA:001.2

**SHEET TITLE:**  
Core Overview Schematic

**REVISIONS**

NO.	DATE	DESCRIPTION	BY
1	03/20/2024	REV001	PM

**811** Know what's below.  
Call before you dig.  
Online request 2-3 days  
before work begins.

CONTRACTOR NEEDS TO KEEP COPIES OF ALL ENCROACHMENT AGREEMENTS ON SITE AT ALL TIMES.  
CONTRACTOR TO CALL ENGINEERING DIVISION 2 DAYS BEFORE COMMENCING WORK.

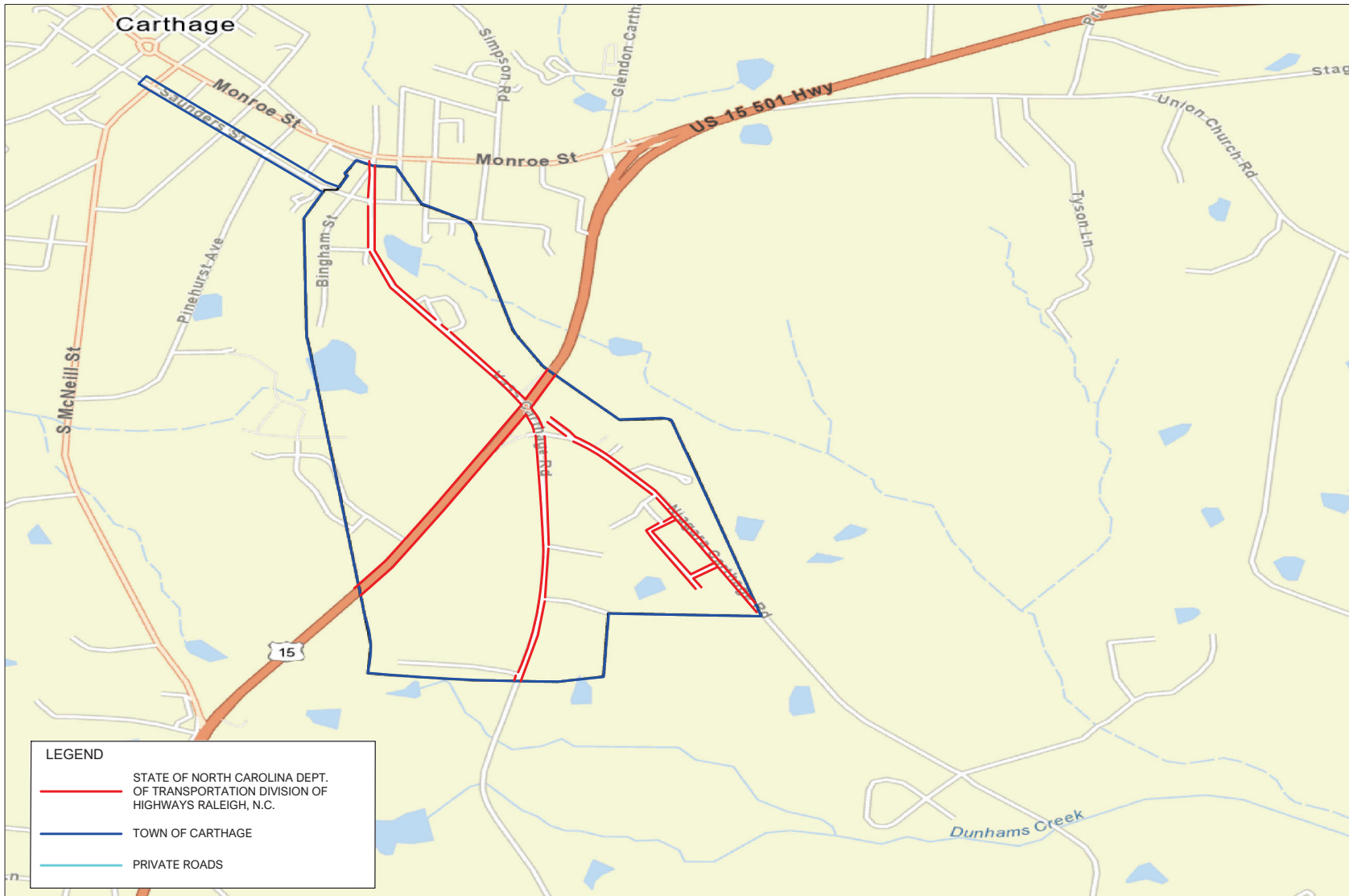
**OWNER:**

 **RIPPLE FIBER**  
596 HERRONS FERRY RD. - 3RD FLOOR  
ROCK HILL, SC 29730  
OFFICE: (704) 451-9700

**CONTRACTOR:**

 **Fiber Target**  
10810 INDEPENDENCE POINTE PKWY UNIT C,  
MATTHEWS, NORTH CAROLINA, 28105  
OFFICE: +1 980 362 2939





**PROJECT NAME:**  
Carthage\_Phase 1\_FDA\_1.3

**PROJECT TYPE:**  
Permit Drawing

**FILE NAME:**  
PD\_Carthage\_Phase 1\_FDA\_1.3

**OLT LOCATION:**  
Cnr Camp Easter (SR-1853) and Holly Rd (SR-1861)

**FDA:**  
FDA:1.3

**SHEET TITLE:**  
Core Overview Schematic

**REVISIONS**

NO.	DATE	DESCRIPTION	BY
1	03/22/2024	REV001	MM

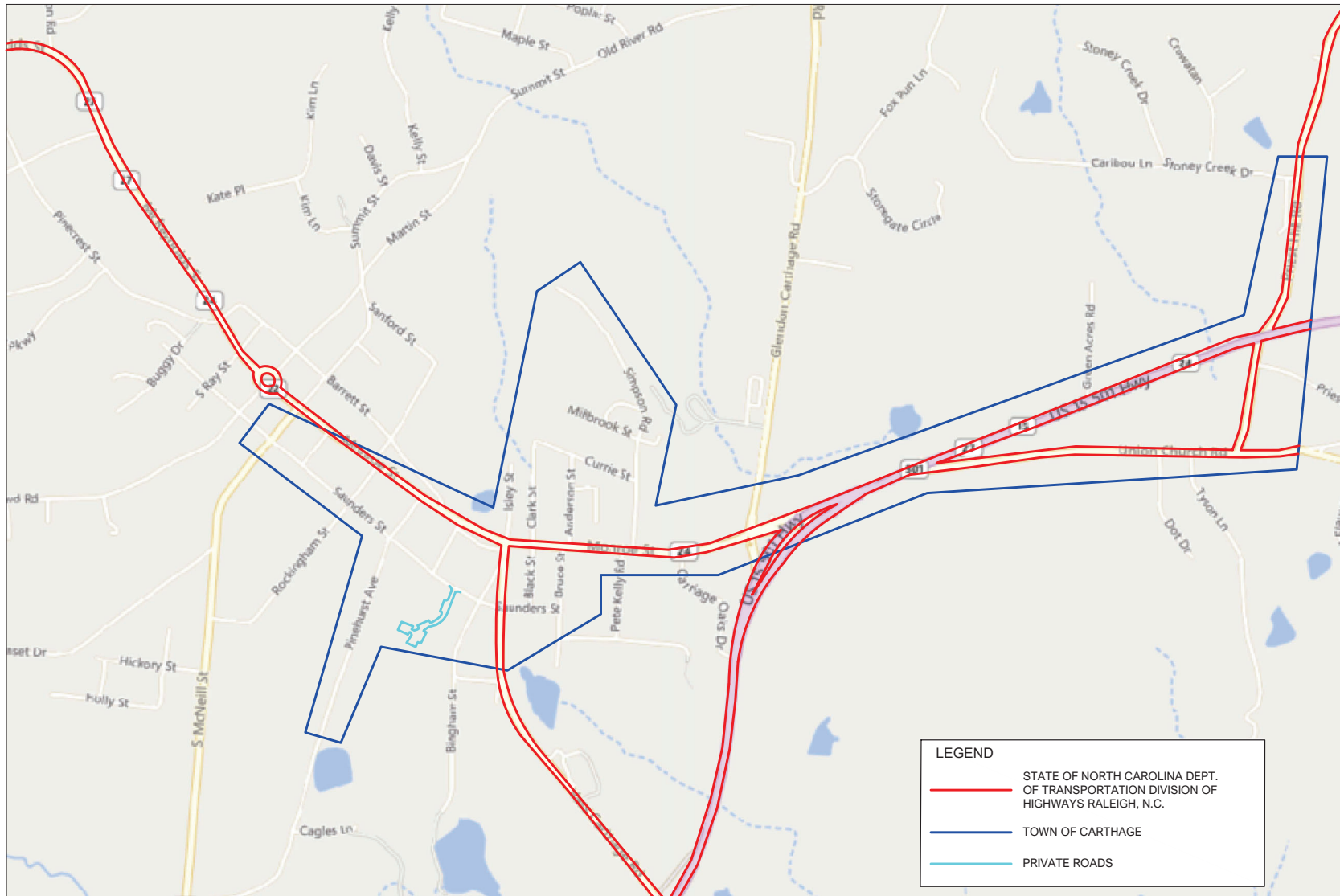
**811 Know what's below. Call before you dig.**  
Online request 2-3 days before work begins.  
CONTRACTOR NEEDS TO KEEP COPIES OF ALL ENCROACHMENT AGREEMENTS ON SITE AT ALL TIMES.  
CONTRACTOR TO CALL ENGINEERING DIVISION 2 DAYS BEFORE COMMENCING WORK.

**OWNER:**  
 **RIPPLE FIBER**  
556 HERRONS FERRY RD. - 3RD FLOOR  
ROCK HILL, SC 29730  
OFFICE: (704) 451-9700

**CONTRACTOR:**  
 **Fiber Target**  
10810 INDEPENDENCE POINTE PKWY UNIT C,  
MATTHEWS, NORTH CAROLINA, 28105  
OFFICE: (704) 309 3067

Inches  
0 20 40 80  
150

**3 of 53**



**PROJECT NAME:**  
Carthage Phase 1 FDA 02.1

**PROJECT TYPE:**  
Permit Drawing

**FILE NAME:**  
PD\_Carthage\_Phase 1\_FDA\_02.1

**OLT LOCATION:**  
Corner Camp Easter Rd & Holly Rd

**FDA:**  
02.1

**SHEET TITLE:**  
Core Overview Schematic

**REVISIONS**

NO.	DATE	DESCRIPTION	BY
1	03/19/2024	FIRST ISSUE	MH

**811 Know what's below. Call before you dig.**  
Online request 2-3 days before work begins.  
CONTRACTOR NEEDS TO KEEP COPIES OF ALL ENCROACHMENT AGREEMENTS ON SITE AT ALL TIMES.  
CONTRACTOR TO CALL ENGINEERING DIVISION 2 DAYS BEFORE COMMENCING WORK.

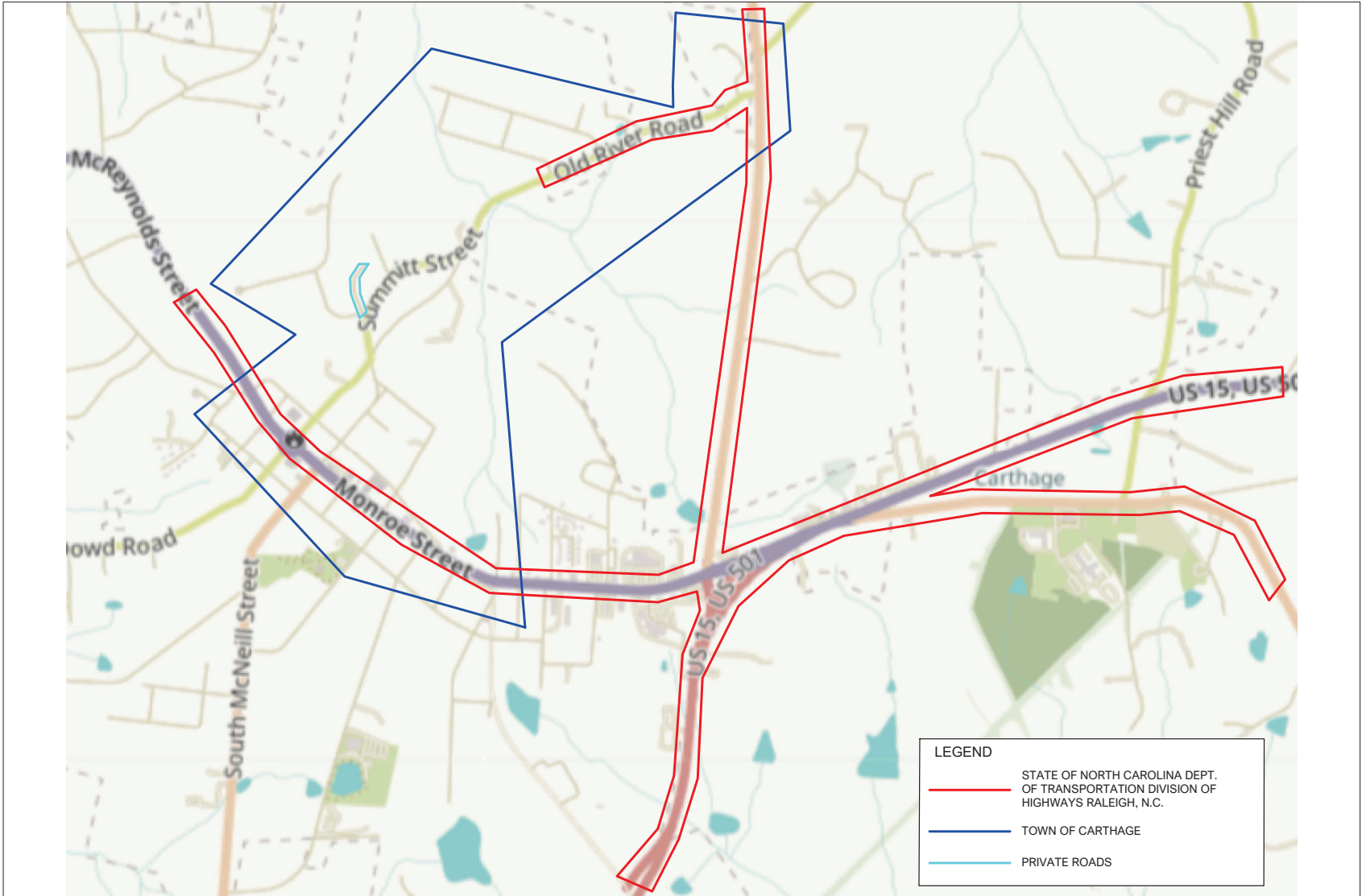
**OWNER:**  
 **RIPPLE FIBER**  
556 HERRONS FERRY RD. - 3RD FLOOR  
ROCK HILL, SC 29730  
OFFICE: (704) 451-9700

**CONTRACTOR:**  
 **Fiber Target**  
10810 INDEPENDENCE POINTE PKWY UNIT C,  
MATTHEWS, NORTH CAROLINA, 28105  
OFFICE: +1 980 362 2939

Inches  
0 20 40 80  
1:50

N

3 of 53



**LEGEND**

- STATE OF NORTH CAROLINA DEPT. OF TRANSPORTATION DIVISION OF HIGHWAYS RALEIGH, N.C.
- TOWN OF CARTHAGE
- PRIVATE ROADS

**PROJECT NAME:**  
Carthage Phase 1 FDA 02.2

**PROJECT TYPE:**  
Permit Drawing

**FILE NAME:**  
PD\_Carthage\_Phase 1\_FDA\_02.2

**OLT LOCATION:**  
Corner Camp Easter Rd & Holly Rd

**FDA:**  
02.2

**SHEET TITLE:**  
Core Overview Schematic

**REVISIONS**

NO.	DATE	DESCRIPTION	BY
1	03/18/2024	FIRST ISSUE	TH

**811 Know what's below. Call before you dig.**  
Online request 2-3 days before work begins.  
CONTRACTOR NEEDS TO KEEP COPIES OF ALL ENCROACHMENT AGREEMENTS ON SITE AT ALL TIMES.  
CONTRACTOR TO CALL ENGINEERING DIVISION 2 DAYS BEFORE COMMENCING WORK.

