

**TOWN OF WEDDINGTON  
REGULAR TOWN COUNCIL MEETING  
MONDAY, FEBRUARY 13, 2017 – 7:00 P.M.  
WEDDINGTON TOWN HALL  
1924 WEDDINGTON ROAD  
WEDDINGTON, NC 28104  
AGENDA**

Prayer – Mayor Bill Deter

1. Open the Meeting
2. Pledge of Allegiance
3. Determination of Quorum
4. Public Comments
5. Additions, Deletions and/or Adoption of the Agenda

6. Consent Agenda

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| A. Authorize the Tax Collector to Advertise 2016 Unpaid Taxes   |
| B. Approve Releasing Bond No. 1134523 in the amount of \$13,836 for Arbor Oaks Subdivision  |
| C. Call for Public Hearing to be held Monday March 13, 2017 at 7:00 PM at Weddington Town Hall for a Text Amendment to Section 58-54 (1)(b) – <i>open space regulations</i> |
| D. Adopt Changes to Employee Pay Scale and Job Descriptions   |
| E. Adopt by Resolution Amendments to the Employee Handbook  |

7. Approval of Minutes

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| A. January 9, 2017 Regular Town Council Meeting |
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8. Public Hearing and Consideration of Public Hearing

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| A. Text Amendment to Section 46-45 (b) (1), Section 46-49, Section 58-54 (3) i 3 iv. Section 58-58 (3) i 3 iv and Section 58-58 (4) I 3 iv of the Weddington Zoning and Subdivision Ordinance regarding Bonds |
| B. Text Amendment to Section 58-4 Definitions to add Building Footprint to the Town Ordinances  |
| C. Text Amendment to Section 58-16 Accessory Uses and Structures  |

9. Old Business

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| A. Review and Consideration of a Modification of the Subdivision Ordinance Section 46-76(g) Cul-de-sac for Graham Allen Subdivision |
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10. New Business

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| A. WCVFD Update - Budget Presentation and Discussion  |
| B. Call for Public Hearing to be held Monday, March 13, 2017 at 7:00 PM at Weddington Town Hall for a Rezoning from R-40 to R-CD for Properties Located at 5800 Deal Road (NE corner of Deal Rd and Hwy 84, parcel numbers 06072003A & 06072003E) |
| C. Discussion and Consideration of Resolution #R-2017-02 A Resolution Declaring the Intention of  |

the Town of Weddington Council to Consider the Closing of the Undeveloped Portion of Reid Dairy Road and Call for a Public Hearing on the Matter

D. Discussion and Consideration of Subdivision Construction Review and Amending the Fee Schedule for PRD Zoning

11. Update from Planner
12. Code Enforcement Report
13. Update from Finance Officer and Tax Collector
14. Public Safety Report
15. Transportation Report
16. Council Comments
17. Adjournment

**TO:** Mayor and Town Council  
**FROM:** Kim H. Woods, Tax Collector  
**DATE:** February 13, 2017  
**SUBJECT:** 2016 Authorization to Advertise

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In accordance with North Carolina General Statute 105.369(a), the following represents the total of unpaid 2016 taxes that are liens on real property to date:

**\$ 37,740.47**

In accordance with General Statutes 105.369(a), I am hereby requesting authorization to advertise unpaid 2016 taxes that are liens on real property.

State of North Carolina  
Town of Weddington  
To the Tax Collector of the Town of Weddington

The Town of Weddington Tax Collector is ordered to advertise all unpaid 2016 taxes that are liens on real property, pursuant to North Carolina General Statute 105-369(a), -369(c).

Witness my hand and official seal this 13th day of February, 2017.

\_\_\_\_\_  
Bill Deter, Mayor

Attest:

\_\_\_\_\_  
Leslie Gaylord, Interim Town Clerk

FY 2016-2017

TOWN OF WEDDINGTON  
UNPAID BALANCE REPORT BY NAME  
TAX YEARS 2016 TO 2016

UNPAID AS OF 02/06/2017

<u>NAME</u>	<u>REC NO</u>	<u>MAP NUMBER/ID</u>	<u>REAL</u>	<u>PERSONAL</u>	<u>MERCHANT</u>	<u>UTILITIES</u>	<u>TOTAL</u>	<u>INTEREST</u>
TAX YEAR: 2016								
ABRAMOWSKI HORST	2599	07138113	149.09				149.09	
AFT ENTERPRISES INC	2005	06153134	7.32				7.32	
AFT ENTERPRISES INC	2006	06153136	9.65				9.65	
AFT ENTERPRISES INC	2007	06153138	7.64				7.64	
AIRBORN DEVELOPMENT LLC	1962	06153046	26.89				26.89	
ALLEN ROLAND B JR	160	06066016	136.89				136.89	
ALZURAIKI MURAD	1573	06129061	441.77				441.77	
ARMSTRONG SUZY F	6508	06096011C	57.33				57.33	
AUTRY PEGGY M	3447	E7150011	82.80				82.80	
AUTRY PEGGY M	3451	F7150011A	157.63				157.63	
BAKER DARRELL L	1182	06120012I	7.60				7.60	
BALAOURAS SPIRO	1055	06117105A	286.73				286.73	
BARDEN SUE A	2188	06174023	113.08				113.08	
BARRACK TEDDY C	803	06099036	232.10				232.10	
BASLIOUS JIMMY	6744	06099133	69.00				69.00	
BASLIOUS JIMMY	6745	06099134	257.72				257.72	
BENDER NATHAN M	2232	06174098	629.64				629.64	
BENZING MARTHA S	545	06093035	348.84				348.84	
BETHEA ANTOINE AKEEM	2058	06153213	181.50				181.50	
BLACK ROBERT D &	755	06096314	8.98				8.98	
BLOCK TERRI T	684	06096149	29.01				29.01	

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BOCKSTEIN HERBERT	7375	06123232	323.97				323.97	
BRAGA EMERSON	2644	07150012A	34.79				34.79	
BRAGA EMERSON	2646	07150012C	29.87				29.87	
BRAGA EMERSON	2647	07150013	75.76				75.76	
BRIDGET HOLDINGS LLC	2400	06180003	40.88				40.88	
BRIGMAN DONALD M	1501	06126015H	7.96				7.96	
CALAGIS TANIA G	7317	06123116	214.44				214.44	
CALDWELL WESLEY B	6494	06093146	404.33				404.33	
CAROTHERS JEAN C	1854	06150111	164.21				164.21	
CAROTHERS JEAN C	1856	06150115	28.21				28.21	
CHERIAN GEORGE	1617	06132001H	104.54				104.54	
CHERRY HOMES INC	275	06066248	5.83				5.83	
CHERRY HOMES LLC	1	06041002	50.44				50.44	
CHERRY HOMES LLC	9	06042005	50.55				50.55	
COLLINS DAVID	7481	06147092	338.23				338.23	
CORNELIUS SAMUEL J JR	1118	06117240	70.01				70.01	
COSENTINO ROBERT T	1382	06123089	52.72				52.72	
COX JAMES E	1974	06153084	197.47				197.47	
DAVID ROGERS BUILDERS LLC	2060	06153215	34.64				34.64	
DAVIS ROGER D	273	06066243	44.66				44.66	
DAVIS THOMAS	2048	06153201	1,332.36				1,332.36	
DAVIS WILLIAM RUSSELL	2428	06180067	40.21				40.21	

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DAVIS WILLIAM RUSSELL	2429	06180068	199.59				199.59	
DENNIS F TOTARO	2445	06180362	66.30				66.30	
DENNIS F TOTARO	2453	06180378	66.30				66.30	
DOMINY EUGENE L	6484	06093125	433.17				433.17	
EPIC HOMES LLC	2246	06174119	111.97				111.97	
EQUITY TRUST COMPANY	2615	07138139	181.23				181.23	
GARDNER MICHAEL D	2286	06174340	500.65				500.65	
GILLESPIE RICHARD R JR	2033	06153179	104.81				104.81	
GINSBERG DEBORAH TRUSTEE	2218	06174070	521.60				521.60	
GOBBLE DAVID LEE JR	6569	06096112	134.94				134.94	
GREENE JEFFREY SCOTT	6353	06069160A	149.04				149.04	
GUION WADE E	1001	06117002	47.04				47.04	
HAMEL REGINALD S TRUSTEE	2024	06153168	459.33				459.33	
HELMS RICKY D	51	06042124	82.00				82.00	
HOLLINGSWORTH CRYSTAL C	449	06090030	29.34				29.34	
HONEYCREEK INC	1498	06126015	89.06				89.06	
HONEYCREEK INC	1507	06126019	24.83				24.83	
HONEYCREEK INC	1510	06126024	34.69				34.69	
HONEYCREEK INC	1520	06126046	8.17				8.17	
HORNE TED GRAHAM	2008	06153141	631.54				631.54	
HSBC BANK USA N A TRUSTEE	6684	06099011A	242.56				242.56	
IB DEVELOPMENT LLC	1483	06126002	2,375.03				2,375.03	

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IB DEVELOPMENT LLC	1493	06126010	92.98				92.98	
IB DEVELOPMENT LLC	1494	06126010A	9.18				9.18	
IB DEVELOPMENT LLC	1495	06126010B	307.47				307.47	
IB DEVELOPMENT LLC	1496	06126011	28.48				28.48	
IB DEVELOPMENT LLC	1819	06150071	336.32				336.32	
JENKINS ROBERT J JR	6091	06063094	179.81				179.81	
JONES BRITT	7389	06126038	13.95				13.95	
JONES JARRELL K	7094	06117253	325.08				325.08	
KANOS DENO J	6620	06096200	248.92				248.92	
KILBOURNE GINGER	634	06096033A	28.64				28.64	
KILGO JAMES W	2702	07153002B	48.48				48.48	
KLINGERMAN JEFFREY A &	6761	06099157	297.50				297.50	
KORNIVSKYY LEONID	1245	06120108	225.79				225.79	
LEDER MARY ELLEN	1082	06117159	89.89				89.89	
LEWIS DAMIONE R	2362	06177045	327.74				327.74	
LEWIS RICHARD JR	2317	06174389	927.88				927.88	
LITTON MICHAEL L	1858	06150117	207.49				207.49	
LOCHRIDGE ALAN B	2272	06174318	102.58				102.58	
LOWE BILLY LEE	610	06096005B	104.22				104.22	
LOWE BILLY LEE	611	06096005C	39.62				39.62	
LOWE BILLY LEE	612	06096007	32.41				32.41	
LOWE BILLY LEE	723	06096251	35.32				35.32	

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LOWE BILLY LEE	1377	06123078	42.17				42.17	
LOWE BILLY LEE	1378	06123079	262.18				262.18	
MACNEIL HOMES LLC	2277	06174325	103.53				103.53	
MACNEIL HOMES LLC	2280	06174329	100.41				100.41	
MACNEIL HOMES LLC	2281	06174330	100.51				100.51	
MACNEIL HOMES LLC	2319	06174391	118.44				118.44	
MACNEIL HOMES LLC	2320	06174392	116.21				116.21	
MACNEIL HOMES LLC	2321	06174393	114.62				114.62	
MACNEIL HOMES LLC	2322	06174394	113.56				113.56	
MANESS JEFFREY A	6286	06069050	151.80				151.80	
MANNION GERALD DAVID	234	06066178	167.97				167.97	
MANNION LANCE WILLIAM	235	06066179	198.21				198.21	
MATTHEWS J T MRS HEIRS	1805	06150058	102.80				102.80	
MCLEOD CAROLE MOORE	1568	06129053	394.78				394.78	
MCNEIL SAMUEL P JR &	6631	06096221	40.89				40.89	
MCNEIL SAMUEL P JR &	6632	06096222	271.67				271.67	
MCRAE INEZ B TRUST THE	223	06066139	178.11				178.11	
MOORE JAMES LLOYD JR	1809	06150059C	45.40				45.40	
MOORE MARGARET COREY	1808	06150059B	320.20				320.20	
MORGANTHALL FRED J II	2089	06153304	64.71				64.71	
MORRIS BRYAN STEVEN	621	06096020D	39.57				39.57	
MORRIS DELORA GAYLE	1354	06123019A01	115.79				115.79	



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MORRISON HENDERSON JR	1611	06132001A	29.70				29.70	
MUNDORF JAMES SCOTT	1642	06147007A	19.22				19.22	
MUNDORF JAMES SCOTT	1649	06147015	117.75				117.75	
NELSON HOWARD M	2546	07138028	219.11				219.11	
NGUYEN LOAN	462	06090043	273.64				273.64	
NHIEP CHIEN	1913	06153003	97.28				97.28	
NOLAN WILLIAM J	765	06099004P	10.03				10.03	
O'BRIEN MICHAEL	1608	06129118	13.63				13.63	
PARNELL PATRICK	404	06069274	5.40				5.40	
PATCH BRANSEN	354	06069162	271.25				271.25	
PEARSON CALVIN LEE	75	06063032	132.23				132.23	
PRICE WILLIAM MCSWAIN	1490	06126007	92.92				92.92	
PULTE HOME CORPORATION	2101	06153316	49.33				49.33	
PULTE HOME CORPORATION	2102	06153317	49.33				49.33	
PULTE HOME CORPORATION	2103	06153318	49.33				49.33	
PULTE HOME CORPORATION	2104	06153319	49.33				49.33	
PULTE HOME CORPORATION	2105	06153320	49.33				49.33	
PULTE HOME CORPORATION	2106	06153321	49.33				49.33	
PULTE HOME CORPORATION	2107	06153322	49.33				49.33	
PULTE HOME CORPORATION	2108	06153323	49.33				49.33	
PULTE HOME CORPORATION	2109	06153324	49.33				49.33	
PULTE HOME CORPORATION	2110	06153325	49.33				49.33	

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PULTE HOME CORPORATION	2111	06153326	49.33				49.33	
PULTE HOME CORPORATION	2112	06153327	49.33				49.33	
PULTE HOME CORPORATION	2113	06153328	49.33				49.33	
PULTE HOME CORPORATION	2114	06153329	49.33				49.33	
PULTE HOME CORPORATION	2115	06153330	49.33				49.33	
PULTE HOME CORPORATION	2116	06153331	49.33				49.33	
PULTE HOME CORPORATION	2117	06153332	49.33				49.33	
PULTE HOME CORPORATION	2118	06153333	49.33				49.33	
PULTE HOME CORPORATION	2119	06153334	49.33				49.33	
PULTE HOME CORPORATION	2120	06153335	49.33				49.33	
PULTE HOME CORPORATION	2121	06153336	49.33				49.33	
PULTE HOME CORPORATION	2122	06153337	49.33				49.33	
PULTE HOME CORPORATION	2123	06153338	49.33				49.33	
PULTE HOME CORPORATION	2124	06153339	49.33				49.33	
PULTE HOME CORPORATION	2125	06153340	49.33				49.33	
PULTE HOME CORPORATION	2126	06153341	49.33				49.33	
PULTE HOME CORPORATION	2127	06153342	49.33				49.33	
PULTE HOME CORPORATION	2128	06153343	49.33				49.33	
PULTE HOME CORPORATION	2129	06153344	49.33				49.33	
PULTE HOME CORPORATION	2130	06153345	49.33				49.33	
PULTE HOME CORPORATION	2131	06153346	49.33				49.33	
PULTE HOME CORPORATION	2132	06153347	49.33				49.33	

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PULTE HOME CORPORATION	2133	06153348	49.33				49.33	
PULTE HOME CORPORATION	2134	06153349	49.33				49.33	
PULTE HOME CORPORATION	2135	06153350	49.33				49.33	
PULTE HOME CORPORATION	2136	06153351	49.33				49.33	
PULTE HOME CORPORATION	2137	06153352	49.33				49.33	
PULTE HOME CORPORATION	2138	06153353	49.33				49.33	
PULTE HOME CORPORATION	2139	06153354	49.33				49.33	
PULTE HOME CORPORATION	2140	06153355	49.33				49.33	
PULTE HOME CORPORATION	2141	06153356	49.33				49.33	
PULTE HOME CORPORATION	2142	06153357	49.33				49.33	
PULTE HOME CORPORATION	2143	06153358	49.33				49.33	
PULTE HOME CORPORATION	2144	06153359	49.33				49.33	
PULTE HOME CORPORATION	2145	06153360	49.33				49.33	
PULTE HOME CORPORATION	2146	06153361	49.33				49.33	
PULTE HOME CORPORATION	2147	06153362	49.33				49.33	
PULTE HOME CORPORATION	2148	06153363	49.33				49.33	
RANGER LAND HOLDINGS LLC	1964	06153048	13.74				13.74	
REA CHRISTOPHER A	1851	06150106	14.11				14.11	
REVOCABLE LIVING TRUST OF	2078	06153293	64.71				64.71	
REVOCABLE LIVING TRUST OF	2079	06153294	449.99				449.99	
RITTER GRADING &	1021	06117028	33.47				33.47	
ROBERTSON BERYL H	211	06066117	182.67				182.67	

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ROBINSON EDWARD HARVEY	6332	06069125	208.61				208.61	
ROGERS DAVID E	2020	06153162	111.65				111.65	
ROGERS MICHAEL A	7650	06153186	425.48				425.48	
ROSEPILER MICHAEL J	2299	06174363	486.64				486.64	
ROYEN DAVID B	2234	06174101	449.03				449.03	
RUSSELL BENJAMIN	451	06090032	37.76				37.76	
SABLICH ROBERT	932	06099333	126.87				126.87	
SALAMI SAID ZIAOLDIN	1953	06153030	37.76				37.76	
SAMUELS TIMOTHY ROBERT	1945	06153021	170.84				170.84	
SERGEANT ROBERT L	370	06069204A	15.22				15.22	
SERGEANT ROBERT L	381	06069223	40.26				40.26	
SEXTON MICHAEL C	663	06096083	91.92				91.92	
SHEA ATHERTON LLC	1908	06150202	14.95				14.95	
SIEBERT MARK A	2173	06174008	534.01				534.01	
SOUTHALL JEFFREY RICKS	1376	06123076	248.76				248.76	
SOUTHARD VAN	1113	06117227	333.09				333.09	
SOWERS ERIC J & WIFE	6350	06069158	240.11				240.11	
STANDARD PACIFIC OF THE	420	06090004	173.49				173.49	
STANDARD PACIFIC OF THE	454	06090035	290.23				290.23	
STANDARD PACIFIC OF THE	455	06090036	261.27				261.27	
STANDARD PACIFIC OF THE	465	06090046	5.22				5.22	
STANDARD PACIFIC OF THE	471	06090052	5.61				5.61	

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STANDARD PACIFIC OF THE	485	06090066	5.20				5.20	
STANDARD PACIFIC OF THE	486	06090067	7.49				7.49	
STANDARD PACIFIC OF THE	487	06090068	5.27				5.27	
STANDARD PACIFIC OF THE	489	06090070	6.24				6.24	
STANDARD PACIFIC OF THE	491	06090072	5.12				5.12	
STANDARD PACIFIC OF THE	496	06090077	5.56				5.56	
STANDARD PACIFIC OF THE	498	06090079	5.37				5.37	
STANDARD PACIFIC OF THE	523	06093007A	355.63				355.63	
STANDARD PACIFIC OF THE	531	06093011 01	200.97				200.97	
STEWART DOUGLAS J	228	06066152A	12.25				12.25	
STREERUWITZ PETER G VON	732	06096270	369.47				369.47	
SZIGETI OSCAR JR	2254	06174132	507.54				507.54	
TAYLOR MORRISON OF	969	06099436	49.33				49.33	
TERENZI ROBERT M	679	06096129	122.79				122.79	
THOMAS SHERIDAN C	1183	06120012K	367.30				367.30	
THREATT JAMES HAZEL	1621	06132021	93.30				93.30	
TIGANI GREGORY J	2452	06180377	381.67				381.67	
TOMPKINS JOHNNY RAY	6284	06069048	146.55				146.55	
TORGESON GORDON D	2389	06177096	319.09				319.09	
TOTARO DENNIS F	2440	06180354	440.86				440.86	
TURNER WALLACE REID JR	2229	06174093	420.24				420.24	
URWICK LEE ARNETTE	6733	06099112	234.65				234.65	

FY 2016-2017

TOWN OF WEDDINGTON  
UNPAID BALANCE REPORT BY NAME  
TAX YEARS 2016 TO 2016

UNPAID AS OF 02/06/2017

<u>NAME</u>	<u>REC NO</u>	<u>MAP NUMBER/ID</u>	<u>REAL</u>	<u>PERSONAL</u>	<u>MERCHANT</u>	<u>UTILITIES</u>	<u>TOTAL</u>	<u>INTEREST</u>
VALENTINE JAMES J	2209	06174059	583.60				583.60	
WALLS RICKEY L	181	06066056	165.54				165.54	
WALTER GEORGE ALBERT	521	06093006	147.50				147.50	
WARD KAREN H	2358	06177039	374.68				374.68	
WARD KAREN HELEN	2357	06177038	82.26				82.26	
WATSON CHARLES THOMAS	1518	06126043	146.49				146.49	
WATSON CHARLES THOMAS	1519	06126045	18.83				18.83	
WATTERSON RONALD K	1233	06120085	195.67				195.67	
WAYBRIDGE AT WEDDINGTON	517	06093003A	35.43				35.43	
WEATHERS BEVERLY	6348	06069154	178.00				178.00	
WEDDINGTON BTS	1489	06126006A	1,021.18				1,021.18	
WHEELING MICHAEL RAY	831	06099095	203.99				203.99	
WHIPPLE DORRIS WM	1587	06129090	291.67				291.67	
WHITAKER VERNON T	2176	06174011	408.41				408.41	
WILMINGTON SAVINGS FUND	1935	06153013C	103.53				103.53	
WRIGHT CHARLES J	6723	06099084	56.75				56.75	
YAKIMENKO GENNADIY	394	06069259	46.41				46.41	
YOUNG GREG D	1870	06150146	131.17				131.17	
ZIEGLER CHRIS JOSEPH	1231	06120080	216.24				216.24	
TAX YEAR: 2016			37,740.47				37,740.47	

FY 2016-2017

TOWN OF WEDDINGTON  
UNPAID BALANCE REPORT BY NAME  
TAX YEARS 2016 TO 2016

UNPAID AS OF 02/06/2017

<u>NAME</u>	<u>REC NO</u>	<u>MAP NUMBER/ID</u>	<u>REAL</u>	<u>PERSONAL</u>	<u>MERCHANT</u>	<u>UTILITIES</u>	<u>TOTAL</u>	<u>INTEREST</u>
GRAND TOTAL:			<u>37,740.47</u>				<u>37,740.47</u>	

BALANCE WITHOUT INTEREST:

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# TOWN OF W E D D I N G T O N

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## MEMORANDUM

**TO:** Mayor and Town Council  
**FROM:** Lisa Thompson, Town Administrator/Planner  
**DATE:** February 13, 2017  
**SUBJECT:** Bond Release

---

Taylor Morrison of Carolinas', Inc. is requesting a bond release in the amount of \$13,836.00 which is held for the road maintenance of Bonner Drive within the Bonner Oaks/Arbor Oaks subdivision. NCDOT accepted maintenance in December, 2016. Staff recommends approval of a release of bond number 1134523 in the amount of \$13,836.00





ROY COOPER  
*Governor*

MICHAEL L. HOLDER  
*Acting Secretary*

January 10, 2017

Alan Kerly  
1410 W. Morehead St. S-100  
Charlotte, NC 28208

Petition Number: 10.1774-U

Dear Mr. Kerly

We are pleased to inform you that Bonner Drive in the Arbor Oaks subdivision was added to the State Maintenance System, when the Board of Transportation met in December, 2016.

If you have any questions, please contact me at the number below.

Sincerely,

Tony J. Pope  
Engineering Technician  
704-218-5108



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# TOWN OF WEDDINGTON

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## MEMORANDUM

**TO:** Mayor and Town Council

**FROM:** Lisa Thompson, Town Administrator/Planner

**DATE:** February 13, 2017

**SUBJECT:** **Text amendment eliminating open space requirements for minor subdivisions**

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A minor subdivision divides property into three or fewer parcels. The R-40 Single-Family District currently requires any subdivision that is six acres or more in aggregate to provide a minimum 10 percent open space. Staff is of the opinion that minor subdivisions should be exempt from this requirement.

Changes to the original text are in **bold**.

Sec. 58-54. - R-40 single-family district.

The R-40 single-family district is established to provide for residential development at low densities consistent with suitability of the land and the rural character of the town.

(1)

*Permitted uses.* Permitted uses within the R-40 district shall be as follows:

a.

All permitted uses in the R-60 zoning district.

b.

Open space. Any **major** subdivision that is six acres or more in aggregate shall be required to provide that a minimum of ten percent of the gross area of the subdivision, exclusive of any required minimum buffers along thoroughfares, consists of common open space.

The Planning Board discussed the text amendment at their January 23, 2017 meeting. The Board suggested changes to clarify the drafted text as follows:

Open space. Any **major** subdivision ~~that is six acres or more in aggregate~~ shall be required to provide that a minimum of ten percent of the gross area of the subdivision, exclusive of any required minimum buffers along thoroughfares, consists of common open space. **Minor subdivisions are exempt from open space.**

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Staff recommends calling for a public hearing to be held Monday, March 13, 2017 at 7:00 PM at Weddington Town Hall to consider a text amendment to Section 58-54(1)(b) of the Weddington Zoning Ordinance regarding open space requirements.

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# TOWN OF W E D D I N G T O N

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## MEMORANDUM

**TO:** Mayor and Town Council  
**FROM:** Lisa Thompson, Town Administrator/Planner  
**DATE:** February 13, 2017  
**SUBJECT:** Pay Scale and Job Description Update

---

The Town Council hired CCOG to review staff salaries, pay scale, benefits and job descriptions. After reviewing the updated job descriptions dated October 2016 staff recommends the following raises and amendments to the pay class to align with the study:

Tax Collector increase from \$24.26/hr. to \$25.16/hr. (3.6% raise) – Class 12  
Finance Officer increase from \$37.90/hr. to \$39.30/hr. (3.6% raise) – Class 21

This shall be in effect as of 2/15/2017.

Attached  
Job Descriptions

## **Finance Director**

### **General Statement of Duties:**

Administers the operations of the Town's Finance Department by performing complex professional and administrative work in planning, organizing, and directing all financial activities.

### **Distinguishing Features of the Class:**

An employee in this class plans and directs the disbursement and accounting of revenues and expenditures for the Town. Work involves oversight of the budget, purchasing, accounting, utility billing and collections, tax and general revenue collections, and payroll operations. The employee must exercise considerable independent judgment and initiative in planning and directing the fiscal control system. Work is performed in accordance with established municipal finance procedures, local ordinances and North Carolina General Statutes governing the responsibilities of local government accountants. Work is performed under the direction of the Town Administrator and is evaluated through conferences, reports, and by an independent audit of financial records.

### **Illustrative Examples of Work:**

- Preparation of monthly financial statements for Town Council (balance sheet, statement of revenues & expenditures and budget vs actual comparison) and presentation of financial condition to Town Council at their monthly Town Council meetings
- General accounting including review of financial records/general ledger; review and sign off of all accounts payable invoices, reports, checks and other cash disbursements; pre-audit of all contracts and/or purchase orders; preparation of journal entries as needed; and maintenance of Town's fixed asset records
- Coordination of external audit and preparation of necessary audit schedules and reports. Review of audited preliminary financial statements and preparation of MD&A for inclusion in the audited financial statements
- Management of the Town's investments
- Preparation of annual budget, budget ordinance, and budget amendments as well as responsibility for any budget work sessions with Council that may be needed
- Review and monitor budget to actual expenditures; identify and make line item and departmental budget transfers as needed
- Preparation of five and/or 10 year budget forecasts
- Annual professional continuing education in accordance with the requirements of the NCACPA
- Preparation of various reports to federal and state agencies (LGC203, INV91, ASD21, ASD159, 941, NCUI101, Workers Comp Self-Audit, Department of Labor and others as needed); review of accounts payable disbursements for proper identification of all 1099 vendors and preparation and issuance of 1099s
- Reconciliation of salaries and wages to general ledger and 941s. Preparation, issuance and filing of W2s and W3; ACA

- Editing and review of minutes of Town Council, planning board, board of adjustment, historic preservation, public safety and any other board and/or committee meetings; review and edit of Town newsletter
- Assistance to Town Administrator/Clerk on annual property/liability and workers comp insurance renewals
- Miscellaneous – assistance to other staff as needed; assistance with Town community events (i.e. Festival, tree lighting, etc.
- Oversight of Town's internal control procedures

#### **Knowledge, Skills and Abilities:**

- Extensive knowledge of the principles and practices of accounting and budgeting (e.g., GAAP)
- Extensive knowledge of general laws and administrative policies governing municipal financial practices and procedures
- Knowledge of principles and practices for communicating with others, both orally and in writing
- Ability to prepare and present complex and detailed fiscal reports of a budgetary of financial nature to the Town Council or other governing bodies or state and federal agencies
- Ability to supervise the development and installation of accounting systems and procedures; ability to prepare and to interpret financial reports
- Ability to plan, organize and direct the work of subordinate employees in specialized fields of accounting, payroll administration, statistical reporting, tax assessment and collection, and investments
- Ability to develop and implement teambuilding skills to achieve harmonious working relationships within the Finance Department, with department heads, Town staff, governmental officials, and the public
- Ability to demonstrate good professional and administrative judgment

#### **Education and Experience:**

Graduation from an accredited college or university with a Bachelor's degree in accounting, business, finance, public administration or a related field and considerable experience in public finance administration including supervisory experience; or an equivalent combination of education and experience.

#### **Physical Requirements:**

Work is generally sedentary and performed in office settings. Employee must have visual acuity to be able to prepare and analyze data and figures for accounting, read a computer terminal, and perform extensive reading. Employee must be able to talk and hear normally, and have sufficient mobility to file, make copies, and pick up mail from other locations.

#### **Working Conditions:**

Work is generally sedentary and is performed in an office with a controlled environment.

**FLSA Status:** Exempt – Executive (if position filled full time – however, all employees paid on an hourly basis are considered non-exempt)

#### **Disclaimer**

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Town reserves the right to assign or otherwise modify the duties assigned to this classification.

September 2016

## **Tax Collector/Accounting Specialist**

### **General Statement of Duties:**

Performs duties related to collection of town revenues, including taxes and utilities, as prescribed by law and Town Charter. Primary duties include collection of all taxes levied by the town and Coordination of Certified Tax Base yearly with the County, and all related duties.

### **Distinguishing Features of the Class:**

An employee in this class oversees the Town's tax revenue collections. Emphasis of the work is on administrative and compliance duties including the printing and mailing of tax statements to taxpayers and all Mortgage Companies. Mail second notices, final notices and notices of advertisement; Follow-up phone calls on delinquent bills; Issue Bank Attachments /Garnishments when necessary; Disburse Refund checks for duplicate/overpayments and Prepare Advertisement for publishing of delinquent bills, Explain tax policies and procedures to the public, Mortgage companies and Attorneys, maintain current addresses for taxpayers and mortgage companies. May perform other financial tasks such as Accounts Payable, Payroll and related duties.

