

MAYOR
Jessie Bellflowers

MAYOR PRO TEM
Hope Page

TOWN MANAGER
Chancer McLaughlin



TOWN BOARD
Bryan Marley
Lisa Tremmel
Grilley Mitchell
Cynthia Hamilton

TOWN CLERK
Ashley Wyatt

TOWN OF HOPE MILLS BOARD OF COMMISSIONERS
Meeting Agenda March 18th 2026
6:00 p.m. Special Meeting

CALL TO ORDER – Mayor Jessie Bellflowers

INVOCATION – Pastor Jason Todd

PLEDGE OF ALLEGIANCE – Mayor Jessie Bellflowers

1. APPROVAL OF AGENDA – ADDITIONS OR DELETIONS.

2. OFFICIAL COMMENTS.

- a. Manager’s Report
- b. Board Member Comments

3. PRESENTATIONS

- a. Proclamation Recognizing National Vietnam Veteran’s Day (**TAB 1**)
- b. Overview of Municipal Human Resources Operations- Leanne Carlucci, Human Resources Director

4. PUBLIC COMMENTS:

Each speaker is asked to limit comments to three (3) minutes, and the total comment period will be 30 minutes or less. Citizens should sign up with the Town Clerk to speak prior to the start of the meeting. Please direct comments to the full board, not to an individual board member or staff member. Although the Board is interested in hearing your concerns, speakers should not expect Board action or deliberation on subject matter brought up during the Public Comment segment.

Topics requiring further investigation will be referred to the appropriate town officials or staff and may be scheduled for a future agenda.

5. CONSENT AGENDA:

- a. Consideration and approval of the Board of Commissioners Meeting Minutes: March 2, 2026 Regular Meeting, March 2, 2026 Special Meeting, and March 6, 2026 Special Meeting (**TAB 2**)
- b. Consideration and approval of the Board of Commissioners Meeting Minutes: February 16, 2026 Closed Session (**No attachments**)

- c. Consideration and Approval of a Proposal from Precision Safe Sidewalks in the Amount of \$16,227 for the Facilities Trip Hazard Removal Project **(TAB 3)**
- d. Consideration and Approval of a Proposal from Precision Infrastructure Management in the Amount of \$18,132 for a Right-of-Way/Sidewalk Conditions Survey **(TAB 4)**
- e. Approval of Resolution **R2026-004**; Declaring certain property of the town to be surplus and authorizing the disposition of said property **(TAB 5)**
- f. Acceptance of Monthly Financials- February 2026 **(TAB 6)**
- g. Removal of Jennifer Privette, Sally Bailey, Kristen Walkinshaw from the Appearance Commission **(No attachments)**
- h. Nomination and Appointment of Victoria Smith to the Appearance Commission **(TAB 7)**

All items on the Consent Agenda are considered routine, to be enacted by one motion and without discussion. If a member of the governing body requests discussion of an item, the item will be removed from the Consent Agenda and considered separately under New Business.

“END OF CONSENT AGENDA”

6. CLOSED SESSION CALLED PURSUANT TO NCGS 143-318.11 (A) (3) ATTORNEY CLIENT PRIVILEGE (A) (5) LAND ACQUISITION and (A) (6) PERSONNEL

7. OLD BUSINESS:

- a. Overview of Municipal Bond Process **(No attachments)**
- b. Consideration and Approval of Hope Mills Board of Commissioners Rules and Procedures recommended updates **(No attachments)**

8. NEW BUSINESS:

- a. Approval of revised guidelines for the Appearance Commission **(TAB 8)**
- b. Approval of amended bylaws for the Veterans Affairs Committee **(TAB 9)**
- c. Approval of Resolution **R2026-005**; Resolution Supporting FY2027 Community Project Funding Request for Commerce, Justice, Science, and Related Agencies, COPS Technology and Equipment **(TAB 10)**

9. MONTHLY REPORTS AND INFORMATION ITEMS:

- a. Monthly Reports **(TAB 11)**

b. Reminders

- Monday, March 23rd | Parks and Recreation Advisory Committee | Thomas Campbell Oakman Chapel, 3711 South Main Street, Hope Mills, NC | 6:30pm
- Tuesday, March 24th | Appearance Commission | VFW Post 10630, 3226 Davis Street in Hope Mills, NC | 6:30pm
- Thursday, March 26th | Veterans Affairs Committee| VFW Post 10630, 3226 Davis Street in Hope Mills, NC | 6:00pm
- Thursday, March 26 | Hope Mills Board of Commissioners Special Legislative Delegation Meeting | 5788 Rockfish Rd, Hope Mills, NC | 6:00pm
- Monday, April 6th | Hope Mills Board of Commissioners Regular Meeting | 5770 Rockfish Rd, Hope Mills, NC | 7:00pm

10. STAFF COMMENTS.

11. ADJOURNMENT

TAB 1

TOWN OF HOPE MILLS
PROCLAMATION RECOGNIZING
NATIONAL VIETNAM
VETERANS DAY

WHEREAS, March 29, 1973 was the day United States Military Assistance Command, Vietnam was disestablished and also the day the last United States combat troops departed Vietnam. In addition, on and around this same day Hanoi released the last of its acknowledged prisoners of war, and;

WHEREAS, 3.3 million Americans served in Vietnam and the Southeast Asia area of operations between November 1, 1955 and May 15, 1975. The Southeast Asia area of operations included South Vietnam, North Vietnam, Cambodia, Laos, the South China Sea and the Gulf of Thailand, and;

WHEREAS, more than 58,000 American Service Men and Women were Killed in Action and over 150,000 were Wounded in Action, and;

WHEREAS, there are roughly 200,000 Vietnam Veterans who reside in North Carolina, and over 7,500 that call Cumberland County home, and;

WHEREAS, since 1973, the remains of 1,060 Americans killed during the Vietnam War have been identified and returned to their families for burial with full military honors. 1,581 Americans of which 39 are from North Carolina are still listed as “Missing in Action” and are thus unaccounted for, and;

NOW, THEREFORE, BE IT RESOLVED that I, Jessie Bellflowers, Mayor of the Town of Hope Mills, do hereby proclaim March 29th, 2026, as **Vietnam Veterans Day** in the Town of Hope Mills and encourage all citizens to remember the sacrifice and valor of our towns Vietnam Veterans and their families.

This 18th day of March, 2026

JESSIE BELLFLOWERS, MAYOR

TAB 2

MAYOR

Jessie Bellflowers

MAYOR PRO TEM

Hope Page

TOWN MANAGER

Chancer McLaughlin



TOWN BOARD

Cynthia Hamilton
Grilley Mitchell
Bryan Marley
Lisa Tremmel

TOWN CLERK

Ashley Wyatt

TOWN OF HOPE MILLS BOARD OF COMMISSIONERS

Meeting Agenda –March 2, 2026

7:00 p.m. Regular Meeting

Mayor Bellflowers called the meeting to order at 7:00 PM and welcomed those in attendance.