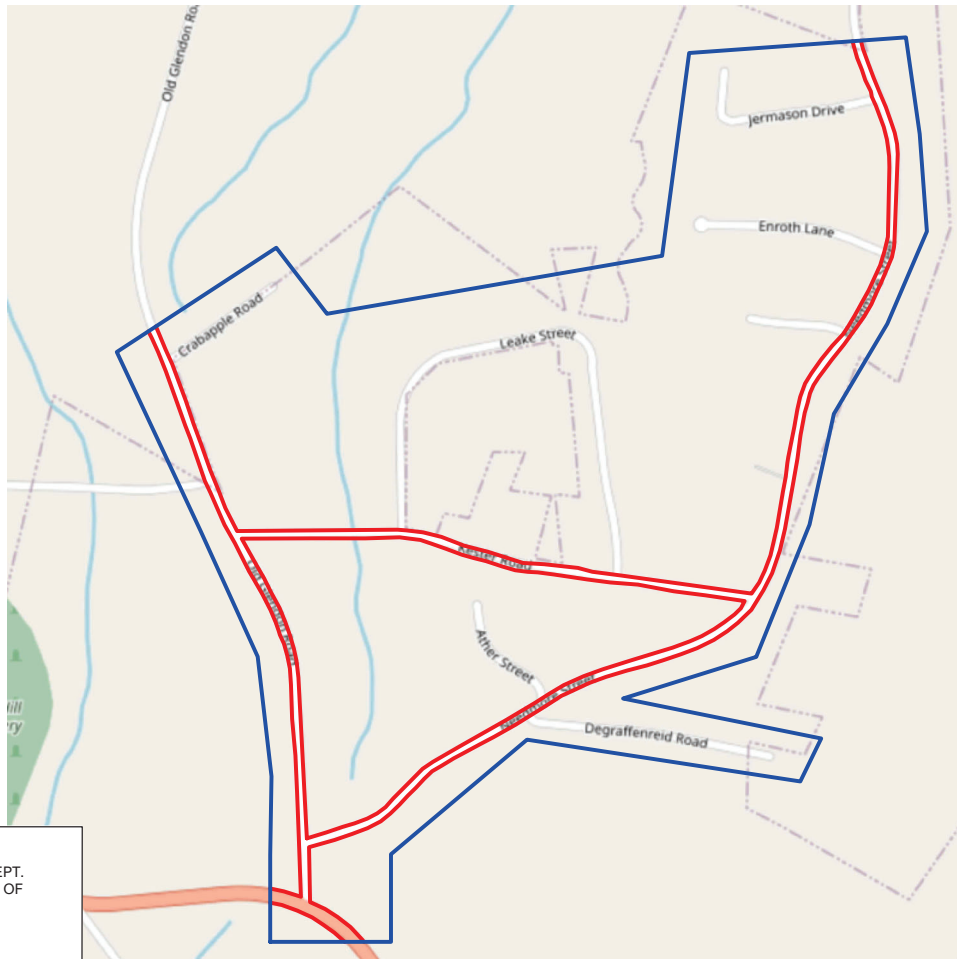
**OWNER:**  
 **RIPPLE FIBER**  
556 HERRONS FERRY RD. - 3RD FLOOR  
ROCK HILL, SC 29730  
OFFICE: (704) 451-9700

**CONTRACTOR:**  
 **Fiber Target**  
10810 INDEPENDENCE POINTE PKWY UNIT C,  
MATTHEWS, NORTH CAROLINA, 28105  
OFFICE: +1 980 362 2939

Inches  
0 20 40 80  
1:50 

3 of 50





**LEGEND**

	STATE OF NORTH CAROLINA DEPT. OF TRANSPORTATION DIVISION OF HIGHWAYS RALEIGH, N.C.
	TOWN OF CARTHAGE
	PRIVATE ROADS

**PROJECT NAME:**  
PD Carthage Phase 1 FDA 003.2

**PROJECT TYPE:**  
Permit Drawing

**FILE NAME:**  
PD\_Carthage\_FDA\_003.2

**OLT LOCATION:**  
Cnr Camp Easter (SR-1853) and Holly Rd (SR-1861)

**FDA:**  
003.2

**SHEET TITLE:**  
Core Overview Schematic

**REVISIONS**

NO.	DATE	DESCRIPTION	BY
1	03/18/2024	REV 001	JO

**811 Know what's below. Call before you dig.**  
Online request 2-3 days before work begins.  
CONTRACTOR NEEDS TO KEEP COPIES OF ALL ENCROACHMENT AGREEMENTS ON SITE AT ALL TIMES.  
CONTRACTOR TO CALL ENGINEERING DIVISION 2 DAYS BEFORE COMMENCING WORK.

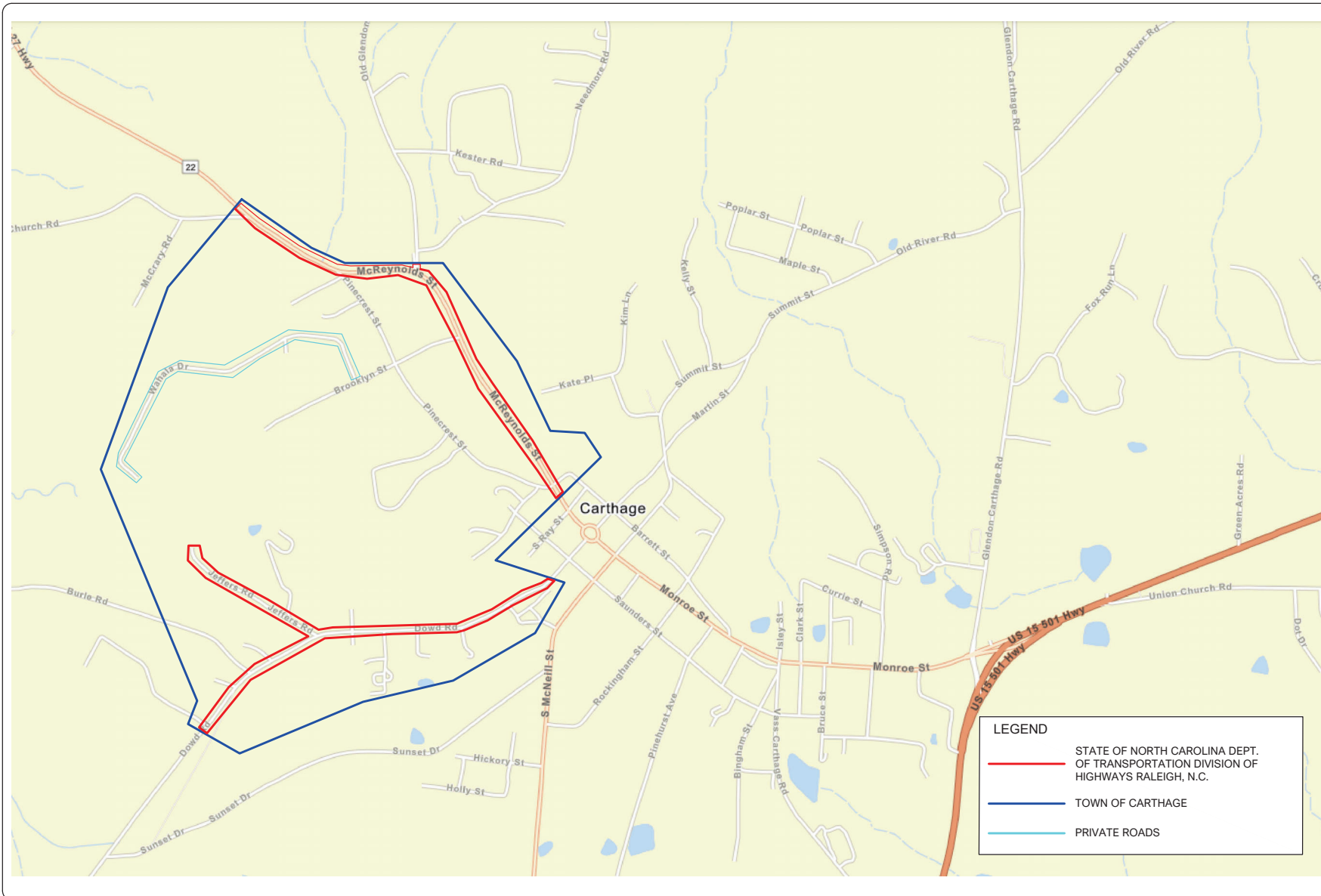
**OWNER:**  
 **RIPPLE FIBER**  
556 HERRONS FERRY RD. - 3RD FLOOR  
ROCK HILL, SC 29730  
OFFICE: (704) 451-9700

**CONTRACTOR:**  
 **Fiber Target**  
10810 INDEPENDENCE POINTE PKWY UNIT C,  
MATTHEWS, NORTH CAROLINA, 28105  
OFFICE: +1 980 362 2939

Inches  
0 20 40 80  
1:50

N

3 of 38



**LEGEND**

- STATE OF NORTH CAROLINA DEPT. OF TRANSPORTATION DIVISION OF HIGHWAYS RALEIGH, N.C.
- TOWN OF CARTHAGE
- PRIVATE ROADS

**PROJECT NAME:**  
PD Carthage Phase 1 FDA 003.1

**PROJECT TYPE:**  
Permit Drawing


**FILE NAME:**  
PD\_Carthage\_FDA\_003.1


**OLT LOCATION:**  
Cnr Camp Easter (SR-1853) and Holly Rd (SR-1861)

**FDA:**  
003.1

**SHEET TITLE:**  
Core Overview Schematic

REVISIONS			
NO.	DATE	DESCRIPTION	BY
1	03/18/2024	REV 001	MB

**OWNER:**  

**RIPPLE FIBER**  
 596 HERRONS FERRY RD. - 3RD FLOOR  
 ROCK HILL, SC 29730  
 OFFICE: (704) 451-9700

**CONTRACTOR:**  

**Fiber Target**  
 10810 INDEPENDENCE POINTE PKWY UNIT C,  
 MATTHEWS, NORTH CAROLINA, 28105  
 OFFICE: +1 980 362 2939

**811 Know what's below. Call before you dig.**  
 Online request 2-3 days before work begins.  
 CONTRACTOR NEEDS TO KEEP COPIES OF ALL ENCROACHMENT AGREEMENTS ON SITE AT ALL TIMES.  
 CONTRACTOR TO CALL ENGINEERING DIVISION 2 DAYS BEFORE COMMENCING WORK.

**Scale:** 0 20 40 80  
Inches  
1:50

**North Arrow:** N

3 of 59



## MEMORANDUM

Date: June 17, 2024  
To: The Board of Commissioners  
From: Kim Gibson, Town Clerk and Jamie Sandoval, Management Analyst  
Subject: CREATION OF SPECIAL EVENTS COMMITTEE AND ORDINANCE

---

Town Staff was approached by several community members regarding a Special Events Committee. Staff has been working with this group of volunteers, a total of six, to form and draft a Special Events Committee and Ordinance. Since staff have been tasked with planning, staffing, and facilitate multiple events each year, it has been extremely difficult to maintain and function/focus on daily tasks as well.

Staff recommends that the Board of Commissioners consider the creation of the Special Events Committee and review the Draft Ordinance presented.

### SUGGESTED MOTION(S)

#### OPTION #1

I move to approve the creation of the Special Events Committee and adopt the Special Events Committee Ordinance proposed language as written and presented.

**OR**

#### OPTION #2

I move to approve the creation of the Special Events Committee and adopt the Special Events Committee Ordinance with the following changes: \_\_\_\_\_

---

**OR**

#### OPTION #3

I move to **deny** the creation of the Special Events Committee and the Special Events Committee Ordinance proposed language for the following reason(s): \_\_\_\_\_

---



# Town of Carthage

## Ordinance No. ORD.24.11

### CREATION OF A SPECIAL EVENTS COMMITTEE

#### **PURPOSE.**

The purpose of the Special Events Committee is as follows:

- (A) To allow a Special Events Committee to plan events and activities relating to the Town of Carthage and any other publicly sponsored special event or festival within the Town of Carthage.
- (B) To recommend action by the Town of Carthage concerning events, issues and activities relating to the Town of Carthage and any other publicly sponsored special events or festivals the Town of Carthage wishes or recommends.
- (C) To recommend improvements to the Town of Carthage for any electricity and water upgrades to maintain and improve events and activities within the Town of Carthage.

#### **COMPOSITION.**

The Special Events Committee shall consist of five to seven voting members, none of which shall be an elected official of the Town of Carthage.

#### **CHAIRPERSON.**

- (A) There shall be one Chairperson of the Special Events Committee, elected by a majority vote of the Special Events Committee.
- (B) The Chairperson of the Special Events Committee shall serve a two-year term.
- (C) The Chairperson shall preside at each meeting of the Committee and shall otherwise supervise the affairs of the Committee. It shall be the responsibility of the Chairperson to lead each meeting and conduct votes of the Committee.

#### **SECRETARY.**

- (A) The Secretary shall be elected by a majority vote of the Special Events Committee.
- (B) The Secretary of the Special Events Committee shall serve a two-year term.
- (C) The Secretary shall be responsible for creating, publishing, and upkeeping all of the Special Events Committees' documents that include minutes, agendas, and internal policies.

(D) The Secretary shall also be responsible for presiding over the Committee when the Chairperson is not in attendance.

### ***QUALIFICATIONS AND APPOINTMENT.***

The Committee is advisory in nature but manages all events and festivals for the Town of Carthage. Members of the Committee shall have an interest in the welfare of the Town of Carthage. The term of each member shall be two-year staggered terms. If members cannot serve the two-year term, applications shall be open for the vacancy. Any vacancy occurring shall be filled for the remainder of the unexpired term by appointment of the Board of Commissioners.

### ***LIASON TO COMMITTEE.***

The Town of Carthage staff is not required to serve as liaison members; however, can be present when necessary. Department Heads shall attend meetings as needed to ensure communication on public safety.

### ***MEETINGS.***

The Committee shall meet no less than quarterly and additionally as deemed necessary by the Chairperson. A quorum shall consist of four members of the seven and no official business of the Committee shall be conducted without a quorum present. If there is a vote that cannot be obtained due to the number of those in attendance, the vote split shall be designated to the Board of Commissioners at their next scheduled meeting. Attendance shall be recorded at every meeting. Attendance is not mandatory; however, the Committee can require that members have approval for absence excusal by vote. Three absences in a row shall call for the removal of the committee member. The Committee may adopt its own rules of procedure not inconsistent with this subchapter.

### ***SUBCOMMITTEES.***

Sub-committees shall be created for each event or festival managed by the Special Events Committee. There may be sub-committees dedicated to assisting with private events. To create a sub-committee to assist with private events, a vote is required by the Special Events Committee to create the sub-committee.

### ***EVENTS AND FESTIVALS.***

The Special Events Committee shall be responsible for managing and communicating with the Town of Carthage Board of Commissioners on all special events and festivals. The Special Events shall be responsible for the Town of Carthage's Buggy Festival and the Town of Carthage's Merry Thanksgiving Fall Festival and the Buggy Town Christmas and Christmas Parade.

Any changed dates or times to the existing events and festivals must be approved by the Board of Commissioners. Newly created events and festivals must be approved by the Board of Commissioners with proposed dates and times of the event or festival.

Approval for changes to existing events and festivals and new events or festivals must be approved by the Board of Commissioners no less than one year before the event or festival.

**COMPENSATION.**

No member of the committee shall receive any compensation for services.

---

The foregoing ordinance, having been submitted to a vote, received the following vote, and was duly adopted and ordained this 17<sup>th</sup> day of June 2024.

Ayes: \_\_\_\_\_  
Nays: \_\_\_\_\_  
Absent/Excused: \_\_\_\_\_

\_\_\_\_\_  
Jimmy Chalfinch, Mayor

Attest:

\_\_\_\_\_  
Kimberly Gibson, Town Clerk



## MEMORANDUM

Date: June 17, 2024

To: Board of Commissioners

From: Jamie Sandoval, Management Analyst/Clerk to the Planning Board

Subject: OPEN APPLICATIONS FOR ETJ MEMBERS FOR A SEAT ON THE PLANNING BOARD

---

An email was sent on June 6<sup>th</sup>, 2024, from Planning Board ETJ member Dena DeLucia resigning from her position. The Planning Board has made a recommendation to open applications to fill the vacant ETJ seat.

### SUGGESTED MOTION(S)

#### **OPTION 1**

I make a motion to approve to open applications to fill the vacant Planning Board ETJ seat.

or

#### **OPTION 2**

I make a motion to deny to open applications to fill the vacant Planning Board ETJ seat for the following reason(s): \_\_\_\_\_.