### **Illustrative Examples of Work:**

#### **Revenue/Tax Collector**

- Responsible for the collection of all taxes levied by The Town of Weddington
- Coordinate Certified Tax Base Yearly with Union County, transition from Union County to Town of Weddington software and processing of all discoveries/releases from Union County
- Print and mail tax bills to taxpayers and all Mortgage company bills
- Responsible for mailing second notices, final notices and notices of advertisement; Follow-up phone calls on delinquent bills; Issue Bank Attachments/Garnishments when necessary; Disburse Refund checks for duplicate/overpayments and Prepare Advertisement for publishing of delinquent bills
- Maintain all Mortgage company contact information
- Responsible for following all General Statutes as provided in The Machinery Act
- Preparation of monthly tax reports to the Mayor and Town Council
- Processing of all discoveries/releases from Union County
- Collection of payments from Bank Lockbox and through mail and posting of such
- Maintaining and balancing general ledger accounts
- Explain tax policies and procedures to the public, Mortgage companies and Attorneys
- Maintain current addresses for taxpayers and mortgage companies
- Assist in and provide necessary information to Auditors yearly
- Calculate Late Penalties and Fees
- Responsible for Records Retention per G.S § 132 Public Records Act
- Responsible for Quarterly Survey Report for U.S. Census Bureau
- Responsible for all deposits of Motor Vehicle tax, Sales and Use tax, Franchise tax, and all other payments received from the Department of Revenue
- Responsible for maintaining and balancing Petty Cash
- Help with monthly bank reconciliation
- Performs all software updates for CSI software
- Attends Annual Tax Collectors Conference for training and retention of Tax Collector Certification



**Assist Zoning Administrator**

- Issues Zoning, Foundation, Compliance and Accessory Permits in the absence of the Zoning Administrator or as needed
- Assists Zoning Administrator in other duties as needed

**Accounts Payable**

- Enter all invoices through CSI for accounts payable
- Process payments for all invoices as due
- Maintain accurate address and contact information for vendors
- Records Retention for accounts payable

**Payroll**

- Process Town Payroll on CSI twice monthly
- Process Direct Deposit through Citizens South Bank
- Responsible for Federal Tax and State Tax Payments monthly and Payroll Tax Updates
- Responsible for Retirement payment and 401K contributions payment monthly
- Maintain accurate employee records and Records Retention for payroll
- Perform related duties as required

**Knowledge, Skills, and Abilities:**

- Must be skilled in the use of tax software systems and have ability to answer most questions regarding the operation of these systems
- Skilled in the use of a standard PC with Windows Operating System , MLS (Real estate sales software), EXCEL, MS WORD, Computer, CSI Accounting Software, Excel, Word, Outlook, Adobe, Laser fiche software and scanner, Financial Calculator, Folder Insertter, Copier, Fax, Postage Meter, Agenda Manager
- Must have good time management skills and ability to prioritize and multi-task
- Must be able to adjust to change and modifications in tasks or schedule
- Communicating with Town Administrator, Board Members, Peers and Customers — Ability to provide information to the public by telephone, in written form, e-mail, or in person.
- Establish and Maintain Interpersonal Relationships — developing constructive and cooperative working relationships with others, and maintaining them over time.
- Ability to work as part of a team
- Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

**Physical Requirements:**

Must be able to physically perform the basic life operational functions of stooping, kneeling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing and repetitive motions. Must have visual acuity to perform tasks requiring color, depth perception, and field of vision sufficient to perform tasks associated with the preparation and analysis of figures and data, operation of a computer, and operation of a motor vehicle.

**Working Conditions:**

Majority of work is performed in an office setting. Employee may be required to handle complaints or issues with irate tax payers.

**Education and Experience:**

Graduation from high school and considerable experience in an accounting or finance operations involving heavy public contact and related information technology skills, or an equivalent combination of education and experience.

**Special Requirements**

Valid NC Driver's License; Tax Collector Certification

**FLSA Status:** Non-Exempt

**Disclaimer**

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Physical Requirements and Working Conditions section of this classification may vary from position to position and a more thorough description of these elements can be found in the employee's Position Description Questionnaire (PDQ). The Town reserves the right to assign or otherwise modify the duties assigned to this classification.

September 2016

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# TOWN OF W E D D I N G T O N

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## MEMORANDUM

**TO:** Mayor and Town Council

**FROM:** Lisa Thompson, Town Administrator/Planner

**DATE:** February 13, 2017

**SUBJECT:** Employee Handbook

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A goal of last year's retreat was to update the Employee Handbook. Staff reviewed the handbook and made minor change to remove redundancies and fix terminology. Other more significant changes are as follows:

- Require employees to participate in the Town's direct deposit system.
- Remove the consideration of a 5% increase after a 90 day probationary period.
- Clarify who conducts employee performance evaluations.
- Change vacation to calendar year to align with the Town's accounting/payroll software.
- Change vacation and sick benefits to those employees that work 30 + hours (in proportion).
- Change to allow holiday pay for all employees that are scheduled to work on a holiday.
- Allow unused sick time to carry over to the following calendar year. (no liability/cost to the Town)
- Remove credit card policy section and amend to follow town's already approved policy.

# **TOWN OF WEDDINGTON**

## **Employee Handbook**

*Adopted October 8, 2007*

*Amended and Adopted by Resolution January 14, 2008*

*Amended with the Adoption of the MAPS Group Recommendations on 7/13/09*

*Amended and Adopted by Resolution on 2/13/2017*

### **IMPORTANT NOTICE/EMPLOYEE ACKNOWLEDGMENT**

I ACKNOWLEDGE THAT I HAVE RECEIVED AND REVIEWED A COPY OF THE TOWN OF WEDDINGTON'S ("THE TOWN") EMPLOYEE HANDBOOK. I UNDERSTAND THAT THE POLICIES CONTAINED IN THIS EMPLOYEE HANDBOOK SUPERSEDE AND REPLACE ANY AND ALL PRIOR POLICIES OR PRACTICES OF THE TOWN. I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO READ AND COMPLY WITH THE PROVISIONS OF THE EMPLOYEE HANDBOOK.

I ACKNOWLEDGE THAT I HAVE REVIEWED THE TOWN'S ANTI-HARASSMENT POLICY. I FURTHER ACKNOWLEDGE THAT THE POLICY HAS BEEN EXPLAINED TO ME, THAT I HAVE BEEN GIVEN AN OPPORTUNITY TO ASK ANY QUESTIONS I MAY HAVE, AND THAT I UNDERSTAND ITS TERMS AND PROVISIONS.

I ACKNOWLEDGE THAT THIS EMPLOYEE HANDBOOK IS MERELY A STATEMENT OF POLICIES AND DOES NOT CONSTITUTE A CONTRACT OF EMPLOYMENT, EXPRESS OR IMPLIED, BETWEEN ME AND THE TOWN. I UNDERSTAND THAT NOTHING CONTAINED IN THE HANDBOOK MAY BE CONSTRUED AS CREATING A PROMISE OF FUTURE BENEFITS OR A BINDING CONTRACT WITH THE TOWN FOR BENEFITS OR FOR ANY OTHER PURPOSE. I UNDERSTAND THAT THE TOWN IS AN "AT-WILL" EMPLOYER AND AS SUCH, EMPLOYMENT WITH THE TOWN IS NOT FOR A FIXED TERM OR DEFINITE PERIOD AND EITHER I OR THE TOWN CAN TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON NOT PROHIBITED BY LAW, WITH OR WITHOUT PRIOR NOTICE. NO SUPERVISOR OR OTHER REPRESENTATIVE OF THE TOWN HAS THE AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIED PERIOD, OR TO MAKE ANY AGREEMENT CONTRARY TO THE ABOVE, UNLESS EXPRESSED IN WRITING, WITH THE UNDERSTANDING SPECIFICALLY SET FORTH AND SIGNED BY MYSELF AND THE TOWN COUNCIL.

I AGREE THAT IF THERE IS ANY POLICY OR PROVISION IN THE HANDBOOK THAT I DO NOT UNDERSTAND, I WILL SEEK CLARIFICATION FROM MY SUPERVISOR OR THE TOWN ADMINISTRATOR. I UNDERSTAND THAT THIS HANDBOOK IS A GENERAL GUIDE TO THE TOWN'S POLICIES AND PRACTICES. I ALSO UNDERSTAND THAT THESE POLICIES AND PROCEDURES MAY BE EVALUATED, AND THAT THE TOWN RESERVES THE RIGHT TO INTERPRET, AMEND, MODIFY OR TERMINATE THEM AT ANY TIME, WITH OR WITHOUT NOTICE.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
EMPLOYEE NAME (PRINTED)

\_\_\_\_\_  
EMPLOYEE SIGNATURE

# TOWN OF WEDDINGTON

## Employee Handbook

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## **Purpose**

The purpose of this Handbook is to give each employee basic procedures and policies from which to meet the expectations of the Town, its vendors, residents, customers, co-workers, and guests. This Handbook contains the basic rules that the Town expects its employees to abide by in order to create a safe, productive work climate. Finally, this Handbook will define the standards each employee will be expected to demonstrate when representing the Town.

### **I. GENERAL POLICIES**

#### **A. Open Door Policy**

Policies, rules and procedures are designed with the benefit of both the employee and the Town in mind. Employees who believe they have been treated unfairly or in a manner inconsistent with established policies are encouraged to communicate this to their supervisor, the Town Administrator, the Town Mayor and the Town Council.

Management will protect each employee's right to discuss a problem or concern without fear of reprisal on any issue related to pay, hours, working conditions, working relationships, and Town policy and procedure.

#### **B. Supervision/Management**

Each employee reports to a direct supervisor or his or her designee in the supervisor's absence.

As part of each employee's job duties, he or she is expected to carry out all directives set forth by his or her supervisor unless such directives would compromise the safety of the employee, representative, co-workers or others and/or may violate federal, state or local laws or regulations. Failure to cooperate with or follow said directives will result in disciplinary action up to and including termination of employment.

#### **C. Equal Employment Opportunity**

The Town is committed to the principles and spirit of equal employment opportunity. Our employment policy and practice is to recruit and employ the most qualified applicants available and to give equal employment opportunity to all qualified persons without regard to race, color, religion, sex, national origin, age, disability, veteran status, or any other characteristic protected by law. The Town actively seeks to employ qualified persons in all job classes and administers all personnel actions affecting employees without discrimination that is unlawful under applicable federal and state laws.

This policy of equal employment opportunity extends to all aspects of employment, including, but not limited to, recruitment, hiring, training, promotion, transfer, reassignment, demotion, discipline, discharge, performance evaluation, compensation and benefits. In addition, it is the policy of the Town to provide a work environment that is free from unlawful harassment and discrimination. Employees with questions or concerns regarding any type of discrimination or unfair treatment in the workplace have a responsibility to bring these issues to the attention of

their supervisor, Town Administrator, Town Mayor or Town Council, regardless of whether the employee or someone else is the subject of the discrimination. Employees of the Town may raise concerns and make reports of discrimination without fear of reprisal. The Town Administrator will promptly investigate all claims of discrimination. The confidentiality of all such inquiries and reports will be respected to the fullest extent possible. No employee will be penalized or otherwise disciplined for appropriately raising a claim of discrimination in the workplace. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment

## **D. Anti-Harassment**

It is the Town's policy to provide an environment that is free from unlawful harassment. Therefore, all forms of behavior that is harassing, intimidating, coercive or disruptive, demeaning or belittling related to an employee's race, color, religion, sex, national origin, age, disability, veteran status, or any other characteristic protected by law constitute violations of this policy. In furtherance of this policy, the Town will not tolerate the use of racial, religious, sexual, ethnic, gender-related, age-related, or disability-related epithets, innuendoes, slurs, jokes, written materials, symbols, paraphernalia, clothing or other verbal or physical conduct within its facilities that promote unlawful harassment. In addition, all forms of verbal and physical harassment based on the above categories are prohibited and will not be tolerated.

With regard to sexual harassment in particular, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature are considered instances of sexual harassment when:

- Submission to and/or tolerance of the unwelcome conduct is explicitly or implicitly made a term or condition of a person's employment;
- An employee's submission to, tolerance of, and/or rejection of such unwelcome conduct is used as the basis of employment decisions that affect the employee; or
- Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creates an intimidating, hostile or offensive work environment.

It is important to remember that behavior which one individual considers innocent or harmless may be regarded as unlawful harassment by another person. Beyond being in violation of the Town's policy, harassment of a sexual nature or based on some other protected characteristic is against the law, and the Town will not tolerate such harassment of its employees by anyone, including officials of the Town, other employees or individuals conducting business with the Town. Any employee who violates this harassment policy or the Town's commitment to equal employment opportunity will be subject to disciplinary action, up to and including termination of employment.

It is the responsibility of every employee to report every instance of harassment, regardless of whether the employee or someone else is the subject of the harassment. The employee should write down what happened, including the date, time, location of the incident, names of persons



involved, any witnesses, and what he or she did to discourage the harassing behavior. The employee can discuss the incident without fear of reprisal with his or her Supervisor, the Town Administrator or Town Mayor and Town Council. The confidentiality of all such inquiries and reports will be respected to the fullest extent possible. Retaliation against employees who make complaints under this policy is expressly prohibited. No employee will be penalized in any way for appropriately voicing a problem, concern, or complaint.

### **E. Immigration Law Compliance**

The Town is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 or participate in the E-Verify program and present documentation establishing identity and employment eligibility.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Town Administrator. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

### **F. Employee Activities**

Nothing in this Handbook, or in any of the Town's policies or protocols, is intended to preclude or dissuade employees from engaging in activities protected by state or federal law. Such protected activities include discussing wages, benefits or terms and conditions of employment; forming, joining or supporting labor unions; bargaining collectively through representatives of their choosing; raising complaints about working conditions for their and their fellow employees' mutual aid or protection; or other legally required activities. This statement applies to all of the Town's policies and practices.

### **G. Employment Status and Classifications**

All employment with the Town is "at will." This means that either the employee or the Town can terminate the employment relationship at any time, with or without notice, and for any reasons not prohibited by law. The following employment status terms are defined for the purpose of benefits:

*-Full-time* - at least 40 hours per week on a regular and consistent basis.

*-Part-time* - less than 40 hours per week on a regular and consistent basis.

*-Seasonal* - employed for a temporary, non-regular, limited period of time.

Employees are classified and paid in accordance with the Fair Labor Standards Act ("FLSA"). The terms "exempt" and "non-exempt" identify whether or not jobs are subject to the FLSA's overtime and minimum wage requirements. The exempt or non-exempt status of a job is

determined by the Town Council in accordance with FLSA regulations and standards. The Town Administrator will inform each employee of his or her exempt or non-exempt status at the time of their hire. The status is determined on the basis of legal criteria which include, for example, the employee's job duties and the level and form of compensation that the employee receives.

1. Exempt Employees

Exempt positions are not governed by the minimum wage and overtime requirements of the FLSA and, thus, are not entitled to overtime pay.

2. Non-Exempt Employees

Employees in non-exempt positions are subject to the minimum wage and overtime requirements of the FLSA, and will be paid one and one-half (1.5) times their normal rate of pay for any hours worked beyond forty (40) hours per week. All overtime work must receive the Town Administrator's prior authorization. Failure to receive prior authorization before working the overtime may result in disciplinary action, up to and including termination of employment. Non-exempt employees must record all of the hours they actually work, and may secure a time sheet for this purpose from the Town Administrator. Hours of work should be reported according to the procedures explained at the time of hire.

## **II. COMPENSATION AND PAYROLL PRACTICES**

### **A. Work Hours and Overtime Pay**

Work hours and break times will be scheduled based on the employee's assignment and by the supervisor responsible for the schedule. When activities of a particular employee require a change to the employee's schedule, the supervisor may authorize a deviation from the normal schedule. Due to changing business conditions, start times and days of the employee's normal work schedule must remain flexible. Other than meal breaks, which are unpaid, each employee may take two 15 minute paid breaks per day – one in the morning and one in the afternoon.

Employees will be informed of their specific pay date(s) when hired. The Town reserves the right to change specific pay dates with proper notice. Employees are required to participate in the Town's direct deposit program.

When operating requirements or other business needs cannot be met during scheduled working hours, employees may be required to work overtime hours. When possible, advance notification of these mandatory assignments may be provided. All overtime work must receive the Town Administrator's prior authorization. Failure to work scheduled overtime, or failure to receive prior authorization before working the overtime may result in disciplinary action, up to and including termination of employment. Overtime assignments will be distributed as equitably as practical to employees qualified to perform the work required. Overtime pay is based on hours actually worked. Vacation, Sick Leave, funeral leave, military leave, and paid holidays are not considered "hours worked" in the computation of overtime.

## **B. Time Keeping Procedures**

The Town Administrator will validate each time record per pay period. It is each employee's responsibility to ensure that the employee's time records are reported accurately and completely and free of fraud and misrepresentation. Any misrepresentation of time records could result in disciplinary action up to and including termination of employment and/or criminal prosecution.

Should the employee feel there is an error in the employee's pay or improper deduction, the employee must report the discrepancy within five (5) business days. All discrepancies will be investigated and if necessary, changes will be reflected in the next scheduled pay check.

Accurately recording time worked is the responsibility of every employee. NO employee shall ever fill out another employee's time record. Failure to comply with this requirement may result in disciplinary action up to and including the termination of employment and/or criminal prosecution.

## **C. Change of Personal Data**

Each employee is responsible for ensuring his or her personal information is current and correct. Employees who change their personal data, including but not limited to, address, phone number, marital status, dependents, etc., should notify the Town in writing within two (2) weeks of any such change.

Failure to notify the Town of any change in the employee's personal data may result in the employee's failure to receive information which may affect the employee's pay, benefits or employment status. It is always in the employee's best interest to keep the Town aware of all changes in status or to his or her personal data.

## **III. ON THE JOB**

### **A. Performance Evaluations**

Feedback and evaluations of performance, attendance, teamwork, and general attitude will be ongoing throughout employment. A formal, written evaluation may be conducted following the completion of a 90 day probationary period. The Town will endeavor to conduct a formal, written annual evaluation of each employee's previous year's performance at or near the end of the 1<sup>st</sup> quarter of each calendar year. Evaluations shall be conducted by the Administrator and a report shall be given to the Town Council. The Town Council shall conduct the evaluation for the Town Administrator. Any changes in compensation, including both an increase or decrease in same, may be made when business conditions merit such a change and may not coincide with a formal, written evaluation.

### **B. Absences and Tardiness**

Attendance should be dependable, reliable and in accordance with set schedules. Any non-compliance with an assigned work schedule disrupts the efficient operation of the Town, poses a

hardship on coworkers, and could result in disciplinary action up to and including termination of employment.

Should an employee fail to report to a scheduled work assignment without prior notice to his or her supervisor (“no-call/no-show”), the employee may receive disciplinary action up to and including immediate termination of employment. Employees who are absent for three (3) consecutive scheduled work days and fail to notify their immediate supervisor or the Town Administrator will be terminated from employment and classified as having resigned without notice.

An employee who is sick is expected to contact his or her supervisor each morning and advise him or her of the condition and status of returning to work. Doctor’s statements may be required.

Rarely is tardiness excusable. If the employee will be late/tardy, they should make every effort to phone and advise their supervisor in advance of the shift. Repeated tardiness is grounds for disciplinary action up to and including termination of employment.

### **C. Rules of Conduct**

All employees of the Town are expected to act with good common sense and in a completely professional manner. To ensure orderly operations and provide the safest possible work environment, the Town expects all employees to abide by certain rules of conduct.

While it is not possible to list all the forms of behavior that are considered unacceptable in the workplace, the following are examples of conduct which may result in disciplinary action in the sole and exclusive discretion of the Town, up to and including termination of employment:

1. theft or concealment of Town property;
2. damage or abuse of Town property;
3. cash shortages or overages;
4. “no shows/no-calls”;
5. insubordination;
6. fighting;
7. ‘outrageous behavior’;
8. violation of confidentiality;
9. violation of safety policies and procedures, which cause hazardous or dangerous situations, or failing to report, and where appropriate, correct such situations;
10. use of obscene language;
11. threatening a co-worker, supervisor, vendor, customer or guest;
12. harassment of any kind towards employees, vendors, visitors or anyone during the course of employment;

13. discrimination towards employees, vendors, visitors or anyone during the course of employment on the basis of race, color, religion, sex, national origin, age, disability, veteran status, or any other characteristic protected by law;
14. imposing deliberate stoppage or slowing of productivity or quality within the work place;
15. solicitation on work-site premises during any time without written authorization;
16. use, possession, or distribution of alcohol or illegal drugs while on duty or on Town property;
17. being intoxicated or under the influence of alcohol or illegal substances while on duty;
18. falsification of time on any Town records or recording the time of an employee other than yourself;
19. violation of the Town's Gifts and Favors policy;
20. violation of the Town's Conflict of Interest policy;
21. gambling or conducting illegal activities on Town property or using Town equipment to do so;
22. unauthorized use, damaging, tampering, or negligent use of Town equipment;
23. smoking or using smokeless tobacco while operating any Town vehicle, or on any Town-owned or leased property;
24. unauthorized carrying of concealed weapons or other violation of any criminal law;
25. sleeping while on duty;
26. conviction of a crime; and
27. forced or unauthorized access into locked areas or restricted Town property or equipment.

These acts of misconduct are by no means complete, but are intended to serve as a general framework for employee conduct. The Town reserves the right, in its sole and absolute discretion, to add or delete offenses and to take such disciplinary actions, up to and including immediate termination of employment, as are necessitated by the particular circumstances of a given case.

#### **D. Corrective Action Procedure**

The Town may impose discipline up to and including termination of employment for various infractions of expected standards of behavior or performance at whatever level it deems appropriate, in its sole discretion. If management counsels with an employee regarding his or her attendance, performance or conduct, it may be documented on a Corrective Action form. The employee and the supervisor issuing the Corrective Action should sign the form. The signature of the employee does not indicate his or her agreement with the action, but merely acknowledges

that the discussion took place. The employee may offer information to attach to the Corrective Action document. This document will become a part of the employee's personnel file.

### **E. Dress Policy**

All employees are required to present themselves professionally at all times. Attention to neatness, cleanliness, and personal hygiene is encouraged in order to promote professionalism and ensure confidence in an employee's ability to perform the assignment.

Attire during business hours at Town Hall shall be professional attire and/or work day appropriate. Acceptable professional attire includes: slacks, dresses, skirts, suits, blouses, and sweaters. Casual attire is acceptable during non-business hours. However; the following attire shall not be considered acceptable in any circumstance:: short shorts, cut-off shorts/jeans, bicycling shorts, athletic attire, halter tops, tube tops, spandex, hip huggers, any suggestive or revealing attire, any clothing with offensive language or slogans.

### **F. Personnel Records**

Personnel records will be maintained by the Town Administrator. The Town shall maintain in personnel records only information that is necessary and relevant to accomplishing legitimate personnel administration needs or as otherwise required by law.

The following information on each employee is a matter of public record:

- name;
- age;
- date of original employment or appointment to service;
- current position title;
- current salary;
- date and amount of the most recent increase or decrease in salary;
- date of the most recent promotion, transfer, suspension, separation, or other change in position classification;
- office to which the employee is currently assigned.

As required by N.C.G.S. Section 160A-168, any person may have access to the information listed above for the purpose of inspection, examination and copying during regular business hours, subject only to such rules and regulations for the safekeeping of public records as the Town Council may have adopted.

All information contained in an employee's personnel file, other than the information listed above, will be maintained as confidential in accordance with the requirement of N.C.G.S. Section 160A-168 and shall be open to public inspection only in accordance with the exceptions provided in N.C.G.S. Section 160A-168(A) thru (F).

Even if considered part of an employee's personnel file, as provided by N.C.G.S. Section 160A-168, certain information may not be disclosed to an employee nor to any other person.

## **G. Destruction of Records**

No employee may destroy, sell, loan, or otherwise dispose of any public record, except in accordance with N.C.G.S. 121-5(b).

## **H. Town Property**

Particular job responsibilities may require Town issued items such as keys, laptops, etc. Upon acceptance of these items, the employee will be personally responsible for them and are expected to return them within 24 hours if his or her employment with the Town is terminated, voluntarily or involuntarily.

All property, including but not limited to, desks, telephones, computers and other items issued to or used by employees shall remain the property of the Town and shall be subject to inspection at any time.

## **I. Gifts and Favors**

No employee of the Town shall accept any gift or favor, whether in the form of service, loan, thing, or promise from any person who, to the employee's knowledge, is interested directly or indirectly in any manner whatsoever in business dealings with the Town. The following serve as exceptions, but employees should consult with the Town Administrator when in doubt as to the propriety:

- A. Advertising items or souvenirs of nominal value;
- B. Meals furnished at banquets;
- C. Honorariums for participating in meetings; and
- D. Consumable gifts offered to an entire work group where rejection would damage the spirit in which the gifts were offered.

No employee shall accept any gift, or thing of value worth more than fifty dollars (\$50.00). No employee shall grant in the discharge of their duties any improper favor, service, or thing of value.

Any violation of this section shall subject the employee to disciplinary action up to and including immediate termination of employment.

## **J. Conflict of Interest**

Employees of the public are held to higher standards and their actions shall not impact the Town negatively. No employee shall use information, confidential or otherwise, acquired during their employment with the Town for their personal gain.

An employee cannot work in a job outside of his or her Town job if that job either (a) is in conflict with the Town job, or (b) appears to be in conflict with the Town job, or (c) has a negative effect on the Town job.

Violations of this policy may result in disciplinary action, up to and including immediate termination of employment.

## **K. Political Activity**

Every employee of the Town has a civic responsibility to support good government by every available means and in every appropriate manner. Any employee may join or affiliate with civic organizations of a partisan or political nature, may attend political meetings, and may advocate and support the principles or policies of civic or political organizations in accordance with the constitution and the laws of the State of North Carolina and the constitution and the laws of the United States of America. However, while on duty, no employee of the Town shall:

1. Engage in any political or partisan activity;
2. Use official authority or influence for the purpose of interfering with or affecting the result of an election or a nomination for office;
3. Be required as a duty or a condition of employment, promotion, or tenure of office to contribute funds for political or partisan purposes;
4. Coerce or compel contributions for political or partisan purposes by another employee of the Town; or
5. Use funds, supplies, or equipment of the Town for political or partisan purposes.

Violations of this policy may result in disciplinary action, up to and including immediate termination of employment.

## **IV. EMPLOYEE BENEFITS**

### **A. Vacations**

#### **Employee Eligibility**

1. The annual vacation period is between January 1 and December 31.
2. All active regular employees are eligible for paid vacations each year based on their length of service with the Town.
3. New employees may be eligible for Vacation during the fiscal year of their employment at the Council and Mayor's discretion. Any Vacation earned may be taken after the employee's first 90 days of employment. The length of Vacation will depend upon the month in which service commences, as follows:



MONTH EMPLOYMENT STARTED	LENGTH OF VACATION
January	10 Days
February	9 Days
March	8 Days
April	7 Days
May	6 Days
June	5 Days
July	4 Days
August	3 Days
September	2 Days
October	1 Day
November	0
December	0

4. Full-Time employees are eligible for paid vacations each year based on their length of service with the Town.

5. Part-Time employees who work at least thirty (30) hours per week are eligible for paid Vacation in direct proportion to the percentage of time normally worked. For purposes of this example there are 5 business days per week and a full work week is defined as 40 hours.

*For example, an employee works four days a week for seven and one half (7.5) hours a day (a total of thirty (30) hours per week)) is eligible for ten (10) Vacation days a year and will receive six (6) hours pay for each day of Vacation.*

### **Earned amount and proration**

1. The length of Vacation to which an employee is entitled in any year shall be determined by the number of years of service which the employee will complete on the employment anniversary in that fiscal year, in accordance with the following schedule:

YEARS OF SERVICE	LENGTH OF VACATION
Those completing 10 or more years of service	20 days
Those completing 5 or more but less than 10 years of service	14 days

Those completing 3 or more but less than 5 years of service	12 days
Those completing 1 or more but less than 3 years of service	10 days

2. In the event an employee voluntarily terminates their employment their Vacation will be prorated from the schedule identified above as applicable. Vacation will be prorated through the end of the month in which the employee terminates and rounded up to the next whole day. Refer to Termination Vacation Pay for further information.

3. Vacations are to be scheduled with the approval of an employee's supervisor up to the number of days for which an employee is eligible. Any request for more than ten (10) consecutive days requires the approval of Council and Mayor.

4. Eligible Vacation may be taken anytime beginning on or after January 1.

5. Any employee who is on inactive status on December 31 of any year as the result of an approved leave of absence will be eligible for Vacation in the following calendar year upon return to active employment status before October 1 of that year.

### **Procedures**

1. Payment in lieu of taking vacations will not be permitted.

2. Employee wellness is important to the Town and as such the employee must utilize their Vacation benefit in the year the benefit is earned. Vacation days cannot be carried over to the following year and any Vacation days not used will expire without compensation.

3. Town approved holidays that fall during an employee's actual Vacation time will be recorded as holidays rather than Vacation.

4. Scheduled Vacation days may be subject to prior Council and Mayor approval. The Town may request an employee reschedule a Vacation depending upon Town needs.

5. The Town Administrator is responsible for monitoring employee's vacation day balance.

6. Any exceptions must be approved in writing by the Council and Mayor.

7. Under no circumstances should Vacation time or Sick Leave be used to bridge any gaps between hours actually worked and the amount of time an employee was scheduled to work.

### **Termination Vacation Pay**

1. Any employee whose employment terminates during the year shall receive, at the time of termination, the Vacation pay for that part not taken.

2. The amount of Vacation time to which the employee is entitled is determined by the number of years of service that the employee would have completed in the fiscal year in which employment terminated.

3. Vacation will be prorated in the year of termination for reasons of voluntary termination. Full Vacation eligibility will be provided to employees who die, retire or are involuntarily terminated for reasons other than cause.

*Example (Vacation taken is less than earned)*

*An employee on January 1 is entitled to 14 days of Vacation. One week (5 days) is taken in February. The employee subsequently terminates employment on May 5. Vacation pay is calculated as follows:*

*January 1 to May 5 involves five (5) full months. (each month in which an employee partially worked is counted as a full month.)*

*Pro-ration rate is 42% (5 months/12 months)*

*Full year's Vacation is 14 days*

*Prorated Vacation is 6 days (14 X .42 = 5.88 days, rounded up to 6 days)*

*Vacation taken is 5 days. Vacation still to be paid is 1 day.*

### **B. Holidays**

1. The Town Council shall adopt a holiday schedule prior to the start of each calendar year. The paid holidays are based on Union County's Holiday Schedule.

2. All employees are eligible for Holiday Pay when a holiday falls on a day the employee is scheduled to work. Payment shall be in direct proportion to the hours normally worked. For purposes of this example, there are five business days per week and a full work week is defined as 40 hours.