STAFF PRESENT

Town Manager Chancer McLaughlin, Town Clerk Ashley Wyatt, Police Chief Stephen Dollinger, Fire Chief Matt Cain, Town Planner Emily Weidner, Public Works Director Don Sisko, Parks and Recreation Director Lamarco Morrison, and Town Attorney Katie Barber Jones.

PLEDGE OF ALLEGIANCE

Mayor Bellflowers led the Pledge of Allegiance.

APPROVAL OF AGENDA – ADDITIONS OR DELETIONS

Commissioner Mitchell moved to approve the agenda. The motion was seconded by Commissioner Marley and unanimously approved.

OFFICIAL COMMENTS

Town Manager Chancer McLaughlin presented an extensive 14-page manager's report, highlighting several key initiatives. He emphasized the excellent work of school resource officers who are actively engaging students beyond just providing security. The report featured upcoming events including the spring litter sweep and community yard sale, and highlighted various committee opportunities for citizen involvement. He also formally announced the retirement of Finance Director Drew Holland, Camden Commons was featuring Target as the anchor tenant and the upcoming opening of the Hive of Hope Mills. Additional updates included Heritage Park phase two grant applications, Parks and Recreation mental health workshops, basketball court repairs following vandalism, and various NCDOT construction progress on local roundabouts.

Board Member Comments

Commissioner Hamilton welcomed everyone and thanked them for attending.

Commissioner Mitchell, speaking as president of the veterans of Cumberland County, offered support to any military families impacted by recent events.

Commissioner Marley welcomed attendees and requested the possibility of a community reopening event for the basketball courts when repairs are completed, similar to previous community gatherings.

Commissioner Tremmel reminded everyone to vote the following day.

Mayor Pro Tem Hope Page shared leadership insights.

Mayor Bellflowers welcomed attendees and expressed condolences for service members killed in action, emphasizing support for all military personnel currently deployed in the Middle East. He reported on significant progress toward public transportation in Hope Mills.

Presentations

Proclamation Recognizing National Women's History Month

Mayor Pro Tem Hope Page read the proclamation recognizing March 1-31, 2026 as National Women's History Month into the record.

Proclamation Recognizing National School Breakfast Week

Commissioner Tremmel read the proclamation designating March 2-6, 2026 as National School Breakfast Week into the record.

Proclamation Recognizing Town Charter Day

Mayor Bellflowers read the proclamation recognizing March 9, 2026 as Town Charter Day into the record.

PUBLIC HEARING

ZNG-013-25 Rezoning Of 0.68 +/- Acres From R15 To R7.5 Residential District

Town Planner Xavier Robinson presented the rezoning request for 0.68 acres located at 0 Legion Road, the empty lot at the southwest corner of Broward Trail and Legion Road. The request seeks to rezone from R15 to R7.5 residential district for the undeveloped property.

Mr. Robinson explained the property had access to water and sewer utilities from both Legion Road and Broward Trail, and the Southwest Cumberland land use plan designation of low density residential supports the request.

Commissioner Marley moved to open the public hearing. Commissioner Mitchell seconded. The motion carried unanimously.

There were no speakers.

Commissioner Marley moved to close the public hearing. Mayor Pro Tem Page seconded. The motion carried unanimously.

Commissioner Marley moved to approve ZNG-013-25 for the rezoning request to R7.5 residential district. Commissioner Hamilton seconded. The motion carried unanimously.

PUBLIC COMMENTS

Carlene Bailey, a Hope Mills resident spoke on behalf of the homeless population and advocated on their behalf.

Karen Saracen questioned the homeless committee's activities after learning they served food to a Fayetteville encampment for Thanksgiving. Through a Freedom of Information Act request, she discovered months of planning to serve the Gillespie Street encampment near Walmart. She expressed concern about Hope Mills tax dollars. She also noted that while the Historic Preservation Commission was required to remove artifacts from storage due to space needs, the homeless committee was requesting storage approval

Ron Gosciniak expressed concerns after discovering the town's complete credit card information, including number, expiration date, and security code, was posted online over the weekend in tab 7 related to a shredding company contract. He recognized the information was removed by Monday but noted the mishap. He also challenged questioned the fuel surcharge in the same contract, suggesting that fuel prices had not increased 126% in the past 12 months as claimed, but have actually decreased. He went on to question who negotiates the contracts.

CONSENT AGENDA

Commissioner Mitchell moved to approve the consent agenda items A through D, Commissioner Hamilton seconded. The motion carried unanimously.

Consideration and approval of the Board of Commissioners Meeting Minutes: February 6, 2026 Special Budget Meeting, February 16, 2026 Regular Meeting, and February 16, 2026 Special Meeting

Consideration and approval of the Board of Commissioners Meeting Minutes: January 20, 2026 Closed Session

Acceptance of Monthly Financials- January 2026

Approval of the Household Hazardous Waste & Shred event for 4/18/26 and authorize Town Manager to execute corresponding contracts.

DISCUSSION

Hope Mills Board Of Commissioners Rules And Procedures Recommended Updates

Mayor Bellflowers emphasized the need to establish "board expectations" regarding communication among board members and with town staff. He stressed the importance of treating each other and dedicated town staff with dignity and respect.

Commissioner Hamilton identified outdated language in rule number 10 regarding special meeting notifications, specifically requirements to mail notices to newspapers and radio stations that are no longer followed.

Town Clerk Ashley Wyatt confirmed the 48-hour notice and bulletin board posting requirements remain statutory, but agreed that removing outdated mailing language could occur since electronic notifications happen.

Commissioner Marley recommended the entire board review all rules and procedures to make informed collective decisions rather than addressing individual items. The agenda indicated discussion would occur at this meeting with approval scheduled for March 16th.

Commissioner Mitchell requested that commissioners with specific issues or suggestions email them to all board members before the March 16th meeting to facilitate efficient discussion. The board reached consensus on this approach.

The mayor established that any changes must be submitted to Ashley and Dan by close of business Monday, March 9th, allowing Dan Tuesday for review before inclusion in the Wednesday agenda packet. Town Attorney Katie Barber- Jones suggested providing red-line versions showing proposed changes for clarity during the meeting.

Regarding committee chair briefings, the board discussed scheduling internal committee chairs to present every other month at the second meeting, while external committee briefings by board members would occur at the first meeting of those same months. They agreed to move committee chair presentations from the end of the agenda to item number 3, before presentations, allowing chairs to leave after their reports if desired.

Status Of Bylaws Of Current Committees

Town Clerk Ashley Wyatt reported the ongoing review of all committee bylaws, with materials sent to committee chairs and copied to respective board liaisons. Since her tenure, only Cultural Arts, Economic Development, and Homelessness committees have been created, making this an appropriate time to review all committee bylaws simultaneously. Some responses have been received, with final submissions expected by April for board approval as they are completed.

NEW BUSINESS

Consideration And Approval Of Strategic Plan Final Invoice And Corresponding Budget Amendment #21

Finance Director Drew Holland presented the final strategic plan invoice requiring budget amendment #21 for \$22,275.