## MEMORANDUM

Date: June 12, 2024  
To: The Board of Commissioners  
From: Emily D. Yopp, Town Manager  
Subject: FY 2024-2025 BUDGET PUBLIC HEARING

---

The Board of Commissioners and public were presented with a balanced FY 2024-2025 budgets on May 15, 2024. Per NC General Statute, the Town Clerk has made all required public notice and the 10-day minimum wait time has been satisfied.

The Board of Commissioners will open the public hearing for the FY 2024-2025 Budget. The order of the proceedings shall be as follows:

1. Presentation by Emily D. Yopp, Town Manager
2. Receive public comment.
3. Close public comment and enter deliberations. *Board may continue to ask questions of staff.*
4. Motions and votes.

### SUGGESTED MOTIONS

#### OPTION 1

I move to adopt the Fiscal Year 2024-2025 Budget as written and presented and set a tax rate of 50.5 cents.

#### OPTION 2

I move to adopt the Fiscal Year 2024-2025 Budget with a tax rate of 50.5 cents but with the following changes:

---

---

---





# Town of Carthage

## Fee & Rate Schedule

### PUBLIC UTILITIES

Water Service Deposit	\$ 100.00
Late Penalty Fee	\$ 50.00
Weekly Trash Pickup	\$ 11.99 /month/per can
Encroachment Permit	\$ 25.00
Trash or Rubbish Removal	\$ 25.00 plus any/all costs incurred

### Water/Sewer Taps

WATER		
Meter Size	Base Fee	Additional Costs
¾ inch	\$1,500 *	\$500 Street Bore
1 inch	\$1,750 *	\$500 Street Bore
2 inch	\$3,500 *	\$500 Street Bore
4 in/6 in/8 in	Cost Plus Materials (TBD)	Cost Plus Materials (TBD)
¾ in Split Irrigation	\$600	\$500 Street Bore
Greater than ¾ in Irrigation	Size Match Reg Meter As Above	\$500 Street Bore
SEWER		
Meter Size	Base Fee	Additional Costs
Up to 4 inches	\$1,000 *	\$500 Street Bore
Over 4 inches	\$2,000 *	\$500 Street Bore

\* Upon approval by the Director of Public Services, installation of water and sewer lines and laterals may be done by a developer or his agent (copy of the utility contractor's State of NC License may be requested). Such connection work will be subject to inspection and approval by the Director of Public Services. No work shall commence without prior notification being given to the Director. Tap fees under this exception may have a discount that is agreed upon with the Public Services Director.

**★ ALL WATER & SEWER TAP FEES SHALL BE PAID PRIOR TO INSTALLATION OF ANY METER OR COMMISSIONING ANY NEW SERVICE CONNECTION.**

### Water/Sewer Rates

Water (In-Town/Irrigation/Bulk) Rates							
Monthly Avail Fee	Up to 3,000 gal	3,001 – 5,000 gal	5,001 – 8,000 gal	8,001 – 12,000 gal	12,001 – 30,000 gal	30,001 – 39,999 gal	40,000 gal and over
\$17.50	\$0.0047/gal	\$0.0057/gal	\$0.0066/gal	\$0.0076/gal	\$0.0088/gal	\$0.0102/gal	\$0.0113/gal
Sewer Rates							
Monthly Avail Fee	Up to 3,000 gal	3,001 – 5,000 gal	5,001 – 8,000 gal	8,001 – 12,000 gal	12,001 – 30,000 gal	30,001 – 39,999 gal	40,000 gal and over
\$19.25	\$0.0088/gal	\$0.0097/gal	\$0.0102/gal	\$0.0108/gal	\$0.0114/gal	\$0.0120/gal	\$0.0123/gal

# CURRENT RATES

Development Type	Water System Development Fee @ \$2.63/gallon		Sewer System Development Fee @ \$6.70/gallon		Combined Water / Sewer System Development Fee @ \$9.33/gallon
1 & 2 Bedroom Residential Single-Family Units	\$710.10	Per unit	\$1608.00	Per unit	\$2318.10 per unit
Single Family with Over 2 Bedrooms or Multi-family Residential	350.67	Per bedroom	804.00	Per bedroom	\$1154.67 per bedroom
General Business, Office, and Factories (Excluding Industrial Use)	\$65.75	Per employee/ largest shift	\$167.50	Per employee/ largest shift	\$233.25 per employee/ largest shift
General Business, Office, and Factories (Excluding Industrial Use) <b>with Showers or Food Prep</b>	\$92.05	Per employee/ largest shift	\$234.50	Per employee/ largest shift	\$326.55 per employee / largest shift
Car Wash	\$3,156.00	Per bay	\$8040.00	Per bay	\$11,196.00 per bay
Churches	\$7.89	Per seat	\$20.10	Per seat	\$27.99 per seat
Churches <b>with Kitchen</b>	\$13.15	Per seat	\$33.50	Per seat	\$46.65 per seat
Day Care & Preschool	\$65.75	Per person	\$167.50	Per person	\$233.25 per person
Fast Food Restaurant	\$52.60	Per seat	\$134.00	Per seat	\$186.60 per seat
Fitness Center	\$131.50	Per 100 ft <sup>2</sup>	\$335.00	Per 100 ft <sup>2</sup>	\$466.50 per 100 ft <sup>2</sup>
Full Service Restaurant	\$105.20	Per seat	\$268.00	Per seat	\$373.20 per seat
Hospital	\$789.00	Per bed	\$2010.00	Per bed	\$2,799.00 per bed
Laundromat	\$1,315.00	Per machine	\$3,350.00	Per machine	\$4,665.00 per machine
Medical & Dental Offices	\$657.50	Per practitioner/ largest shift	\$1675.00	Per practitioner/ largest shift	\$2,332.50 per practitioner / largest shift
Schools (with Gym & Showers)	\$39.45	Per student	\$100.50	Per student	\$139.95 per student
Service/Gas Stations & Convenience Stores	\$657.50	Per plumbing fixture	\$1,675.00	Per plumbing fixture	\$2,332.50 per plumbing fixture
Stores & Shopping Centers	\$263.00	Per 1,000 ft <sup>2</sup>	\$670.00	Per 1,000 ft <sup>2</sup>	\$933.00 per 1000 ft <sup>2</sup>
Stores & Shopping Centers <b>with Food Service</b>	\$341.90	Per 1,000 ft <sup>2</sup>	\$871.00	Per 1,000 ft <sup>2</sup>	\$1,212.90 per 1000 ft <sup>2</sup>

**\*\*SYSTEM DEVELOPMENT FEES FOR A NEW SUBDIVISION ARE DUE AT TIME OF PLAT RECORDATION. ALL OTHER SYSTEM DEVELOPMENT FEES ARE DUE AT THE TIME THE DEVELOPMENT PERMITS ARE ISSUED. \*\***

# PROPOSED RATES

Development Type	Water System Development Fee @ \$2.63/gallon		Sewer System Development Fee @ \$6.70/gallon		Combined Water / Sewer System Development Fee @ \$9.33/gallon
	Fee	Unit	Fee	Unit	
3 Bedroom Single Family Residential	\$2,656.00	Per unit	\$1,503.00	Per unit	\$4,159.00
Multifamily or Single Family other than 3 Bedroom <b>(Cost per Bedroom)</b>	\$885.33	Per bedroom	\$501.00	Per bedroom	\$1,386.33
General Business, Office, and Factories (Excluding Industrial Use)	\$166.00	Per employee/largest shift	\$167.00	Per employee/largest shift	\$333.00
General Business, Office, and Factories (Excluding Industrial Use) <b>with Showers or Food Prep</b>	\$232.40	Per employee/largest shift	\$233.80	Per employee/largest shift	\$466.20
Churches	\$19.92	Per seat	\$20.04	Per bay	\$39.96
Churches <b>with Kitchen</b>	\$33.20	Per seat	\$33.40	Per seat	\$66.60
Full Service Restaurant	\$265.60	Per seat	\$267.20	Per seat	\$532.80
Fast Food Restaurant	\$132.80	Per seat	\$133.60	Per seat	\$266.40
Laundromat	\$3,320.00	Per machine	\$3,340.00	Per machine	\$6,660.00
Medical & Dental Offices	\$1,660.00	Per practitioner/per shift	\$1,670.00	Medical & Dental Offices	\$3,330.00
Hospital	\$1,992.00	Per bed	\$2,004.00	Per bed	\$3996.00
Day Care & Preschool	\$166.00	Per person	\$167.00	Per person	\$333.00
Schools (with Gym & Showers)	\$99.60	Per student	\$100.20	Per student	\$199.80
Service/Gas Stations & Convenience Stores	\$1,660.00	Per plumbing fixture	\$1,670.00	Per plumbing fixture	\$3,330.00
Car Wash	\$7,968.00	Per bay	\$8,016.00	Per bay	\$15,984.00
Fitness Center	\$332.00	Per 100 ft <sup>2</sup>	\$334.00	Per 100 ft <sup>2</sup>	\$666.00
Stores & Shopping Centers	\$664.00	Per 1,000 ft <sup>2</sup>	\$668.00	Per 1,000 ft <sup>2</sup>	\$1,332.00
Stores & Shopping Centers <b>with Food Service</b>	\$863.20	Per 1,000 ft <sup>2</sup>	\$868.40	Per 1,000 ft <sup>2</sup>	\$1,731.60

**\*\*SYSTEM DEVELOPMENT FEES FOR A NEW SUBDIVISION ARE DUE AT TIME OF PLAT RECORDATION. ALL OTHER SYSTEM DEVELOPMENT FEES ARE DUE AT THE TIME THE DEVELOPMENT PERMITS ARE ISSUED. \*\***

## CODE ENFORCEMENT FEES

• Mowing Neglected Private Lots	Cost + 150% / Minimum 1.5 hours
• Tight Radius – Zero-Turn Mower	\$ 50 / hour
• Tractor – Rotary Mower	\$ 100 / hour
• Tractor – Side Arm Mower	\$ 125 / hour
• Manual Labor for Correcting Violations	\$ 50 / hour per employee
• Junked Vehicle Removal	\$ 50 + any other costs incurred
• Open Burning Violation RESIDENTIAL	\$ 250.00 for 1 <sup>st</sup> violation \$ 500.00 per day for any repeat violation
• Open Burning Violation COMMERCIAL	\$ 500 per stack or pile for 1 <sup>st</sup> violation \$1,000 per stack or pile per day for any repeat violation by the same person or company

## PERMITS & FEES

### Services & Fees

• Copies/Color Copies	\$ 0.10/0.20
• Motor Vehicle License Tax	\$ 5 (appl to vehicle registration/tax bill)
• Police Report Copies	\$ 5
• Public Records Requests:	
○ Readily accessible documents up to 25 pages	\$ 5
○ All other requests will be billed at cost-of-service	TBD
• Returned Check Fee	\$ 25

An annual license/registration fee is levied for:

• Business Registration Fee	\$ 5 per year **
• Beer & Wine Retail Licenses	
○ Off premise malt beverage	\$ 5 **
○ Off premise unfortified & fortified wine	\$ 10 **
○ On premise malt beverage	\$ 15 **
○ On premise unfortified & fortified wine	\$ 15 **

**\*\*LATE RENEWALS CHARGED \$10 PENALTY PLUS ORIGINAL LICENSE FEE\*\***

### General Use Permits

• Encroachment Permit (Please see also Encroachment Permit under Public Utilities)	\$ 100
• Home Occupation	\$ 25
• Manufactured Home	\$ 100
• Mobile Food Vendor (annual renewal fee)	\$ 25
• Open Burning	
○ Land Clearing	\$ 200 (up to 30 days)
○ Bonfire	\$ 50
• Residential Accessory Building	\$ 50
• Residential Additions (including patios & decks):	
○ Up to 50% of square footage of home	\$ 50
○ Over 50% of square footage of home	\$ 75

## General Use Permits (continued...)

- Residential Swimming Pool :
  - Above Ground \$ 25
  - In-ground \$ 50
- Sign Permit
  - Special Event (up to 30 days) \$ 10
  - Temporary Banner Sign \$ 25
  - Permanent Sign \$ 75
- Yard Sale Permit (up to 2 days) \$ 5

## Planning Permits

- Development Agreement \$ 500
- Engineering/Consultant Fee *Not to exceed* \$10,000  
(As needed for Commercial/Subdivision projects)
- Major Subdivision Preliminary Plat Review \$ 300 + \$10 per lot
  - Plat Revisions (per re-review) \$ 50
- Minor Subdivision Plat Review \$ 50
  - Plat revisions (per re-review) \$ 50
- Exempt Plat Review \$ 50
  - Plat Revisions (per re-review) \$ 50
- Multi-family Dwellings (more than one dwelling unit, per building) \$ 100 + \$ 0.20 per sf
- New Residential (single family dwellings) \$ 200

## Commercial Planning Permits

- Commercial Accessory Building \$ 100
- Commercial Addition:
  - Up to 50% of the size of existing building \$ 125
  - More than 50% of the size of the existing building \$ 200
- Commercial Site Plan Review:
  - Up to 5 acres \$ 400
  - 5-10 acres \$ 600
  - 10-25 acres \$ 800
  - More than 25 acres \$ 1000
- New Commercial Building \$ 250 + all applicable fees

## Zoning Permits

- Certificate of Appropriateness:
  - Minor Work \$ 50
  - Major Work \$ 150
- Commercial Change of Use/Zoning Only \$ 50
- Conditional Zoning Permit \$ 700 + \$15 per acre
- Rezoning Application \$ 500
- Special Use Permit \$ 500
- Street Closing Application \$ 300
- Text Amendment \$ 400
- Variance/Board of Adjustment Application \$ 400
- Voluntary Annexation \$ 300 + required postage
- Zoning Compliance Letter \$ 25
- Zoning Violations/Penalty *Up to* \$ 100 per day, per violation

## PUBLIC BUILDING RENTALS

	In-Town Resident	Out-Of-Town Resident
McDonald Building	\$150 per day	\$200 per day
Community (Rock) Building	\$200 per day	\$250 per day
* Refundable Security Deposit	\$100 one-time fee	\$100 one-time fee
Alcohol Permit	\$50 one-time fee	\$50 one-time fee

\*Deposits will be refunded after an inspection has been completed. If additional cleaning is required or there are damages, the Town will keep the deposit. Please allow 2-3 weeks for the refund to be processed.

## CROSS HILL CEMETERY

### Single Cemetery Plot:

In-Town Resident	\$ 500 each
Out-Of-Town Resident	\$ 750 each

## WIRELESS TELECOMMUNICATIONS

### Small Wireless Facilities

Small Wireless Facilities Consulting Fees	\$ 500
Town Application Fee:	\$ 100 per facility for the first 5 only
(Up to 25 can be submitted under one application)	\$ 50 per facility up to 25

### Eligible Facilities Request

Town Application Fee	\$ 500
Consultant Fee	\$ 500 per application
Expedited Application Process	\$ 2500

### New Tower/Substantial Modification

Town Application Fee	\$ 2500
Consultant Fee	\$ 500 per application

★ Please see also Encroachment Permit under Public Utilities



**FY 2024-25  
Budget Message  
May 15, 2024**

To the Honorable Mayor Jimmy Chalflinch  
Honorable Members of the Town of Carthage Board of Commissioners,

Pursuant to Section 159-11 of the North Carolina General Statutes, I am honored to present for your consideration the Town of Carthage's proposed budget for Fiscal Year 2024-25. This budget focuses financial efforts on increasing personnel in response to a variety of factors such as population increase from residential development, increased commercial development, increased requests for services in Planning, Police, Fire, Administration and Public Works.

The proposed budget has been prepared in accordance with the North Carolina Local Government Budget and Fiscal Control Act. The proposed budget is balanced and represents continued efforts to serve the citizens of Carthage in an efficient and sustainable manner.

The Board of Commissioners held a public budget workshop session on March 9, 2024, to review programs and services as well as discuss the benefits of moving toward a "priority-driven" form of budgeting. To identify priorities, the Board completed a worksheet with 18 different programs, services or requests that had been identified by staff or requested by citizens throughout the FY 23-24 budget cycle. The Board prioritized these items, which in turn greatly helped staff focus the budget on achieving these goals in the coming year and preparing for future years.

**Fiscal Year 2023-24 Highlights**

***New Town of Carthage Annual Report***

At the March budget workshop, the Board of Commissioners were presented with the first Annual Report for the Town of Carthage. This report builds on prior State of the Town reports but expands the information into specific departments to provide greater transparency and understanding of operations within the Town of Carthage.