### **C. Sick Leave**

#### **Employee Eligibility**

1. Regardless of the number of years of service to the Town, Full-time employees shall get up to 10 business days of Sick Leave per calendar year.

2. Part-Time employees who work at least thirty (30) hours per week are eligible for paid Sick Leave Pay in direct proportion to the percentage of time normally worked. For purposes of this example, there are five business days per week and a full work week is defined as 40 hours.

*For example, an employee works four days a week for seven and one half (7.5) hours a day (a total of 30 hours per week) is eligible for 10 Sick days a year and will receive 6 hours pay for each day of Sick Leave.*

3. Each employee's annual Sick Leave allotment will be available at the beginning of each calendar year.

### **Procedures**

1. Employees are expected to manage their Sick Leave allotment. Employees cannot carry a negative balance of Sick Leave.

2. Employees may carry unused accumulated sick days to the following calendar year.

3. A doctor's excuse will be required for employees missing 3 or more consecutive scheduled work days.

4. Sick Leave is provided to allow employees the opportunity to recover from illness, return to work and productively contribute to the work environment. However, Sick Leave shall not be abused, nor should it be used in lieu of or in the absence of available vacation leave.

5. Sick Leave will be cumulative and may be used towards retirement consistent with the provisions of the North Carolina Local Government Employees' Retirement System. Except when used to bridge retirement, all unused Sick Leave accumulated by an employee shall end and terminate without compensation when the employee resigns or is separated from the Town. The Town may accept Sick Leave transfers when hiring employees directly from other North Carolina governmental entities.

## **D. Leaves of Absence**

The Town recognizes the five (5) leaves of absence as defined below. All leaves of absences must be approved in advance. If the need for a leave of absence arises, the employee is expected to submit a written request for leave to his or her supervisor containing a specified start and projected end date for the leave prior to beginning the leave. While on a leave of absence, employees may continue to receive allotted Vacation Time, Sick Leave and Holiday Time unless otherwise contrary to applicable law.

**I. Leave for Jury Duty/Compliance with a Subpoena.** The Town recognizes the responsibility placed on citizens to serve in the judicial system. If an employee is summoned for jury duty or subpoenaed as a witness, the employee will be granted leave to attend. Upon receipt

of jury notification or subpoena, the employee is required to advise his or her supervisor, in writing, with a copy of the summons or subpoena.

If released from Jury Duty before the end of the normal work day, the employee is expected to call his or her supervisor immediately. If the employee's supervisor informs him that he is needed to return to work, the employee will be expected to do so. The Town will pay employees up to 40 hours per week, but no more than their normally scheduled hours for the week, at their normal base rate of pay for the time the employee is absent from work due to jury duty or to comply with a town related subpoena. The Town will pay employees up to a maximum of 10 paid days for jury duty service or to comply with a Town-related subpoena each calendar year. Employees will not be paid for attendance at jury duty on regularly scheduled days off. An employee required to serve on jury duty when the Town is closed for a holiday will be paid his or her regular pay for the holiday (up to eight hours at base pay), but no alternate time off will be granted. Employees will not be paid for absences related to compliance with a non-Town related subpoena.

**II. Bereavement/Funeral Leave.** The Town may grant employees up to three (3) days off with pay to attend a funeral, to arrange funeral services, or attend to family business as it relates to the loss of a member of an employee's immediate family. Immediate family is defined as the employee's spouse, child, step-child, parent, step-parent, parent-in-law, sibling, grandparent, or grandchild. Additional time may be granted without pay by an employee's supervisor upon request of the employee.

**III. Military Leaves of Absence.** Military leaves of absence are granted to eligible employees in accordance with applicable laws.

**IV. Parental Leave.** Under North Carolina law, an employee who is a parent, guardian, or person standing *in loco parentis* of a school-aged child will be granted four (4) hours of unpaid leave per year to attend or otherwise be involved in that child's school. Leave is subject to the following conditions:

1. the Town and the employee must mutually agree upon the time for the leave;
2. the Town may require a written request for the leave at least 48 hours prior to the leave; and
3. the Town may require written verification from the school that the employee attended or was otherwise involved at that school during the time of the leave.

**V. Leave for Birth of Child or Adoption/Foster Placement.** Employees are entitled to a leave of absence not to exceed 12 weeks, for the birth of a natural child or the adoption or placement of a foster child younger than 3 years old. This period begins with the date of birth or the first day the adoptive or foster child is formally placed in the home and expires 12 weeks later. The employee must submit proof of adoption or placement of a foster child. Employees must use any available vacation leave as part of this leave. Employees requiring this leave who are also eligible for and have accrued Sick Leave must use any accrued Sick Leave as part of this leave. Employees working 30 hours or more per week who take leave for the birth of a child may be eligible for short term disability in accordance with applicable plan documents.

#### **E. Health Insurance**

Employees may be eligible for group health insurance in accordance with applicable plan documents. See the Town Administrator for more information.

#### **F. Short Term Disability**

Employees working 30 hours or more per week may be eligible for short term disability in accordance with applicable plan documents. See the Town Administrator for more information.

### **VI. EMPLOYEE HEALTH, SAFETY AND SECURITY**

#### **A. Drug/Alcohol Policy**

##### **Our policy is zero tolerance.**

##### **A. Drug-Free Workplace**

The Town is committed to having a safe workplace. Substance abuse undermines that safety, causing health, morale and security problems of the most severe kind. The Town has developed this policy in order to establish and maintain a work environment that is free from the adverse effects of drug and alcohol abuse.

Employees who are under the influence of alcohol, illegal or illicit drugs, or controlled substances to the degree that his or her judgment, performance, or behavior is impaired while on Town premises or on Town time, shall be subject to disciplinary action, up to and including termination of employment. Employees in possession of or taking prescription over-the-counter drugs in the workplace must be able to provide the appropriate documentation which identifies the drug, dosage, and in the case of prescription drugs, the prescription, its date, and authorizing physician. Employees must be fully aware of and comply with any work restrictions that should be observed while taking such a drug. If use of such a drug may affect an employee's ability to perform his or her job, the employee must notify his or her supervisor prior to reporting to work after using such drug. This information will be kept confidential. Any disclosure about the possible impact of prescribed medication on work performance will be handled with discretion. Failure to report the use of such drugs, including use of prescribed medical marijuana, to the Supervisor or Town Administrator may result in disciplinary action, up to and including termination, if an employee is impaired while performing work for the Town.

Unlawful manufacturing, distribution, dispensation, possession, or use of alcohol, illegal or illicit drugs or controlled substances on Town time, on Town property, while operating a vehicle that is owned or leased by the Town, or while attending a Town function or event shall subject the employee to termination of employment. For purposes of this policy, a drug will be considered an "illicit or illegal drug" if its use or possession is prohibited by law and an employee uses or possesses the drug, regardless of whether the employee is criminally prosecuted and/or convicted for such conduct. Because federal law prohibits the use of marijuana, marijuana is included here as an illegal substance even in those jurisdictions where recreational or medical use has been authorized under state law.

Employees found to be involved with alcohol, illegal or illicit drugs, or controlled substances on their own time may be subject to disciplinary action, up to and including termination of employment, depending on the circumstances, job relevance or other Town/business considerations.

#### B. Drug and Alcohol Testing

If a supervisor has reasonable suspicion to believe an employee is acting in an impaired or unsafe manner which may or may not result in an accident, the following actions may be taken:

1. The supervisor shall remove the individual promptly from work, regardless of whether the cause for the behavior is known to the supervisor.
2. The employee shall be referred to a medical facility for examination and determination of the cause of the problem. This may include a mandatory drug or alcohol screen as determined by the proper authority.
3. The designated medical facility shall determine if the employee may return to work, be sent home, or submit to treatment. If substance abuse is identified, the employee may be referred for mandatory counseling and/or rehabilitation.
4. If the employee returns to work following a period of drug abuse rehabilitation, he or she shall be required to submit to mandatory, unannounced drug screens.

Employees will be required to sign a consent form authorizing drug and/or alcohol tests to be done and allowing the release of the tests to the Town.

Employees who refuse to sign the consent form or refuse to be tested shall be subject to immediate termination of employment.

Any employee whose test results are confirmed positive shall be subject to disciplinary action up to and including termination of employment.

The Town will follow the North Carolina Controlled Substance Examination Regulation Act with regard to all drug and alcohol testing.

**All employees shall be subject to unannounced random drug and alcohol testing.**

## **B. Smoking/Tobacco Policy**

Smoking and the use of Tobacco Products are prohibited in any Town building, Town vehicle, and on Town property pursuant to Town Ordinance No. 34-1.

## **C. Weapon-Free Workplace Policy**

To ensure that the Town maintains a workplace safe and free of violence for all employees, the Town prohibits the possession or use of weapons of any type on Town property. A license to carry the weapon on Town property does not supersede Town policy. Any employee in violation of this policy will be subject to prompt disciplinary action, up to and including termination of employment. All Town employees are subject to this provision, including contract and temporary employees, visitors and customers on Town property (with the exception of law enforcement officers). Only the Town Mayor or Town Council can grant permission for an employee to have a weapon on Town property, and such permission must be in writing. Notwithstanding the above, nothing contained herein shall prohibit a law enforcement officer from carrying a weapon on Town property.

In addition, the Town will not tolerate violence or abuse by any employee or visitor which in any way suggests, threatens or creates harm to any employee or visitor. Any occurrence of violence perpetrated on an employee or member of the public by another employee or visitor may be considered grounds for immediate termination of employment in addition to appropriate legal action.

"Town property" is defined as all Town-owned or leased buildings and surrounding areas such as sidewalks, walkways, driveways and parking lots under the Town's ownership or control. This policy applies to all Town-owned or leased vehicles and all vehicles that come onto Town property.

"Dangerous weapons" include, but are not limited to, firearms of any make or model (registered and illegal), explosives, knives with fixed positions or blades in excess of four (4) inches long, and other instruments that could be used for fighting or defense or weapons that might be considered dangerous or that could cause harm. Employees are responsible for making sure that any item in their possession is not prohibited by this policy.

The Town reserves the right at any time and at its discretion to search all Town-owned or leased property, vehicles and all personal belongings, including vehicles, packages, containers, briefcases, purses, lockers, desks, enclosures, and persons entering its property, for the purpose of determining whether any weapon has been brought onto its property or premises in violation of this policy. Employees who fail or refuse to promptly permit a search under this policy will be subject to discipline up to and including termination of employment.

The Town will take all reasonable steps to provide a safe working environment for its employees; however, as team members, employees are expected to take ownership of their own safety and are required to report immediately to their supervisor, the Town Administrator or Town Mayor and Council any potential danger or violent situation an employee observes or suspects. Some recommendations for reasonable precautions that the employee may take include, but are not



limited to, being aware and defensive of his or her surroundings in parking lots and unprotected areas, removing himself or herself immediately from the presence of excessively explosive and volatile individuals, and not residing in an unlocked office suite alone. Call 911 immediately if a supervisory official is unavailable or if the employee at any time feels his or her safety is in immediate danger.

A. Safety Hazards and Other Workplace Dangers

Similarly, employees should report any condition perceived to be dangerous or potentially creating a safety hazard to their supervisor or the Town Administrator as soon as possible.

B. Accidents or Injury

No matter how insignificant an accident or on-the-job injury may seem when it occurs, it is imperative that employees notify their supervisor and the Town Administrator immediately so that the appropriate documentation regarding each such accident or injury can be completed in a timely manner.

C. Fires, Bomb Threats, Earthquakes and Other Emergencies

Employees should follow the emergency procedures of the Town in the event of fires, bomb threats, natural disasters, or other emergencies. Employees should make themselves familiar with the location of exits, fire extinguishers, and first-aid kits in and near their offices. Exits and areas around the fire extinguishers must be kept clear of obstacles and hazards at all times.

In case of emergency, all employees are authorized to dial 911 or otherwise contact the local police department, fire department, or other local emergency personnel as appropriate.

Employees are expected to cooperate with fire drills and other exercises intended to ensure the effectiveness of emergency procedures.

**D. Inclement Weather**

It is the intent of the Town to remain open whenever possible. However, the Town does not encourage employees to travel to work when hazardous weather conditions exist. In the event of such conditions, employees will be notified by their supervisor of a cancellation or schedule change. The Town typically closes if Union County Government closes. If the Town closes, employees will be compensated for missed time. If the Town is not closed and an employee misses work, the employee will not be paid; however, employees may elect to use Vacation time for any missed work due to inclement weather. In this event, the employee must notify his or her supervisor immediately of his or her intent to use Vacation leave.

**E. Travel Policy**

Employees traveling on Town business will receive an allowance of up to \$50.00 per day for meals. Receipts for travel-related expenses are required for reimbursement. Mileage for travel will be reimbursed at the IRS rate. Where possible, employees are encouraged to stay at hotels

allowing the use of government rates. Consult the Town Administrator for any questions to this policy.

#### **F. Credit Card Policy**

Employees receiving a Town credit card should sign a copy of the credit card policy to indicate their awareness and understanding of the policy. Violations of this policy may result in disciplinary action, up to and including immediate termination of employment.

### **VII. ELECTRONIC MAIL AND COMMUNICATIONS POLICIES**

#### **A. Telephone Policy**

The Town recognizes that employees must occasionally place or receive personal calls on Town telephones. However, the telephone system is intended primarily to serve the needs of the town, and it is essential that personal use not interfere with that primary purpose. While at work, employees are expected to exercise the same discretion in using personal cell phones as is expected for the use of Town phones.

Excessive personal calls during the workday, regardless of whether the phone used is personal or Town property, can interfere with employee productivity and can be distracting to others. The Town encourages employees to limit personal calls to break times for non-emergency phone calls. Employees are therefore asked to make any non-emergency personal calls during non-work time and in non-work areas where possible, and to ensure that friends and family members are aware of the Town's policy. Flexibility may be provided in circumstances demanding immediate attention.

The Town reserves the right to restrict telephone (personal cell phone or Town phone) use that may interfere with its operations or an employee's job performance in any manner. Any violation of this policy may result in disciplinary action, up to and including termination of employment.

The Town will not be liable for the loss of personal cellular phones brought into the workplace.

#### **B. E-mail, Internet, Computer, and Voice Mail Communications**

The computer and other electronic communications and information systems of the Town, including voice mail, electronic mail and access to the Internet, are property of the Town and should be used for business purposes only. Although employees have passwords that restrict access to their voice mail and computers, the Town Administrator and Mayor and Council may access any files, voice mail, or e-mail messages stored on or deleted from the computer system or voice mail system. The Town reserves the right to access such information and to monitor online activities for business purposes and employees should have no expectation of privacy.

Employees are strictly prohibited from accessing another employee's personal voice mail or e-mail messages. In addition, Internet, voice mail and e-mail systems are not to be used in a way that may be disruptive, offensive to others, or harmful to morale. For example, the Town

prohibits the display or transmission of sexually explicit images, messages, or cartoons, or any transmission or use of voice mail, e-mail or Internet communications that contain ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on their race, color, religion, sex, national origin, age, disability, veteran status, or any other characteristic protected by law. Nor may employees use the Internet, voice mail or e-mail system to solicit or proselytize others for commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations.

Employees are responsible for maintaining the confidentiality of material on the Town's systems. Employees may not remove from the premises any hardware, software, files or data without permission from their supervisor, the Mayor and Town Council. Copyrights and restrictions that pertain to outside materials and trade secrets shall be respected, and employees are prohibited from the unauthorized downloading of music, software or other copyright materials.

Employees are prohibited from installing any software, program, or other executable without supervisor approval. If any user has a need for a program not included in the approved software list, that employee is required to gain approval from the Town Administrator prior to installing the software, program, or other executable file. X-rated uses of any Town property, e-mail, internet, computer, and/or voice mail communications are strictly prohibited.

Failure to adhere to these rules may result in discipline, up to and including termination of employment.

### **C. Social Media/Networking Guidelines**

The Town understands that social media is frequently used to share life events and opinions with friends, family, co-workers and the general public. However, use of social media presents certain risks and carries with it certain responsibilities. The Town values its established brand reputation and good will relationships. These are important assets. Most social media sites are public and anyone, including Town residents, customers, his or her supervisor and fellow employees, can read what the employee writes. Some readers may view the employee as a de facto spokesperson for the Town. Consequently, the employee should always use his or her best judgment and consider his or her audience before posting content.

To assist employees with making responsible decisions about the use of social media, the Town has established these guidelines. This policy applies to all Town employees and use of social media when on or off duty, or while using the Town's or personal electronic resources.

#### **A. General Guidelines**

- Make it clear to readers that the views expressed in any posting are yours alone and do not reflect the views of the Town. The employee should not speak on behalf of the Town without prior written authorization from the Town Administrator or Town Mayor and Council. All media inquiries related to the Town should be directed to the Town Administrator.

- Do not post inappropriate comments or materials, including discriminatory or harassing remarks, bullying tactics, threats of violence, or similar abusive, malicious or unlawful conduct. Remember that any abusive or inappropriate communications that are prohibited by the Town's Equal Employment Opportunity and Anti-Harassment policies are equally prohibited in cyberspace.
- The Employee is legally responsible for his or her social media postings and can be held liable if his or her comments or actions violate applicable laws, such as anti-discrimination laws or laws governing defamation.
- The Employee may also reject, without fear of retaliation, any "friend", "connection" or similar request from any Town resident, business-owner or other Town employee.
- The Employee is prohibited from disclosing any proprietary or confidential information about the Town. This includes but is not limited to information about Town residents or customers, or non-public financial information.
- All requests for references or recommendations from the prospective employer of a former employee received through social media activity must be forwarded to the Town Administrator for proper handling.
- It is critical that the employee show proper respect for the laws governing fair use of copyrighted material owned by others, trademarks and other intellectual property, including, the Town's own copyrights, trademarks and brands. The employee must comply with the rules governing such use, including not replicating such intellectual property without proper authorization.
- Social media should not be used to arrange business meetings, communicate with Town residents or customers, or to search for information about current or prospective employees without prior Town approval.
- The employee is prohibited from using social media during working time or while using Town-provided equipment unless it is work-related. Do not use Town email addresses to register on social networks, blogs or other online tools utilized for personal use.

#### B. Conflict Resolution

Employees are more likely to resolve complaints about work by speaking directly with their coworkers, supervisors, or other management-level personnel than by posting complaints on the Internet. Employees should consider using available internal resources, rather than social media, to resolve these types of concerns.

#### C. Guidelines Applicable to Social Media Activity on Town-Sponsored Sites

The Town encourages employees to visit and participate in Town-sponsored social sites such as the Town's Facebook page or Twitter account, and where applicable to post on them. These sites

provide a great opportunity to interact with our residents and customers and to provide useful information to them about the Town's products and services.

The following guidelines, in addition to the guidelines stated above, apply to employee participation in any Town-sponsored site:

- *Employee's Identity:* The employee is responsible for everything that he posts on Town-sponsored sites and should always identify himself when posting in those specific sites. Anonymous posting or use of pseudonyms is not allowed on Town-sponsored sites.
- *Be Respectful:* The words and images that employees post on Town-sponsored sites will be read and viewed by our residents and customers in the same way that residents and customers hear what employees say to them on the telephone and/or in other personal interactions. Please treat residents and business-owners that visit Town-sponsored sites with the same respect that the employee is provided on the phone and/or in person. Before completing a post, review it carefully, make sure it is grammatically correct and that the message cannot be misconstrued in a negative way.
- *Use Good Judgment:* The Town-sponsored sites provide an opportunity to tell our residents and customers about the Town's products and services. The employee is reminded to please keep this opportunity in mind when posting to any Town-sponsored site.
- *Add Value:* The Employee is encouraged to add value by posting on topics that he knows well. However, the employee is discouraged from speaking as a subject matter expert on our services or products. These tough questions and inquiries are to be handled by approved Town representatives.
- *No Solicitation:* The employee may not use Town-sponsored sites to solicit for or promote personal businesses or any organization, including but not limited to outside business ventures, charities, political campaigns, religious groups, or other membership organizations. Use of Town-sponsored sites to solicit for or promote Town-approved activities requires the prior approval of the Town Administrator.
- *On The Employee's Own Time:* Unless specifically authorized to engage in social media activity on the Town's behalf; visiting and participating in any Town-sponsored site is purely voluntary. While the employee is encouraged to enjoy Town-sponsored sites, the employee should only do so during non-working hours.
- *Monitoring Town-Sponsored Sites:* The Town monitors Town-sponsored sites as necessary to enforce Town policies. Town employees with appropriate authorization may remove or modify any posting that violates Town policies.
- *Complaints About Misuse:* The employee is expected to notify management to the extent he or she believes anyone is misusing a Town-sponsored site. Concerns of this nature should be as specific as possible and reported to the Town Administrator.

Failure to abide by the above Social Media Networking guidelines could result in the following: disciplinary action up to and including termination; exposing the Town to legal issues with residents or customers; losing residents or customers; legal action and/or criminal prosecution. The Town reserves the right to report suspected unlawful conduct to appropriate law enforcement authorities. Nothing contained in this policy should be interpreted to prohibit or restrict the rights of employees to engage in protected, concerted activity as permitted by law.

**TOWN OF WEDDINGTON  
REGULAR TOWN COUNCIL MEETING  
MONDAY, JANUARY 9, 2017 – 7:00 P.M.  
MINUTES**

The Town Council of the Town of Weddington, North Carolina, met in a Regular Session at the Weddington Town Hall, 1924 Weddington Road, Weddington, NC 28104 on January 9, 2017 with Mayor Bill Deter presiding.

Present: Mayor Bill Deter, Mayor Pro Tem Don Titherington, Councilmembers Michael Smith, Scott Buzzard, Janice Propst, Town Attorney Anthony Fox, Planner/Administrator Lisa Thompson and Finance Officer Leslie Gaylord

Absent: None

Visitors: Wes Boles, Anna-Marie Smith, Elton Hardy, Rob Dow, Randy Allen, Liz Callis, Tony and Cindy Reis, and Tom and Paula Smith

Mayor Bill Deter offered the Invocation prior to the opening of the meeting.

**Item No. 1. Open the Meeting** Mayor Deter opened the January 9, 2017 Regular Town Council Meeting at 7:00 p.m.

**Item No. 2. Pledge of Allegiance** Mayor Deter led in the Pledge of Allegiance.

**Item No. 3. Determination of Quorum** There was a quorum.

**Item No. 4. Public Comments**

Mr. Rob Dow – After the discussion at last month’s council meeting about the retreat, I just wanted to put my two cents in. In the past I’ve been lucky enough to attend. The year before last I think was a great retreat. We had five or six things that we posted as goals and worked together and assigned committees and followed up in six months and they were all done in eight months. We had the traffic impact analysis ordinance, we had increased buffering, we moved viewshed up, so while I think teambuilding and that kind of thing is great, I think the real benefit can be really focusing on what the Town thinks is important and laying the roadwork to getting that done.

Mr. Elton Hardy – I would just say thank y’all for considering the intersection at Longleaf. I had a number of neighbors talk to me and I sent you all some of the data on wrecks and horror stories that were sent along to me.

**Item No. 5. Additions, Deletions and/or Adoption of the Agenda**

Mayor Pro Tem Don Titherington asked to change the description of Item 6A(1) per staff’s request to read “Text Amendment to Section 46-45 (b) (1), Section 46-49, Section 58-54 (3) i 3 iv, Section 58-58 (3) i 3 iv and Section 58-58 (4) I 3 iv of the Weddington Zoning Ordinance regarding Bonds.”

Mayor Pro Tem Titherington made a motion to accept the agenda as amended. All were in favor, with votes recorded as follows:

AYES: Councilmembers Smith, Buzzard, Propst and Mayor Pro Tem Titherington

NAYS: None

#### **Item No. 6. Consent Agenda**

- A. Call for public hearing to be held Monday, February 13, 2017 at 7:00 p.m. at Weddington Town Hall for the following:**
  - 1. Text Amendment to Section 46-45 (b) (1), Section 46-49, Section 58-54 (3) i 3 iv. Section 58-58 (3) i 3 iv and Section 58-58 (4) I 3 iv of the Weddington Zoning Ordinance regarding Bonds**
  - 2. Text Amendment to Section 58-4 Definitions to add Building Footprint to the Town Ordinances**
  - 3. Section 58-16 Accessory Uses and Structures**
- B. Designate Lisa Thompson as Deputy Finance Officer**
- C. Approve Corporate Authorization Resolution for Park Sterling Bank for change in authorized check signers**
- D. Designate Leslie Gaylord as Interim Clerk**
- E. Approve Amended Contract for Engineering Services with US Infrastructure of Carolina, Inc.**

Mayor Pro Tem Titherington moved to adopt the Consent Agenda as written. All were in favor, with votes recorded as follows:

AYES: Councilmembers Smith, Buzzard, Propst and Mayor Pro Tem Titherington

NAYS: None

#### **Item No. 7. Approval of Minutes**

##### **A. Approval of December 12, 2016 Regular Town Council Meeting Minutes**

Mayor Deter indicated that there were two changes to the minutes that were made by staff. Councilmember Janice Propst corrected the way her vote on the Graham Allen project was recorded to correctly record it as nay.

Mayor Pro Tem Titherington moved to approve the December 12, 2016 Regular Town Council Meeting Minutes as amended by staff and with the change to Councilmember Propst's Graham Allen vote. All were in favor, with votes recorded as follows:

AYES: Councilmembers Smith, Buzzard, Propst and Mayor Pro Tem Titherington

NAYS: None



## **Item No. 8 Public Hearing and Consideration of Public Hearing**

### **A. Discussion and Consideration of Text Amendment to Section 58-4 Definitions; to add a definition for Gross Area/Acreage**

Mayor Deter opened and closed the public hearing as no one signed up to speak.

Planner/Administrator Lisa Thompson summarized the text amendment. There are several older parcels with lot lines that extend to the center line of the road. When calculating open space usually the land dedicated to NCDOT is not included in that gross area calculation. Due to a recent issue with a development proposal the Planning Board and the Interim Planner wanted to define gross area to clarify the issue. The Planning Board reviewed the text amendment and unanimously recommended approval. Planner/Administrator Thompson also recommends approving the definition which says that the gross area of a tract of land is the total square footage of a parcel excluding area contained in current DOT easement that the developer will be deeding to NCDOT.

Mayor Pro Tem Titherington made a motion to adopt the text amendment to Section 58-4 Definitions; to add a definition for Gross Area/Acreage as defined in the January 9<sup>th</sup> memo from staff. All were in favor, with votes recorded as follows:

AYES: Councilmembers Smith, Buzzard, Propst and Mayor Pro Tem Titherington  
NAYS: None

### **B. Discussion and Consideration of Text Amendment to add Section 46-79 titled Blasting**

Mayor Deter opened and closed the public hearing as no one signed up to speak.

Planner/Administrator Thompson indicated that the Town has received complaints from property owners with respect to blasting being conducted within subdivisions under construction. She explained that due to liability issues associated with trying to permit blasting, developing a notification ordinance was a better option. The Planning Board and the Town's previous planner have used much of the Village of Marvin's notification ordinance and added a limitation on days and hours that blasting can be conducted. Planner/Administrator Thompson and the Planning Board both recommend approval of the text amendment as presented.

Mayor Pro Tem Titherington made a motion to approve the text amendment to add Section 46-79 titled Blasting as outlined in the January 9<sup>th</sup> memo from staff. All were in favor, with votes recorded as follows:

AYES: Councilmembers Smith, Buzzard, Propst and Mayor Pro Tem Titherington  
NAYS: None

### **C. Discussion and Consideration of Text Amendment to Section 58-270(h) titled Protest Petitions**

Mayor Deter opened and closed the public hearing as no one signed up to speak.

Planner/Administrator Thompson summarized the text amendment. She stated that in 2015 the state eliminated the protest petition statute that required a supermajority vote in the affirmative for a rezoning approval. This text amendment updates the Town's ordinances with that statute.

Mayor Pro Tem Titherington made a motion to approve the text amendment to Section 58-270(h) titled Protest Petitions as outlined in the January 9<sup>th</sup> memo from staff. All were in favor, with votes recorded as follows:

AYES: Councilmembers Smith, Buzzard, Propst and Mayor Pro Tem Titherington

NAYS: None

### **Item No. 9. Old Business**

#### **A. Discussion of Employee Handbook**

Mayor Deter stated that he had talked to all council members and that the consensus of the council is to look at applying benefits to employees working 30 hours a week or more. Planner Administrator Thompson has been asked to make those changes and to do a general read-through and provide her insight. Mayor Deter feels like this is something that can be done "off-line" and taken off the retreat agenda and addressed at the council meeting on February 13<sup>th</sup> instead. Council was in agreement.

#### **B. Review and Consideration of a Modification of the Subdivision Ordinance Section 46-76(g) Cul-de-sac for Graham Allen subdivision**

Mayor Deter reminded Council that this had been discussed at last month's meeting and Council opted for a number of reasons to defer it to the January council meeting.

Attorney Anthony Fox – You may recall that this was a quasi-judicial kind of proceeding although not mandated by your statutes but just for the purpose of the findings that the council is required to make in this setting. This is a modification of the subdivision requirements and in order for the council to agree to the modification it has to make the findings that are set out and shown in your agenda packet. At last month's meeting the applicant appeared and responded to each of the findings as best they could and this council now it is upon you to consider it in light of the findings. The motion should either find that each of the findings were either met or were appropriate or not.

Mayor Deter listed the five findings that the Council must decide upon.

Councilmember Scott Buzzard indicated that the owner of the property and Planner/Administrator Thompson need to be sworn in since they were not at the last meeting.

Planner/Administrator Thompson and Randy Allen were sworn in.

Mayor Deter – The one question I had was Item #1 - application of the provision of the chapter would deprive the applicant of reasonable use of land. I know the applicant was kind enough to meet with all of the council people at various times last week. Scott and I met together with him. We were trying to

brainstorm ideas. One of the questions that came up was, and Scott mentioned this last month, is there is a way to achieve the ordinance with a change or with a couple of options on the road modifications? Can you address that? My real question is has it been looked at with a road modification that would allow you to meet the ordinance?

Randy Allen – Yes. I went back with our engineer and discussed with him the idea of laying out a sketch to see if extending the road or what amount of road distance that would be. My concern was it would be 400-500 feet of additional roadway which would pretty much create a hardship for this project because of all the other issues with the wetlands and the DOT taking a slice off. This property goes to the center of Matthews-Weddington Road and Antioch Church Road so that takes some of that back and then of course Weddington has the new buffer rule which took more and so by the time we ended up with what we thought to be 31 or 32 lots it dropped down to 25 and that's where it is now. Adding extra road footage would be another close to a half-million dollars because one lot would be lost because of 450 feet added, and I was afraid it was going to be that, but we didn't have it scaled with this here because it appeared to be what we're dealing with so obviously a variance in this particular case would certainly make this a viable project. We also discussed the potential for at 600 foot distance from the cul-de-sac to stay within the code if we created a large roundabout which would allow emergency vehicles to turn around without any problems and anybody else who was going down the road and decided that this wasn't the road they wanted to be on. I'm assuming that would be the major reason for that. There are no other roads to turn on to create an acceptance of that 600 foot that we're dealing with so if a roundabout would work, and it has worked other places, and if it was acceptable here, you're not dealing with 25 homes, you're really dealing with 10-12 homes that would be beyond that 600 foot.