Commissioner Hamilton expressed concerns about the open-ended contract lacking specific amounts, start dates, end dates, or "not to exceed" provisions, viewing this as a liability for the town.

Mr. Holland confirmed this was the final invoice with no additional charges forthcoming.

Commissioner Marley questioned why the invoice arrived several months after the October 20-21, 2025 strategic plan presentation and adoption and why the total cost reached approximately \$95,335 compared to the original \$85,000 estimate.

Town Manager Chancer McLaughlin acknowledged initial concerns but explained that staff reviewed each line item to verify all services were rendered prior to strategic plan delivery. Every consultant visit occurred at the town's request, including activities like manning booths at opening day events that contributed to additional costs. He also confirmed his recommendation to pay the invoice based on thorough research showing legitimate services rendered prior to project completion.

Commissioner Marley agreed to support the manager's recommendation despite concerns about the process.

Commissioner Hamilton initially moved to officially terminate the contract to prevent future invoices, but Town Attorney Katie Barber Jones advised against this precedent, explaining that service contracts naturally conclude upon delivery of the required product.

Commissioner Hamilton rescinded her motion.

Mayor Pro Tem Page questioned the timing of receiving a September-dated invoice only in January.

Mayor Bellflowers admitted his initial frustration upon seeing the late invoices, emphasizing his detailed review to ensure all services occurred within the proper timeline. He confirmed the necessity of payment. He acknowledged this as a learning experience, with Town Attorney Katie Barber Jones confirming future contracts could include 30-day invoice submission requirements and "not to exceed" amounts.

Commissioner Marley moved to approve budget amendment number 21 for \$22,275. Commissioner Mitchell seconded and the motion carried unanimously.

Consideration And Approval Of Replacing Police Fleet Vehicle #169 And Corresponding Budget Amendment #22

Finance Director Holland explained the need for budget amendment #22 in the amount of \$18,350 to replace police vehicle #169. While the town leases all vehicles through Enterprise, equipment costs exceeding a certain percentage of vehicle value must be purchased outright rather than included in lease agreements.

Commissioner Mitchell inquired about exploring alternative options for future situations, with officials confirming this represents the only viable option given current circumstances and the age of the replaced vehicle.

Commissioner Marley moved to approve budget amendment number 22 for \$18,350. Commissioner Hamilton seconded and the motion carried unanimously.

Consideration And Approval Of A Storage Location For The Homelessness Committee

Commissioner Hamilton, serving as liaison, explained the storage needs arose during discussions with committee chair Deanna Royal and another member Miss Connie. She stated that the committee requires accessible storage for supplies since volunteers work all hours and need access without disturbing town staff or accessing locked buildings.

Committee Chair Deanna Royal reported developing partnerships with local faith-based organizations to provide storage and kitchen space at no cost to the town budget. She also secured an Amazon donation contract, emphasizing the importance of moving forward quickly on storage arrangements.

Town Clerk Ashley Wyatt confirmed the homelessness committee had spent only 6.6% of their fiscal year budget, retaining 93.4% of allocated funds.

Commissioner Mitchell categorized homelessness into voluntary and involuntary situations, noting his 15-year experience with individuals who choose homelessness versus those needing assistance due to drugs, alcohol, mental health, or incarceration. He emphasized the importance of collaboration and helping people become "unhomeless" rather than enabling dependency.

LIAISONS UPDATE ON EXTERNAL COMMITTEE ACTIVITIES

Commissioner Bryan Marley – RLUAC

Town Manager Chancer McLaughlin reported on the Regional Land Use Advisory Commission meeting, as Commissioner Marley was unavailable.

Commissioner Cynthia Hamilton – Cumberland County Air Quality Ambassadors Committee, Cumberland County Continuum Of Care Committee

Commissioner Hamilton reported the last meeting lacked a quorum due to members' work and travel conflicts. They discussed food distribution activities mentioned during public comments and shared information from the point-in-time count with the Continuum of Care meeting she attended.

Mayor Pro Tem Hope Page – FAMPO TAC, Prime Movers Committee, Cultural Arts

Mayor Pro Tem Page expressed enthusiasm for the Prime Movers Committee's progressive initiatives, highlighting their scholarship application. The committee planned Women's History Month activities collaborating with Cultural Arts to place historical signs around the lake and walking areas.

The Cultural Arts Committee was developing projects including special needs children's programs, summer camp collaborations with Parks and Recreation and Artist Village, and a significant mural project.

Mayor Jessie Bellflowers – Mayor's Coalition; Mid-Carolina Council Of Governments; FCEDC Municipal Advisory Meeting Liaison

Mayor Bellflowers reported on the February 6th Cumberland County Mayor's Coalition meeting in Falcon and advised the next meeting is scheduled for May 15th. He highlighted Town Clerk Ashley Wyatt's dual role serving as clerk for both Hope Mills and the Cumberland County Mayor's Coalition, which meets quarterly.

The mayor reported attending the North Carolina League of Municipalities Mayors Association winter meeting February 11-12 in Pinehurst with 135 mayors present. He emphasized the importance of having community project funding proposals ready for the April short session.

Lastly he spoke to State Auditor Dave Bullock addressing internal policies, credit cards, procurement policies, and oversight issues in municipalities.

ADJOURNMENT

Seeing no additional business to come before the board, the meeting was adjourned at 9:12 pm.

Motion by Commissioner Mitchell, seconded by Commissioner Marley, and carried unanimously to adjourn the meeting.

ADOPTED this 18th Day of March 2026.

Jessie Bellflowers, MAYOR

ATTEST:

Ashley Wyatt, MMC Town Clerk

MAYOR

Jessie Bellflowers

MAYOR PRO TEM

Hope Page

TOWN MANAGER

Chancer McLaughlin



TOWN BOARD

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Lisa Tremmel

TOWN CLERK

Ashley Wyatt

TOWN OF HOPE MILLS BOARD OF COMMISSIONERS

Meeting Agenda –March 2, 2026

5:30 p.m. Special Meeting

Mayor Bellflowers called the meeting to order at 5:30 PM and welcomed those in attendance.

NOTE: Commissioner Bryan Marley arrived at 6:35pm

STAFF PRESENT

Town Manager Chancer McLaughlin, Town Clerk Ashley Wyatt, Deputy Clerk Coronda Regan, Parks and Recreation Director Lamarco Morrison, Assistant Director Maxey Dove, Assistant Director Meghan Freeman, Operations and Programs Supervisor Teandrea Wilkins, Program Coordinator Brandon McLean, Administrative Assistant Brenda Williams, and Special Events and Communications Coordinator Meagan Mereness.

PLEDGE OF ALLEGIANCE

Mayor Bellflowers led the Pledge of Allegiance.

APPROVAL OF AGENDA – ADDITIONS OR DELETIONS

The agenda was approved by unanimous vote of the board.

PRESENTATIONS

Overview Of Municipal Administration - Chancer McLaughlin, Town Manager

Town Manager McLaughlin provided a technical overview of Hope Mills' municipal administration structure, emphasizing that the presentation would be rooted in general statutes governing the town's operations.