To develop this report, each Department Director was tasked with writing a report specific to their department that included their successes, difficulties, needs and forecasts for the coming year or years. These department reports were then compiled into one large Annual Report that is available to the public on our website, [www.townofcarthage.org](http://www.townofcarthage.org), in the Document Library. As the Town of Carthage grows, it is important to understand how each component affects our community's organizational function and how the Board of Commissioners comes to the budget decisions made each year as part of the budget process. I commend each department on

their hard work developing their reports and hope that the Board of Commissioners and the public find this information helpful and educational. We look forward to improving our Annual Report each year.

***Economic Development***

Economic development refers to the process by which our town improves the well-being of its citizens through targeted objectives or natural growth patterns. Examples of activities that comprise economic development include residential development, commercial development, tourism, increases in property values, job creation and more.

We continue to receive requests for residential subdivisions, but the number of requests has decreased compared to the last two years. Carthage has also realized some commercial development to include new small businesses opening as well as the Sheetz gas station and the Buggy Factory Brewery. The Town of Carthage has made great strides in developing targeted objectives, such as the development of a Downtown Revitalization Plan, which will improve the downtown area by increasing pedestrian and driver safety, improve the appearance of the area in general and, in turn, attract more beneficial investment in Carthage. Downtown revitalization efforts are ongoing and will continue into the next fiscal year and likely for at least the next five (5) years.

The complete revision of the Unified Development Ordinances also stands to support economic development by setting the stage for how our community wishes to structure its growth, appearance and land usage. Overall, the Town is on a good track for well-planned and continued economic development.

***Infrastructure Development***

The Town of Carthage continues to focus much of its efforts on planning and developing critical infrastructure such as streets, and water/sewer systems while also paying attention to ancillary infrastructure needs such as the development of parks, sidewalks, and trails.

Ahead of budget adoption, our engineer, Mark Lacy of LKC Engineering, has submitted to the Board and public a System Development Fee Analysis for consideration and possible adoption as part of the FY 2024-25 Budget Hearing. This analysis proposes an increase in system development fees for new construction projects, both residential and commercial, while also aligning with new General Statutes on how municipalities may calculate these fees. The analysis is available for public comment on our website until May 31, 2024.

**FY 2024-2025 Proposed Budget Highlights**

***Anticipated Revenues***

**1. Grant Funding**

Grant funding can assist towns and counties with achieving targeted objectives in a variety of areas while reducing the cost burden to the municipality. While grants are a large source of revenue for Carthage, they are considered “designated” funds and may only fund very specific activities. In addition, the availability of grant funding is not always predictable and depends largely on Federal and State budgeting activities as well as the number of organizations applying for the same funding. As such, the Town of Carthage received the following grants in FY 2023-24 to support our efforts toward these objectives.

<b>CATEGORY</b>	<b>GRANTOR</b>	<b>PURPOSE</b>	<b>AMOUNT</b>
Community Development & Historic Preservation	NC State Budget Appropriation	Purchase and rehabilitate 208 Monroe for use as Town Hall	\$1 million



Historic Preservation	National Park Service/Hart Family Fund	Establish a local historic preservation district	\$5,000 (matching)
Infrastructure	NCDEQ	To study upcoming pilot programs to determine the most effective technology to reduce PFAS and other emerging contaminants present in finished water.	\$400,000
Infrastructure	NCDEQ	Inventory and assess Town's sewer infrastructure to develop a detailed Asset Management Plan and 20-year Capital Improvement Plan.	\$200,000
Infrastructure	NC State Budget Appropriation to NCDEQ	Dedicated funds, held by NCDEQ, to use toward water and sewer system improvements.	\$10 million
Community & Economic Development	Rural Economic Development Div. Of Dept. Of Commerce	Downtown Revitalization and Improvements	\$512,500 (w/ 5% match) <i>*Reimbursable Grant</i>
Public Safety	US Dept. Of Justice	COPS Grant to fund one police officer position for 3 years.	\$122,617 (w/ 25% match) <i>*Reimbursable Grant</i>
		<b>TOTAL GRANT FUNDING SECURED IN FY 2023-24</b>	<b>\$12,240,117</b>

2. **Property Tax Revenue** – Increase by +7.15%
3. **Motor Vehicle Tax Revenue** – Increase by +14.03%
4. **Local Option Sales Tax Revenue** – Increase by +2.27%
5. **Utilities Franchise Tax Revenue** – Increase by +9.80%
6. **Zoning Permit Fees** – Decrease by -14.29% due to decreased requests.

### *Anticipated Expenses*

As you read through the budget, all increases and decreases to expenses are justified at the end of each category. Reasons for increases in expenses to certain lines are varied, but most of them are related to one or more of the following:

- Increased resources needed to accommodate increased personnel (i.e. uniforms, supplies, equipment, etc.)
- Inflation (national average currently reported at 3.2%)
- Maintenance and repairs to town-owned properties.
- Needing less equipment in some departments compared to the prior year.

## **Proposed Tax Rate for FY 2024-2025**

It is proposed that the Town of Carthage tax rate remain at **50.5 cents** for every \$100 in property value to achieve the goals set by the Board of Commissioners during the budget workshop.

## Budget Goals for FY 2024-25

### ***Goal #1. Promote employee retention by ensuring competitive salaries.***

One of the most important goals the Board identified during their budget workshop was ensuring that Town employees are paid as closely as possible to market rate salaries and wages. Municipalities often engage in “pay studies” to identify where their pay ranges fall when compared to other similarly sized municipalities as well as nearby municipalities and counties that may be competitors for the same pool of potential employee candidates. The last pay study conducted in Carthage was in December 2020, before the Covid pandemic and subsequent ripple effects. The residential development boom, inflation, large numbers of local government employees retiring nationwide, and increased competition with other agencies offering higher salaries or benefits to attract new employees (or retain existing ones) have all had an effect on Carthage.

Another side effect of shifts in the employment market is what is known as “pay compression”. Pay compression is usually an unintended consequence due to outside forces, such as federal or state minimum wage increases or rapid inflation. A municipality’s internal pay structure can also contribute to pay compression. This can happen when starting salaries are set too close to the wages of existing employees. To attract good employees, a boost in compensation is sometimes offered to make an organization more enticing in a competitive job market, but the organization may not have the room to increase pay for existing employees.

In response to these concerns, the Board approved an agreement between the Town and the MAPS Group to conduct a pay study to identify if compression is occurring, how competitive our wages are and update the Personnel Policy with any new changes in labor laws or human resources trends. As of this writing the pay study is ongoing, however the proposed budget offers the following adjustments to ensure progression until the pay study is complete:

- A four percent (4%) increase in Cost-of-Living Allowance (COLA).
- Setting aside an additional three percent (3%) of the adjusted salaries for potential wage increases once the pay study is complete and recommendations considered.

### ***Goal #2: Hire new employees in various departments to promote employee retention and support better quality of service.***

Another component of employee retention, and the effective operation of a municipality overall, is ensuring that workloads are balanced, and that Carthage has enough staff to operate at a high level of service to the community. Proper staffing levels affect every member of our community whether it is quick response times for public safety or timely responses from administrative staff. For employees, proper staffing levels assists in spreading the workload more evenly so that departments do not experience reduced morale, which can contribute to an increased turnover of staff which in turn creates more workload and morale concerns for remaining employees who must bear the weight of the work that the former employee was responsible for.

However, it is important to remember that personnel is the single largest expense to any organization, governmental or private, and total compensation must be considered when authorizing new positions and forecasting future personnel costs. For example, a local government employee making \$50,000/year can actually

cost the municipality \$67,500 per year after benefits (a cost of 30-40% more than the base salary) - this is known as "total compensation".

After receiving personnel requests from each department at the budget workshop, the Board of Commissioners identified adding more personnel as a top priority for this budget. The budget team worked diligently to satisfy the personnel requests as much as possible while maintaining the current tax rate. Below are the requested positions and which positions are funded with the FY 24-25 proposed budget.

#### Public Works Department

- Requested two (2) new full-time positions.
- Proposed budget allows one (1) full-time Equipment Operator.

#### Police Department

- Requested one (1) full-time position in addition to the COPS grant position.
- The proposed budget does not include an additional full-time employee. Since the COPS grant position will be filled and funded for the next three years, this requested position was cut to balance the budget and keep future personnel costs down.
- Created an hourly rate of pay for Auxiliary Officers of \$25/hour.

#### Fire Department

- Requested three (3) full-time positions.
- The proposed budget allows for three (3) full-time positions, to be hired in January, and cuts two (2) part-time positions.
- Holiday pay will be allocated to part-time employees instead of holiday bonuses.

#### Administrative Department

- Requested one (1) part-time Administrative Assistant and one (1) full-time Planning Technician.
- The proposed budget allows for one (1) part-time Administrative Assistant at a rate of \$15.50/hour.

#### IMPORTANT NOTE ON PERSONNEL

It is important that the Board of Commissioners and members of the public understand that the addition of these personnel positions will have a positive impact on quality of service, timeliness of service as well as improve retention rates and work-life balance among employees. However, it is highly probable that an increase in the tax rate may occur in FY 25-26 or later to maintain these positions or add more. There are many factors that affect this potential increase, such as increases in major revenues from property taxes, sales taxes and motor vehicle taxes, but I encourage the Board and public to consider this information carefully and weigh the benefits of more effective service and the potential for an increased tax rate in the future to accommodate it.

#### ***Goal #3. Continued improvements to public buildings and spaces.***

The Board identified the need for improvements in several areas pertaining to town-owned public buildings or spaces. They are:

1. Renovate the Public Works Department to provide a more functional space with additional storage, proper seating, and to promote an environment that can easily be cleaned and maintained.

2. Conduct renovation or repairs to the Community Building and the McDonald Building utilizing revenues generated by the rental of these buildings for public use.
3. Install a "gateway" sign at the corner of Old Glendon Road and Needmore Road and properly plan and execute the construction of a community park on town-owned land at 110 Old Glendon Road.

**Goal #4. *Begin process of developing strategic plans.***

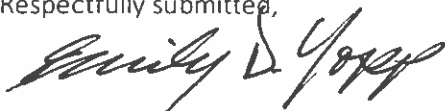
With activities and services continuing to grow in Carthage, the Board identified that the development of strategic master plans is needed to guide growth, assist in making budget decisions and provide clear direction for staff. This goal supports the Town Manager's recommended "strategic planning model", a process by which these individual plans come together to create a priority-driven system and promote long-term success in all areas of operations and planning to ensure that Carthage is successful for many years to come.

**Conclusion**

The proposed budget is not just a statement of revenues and expenditures, it is also a strategic plan. As each year's budget goals are achieved new goals are identified and a course is charted. As with all budgets, it is important that the Board of Commissioners and the citizens of Carthage consider not just what effect this budget will have on the upcoming year, but the effect this budget will have on our community for many years to come.

While Carthage has and will continue to experience notable growth in residential development, small business development, community engagement, grant projects and more; this proposed budget will help position Carthage more effectively handle increased service needs while also investing in incremental and pragmatic improvements that benefit the public directly.

Respectfully submitted,



Emily D. Yopp, Town Manager

## GENERAL FUND REVENUES

Account Number	Actual FY 21/22	Actual FY 22/23	Budgeted FY 23/24	Requested FY 24/25	Budget Change
10-301-00 Property Taxes-Current Year	\$1,245,318	\$1,286,813	\$1,951,241	\$2,090,791	7.15%
10-301-01 Motor Vehicle Taxes-Current Year	129,989	162,573	135,917	154,985	14.03%
10-301-04 Property Taxes-Prior Years	819	1,791	500	500	0.00%
10-301-05 Motor Vehicle Tax-Prior Year 1	0	0	0	0	0.00%
10-301-06 Property Taxes-1st Prior Year	3,191	5,597	3,500	3,500	0.00%
10-301-07 Property Taxes-2nd Prior Year	1,342	1,086	750	750	0.00%
10-301-08 Motor Vehicle Tax-All Prior Years	0	0	100	0	-100.00%
10-301-09 Rental Tax	1,707	1,896	500	1,000	100.00%
10-310-00 Fire District RealTax	278,498	293,978	293,958	281,055	-4.39%
10-310-01 Fire District- Capital	62,040	62,040	112,040	62,040	-44.63%
10-310-02 State Fire Protections	1,719	1,701	1,700	1,700	0.00%
10-310-03 Fire/EMS	0	0	0	0	0.00%
10-315-00 Real Tax Reliefs/Refunds	-227	-904	-250	-500	100.00%
10-316-00 Motor Vehicle Reliefs/Refunds	-94	-1,500	-150	-1,000	566.67%
10-317-00 Real Tax Interest/Penalty	4,312	5,550	5,000	5,000	0.00%
10-318-00 Motor Vehicle Interest	1,380	1,396	1,000	1,000	0.00%
10-319-00 Motor Vehicle License Tax	11,710	13,555	11,000	11,000	0.00%
10-320-00 Permits and Fees	0	4,415	0	500	
10-325-00 Business Registration	870	425	500	750	50.00%
10-329-00 Interest Earned	1,242	26,250	10,000	48,000	380.00%
10-330-00 McDonald Building Rent	5,340	5,700	5,000	5,000	0.00%
10-331-00 Community Building Rent	5,850	5,900	5,000	5,000	0.00%
10-332-00 Historical Proceeds	540	1,090	500	500	0.00%
10-333-00 Appearance Committee	205	-407	500	500	0.00%
10-335-00 Miscellaneous	135,387	24,687	10,000	20,000	0.00%
10-337-00 Utilities Franchise Tax	185,560	189,519	178,500	196,000	9.80%
10-341-00 Beer and Wine Tax	11,069	12,831	11,800	11,400	-3.39%
10-342-00 Parking Tickets	15	10	100	50	-50.00%
10-343-00 Zoning Permits	28,001	28,469	35,000	30,000	-14.29%
10-344-00 Solid Waste Tax	2,081	2,304	2,348	2,314	-1.45%
10-345-00 Local Option Sales Taxes	986,808	1,086,733	1,100,000	1,125,000	2.27%
10-347-00 ABC Net Revenue	38,522	54,909	30,000	37,500	25.00%
10-351-00 Court Costs	1,112	1,387	1,000	1,000	0.00%
10-352-00 Christmas Parade	2,788	2,050	3,000	2,000	-33.33%
10-355-00 Insurance Proceeds	0	0	0	0	0.00%
10-359-00 Trash Collection	155,426	177,874	195,500	222,600	13.86%
10-360-00 Street Lamp Fees	2,547	3,061	2,700	2,700	0.00%
10-361-00 Cemetery Plot Sales	750	6,250	2,000	2,000	0.00%
10-362-00 American Tower Lease	45,765	51,382	52,000	54,000	3.85%
10-363-00 Police Donations	0	0	0	0	0.00%
10-364-00 Police Forfeitures	200	192	500	500	0.00%
10-364-01 Police Off Duty Employment	350	8,760	0	0	0.00%
10-365-00 Fire Department Donations	875	450	250	350	0.00%
10-366-00 NCDOT Mowing Agreement	7,678	8,338	9,300	9,300	0.00%

10-367-00	Fall Fesitvall	0	3,064	0	1,500		
10-369-00	Yard Sales	110	85	150	150	0.00%	
10-370-00	Fund Balance Appropriated	0	0	0	271,984		
10-371-02	Loan Proceeds	34,410	34,410	174,680	256,800	0.00%	
10-372-00	Cemetery Donations	0	0	0	0		
10-373-00	Buggy Building Revenue	0	107,550	0	0	0.00%	
10-374-00	Transfer From Cemetery	0	0	300	1,500	0.00%	
10-374-01	Transfer from W & S Fund	0	0	0	0		
10-375-00	Surplus Property/Equipment	2160	11333.28	0	0	0.00%	
10-376-00	Grant Proceeds	7904.14	7904.14	0	50,129	0.00%	
10-377-00	Moore County Parking Lot Lease	3,857	3,915	3,800	4,000		
10-378-00	NCDOT Grant Proceeds	0	0	0	0	0.00%	
10-379-00	Park Donations	0	0	75000	25000		
10-379-01	Brick Pavers Fundraiser	0	10	0	0		
10-380-00	FEMA Proceeds	0	0	0	0		
10-381-00	FEMA S.A.F.E.R. Grant	0	0	0	0	0.00%	
10-382-01	Code Enforcement	0	0	0	0		
10-397-02	Admin. Charge - Fire Dist. Fund	12,000	0	12,000	12,000	0.00%	
TOTAL REVENUES			<u>\$3,421,127</u>	<u>\$3,706,423</u>	<u>\$4,438,235</u>	<u>\$5,011,847</u>	12.92%

**GOVERNING BODY**

The Town Board of Commissioners, composed of the Mayor and five Commissioners, serves as the governing body for the Town of Carthage. The Board has the responsibility to adopt and provide for all ordinances, rules, and regulations as necessary for the general welfare of the Town. The Board establishes policies and programs for the delivery of services to Town residents. The Board also approves the financial plan for the Town and sets the property tax rate and other fees. The Board represents the interests of all citizens of the Town and serves as the focal point of representing the entire community.