Mayor Deter – It looks like PIM's were held in December 2015. Then the next action was the request for modification and I would have anticipated that there would have been a plan put together that would try to meet the ordinance and then would have gone to the Planning Board and that then might have driven a request for modification. I understand that you're trying to make this thing work and asking for a request for modification to the cul-de-sac ordinance because you think it may cost you a lot – you don't know; it may cost you a lot, it may cost two – you don't know because you haven't done the analysis. To me that's kind of akin to saying "I'd like to get a request for modification from the stormwater runoff ordinance because that's costing me lots." I'm just throwing this out for discussion and where I'm coming from on this.

Mr. Allen – We went through all this to determine before we ever started what was most likely going to be the scenario. We knew it was going to be tight but we knew the land is not worthless and that it had a use and a value. We felt like the large-lot subdivision, which is what predominantly Weddington has dealt with over the years and was a popular idea over the years, would be better than going in for the smaller lot subdivision. Builders can sell on lots. People look at the houses more than they look at the lots and when all they've got to do is look at the lots the bigger the better and so that's what we planned and we felt like that would work but we were kind of right there on the edge. We couldn't go too far further with either losing lots or anything else or that wasn't going to work either.

Mayor Deter – But right now you don't know how many lots you would lose or if you would lose lots if you did a road configuration.

Mr. Allen – You were correct in what you said because we were talking one lot. It's actually more; it's two lots because it would take just a little more than one lot and that means two lots.

Mayor Deter – So you've done that sketch and has that been presented to the Planning Board?

Mr. Allen – No, this is what we did after we talked when we went back the other day. We discussed it to see what we really could do and couldn't and tried to tighten that down. We determined that the added road amount would be somewhere between 400 and 500 feet depending on where you brought the road out to the main road. Then we also looked at the lots themselves and saw – we knew we would lose a lot but it's actually a little more than a lot which means it would be two lots lost.

Mayor Deter – So losing a lot or two lots makes it financially not viable?

Mr. Allen – No, we would not develop it that way. You're walking into a potential nightmare.

Councilmember Buzzard – You said you'd lose a lot if you tried to reconfigure the road. Do you recall what lot number that is by any chance?

Mr. Allen – No, I don't. I didn't bring the map that I was working on and I don't know if you had one but we had already talked that it was going to be more than one. By running the road, one thing that I can tell you is more than a lot, if you take the length and width of the road and what you're adding and the fact that some of that is locked in because of the DOT on the lower side of the road. It's an odd-shaped piece of land; if you take both road sectors, what do I have in the middle? The outside lots weren't a problem - you can move those around – but the inside is locked in an envelope and when you start breaking it out and say how many 40,000 square foot lots are inside this envelope you end up losing two lots –with running that new road or an extended road 400+ feet.

Councilmember Buzzard – I think you would have done better bringing something because again as far as I can see, you've got a 5800 square foot lot, you've got a 7100 square foot lot that would be impacted. I'm curious because I would imagine that you could get a road on both of those lots or all three of those lots without losing any of them. So again, without seeing how you configured it I'm a little perplexed to say that you would lose multiple lots.

Mr. Allen – When I left here that day I was saying one lot because I didn't have it designed down to the tee. If we are talking about exact numbers, a 40,000 square foot lot and 39 are two different lots.

Councilmember Buzzard – I understand. You've got 48,000 square foot, a 53,000 square foot and a 71,000 square foot lot. From the three lots that I would see that would be impacted by a redesigned road, I can't imagine that you would lose 8,000 square foot from a small slice of what I can see of how you can configure a road through that area.

Mayor Pro Tem Titherington – You're talking Lots 6, 7 and 9?

Councilmember Buzzard – Yes. It would be close.

Councilmember Propst – Are you all saying an additional road or are you saying to change that road?

Councilmember Buzzard – Change that road.

Councilmember Propst – You're saying do not put Boswell Road and an additional road; change Boswell Road to run around that length?

Councilmember Buzzard – Correct, you take Boswell up to basically the middle of lot #1, you make a left-hand turn, you've got, 6 and 7 that are panhandle lots. Run the road right down the panhandle and then come up 9 which is a 71,000 square foot lot.

Mayor Pro Tem Titherington – So what they're saying is that would bring them in just shy of that roundabout. Your extension then would be about 680 feet.

Councilmember Buzzard – Right. It would take some work. You may have to configure lot 10 a little bit.

Councilmember Propst – But are you saying you would be more open to a modification if the extension was 680 feet versus 1000 feet?

Councilmember Buzzard – Yes, I think so. One of the issues is you're almost doubling what our current ordinance reads with the modification.

Councilmember Mike Smith – If you did that, would you still have this roundabout here? You wouldn't need it so it wouldn't be an issue. You had mentioned something else about it being a nightmare in a comment earlier, what other additional problems are you anticipating?

Mr. Allen – First off, the property has got to be saleable. So you could develop this wrong because of the power lines; if you don't take that into consideration then you've got to try to make those lots deeper and longer if you could. We've been able to do a fairly good job but that still means there's a couple there that are high risk. From a financial point of view a few changes here can make a lot of difference as to whether the property is viable or not. We can't prove that until we develop it. That's the problem.

Mr. Wes Boles – I think what he is really worried about is those lots and pushing all the homes up against the Duke Power lines. And I think he's worried about the depreciation of the lot if you push the home right up against the easement.

Mayor Pro Tem Titherington – Just from a process standpoint and I appreciate you guys working with Lisa, from my perspective coming in and having the meeting, I'll let you know where I stand is no different than where I was Wednesday at 11:30 when we left you, is that not having the benefit of the other meetings with all the other council people I think Scott and Bill raise a good question and something to look at because then you are talking about a 680 foot cul-de-sac, and I will tell you that we had another property about two years ago where we did approve that because that made sense, and then to Scott's point, we are not doubling it. We are laypeople. You could probably plug this into your computer and have it spit out relatively easily. To me it would make sense to take a look. And again I share with you guys that I had three major issues. One is the wetlands information and making sure USI looked at that and we got the Army Corps information today at 4:30 and we've got a Town Council

meeting at 7:00. That doesn't do me any good to tell you the truth. Second thing that I shared with you here is that I want to make sure if we have to go down the roundabout road, from my perspective at least, is that it needs to be wide enough for the ladder truck and we need to make sure the Wesley Chapel chief signed off on it. My understanding is that as of 2:00 today he hadn't been contacted so I don't have anything from my perspective to vote on tonight based off of what I showed you were my feelings on Wednesday. I think Scott and Bill raised a good question here around that and avoiding the whole cul-de-sac issue. I would tell you that we have had other approvals in that 650-680 range before. That's just kind of where I'm at.

Councilmember Smith – I agree. You and I have talked about this and I share the same concerns that you do as far as the Corps and Bonnie signing off on it and the cul-de-sac issue. Those were my concerns. I think the wetlands look like they've been addressed.

Mayor Pro Tem Titherington – I think that ladder truck in there is the biggest one because that could be a responding vehicle.

Councilmember Buzzard – And honestly, to your point, lot #11 is one that is going to be impacted by the cul-de-sac; if that cul-de-sac – I'm sorry - if that roundabout gets any bigger then you're going to be under 40,000 square feet on that lot there and lot 23, while that has a little bit more leeway, the way that this is put forth to us, that could fall under the 40,000 square feet too.

Mayor Pro Tem Titherington – Mr. Allen, you were very kind when we spoke about this originally on Wednesday saying we've got to make that a little bit bigger and that was some of the mapping work we were expecting to see tonight. Thank you guys for the time. I would like to have the information all in black and white to make a motion. So from my perspective, Council, I have no issues to table this again until next month if that makes sense. If we're asked for a vote tonight I think you probably know where I'm going to be on it. I think there are two questions to really look. Can we get that road extension up here that Bill and Scott talked about to get close enough, and I think there's probably consensus around Council that if it's within or close to that 600 number that's good or, if that's not do-able for you guys, we have to have all the ticks and ties on the other issue we discussed. At least from my perspective, and I think Mike and I agreed to that today.

Mayor Deter – I have kind of a process question. I think what you're saying is to have them come back with an attempt to meet the ordinance with a road configuration. In my mind I think that's the right thing to do but I would think that needs to go back to the Planning Board. Me personally, I would like to get their view of that and so the question I have is, is this a delay or is it going to be an up or down vote that would send it back to the Planning Board but not have you guys have to pay another fee for the process?

Mayor Pro Tem Titherington – I'm sensitive to getting this going for you guys too. To me I think there are two issues. Can we come close enough with the road? And that makes it real simple. I think we've already looked at it. And, if we can, then I think that if we can get within 650 feet that's a fairly benign conversation. If the answer is no and we've got to go with these roundabouts, then I think there's a little bit more safety issues that we talked about – responding equipment, etc. We can still get to the Planning Board before the next council meeting so it would not necessarily delay you guys for next month.

Mayor Deter – If they went with an approach on the road configuration such as Scott’s talked about – I don’t know how long that would take - but that could go to the Planning Board in two weeks. It would still then be back to the Council in February.

Councilmember Smith – And there’s no additional cost.

Mayor Deter – That was my question. Let’s say we do an up or down and it’s like no, this modification is not accepted and then they go back to the Planning Board with a road configuration, does that impact them on a fee?

Attorney Fox – It’s within Council’s discretion. I think what you have is a petition for a modification that’s brought before you. You are now in your deliberation stage and as part of your deliberation you are desirous of looking at other options. Those other options may result in some viewing the petition to be materially different than what originally came before you from the Planning Board and so you may want to have the Planning Board weigh in on that not just for purposes of modification but on how the lot configuration and everything plays and that’s certainly within the Board’s discretion to send it back. But I don’t think that would be construed as a new petition or a new application.

Councilmember Propst – But does it have to go back to the Planning Board since they unanimously approved the modification to begin with?

Attorney Fox – It does not have to. You have a petition that’s before you seeking a modification of the subdivision ordinance. What I’m hearing though is that Council would like the benefit of having the Planning Board weigh in on, for instance, if the layout changes due to the reconfiguration of the streets and the movement of lots that may be something that this Council would enjoy the benefit of the Planning Board’s thinking and input on it.

Mayor Deter – Could the Council reject the modification but stipulate as they make this presentation to the Planning Board that they are exempted from an additional fee?

Attorney Fox – That’s a different question because I think if you reject it you have rejected the petition that is before you.

Attorney Fox – What I think I hear you saying is that you are considering a motion to table this matter to your February meeting conditioned upon the developer revisiting the layout of the road configuration in a manner that will either make it compliant with the 600 foot cul-de-sac requirement or at least be substantially close to that requirement and the other condition being that it is sent back to the Planning Board for review and the Planning Board’s recommendation is also presented to you in time for the February meeting.

Councilmember Smith – I have no problem with this coming back to us next month and seeing if some of these conditions can be made that Don and I said and I don’t have any issue with going before the Planning Board again because it’s not going to alter the time line and it’s not going to have any additional effect; it’s just another safeguard that we could have. I have no problem with that. I would have an issue if it stalled the process longer but it’s not so I’ve got no issue with it.

Councilmember Buzzard – I'm fine with that. That gives them the option if they come back and say that this is the only thing that works then obviously this is what we are going to see a month from now but it gives them the time and flexibility to see if they can come up with something.

Councilmember Propst – I'm okay.

Mayor Pro Tem Titherington – My only comment is Scott's because I agree with it is that if this is the only plan that works then we need to see the roundabout to scale and laid out and fixed up because this is not the final state.

Councilmember Smith – It also gives Bonnie the chance to weigh in.

Councilmember Propst – Did you have anything else that you wanted to say, Mr. Allen?

Mr. Allen – No, I think that we have our work cut out for us and we'll go do it.

Mayor Pro Tem Titherington made a motion to table the decision around the extension on Graham Allen until next month with the intent that the plan adjustments as they submit them will go back to the Planning Board at their January meeting and come back before council on February 13, 2017. All were in favor, with votes recorded as follows:

AYES: Councilmembers Smith, Buzzard, Propst and Mayor Pro Tem Titherington

NAYS: None

## **Item No. 10. New Business**

### **A. Discussion of Easter Egg Hunt and Litter Sweep**

Mayor Deter is concerned that waiting to discuss this until the Town retreat in February is fairly late if the Council is going to support a Spring festival. He assumes the Easter festival would probably be April 15<sup>th</sup>. He does not have an issue handling the Litter Sweep once we find out the date from NCDOT. The question is the Easter festival since it is significantly more involved.

Mayor Deter was looking for someone on Council to take the lead on this like they did with the Christmas festival. He reminded Council that two months ago he presented a solution that Council was not in favor of and inquired if they would like to rethink it or if it would still work. The option that had been presented was for Mrs. Barbara Harrison to work 2-6 hours a week to take care of all the festivals and litter sweeps and be paid from festival proceeds as our festivals generate a profit.

Mayor Pro Tem Titherington agreed that the litter sweep is benign enough that we can handle it on our own. He thinks like Christmas, the Spring festival is a lot more work.

Mayor Pro Tem Titherington - When we had the discussion in November I was in favor of trying to resource Barbara to do that. She has a passion for it. If she's willing to do it that's great. I'm comfortable with that again but I also know there was a feeling at that time that we wanted to get through the Christmas holiday season and make a decision at that point. I guess my perspective hasn't



changed from a timing and bandwidth perspective I just don't know where everybody else is on that. I do think it is important to do it for the Town. I think people enjoy it and I look at the amount of children that come out for that day; it's a nice event to have. But there are limitations to everybody's schedules too so I don't know. From my perspective do we hire a committee to do that? We've tried to have committees before and can't get three or four people to own it. I think my comment at the time was that a bird in the hand, but that is just me.

Councilmember Smith – I know that I don't have the time to take that on.

Mayor Deter – Would the council like me to approach Barbara with a proposal to see if she is receptive?

Mayor Pro Tem Titherington – I have no problem with that. I'm in support of that if she'd be willing to do it.

Councilmember Propst – I am not in support of that just because of the comments that have been made towards me at meetings; I would prefer not to have that situation. But that's just me.

Councilmember Smith – I am not in support of that at this time.

Councilmember Buzzard – I might be inclined to see if she would do the Easter festival, but moving forward I would still be less inclined with that. I know she and I talked at one point in time and she told me at that time that she really had no desire to do it anymore so I don't know what changed. It was after the year ago election.

Councilmember Smith – And I had twice approached her about it over a period of time.

Mayor Deter – I've got two council people "no"; I've got two council people "yes" or "yes for the Spring festival". And after then it gives us more time to determine how we will handle festivals going forward. Again, that's a retreat topic. I can approach her. Whether or not she is receptive I don't know but I can talk to her unless there's other solutions. If we're going to do a Spring festival, we're going to have to get cranking on it.

Councilmember Buzzard – It might be something that we want to look at possibly scaling back in nature and making it easier for someone to handle. I'm sorry. I don't know.

Mayor Deter – Scaling back on this one? Maybe when we do our retreat we can get our arms around this. Unless there is a strong objection from the Council, I will approach her about the Spring festival only right now, not a lock and load ongoing situation, just to handle this until we get to our retreat and then we can really figure out what we are going to do.

Councilmember Smith – Is there another option for another event planner? I think Janice has brought up an issue.

Mayor Deter – If we have another person, I'm open. I've checked with a couple of other people that I knew and didn't have any luck.

Mayor Pro Tem Titherington – I know when we went down that road several years ago, it was almost like \$8000-\$9000 to put something on like that and hire a professional company.

Councilmember Smith – I don't remember that. That figure would jump out at me. I would remember that figure.

Councilmember Propst – I was thinking we are going to hire two new employees so as part of the new employees we had discussed them taking on some of the responsibilities as well but until those two people are hired we really don't know what responsibilities they're going to take on. There are people on this council who don't mind working with those people to help them but I'm not going to take that responsibility and do it full time because that's not why I was elected and I want to do the job that I was elected to do and that's not planning events. I didn't mind doing Christmas and I think Christmas was a big success and I think there were a lot of people on the Council as well as employees of the Town that enjoyed the success together but I know that there's been issues with personalities and that's one reason why I took that responsibility on at Christmas and I just feel like at this time we should delay it until we get those people in and wait and let the new employees weigh in as well.

Mayor Pro Tem Titherington – So you're saying don't do a Spring festival. Is that what I'm hearing?

Councilmember Propst – Easter is April and we have a lot of the information about what we do. We already have all the eggs. If we can get employees in before the retreat then maybe we will know a little bit better about how the Town can handle it, but with low staff and I'm not going to do it full time - I can't do it full time – I just don't feel like at this time we can adequately say what the Town is willing to do.

Mayor Pro Tem Titherington – So what I'm hearing is to table the decision until the February retreat and hopefully we will have some folks coming in part-time and if we don't by that point...

Councilmember Propst – Then we'll know better. There's a lot of other Easter egg hunts in this community so is that something that the Town really has to do? Those are things that we have to discuss. It's my preference to wait until the February retreat to discuss because I think we'll have two extra employees and some extra hands. Christmas was handled predominantly by me, Leslie, Kim and Mike and I am not up for doing another major event and trying to do all the other things that we have responsibilities for.

Mayor Deter –I'll try to summarize. What I'm hearing is no action and discuss it at the retreat. If we don't have a solution at the retreat, we won't have a Spring festival? Does that summarize everything?

Councilmember Propst – I think that's where I am.

Councilmember Smith – That's what I'm hearing.

Councilmember Buzzard – I would imagine it would be prudent to still contact Barbara. I know that might not be the direction that we want to go but at least, hopefully we will have employees but if we don't, then maybe we've got a wide range of options that we can look at. Push it back to the retreat and have as much information as we possibly can.

Mayor Pro Tem Titherington – I agree with Scott. If you can reach out to Barbara and see if she has an interest. She might say “I’m not interested” or she might say “I am and I can do that” and then we can finalize that in February at that point.

Mayor Deter – I will take action on that. Thank you for your input.

#### **B. Discussion and Consideration of Resolution R-2017-01 for SR2 – Reid Dairy Road**

Planner/Administrator Thompson – NCDOT received a petition to abandon a portion of Reid Dairy Road. Prior to abandoning maintenance, NCDOT requires a resolution from the Town stating that it is acceptable to the Town. I provided a map to show you the portion of Reid Dairy Road. I think the ultimate intent of the property owner is to actually abandon right-of-way so tonight’s resolution allows NCDOT to abandon maintenance and then there’s a whole other process for abandoning right-of-way through the Town which involves public hearing and adjacent property notices. Tonight, the resolution is for NCDOT to abandon maintenance of the state maintained system.

Mayor Pro Tem Titherington inquired if there are any downsides to the Town. Planner/Administrator Thompson indicated that there was not since Walden at Providence is already built out and there is no future connection.

Attorney Fox explained the additional action that may be forthcoming.

Mayor Pro Tem Titherington made a motion to approve Resolution R-2017-01 for SR2 – Reid Dairy Road. All were in favor, with votes recorded as follows:

AYES: Councilmembers Smith, Buzzard, Propst and Mayor Pro Tem Titherington

NAYS: None

#### **C. Discussion of February Town Retreat**

Mayor Deter stated the retreat would be a one-day retreat on February 11<sup>th</sup>. He has been in contact with COG and gotten input from Councilmember Smith and Mayor Pro Tem Titherington on the agenda. It is still a draft and he will try to put time increments on it. Councilmember Propst indicated that she will have an item to add. Mayor Pro Tem Titherington was comfortable with the COG contract that they sent and felt it was very reasonable. Mayor Deter indicated that the contract was for \$1500 for two people for the day which is less than the \$2500 that was budgeted.

#### **D. Discussion and Consideration of Weddington Activity Center Intersection on NC16**

Planner/Administrator Thompson stated that the complaint is that vehicles turning left out of the activity center are backing up northbound traffic within the staging area. She spoke to NCDOT about some solutions. One was to place bollards or sticks within the intersection which would not eliminate ingress but would limit egress because you couldn’t take a left turn out and would have to take a right turn out and then go to the light and make a u-turn. The other option was a superstreet option and that involved making major changes to the intersections. NCDOT mentioned that they need a valid reason to make

the changes with safety being the primary reason but they would look into it and talk to the property owner. She indicated there were two maps in the council packets drawing out what the scenarios would look like with the bollards and the u-turn.

Councilmember Smith inquired about how many complaints had been received. Mayor Pro Tem Titherington said that NCDOT said the space is for long-term road access that was originally going to be there for connectivity in the future and not for stacking. The design is to take a right turn up to Highgate and turn around there. The easy fix and probably least expensive is to do bollards. They will not prevent fire trucks from entering because they can roll over them but they will prevent people from coming out and trying to make left-hand turns. Bollards don't require a lot of rework. In the long-term if DOT decides they need to make a superstreet that means they know they have a problem on their hands but they will want the property owners to approve so they don't get any negative feedback.

There was discussion as to whether or not we have the capability to put the car counter there and about the safety of u-turns. Council also talked about putting up right turn only signs and having the Activity Center reach out to its participants.

The Council directed staff to conduct a traffic count to have data available at the February council meeting. Councilmember Smith said that he will see what we can do but it may be challenging because cars will be turning in as well as out but that for purposes of this analysis this won't really matter. Councilmember Buzzard pointed out that we have the same situation at WCWAA.

#### **E. Discussion and Consideration of the Long Leaf and Antioch Rd. Intersection**

Mayor Deter discussed the many emails and calls the Council has received about the blind curve as you are going north up Antioch Church Road. He said there had been some discussion in the past about putting a convex mirror up on a pole where you can see over the hill. A resident had suggested the idea. Mayor Deter listed two options. There are two poles there and one option would be to see if Union Power would allow us to mount a convex mirror on their pole about 20' off the ground. He indicated that his research showed that it would cost about \$300 for a 36-inch convex mirror. Mayor Deter suspects that the power company will not allow it. If not, the other option may be to find out what's required to put a pole in the right-of-way and how much it would be to put up the pole and mount a mirror.

Council had a discussion about the likelihood of getting permission from Union Power, liability issues for property owners if the pole was put on private property, and getting NCDOT approval if it goes in the right-of-way. There was discussion about the safety issues associated with the intersection.

Planner/Administrator Thompson said that she spoke with Lee at NCDOT and they are willing to look into allowing either the Town or the HOA to put a mirror on a stand-alone pole in the right-of-way. She said that we would need an encroachment agreement but is not sure if the Town or someone else like the HOA would sign the agreement. She said that DOT is going to replace the intersection warning signs with combination curve and intersection signs in addition to placing speed advisory signs. Lee also asked maintenance to look into cutting back a bank that is to the south of this intersection. He was not sure if it was in the right-of-way or not to be able to do so but he was going to get with them to get some answers.

Mayor Pro Tem Titherington made a motion to approve up to \$1000 for cost-sharing with DOT for a mirror at that intersection and for Planner/Administrator Thompson to work with NCDOT on this project and the possibility of getting the berm cut back. All were in favor, with votes recorded as follows:

AYES: Councilmembers Smith, Buzzard, Propst and Mayor Pro Tem Titherington

NAYS: None

#### **Item No. 11. Update from Planner**

Planner/Administrator Thompson informed the council that Rob Dow is the new Planning Board Chairman and Brad Prillaman is the new Vice-Chairman. At their upcoming meeting there will be a rezoning of properties along Weddington and Deal Roads. There are three properties of which two are R-40 and one is R-CD and they want to rezone all three properties to R-CD so that they can combine them and come in with one subdivision.

#### **Item No. 12. Update from Finance Officer and Tax Collector**

Finance Officer Gaylord informed the Council that the monthly financial statements are in their packets as well as the budget transfers that were made to cover the additional expenses Council authorized at their November meeting for the repair of Town Hall. Finance Officer Gaylord also informed Council that utility franchise tax revenue has been less this year than in the previous year and that she is keeping an eye on it to monitor it.

#### **Item No. 13. Public Safety Report**

Councilmember Smith had nothing to report.

#### **Item No. 14. Transportation Report**

Councilmember Buzzard had nothing to report as there was no December meeting.

#### **Item 15. Code Enforcement Report**

Mayor Deter gave a brief update on Cottonfield Circle. Mediation was held on November 29<sup>th</sup> and a court date was scheduled for April 17<sup>th</sup>.

Planner/Administrator Thompson handed out a memo on Ambassador Court. Mayor Pro Tem Titherington discussed that the Code Enforcement Officer has indicated that to reach the 50% threshold, \$93,000 of repairs would be required and estimated current costs to repair are \$55,000. Mayor Pro Tem Titherington feels the estimated repair costs may be somewhat underestimated.

Mayor Pro Tem Titherington - The question would be, Anthony, instead of the lien on property for the repairs because we can only get that back when the property is sold, can we actually do something on

the taxes and put it in a different area and say instead of a lien on the house we would say that the repairs were part of the tax bill because we had to come in and do it and the tax bills have a time frame?

Attorney Fox – Remember the minimum housing code statute sets out the remedies. The remedy is a lien. It does not give you authority to assess a tax or add it to the tax bill. If this plays out and you add it to your tax bill, they don't pay the taxes, then you are going to seek foreclosure. That authority to foreclose is on taxes and failure to pay taxes and not on the failure to address a known housing code violation so that's where the authority would shift a little bit. My recollection of the language that is in the 441 provision under the minimum housing code sets out the remedy and the remedy is to lien the property and then to bring an action to get payment of the lien. We may be able to bring an action, I need to look to see whether or not we can bring an action to recover the lien or seek an action to enforce a judgment based upon the failure to pay the lien. That's the same remedy. The tax is probably not an option just because of how tax liens are assessed and the authority for taxes is under different sections of the general statute. Liens come under the other but what I'm thinking about is what is the enforcement mechanism and does the enforcement mechanism under the minimum housing code exclude other remedies? It may not contemplate that there is a separate action based upon the lien that has been attached to the property that will result in a judgment that will result in execution and seizing the property for failure to pay the judgment. What are the options? I can report to you at your next meeting in February what your options that you have are with regards to this scenario.

#### **Item No. 16. Council Comments**

Councilmember Buzzard – I appreciate everyone coming out and taking an interest in your town. I thank you for keeping us informed.

Councilmember Smith – I want to thank everybody for coming out on a cold night when staying at home is a lot more appealing. I appreciate it.

Councilmember Propst – Same thing. Thank y'all for being here.

Mayor Deter – I appreciate you all coming out. I hope to see you every second Monday of the month.

#### **Item No. 17. Closed Session**

Councilmember Propst made a motion to go into closed session pursuant to N.C.G.S. 143-318.11 (a)(1) and (5) to adopt closed session minutes and to discuss the possible acquisition of real property. All were in favor, with votes recorded as follows:

AYES: Councilmembers Smith, Buzzard, Propst and Mayor Pro Tem Titherington

NAYS: None

Council adjourned to closed session at 8:26 p.m.

#### **Item No. 18. Possible Action from Closed Session**

Mayor Deter called the meeting back into regular session at 9:12 pm.

**Item No. 19. Adjournment**

Mayor Pro Tem Titherington made a motion to adjourn. All were in favor, with votes recorded as follows:

AYES: Councilmembers Smith, Buzzard, Propst and Mayor Pro Tem Titherington

NAYS: None

The meeting ended at 9:12 p.m.

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**Bill Deter, Mayor**

Attest:

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Leslie Gaylord, Interim Clerk

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**TOWN OF  
W E D D I N G T O N**

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**MEMORANDUM**

**TO:** Mayor and Town Council

**FROM:** Lisa Thompson, Town Administrator/Planner

**DATE:** February 13, 2017

**SUBJECT:** **Maintenance Bonds**

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Municipalities may require performance and maintenance guarantees to assure the completion and maintenance of required improvements. Often jurisdictions may require some amount above the estimated cost to address the risk of increased costs over time.

Legislation passed in 2016 (SL 2015-187) has narrowed the authority for subdivision performance guarantees.

- The statutes explicitly state that the performance guarantee shall only be used for completion of the required improvements and not for repairs or maintenance after completion.
- A performance guarantee may be up to 125% of the estimated cost of completing the improvements.

Stormwater facilities are the exception to this rule. Local governments have explicit authority for financial arrangements to ensure adequate maintenance and replacement of stormwater management facilities.

The following text amendments are required to comply with state statute.

The Planning Board unanimously recommended approval. Sec. 46-45 (b)(4) was added since the Planning Board's review.

**Sec. 46-45. - Final major subdivision plat submission and review.**

(b) (1)

*Optional agreement.* In lieu of requiring the completion, installation and, if applicable, dedication of all improvements prior to final plat approval, the town may enter into an agreement with the subdivider whereby the subdivider shall guarantee completion of all required improvements as specified on the approved preliminary plat for that portion of the subdivision to be shown on the final plat within two years from the date of final plat approval, unless otherwise specified in the written agreement. Once said agreement is signed by both parties and the security required herein is provided, the final plat may be approved by the town council; provided, however, that all other requirements of this article are met. To secure this agreement, the subdivider shall provide either one or a combination of the following guarantees in an amount equal to ~~4.5~~ **1.25** times the costs,



as estimated by the subdivider and approved by the town planner or engineer, of installing all required improvements on the approved preliminary plat for that portion of the subdivision to be shown on the final plat. The amount shall be subject to the approval of the town council or the planning board; provided, however, that the planning board shall have no authority to approve bonds in excess of \$1,000,000.00.

(b) (4)

*Release of guarantee surety.* In its sole discretion, the town council or planning board may release a portion of any security posted as the improvements are completed and recommended for approval by the town planner, so long as the town maintains the posted security in an amount equal to at least ~~4.5~~**1.25** times the estimated costs of installation of the remaining improvements. However, notwithstanding the above, nothing shall require the town council or planning board to release any portion of security posted until such time as all improvements are installed and approved by the town council or planning board. Within 30 days after receiving the town planner's recommendation, the town council or planning board shall approve or not approve said improvements. Once all required improvements on the preliminary plat for that portion of the subdivision to be shown on the final plat have been installed and approved, then all security posted for said improvements shall be released by the town council or planning board.