He explained Hope Mills operated under the council-manager form of government, which is the dominant structure for larger cities. Under this system, authorized by General Statute Chapter 160A, Article 7 Part 2, the elected Board of Commissioners sets policy and adopts ordinances, while hiring a town manager to oversee daily operations. The council holds legislative authority while the manager functions as chief administrative officer responsible for implementing board policies, overseeing daily operations, preparing the annual budget, and supervising town employees.

The administrative team consists of the town manager, town clerk, deputy town clerk who also serves as Public Information Officer and executive assistant to the manager, and two receptionists manning the front desk.

He highlighted the importance of the receptionists as the "face and voice" of the municipality, noting that Commissioner Marley had advocated for the position. He further outlined the duties of the Town Manager, Town Clerk, and Deputy Town Clerk.

Discussion on Agenda Process

Following the presentation, Commissioner Mitchell initiated discussion about the agenda process, noting that it was an appropriate time to address the issue. Commissioner Mitchell emphasized how working out procedural details would save time and allow focus on other priorities. He went on to say that he never recalled receiving draft agendas during his previous years of service. Instead, complete agendas with all attachments and tabs arrived by Wednesday at noon.

Commissioner Hamilton agreed, preferring to receive everything in one consolidated packet, although she suggested Monday as an option.

Commissioner Tremmel supported eliminating draft agendas entirely, advocating for full packets with complete tabs, allowing additions and deletions during meetings as provided in the agenda structure.

Mayor Pro Tem Page also agreed with eliminating drafts if full packets included all attachments, enabling commissioners to ask necessary questions and receive answers from town management before meetings.

The consensus emerged for eliminating draft agendas in favor of complete packets distributed by close of business Wednesday, with Tuesday close of business as the cutoff for commissioner submissions requiring documentation. The "additions and deletions" agenda item would remain for Monday meetings as needed.

Town Clerk Wyatt advised commissioners that they could submit items for any meeting as soon as they know their intentions and did not have to wait until the week of meetings for submissions.

The Mayor clarified the final consensus: no drafts sent Monday or Tuesday, full packets distributed Wednesday by close of business with all tab information, no subsequent additions except during Monday meeting "additions and deletions" agenda item, with Tuesday close of business as the commissioner submission deadline for items requiring documentation.

Overview Of Municipal Parks And Recreation - Lamarco Morrison, Parks And Recreation Director

Parks and Recreation Director Lamarco Morrison began by noting that many people had some idea of their departments work but were unaware of the extensive behind-the-scenes activities and procedures.

He presented the department's mission statement, which he reviews at least monthly to ensure they fulfill their commitment to providing recreational provisions through athletics, special events, programs, and passive opportunities to enhance quality of life. He stated that when

people move to communities, they typically look at three things: schools, parks and recreation departments, and public safety statistics. Ms. Brenda Williams gave an overview of her role as the administrative assistant to the department.

Parks and Rec staff broke down the four divisions within the department as the following:

Operations and Programs Division

Teandrea Wilkins and Brandon McLean explained that their division dedicates itself to creating a welcoming, inclusive, and safe environment for all recreation center visitors. They strive to ensure accessibility for individuals of all backgrounds, abilities, and identities, operating on the principle that "all walks of life" can participate.

Operating hours are Monday through Friday 8 AM to 8:30 PM, Saturdays primarily for rental reservations and athletics, and closed Sundays. Daily activities include open play pickleball, fitness area access, and open gym basketball.

They emphasized that "recreation is now therapy," creating opportunities for socialization and purpose, particularly for individuals dealing with loss or difficult life transitions. Available rental spaces include small and large activity rooms, multipurpose room, community room, fitness room, and gymnasium depending on availability.

They also spoke to Statistical Achievements, noting that the Operations Division served 7,838 participants in 2025, with daily activities accounting for 1,651 participants. Fitness area participation showed tremendous increase throughout the day rather than just the traditional 8-9 AM crowd. Pickleball attracted 378 participants, while open gym basketball surprised everyone with 881 participants. Indoor walking drew 13 regular participants who typically attend once or twice weekly.

Programs served 6,187 participants across various age groups, with the 55-plus demographic leading at 4,043 participants, demonstrating the effectiveness of their "recreation as therapy" approach.

Customer reservations totaled 245, with 170 being customer rentals. Mr. Morrison noted that the department generates nearly \$400,000 in revenue annually.

Special Events Division

Meghan Freeman and Meagan Mereness outlined their comprehensive special events calendar including but not limited to spring cleanup, Cottontail Trail, Trucks and Stuff, Independence Day celebration, fall cleanup, Trunk or Treat, Christmas at the Lake, Breakfast with Santa, Paws and Claws Pet Pics, Christmas Parade of Lights, Letters from Santa, Elf Kits, and Santa and Sirens. The division handles everything from planning and logistics to setup and cleanup, working closely with maintenance staff, police, and fire departments.

Additional town events include Easter Sunrise Service, Memorial Day Service, Veterans Day Service, State of Town, ribbon cuttings, and 9/11 Memorial Ceremony.

The division oversees their popular 8-week summer day camp serving 40 children weekly, filling within 12 hours with waiting lists sufficient for two additional camps. They also manage sideline suppers during athletic games, watersports kiosk at the lake, Heritage Park Sensory Garden Grant received by their summer intern, and the Have a Seat in Hope Mills Adirondack chair program.

Beyond events, they handle all Parks and Recreation marketing communications including website management, social media accounts, two digital marquees, community partnerships, the biannual "Millin' Around" program guide, corporate sponsorship programs, volunteer coordination, and digital advertising on marquees.

Athletics Division

Maxey Dove explained their mission to provide safe, structured, and inclusive athletic programs supporting physical, social, and emotional development while promoting sportsmanship, teamwork, discipline, and leadership. They ensure equitable access to quality athletic opportunities while fostering positive environments and building strong partnerships with schools and local organizations.

They offer three main seasons with spring registration just completed. Spring sports include T-ball, baseball (ages 4-5 to 14), softball (ages 7-15), instructional soccer (ages 5-6), regular indoor soccer (ages 7-12), and wrestling with 63 participants (ages 6-12). Fall sports feature outdoor soccer (ages 5-14), football (ages 7-12), cheer (ages 5-14), volleyball (ages 9-17), fall baseball and softball (ages 7-12), and their new cross-country program (ages 7-17) that attracted 29 participants in its inaugural season. Winter season includes instructional basketball (ages 5-6), leagues (ages 7-17), and cheerleading (ages 5-17) supporting basketball teams.

Current spring registration totals 1,065 participants with wrestling (63), baseball (538 and growing), softball (230), and indoor soccer (234). They typically average 2,500-2,700 participants annually across all seasons: approximately 1,000 in spring, 1,000 in fall, and 500-600 in winter.

Athletic staff conducts team drafts with volunteer coaches, creates practice and game schedules, inventories and issues equipment, orders uniforms and trophies, ensures proper staffing and training, partners with maintenance for field preparation, organizes opening day ceremonies, and manages post-season play including showcases, all-star tournaments, and playoffs.