**Budget Highlights**

Account Number	Description	Actual FY 21/22	Actual FY 22/23	Original Budget FY 23/24	Current Budget FY 23/24	Requested FY 24/25	% Change
<b>Personnel</b>							
10-410-02	Salaries	\$ 17,408	\$ 17,458	\$ 22,600	\$ 22,600	\$ 22,600	0.00%
05	FICA	1,332	1,336	1,576	1,576	1,576	0.00%
Subtotal		18,740	18,793	24,176	24,176	24,176	0.00%
<b>Operations</b>							
14	Travel	829	701	2,000	2,000	2,000	0.00%
26	Advertising	585	197	600	600	600	0.00%
33	Supplies	106	57	700	700	700	0.00%
57	Misc. Expens	435	1,245	1,200	1,200	1,200	0.00%
Subtotal		1,955	2,200	4,500	4,500	4,500	0.00%
TOTAL		\$ 20,695	\$ 20,994	\$ 28,676	\$ 28,676	\$ 28,676	0.00%

**Detailed Justifications for changes:**

Account Number	Description	Change Amount
----------------	-------------	---------------

**Positions Paid from Governing Body:**

- Mayor
- Mayor Pro Tem
- Commissioners (4)

## ADMINISTRATION

The Administration area is composed of the Town Manager, Town Clerk and Office Assistant. The Town Manager is responsible for the effective administration and operation of all municipal services of the Town. As administrative head of the Town, the Town Manager is responsible for recommending policies to the Town Board and administering the Town government in accordance with the policies approved by the Town Board. With an administrative staff of four department heads to provide assistance, he is able to analyze and evaluate programs and services, proposals and needs, coordinate projects, perform organizational planning, and schedule and monitor interdepartmental activities. The Town Clerk is responsible for taking minutes of the Town Board, certifying ordinances and other official documents of the Town, and also serves as the Special Events Coordinator. The Office Assistant assists with W&S billing and collections, and support work for department heads which include a variety of duties for the operation of the Town.

### Budget Highlights

Account Number	Description	Actual FY 21/22	Actual FY 22/23	Original Budget FY 23/24	Current Budget FY 23/4	Requested FY 24/25	% Change
<b>Personnel</b>							
10-420-02	Salaries	\$ 135,295	\$ 216,909	\$ 211,006	\$ 211,006	\$ 233,334	10.58%
	05 FICA	9,947	16,712	16,142	16,142	17,850	10.58%
	06 Insurance	3,516	21,205	22,218	22,218	20,170	-9.22%
	07 Retirement	8,586	25,394	27,114	27,114	29,478	8.72%
	09 Retirement-401 K	3,059	9,069	10,550	10,550	10,837	2.72%
	<b>Subtotal</b>	<b>160,403</b>	<b>289,290</b>	<b>287,030</b>	<b>287,030</b>	<b>311,668</b>	<b>8.58%</b>
<b>Operations</b>							
	04 Audit	20,000	-	40,000	40,000	63,000	57.50%
	11 Telephone and Postage	2,540	1,873	3,000	3,000	3,000	0.00%
	14 Travel	1,168	10,764	7,500	7,500	7,500	0.00%
	17 Vehicle Maintenance	59	29	2,000	2,000	2,000	
	26 Advertising	1,325	6,561	1,000	1,000	5,000	400.00%
	30 Supplies-Other	2,350	3,044	3,000	3,000	3,500	16.67%
	33 Administration Supplies	5,124	5,996	5,750	5,750	6,500	13.04%
	45 Contracted Services	38,680	49,021	70,000	70,000	195,000	178.57%
	46 IT Contract	67,591	79,864	82,000	82,000	82,000	0.00%
	53 Dues and Subscriptions	8,724	14,330	11,975	11,975	11,975	0.00%
	54 Prop/Liab, Work Comp Ins.	49,038	55,679	47,250	47,250	63,500	34.39%
	65 Tax Coll. Fees-2% (Real)	22,021	26,285	40,000	40,000	45,000	12.50%



66 Tax Coll. Fees- (Veh.)	4,926	6,243	5,500	5,500	5,500	0.00%
72 Capital Outlay	-	-	-	-	-	
74 Non-Capitalized Equip.	614	447	700	700	700	0.00%
80 Buggy Festival	2,000	-	2,000	2,000	2,000	0.00%
91 Fall Festival		952				
90 Tax/ESC expense	2,110	1,605	1,000	1,000	1,000	0.00%
95 Miscellaneous	2,862	35	1,000	1,000	5,000	
98 Contingency/Reserve	-	-	19,070	19,070	-	
<b>Subtotal</b>	<b>231,132</b>	<b>262,729</b>	<b>342,745</b>	<b>342,745</b>	<b>502,175</b>	<b>46.52%</b>
<b>TOTAL</b>	<b>\$ 391,535</b>	<b>\$ 552,019</b>	<b>\$ 629,775</b>	<b>\$ 629,775</b>	<b>\$ 813,843</b>	<b>29.23%</b>

Account Number	Description	Amount
10-420-02	Increase due to 4% COLA and pay plan adjustment and adding PT Admin Asst.	\$ 22,328
10-420-04	increase due to multiple audits and single audits	\$ 23,000
10-420-05	Increase due to increased salaries	\$ 1,708
10-420-06	Decrease due to reallocating position salary distribution	\$ (2,408)
10-420-07	Increase due to increase in salaries & increase in employer contribution rate	2,363
10-420-09	Increase due to increased salaries	287
26	Increase due to advertising for new positions	4,000
33	Increase due to inflationary increases	750
45	Increase due to request for design proposals for Savannah Garden Pocket Park & Needmore Park	125,000
54	Increase due to more equipment & people insured	16,250
65	increase due to higher valuations and growth	5,000
95	increase due to unexpected expenses during the year	4,000

**Positions Paid from Administration:**

- 100% of Full-time Town Manager
- 100% of Town Clerk
- 100% of Management Analyst
- 100% of Part-time Administrative Assistant

**ELECTION**

The Elections area reflects the Town of Carthage's semi-annual elections, held in odd-numbered years. Expenses are for the cost of the election, which is conducted by the Moore County Board of Elections

**Budget Highlights**

Account Number	Description	Actual FY 21/22	Actual FY 22/23	Original Budget FY 23/24	Current Budget FY 23/24	Requested FY 24/25	% Change
10-430-45	Contracted Services	\$ 6,306	\$ -	\$ 7,000	\$ 7,000	\$ -	
	<b>TOTAL</b>	<b>\$ 6,306</b>	<b>\$ -</b>	<b>\$ 7,000</b>	<b>\$ 7,000</b>	<b>\$ -</b>	

**Detailed Justifications for changes:**

Account Number	Description	Change Amount
10-430-45	Decrease due to election every other year	\$ (7,000)

**LEGAL**

The Legal division provides legal advice to the Board of Commissioners, Town Manager, and Town departments. Other services include contract review, ordinance and resolution drafting, legislative drafting, real estate work, and defending and prosecuting lawsuits.

**Budget Highlights**

Account Number	Description	Actual FY 21/22	Actual FY 22/23	Original Budget FY 23/24	Current Budget FY 23/24	Requested FY 24/25	% Change
10-470-45	Professional Services	\$ 52,714	\$ 61,543	74,000	74,000	74,000	0.00%
	<b>TOTAL</b>	<b>\$ 52,714</b>	<b>\$ 61,543</b>	<b>\$ 74,000</b>	<b>\$ 74,000</b>	<b>\$ 74,000</b>	<b>0.00%</b>

**Detailed Justifications for changes:**

Account Number	Description	Change Amount
----------------	-------------	------------------

## PLANNING & ZONING

The Planning and Zoning division includes areas of responsibility for administration and enforcement of town zoning, subdivision, minimum housing, and nuisance ordinances, as well as coordination of annexation procedures. Expenses are designated for preparation of plans, professional services for annexation surveying and maps, advertising for public hearings, downtown development and beautification activities and economic development.

### Budget Highlights

Account Number	Description	Actual FY 21/22	Actual FY 22/23	Original Budget FY 23/24	Current Budget FY 23/24	Requested FY 24/25	% Change
<b>Personnel</b>							
10-490-02	Salaries	42,609	42,914	70,113	70,113	75,281	7.37%
10-490-05	FICA	3,260	3,283	5,364	5,364	5,759	7.37%
10-490-06	Insurance	10,474	7,368	8,927	8,927	9,179	
10-490-07	Retirement	2,751	3,648	9,009	9,009	10,238	
10-490-09	401(K)	1,223	1,507	3,506	3,506	3,764	
Subtotal		60,316	58,720	96,918	96,918	104,221	
<b>Operations</b>							
14	Travel/Training	479	147	2,500	2,500	3,500	40.00%
26	Advertising	1,871	1,783	2,500	2,500	2,500	0.00%
33	Supplies	221	26	250	250	1,000	
45	Contracted Services	39,532	35,507	80,000	80,000	110,000	37.50%
55	Economic Development	-	-	-	-	-	
60	Code Enforcement Actions	-	43	5,000	5,000	5,000	0.00%
70	Conference Expenses	-	-	-	-	-	
72	Capital Outlay - Planning	-	-	-	-	-	
Subtotal		42,103	37,506	90,250	90,250	122,000	35.18%
<b>TOTAL</b>		<b>\$ 102,420</b>	<b>\$ 96,226</b>	<b>\$ 187,168</b>	<b>\$ 187,168</b>	<b>\$ 226,221</b>	<b>20.87%</b>

Detailed Justifications for changes:

Account Number	Description	Change Amount
10-490-02	Increase due to 4% COLA and pay plan adjustment	5,169
7	Increase due to increase in employee contribution rate	1,229
14	Increase due to additional training	1,000
33	Increase due to Litter Pickup Program	750
45	Increase due to UDO updates, lease printer/scanner and creation of strategic master plans	30,000

**Positions Paid from Planning & Zoning:**  
100% Full time Planner

**PUBLIC BUILDINGS AND GROUNDS**

The Public Buildings and Grounds area includes funding for the maintenance and repair of Town buildings, grounds and cleaning services for Town Hall, McDonald Building and Community Building.

**Budget Highlights**

Account Number	Description	Actual FY 21/22	Actual FY 22/23	Original Budget FY 23/24	Current Budget FY 23/24	Requested FY 24/25	% Change
10-500-02	Salary	-	-	-	-	-	
10-500-05	FICA	-	-	-	-	-	
Subtotal		-	-	-	-	-	
<b>Operations</b>							
10-500-13	Utilities	29,438	31,582	35,500	35,500	35,500	0.00%
14	Utilities-McDonald Bldg	2,271	3,254	3,000	3,000	3,500	16.67%
15	Miscellaneous	-	-	-	-	-	
16	Maint/Rep.-Blgs./Grounds	4,054	4,099	8,700	8,700	8,700	0.00%
31	Generator Fuel	758	1,318	750	750	750	0.00%
32	Generator Fuel - PD	-	-	-	-	-	
33	Supplies	1,696	4,358	8,650	8,650	8,650	0.00%
34	Supplies-McDonald Bldg	880	58	2,000	2,000	2,000	0.00%
45	Contracted Services	15,763	28,413	18,500	18,500	28,500	54.05%
50	Repairs to Building	14,745	36,210	90,000	90,000	90,000	0.00%
51	Repairs to PD	-	-	-	-	-	0.00%
52	Repairs to FD	-	-	-	-	-	0.00%
60	Buggy Factory Building	-	-	-	-	-	
74	Capital Outlay - Building	-	-	-	-	-	
80	Interest Expense	22,801	13,391	21,383	21,383	20,830	-2.59%
91	Municipal Bldg Loan Princ.	12,784	22,078	14,086	14,086	14,639	3.93%
92	USDA Loan Reserve	-	-	-	-	-	
94	Century Comm. Loan Princ.	4,610	-	-	-	-	
Subtotal		109,799	144,761	202,569	202,569	213,069	

**Capital**

Subtotal

TOTAL	<u>\$ 109,799</u>	<u>\$ 144,761</u>	<u>\$ 202,569</u>	<u>\$ 202,569</u>	<u>\$ 213,069</u>	5.18%
-------	-------------------	-------------------	-------------------	-------------------	-------------------	-------

**Detailed Justifications for changes:**

Account Number	Description	Change Amount
45	Increase due to upgrades to rental buildings	10,000
50	Maintain budget amount for renovation of Public Works Office/Breakroom repairs and Food Pantry roof	0

**FINANCE**

The Finance Department is responsible for administering the Town's financial policies and procedures, for maintaining the Town's sound financial condition, and consulting with Town officials and management regarding the ongoing administration of the Town's financial activities. The Finance area is composed of one full-time position, the Finance Officer, who is responsible for the activities listed above, and for payroll, accounts payable functions, insurance and personnel as well as providing assistance for the annual Town audit.

**Budget Highlights**

Account Number	Description	Actual FY 21/22	Actual FY 22/23	Original Budget FY 23/24	Current Budget FY 23/24	Requested FY 24/25	% Change
<b>Personnel</b>							
10-520-02	Salaries	\$ 63,936	\$ 82,873	\$ 124,555	\$ 124,555	\$ 133,499	7.18%
05	FICA	4,891	6,340	9,528	9,528	10,213	7.18%
06	Insurance	9,557	8,833	18,130	18,130	18,634	2.78%
07	Retirement	7,199	9,989	16,005	16,005	18,156	13.44%
09	Retirement-401 K	3,197	3,954	6,228	6,228	6,675	7.18%
Subtotal		88,780	111,989	174,447	174,447	187,177	
<b>Operations</b>							
14	Travel	-	-	2,500	2,500	2,500	0.00%
53	Dues & Subscriptions	50	-	100	100	200	0.00%
60	Trans. to W & S	-	-	-	-	-	0.00%
Subtotal		50	-	2,600	2,600	2,700	
<b>TOTAL</b>		<b>\$ 88,830</b>	<b>\$ 111,989</b>	<b>\$ 177,047</b>	<b>\$ 177,047</b>	<b>\$ 189,877</b>	<b>7.25%</b>

Account Number	Description	Change Amount
10-520-02	Increase due to 4% COLA and pay plan adjustment	8,944
10-520-05	Increase due to increase in salaries	684
10-520-06	Increase due to increased premium	504
10-520-07	Increase due to increase in employee contribution rate	2,151
10-520-09	Increase due to increased salary	447
10-520-53	Increase due to increase in dues	100





**Positions Paid from Finance:**  
100% of Finance Officer  
100% of Accounting Specialist



## POLICE

The Police Department is responsible for protecting persons and property from criminal action and for enforcing all criminal and civil laws within the Town Limits. Programs within the department include: Patrol, Traffic Control, Criminal Investigation, Code Enforcement, Community Watch, Community Policing, and Auxiliary Police Services.