**Sec. 46-49. - Maintenance of dedicated areas until acceptance.**

(a)

~~Subject to subsection (c) of this section, All facilities and improvements with respect to which the owner makes an offer of dedication to public use shall be maintained by the owner until such offer of dedication is accepted by the appropriate public authority.~~

(b)

~~The owner of any development containing streets intended for public dedication shall post a performance bond or other sufficient surety to guarantee that such streets will be properly maintained until the offer of dedication is accepted by the state department of transportation or by formal acceptance by resolution of the town. The owner of any planned residential development (PRD) also shall post a performance bond or other sufficient surety to guarantee that any private streets in the PRD will be properly maintained until a homeowners' association has assumed full responsibility for maintaining such streets in accordance with [section 58-23](#). In either case, the amount of the security shall constitute 15 percent of the cost of the improvements (road base and pavement). The owner shall provide information sufficient for the town subdivision administrator to determine the actual cost of improvements. If the surety/bond described in this subsection is not provided, the town may not issue zoning permits to any properties on the said streets.~~

(c)

~~The town council may relieve the owner of the requirements of this section if it determines that a property owners' association has been established for the development, and that this association has accepted responsibility for the subject improvements, and is capable of performing the obligations set forth in subsection (a) of this section. The council may require the property owners association post the bond referred to in subsection (b) of this section.~~

(d)

~~The bond/surety referred to in subsection (b) of this section shall be posted with the town prior to the release of any guarantee surety referred to in subsection [46-45\(b\)\(3\)](#).~~

(e)

~~The duration of the financial guarantee referred to in subsection (b) of this section shall be of a reasonable period no less than 12 months to allow for acceptance of improvements by the state department of transportation or by a homeowners' association. In no case shall the duration of the financial guarantee for maintenance exceed 24 months. All subdivisions whose streets are not accepted at least 30 days prior to the expiration of the financial guarantee shall be required to extend or replace the financial guarantee for an additional 24 months, or to a date determined by town council. The subdivision administrator shall notify the owner/property owners association at least 90 days prior to the time said guarantee is about to expire. If the owner/property owners' association does not extend or replace said guarantee within 60 days of said notification, the subdivision administrator shall through the town attorney's office, and after notifying the town clerk's office, begin proceedings for calling upon the guarantee.~~

**Sec. 58-54. - R-40 single-family district.**

(3)(i)(3)(iv)

The property owner or other specified party as provided above, shall be required to escrow or bond sufficient funds for the maintenance and operation costs of the open space for two years. The amount of such escrow or bond shall be equal to ~~4.5~~ **1.25** of the biannual estimated maintenance and operational costs, and shall be in a form as provided in subsection [46-45\(b\)](#).

**Sec. 58-58. - R-CD residential conservation district.**

(3)(i)(3)(iv)

The property owner or other specified party as provided above, shall be required to escrow or bond sufficient funds for the maintenance and operation costs of the open space for two years. The amount of such escrow or bond shall be equal to ~~4.5~~ **1.25** times the biannual estimated maintenance and operational costs, and shall be in a form as provided in subsection [46-45\(b\)](#);

(4)(i)(3)(iv)

The property owner or other specified party as provided above, shall be required to escrow or bond sufficient funds for the maintenance and operation costs of the conservation lands for two years. The amount of such escrow or bond shall be equal to ~~4.5~~ **1.25** times the biannual estimated maintenance and operational costs, and shall be in a form as provided in subsection [46-45\(b\)](#).

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Staff recommends approval of a text amendment to Section 46-45 (b) (1), Section 46-49, Section 58-54 (3) i 3 iv. Section 58-58 (3) i 3 iv and Section 58-58 (4) I 3 iv of the Weddington Zoning and Subdivision Ordinance regarding Bonds.

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# TOWN OF WEDDINGTON

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## MEMORANDUM

**TO:** Mayor and Town Council

**FROM:** Lisa Thompson, Town Administrator/Planner

**DATE:** February 13, 2017

**SUBJECT:** Accessory Structure Language

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Accessory structures are limited in size to ensure they are incidental and subordinate to the primary residential use. Section 58-16 states that accessory uses shall not exceed two-thirds of the footprint of the principal building.

A definition of footprint was brought forth to Planning Board in November. Typically, the footprint can be found using the Union County GIS system, but the new definition included a provision on how to calculate the footprint in case it isn't listed.

The interim planner and the planning board saw a need to further clarify the accessory structure requirements. Specifically, questioning if the cumulative of all accessory structures has to meet the size limit or if each accessory structure is required to be less than two-thirds of the footprint of the primary structure.

The Planning Board reviewed the language below and unanimously approved the text with minor amendments that have been updated. Since the Planning Board meeting, staff has made a few additional changes highlighted in gray.

### **Sec. 58-4. - Definitions.**

**Building footprint is the total amount of area on the ground covered by the building structure, in lieu of exact measurements for the principal structure the total square footage divided by the number of floors may be used for the building footprint.**

### **Sec. 58-16. - Accessory uses and structures.**

Minor uses or structures which are necessary to the operation or enjoyment of a permitted principal use, and are appropriate, incidental and subordinate to any such uses, shall be permitted in all districts with certain exceptions as described herein as an accessory use, subject to the following:

(1)

Accessory uses or structures, well houses and swimming pools shall be located ~~no closer than 15 feet to any side or rear lot line in conventional subdivisions and~~ **no closer than the setback for the principal building or 15 feet to any side or rear lot line whichever is less.** Well houses shall be allowed in any yard.

Notwithstanding any other provision in this section, any accessory structure with a building footprint exceeding 200 square feet may be located in any nonrequired side or rear yard and must comply with all setback requirements of principal structures for that zoning district.

(2)

In any residential district or on any lot containing a principal residential use, no accessory use or structure shall be permitted that involves or requires any construction features which are not residential in nature or character. Accessory uses shall be located on the same lot as the principal use.

(3)

An accessory building other than barns or farm-related structures may not exceed the height of the principal building.

(4)

Other than barns or farm-related structures, ~~an accessory building~~ **the total combined footprints square footage of all accessory structures** (including above ground swimming pools) on any parcel less than six acres shall not exceed two-thirds of the footprint of the principal building. **On lots 6 acres or greater, the total combined footprints of all principal and accessory structures (including above ground swimming pools) shall not exceed 15 percent of the gross lot area.**

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Staff recommends approval of a text amendment to Section 58-4 titled Definitions and 58-16 titled Accessory Uses and Structures.

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# TOWN OF WEDDINGTON

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## MEMORANDUM

**TO:** Mayor and Town Council

**FROM:** Lisa Thompson Town Administrator/Planner

**DATE:** February 13, 2017

**SUBJECT:** Subdivision Modification

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Graham Allen is requesting a modification of the subdivision ordinance from Section 46-76(g), related to cul-de-sac length. Cul-de-sacs are limited to 600 feet in length. Graham Allen is requesting a 1,026' cul-de-sac due to the shape of the lot.

*Culs-de-sac.*

(1)

Permanent dead-end streets shall not exceed 600 feet in length in conventional subdivisions unless necessitated by topography or property accessibility and if the town council grants a modification per [section 46-15](#). In conservation subdivisions, culs-de-sac may be greater than 600 feet in length in order to prevent the degradation and development of primary and secondary lands within the subdivision, thereby conserving the integrity of the conservation subdivision by preserving open space in an unaltered state. Culs-de-sac in conservation subdivisions shall not inhibit emergency vehicular access. The planning board shall review the sketch plan and existing resource and site analysis plan for a conservation subdivision that proposes culs-de-sac greater than 600 feet in length. Measurement shall be from the point where the centerline of the dead-end street intersects with the center of a through street to the center of the turnaround of the cul-de-sac. The distance from the edge of pavement on the vehicular turnaround to the right-of-way line shall not be less than the distance from the edge of pavement to right-of-way line on the street approaching the turnaround. Cul-de-sac pavement and right-of-way diameters shall be in accordance with NCDOT design standards. Designs other than the "bulb" end design with a circular right-of-way will be subject to the approval of the Division Engineer of the Division of Highways, North Carolina Department of Transportation and the town council after review on an individual basis. Cul-de-sac in conventional subdivisions shall not be allowed where connection with an existing street is possible.

In making a decision on this modification, the Planning Board and Council shall take in account the follow Section of the Code of Ordinances:

**Sec. 46-15. - Modifications.**

*Authorization.* The town council may authorize a modification of these regulations when, in its opinion, undue hardship may result from strict compliance with these regulations. Such a modification shall be granted only to the extent that is absolutely necessary and not to an extent which would violate the intent of this chapter.

No modification shall be granted unless the town council finds that:

- (1)

There are special circumstances or conditions affecting said property such that the strict application of the provisions of this chapter would deprive the applicant of the reasonable use of his land.
- (2)

The modification is necessary for the preservation and enjoyment of a substantial property right of the petitioner.
- (3)

The circumstances giving rise to the need for the modification are peculiar to the parcel and are not generally characteristic of other parcels in the jurisdiction of this chapter.
- (4)

The granting of the modification will not be detrimental to the public health, safety and welfare or be injurious to other property in the territory in which said property is situated.
- (5)

The modification will not vary the provisions of [chapter 58](#) applicable to the property.

In approving modifications, the town council may require such conditions as will, in its judgment, secure substantially the objectives and standards or requirements of this chapter.

The Planning Board reviewed the modification in November, 2016 and recommended approval.

The Town Council reviewed the application on both December 12, 2016 and January 9, 2017. By a vote 3-1, the Council requested that the applicant provide an alternative plan that meets the ordinance and to send both the original and the modified plan back to the Planning Board for review.

The applicant provided two plans to the Planning Board. One plan showed a neighborhood sized roundabout that would slow traffic and provide a turn-around for emergency vehicles (attachment 1). The second plan was a plan that added a through-street and therefore met the 600' cul-de-sac length requirement (attachment 2). Planning Board reviewed the alternate plan

that met the Ordinance requirement in January, 2017. It was the opinion of the Board that the plan showing the roundabout did not make the situation safer. They believed that because the applicant has a plan that meets the ordinances without effecting lot yield, there is no undue hardship in result of the strict compliance with the ordinance. The Planning Board unanimously recommended approval of the plan that meets the ordinance.

Since the Planning Board meeting staff has worked with the applicant on some minor changes to the alternate plan (attachment 2) that eliminates a flag lot and two double frontage lots. This plan is a 162' modification instead of the original 426' modification (attachment 3). The applicant is agreeable to the 3<sup>rd</sup> alternative.

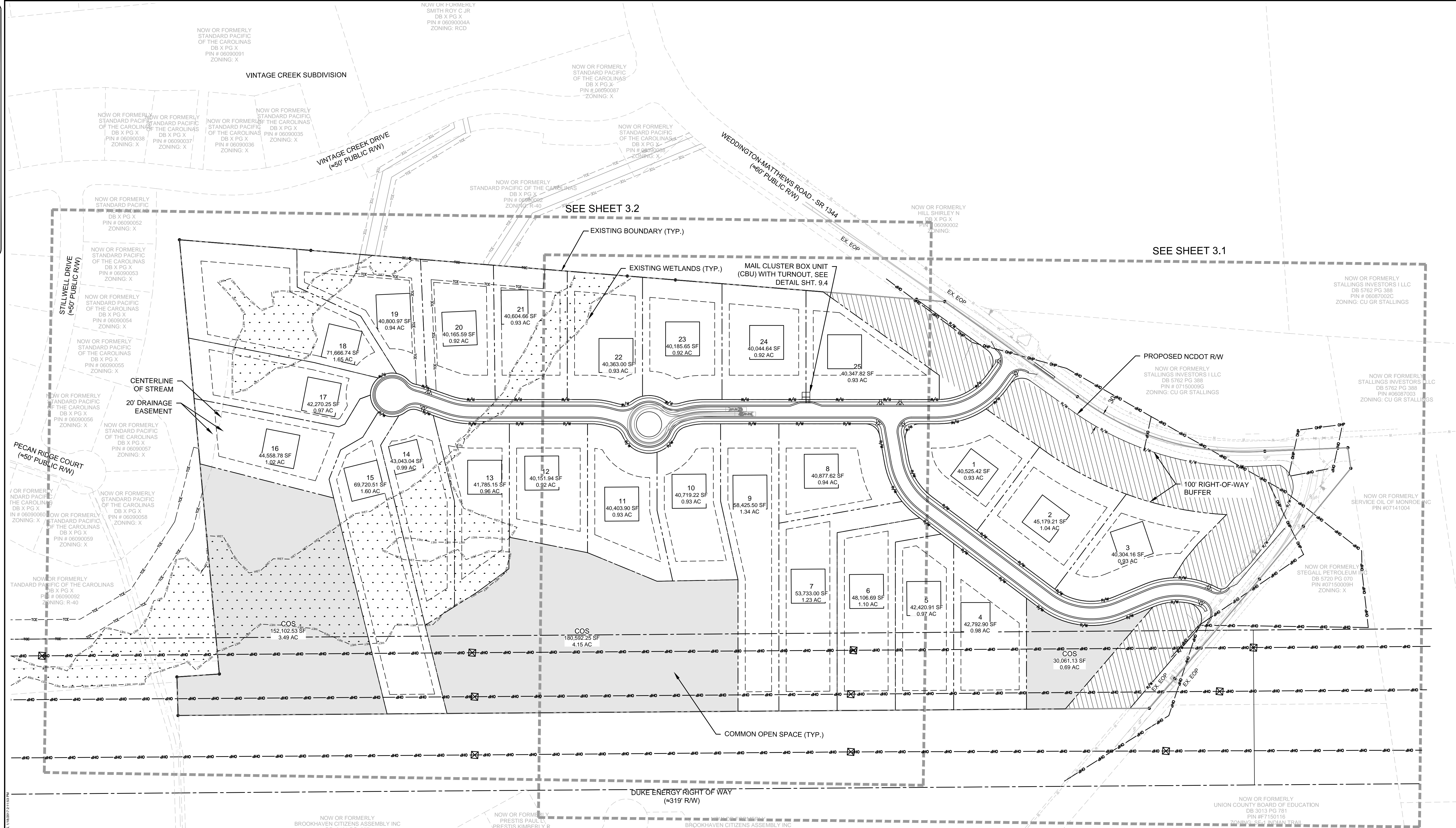
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Based on the findings of fact and alternatives given to address concerns, staff recommends approval of the 162' modification.

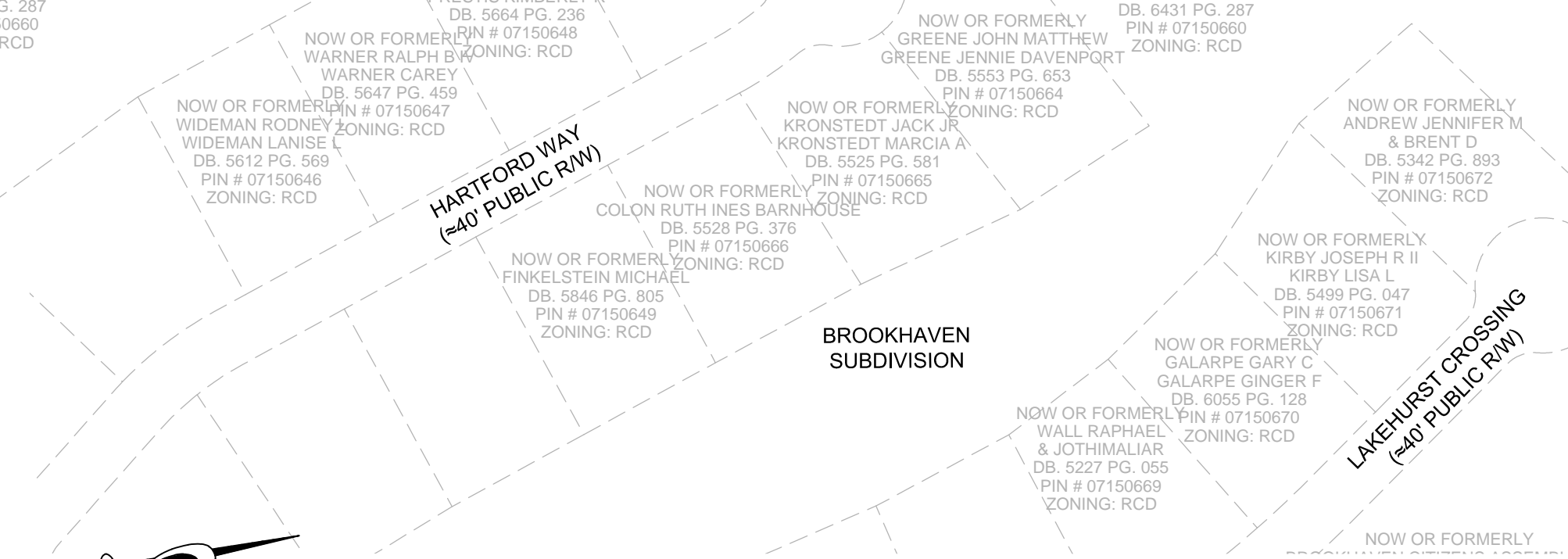
Attachment 1 – 1,026' Cul-de-sac Request  
Attachment 2 - 600' Cul-de-sac Alternative  
Attachment 3 – 162' cul-de-sac modification



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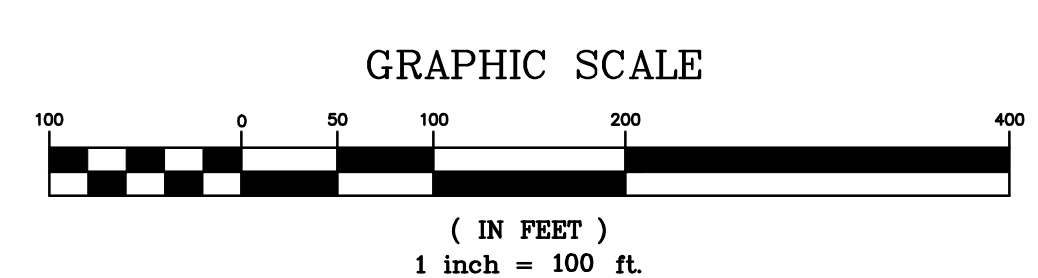
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C6	150.00'	62.65'	31.79'	023°55'48"	12+85.64	13+48.29	13+17.43	S21°44'10"W	62.19'

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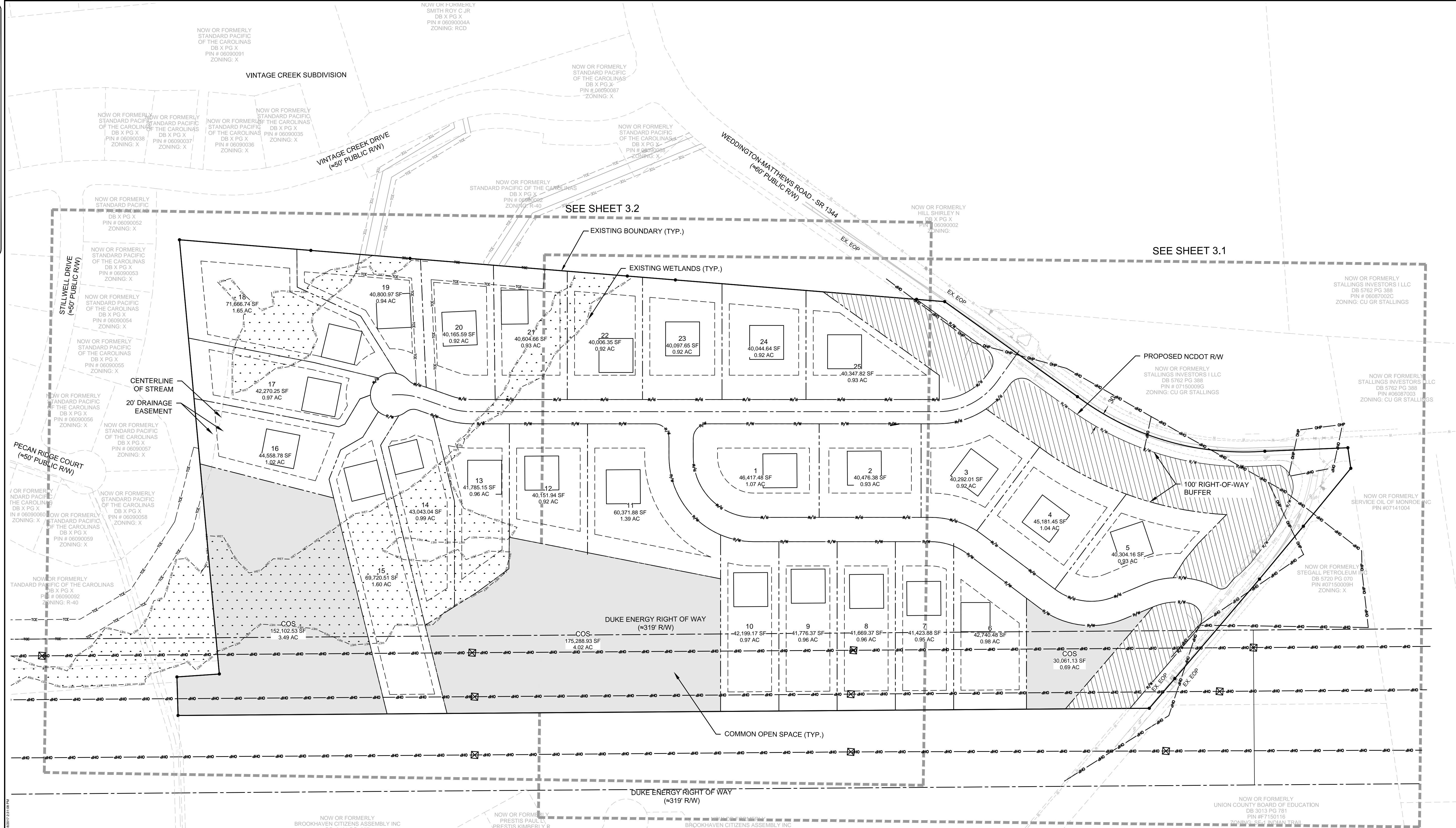
REVISION RECORD	
NO.	REVISION PER NCDOT COMMENTS
1.	12/9/16

PROJECT NAME: GRAHAM ALLEN SUBDIVISION  
TOWN OF WEDDINGTON, UNION COUNTY, NC  
DRAWING TITLE: OVERALL SITE PLAN

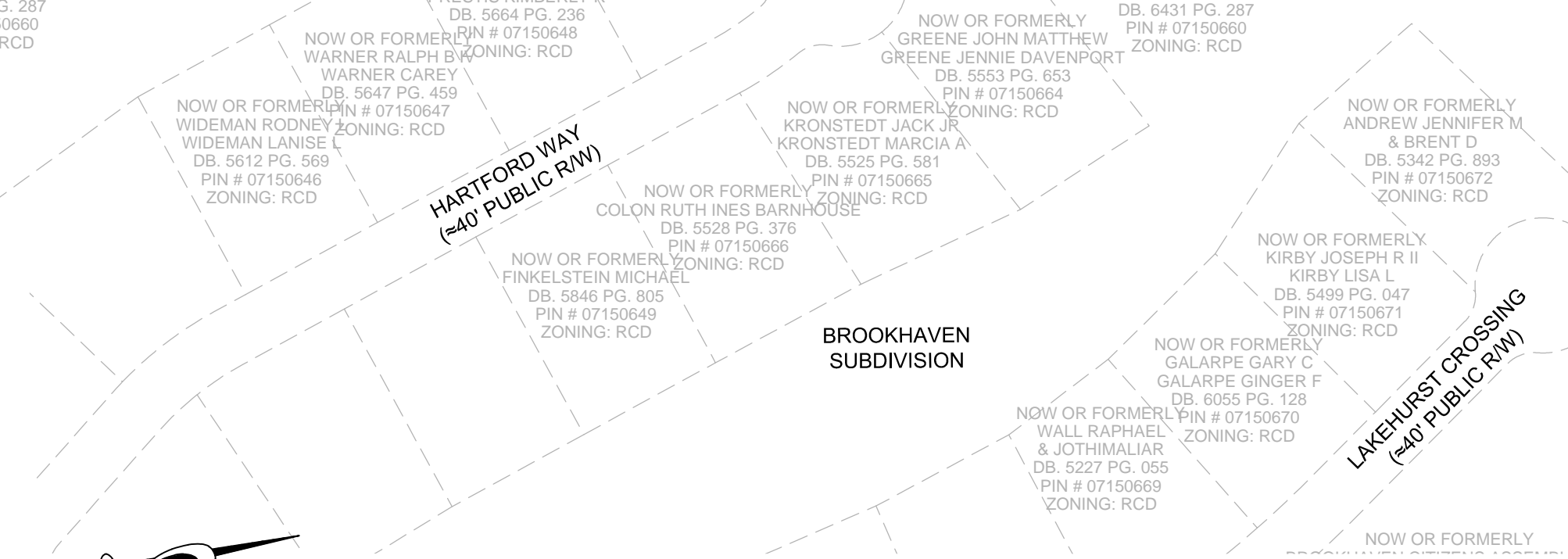
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DESIGN BY: MDJ  
DRAWN BY: MDJ  
PROJ. DATE: OCT. 2016  
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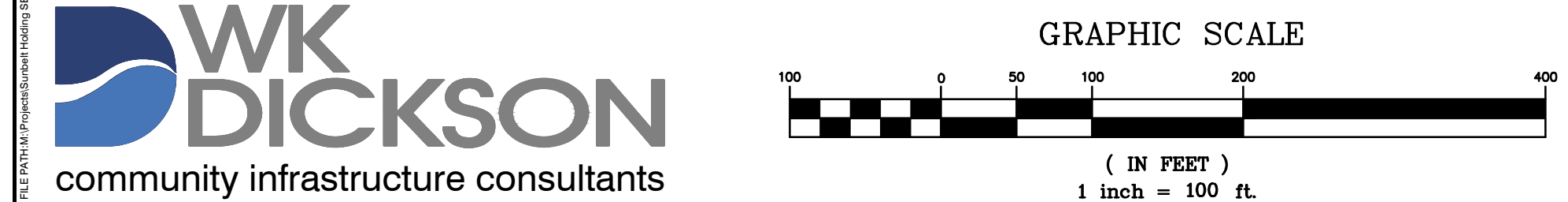
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1.	12/9/16				

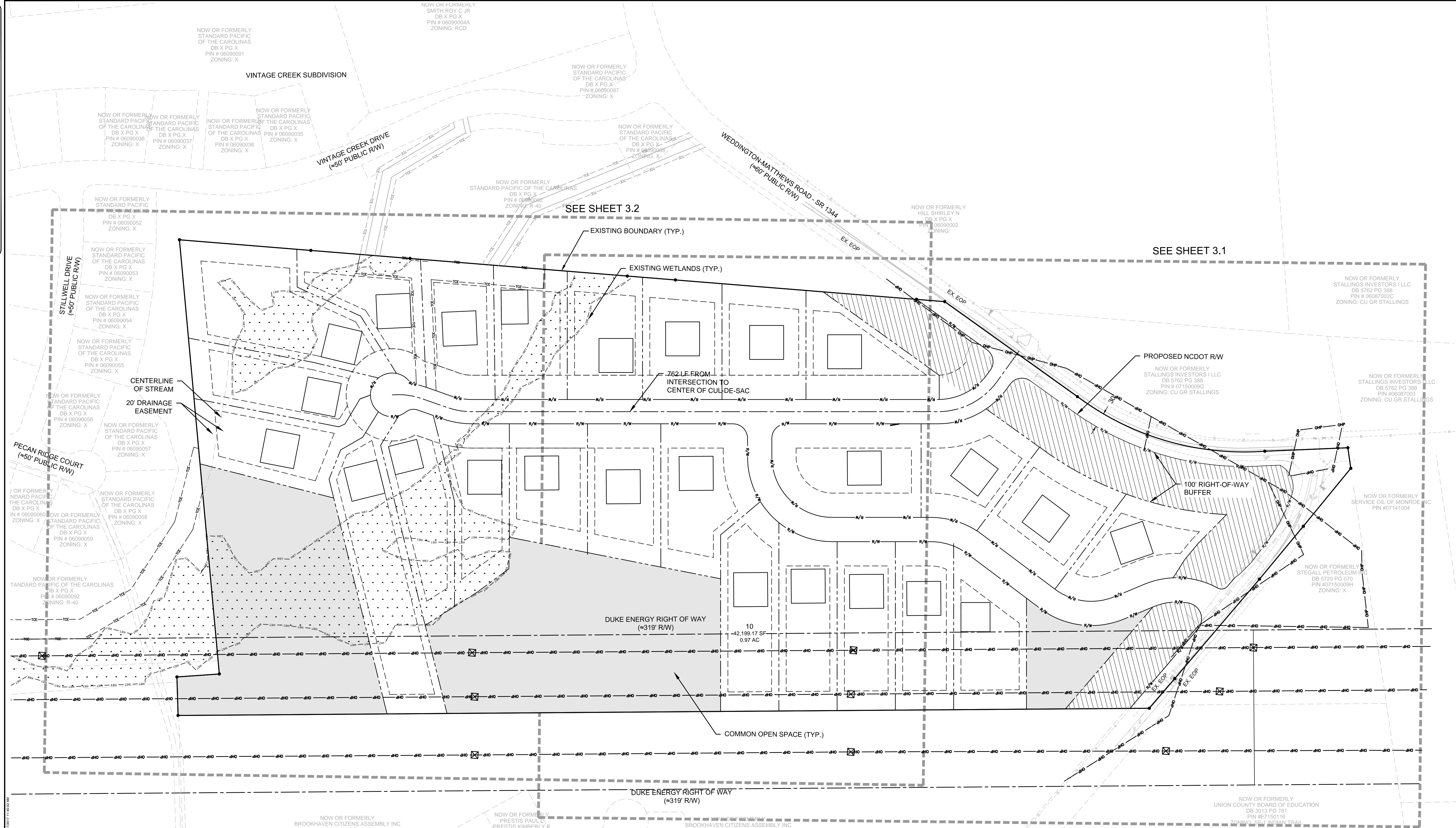
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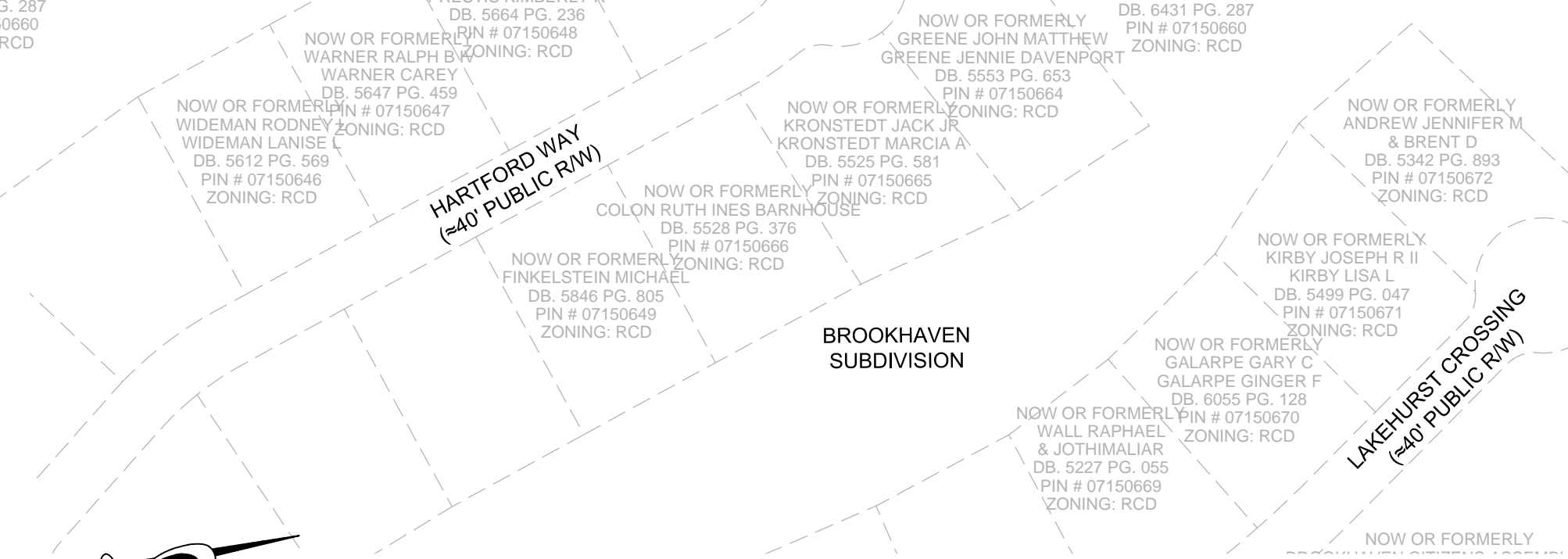
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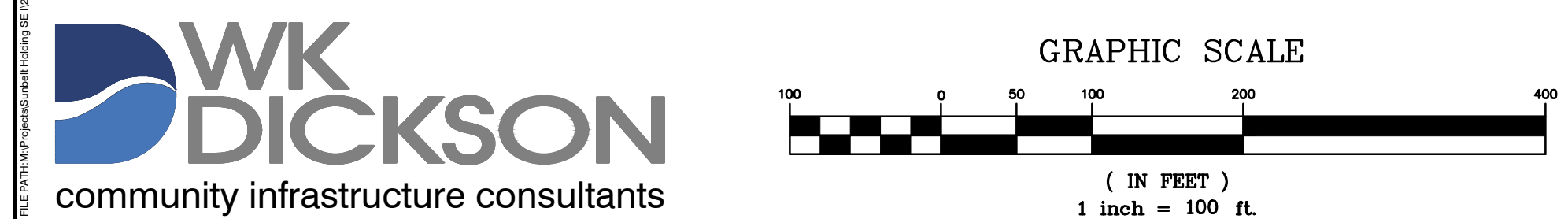
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# TOWN OF WEDDINGTON

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## MEMORANDUM

**TO:** Mayor and Town Council

**FROM:** Lisa Thompson Town Administrator/Planner

**DATE:** February 13, 2017

**SUBJECT:** Rezoning Parcels from R40 to RCD

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The Town Council is requested to call a public hearing to consider a rezoning application from Cameron Helms for property located at 5800 Deal Road, (parcels 06-072-003A and 06-072-003E) from R-40 to R-CD. Combined the tracts are a total 10.169 acres.