Current activities include baseball assessments, drafts for multiple age groups and sports, basketball all-star team preparation for tournament representation in Butner, with opening day scheduled for Saturday, April 11th at Broward Park.

Maintenance Division

Mr. Morrison concluded by emphasizing that maintenance staff represented the "real heroes" of Parks and Recreation.

Maintenance staff handles Hope Mills Recreation Center, Municipal Park, Herring Park, Lake Park, Heritage Park, Thomas Campbell Oakman Chapel, Broward Park, Barnier Gardens, Golfview Greenway, and fields at three schools: Baldwin, Hope Mills Middle, and Southview. Additionally, they coordinate with special events for planning, scheduling, setup, and breakdown for all major events including opening days, seasonal celebrations, Memorial Day, Independence Day, Veterans Day, Christmas events, and board-requested events like swearing-in ceremonies and 9/11 commemorations.

ADJOURNMENT

Seeing no additional business to come before the board, the meeting was adjourned at 6:34 pm.

Motion by Commissioner Mitchell, seconded by Mayor Pro Tem Page, and carried unanimously to adjourn the meeting.

ADOPTED this 18th Day of March 2026.

Jessie Bellflowers, MAYOR

ATTEST:

Ashley Wyatt, MMC Town Clerk

MAYOR
Jessie Bellflowers

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Lisa Tremmel

TOWN CLERK
Ashley Wyatt

TOWN OF HOPE MILLS BOARD OF COMMISSIONERS
Meeting Agenda –March 6, 2026
8:30 a.m. Special Meeting

Mayor Bellflowers called the meeting to order at 8:30 AM and welcomed those in attendance.

STAFF PRESENT

Town Manager Chancer McLaughlin, Town Clerk Ashley Wyatt, Parks and Recreation Director Lamarco Morrison, Director of Public Works Don Sisko, Deputy Director of Public Works Bruce Clark, Fire Chief Matt Cain, Deputy Fire Chief Robert Hurlburt, Police Chief Stephen Dollinger, Stormwater Administrator Beth Brown, Human Resources Director Leanne Carlucci, and Planning Director Emily Weidner

PLEDGE OF ALLEGIANCE

Mayor Bellflowers led the Pledge of Allegiance.

APPROVAL OF AGENDA – ADDITIONS OR DELETIONS

The agenda was approved by unanimous vote of the board.

OFFICIAL COMMENTS

Town Manager Chancer McLaughlin welcomed all staff and board members and outlined the day's schedule.

PRESENTATIONS

STRATEGIC ALIGNMENT – Jessica Day

Consultant Jessica Day facilitated a comprehensive strategic planning session focused on aligning the town's priorities with its strategic plan. She began with introductions where participants shared their hopes for the session.

Ms. Day presented examples of successful strategic planning to illustrate the importance of forward-thinking planning. She also highlighted successful public sector examples, including Singapore's housing initiatives, Pittsburgh's transition from steel to technology, and Charlotte's investment in light rail infrastructure.

She covered the strategic planning framework of discover, decide, and the deliver phases and demonstrated how to implement each aspect.

CIP OVERVIEW/ FINANCE UPDATE

Finance Director Drew Holland presented the Community Investment Plan (CIP) and provided an update on the town's financial position. He explained that the CIP serves as a roadmap for all projects needed in the town, detailing costs and funding sources.

He went on to explain about cash flow, explaining that the town spent more money from reserves than in previous years. He detailed how property tax collection timing creates seasonal cash flow challenges, with the town's lowest cash month typically being October. The town's cash reserves dropped from \$6 million to approximately \$3 million in October 2025, which he attributed to the increased operational costs and the loss of sales tax revenue.

Commissioner Mitchell asked what needed to be done to ensure the town was financially healthy.

The recommendation was the following: For the upcoming budget year, major capital purchases would need to be delayed until December to preserve cash flow during the critical fall months.

Mayor Bellflowers asked if there were any substantial reoccurring costs annually.

Mr. Holland advised that street lights, training for employee certifications, and contracts were all reoccurring costs.

Commissioner Marley asked if the town knew how much revenue was coming in after the revaluation of taxes.

Mr. Holland advised that it was likely the projection he listed in the proposed budget.

DEPARTMENT STAFFING

Town Manager Chancer McLaughlin opened the discussion on staffing needs being the top priority identified at the previous council retreat. Each department head was given the opportunity to then itemize their staffing needs. (The Inspections Director was not available to be present.)

BOND PROJECT INFORMATION PARKS & RECREATION PROJECTS

Parks and Recreation Director Lamarco Morrison presented several major projects requiring funding decisions:

Recreation Center: Two location options were discussed - the Hodges property or potentially the proposed sport's complex location.

Commissioner Marley suggested that the board revisit the proposal of the golf course as the location for the baseball sports complex.

Commissioner Hamilton expressed concerns regarding the public not having input as to what occurs with the golf course.

Mayor Bellflowers asked for a consensus.

It was the consensus of the board not to revisit the proposal of the golf course as the location for the baseball sports complex and that a decision on the matter should be put to a vote of the people through a bond on the next election ballot.

Sports Complex: Discussions centered on a 300-acre property off Route 301, but would require significant infrastructure investment. No action was taken.

Lake Park Parking Lot: A \$1.3 million project with potential grant funding opportunities to help mitigate costs to taxpayers. No action was taken.

Senior Center: This segment highlighted challenges in providing adequate space for senior programming, with the current senior center renovations being the immediate need were discussed. It was decided the potential land purchases for the initiative would be discussed at a future closed session of the board.

BOND PROJECT INFORMATION INFRASTRUCTURE PROJECTS

Town Manager Chancer McLaughlin and Public Works Director Don Sisko presented the critical need for street infrastructure improvements. A pavement condition study noted that the town's street network had a condition index of only 68.3, with only 28% of streets in good condition. The total replacement value was estimated at \$35 million, with \$11 million needed to bring streets to standard.

The presentation emphasized that securing a bond would help address town-maintained streets in existing neighborhoods. Major streets identified for improvement included several key thoroughfares throughout the town.

CONSIDERATION AND APPROVAL OF DAVENPORT PUBLIC FINANCE INVOICE AND CORRESPONDING BUDGET AMENDMENT #23 IN THE AMOUNT OF \$36,750

Finance Director Drew Holland explained that the invoice presented and corresponding budget amendment related to previous bond preparation work with Davenport Public Finance. The town had authorized work in a previous year.

Commissioner Mitchell moved to approve the Davenport Public Finance invoice and corresponding budget amendment in the amount of \$36,750. Commissioner Tremmel seconded the motion. The motion passed unanimously.

The board then discussed the bond options that had two approaches:

- General Obligation Bond requiring voter approval in November 2026
- Limited Obligation Bond not requiring voter approval, available sooner but without public input

Commissioner Hamilton expressed strong preference for voter approval in decisions that would increase taxes.

The board reached consensus to proceed with the General Obligation Bond option for the November 2026 ballot.