### Budget Highlights

Account Number	Description	Actual FY 21/22	Actual FY 22/23	Original Budget FY 23/24	Current Budget FY 23/24	Requested FY 24/25	% Change
<b>Personnel</b>							
10-510-02	Salaries	\$ 536,761	\$ 631,635	\$ 718,942	\$ 718,942	\$ 831,132	15.60%
05	FICA	41,062	48,320	54,999	54,999	63,582	15.60%
06	Insurance	107,365	92,092	117,032	117,032	129,775	10.89%
07	Retirement	63,833	81,280	100,939	100,939	120,657	19.53%
09	Retirement-401 K	25,569	23,429	35,947	35,947	40,112	11.59%
	<b>Subtotal</b>	<b>774,591</b>	<b>876,757</b>	<b>1,027,859</b>	<b>1,027,859</b>	<b>1,185,257</b>	<b>15.31%</b>
<b>Operations</b>							
11	Telephone and Postage	1,624	1,058	2,000	2,000	2,000	0.00%
12	Printing	486	462	1,000	1,000	1,000	0.00%
14	School and Travel	1,607	526	2,500	2,500	3,500	40.00%
16	Maint. and Repairs	1,763	1,895	3,000	3,000	3,000	0.00%
17	Repairs Auto	17,999	10,690	7,000	7,000	11,000	57.14%
20	Lease Payment Principal	79,540	84,593	84,593	84,593	84,593	0.00%
21	Lease Payment Interest	10,422	5,370	5,371	5,371	5,371	0.00%
26	Advertising	-	-	1,000	1,000	1,000	0.00%
31	Motor Fuel	39,242	29,942	32,000	32,000	42,000	31.25%
32	Office Supplies	799	1,675	1,500	1,500	2,500	66.67%
33	Admin. Supplies	3,373	4,347	4,500	4,500	5,500	22.22%
34	Health Examination	1,125	2,866	3,000	3,000	3,000	0.00%
36	Uniforms	7,782	10,219	12,500	12,500	12,500	0.00%
45	Contracted Services	26,850	31,537	38,550	38,550	38,550	0.00%
53	Dues and Subscriptions	815	190	800	800	800	0.00%
75	Radios	3,694	1,931	25,000	25,000	30,000	20.00%
76	Weapons	5,986	3,288	7,000	7,000	7,000	0.00%
77	Crime Investigation	2,370	1,426	3,000	3,000	3,000	0.00%
78	Laptop/Modem	-	-	-	-	-	-
84	Safety Equipment	-	-	41,283	41,283	41,283	-
85	Computer Equipment	-	1,228	-	-	-	-
99	State Assistance	-	-	500	500	500	-

Subtotal	205,478	193,245	276,096	276,096	298,096	
<b>Capital</b>						
72 Capital Outlay	6,318	-	-	-	166,589	0.00%
Subtotal	6,318	-	-	-	166,589	
<b>TOTAL</b>	<b>\$ 986,387</b>	<b>\$ 1,070,002</b>	<b>\$ 1,303,956</b>	<b>\$ 1,303,956</b>	<b>\$ 1,649,943</b>	<b>26.53%</b>

**Detailed Justifications for changes:**

Account Number	Description	Change Amount
10-510-02	Increase due to 4% COLA, pay plan adjustment, 1 COPS position	112,190
10-510-05	increase due to increased salaries	8,583
10-510-06	Increase due to adding new position	12,743
10-510-07	Increase due to increase in employer contribution rate	19,718
10-510-09	Increase due to increase in salaries	4,165
14	Increase due to officers using Career Development Plan	1,000
17	Increase due to aging vehicles	4,000
31	Increase due to gas price increase and additional positions	10,000
32	Increase due to inflation	1,000
33	Increase due to inflation	1,000
75	Increase due to radio flashing and replacement	5,000
72	Increase due to Fleet purchase	166,589

**Positions Paid from Police Dept:**

- 100% of Police Chief
- 100% of Asst. Police Chief
- 100% of Administrative Assistant
- 100% of Criminal Investigator (2)
- 100% of Patrol Shift Supervisor (2)
- 100% of Patrol Officers (7)

**FIRE**

The Fire Department is responsible for protecting persons and property from fire damage, and for responding to fire calls within the Town Limits and the Carthage Fire District, including an area approximately five miles outside of the Town Limits. There are four full-time and ten part-time paid employees.

Account Number	Description	Actual 21/22	Actual 22/23	Original Budget FY 23/24	Budget FY 23/24	Requested FY 24/25	% Change
<b>Personnel</b>							
10 530-02	Salaries	\$ 298,526	\$ 415,904	\$ 447,567	\$ 447,567	\$ 519,471	16.07%
05	Fica	22,736	31,817	34,239	34,239	39,740	16.07%
06	Insurance	26,276	35,152	36,067	36,067	64,772	79.59%
07	Retirement	17,708	33,092	42,369	42,369	42,595	0.54%
08	Retirement-Volunteer	12,175	3,850	7,500	7,500	7,500	0.00%
09	Retirement-401(k)	8,016	12,936	12,238	12,238	16,373	33.79%
10	Insurance-Volunteers	2,451	2,000	5,800	5,800	5,800	0.00%
	<b>Subtotal</b>	<b>387,888</b>	<b>534,751</b>	<b>585,779</b>	<b>585,779</b>	<b>696,250</b>	<b>18.86%</b>
<b>Operations</b>							
11	Telephone and Postage	1,033	532	1,100	1,100	1,100	0.00%
13	Utilities	4,900	5,454	7,500	7,500	7,500	0.00%
14	Travel and Training	1,291	3,481	2,500	2,500	2,500	0.00%
15	Maint. and Repairs-Bldg.	25,585	5,013	105,000	105,000	75,000	-28.57%
16	Maint. and Repairs-Eqpt.	4,213	9,048	6,500	6,500	10,000	53.85%
17	Maint. and Repairs-Auto	51,158	55,644	50,000	50,000	55,000	10.00%
19	Immuniz./Health exam	10,157	7,404	6,500	6,500	6,500	0.00%
20	Lease payment (Principal)	55,623	57,275	58,153	58,153	59,067	1.57%
21	Debt Service Interest	6,417	4,765	3,887	3,887	2,974	-23.49%
31	Motor Fuel	8,367	17,727	14,000	14,000	18,000	28.57%
32	Office Supplies	611	866	1,500	1,500	1,500	0.00%
33	Supplies	4,947	6,905	7,500	7,500	10,000	33.33%
34	Medical Supplies	5,109	3,077	4,700	4,700	5,500	17.02%
35	Uniforms	8,364	3,669	8,000	8,000	10,000	25.00%
45	Contracted Services	3,082	7,391	8,500	8,500	10,500	23.53%
53	Dues and Subscriptions	1,632	932	4,500	4,500	5,000	11.11%
58	Fees and Inspections	515	630	550	550	550	0.00%
70	Administrative Charge	12,000	-	12,000	12,000	12,000	0.00%
74	Non-Capitalized Equipment	25,190	30,698	109,550	109,550	50,000	-54.36%
75	Communications	2,924	4,010	42,000	42,000	14,000	-66.67%
99	On-Behalf Payments	2,000	-	-	-	-	
	<b>Subtotal</b>	<b>235,118</b>	<b>224,520</b>	<b>453,940</b>	<b>453,940</b>	<b>356,691</b>	<b>-21.42%</b>
<b>Capital</b>							
72	Capital Purchases	-	-	34,680	34,680	25,000	
	<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>34,680</b>	<b>34,680</b>	<b>25,000</b>	
	<b>TOTAL</b>	<b>\$ 623,007</b>	<b>\$ 759,270</b>	<b>\$ 1,074,399</b>	<b>\$ 1,074,399</b>	<b>\$ 1,077,941</b>	<b>0.33%</b>

**Detailed Justifications for Requested Budget Changes:**

10-530-02	Increase due to increasing 4% COLA, pay plan adjustment adding 3 new positions in Jan., holiday pay for PT FF	\$	71,904
10-530-05	Increase due to increase in salaries	\$	5,501
10-530-06	Increase due to increase in salaries	\$	28,705
10-530-07	Increase due to increase in contribution rate	\$	227
10-530-09	Increase due to increase in salaries	\$	4,135
15	Decrease due to building bedrooms/ less than bay doors	\$	(30,000)
16	Increase due to aging equipment and inflationary costs	\$	3,500
17	Increase due to aging vehicles and inflationary costs	\$	5,000
31	Increase due to increased cost of fuel	\$	4,000
33	increase due to inflationary costs	\$	2,500
34	increase due to inflationary costs	\$	800
35	Increase due to adding 3 new positions	\$	2,000
45	Increase due to 3 new ipads	\$	2,000
74	Decrease due to needing less new equipment than previous year		(59,550)
72	Decrease due to needing less new equipment than previous year		(9,680)
75	Decrease due to Radios being funded by county		(28,000)

**Positions Paid from Fire Dept.**

100% Fire Chief

100% of 3 Full Time Fire Captains

100% for 8, 50% for 2 Part-time Firefighters

50% 3 Firefighter/Drivers

## STREETS

The Street division of the Public Works Department provides the following services: street maintenance sidewalk maintenance, street lighting, street sweeping, and drainage activities. Within this section, funding is provided for street lighting, maintenance and repair of street vehicles and equipment.

### Budget Highlights

Account Number	Description	Actual FY 21/22	Actual FY 22/23	Original Budget FY 23/24	Current Budget FY 23/24	Requested FY 24/25	% Change
<b>Personnel</b>							
10-560-02	Salaries	\$ 149,231	\$156,250	\$ 163,448	\$163,448	\$ 184,129	12.65%
05	FICA	11,447	11,953	12,504	12,504	14,086	12.65%
06	Insurance	31,380	25,907	31,450	31,450	36,899	17.33%
07	Retirement	16,849	18,457	21,003	21,003	25,042	19.23%
09	Retirement-401 K	7,171	7,058	8,172	8,172	9,206	12.65%
Subtotal		216,079	219,626	236,577	236,577	269,361	
13	Utilities	60,686	67,716	72,500	72,500	82,000	13.10%
14	Utilities-Signs	1,402	1,899	2,000	2,000	2,000	0.00%
16	Maint. and Repairs-Eqpt.	(2,410)	(229)	6,000	6,000	6,000	0.00%
17	Maint. And Repairs-Auto	6,889	15,811	6,000	6,000	6,000	0.00%
20	Street Material	446	980	5,000	5,000	5,000	0.00%
31	Motor fuel	14,107	13,188	12,500	12,500	12,500	0.00%
33	Supplies	4,214	8,276	10,000	10,000	10,000	0.00%
36	Uniforms	2,998	3,358	5,250	5,250	5,250	0.00%
40	Sidewalks	-	-	10,075	10,075	10,075	0.00%
45	Contracted Service	15,615	31,494	34,400	34,400	34,400	0.00%
50	Street Sweeping	-	-	-	-	-	0.00%
74	Capital Outlay	31,618	7,307	22,000	22,000	22,000	
75	Radio	-	-	-	-	-	
76	Safety Compliance	2,043	1,618	3,500	3,500	3,500	0.00%
80	Interest Expense	617	1,569	812	812	812	
91	Debt Service Principal	13,081	19,888	6,682	6,682	6,682	
Subtotal		151,308	172,875	196,719	196,719	206,219	

**Capital**

Subtotal

TOTAL	<u>\$ 367,387</u>	<u>\$ 392,502</u>	<u>\$ 433,296</u>	<u>\$ 433,296</u>	<u>\$ 475,581</u>	9.76%
-------	-------------------	-------------------	-------------------	-------------------	-------------------	-------

**Detailed Justifications for changes:**

Account Number	Description	Change Amount
10-560-02	Increase due to 4% COLA, pay plan adjustments and 1 new position to hire in Jan.	\$ 20,681
10-560-05	Increase due to increase in contribution rates and increase	\$ 1,582
10-560-06	Increase due to increased premium	\$ 5,449
10-560-07	Increase due to increase in contribution rates and increase salaries	4,039
10-560-09	Increase due to increase in contribution rates and increase	1,034
10-560-13	Increase due to increase in street lights and rate increase	9,500

**Positions Paid from Streets:**

- 50% Public Services Director
- 50% Supervisor (2)
- 25% Equipment Operator
- 50% Public Services Technician (4)

## SANITATION

The Sanitation division of the Public Works Department is responsible for the collection of household garbage and yard waste, in order to keep the Town clean and free of garbage and trash. Household garbage collection is performed through a private contract, while yard waste collection is performed by the Town.

### Budget Highlights

Account Number	Description	Actual FY 21/22	Actual 22/23	Original Budget FY 23/24	Current Budget FY 23/24	Requested FY 24/25	% Change
<b>Personnel</b>							
	Subtotal	-	-	-	-	-	
<b>Operations</b>							
	11 Telephone	-	29	-	-	-	0.00%
	33 Supplies	1,000	361	1,000	1,000	1,000	0.00%
	45 Contracted Services	134,000	147,489	165,000	165,000	211,032	27.90%
	<b>TOTAL</b>	<b>\$ 135,000</b>	<b>\$ 147,879</b>	<b>\$ 166,000</b>	<b>\$ 166,000</b>	<b>\$ 212,032</b>	<b>27.73%</b>

### Detailed Justifications for changes:

Account Number	Description	Change Amount
45	Increase due to Republic's rate increase and expected increase in number of trash cans used and recycle pick-ups	46,032



## CEMETERY

The Cemetery division of the Public Works Department is responsible for the maintenance of Cross Hill Cemetery, mowing and upkeep of cemetery grounds.

### Budget Highlights

Account Number	Description	Actual FY 21/22	Actual FY 22/23	Original Budget FY 23/24	Current Budget FY 23/24	Requested FY 24/25	% Change
<b>Operations</b>							
10-640-33	Supplies	376	24	2,000	2,000	2,000	0.00%
45	Contracted Services	2,800	4,500	1,000	1,000	1,000	0.00%
74	Equipment	11,837	-	-	-	-	
	<b>TOTAL</b>	<b>\$ 15,012</b>	<b>\$ 4,524</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>0.00%</b>

### Detailed Justifications for changes:

Account Number	Description	Change Amount
----------------	-------------	------------------

## PARKS AND RECREATION

The Parks and Recreation area provides for the maintenance and operation of three Town parks, Nancy Kiser Park, Caviness Park, and Needmore Park as well as funding for Town special events.

### Budget Highlights

Account Number	Description	Actual FY 21/22	Actual FY 22/23	Original Budget FY 23/24	Current Budget FY 23/24	Requested FY 24/25	% Change
<b>Operations</b>							
10-650-58	Christmas Parade	4,472	2,250	4,800	4,800	4,800	0.00%
59	Christmas Lights/Decorations	-	1,621	1,000	1,000	1,000	0.00%
72	Brick Pavers Fundraiser	-	-	500	500	500	
73	Park Utilities	3,987	3,927	4,500	4,500	4,500	0.00%
74	Park Equipment	30	1,759	111,000	111,000	11,000	-90.09%
76	Park Maintenance	980	-	11,500	11,500	5,000	-56.52%
<b>TOTAL</b>		<b>\$ 9,468</b>	<b>\$ 9,558</b>	<b>\$ 133,300</b>	<b>\$ 133,300</b>	<b>\$ 26,800</b>	<b>-79.89%</b>

### Detailed Justifications for changes:

Account Number	Description	Change Amount
74	Decrease due to new park equipment not needed this year	-100,000
76	Decrease due to overestimating previous year	-6,500

**HISTORIC PRESERVATION**

The Historic Preservation area includes funding for historic preservation programs and activities, including the Carthage Historical Museum.

**Budget Highlights**

Account Number	Description	Actual FY 21/22	Actual FY 22/23	Original Budget FY 23/24	Current Budget FY 23/24	Requested FY 24/25	% Change
							0
10-680-04	Professional Services	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
11	Tel/Internet/Postage	1,462	2,155	2,500	2,500	3,000	20.00%
16	Maint./Repairs-Bldg	-	-	180	180	180	0.00%
74	Museum	1,029	973	6,841	6,841	8,096	18.35%
75	Buggy Bldg Restoration	-	-	2,703	2,703	2,703	0.00%
76	Williamson Donation Pr	-	-	1,000	1,000	1,000	0.00%
	<b>TOTAL</b>	<b>\$ 2,491</b>	<b>\$ 3,129</b>	<b>\$ 13,224</b>	<b>\$ 13,224</b>	<b>\$ 14,979</b>	<b>13.27%</b>

**Detailed Justifications for changes:**

Account Number	Description	Change Amount
10-680-11	Increase due to increase in internet costs	500
10-680-74	Net balance carries over; increase Town's annual contribution to \$1500 and proposed fund raising	1255

**APPEARANCE COMMITTEE**



**Budget Highlights**

Account Number	Description	Actual FY 21/22	Actual FY 22/23	Original Budget FY 23/24	Current Budget FY 23/24	Requested FY 24/25	% Change
10-690-33	Supplies	\$ 1,535	\$ 1,097	\$ 4,825	\$ 4,825	\$ 5,885	21.97%
<b>TOTAL</b>		<b>\$ 1,535</b>	<b>\$ 1,097</b>	<b>\$ 4,825</b>	<b>\$ 4,825</b>	<b>\$ 5,885</b>	<b>21.97%</b>

**Detailed Justifications for changes:**

Account Number	Description	Change Amount
10-690-33	Increase due to net amount carried over, annual Town contribution of \$800 and proposed fundraising	1,060

**POWELL BILL REVENUES**

Account Number	Actual FY 21/22	Actual FY 22/23	Original Budget FY 23/24	Current Budget FY 23/24	Requested FY 24/25	Budget Change
15-301-00 Powell Bill State Funds	\$94,031	\$93,932	\$94,812	\$94,812	\$106,257	12.07%
15-329-00 Interest Income	114	2,574	1,700	1,700	5,000	194.12%
15.335-00 Miscellaneous		8				
15-350-00 Transf. From Gen. Fund						
15-377-00 Fund Balance Appropriation	0	0	0	0	0	
<b>TOTAL REVENUES</b>	<b>\$94,145</b>	<b>\$96,513</b>	<b>\$96,512</b>	<b>\$96,512</b>	<b>\$111,257</b>	<b>15.28%</b>

**POWELL BILL**

The Powell Bill area accounts for the Town's annual State Powell Bill allocation, and includes funding for street resurfacing and repair, traffic control signs, and equipment purchases. One half of employee salary and benefits is charged to the Powell Bill.