The applicant is seeking rezoning in order to combine the two parcels with parcel 06-066-011A to the North (which is currently zoned RCD) and develop the land for residential purposes.

Adjacent Property Uses are as follows:

North- Wedgewood Subdivision/ R-40

South- Shannon Woods Subdivision/ R-40

East: Residential/R-CD

West: Residential/R-CD

### **Land Use Plan Consistency Statement**

State Statute requires that all zoning regulations shall be made in accordance with a comprehensive plan. When adopting or rejecting any zoning amendment, the governing board shall also approve a statement describing whether its action is consistent with an adopted comprehensive plan or any other officially adopted plan that is applicable, and briefly explaining why the board considers the action taken to be reasonable and in the public interest. That statement is not subject to judicial review.

### ***Proposed Land Use Consistency Statement***

The subject parcel is designated for Traditional Residential on the Weddington Land Use Plan. However, the rezoning meets the goals of the land use plan in that it ensures the conservation of open space and scenic views; protects areas that are within floodplain; minimizes the visual effect of development from surrounding properties and roadways; and maintains the town's strong single-family residential character.

The planning board reviewed the rezoning on January 23, 2017. They made note that the 2 tracts are 6 acres or less so when the town rezoned properties this was left at R40. If these two tracts had been combined they would have been rezoned to RCD. They also noted that they'd be in favor of a conservation subdivision for this site because of the floodplain and viewshed buffer along 84 and Deal Road.

<b>Recommendation</b>
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Staff recommends calling for a public hearing to be held March 13 at 7:00 PM at Town Hall to consider a rezoning for parcels 06-072-003A and 06-072-003E from R-40 to R-CD.

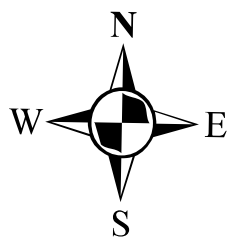
# Legend

- Structures\_shp
- Floodplain

## Zoning

### ZONE

- B1 (CD)
- B2 (CD)
- ED
- MX
- R-40
- R-40D
- R-60
- R-80
- R-CD
- RE



620 310 0 620 Feet

# **TOWN OF W E D D I N G T O N MEMORANDUM**

**TO:** Mayor and Town Council

**FROM:** Lisa Thompson, Town Administrator/Planner

**DATE:** 2/13/2017

**SUBJECT:** Resolution of intent to abandon a portion of Reid Dairy Road

---

Under G.S. 160A-299, a municipality may permanently close a street within the municipal limits. First the council must adopt a resolution declaring its intent to close the public way and call for a public hearing on the proposed closing.

After the resolution the following notice is given: Publication for four successive weeks prior to the hearing; send out notices to adjacent property owners; and, post notice along the right of way.

Staff recommends approval of Resolution R-2017-02; a resolution declaring the intent to close a portion of Reid Dairy Road and to call for a public hearing to be held March 13, 2017 at 7:00 PM at Weddington Town Hall.

**RS-2017-02**

**A RESOLUTION DECLARING THE INTENTION OF THE TOWN OF WEDDINGTON COUNCIL  
TO CONSIDER THE CLOSING OF THE UNDEVELOPED PORTION OF REID DAIRY RD**

**WHEREAS**, G.S. 160A-299 authorizes the Town of Weddington Council to close public streets and alleys; and

**WHEREAS**, the Town of Weddington Council considers it advisable to conduct a public hearing for the purpose of giving consideration to the closing of the undeveloped portion of Reid Dairy Road, as shown on Exhibit A attached.

**NOW, THEREFORE, BE IT RESOLVED** by the Town of Weddington Council that:

- (1) A public hearing will be held at 7:00 p.m. on Monday, March 23, 2017 at Weddington Town Hall to consider a resolution closing that undeveloped portion of Reid Dairy Road, as shown on Exhibit A.
- (2) The Town Clerk is hereby directed to publish this Resolution of Intent once a week for four consecutive weeks prior to the hearing.
- (3) The Town Clerk is further directed to transmit by registered or certified mail to each owner of property abutting upon that portion of said street a copy of this Resolution of Intent.
- (4) The Town Clerk is further directed to cause adequate notices of this Resolution of Intent and the scheduled public hearing to be posted as required by G.S. 160A-299.

*Adopted this the 13th day of February 2017.*

Attest:

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Bill Deter, Mayor

---

Leslie Gaylord, Interim Town Clerk

---

# **TOWN OF W E D D I N G T O N**

---

## **MEMORANDUM**

**TO:** Mayor and Town Council

**FROM:** Lisa Thompson, Town Administrator/Planner

**DATE:** January 9, 2017

**SUBJECT:** **Subdivision Construction Review**

---

The Town has received various complaints about stormwater runoff and erosion control issues in the past. One way to get ahead of the issue is to have an inspector onsite throughout construction of the subdivision. The Town does not have the ability to charge the inspection fee back to the developer. Only reasonable fees can be required to offset the cost of administration of the ordinance, ie plat reviews, TIA review, etc.

USI has a construction inspector that can perform these services. The fee is \$80.00/hour

---

The Council is requested to review the information and consider whether to provide this service and how often.



## **WEDDINGTON CODE ENFORCEMENT REPORT**

January 31, 2016

### **1. 404 Cottonfield Cir., James & Shannon Cox**

- Wrecked car and inoperative pickup truck parked in side yard and visible from both streets
- Hearing scheduled and held at Town Hall. Owner and wife attended. Vehicles removed/relocated. 2/5/15
- Stockade style fence has been extended to screen side yard from view from front of property; vehicles disposed or relocated?; will continue to monitor—3/15/15
- 6/3/15---- Received email from Julian and website address and advertisement Mr. Cox is running on internet advertising his motor rebuilding business. 8 vehicles and enclosed trailer parked in driveway at this property
- 7/6/15----Issued citation with fine effective 7/10/15
- 8/3/15----5 vehicles in driveway, garage door closed, gate closed.
- 9/3/15----Town attorney to issue a "Cease and desist" letter to Cox.
- 9/9/15----5 vehicles in drive, garage door closed; gate closed.
- 9/16/15-----Attorney (Odom) called on behalf of Cox. Informed him that property is in violation of Zoning Ordinance and must be brought in to compliance to avoid legal action by Town to obtain compliance.
- 10/15/15----Violation continues.. Legal action needed.
- 2/29/16---Legal enforcement needed.
- 4/1/16—No change. Legal action pending.
- 5/2/16—No Change. Legal action pending.
- 6/7/16—No Change. Legal action pending.
- 8/4/16—No Change. Legal action pending.
- 9/8/16—No Change
- 11/1/16—Illegal operation appears to continue
- 12/7/16—No Change
- 1/31/17—No Change

### **2. 2101 Eagle Pass Ct., Richard Mrugalski, Jr.**

- Electrical contractor business operating from home
- Owner is moving business to commercial space (first of Feb., 2016)
- 3/9/16—Notice of Violation and Citation issued with fines commencing 3/14/16.
- 3/15/16—Owner has moved business to commercial space in Indian Trail.
- 4/1/16—Will continue to monitor this one.
- 5/2/16—Continuing to monitor this one. Construction underway for large addition to residence and also a large building at rear of property for storage of vehicles.
- Still monitoring this one.

- 8/4/16---No commercial activity observed. Will still monitor until construction of addition to house is completed.
- 9/8/16---No Change, construction on addition continuing.
- 11/1/16—Still monitoring this one.
- 12/7/16—Addition to house near completion. Property has been fenced 6 ft. stockade type fencing.
- 1/5/17—Still monitoring.
- 1/31/17—Resolved.

**3. 4005 Ambassador Ct., Inez B. McRae Trust**

- **Corresponding with owner and his attorney, urging corrective action to prevent further deterioration of house.**
- **4/4/16---No response to correspondence sent 3/1/16 to owner and attorney. Will continue to monitor this one.**
- **Still monitoring this one. See attached explanation of code enforcement process.**
- **Still monitoring this one.**
- **8/4/16--Still monitoring this one.**
- **9/8/16---Still monitoring this one.**
- **11/1/16—Still monitoring.**
- **12/7/16—No Change.**
- **1/5/17---No Change.**
- **1/31/17—Per owner's attorney, repair work to begin within 30 days.**

**4. Highway 84 & Twelve Mile Creek Rd.**

- **Large amount of stumps and demolition debris hauled in and dumped on this property. Contacting owner to have it removed.**
- **6/7/16—Courtesy letter sent to owner informing him debris must be removed. No response. Notice of Violation with fine is next step.**
- **8/4/16---Citation and fine issued. Meeting property owner on 8/4/16 to perform on- site inspection and to clarify what must be removed to clean property.**
- **9/8/16---Owner is cleaning/hauling debris away and evicting tenant.**
- **11/1/16—Stumps and some demolition debris still remain on property. Notice of violation/citation with fines issued effective 11/14/16.**
- **12/7/16—No Change (stumps still on property).**
- **1/5/17---No Change.**
- **1/31/17—No Change.**

5. 1164 Willow Oaks Tr.
  - 5/26/16—Inspection of property. Utility building built w/out permit and too close to property line. Courtesy letter sent to property owner informing them of need for permit and for building to be moved to meet 15 ft. setback.
  - 8/4/16---Building to be moved to comply with required setbacks from property lines
  - 9/8/16---Building has been moved to comply with zoning setbacks.
  - 11/2/16. Violation corrected, case resolved.
6. "Illegal sign sweep".
  - 5/3/16— 21 signs removed and disposed of.
  - 5/26/16—5 illegal signs removed and disposed of.
  - 8/4/16----No signs found during month.
  - 9/8/16---No signs found during month.
  - 11/1/16—No signs removed during month (political campaign underway).
  - 12/7/16—No signs removed.
  - 1/5/17----No signs removed.
  - 1/31/17—No activity.
7. 8/4/16----8119 Lake Providence Dr.---construction of residence has discontinued. Courtesy letter sent to property owner seeking on-site inspection and closing/securing building to prevent unauthorized entry.
  - 9/8/16---One owner is deceased; surviving owner (wife) is incarcerated (per neighbor). At this time, it does not appear that anyone has been entering building; will continue to monitor this one. House is "dried in", deterioration from weather is not an issue.
  - 11/1/16—No change.
  - 12/7/16—No change.
  - 1/5/17---Monitoring this one.
  - 1/31/17—No change.
8. 8319 Lake Providence Dr.---property advertised as available for"venues"
  - Courtesy letter to owner informing them that such is not allowed in Residential zoning district
9. 8304 Foxbridge Dr.---accessory building without permit
  - Courtesy letter to owner informing him that permit is required from Town and Union county.
10. 2049 Fitzhugh Ln.
  - Extreme drainage/flooding from neighboring development approved prior to requirement for on- site detention. Met with owner on site 9/26 to explain Town's position and to give him suggestions on controlling water and preventing damage to home.

- 12/7/16—Owner is making attempt to control/slow/redirect water and stabilize soil and prevent erosion as it crosses his lot.
- 1/5/17---Resolved. Owner doing improvement/revisions to rear yard to stabilize/prevent erosion.

**11. 8425 Potter Rd.**

- Large carport/accessory building built on lot-originally built to close to property line and larger than 2/3's size of residence---met with owners. They agreed to reduce size of building to comply with required side yard setback and size limitation per zoning ordinance.
- 12/7/16---re-inspection of building. Owner removed/dismantled sections of building to comply with side yard setback and size limitation in zoning ordinance.
- 1/5/17---Resolved. Will monitor for several months.
- 1/31/17—Still monitoring this one.

February 10, 2017

H. Jones Norris, Jr. CPA  
North Carolina Department of State Treasurer  
State and Local Government Finance  
3200 Atlantic Avenue  
Raleigh, NC 27604

Dear Mr. Norris:

In response to your letter to the Town of Weddington dated January 26, 2017, addressing an internal control weakness that was identified in the Town's audited financial statements for the fiscal year ended June 30, 2016, the Town would like to explain the issue and the corrective action that had been taken. The concern was related to several checks that were signed by someone other than the finance officer or a properly designated finance officer. This finding is actually a finding from the FY2015 audit and was inadvertently included in the FY2016 audited financial statements. No such finding was found as part of the FY2016 audit. If necessary, the Town will reissue the financial statements to correct the misstatement.

**BACKGROUND:** In May, 2015 a new Town Administrator/Clerk was hired by the Town of Weddington. She was given check signing authority but was not designated as a deputy finance officer. In June 2015 she erroneously signed several checks in lieu of the finance officer. All such checks had two signatures and all invoices were properly reviewed and approved for payment.

**CORRECTIVE ACTION:** The Town finance officer identified the issue and corrective action was taken at the September 14, 2015 Regular Town Council meeting. At that meeting the Town Council designated the Administrator/Clerk as a deputy finance officer with the necessary authority to sign checks in the finance officer's absence. There have been no additional instances of improper check signing since the corrective action was taken.

Please feel free to contact me if you have any questions or need any additional information.

Thank you,

Leslie Gaylord, CPA  
Finance Officer  
Town of Weddington

Cc: Mayor Bill Deter  
Ann Craven, Auditor - Rowell, Craven & Short

TOWN OF WEDDINGTON  
BALANCE SHEET

FY 2016-2017

PERIOD ENDING: 01/31/2017

10 GENERAL FUND

ASSETS

ASSETS

10-1120-000	TRINITY CHECKING ACCOUNT	1,460,784.94
10-1120-001	TRINITY MONEY MARKET	1,112,887.00
10-1170-000	NC CASH MGMT TRUST	532,165.42
10-1205-000	A/R OTHER	0.83
10-1211-001	A/R PROPERTY TAX	46,020.96
10-1212-001	A/R PROPERTY TAX - 1ST YEAR PRIOR	4,649.77
10-1212-002	A/R PROPERTY TAX - NEXT 8 PRIOR YRS	10,091.37
10-1232-000	SALES TAX RECEIVABLE	1,889.35
10-1610-001	FIXED ASSETS - LAND & BUILDINGS	1,763,018.11
10-1610-002	FIXED ASSETS - FURNITURE & FIXTURES	23,513.12
10-1610-003	FIXED ASSETS - EQUIPMENT	118,306.60
10-1610-004	FIXED ASSETS - INFRASTRUCTURE	26,851.01
TOTAL ASSETS		<u>5,100,178.48</u>

LIABILITIES & EQUITY

LIABILITIES

10-2120-000	BOND DEPOSIT PAYABLE	75,002.25
10-2155-000	HEALTH INSURANCE PAYABLE	-1,025.00
10-2156-000	LIFE INSURANCE PAYABLE	-26.88
10-2605-000	DEFERRED REVENUES-CONV CHARGE	0.83
10-2620-000	DEFERRED REVENUE - DELQ TAXES	4,649.77
10-2625-000	DEFERRED REVENUE - CURR YR TAX	46,020.96
10-2630-000	DEFERRED REVENUE-NEXT 8	10,091.37
TOTAL LIABILITIES		<u>134,713.30</u>

EQUITY

10-2620-001	FUND BALANCE - UNASSIGNED	2,238,530.00
10-2620-003	FUND BALANCE-ASSIGNED	54,000.00
10-2620-004	FUND BALANCE-INVEST IN FIXED ASSETS	1,921,691.04
10-2620-005	CURRENT YEAR EQUITY YTD	313,068.54
CURRENT FUND BALANCE - YTD NET REV		438,175.60
TOTAL EQUITY		<u>4,965,465.18</u>

TOWN OF WEDDINGTON  
BALANCE SHEET

FY 2016-2017

PERIOD ENDING: 01/31/2017

10

TOTAL LIABILITIES & FUND EQUITY	<u>5,100,178.48</u>
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**TOWN OF WEDDINGTON**  
**REVENUE & EXPENDITURE STATEMENT BY DEPARTMENT**

FY 2016-2017

01/01/2017 TO 01/31/2017

	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>BUDGETED</u>	<u>% BUDGET REM</u>
<b>REVENUE:</b>				
10-3101-110 AD VALOREM TAX - CURRENT	181,329.52	980,538.26	985,000.00	0
10-3102-110 AD VALOREM TAX - 1ST PRIOR	279.81	1,235.19	3,500.00	65
10-3103-110 AD VALOREM TAX - NEXT 8	-23.14	404.66	1,500.00	73
10-3110-121 AD VALOREM TAX - MOTOR	6,779.94	39,471.38	80,000.00	51
10-3115-180 TAX INTEREST	1,654.55	1,791.15	2,250.00	20
10-3231-220 LOCAL OPTION SALES TAX REV	25,869.00	133,926.75	311,250.00	57
10-3322-220 BEER & WINE TAX	0.00	0.00	45,000.00	100
10-3324-220 UTILITY FRANCHISE TAX	0.00	230,110.12	475,000.00	52
10-3340-400 ZONING & PERMIT FEES	4,290.00	23,328.00	24,850.00	6
10-3350-400 SUBDIVISION FEES	9,625.00	27,185.00	58,300.00	53
10-3830-891 MISCELLANEOUS REVENUES	168.00	1,109.00	1,000.00	-11
10-3831-491 INVESTMENT INCOME	549.14	3,084.65	5,000.00	38
TOTAL REVENUE	230,521.82	1,442,184.16	1,992,650.00	28
AFTER TRANSFERS	230,521.82	1,442,184.16	1,992,650.00	
<b>4110 GENERAL GOVERNMENT</b>				
<b>EXPENDITURE:</b>				
10-4110-126 FIRE DEPT SUBSIDIES	59,309.17	415,164.19	717,710.00	42
10-4110-127 FIRE DEPARTMENT	0.00	0.00	10,000.00	100
10-4110-128 POLICE PROTECTION	64,250.25	192,750.75	258,620.00	25
10-4110-192 ATTORNEY FEES - GENERAL	0.00	33,118.51	95,000.00	65
10-4110-193 ATTORNEY FEES - LITIGATION	0.00	13,064.83	100,000.00	87
10-4110-195 ELECTION EXPENSE	0.00	0.00	3,500.00	100
10-4110-340 PUBLICATIONS	0.00	3,145.92	12,000.00	74
10-4110-341 WEDDINGTON FESTIVAL	0.00	-3,868.02	10,000.00	139
10-4110-342 HOLIDAY/TREE LIGHTING	30.00	4,265.38	6,500.00	34
10-4110-343 SPRING EVENT	0.00	0.00	750.00	100
10-4110-344 OTHER COMMUNITY EVENTS	0.00	89.76	500.00	82
10-4110-495 COMMITTEE & OUTSIDE	0.00	0.00	1,500.00	100
TOTAL EXPENDITURE	123,589.42	657,731.32	1,216,080.00	46
BEFORE TRANSFERS	-123,589.42	-657,731.32	-1,216,080.00	
AFTER TRANSFERS	-123,589.42	-657,731.32	-1,216,080.00	
<b>4120 ADMINISTRATIVE</b>				
<b>EXPENDITURE:</b>				
10-4120-121 SALARIES - CLERK	12,010.83	46,908.31	73,150.00	36
10-4120-123 SALARIES - TAX COLLECTOR	3,523.78	24,917.56	47,650.00	48
10-4120-124 SALARIES - FINANCE OFFICER	2,861.45	10,571.73	14,250.00	26
10-4120-125 SALARIES - MAYOR & TOWN	2,100.00	14,700.00	25,200.00	42
10-4120-181 FICA EXPENSE	1,567.94	7,427.56	12,800.00	42
10-4120-182 EMPLOYEE RETIREMENT	2,382.99	10,586.87	19,650.00	46



**TOWN OF WEDDINGTON**  
**REVENUE & EXPENDITURE STATEMENT BY DEPARTMENT**

FY 2016-2017

01/01/2017 TO 01/31/2017

	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>BUDGETED</u>	<u>% BUDGET REM</u>
10-4120-183 EMPLOYEE INSURANCE	942.96	11,072.96	26,000.00	57
10-4120-184 EMPLOYEE LIFE INSURANCE	12.60	169.96	400.00	58
10-4120-185 EMPLOYEE S-T DISABILITY	12.00	132.00	300.00	56
10-4120-191 AUDIT FEES	0.00	0.00	8,500.00	100
10-4120-193 CONTRACT LABOR	5,438.00	21,248.97	19,000.00	-12
10-4120-200 OFFICE SUPPLIES - ADMIN	52.68	3,670.00	13,000.00	72
10-4120-210 PLANNING CONFERENCE	0.00	0.00	4,000.00	100
10-4120-321 TELEPHONE - ADMIN	203.46	1,404.05	3,500.00	60
10-4120-325 POSTAGE - ADMIN	0.00	711.90	2,500.00	72
10-4120-331 UTILITIES - ADMIN	334.18	2,265.24	4,250.00	47
10-4120-351 REPAIRS & MAINTENANCE -	22,800.00	26,543.00	30,500.00	13
10-4120-352 REPAIRS & MAINTENANCE -	2,848.48	34,223.18	65,000.00	47
10-4120-354 REPAIRS & MAINTENANCE -	3,062.50	24,424.85	63,520.00	62
10-4120-355 REPAIRS & MAINTENANCE -	0.00	705.00	1,000.00	30
10-4120-356 REPAIRS & MAINTENANCE -	400.00	2,620.00	6,000.00	56
10-4120-370 ADVERTISING - ADMIN	94.55	345.04	1,000.00	65
10-4120-397 TAX LISTING & TAX	-348.37	-457.74	500.00	192
10-4120-400 ADMINISTRATIVE:TRAINING	0.00	541.50	4,000.00	86
10-4120-410 ADMINISTRATIVE:TRAVEL	111.51	2,378.14	5,000.00	52
10-4120-450 INSURANCE	0.00	13,533.28	15,500.00	13
10-4120-491 DUES & SUBSCRIPTIONS	0.00	14,391.92	18,000.00	20
10-4120-498 GIFTS & AWARDS	53.61	1,011.00	3,000.00	66
10-4120-499 MISCELLANEOUS	327.30	1,987.53	5,000.00	60
TOTAL EXPENDITURE	60,792.45	278,033.81	492,170.00	44
BEFORE TRANSFERS	-60,792.45	-278,033.81	-492,170.00	
AFTER TRANSFERS	-60,792.45	-278,033.81	-492,170.00	

**4130 PLANNING & ZONING**

EXPENDITURE:

10-4130-121 SALARIES - ZONING	5,833.34	20,869.34	58,750.00	64
10-4130-122 SALARIES - ASST ZONING	404.43	3,362.67	2,250.00	-49
10-4130-123 SALARIES - ADMINISTRATIVE	0.00	11,093.05	25,725.00	57
10-4130-124 SALARIES - PLANNING BOARD	475.00	2,775.00	5,200.00	47
10-4130-125 SALARIES - SIGN REMOVAL	278.43	1,738.18	4,000.00	57
10-4130-181 FICA EXPENSE - P&Z	530.55	3,043.50	8,025.00	62
10-4130-182 EMPLOYEE RETIREMENT - P&Z	894.84	4,856.21	13,500.00	64
10-4130-183 EMPLOYEE INSURANCE	0.00	9,141.00	27,000.00	66
10-4130-184 EMPLOYEE LIFE INSURANCE	0.00	94.64	300.00	68
10-4130-185 EMPLOYEE S-T DISABILITY	0.00	24.00	150.00	84
10-4130-193 CONSULTING	4,062.28	14.86	8,500.00	100
10-4130-194 CONSULTING - COG	0.00	3,155.00	21,750.00	85
10-4130-200 OFFICE SUPPLIES - PLANNING	52.69	3,186.89	5,000.00	36
10-4130-201 ZONING SPECIFIC OFFICE	0.00	0.00	2,500.00	100
10-4130-215 HISTORIC PRESERVATION	0.00	249.46	1,000.00	75

**TOWN OF WEDDINGTON**  
**REVENUE & EXPENDITURE STATEMENT BY DEPARTMENT**

FY 2016-2017

01/01/2017 TO 01/31/2017

	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>BUDGETED</u>	<u>% BUDGET REM</u>
10-4130-220 INFRASTRUCTURE	0.00	0.00	89,500.00	100
10-4130-321 TELEPHONE - PLANNING &	203.48	1,404.14	3,500.00	60
10-4130-325 POSTAGE - PLANNING & ZONING	0.00	666.81	2,500.00	73
10-4130-331 UTILITIES - PLANNING & ZONING	334.19	2,265.27	4,250.00	47
10-4130-370 ADVERTISING - PLANNING &	94.55	303.41	1,000.00	70
TOTAL EXPENDITURE	<u>13,163.78</u>	<u>68,243.43</u>	<u>284,400.00</u>	<u>76</u>
BEFORE TRANSFERS	<u>-13,163.78</u>	<u>-68,243.43</u>	<u>-284,400.00</u>	
AFTER TRANSFERS	<u>-13,163.78</u>	<u>-68,243.43</u>	<u>-284,400.00</u>	
GRAND TOTAL	<u>32,976.17</u>	<u>438,175.60</u>	<u>0.00</u>	

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# TOWN OF WEDDINGTON

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## MEMORANDUM

**TO:** Mayor and Town Council

**FROM:** Kim Woods, Tax Collector

**DATE:** February 13, 2017

**SUBJECT:** Monthly Report –January 2017

<b>Transactions:</b>	
Adjustments <5.00	\$(35.43)
Balance Adjustments	\$(317.29)
Penalty and Interest Payments	\$(1716.49)
Interest Charges	\$2601.21
Refunds	\$1599.08
Releases	\$(348.11)
Convenience Fee	\$.83
Overpayments	\$(60.63)
<b>Taxes Collected:</b>	
2006	\$(2.09)
2013	\$(197.56)
2015	\$(279.81)
2016	\$(187313.23)
<b>As of January 31, 2017; the following taxes remain Outstanding:</b>	
2006	\$54.35
2007	\$83.43
2008	\$967.75
2009	\$826.44
2010	\$646.07
2011	\$328.87
2012	\$2012.76
2013	\$2430.12
2014	\$2741.58
2015	\$4649.77
2016	\$46020.96
<b>Total Outstanding:</b>	\$60762.10



Incident #	Date/Time	Priority	Agcy	Street		City	Subdivision	Prime Unit	Close	Code
				Zone	Business					
Nature							Caller Name			
7	2017003383	1/4/2017	13:24:25		3016 CORNERSTONE DR		WED	LAKR	W2	G
	ALARMS LAW	7		UCSO	T10				KANOS, DENNIS	

garage door motion [01/04/17 13:24:52 CSCOTT]  
CPI - 398 800 948 7133 [01/04/17 13:25:18 CSCOTT]  
UDTS: {W2} NO NEED TO CHECK STATUS [01/04/17 13:58:40 KMICHAELS]  
TO: UNM66 -028107 20170104 13:54:10 [ 2C02F3B7C9 ]  
FROM: DMVISSNM 20170104 13:54:07  
N.C. DRIVER LICENSE SYSTEM  
RESPONSE BASED UPON:  
NAME: MCCARTER,CHARLES CITY:  
COUNTY: BIRTH DATE: 04/23/1968 AGE: RACE: SEX: PAGES: 50  
ATTENTION: IMAGE: Y  
DRIVER ISSUANCE RESPONSE  
NAME: MCCARTER CHARLES THEODORE JR  
ADDRESS: 3318 PLANTATION RD  
CITY: CHARLOTTE STATE: NC ZIP: 282700727 TOTAL POINTS: 0  
DOB:04-23-1968 HEIGHT: 6 FT. 02 IN. SEX: M EYES: HAZ HAIR: BRO RACE: W  
PRIMARY LICENSE NO: 24415992  
SECONDARY LICENSE NO: NON-RESIDENT MILITARY: N  
ORG. ISS.DT: 07-31-96 OS DL NO: M26315868116 OS STATE: IL

\*\*\* DRIVER LICENSE STATUS: CLS C ACTIVE \*\*\*

Charles was on scene when we arrived, he stated he just closed on the home yesterday. Deputy Rowell was able to make contact with his attorney and verify that he did close. Charles stated that the home was bank owned and has been under foreclosure. No B&E.