PUBLIC SAFETY: FIRE/POLICE SUBSTATION AND POLICE VEHICLE ROTATION

Chief Dollinger explained space constraints at the current police facility, originally designed for 41 officers but now housing 59. Critical issues included inadequate female locker facilities and maxed-out evidence storage. He presented a rental option requiring a decision by June 1st, with monthly costs around \$6,000-7,200 depending on configuration. He also reported significant improvement in fleet condition, with high-mileage vehicles (over 125,000 miles) reduced from 75% to 15% of the fleet. The department requested 5 vehicle replacements in the upcoming budget to eliminate remaining high-mileage vehicles, some exceeding 200,000 miles.

Fire Chief Cain presented the need for a substation to improve response times for emergencies and ISO ratings.

TRANSPORTATION

Town Manager Chancer McLaughlin presented potential regional transportation initiatives being studied by the City of Fayetteville with input from neighboring communities such as Hope Mills.

DEVELOPMENT AT I-95 EXIT

Town Manager Chancer McLaughlin provided updates on Exit 41 development opportunities, noting continued interest from developers despite previous challenges.

Commissioner Hamilton expressed concerns about rumors of a potential extended stay hotel in that area and potential law enforcement impacts.

TRADE STREET

The final priority addressed downtown revitalization along Trade Street. Mr. McLaughlin outlined the vision for a walkable, pedestrian-friendly corridor similar to Charleston's historic districts, incorporating public-private partnerships and redevelopment opportunities.

He announced plans to attend the NC Main Street Conference to explore the state's two-year Main Street program, which would provide design assistance and development strategies for downtown areas.

STAFF COMMENTS

Several staff members emphasized ongoing needs:

HR Director Leeanne Carlucci advocated for completing implementation of the previously conducted pay study, noting that many employees remain underpaid compared to benchmarks and surrounding agencies who were offering competitive salary increases.

Police Chief Dollinger reported that pay concerns were the top issue raised in annual one-on-one meetings with officers.

ADJOURNMENT

Seeing no additional business to come before the board, the meeting was adjourned at 4:17 pm.

Motion by Commissioner Mitchell, seconded by Commissioner Hamilton, and carried unanimously to adjourn the meeting.

ADOPTED this 18th Day of March 2026.

Jessie Bellflowers, MAYOR

ATTEST:

Ashley Wyatt, MMC Town Clerk

Closed Session
Meeting minutes
February 16,
2026 (No
Attachments)

TAB 3



AGENDA FORM

TO: Chancer McLaughlin, Town Manager
FROM: Don Sisko, Public Works Director
SUBJECT: Facilities Trip Hazard Removal Project

BACKGROUND INFORMATION: On August 3, 2020, the Board of Commissioners (BOC) adopted the Hope Mills Americans with Disabilities Act (ADA) Transition Plan. The plan outlines repairs and/or improvements needed to bring current facilities, and rights-of-way into compliance with current ADA standards.

Precision Safe Sidewalks conducted a Trip Hazard survey for the exterior of all Hope Mills facilities. This survey was conducted at no cost to the Town. This proposal presents the results of that study, and the recommended work to be completed to correct the accessibility deficiencies, and facilitate compliance with ADA standards for public facilities.

STAFF RECOMMENDATION, IF APPLICABLE: N/A

RECOMMENDED ACTION/MOTION: Authorize the Town Manager to accept a proposal from Precision Safe Sidewalks in the amount of \$16,227, and enter into a contract with the vendor to provide repair services according to the attached proposal.

FISCAL IMPACT:

 X Currently Budgeted _____ Requires budget amendment _____ No fiscal impact.

ATTACHMENTS:

- 1. Proposal from Precision Safe Sidewalks

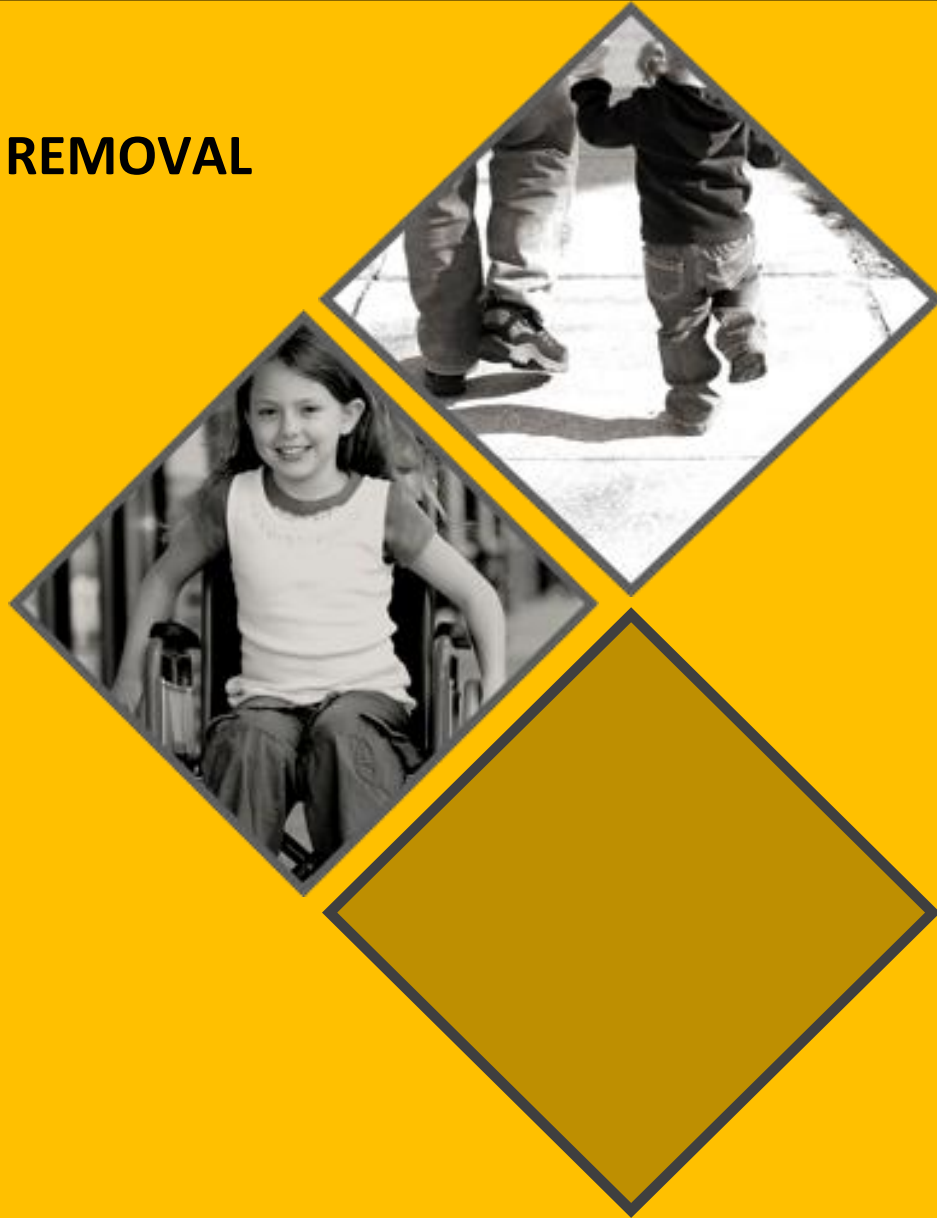
This agenda form has been reviewed by:	Initial & Date
Town Manager	
Finance Director	
Town Attorney	
Department Head (s)	DS 3/5/2026
Town Clerk	



PSS CPKM26-058-02

TOWN OF HOPE MILLS – FACILITIES & PARKS

SIDEWALK TRIP HAZARD REMOVAL SURVEY AND PROPOSAL



March 4, 2026

© 2026 Precision Safe Sidewalks, LLC.