**Budget Highlights**

Account Number	Description	Actual FY 21/22	Actual FY 22/23	Original Budget FY 23/24	Current Budget FY 23/24	Requested FY 24/25	% Change	
<b>Personnel</b>								
15-570-02	Salaries	\$ 22,119	\$ 2,694	\$ 17,452	\$ 17,452	\$ 18,831	7.90%	\$ 1,379
05	FICA	1,692	206	1,335	1,335	1,441	7.90%	\$ 105
06	Insurance	4,377	(366)	4,366	4,366	4,597	5.28%	\$ 231
07	Retirement	2,492	326	2,112	2,112	2,561	21.27%	\$ 449
09	Retirement-401 K	938	16	873	873	942	7.90%	\$ 69
Subtotal		31,618	2,876	26,138	26,138	28,370		
<b>Operations</b>								
04	Professional Services	-	-	-	-	-	0.00%	
16	Street Maintenance	-	324	4,579	4,579	7,449	62.68%	\$ 2,870
33	Traffic Control	-	-	3,463	3,463	5,166	49.18%	\$ 1,703
36	Uniforms	398	182	500	500	2,203	340.60%	\$ 1,703
40	Sidewalks	4,385	-	24,167	24,167	27,038	11.88%	\$ 2,871
45	Contracted Serv.-Paving	147,203	28,153	12,956	12,956	14,659	0.00%	\$ 1,703
46	Asphalt repair	-	-	11,756	11,756	13,459	14.49%	\$ 1,703
54	Insurance	599	90	750	750	2,453	227.07%	\$ 1,703
73	Drainage/Curb and Gutter	-	-	8,757	8,757	10,460	19.45%	\$ 1,703
Subtotal		152,586	28,749	66,928	66,928	82,887		
<b>Capital</b>								
Subtotal								
<b>TOTAL</b>		<b>#####</b>	<b>\$ 31,625</b>	<b>\$ 93,066</b>	<b>\$ 93,066</b>	<b>\$ 111,257</b>	<b>19.55%</b>	<b>\$ 18,192</b>

**Detailed Justifications for changes:**

Account Number	Description	Change Amount
----------------	-------------	---------------

15-570-02 Increase due to 4% COLA and pay plan adjustment	1,379
16 Increase due to need for morestreet patching	2,870
33 Increase due to equal distribution of increased revenue	1,703
36 Increase due to uniform rate increase	1,703
40 Increase due to need for more sidewalk repair/replacement	1,703
45 Increase due to equal distribution of increased revenue	1,703
46 Increase due to equal distribution of increased revenue	1,703
54 Increase due to equal distribution of increased revenue	1,703
73 Increase due to equal distribution of increased revenue	1,703

**Positions Paid from Powell Bill**

50% Public Services Technician

## WATER REVENUES

Account Number	Actual FY 21/22	Actual FY 22/23	Current Budget FY 23/24	Requested FY 24/25	Budget Change
30-329-00 Interest Earned	\$ 449	\$ 9,435	\$ 6,500	\$ 16,800	158.46%
30-371-00 Water Rent	740,249	905,454	950,000	1,010,000	6.32%
30-372-00 Meter Set Fees	64,600	35,500	15,000	35,000	
30-373-00 Water Tap/Connect Fees	18,150	57,984	35,000	10,000	-71.43%
30-375-00 Water Reconnection Fee	9,912	15,356	12,000	15,000	25.00%
30-376-00 Water Grant Funds	14,050	-	-	-	
30-377-00 Water System Development Fees	165,643	119,925	85,000	100,000	17.65%
30-378-00 Transfer from Capital Reserve					
30-379-00 Transfer from Project Fund					
30-380-00 Phone Reimbursement	948	181	500	500	0.00%
30-381-00 Loan Proceeds	-	-	130,000	143,000	
30-382-00 Insurance Proceeds	-	-	-	-	
30-385-00 Surplus Equipment		5,600			
30-389-00 Water Misc	16,672	19,690	-	-	
30-390-00 Water Fund Balance Approp.			43,926	151,388	
<b>TOTAL REVENUES</b>	<b>\$ 1,030,672</b>	<b>\$ 1,169,125</b>	<b>\$ 1,277,926</b>	<b>\$ 1,481,688</b>	<b>15.94%</b>



## WATER OPERATION

The Water Operation area is responsible for the operation and maintenance of the Town Water Plant, water supply, as well as construction and maintenance of water distribution lines. The operation of the Water Treatment plant and meter reading is contracted to a private entity. 25% of 3 employees' salary, 25% of Director's salary, 30% of two employees' salary, 50% of Customer Service Specialist salary, and 50% of Equipment Operator's salary is charged to Water Operations.

### Budget Highlights

Account Number	Description	Actual FY 21/22	Actual FY 22/23	Original Budget FY 23/24	Current Budget FY 23/24	Requested FY 24/25	% Change
<b>Personnel</b>							
30-810-02	Salaries	91,656	104,890	103,546	103,546	121,978	17.80%
05	FICA	7,301	8,024	7,921	7,921	9,331	17.80%
06	Insurance	20,761	17,931	19,986	19,986	24,001	20.09%
07	Retirement	9,806	12,642	13,306	13,306	16,589	24.68%
09	Retirement-401 K	4,441	4,764	5,177	5,177	6,099	17.80%
Subtotal		133,965	148,250	149,936	149,936	177,999	18.72%
<b>Operations</b>							
30-810-11	Telephone and Postage	6,090	5,435	6,000	6,000	8,000	33.33%
13	Utilities	57,789	80,700	70,000	70,000	88,000	25.71%
14	Travel/Training	1,309	1,464	7,500	7,500	7,500	0.00%
15	Maint./Repairs-Bldgs.	229	60	5,000	5,000	5,000	0.00%
16	Maint./Repairs-Equip.	33,212	49,282	80,000	80,000	80,000	0.00%
17	Maint./Repairs-Auto	4,743	4,861	5,000	5,000	5,000	0.00%
25	Purchased Water						
26	Advertising						
31	Motor Fuel	6,833	6,862	5,000	5,000	5,500	10.00%
33	Water Supplies-Plant	-	158	80,000	80,000	80,000	
34	Supplies-Other	99,206	54,864	56,500	56,500	56,500	0.00%
35	Chemicals	-	-	-	-	-	
36	Uniforms	1,608	1,915	1,450	1,450	2,500	72.41%
40	811 One Call	176	260	500	500	600	20.00%
45	Contracted Services	402,503	476,117	526,653	526,653	555,000	5.38%
46	Utility Cut/Asphalt Repair	2,690	3,529	5,500	5,500	5,500	0.00%
50	Legal Expenses						
54	NCLM Insurance	26,987	32,391	25,250	25,250	40,250	59.41%
58	Fees and Permits	2,214	2,241	2,500	2,500	2,500	0.00%
80	Interest Expense	49,894	47,775	47,775	47,775	45,597	-4.56%

91 Debt Service Principal	68,504	70,363	70,363	70,363	73,242	4.09%
92 Depreciation	-	-	-	-	-	0.00%
93 USDA Debt Reserve	-	-	-	-	-	
95 Misc		1,919				
96 Transfer to Sewer						
97 Transfer to General Fund						
98 Contingency/Reserve	-	-				
99 Transfer to Capital Res.	-	14	-	-	100,000	
<b>Subtotal</b>	<b>763,989</b>	<b>840,207</b>	<b>994,990</b>	<b>994,990</b>	<b>1,160,689</b>	<b>16.65%</b>
<b>Capital</b>						
74	-	-	130,000	130,000	143,000	
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>130,000</b>	<b>130,000</b>	<b>143,000</b>	
<b>TOTAL</b>	<b>\$ 897,953</b>	<b>\$ 988,457</b>	<b>\$ 1,274,926</b>	<b>\$ 1,274,926</b>	<b>\$ 1,481,688</b>	<b>16.22%</b>

**Detailed Justifications for changes:**

Account Number	Description	Change
30-810-02	Increase due to 4% COLA, Pay Plan Adjustments & 1 New Position to be hired in Jan.	18,432
30-810-05	Increase due to increased salaries	1,410
30-810-06	Increase due to additional positions	4,015
30-810-07	Increase due to Employer Contribution Rate increase & additional position	3,283
30-810-09	Increase due to increased salaries	922
30-810-11	Increase due to increased number of bills & newsletters	2,000
30-810-13	Increase due to Duke Energy rate increases	18,000
30-810-31	Increase due to rising gas prices	500
30-810-36	Increase due to additional positions	1,050
30-810-45	Increase due to online backflow reporting/ Veolia increase	28,347
54	Increase due to increase in insurance rates	15,000
30-810-74	Increase due to replacing dump truck	13,000
30-810-99	Increase due to budgeting for transferring SDF to CRF	100,000

**Positions Paid from Water Ops:**

25% of Director of Public Services  
30% of Supervisor (2)  
25% Public Services Technician (3)  
50% of Equipment Operator  
50% Customer Service Specialist

## SEWER REVENUES

Account Number	Actual FY 21/22	Actual FY 22/23	Current Budget FY 23/24	Requested FY 24/25	Budget Change
31-329-00 Interest Earned	\$ 189	\$ 2,938	\$ 1,750	\$ 4,800	174.29%
31-371-00 Sewer Rent	599,262	728,865	785,000	810,000	3.18%
31-373-00 Sewer Tap/Connect Fees	10,000	9,000	15,000	5,000	-66.67%
31-376-00 Transfer From Water					
31-377-00 Sewer System Development Fees	342,987	168,548	120,000	150,000	25.00%
31-378-00 Transfer from Captial Reserve					
31-381-00 Loan Proceeds					
31-382-00 Insurance Proceeds					
31-379-00 Transfer from Capital Projects					
31-389-00 Sewer Misc	17,644	4,002			
31-390-00 Sewer Fund Balance Approp.			16,616	159,500	
<b>TOTAL REVENUES</b>	<b>\$ 970,082</b>	<b>\$ 913,353</b>	<b>\$ 938,366</b>	<b>\$ 1,129,300</b>	<b>20.35%</b>

The Sewer Operation area is responsible for the operation and maintenance of all Town wastewater distribution lines and pump stations, the Town lagoon and for insuring that State regulations are met and the public health protected from wastewater spills. 25% of Director's salary, 20% of two employees' salary , 50% of Customer Service Specialist's salary and 25% of 3 employees' salary charged to Sewer Operations

Account Number	Description	Actual FY 21/22	Actual FY 22/23	Original Budget FY 23/24	Current Budget FY 23/24	Requested FY 24/25	% Change
<b>Personnel</b>							
31-811-02	Salaries	\$ 66,816	\$ 74,170	\$ 72,921	\$ 72,921	\$ 88,213	20.97%
05	FICA	5,401	5,674	5,578	5,578	6,748	20.97%
06	Insurance	14,065	11,813	13,706	13,706	17,544	28.01%
07	Retirement	7,008	8,939	9,370	9,370	11,997	28.03%
09	Retirement-401 K	3,212	3,361	3,646	3,646	4,411	20.97%
	Subtotal	96,502	103,957	105,221	105,221	128,913	22.52%
<b>Operations</b>							
13	Utilities	60,557	73,635	90,000	90,000	80,000	-11.11%
14	School and Travel	150	3,460	6,500	6,500	6,500	0.00%
16	Maint./Repairs-Equip.	39,904	102,072	101,500	101,500	101,500	0.00%
17	Maint./Repairs-Auto	-	-	-	-	-	
30	Generator fuel	1,517	5,481	2,000	2,000	2,000	0.00%
31	Motor fuel	6,195	6,862	7,000	7,000	7,000	0.00%
32	Sewer Tools & Equip.	-	-	17,000	17,000	-	
33	Sewer Supplies	16,846	19,352	20,250	20,250	20,250	0.00%
35	Chemicals	-	559	5,000	5,000	7,500	50.00%
36	Uniforms and Cleaning	995	1,230	1,000	1,000	1,800	80.00%
40	811 One Call	163	192	500	500	600	20.00%
45	Contracted Services	25,111	62,007	54,000	54,000	54,000	0.00%
50	Legal Expenses						
54	NCLM Insurance	23,984	26,198	24,500	24,500	32,000	
73	Moore County Sewer	230,615	277,848	325,000	325,000	350,000	7.69%
80	Interest Expense	77,381	38,451	82,895	82,895	81,237	-2.00%
91	Debt Service Principal	38,081	40,395	95,000	95,000	96,000	1.05%
92	USDA Debt Reserve						
95	Misc	15,482	1,993	1,000	1,000	10,000	
98	Contingency/Reserve	-	-	-	-	-	
99	Transfer to Capital Res	-	-	-	-	150,000	
	Subtotal	536,979	659,735	833,145	833,145	1,000,387	20.07%

**Capital**

Subtotal

TOTAL                                    \$ 633,482   \$ 763,692   \$ 938,366   \$ 938,366   \$ 1,129,300   20.35%

**Detailed Justifications for changes:**

Account Number	Description	Change Amount
31-811-02	Increase due to 4% COLA, Pay Plan Adjustments & additional 1 new position to be hire in Jan.	15,292
31-811-05	Increase due to increase in salaries	1,170
31-811-06	Increase due to 1 new hire & slight rate increase	3,839
07	Increase due to new position & employee contribution rate increase	2,627
09	Increase due to increase in salaries	765
13	Decrease due to over estimating in previous year	-10,000
32	Decrease due to not needing new tools this year	-17,000
35	Increase due to inflationary costs	2,500
36	Increase due to adding 1 new position	800
54	Increase due underestimating in previous year	7,500
73	Increase due to increase in county rate	25,000
95	Increase due to unexpected expenses incurring	10,000
99	Increase due to budgeting for transferring SDF to CRF	150,000

**Positions Paid from Sewer Ops:**

- 25% of Director of Public Services
- 20% of Supervisor (2)
- 25% Public Services Technician (3)
- 50% Customer Service Specialist

### CEMETERY FUND REVENUES

Account Number	Actual FY 21/22	Actual FY 22/23	Budgeted FY 23/24	Requested FY 24/25	Budget Change
70-330-10 Donations-Equipment			\$ -	\$ -	
70-330-11 Donations-Restricted			-	-	
70-330-15 Other Revenues	-	-	-	-	
70-330-29 Interest Income	30	776	550	1,500	172.73%
70-370-00 Fund Balance Appropriation			-	-	
<b>TOTAL REVENUES</b>	<b>\$ 30</b>	<b>\$ 776</b>	<b>\$ 550</b>	<b>\$ 1,500</b>	<b>172.73%</b>

h

h

**CEMETERY INTEREST**

The Cemetery Interest section accounts for donations to and the accumulation of interest within the Cemetery Fund.

**Budget Highlights**

Account Number	Description	Actual FY 21/22	Actual FY 22/23	Original Budget FY 23/24	Current Budget FY 23/24	Requested FY 24/25	% Change
70-660-01	Cemetery Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	
	09 Transfer to General Fund	30	-	550	550	1,500	172.73%
	<b>TOTAL</b>	<b>\$ 30</b>	<b>\$ -</b>	<b>\$ 550</b>	<b>\$ 550</b>	<b>\$ 1,500</b>	

**Detailed Justification for Changes:**

Account Number	Description	Amount
	9 Increase due to increased interest revenue	950
		0



# Town of Carthage

## Ordinance No. ORD.24.12

### TOWN OF CARTHAGE BUDGET ORDINANCE FISCAL YEAR 2024-2025

**BE IT ORDAINED** by the Board of Commissioners of the Town of Carthage, North Carolina, in regular session assembled this 17th day of June 2024 as follows:

**SECTION 1.** It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2024 and ending June 30, 2025 to meet the appropriations as set forth in the following schedule. All fees and sums paid to or collected by any Town official, officer or agent for any Town service or for any Town Program or project shall insure to the benefit of the Town and become Town funds.