I spoke to Charles who admitted that on 01-02-2017, he drove his wives Toyota Sequoia to the home and entered into the garage and through the interior door. I have spoken to Deputy Hedlund and informed him of the incident and the information that Charles provided today. [01/04/17 15:03:41 Unit:W2]

8	2017004464	1/5/2017	15:11:57	311 NELSON RD	WED	WELN	W3	F
	ALARMS LAW	7	UCSO	T10			KENDARIA, ADI	

FRONT DOOR [01/05/17 15:12:24 MHELMs]  
ATT KH // ADT // CB 8882946736 // OP UUN [01/05/17 15:13:12 MHELMs]  
{W3} SEVERAL DOGS IN FRONT YARD// CAN SEE OPEN DOOR// DOESNT SEE ANYONE INSIDE [01/05/17 15:20:14 CDROWAN]  
{W3} WHITE TRUCK COMING INTO DW [01/05/17 15:21:47 CDROWAN]  
ALC REQ 22// OP UUN// [01/05/17 15:22:13 CGRAHAM]  
704-821-1249 IS HOME #- NO ANSWER [01/05/17 15:29:38 CDROWAN]  
Individual that was contracted by the owner arrived on scene and gave me Adi's number, 704-678-4000. There are several dogs that was in the vehicle. The contractor stated that he had an appointment with the owner at 1530. HC1027 was the 28 on a White Chevy z71 Silverado. I attempted to call the owners and got the voicemail. [01/05/17 15:30:43 Unit:W3]  
704-678-4000- ADI// CELL PHONE// OP JOHN [01/05/17 15:30:50 CDROWAN]  
Spoke to Adi and he told me to leave. [01/05/17 15:35:27 Unit:W3]

	Incident #	Date/Time	Agcy	Street	City	Subdivision	Prime Unit		
	Nature	Priority		Zone	Business	Caller Name		Close Code	
9	2017004580	1/5/2017 17:20:05	17:20:05		1063 LAKE FOREST DR	WED	LAKF	D314	CNR
	ALARMS LAW	7		UCSO	T10			GOPALSAMY	
	FRONT DOOR SIGNAL [01/05/17 17:20:33 CSCOTT]								
	CPI SECURITY// 8009487133// OP 4035 // ATMP KEY HOLDER NOW [01/05/17 17:21:22 CSCOTT]								
	22ed per W2. [01/05/17 17:22:09 Unit:D314]								
	-22 PER AC [01/05/17 17:39:00 MHELMs]								
10	2017005661	1/6/2017 17:31:30	17:31:30		7510 NEW TOWN RD	WED		B311	CAL
	ALARMS LAW	7		UCSO	T10			MORRISON, STEVEN	
	SILENT PANIC ALARM SHOWING AUXILLARY [01/06/17 17:32:55 TJONES]								
	#108 // PROTECT AMERICA // 18004321429 [01/06/17 17:33:44 TJONES]								
	REQ 22 [01/06/17 17:45:38 MKEARNEY]								
11	2017007878	1/9/2017 3:19:39	3:19:39		509 WEDDINGTON RD	WED		A334	G
	ALARMS LAW	7		UCSO	T10 CHESTERBROOK ACADEMY				
	GLASS BREAK // 3 AND 4 AREA [01/09/17 03:20:13 MMICHALIK]								
	SONITROL // CB 7044235868 // OP 18 // LEFT VM FOR KH [01/09/17 03:20:56 MMICHALIK]								
	AC HAS AUDIO // SOUNDS LIKE SOMEONE PSBLY ONSITE [01/09/17 03:28:11 MMICHALIK]								
	AC HEARD SHUFFLING NOISES [01/09/17 03:28:41 MMICHALIK]								
	UDTS: {A313} OPEN DOOR DISCOVERED [01/09/17 03:31:57 CBOULTON]								
	{A313} INSIDE CHECKING [01/09/17 03:32:01 CBOULTON]								
	{A313} TROUBLE ON PANEL // PHONE NUMBER 2 [01/09/17 03:39:11 MKGREENE]								
	{A313} WILL GET A DOOR ALARM OUT THERE // ADV AC TO RESET IT [01/09/17 03:40:43 MKGREENE]								
	{A313} DOOR ON PLAYGROUND SIDE IS UNSECURE // DON'T HAVE A WAY TO LOCK IT [01/09/17 03:41:15 MKGREENE]								
12	2017007946	1/9/2017 5:30:47	5:30:47		1217 FLINT CT	WED	GRES	D324	CAL
	ALARMS LAW	7		UCSO	T10			STEBLY, ROBERT	
	GEN BURG [01/09/17 05:31:24 MMICHALIK]								
	CPI // CB 800 948 7133 // OP 2603 // ATT KH [01/09/17 05:32:20 MMICHALIK]								
	22 PER AC [01/09/17 05:38:03 BJOHNSON]								
13	2017007982	1/9/2017 6:54:46	6:54:46		6067 HEMBY RD	WED	BROL	D314	CNR
	ALARMS LAW	7		UCSO	T10				
	REAR DOOR// REAR MOTION [01/09/17 06:55:26 CGRAHAM]								
	// FOR CHARLOTTE COMMERCIAL OFFICE //WEST MINISTER// OP F631// 18004321429 [01/09/17 06:56:11 CGRAHAM]								
	TINCH TILMAN IS ON SCENE BUT GAVE WRONG DISPATCH [01/09/17 06:56:45 CGRAHAM]								
	ALC REQ 22// OP 551 [01/09/17 07:07:19 CGRAHAM]								
	22ed per alarm company. [01/09/17 07:09:19 Unit:D314]								
14	2017008332	1/9/2017 13:50:44	13:50:44		4066 BLOSSOM HILL DR	WED	HIGH	D324	CNR
	ALARMS LAW	7		UCSO	T10			CALABRETTA, ARTHUR	
	BACK BASEMENT MOTION [01/09/17 13:51:37 CGRAHAM]								
	CPI SEC// OP 3535// CB 8009487133// ATT KH [01/09/17 13:52:39 CGRAHAM]								
	CANCEL PER ALARM CO - 3535 [01/09/17 13:55:17 DMCCALL]								
15	2017008505	1/9/2017 17:01:04	17:01:04		5027 CAMBRIDGE OAKS DR	WED	CAMR	W2	F
	ALARMS LAW	7		UCSO	T10			DANGSON, HENRY	

Incident #	Date/Time	Street	City	Subdivision	Prime Unit		
Nature	Priority	Agcy	Zone	Business	Caller Name	Close Code	
DEN WINDOW [01/09/17 17:01:40 NHRBOLICH] ATT KH / OP 4421 / 8009487133 [01/09/17 17:01:58 NHRBOLICH] ALC ADV THEY HEARD NOISE OVER THE SPEAKER [01/09/17 17:02:46 NHRBOLICH] No one appeared to be home. The doors and windows appeared to be secure. False alarm. [01/09/17 17:25:02 Unit:W2]							
16	2017008521	1/9/2017 17:36:40		109 CHASESTONE CT	WED	STEP	W2 CAL
	ALARMS LAW	7	UCSO	T10		REA, CHRIS	
AUDIBLE PANIC [01/09/17 17:37:56 DMCCALL] SONITROL - 819 704 423 5868 [01/09/17 17:38:16 DMCCALL] CANCEL PER AC [01/09/17 17:38:21 DMCCALL] PER W2 -22 PER AC [01/09/17 17:39:55 MHELMs]							
17	2017008532	1/9/2017 17:44:49		1208 GOLDFINCH LN	WED	WEDI	W2 CAL
	ALARMS LAW	7	UCSO	T10		STOYNEV, GUEORGUI	
PERIMETER [01/09/17 17:45:10 NHRBOLICH] ATT KH / OP FL623 / 8004321429 REF # 321384710 [01/09/17 17:45:41 NHRBOLICH] PER ALC OP 112 / -22 [01/09/17 17:52:26 NHRBOLICH]							
18	2017009186	1/10/2017 11:02:09		8019 WICKLOW HALL DR	WED	HIGH	W3 N
	ALARMS LAW	7	UCSO	T10		WAYNICK, RACHEL	
This is a reopened incident. [01/10/2017 11:33:13 CDROWAN] GARAGE / SIDE DOOR [01/10/17 11:02:50 NHRBOLICH] ATT KH / OP WHC / 8772387730 [01/10/17 11:03:11 NHRBOLICH] {W3} OPEN DOOR [01/10/17 11:11:52 KMICHAELS] {W3} INSIDE CHECKING [01/10/17 11:12:38 KMICHAELS] BASEMENT, FOYER, AND LIVING ROOM AND HALLWAY MOTION [01/10/17 11:23:10 SFURR] HOMEOWNER IS WORRIED DOG WILL GET OUT PER A/C [01/10/17 11:23:33 SFURR] A/C UPDATED THAT KH IS NEEDED/ WILL ATTEMPT AGAIN [01/10/17 11:26:40 SFURR] The side door next to the garage was unlocked and standing open when Deputy Hunt arrived. We cleared the home and did not locate any one. We secured the door and cleared. No signs of force on the door, just appeared that it was left open. False alarm. [01/10/17 11:30:00 Unit:W2] I arrived on scene and the side door was wide open. I waited until Deputy Morris to arrive and we cleared the residence with Deputy Black as well. Everything appeared 10-4. We secured the side door. [01/10/17 11:30:04 Unit:W3] Assisted with searching residence. [01/10/17 11:30:10 Unit:D314] RACHEL- BLK SUV// ETA 5- ERIC- BLK F150// ETA 20 MIN // OP 137829 [01/10/17 11:33:10 CDROWAN] UDTS: {W3} NO NEED TO CHECK STATUS [01/10/17 11:43:00 KMICHAELS] Spoke with Rachel and she said that the door was locked when they left. I checked the door and it was secure. I pushed on the door and it was not budging. 10-8. [01/10/17 11:43:40 Unit:W3]							
19	2017010361	1/11/2017 13:33:06		509 WEDDINGTON RD	WED		CCOM
	ALARMS LAW	7	UCSO	T10 CHESTERBROOK ACADEMY			
20	2017012191	1/13/2017 10:02:50		1021 SHIPPON LN	WED	STRT	W3 CAL
	ALARMS LAW	7	UCSO	T10		GAN, BORRIS	
CENTER BASEMENT GLASS BREAK AND MOTION [01/13/17 10:03:25 CDROWAN] ATT KH// SEC CEN// 8002306975// OP 7062 [01/13/17 10:04:00 CDROWAN] -22 PER AC// OP 7388 [01/13/17 10:11:53 CDROWAN]							

Incident #	Date/Time	Nature	Priority	Agcy	Street	City	Subdivision	Prime Unit	Caller Name		Close Code
									Zone	Business	
21	2017012484	1/13/2017 16:07:47			3142 TILLY MORRIS RD		MAT		W2	CAL	
	ALARMS LAW	7		UCSO	T10				VOGLE, DANIEL		
	RES PANIC [01/13/17 16:07:55 SFURR]										
	KEYPAD DURESS [01/13/17 16:08:11 SFURR]										
	CPI/ 80090487133/ OP 4331 [01/13/17 16:08:22 SFURR]										
	WILL NOT ATT KH [01/13/17 16:09:02 SFURR]										
	PER ALC 22 // OP #2664 [01/13/17 16:15:29 CSCOTT]										
22	2017014040	1/15/2017 9:06:54			101 CAMPBELL CT		WED		M1	F	
	ALARMS LAW	7		UCSO	T10						
	BUSN- WEDDINGTON PERSERVE [01/15/17 09:07:29 CDROWAN]										
	GARAGE DOOR [01/15/17 09:07:35 CDROWAN]										
	ATT KH// ADT// 8772387730// OP WAD [01/15/17 09:08:08 CDROWAN]										
	All windows and doors appear secure. I did not see anything inside the residence that would indicate a B&E had occurred. This is the model home for Pulte. I will return upon request of key holder. [01/15/17 09:24:29 Unit:M1]										
23	2017014159	1/15/2017 11:56:27			4301 BEULAH CHURCH RD		WED		D330	F	
	ALARMS LAW	7		UCSO	T10 BETHANY BAPTIST CHURCH						
	YOUTH BLDG MOTION [01/15/17 11:56:50 SWATTS]										
	ATT KH [01/15/17 11:56:53 SWATTS]										
	OP 7102 CB 800 230 6975 [01/15/17 11:57:09 SWATTS]										
	22ed per D330 [01/15/17 12:01:23 Unit:D314]										
	-22 PER AC [01/15/17 12:05:44 MHELMs]										
24	2017014353	1/15/2017 16:40:13			8000 WEDDINGTON DOWNS DR		WED	WEDN	W2	CAL	
	ALARMS LAW	7		UCSO	T10				HELMS, MICHAEL		
	BURG OVERHEAD GARAGE DOOR [01/15/17 16:40:41 CGRAHAM]										
	AMC// OP 56 //CB 8005352478// ATT KH [01/15/17 16:41:12 CGRAHAM]										
	-22 REQ PER ALC [01/15/17 16:44:10 CGRAHAM]										
25	2017017611	1/18/2017 17:37:56			765 SANTOLINA CT		WED	MEAE	C314	F	
	ALARMS LAW	7		UCSO	T10				LONNEN, JIM		
	PANIC ALARM [01/18/17 17:38:13 CDROWAN]										
	ATT KH// AMC// 8005352478// OP 62 [01/18/17 17:38:58 CDROWAN]										
	ALC ADV ADDT DURESS SIGNALS COMING IN [01/18/17 17:51:30 CGRAHAM]										
	22 PER ALC // 56 [01/18/17 18:00:27 CSCOTT]										
	copy,,, 10-8. [01/18/17 18:00:48 Unit:C314]										
26	2017017638	1/18/2017 18:25:19			1485 WILLOW OAKS TR		WED	WILA	C320	N	
	ALARMS LAW	7		UCSO	T10				EVANS, ARTHUR		
	Z72 GEN BURG [01/18/17 18:25:49 KMICHAELS]										
	PROTECTION ONE OP VKO CB 877 305 2984 [01/18/17 18:26:28 KMICHAELS]										
	ATT KH [01/18/17 18:26:33 KMICHAELS]										
	VICTORIA EVANS ON SCENE -HM OWNER [01/18/17 18:35:55 KMICHAELS]										
	REQ LE TO RESPOND [01/18/17 18:36:28 KMICHAELS]										
	UDTS: {C334} NO NEED TO CHECK STATUS [01/18/17 19:23:12 NQUINONES]										
	Homeowner was home the whole time and did not hear anything. She is not sure how the alarm was activated. I checked the perimeter of the residence at the request of homeowner. Everything is ok. [01/18/17 19:26:06 Unit:C334]										



Incident #	Date/Time	Street	City	Subdivision	Prime Unit			
Nature	Priority	Agcy	Zone	Business	Caller Name	Close Code		
27	2017017663	1/18/2017 18:55:26		204 CAMELLIA HILLS CT	WED	VINT	C314	F
	ALARMS LAW	7	UCSO	T10				
	general entry/exit alarm and interior alarm // someone on site invalid passcode [01/18/17 18:56:18 MGADAIRE] FRONT POINT // OP 17767 / 800 932 3822 // WILL ATT KH [01/18/17 18:56:48 MGADAIRE] HOMEOWNER IS LOAN NGUYEN [01/18/17 18:57:17 MGADAIRE] Homeowner set the alarm off went they got home. Everything appeared to be ok,,, 10-8. [01/18/17 19:14:16 Unit:C314]							
28	2017018171	1/19/2017 9:37:01		308 WELLINGTON DR	WED	WELN	W3	CALM
	ALARMS LAW	7	UCSO	T10				
	ALC BURG ALARM [01/19/17 09:38:19 CGRAHAM] -22 PER ALC// OP 2// CB 8005352478 [01/19/17 09:38:39 CGRAHAM]							
29	2017018354	1/19/2017 12:50:08		524 SHORELINE DR	WED	LAKR	W3	F
	ALARMS LAW	7	UCSO	T10			MILLER, RICHARD	
	CRAWL SPACE DOOR [01/19/17 12:50:28 SWATTS] ATT KH [01/19/17 12:50:31 SWATTS] OP 2973 CB 800 948 713 [01/19/17 12:50:48 SWATTS] ** 7133 [01/19/17 12:50:57 SWATTS] ALC DID SEE MALE ON VIDEO CLIPS// STANDING ON FRONT PORCH WM OR HISP GRAY TSHIRT AND JEANS WEARING BALLCAP// BENT DOWN AT FRONT DOOR AND WALKED BACK DOWN STEPS// UNABLE TO REACH KH// OP 973 [01/19/17 12:56:13 CGRAHAM] Pondscapes of Charlotte doing work knew owners names. 28 BFL4534 [01/19/17 12:59:56 Unit:W3]							
30	2017018741	1/19/2017 21:04:14		3706 SONG SPARROW DR	WED	WEDO	C321	F
	ALARMS LAW	7	UCSO	T10			SLOYAN, MAURINE	
	CLR PUSHED PANIC ALARM STATING SHE HEARD SOMEONE TRY TO OPEN HER DOOR X [01/19/17 21:05:39 CSCOTT] CPI SECURITY // 8009487133 // OP # 4331 [01/19/17 21:06:35 CSCOTT] CLR WAS ON PHONE WITH ALARM COMPANY STATING SHE WAS SCARED [01/19/17 21:07:22 CSCOTT] PER ALC UPDATE MR SLOYAN IS NOW ON SITE WITH WIFE // OP # 4331 [01/19/17 21:12:30 CSCOTT] Mr. Sloyan`s fourteen year old daughter was home by herself and thought she heard someone at the door. She got scared and hit the panic button to the alarm system. Mr. Sloyan made it home before I arrived. I met with Mr. Sloyan when I arrived and he was voiced his concern with my response time. I apologized to Mr. Sloyan but explained to him that I was on a domestic call prior to receiving his call for service. Mr. Sloyan wanted to know why I was the only Deputy working. I explained to Mr. Sloyan that the Weddington Deputy was off for the night due to training. Mr. Sloyan wanted to know what he needed to do to have better coverage in his area. I explained to Mr. Sloyan that he would need to talk with the Weddington Town Council about adding more Deputies to their current contract.  The alarm was a false alarm. Field Contact made. [01/19/17 22:01:59 Unit:C321]							
31	2017019360	1/20/2017 14:02:04		418 COVINGTON CRSG	WED	EAGL	W1	F
	ALARMS LAW	7	UCSO	T10			MCCARTHY, FRAN	
	kitchen window [01/20/17 14:02:28 MGARCIA] ADT CB# 8772387730 OP# JWY [01/20/17 14:02:56 MGARCIA] All appears secure. No keyholder response. [01/20/17 14:22:56 Unit:W1]							
32	2017019512	1/20/2017 16:42:26		4034 ANTIOCH CHURCH RD	WED		W1	CAL
	ALARMS LAW	7	UCSO	T10			RABEAU, JAQUELINE	
	GENERAL BURG [01/20/17 16:43:01 MKEARNEY] ALARM FORCE // 877-267-2001 // OP 23 [01/20/17 16:43:42 MKEARNEY] 22 PER ALC // OP 23 // CB 8772672001 [01/20/17 16:47:07 CSCOTT]							

Incident #	Date/Time	Nature	Priority	Agcy	Street		City	Subdivision	Prime Unit	Caller Name		Close Code
					Zone	Business						
33	2017020535	1/21/2017	19:24:49			2053 FITZHUGH LN		WED	STRA	W1	F	
	ALARMS LAW	7		UCSO	T10					GASPAR, LAUREN		
	FAMILY GLASS BREAK // ZONE 10 [01/21/17 19:25:31 MMICHALIK]											
	CONSOLIDATED MONITORING // CB 780 488 3777 // OP 302 [01/21/17 19:25:56 MMICHALIK]											
	HOMEOWNER IS GOING TO ABV // ETA 5 MINS [01/21/17 19:26:46 MMICHALIK]											
	AC HAD NO VEH DESCRIPTION [01/21/17 19:27:47 MMICHALIK]											
34	2017020579	1/21/2017	20:25:40			5608 WEDDINGTON MATTHEWS RD		WED		W1	F	
	ALARMS LAW	7		UCSO	T10					JUACHE, SARAH		
	PANIC ALARM [01/21/17 20:26:33 MMICHALIK]											
	ADT // CB 877 238 7730 // OP UKJ // ATT KH [01/21/17 20:27:17 MMICHALIK]											
35	2017023028	1/24/2017	7:52:15			4026 LAKE PRAIRIE DR		WED	LAKF	C334	CALM	
	ALARMS LAW	7		UCSO	T10					MCCORMIC, MICHELE		
	FAMILY MOTION [01/24/17 07:52:59 CGRAHAM]											
	ATT KH// CPI// OP 3774// CB 8009487133 [01/24/17 07:53:30 CGRAHAM]											
	PER ALC OP 3774 / -22 [01/24/17 07:54:49 NHRBOLICH]											
36	2017024127	1/25/2017	8:26:26			3022 ASHFORD GLEN DR		WED	HIGH	A314	F	
	ALARMS LAW	7		UCSO	T10					COOPER, DONNA		
	YOUNG PERSON ON SITE WITHOUT PASSWORD // KITCHEN MOT // BASEMENT MOT [01/25/17 08:27:02 MKEARNEY]											
	CPI // 800-948-7133 // OP 3102 [01/25/17 08:27:33 MKEARNEY]											
	Spoke with the residents daughter Alexa. Alexa stated that she went into the kitchen this morning to get breakfast and did not know the motion was activated on the alarm. Alexa stated she contacted her parents to get the passcode for the alarm. All appears good at this time. [01/25/17 08:46:35 Unit:A314]											
37	2017024184	1/25/2017	9:36:12			5000 SADDLE HORN TR		WED	PROW	A313	F	
	ALARMS LAW	7		UCSO	T10					PRICE, JOHN		
	CPI [01/25/17 09:36:27 ACHILDERS]											
	FAMILY ROOM MOTION [01/25/17 09:36:39 ACHILDERS]											
	CPI OP 3535 / 800.948.7133 [01/25/17 09:37:12 ACHILDERS]											
	all appears secure [01/25/17 09:51:28 Unit:A313]											
38	2017024286	1/25/2017	11:14:25			2338 GARDEN VIEW LN		WED	HADL	W1	CAL	
	ALARMS LAW	7		UCSO	T10					GARY		
	KITCHEN GLASS [01/25/17 11:14:50 NHRBOLICH]											
	ATT KH / OP 66 / 8005352478 [01/25/17 11:15:11 NHRBOLICH]											
	-22 PER A/C [01/25/17 11:19:53 CBRACKETT]											
39	2017025590	1/26/2017	16:46:33			227 CARI LN		WED	MAND	B334	CAL	
	ALARMS LAW	7		UCSO	T10					HARPER, GRANT		
	FAMILY MOT DETECTOR [01/26/17 16:47:15 MKEARNEY]											
	CPI // 800-948-7133 // OP2664 [01/26/17 16:47:51 MKEARNEY]											
	CPI ADV DOG ON SITE [01/26/17 16:48:09 MKEARNEY]											
	ALARM CO REQ -22 [01/26/17 16:50:12 MKEARNEY]											

Incident #	Date/Time	Street	City	Subdivision	Prime Unit		
Nature	Priority	Agcy	Zone	Business	Caller Name	Close Code	
40	2017025668	1/26/2017 18:42:02	322 NELSON RD	WED	WELN	W1	CAL
	ALARMS LAW	7	UCSO	T10		BROOKS, JAMES	
	Z8 FOYER MOTION [01/26/17 18:42:56 DMCCALL]						
	CUSTOM SECURITY - SHANNON 704 375 4365 [01/26/17 18:43:38 DMCCALL]						
	ATT KH [01/26/17 18:43:44 DMCCALL]						
	KH THORTSEN, KEVIN ETA 15 MINS IN RED DODGE RAM TRUCK [01/26/17 18:55:24 MMICHALIK]						
	AC REQ -22 [01/26/17 19:27:41 MMICHALIK]						
41	2017025681	1/26/2017 18:56:21	5008 OXFORDSHIRE RD	WED	STRT	W1	F
	ALARMS LAW	7	UCSO	T10		COOPER, TONY	
	BASEMENT GUEST DOOR [01/26/17 18:56:51 MMICHALIK]						
	UNIVERSAL MONIT // CB 800 955 5771 // OP 1617 [01/26/17 18:57:11 MMICHALIK]						
	UDTS: {W1} NO NEED TO CHECK STATUS [01/26/17 19:15:54 JHUSKEY]						
	Checked residence with homeowner. Nothing found. False alarm. [01/26/17 19:22:43 Unit:W1]						
42	2017026480	1/27/2017 13:11:11	3218 HARTFORD WAY	WED	PREV	W3	F
	ALARMS LAW	7	UCSO	T10		BONHEART, COLIN	
	WAITING FOR AC TO ADV AREA OF ACTIVATION [01/27/17 13:12:09 MHELMs]						
	DINING ROOM WINDOW [01/27/17 13:12:31 MHELMs]						
	WF WEARING BLUE TSHIRT AND PONY TAIL ON VIDEO [01/27/17 13:12:45 MHELMs]						
	ATT KH // CPI // CB 8009487133 // OP 3102 [01/27/17 13:13:37 MHELMs]						
	{W3} OPEN GARAGE DOOR [01/27/17 13:22:03 KMICHAELS]						
	AC ADV FRONT GARAGE DOOR ACTIVATION [01/27/17 13:29:43 MHELMs]						
	UDTS: {W3} NO NEED TO CHECK STATUS [01/27/17 13:47:48 KMICHAELS]						
	When I arrived on scene, Deputy Hunt and Rowell were on the phone with the homeowner and alarm company. It appeared that the victim's garage door failed to secure and was standing open. The deputies checked and cleared the home and all appeared okay. False alarm. [01/27/17 13:50:50 Unit:W2]						
	Garage door was wide open when I arrived. I checked around the house and everything appeared 10-4. I entered the garage and found that the door leading into the house was unlocked. The audible alarm did not sound until I stepped foot into the house. Everything appeared 10-4 in the house there were many electronics just laying around. The house was a mess, I could not find any signs of Breaking and Entering. Deputy Rowell got in contact with the homeowner and alarm company and verified that the footage with the female with the ponytail was from 0630 this morning. Homeowner stated it was her daughter. Homeowner is on her way home and was told if anything was missing to call us back. [01/27/17 13:51:55 Unit:W3]						
	Assisted as safety officer. Made contact with homeowner and alarm company. Footage was from 0630 hours. Homeowner will contact us if she needs to once she checks the residence. [01/27/17 13:52:58 Unit:C334]						
43	2017028204	1/29/2017 6:54:22	3206 LAKEHURST CRSG	WED	PREV	WC1	F
	ALARMS LAW	7	UCSO	T10		ROES, JOHN	
	PANIC ALARM [01/29/17 06:54:35 CDROWAN]						
	ZONE 2 [01/29/17 06:54:58 CDROWAN]						
	ATT KH// SIMPLY SAFE// 8006332677// OP 6990 [01/29/17 06:55:46 CDROWAN]						
	No one appeared to be home. Everything appeared secure. [01/29/17 07:17:11 Unit:WC1]						
44	2017028282	1/29/2017 9:22:05	765 SANTOLINA CT	WED	MEAE	C334	CALM
	ALARMS LAW	7	UCSO	T10		LONNEN, JIM	
	GARAGE DOOR [01/29/17 09:22:29 CDROWAN]						
	ATT KH// ALARM MONIT// 8005352478// OP 56 [01/29/17 09:23:07 CDROWAN]						
	-22 PER AC [01/29/17 09:25:25 MHELMs]						

	<b>Incident #</b>	<b>Date/Time</b>	<b>Agcy</b>	<b>Street</b>	<b>City</b>	<b>Subdivision</b>	<b>Prime Unit</b>		
	<b>Nature</b>	<b>Priority</b>		<b>Zone</b>	<b>Business</b>	<b>Caller Name</b>	<b>Close Code</b>		
45	2017028440	1/29/2017 12:57:35		924 BARON RD		WED AERO	W2	F	
	ALARMS LAW	7	UCSO	T10			NEEL, DONNA		
	GENERAL [01/29/17 12:58:07 CGRAHAM]								
	ATT KH// SEC CENT// OP 7168// CB 8002306975 [01/29/17 12:58:47 CGRAHAM]								
	-22 PER ALC [01/29/17 13:19:49 SWATTS]								
	When I arrived I received the 22 per alarm company but since I was already on scene, I spoke to the homeowner. She stated all appeared okay. They just arrived from church and the home appeared secure. She thought it was the cats in the home that set off the alarm. false alarm. [01/29/17 13:27:48 Unit:W2]								
46	2017029579	1/30/2017 17:58:20		5015 ANCESTRY CIR		WED WEDH	T1	F	
	ALARMS LAW	7	UCSO	T10			WINGO, CHUCK		
	ENTRY EXIT DOOR // ZONE 1 [01/30/17 17:58:49 MKEARNEY]								
	PROT 1 // 800-297-0543 // OP YWG [01/30/17 17:59:34 MKEARNEY]								
	-22 PER AC [01/30/17 18:13:50 ACHILDERS]								
	UDTS: {T1} NO NEED TO CHECK STATUS [01/30/17 18:13:54 JCROSS]								
	Home appears to be vacant. All doors and windows are secure at this time. [01/30/17 18:14:15 Unit:T1]								
47	2017030120	1/31/2017 7:19:54		3213 HARTFORD WAY		WED PREV	WC1	CAL	
	ALARMS LAW	7	UCSO	T10			WARNER, RALPH		
	FAMILY ROOM GLASS BREAK [01/31/17 07:20:16 JCROSS]								
	CPI // 2973 // 8009487133 [01/31/17 07:20:41 JCROSS]								
	AC REQ -22 [01/31/17 07:23:11 TJONES]								

Total Number of Calls for Month: **47**



# Union County Sheriff's Office

## Events By Nature

For the Month of: January 2017

Date of Report

2/1/2017

9:00:25AM

<u>Event Type</u>	<u>Total</u>
911 HANG UP	33
911 MISDIAL	3
ABANDONED VEHICLE	3
ACCIDENT EMD	7
ACCIDENT HITRUN PD LAW	2
ACCIDENT PD COUNTY NO EMD	26
ALARMS LAW	47
ANIMAL BITE FOLLOW UP	5
ANIMAL BITE REPORT LAW	1
ANIMAL COMP SERVICE CALL LAW	13
ASSAULT SIMPLE LAW	1
ASSIST EMS OR FIRE	1
ATTEMPT TO LOCATE	2
BARKING DOG	1
BOLO	9
BURGLARY HOME OTHER NONBUSINESS	7
BURGLARY VEHICLE	1
BUSINESS CHECK	15
CALL BY PHONE	19
CARDIAC RESPIRTY ARREST EMD	1
DELIVER MESSAGE	1
DISCHARGE OF FIREARM	3
DISTURBANCE OR NUISANCE	5
DOMESTIC DISTURBANCE	4
DRUG ACTIVITY IN PROGRESS	1
DRUG POSSESSION SCHEDULE	1
FOLLOW UP INVESTIGATION	6
FRAUD DECEPTION FORGERY	3