Presented to: Bruce Clark, Deputy Director Public Works
Submitted by: Casey Penland, Business Development Manager
(800) 734-8891 ext. 323 M: (336) 870-5602 | c.penland@precisionsafesidewalks.com



ESTIMATE & PROPOSAL
TOWN OF HOPE MILLS
PROPOSAL NUMBER PSS CPKM26-058-02

Precision Safe Sidewalks, LLC.
Raleigh NC | Charlotte NC
Mechanicsville VA | Charleston WV
Washington DC | Albany NY | Western PA
Office/Fax: (800) 734-8891
www.precisionsafesidewalks.com

ESTIMATE: This estimate has been prepared for:

TOWN OF HOPE MILLS TRIP & FALL HAZARD REMOVAL

Bruce Clark, Deputy Director Public Works

5766 Rockfish Rd, Hope Mills, NC 28348
910-429-3380 | bclark@townofhopemills.com

EXECUTIVE SUMMARY:

Using the information provided by Bruce Clark for the Town of Hope Mills, Precision Safe Sidewalks conducted a risk assessment in a project area to identify sidewalk hazards that create trip-and-fall liabilities. Our assessment, conducted using the specifications of the Americans with Disabilities Act (ADA), revealed 99 trip-and-fall hazards (Vertical Height Displacements).

We observed that the overall sidewalk infrastructure in the assessed area is in generally good structural condition and is an ideal application for our precision-concrete-cutting repair method. Precision Safe Sidewalks proposes to remove all **99 sidewalk trip-and-fall hazards and restore 48 linear feet of curb hazards at points of egress** in the assessed areas, meeting the customer's requirements, for **\$16,227** (Sidewalks \$14,067 + Curbs \$2,160). We have also provided the option to select a subset of the hazards for repair by CLASS and AREA.

Should you request all hazards be repaired, Precision Safe Sidewalks can complete the work in as few as **1** workday with 3 technicians. While the sidewalk restoration project is underway, we will:

- ✓ keep the sidewalks in service
- ✓ require no heavy equipment or traffic control
- ✓ remove all debris and recycle the concrete waste materials
- ✓ leave the repaired areas clean and free of trip-and-fall hazards.

Please note that our assessment also identified approximately **88 square feet** that cannot be repaired, shown in Exhibit C. The hazards shown in Exhibit C require demolition and replacement (D&R), which our company does not provide.



ESTIMATE & PROPOSAL
TOWN OF HOPE MILLS
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Washington DC | Albany NY | Western PA
Office/Fax: (800) 734-8891
www.precisionsafesidewalks.com

ESTIMATED SAVINGS SUMMARY:

We estimate our innovative, proprietary, precision-concrete-cutting method will save the Town of Hope Mills more than **\$50,463** on this project versus traditional D&R methods.

We would be happy to discuss any aspect of this proposal and look forward to working with the Town of Hope Mills to enhance its sidewalk ADA compliance program, reduce liability for trip-and-fall incidents, and improve the safety and walkability of public walkways.

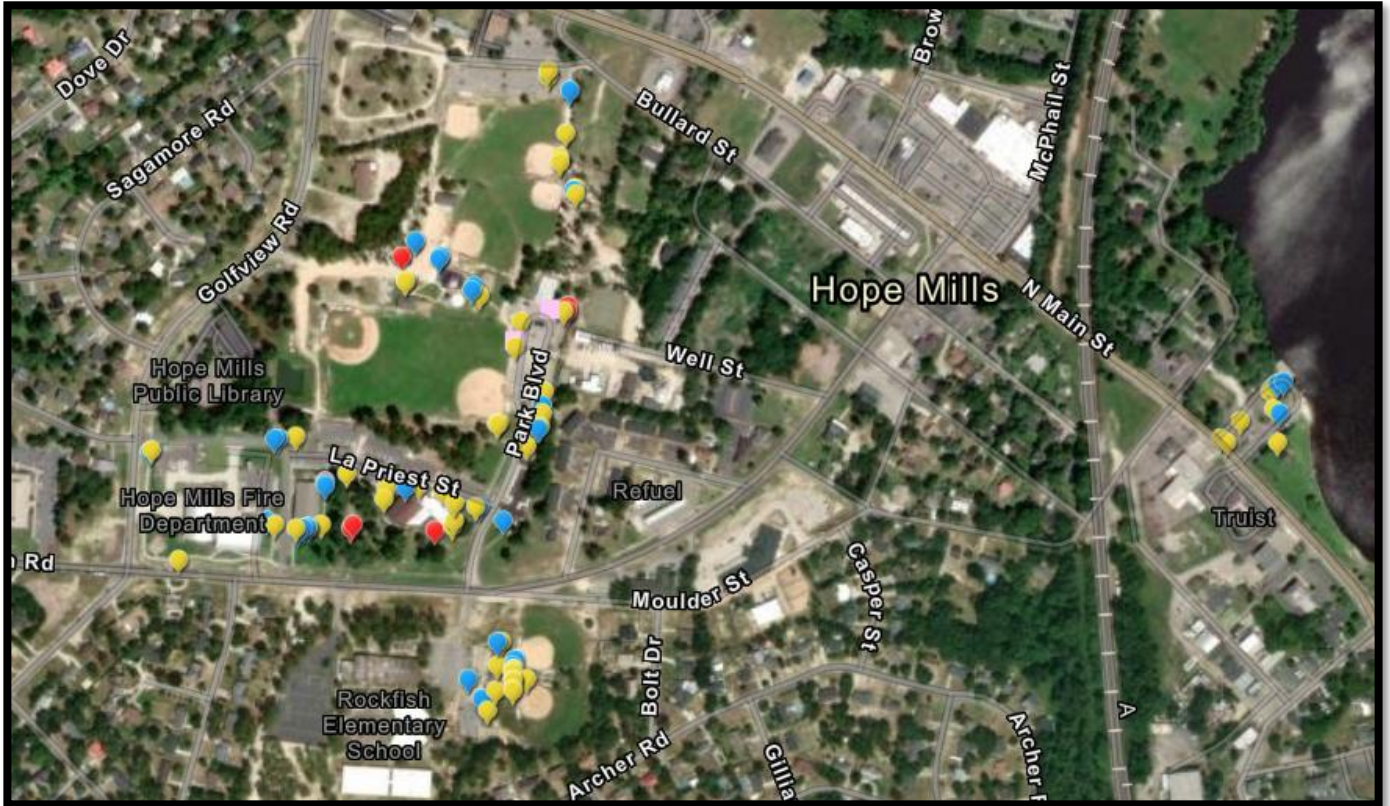
At the Town of Hope Mills's request, Precision Safe Sidewalks, LLC. will evaluate additional or alternate locations where our repair services can help stretch funds for sidewalk repairs.