#### A. GENERAL FUND REVENUES

Real & Personal Taxes	2,090,791
Fire Tax	343,095
Taxes, Motor Vehicles	154,985
Real Prior Years	4,750
Motor Vehicle Prior	0
Motor Vehicle License Tax	11,000
Rental Tax	-1,000
Tax Relief /	-500
Motor Vehicle Relief/Refunds	1000
Tax Interest / Penalty	5,000
Motor Vehicle Interest/Penalty	1,000
Business Registration Fees	750
Interest Earned	48,000
McDonald Building Rent	5,000
Community Building	5,000
Historical Proceeds	500
Appearance Committee	500
Utilities Franchise Tax	196,000
Beer & Wine Tax	11,400
Parking Tickets	50
Zoning Permits	30,000
Solid Waste Tax	2,314
Local Option Sales Tax	1,125,000
ABC Revenue	37,500
Court Costs	1,000
Christmas Parade	2,000
Trash Collection	222,600
Street Lamp Fees	2,700



Cemetery Plot Sales	2,000
American Tower Lease	54,000
Police Forfeitures	500
Fire Department Donations	350
Permits & Fees	500
Yard Sales	150
Fund Balance Appropriation	271,983
Cemetery Donations	0
State Fire Protection	1,700
Administrative Charge-Fire District	12,000
Loan Proceeds	256,800
NC DOT Mowing Agreement	9,300
Fall Festival	1,500
Transfer from Cemetery Fund	1,500
Grant Proceeds	50,129
Moore County Parking Lot Lease	4,000
Miscellaneous	20,000
Park Donations	25,000
<b>Total General Fund Revenues</b>	<b>5,011,847</b>

#### B. GENERAL FUND DEPARTMENTAL APPROPRIATIONS

Governing Body	28,676
Administration	813,843
Election	0
Legal	74,000
Planning and Zoning	226,221
Public Buildings and Grounds	213,069
Police	1,649,943
Finance	189,877
Fire	1,077,941
Streets	475,581
Sanitation/Shop	212,032
Cemetery	3,000
Parks and Recreation	26,800
Historic Preservation	14,979
Appearance Committee	5,885
Contingency/Reserve	0
<b>Total General Fund Expenditures</b>	<b>5,011,847</b>

#### C. WATER AND SEWER FUND REVENUES

##### **WATER REVENUES**

Interest	16,800
Water Rent	1,010,000
Water Tap/Connection Fees	10,000
Water Reconnection Fees	15,000
Water System Development Fees	100,000
Meter Set Fees	35,000
Telephone Reimbursement	500
Water Fund Balance Appropriation	151,388

Water Grant Funding	0
Loan Proceeds	143,000
Total Water Revenues	1,481,688
<b>SEWER REVENUES</b>	
Interest	4,800
Sewer Rent	810,000
Sewer Tap/Connection Fees	5,000
Sewer System Development Fees	150,000
Sewer Fund Balance Appropriation	159,500
Transfer from Capital Projects	0
Total Sewer Revenues	1,129,300
Total Water and Sewer Fund Revenues	2,610,988

#### D. WATER AND SEWER FUND EXPENDITURES

Water Operations	1,481,688
Sewer Operations	1,129,300
Contingency/Reserve	0
Total Water and Sewer Fund Expenditures	2,610,988

#### E. POWELL BILL FUND REVENUES

State Funds	106,257
Interest Income	5,000
Fund Balance Appropriation	0
Total Powell Bill Fund Revenues	111,257

#### F. POWELL BILL FUND APPROPRIATIONS

Operations	111,257
Total Powell Bill Fund Expenditures	111,257

#### G. CEMETERY FUND REVENUES

Interest Income	1,500
Total Cemetery Fund Revenues	1,500

H. CEMETERY FUND APPROPRIATIONS

Transfer to General Fund	1,500
Total Cemetery Fund Expenditures	1,500
<b>Total Estimated Revenues from All Funds</b>	<b>7,735,592</b>
<b>Less Interfund Transfers</b>	<b>12,000</b>
<b>Net Estimated Revenue For All Funds</b>	<b>7,723,592</b>

**SECTION 2.AD VALOREM TAX LEVY.** There is hereby levied for the Fiscal Year 2024-2025, a tax at the rate of fifty and a half cents (\$0.505) per one hundred dollars (\$100.00) of valuation of property as listed for taxes as of January 1, 2024, for the purpose of raising revenue in the General Fund in Section 1 of this ordinance. The revenues are based on an estimated total valuation of property for the purposes of taxation of \$449,200,00 and an estimated collection rate of 99% for real and personal property and 99% for motor vehicles.

**SECTION 3.AUTHORIZED TRANSFER OF APPROPRIATIONS.** The Finance Officer or Town Manager is hereby authorized to transfer appropriations within a fund as contained herein under the following conditions:

- a. The Finance Officer or Town Manager may transfer amounts between objects of expenditures within a department without limitation but with a monthly report to the Town Board of Commissioners.
- b. The Finance Officer or Town Manager may transfer amounts between departments of the same fund and between funds with an official report on such transfers at the next regular meeting of the Town Board of Commissioners.
- c. No transfer shall be made from any contingency appropriated within any fund without prior approval of the Board of Commissioners.

**SECTION 4. EXECUTING AGREEMENTS.** The Town Manager or his designee is hereby authorized to execute the necessary agreements within funds included in the Budget Ordinance for the following purposes:

- a. Purchase of apparatus, supplies, and materials where formal bids are not required by law;
- b. Leases of normal and routine business equipment;
- c. Construction or repair work where formal bids are not required by law;
- d. Consultant, professional, or maintenance service agreements up to an anticipated contract amount of \$25,000;
- e. Agreements for acceptance of State and Federal grant funds; and
- f. Grant agreements with public and non-profit agencies.

**SECTION 5 FEES AND CHARGES FOR SERVICES.** Water and Sewer rates, sanitation fee, cemetery fee, and all other fees are hereby levied at the rates established and shown in the attached schedule.

**SECTION 6. DUAL SIGNATURES ON CHECKS.** As provided by North Carolina Statute 159-25 (b), two (2) signatures are required on each check or draft that is made on Town funds. The Mayor, the two appointed Commissioners and the Finance Officer are hereby authorized to sign checks.

**SECTION 7. FINANCIAL INSTITUTIONS.** All funds except those required by state statute to be segregated shall be deposited in the central depository interest bearing account in the First Bank, or with the North Carolina Capital Management Trust.

All grant funds will be deposited in the appropriate accounts in the First Bank.

For investment purposes, the Finance Officer is authorized to obtain certificates of deposit from one of the following banks providing the best yield:

- a. Truist
- b. The Fidelity Bank
- c. PNC Bank
- d. First Bank

**SECTION 8.** Daily collections of taxes and other moneys in excess of \$250.00 received by the Finance Officer shall be deposited daily in the official depositories in accordance with G.S. 159-32. Notwithstanding this provision, a deposit will always be made on the last business day of the month.

**SECTION 9.** All ordinances or parts of ordinances in conflict herewith are hereby repealed.

**SECTION 10.** Copies of this Budget Ordinance shall be furnished to the Town Manager and the Finance Officer to be kept on file by them for their direction in the disbursement of funds.

**SECTION 11.** This ordinance is to become effective July 1, 2024.

---

The foregoing ordinance, having been submitted to a vote, received the following vote, and was duly adopted and ordained this 170<sup>th</sup> day of June 2024.

Ayes: \_\_\_\_\_  
Nays: \_\_\_\_\_  
Absent/Excused: \_\_\_\_\_

---

Jimmy Chalflinch, Mayor

Attest:

---

Kimberly Gibson, Town Clerk



MEMORANDUM

**Date:** June 17, 2024  
**To:** Board of Commissioners  
**From:** Jamie Sandoval, Management Analyst  
**Subject:** Urban Archery Pilot Program Survey.

**SUMMARY OF REQUEST**

Town staff were tasked with putting out a survey to gather public opinion on a pilot program regarding Urban Archery. The survey responses were gathered from Thursday, May 30<sup>th</sup> to Wednesday, June 12, 2024. There was a total of 36 responses to the survey. Although the survey was targeted at residents in the Town of Carthage, there were some comments made that indicated some who submitted their responses resided within the County. Staff could not verify if all those that submitted the survey resided in the Town. The survey questions were as followed:

- Question 1. Do you support the implementation of a pilot program for urban archery in the Town of Carthage?  
Please explain why or why not?
- Question 2. Do you have any recommendations the Board of Commissioners should consider for the urban archery pilot program?
- Question 3. Other questions, comments, or concerns?

Survey Results

Respondents that **ARE** in support of the Urban Archery Pilot Program:

- Question 1. 19 respondents were in favor of the pilot program.  
The majority stated that the deer are overpopulated.
- Question 2. The majority stated that it should be open to private property. One stated that 3 acres are too large and should be reduced to 1 acre.
- Question 3. Some comments included, "With proper control implementation, it will greatly benefit the town and county" and "I appreciate that there are options being entertained to provide hunting opportunities".

Respondents that **DO NOT** support the Urban Archery Pilot Program:

Question 1. 17 respondents were not in favor of the pilot program.

Many stated that it was dangerous for children and citizens and do not wish to harm the deer.

Question 2. Most stated that the idea needs to be tabled and there needs to be focused in another direction for the Town.

Question 3. Most did not answer; some answers included "I'm concerned that this was even proposed" and "I feel that Carthage needs other things more important than deer archery".

## SUGGESTED MOTION(S)

### OPTION #1:

I motion to deny the Urban Archery Pilot Program and the consideration for an Urban Archery Ordinance as the majority of the survey respondents were opposed to the suggestion.

OR

### OPTION #2:

I motion to approve the Urban Archery Pilot Program and the consideration for an Urban Archery Ordinance for the following reasons...

---

---

---

---



## MEMORANDUM

Date: June 17, 2024  
To: The Board of Commissioners  
From: Jennifer Hunt, Town Planner  
Subject: Downtown Revitalization Plan

---

### I. **SUMMARY OF APPLICATION REQUEST:**

The Downtown Revitalization Plan was discussed at last month's joint meeting with the Planning Board and was postponed until today for a decision. The Planning Board at their meeting on June 6, 2024, recommended approving the all parking option (Option 2) from the packet presented and Option "A" the Streetscape Option, with brick banding.

The Town of Carthage embarked on a study for the Downtown Carthage community to assess the true nature of the area and study the access via walking, driving, or biking. The Town of Carthage also sought to assess the true nature of parking for cars that is available and occupied. Although there is a perceived lack of parking options available, the data collected over the last 6 months shows otherwise. The parking downtown has over 350 spaces and is never utilized over 75% even during peak hours between 10 A.M. and 2 P.M. on Monday through Friday, during court hours.

The Planning Board and Board of Commissioners will use the attached Parking Corridor Study to make the decision and decide which option for parking around the circle is most sufficient for the Downtown Revitalization Plan. The three options for parking around the circle where the old courthouse is located are included in Attachment 1 as well as the three options for Streetscape Design in Downtown. Attachment 2 is the Parking Corridor Study. Attachment 3 is the Downtown Revitalization Study.

The three options are no parking around the circle, hybrid parking around the circle or parking around the circle. The hybrid parking option provides 13 parking spaces, with 3 handicap spaces. The full parking option provides 23 parking spaces, with 3 handicap spaces as well. The no parking option provides a pedestrian stage area and many outdoor pavilion areas for people to possibly sit or relax in the downtown area.

Koontz Jones Design will be present to answer any questions regarding the Downtown Revitalization Study options that were created using two community input meetings from November 2023 and March 2024. Both community input meetings were joint meetings with both consultants present to gather as much information and feedback from the community members as possible.

### II. **PETITION MOTION**

**BOARD OF COMMISSIONERS MOTION** (1<sup>st</sup> Required Motion)

**I move to:**

**OPTION 1**

Approve the no parking option for the Downtown Revitalization Plan as written and presented.

**or**

**OPTION 2**

Approve the hybrid parking option for the Downtown Revitalization Plan as written and presented.

**OPTION 3**

Approve the parking option for the Downtown Revitalization Plan as written and presented.

**BOARD OF COMMISSIONERS MOTION** (2<sup>nd</sup> Required Motion)

**I move to:**

**OPTION 1**

Recommend approving Option A Streetscape for the Downtown Revitalization Plan as written and presented.

**or**

**OPTION 2**

Recommend approving Option B Streetscape for the Downtown Revitalization Plan as written and presented.

**OPTION 3**

Recommend approving Option C Streetscape for the Downtown Revitalization Plan as written and presented.





## MEMORANDUM

Date: June 26, 2024  
To: The Board of Commissioners  
From: Kim Gibson, Town Clerk  
Subject: CALL FOR PUBLIC HEARING FOR NON-CONTIGUOUS ANNEXATION REQUEST OF PID #00037478  
5682 NC 22 HWY; PETITIONER, CHRISTIAN GUEST

---

### REQUEST

Property owner, Christian Guest has requested to have a non-contiguous annexation of the property known as PID #00037478, also known as 5682 NC 22 Hwy. The petitioner is seeking public services for the property. The property will need to be rezoned from the current county zoning of RA-40 to Carthage zoning of R-40 if the annexation is approved.

We are asking the Board to call a public hearing for the purpose of considering this request.

### SUGGESTED MOTION(S):

#### *Option #1*

I move to call a Public Hearing to hear the dual request of Christian Guest for non-contiguous annexation of the property located at 5682 NC 22 Hwy, PID #00037478 and subsequent rezoning request to be held on Monday, July 15, 2024 at 6:30 pm at the McDonald Building located at 207 McReynolds Street.

#### *Option #2*

I move to deny a call for Public Hearing to hear the dual request of Christian Guest for non-contiguous annexation of the property located at 5682 NC 22 Hwy, PID #00037478 and subsequent rezoning request, for the following reason(s): \_\_\_\_\_

---

---



# Town of Carthage

## Resolution

Call for a Public Hearing for Non-Contiguous Annexation Petition for  
5682 NC 22 Hwy, PID #00037478; Petitioner, Christian Guest

WHEREAS, the petitioner, Christian Guest, owner of PID #00037478 or 5682 NC 22 Hwy, wishes to have  
Town water; and

WHEREAS, this parcel is approximately 2.6 acres and is not in the Town limits; and

WHEREAS, this parcel is within the ETJ of the Town; then

NOW, THEREFORE, BE IT RESOLVED, that the Town of Carthage Board of Commissioners adopt this  
resolution and call for a public hearing to be held on July 15, 2024, at 6:30 p.m. inside the  
McDonald Building located at 207 McReynolds Street and that the Town Clerk make all public  
notices as required.

---

The foregoing resolution, having been submitted to a vote, received the following vote and was duly  
adopted and ordained this 26<sup>th</sup> day of June 2024.

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent/Excused: \_\_\_\_\_

\_\_\_\_\_  
Jimmy Chalflinch, Mayor

Attest:

\_\_\_\_\_  
Kimberly Gibson, Town Clerk



# Town of Carthage

## Resolution

Call for a Public Hearing to Rezone 2.6 acres at 5683 NC 22 Hwy, PARID 00037478, to R-40 "Residential Agricultural District"; Petitioner: Christian Guest

WHEREAS, Christian Guest, submitted a rezoning request, which is a map and text amendment, as well as an annexation request into the Town of Carthage so that he may receive Town water; and

WHEREAS, the project consists of a single residential lot located at 5682 NC 22 Hwy, PARID 00037478; and

WHEREAS, the current zone is RA-40 with Moore County and the applicant would like the R-40 "Residential Agricultural District" zoning district with the Town of Carthage; then

NOW, THEREFORE, BE IT RESOLVED, that the Town of Carthage Board of Commissioners adopt this resolution and call for a public hearing to be held on July 15, 2024, at 6:30 p.m. inside the McDonald Building located at 207 McReynolds Street and that the Town Clerk make all public notices as required.

---

The foregoing resolution, having been submitted to a vote, received the following vote and was duly adopted and ordained this 26<sup>th</sup> day of June 2024.

Ayes: \_\_\_\_\_  
Nays: \_\_\_\_\_  
Absent/Excused: \_\_\_\_\_

\_\_\_\_\_  
Jimmy Chalflinch, Mayor

Attest:

\_\_\_\_\_  
Kimberly Gibson, Town Clerk