<u>Event Type</u>	<u>Total</u>
FUNERAL ESCORT	2
HARASSMENT STALKING THREATS	2
INVESTIGATION	8
JURISDICTION CONFIRMATION LAW	20
LARCENY THEFT	8
MEDICAL EXAMINER	1
MEET REQUEST NO REFERENCE GIVN	5
MENTAL DISORDER	1
MISSING PERSON	3
MOTORIST ASSIST	2
PREVENTATIVE PATROL	512
PROP DAMAGE VANDALISM MISCHIEF	1
PUBLIC SERVICE	2
RADAR PATROL INCLUDING TRAINIG	15
REFERAL OR INFORMATION CALL	3
RESIDENTIAL CHECK	3
ROBBERY BY THREATS OF VIOLENCE	1
ROLLOVER ACCIDENT EMD	1
RUNAWAY REPORT	2
SEARCH CONDUCTED BY LAW AGNCY	1
SERVE CRIMINAL SUMMONS	3
SERVE WARRANT	15
STRUCTURE FIRE EFD	3
SUSPICIOUS CIRCUMSTANCES	6
SUSPICIOUS PERSON	4
SUSPICIOUS VEHICLE	23
TRAFFIC STOP	45
TRAFFIC VIOLATION COMPLAINT	1
TRESPASSING UNWANTED SUBJ	6
VEHICLE ALARM	1
VEHICLE FIRE EFD	1
WELL BEING CHECK	2

Event Type

Total

***Total Calls for Month:*** **924**

# Wesley Chapel VFD

## Incident List by Alarm Date/Time

**Alarm Date Between {01/01/2017} And {01/31/2017}**

Incident-Exp#	Alm Date	Alm Time	Location	Incident Type
17-1700004-000	01/01/2017	01:49:48	517 AUCKLAND LN /WEDDINGT	311 Medical assist, assist EMS c
17-1700005-000	01/01/2017	02:04:41	628 BRANDY COURTS /WEDDIN	311 Medical assist, assist EMS c
17-1700008-000	01/01/2017	02:31:40	ANTIOCH CHURCH RD & LONGL	622 No Incident found on arrival
17-1700013-000	01/01/2017	07:50:57	5007 ANCESTRY CIR /WEDDIN	321 EMS call, excluding vehicle
17-1700015-000	01/01/2017	10:28:35	1012 SPYGLASS LN /MARVIN,	611 Dispatched & cancelled en ro
17-1700018-000	01/01/2017	13:12:40	8608 SUNSET HILL RD	735 Alarm system sounded due to
17-1700021-000	01/01/2017	16:03:42	2018 CLIMBING ROSE LN /We	651 Smoke scare, odor of smoke
17-1700038-000	01/02/2017	07:27:17	3307 SANDALWOOD DR /MARVI	311 Medical assist, assist EMS c
17-1700044-000	01/02/2017	09:10:02	2630 CRANE RD	381 Rescue or EMS standby
17-1700047-000	01/02/2017	09:47:44	8604 MOSSINGTON LN	321 EMS call, excluding vehicle
17-1700049-000	01/02/2017	10:01:42	314 RANELAGH DR	311 Medical assist, assist EMS c
17-1700051-000	01/02/2017	10:51:15	121 WILL HELMS RD /Monroe	321 EMS call, excluding vehicle
17-1700050-000	01/02/2017	10:57:51	13663 PROVIDENCE RD /WEDD	744 Detector activation, no fire
17-1700058-000	01/02/2017	13:34:02	2508 GREENBROOK PKY /WEDD	321 EMS call, excluding vehicle
17-1700063-000	01/02/2017	16:39:09	1809 CRANE RD	322 Motor vehicle accident with
17-1700064-000	01/02/2017	17:16:40	3134 TILLY MORRIS RD /MAT	554 Assist invalid
17-1700076-000	01/02/2017	19:39:24	10501 WAXHAW MANOR DR	321 EMS call, excluding vehicle
17-1700090-000	01/03/2017	09:39:44	1508 BEULAH CHURCH RD /WE	311 Medical assist, assist EMS c
17-1700093-000	01/03/2017	10:58:41	5709 PARKSTONE DR /MATTHE	611 Dispatched & cancelled en ro
17-1700105-000	01/03/2017	17:12:25	WAXHAW INDIAN TRAIL RD &	311 Medical assist, assist EMS c
17-1700106-000	01/03/2017	18:05:38	TANGLEWOOD DR & WESLEY CH	322 Motor vehicle accident with
17-1700127-000	01/04/2017	08:42:16	1489 WILLOW OAKS /WEDDING	321 EMS call, excluding vehicle
17-1700130-000	01/04/2017	10:02:41	601 SHERMAN PL	
17-1700139-000	01/04/2017	15:54:11	2034 APPLEBROOK DR /WESLE	321 EMS call, excluding vehicle
17-1700138-000	01/04/2017	16:00:45	228 GATEWOOD LN /WEDDINGT	611 Dispatched & cancelled en ro
17-1700146-000	01/04/2017	21:14:32	5904 NEW TOWN RD /Wesley	743 Smoke detector activation, n
17-1700147-000	01/04/2017	21:51:43	533 VALLEY RUN DR /WEDDIN	
17-1700148-000	01/04/2017	23:46:58	1017 PATRICIANS LN /Monro	736 CO detector activation due t
17-1700150-000	01/05/2017	01:20:32	154 LARKFIELD DR /WEDDING	311 Medical assist, assist EMS c
17-1700158-000	01/05/2017	11:12:50	1264 WILLOW OAKS /WEDDING	622 No Incident found on arrival
17-1700160-000	01/05/2017	12:01:50	4823 Waxhaw Indian Trail	311 Medical assist, assist EMS c
17-1700163-000	01/05/2017	13:26:07	8801 LONGVIEW CLUB DR /Su	745 Alarm system activation, no
17-1700167-000	01/05/2017	14:33:55	1524 GOLDEN RAIN DR /WESL	441 Heat from short circuit (wir
17-1700193-000	01/06/2017	08:56:36	7200 FOREST RIDGE RD /WED	321 EMS call, excluding vehicle
17-1700207-000	01/06/2017	17:35:52	5109 WEDDINGTON MATTHEWS	631 Authorized controlled burnin
17-1700212-000	01/06/2017	18:43:41	UNDERWOOD RD & WAXHAW IND	324 Motor Vehicle Accident with
17-1700221-000	01/06/2017	23:16:29	1417 BLOOMSBERRY LN /WESL	554 Assist invalid
17-1700224-000	01/07/2017	04:02:44	5470 NEW TOWN RD /WESLEY	
17-1700226-000	01/07/2017	04:17:42	3700 TILLY MORRIS RD /Mat	551 Assist police or other gover
17-1700234-000	01/07/2017	11:14:03	400 BLYTHE MILL RD	611 Dispatched & cancelled en ro
17-1700236-000	01/07/2017	11:28:53	1003 HAVEN LN /INDIAN TRA	321 EMS call, excluding vehicle
17-1700247-000	01/07/2017	16:47:35	4900 HUDSON CHURCH RD /IN	311 Medical assist, assist EMS c
17-1700250-000	01/07/2017	17:06:45	910 HOUSTON DR /WESLEY CH	321 EMS call, excluding vehicle
17-1700259-000	01/07/2017	19:51:46	5333 HEMBY RD /WEDDINGTON	622 No Incident found on arrival
17-1700263-000	01/08/2017	01:42:41	2011 MAGNA LN /INDIAN TRA	311 Medical assist, assist EMS c
17-1700280-000	01/08/2017	10:17:51	2007 WEDDINGTON LAKE DR /	321 EMS call, excluding vehicle



# Wesley Chapel VFD

## Incident List by Alarm Date/Time

**Alarm Date Between {01/01/2017} And {01/31/2017}**

Incident-Exp#	Alm Date	Alm Time	Location	Incident Type
17-1700285-000	01/08/2017	13:34:35	1005 THEODORE LN /INDIAN	735 Alarm system sounded due to
17-1700289-000	01/08/2017	15:18:18	1227 WEDDINGTON HILLS DR	631 Authorized controlled burnin
17-1700288-000	01/08/2017	15:20:31	2320 S ROCKY RIVER RD /MO	611 Dispatched & cancelled en ro
17-1700295-000	01/08/2017	19:36:16	1305 LANGDON TERRACE DR /	611 Dispatched & cancelled en ro
17-1700298-000	01/08/2017	21:04:55	303 HOLTON DR /MONROE, NC	611 Dispatched & cancelled en ro
17-1700299-000	01/08/2017	21:24:23	507 JIM PARKER RD /WESLEY	311 Medical assist, assist EMS c
17-1700300-000	01/08/2017	21:43:14	4901 WEDDINGTON RD /WEDDI	622 No Incident found on arrival
17-1700307-000	01/09/2017	00:11:20	7141 COBBLECREEK DR /WEDD	321 EMS call, excluding vehicle
17-1700314-000	01/09/2017	07:08:52	5009 CINNAMON DR /Stallin	744 Detector activation, no fire
17-1700324-000	01/09/2017	07:24:22	6029 OXFORDSHIRE RD /Wedd	111 Building fire
17-1700322-000	01/09/2017	10:37:12	13347 PROVIDENCE RD /WEDD	324 Motor Vehicle Accident with
17-1700339-000	01/09/2017	16:22:58	5325 HEMBY RD /A/Weddingt	321 EMS call, excluding vehicle
17-1700341-000	01/09/2017	17:07:46	POTTER RD & BEULAH CHURCH	322 Motor vehicle accident with
17-1700344-000	01/09/2017	18:49:55	ROYAL COLONY DR & CONSTIT	311 Medical assist, assist EMS c
17-1700352-000	01/09/2017	22:03:09	5034 WAXHAW INDIAN TRAIL	324 Motor Vehicle Accident with
17-1700356-000	01/09/2017	23:04:00	WEDDINGTON RD & WAXHAW IN	322 Motor vehicle accident with
17-1700358-000	01/10/2017	02:48:26	3602 WAXHAW INDIAN TRAIL	311 Medical assist, assist EMS c
17-1700364-000	01/10/2017	09:38:10	BEULAH CHURCH RD & HEMBY	324 Motor Vehicle Accident with
17-1700383-000	01/10/2017	18:24:04	6013 TRAFALGAR CT /WESLEY	321 EMS call, excluding vehicle
17-1700393-000	01/10/2017	22:28:28	3690 N TWELVE MILE CREEK	743 Smoke detector activation, n
17-1700399-000	01/11/2017	03:50:01	2508 CUTHBERTSON RD	611 Dispatched & cancelled en ro
17-1700410-000	01/11/2017	12:34:01	4901 WEDDINGTON RD /WEDDI	321 EMS call, excluding vehicle
17-1700413-000	01/11/2017	13:42:58	6300 PUMPERNICKEL LN /WES	311 Medical assist, assist EMS c
17-1700422-000	01/11/2017	18:41:47	520 WYNDHAM LN /MARVIN, N	321 EMS call, excluding vehicle
17-1700425-000	01/11/2017	19:27:16	6717 WESLEY GLEN DR /WESL	321 EMS call, excluding vehicle
17-1700428-000	01/11/2017	22:12:15	8126 LAKE PROVIDENCE DR /	611 Dispatched & cancelled en ro
17-1700440-000	01/12/2017	07:18:40	1007 COUNCIL FIRE CIR /IN	611 Dispatched & cancelled en ro
17-1700454-000	01/12/2017	19:00:43	1117 BROMLEY DR /Weddingt	311 Medical assist, assist EMS c
17-1700457-000	01/12/2017	20:14:17	1017 SHIPPON LN /Weddingt	611 Dispatched & cancelled en ro
17-1700459-000	01/12/2017	21:46:28	385 S PROVIDENCE RD /Wedd	322 Motor vehicle accident with
17-1700461-000	01/13/2017	01:29:41	1017 WESTBURY DR /Indian	611 Dispatched & cancelled en ro
17-1700464-000	01/13/2017	05:01:11	9020 RANCH VIEW CT /WEDDI	311 Medical assist, assist EMS c
17-1700467-000	01/13/2017	08:19:09	810 LILLIESHALL RD	321 EMS call, excluding vehicle
17-1700478-000	01/13/2017	14:34:08	WEDDINGTON RD & N TWELVE	324 Motor Vehicle Accident with
17-1700486-000	01/13/2017	16:02:59	506 GRESSENHALL LN	321 EMS call, excluding vehicle
17-1700490-000	01/13/2017	17:59:59	4017 THORNDALE RD /INDIAN	321 EMS call, excluding vehicle
17-1700507-000	01/13/2017	22:37:09	1240 FIRETHORNE CLUB DR /	321 EMS call, excluding vehicle
17-1700520-000	01/14/2017	11:28:57	8133 KENSINGTON DR /C	412 Gas leak (natural gas or LPG
17-1700518-000	01/14/2017	11:35:02	700 WOODHILL CIR /WESLEY	113 Cooking fire, confined to co
17-1700537-000	01/14/2017	23:59:03	1238 LADERA DR	611 Dispatched & cancelled en ro
17-1700553-000	01/15/2017	11:10:36	4400 WAXHAW INDIAN TRAIL	131 Passenger vehicle fire
17-1700556-000	01/15/2017	13:20:31	1116 WILLOUGHBY RD /MONRO	311 Medical assist, assist EMS c
17-1700566-000	01/15/2017	16:51:25	9010 MAGNA LN /INDIAN TRA	553 Public service
17-1700571-000	01/16/2017	04:18:05	WAXHAW INDIAN TRAIL RD &	551 Assist police or other gover
17-1700572-000	01/16/2017	05:31:01	5033 WAXHAW INDIAN TRAIL	311 Medical assist, assist EMS c
17-1700578-000	01/16/2017	09:10:24	1108 HANSLER LN	321 EMS call, excluding vehicle

# Wesley Chapel VFD

## Incident List by Alarm Date/Time

Alarm Date Between {01/01/2017} And {01/31/2017}

Incident-Exp#	Alm Date	Alm Time	Location	Incident Type
17-1700582-000	01/16/2017	11:57:34	2808 JULIAN GLEN CIR	311 Medical assist, assist EMS c
17-1700589-000	01/16/2017	14:55:09	3987 MOURNING DOVE DR /We	321 EMS call, excluding vehicle
17-1700598-000	01/16/2017	18:08:59	4529 FERGUSON CIR	111 Building fire
17-1700600-000	01/16/2017	18:39:51	2603 CATESBY DR	736 CO detector activation due t
17-1700607-000	01/16/2017	20:36:52	9605 MARVIN SCHOOL RD /MA	311 Medical assist, assist EMS c
17-1700615-000	01/17/2017	05:09:13	507 JIM PARKER RD /WESLEY	321 EMS call, excluding vehicle
17-1700614-000	01/17/2017	05:13:46	1308 CHURCHILL DOWNS DR	321 EMS call, excluding vehicle
17-1700617-000	01/17/2017	07:54:30	6350 WEDDINGTON RD /WESLE	611 Dispatched & cancelled en ro
17-1700628-000	01/17/2017	12:48:57	1400 CUTHBERTSON RD	321 EMS call, excluding vehicle
17-1700636-000	01/17/2017	16:05:07	8808 WHITTINGHAM DR	321 EMS call, excluding vehicle
17-1700637-000	01/17/2017	16:57:45	8504 NEW TOWN RD /Wedding	324 Motor Vehicle Accident with
17-1700638-000	01/17/2017	18:52:14	432 MAPLE GROVE CHURCH RD	311 Medical assist, assist EMS c
17-1700650-000	01/18/2017	10:37:16	3020 THORNDALE RD /INDIAN	611 Dispatched & cancelled en ro
17-1700654-000	01/18/2017	10:51:21	8700 GOOSE POND CV	321 EMS call, excluding vehicle
17-1700675-000	01/19/2017	04:46:39	1405 WHISPERING OAKS LN /	745 Alarm system activation, no
17-1700676-000	01/19/2017	05:24:51	1405 WHISPERING OAKS LN /	611 Dispatched & cancelled en ro
17-1700684-000	01/19/2017	12:58:12	CUTHBERTSON RD & NEW TOWN	324 Motor Vehicle Accident with
17-1700694-000	01/19/2017	21:40:11	516 PACER LN /MARVIN, NC	554 Assist invalid
17-1700703-000	01/20/2017	08:39:17	2831 CRANE RD	353 Removal of victim(s) from st
17-1700721-000	01/20/2017	19:03:08	7006 SHADOWROCK CT /Matth	321 EMS call, excluding vehicle
17-1700724-000	01/20/2017	21:08:18	6400 WEDDINGTON RD /Wesle	321 EMS call, excluding vehicle
17-1700730-000	01/21/2017	00:49:29	100 MONTROSE DR	746 Carbon monoxide detector act
17-1700749-000	01/21/2017	08:03:25	2620 WAXHAW MARVIN RD /MA	381 Rescue or EMS standby
17-1700738-000	01/21/2017	11:29:15	3700 FOREST LAWN DR /Wedd	311 Medical assist, assist EMS c
17-1700742-000	01/21/2017	12:22:16	1105 BUTTERBURR DR /Matth	321 EMS call, excluding vehicle
17-1700741-000	01/21/2017	12:30:20	3700 FOREST LAWN DR /WEDD	321 EMS call, excluding vehicle
17-1700746-000	01/21/2017	13:42:29	609 COTTONFIELD CIR /WEDD	736 CO detector activation due t
17-1700756-000	01/21/2017	20:15:53	1409 SECRETARIAT LN	321 EMS call, excluding vehicle
17-1700765-000	01/22/2017	02:24:45	312 ROYAL CRESCENT LN	736 CO detector activation due t
17-1700769-000	01/22/2017	03:48:44	1624 BEULAH CHURCH RD /MA	554 Assist invalid
17-1700787-000	01/22/2017	08:06:51	2620 WAXHAW MARVIN RD /MA	381 Rescue or EMS standby
17-1700793-000	01/22/2017	23:36:04	2024 GROVES EDGE LN /MARV	311 Medical assist, assist EMS c
17-1700794-000	01/23/2017	03:37:48	921 WOODS LP /WEDDINGTON,	321 EMS call, excluding vehicle
17-1700803-000	01/23/2017	10:48:28	5607 WEDDINGTON RD /Weddi	321 EMS call, excluding vehicle
17-1700804-000	01/23/2017	11:07:48	4013 EUTAW DR	
17-1700821-000	01/23/2017	20:17:26	7118 STONEHAVEN DR /MARVI	321 EMS call, excluding vehicle
17-1700857-000	01/24/2017	15:50:34	5605 FULTON RIDGE DR /IND	311 Medical assist, assist EMS c
17-1700869-000	01/25/2017	01:18:40	1503 LANGDON TERRACE DR /	311 Medical assist, assist EMS c
17-1700871-000	01/25/2017	05:04:56	7101 NEW TOWN RD	411 Gasoline or other flammable
17-1700873-000	01/25/2017	07:47:59	9631 BELLOAK LN	321 EMS call, excluding vehicle
17-1700880-000	01/25/2017	12:59:13	1602 ALYDAR CT	311 Medical assist, assist EMS c
17-1700899-000	01/25/2017	19:38:38	5033 WAXHAW INDIAN TRAIL	321 EMS call, excluding vehicle
17-1700898-000	01/25/2017	19:39:26	4900 HUDSON CHURCH RD /In	611 Dispatched & cancelled en ro
17-1700900-000	01/25/2017	20:11:53	1000 NICKALOUS DR /WESLEY	324 Motor Vehicle Accident with
17-1700904-000	01/26/2017	01:45:39	4831 ANTIOCH CHURCH RD /W	311 Medical assist, assist EMS c
17-1700906-000	01/26/2017	05:24:42	1024 LAPARC LN /INDIAN TR	311 Medical assist, assist EMS c

# Wesley Chapel VFD

## Incident List by Alarm Date/Time

Alarm Date Between {01/01/2017} And {01/31/2017}

Incident-Exp#	Alm Date	Alm Time	Location	Incident Type
17-1700930-000	01/26/2017	15:51:33	9501 DOVEWOOD PL /MARVIN,	321 EMS call, excluding vehicle
17-1700939-000	01/26/2017	22:55:28	9217 ROCK WATER CT /MARVI	611 Dispatched & cancelled en ro
17-1700953-000	01/27/2017	10:26:48	5903 DEAL RD /WEDDINGTON,	321 EMS call, excluding vehicle
17-1700966-000	01/27/2017	14:52:22	463 WALDEN TR /WEDDINGTON	611 Dispatched & cancelled en ro
17-1700968-000	01/27/2017	15:27:10	463 WALDEN TR /WEDDINGTON	622 No Incident found on arrival
17-1700972-000	01/27/2017	17:01:06	1210 DELANEY DR /WEDDINGT	611 Dispatched & cancelled en ro
17-1700985-000	01/27/2017	20:05:29	310 W CROWELL ST /MONROE,	571 Cover assignment, standby, m
17-1700992-000	01/28/2017	08:01:39	3000 TILLY MORRIS RD /WED	321 EMS call, excluding vehicle
17-1701001-000	01/28/2017	13:25:16	1508 BEULAH CHURCH RD /A/	321 EMS call, excluding vehicle
17-1701003-000	01/28/2017	15:54:21	1805 FUNNY CIDE DR	162 Outside equipment fire
17-1701020-000	01/29/2017	01:27:10	301 AUCKLAND LN /WEDDINGT	611 Dispatched & cancelled en ro
17-1701022-000	01/29/2017	02:41:18	2012 S PROVIDENCE RD /MAR	311 Medical assist, assist EMS c
17-1701041-000	01/29/2017	15:37:33	6303 CROSSHALL PL	143 Grass fire
17-1701042-000	01/29/2017	15:50:02	735 RIDGELAKE DR /Wedding	143 Grass fire
17-1701046-000	01/29/2017	16:50:32	507 JIM PARKER RD /WESLEY	321 EMS call, excluding vehicle
17-1701048-000	01/29/2017	18:32:14	3211 LAKEHURST CRSG /WEDD	631 Authorized controlled burnin
17-1701072-000	01/30/2017	15:04:21	6709 RENSHAW CT	143 Grass fire
17-1701077-000	01/30/2017	17:46:41	507 JIM PARKER RD /WESLEY	321 EMS call, excluding vehicle
17-1701079-000	01/30/2017	18:43:05	PROVIDENCE RD & Belicourt	324 Motor Vehicle Accident with
17-1701093-000	01/31/2017	07:06:23	544 WYNDHAM LN /MARVIN, N	311 Medical assist, assist EMS c
17-1701108-000	01/31/2017	13:45:19	8801 LONGVIEW CLUB DR /Su	321 EMS call, excluding vehicle
17-1701111-000	01/31/2017	15:03:12	10209 NEW TOWN RD /MARVIN	352 Extrication of victim(s) fro
17-1701117-000	01/31/2017	15:44:59	206 BELVEDERE LN	321 EMS call, excluding vehicle
17-1701123-000	01/31/2017	18:50:34	1309 LANGDON TERRACE DR /	611 Dispatched & cancelled en ro

**Total Incident Count 162**

## Weddington

1/2017

UCR Code	Description	Date of Report	Incident ID	
<b>120</b>				
120	COMMON LAW ROBBERY	1/24/17	201700748	
			Total:	1
<b>13B</b>				
13B	CHILD ABUSE - MISD	1/1/17	201700014	
13B	SIMPLE ASSAULT	1/7/17	201700231	
13B	SIMPLE ASSAULT	1/20/17	201700634	
13B	ASSAULT ON FEMALE	1/24/17	201700767	
13B	SIMPLE AFFRAY	1/24/17	201700768	
			Total:	5
<b>220</b>				
220	BREAKING OR ENTERING (M)	1/2/17	201700046	
220	BREAKING/ENTERING-FELONY	1/3/17	201700074	
220	BREAKING/ENTERING-FELONY	1/9/17	201700272	
220	BREAKING/ENTERING-FELONY	1/12/17	201700374	
220	BREAKING/ENTERING-FELONY	1/18/17	201700549	
220	BREAKING/ENTERING-FELONY	1/18/17	201700551	
220	BREAKING/ENTERING-FELONY	1/18/17	201700553	
			Total:	7
<b>23F</b>				
23F	BEL / THEFT FROM MOTOR VEHICLE	1/17/17	201700531	
			Total:	1
<b>23H</b>				
23H	LARCENY-MISDEMEANOR	1/9/17	201700272	
23H	LARCENY-MISDEMEANOR	1/22/17	201700686	
23H	LARCENY-FELONY	1/30/17	201700922	
			Total:	3
<b>26A</b>				
26A	OBTAINING PROPERTY BY FALSE PRETENSES	1/4/17	201700106	
26A	IDENTITY THEFT	1/20/17	201700627	
26A	OBTAINING PROPERTY BY FALSE PRETENSES	1/23/17	201700707	
26A	DEFRAUD INNKEEPER	1/25/17	201700792	
			Total:	4
<b>26C</b>				
26C	IMPERSONATE OFFICER	1/31/17	201700944	
			Total:	1
<b>270</b>				
270	LARCENY BY EMPLOYEES	1/26/17	201700822	
			Total:	1
<b>290</b>				

## Weddington

1/2017

UCR Code	Description	Date of Report	Incident ID	
290	INJURY TO REAL PROPERTY	1/2/17	201700046	
290	INJURY TO REAL PROPERTY	1/9/17	201700272	
290	INJURY TO REAL PROPERTY	1/12/17	201700374	
290	INJURY TO PERSONAL PROPERTY	1/18/17	201700549	
290	INJURY TO REAL PROPERTY	1/18/17	201700551	
290	INJURY TO PERSONAL PROPERTY	1/18/17	201700553	
290	INJURY TO REAL PROPERTY	1/30/17	201700922	
			Total:	7
<b>35A</b>				
35A	SIMPLE POSSESS SCH VI CS (M)	1/1/17	201700026	
35A	POSSESS MARIJUANA UP TO 1/2 OZ	1/13/17	201700401	
			Total:	2
<b>35B</b>				
35B	POSSESS DRUG PARAPHERNALIA	1/1/17	201700026	
			Total:	1
<b>520</b>				
520	POSSESS WEAPON ON SCHOOL PROPERTY	1/11/17	201700338	
			Total:	1
<b>90F</b>				
90F	STALKING	1/14/17	201700424	
			Total:	1
<b>90G</b>				
90G	POSS MTBV/U-WN NOT 19/20	1/1/17	201700026	
			Total:	1
<b>90J</b>				
90J	TRESPASS - 2ND DEG	1/14/17	201700424	
			Total:	1
<b>999</b>				
999	MISSING PERSON	1/1/17	201700033	
999	DANGEROUS DOGS	1/3/17	201700082	
999	ACCIDENT NO VISIBLE INJURY	1/3/17	201700084	
999	OVERDOSE	1/5/17	201700141	
999	ANIMAL CALL BITE	1/6/17	201700199	
999	ACCIDENT POSSIBLE INJURY	1/9/17	201700267	
999	ACCIDENT NO VISIBLE INJURY	1/11/17	201700325	
999	ANIMAL CALL	1/11/17	201700329	
999	ACCIDENT NO VISIBLE INJURY	1/11/17	201700330	
999	ACCIDENT NO VISIBLE INJURY	1/12/17	201700377	
999	ACCIDENT NO VISIBLE INJURY	1/16/17	201700483	
999	ANIMAL CALL	1/19/17	201700571	
999	BARKING DOGS	1/20/17	201700600	
999	ACCIDENT NO VISIBLE INJURY	1/23/17	201700716	
999	ANIMAL CALL	1/26/17	201700818	

## Weddington

1/2017

UCR Code	Description	Date of Report	Incident ID	
999	ACCIDENT NO VISIBLE INJURY	1/26/17	201700842	
999	DEATH INVESTIGATION	1/28/17	201700885	
999	FOUND PROPERTY	1/31/17	201700973	
			Total:	18
<b>9999</b>				
9999	MENTAL HEALTH INVESTIGATION	1/12/17	201700385	
			Total:	1
<b>99Y</b>				
99Y	SECRETLY PEEPING	1/1/17	201700014	
			Total:	1

Monthly Crime Total 57

## Planner Town of Weddington

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**From:** Scott Buzzard  
**Sent:** Friday, January 27, 2017 9:44 AM  
**To:** Bill Deter; Michael Smith; Don Titherington; Janice Propst  
**Cc:** Planner Town of Weddington  
**Subject:** General roads information

All,  
On January 17, I attended a meeting among Union County CRTPO and TCC members. I wanted to give you some highlights. Lisa, will you please have this available as the Transportation Report for the next TC meeting?

Providence Road widening:

-From Rae Road to Cuthbertson Road will begin construction in 2024 -From Cuthbertson Road to Waxhaw Pkwy will begin construction in 2025 -NCDOT is working to try to link the two projects and start both in 2024 so there is less impact on the area.

Why does the crash data NCDOT has seem to be well below the actual data, and how does this affect projects?

-Unfortunately, NCDOT is a reactive entity. They fully admit this. The funds for safety projects are weighted heavily on past events, not future growth or needs. As a for-instance, even the STP-DA funds, which are the most flexible, have a 2-3 year lag (project submittal to final).

-NCDOT only investigates and compiles their own data for fatal crashes -ALL other crash data is compiled from police reports -not just the police reports that they file for their departments, but reports that they have to file with NCDOT -as Mike could probably attest, NCDOT knows that this is not always done, as it basically doubles the work of the officers - even if it is filed, if it is not filed correctly (wrong location or even wrong type of crash), the information may not be pulled when NCDOT does a search. For instance, if a crash happens close to an intersection, but is not listed specific to that intersection, it likely is not found when NCDOT does a search.

Specific to the report filing, Waxhaw has started having training session with its PD on how to file the reports and the importance of that information. I would suggest that our Public Safety committee contact Waxhaw and sit in on one/some of these sessions. They could then, either work with our deputies, or perhaps recommend our deputies attend some for themselves. I think this would go a long way in having accurate data for NCDOT, and allow more money for safety projects to flow into Weddington. Ultimately, however, it does hinge on if there are actual crashes, not growth projections.

Even though NCDOT is reactive, I think our planning department should be engaged with NCDOT and provide them with new subdivisions and maps of impacted areas. NCDOT has some of this data, but I think providing a packet of information so they have everything together, may be helpful for them. Communication and information are always key.

An overwhelming amount of NCDOT funding is tied to regulations from both the State and Federal level. In both cases, the prevailing theory is NOT the movement of people, but rather the movement of commerce/goods. Most monies for road projects are tied to truck volume. As such, there is very little in Weddington that fall into this category. And, as such, very little money that will come to Weddington. The only two projects that fall within that scope are Rae Road (ultimately linking the Monroe airport to 485 and CLT airport), and Providence Road.

Because of this, I think the best way to leverage what little money could come to Weddington, the Town should work with Wesley Chapel, Marvin and Waxhaw again, to update the LARTP.