RISK MANAGEMENT:

Vertical Height Displacements (VHDs) with a differential between panels exceeding $\frac{1}{4}$ " are considered accessibility barriers, pose a risk of trip-and-fall incidents, and are non-compliant with the Public Right of Way Accessibility Guidelines (PROWAG). It is important to note that all VHDs present a potential hazard to both individuals with disabilities and those without and can lead to accessibility barriers and trip-and-fall incidents. Our organization offers a classification system for trip-and-fall hazards based on height differentials, which can provide options for those with limited budgets.

It is worth noting that the risk of a trip-and-fall incident is generally equal for all identified hazards that require repair using our precision concrete cutting process. **Interestingly, customers have informed us that VHDs with a $\frac{1}{2}$ " differential actually result in more incidents than larger VHDs, likely due to the fact that individuals have difficulty perceiving the differential, leading to a higher rate of trip-and-fall incidents.**

**RISK ASSESSMENT HAZARD LOCATIONS
 TOWN OF HOPE MILLS
 5766 ROCKFISH RD, HOPE MILLS, NC 28348**



The color of the symbol will appear as the hazard size

VHD ¼" to ½"

VHD ½" to 1"

VHD 1" to 2 ½"

Curb

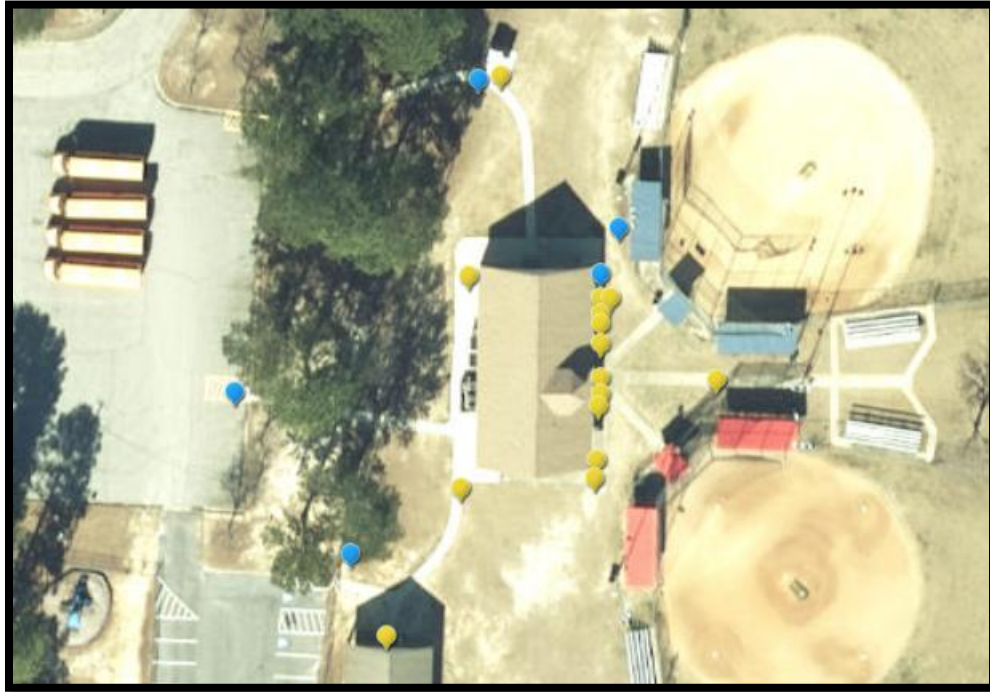
**RISK ASSESSMENT HAZARD LOCATIONS
MUNICIPAL PARK**



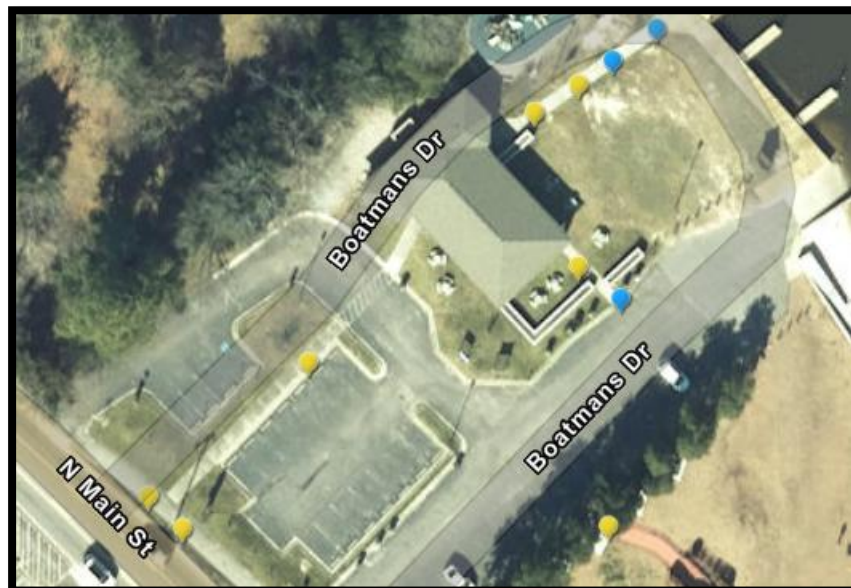
**RISK ASSESSMENT HAZARD LOCATIONS
TOWN HALL**



**RISK ASSESSMENT HAZARD LOCATIONS
BROWER PARK**



**RISK ASSESSMENT HAZARD LOCATIONS
BIG T'S AT HOPE MILLS LAKE**





METHODOLOGY – PREPARING THIS ESTIMATE:

1. A census was conducted and the following hazards were identified and grouped into three CLASSES and 4 AREAS:

CLASSES & SPECIFICATIONS

- VHD 1” to 2½”
- VHD ½” to 1”
- VHD ¼” to ½”

2. An estimate of inch feet for each CLASS was prepared based on a slope of 1:8 for up to ½” and 1:12 for ½”-2½”.
3. A fixed bid was prepared giving the flexibility to choose to repair hazards by CLASS, AREA, or all hazards in the proposal.

PRICING OPTION 1: REPAIR ALL HAZARDS

TABLE 2: SIDEWALK TRIP & FALL HAZARDS			
AREA	CLASS	HAZARDS	PRICE
Municipal Park	Least Severe	23	\$2,220
	Severe	13	\$2,810
	Most Severe	3	\$840
	SUBTOTAL	39	\$5,870
Town Hall	Least Severe	15	\$1,245
	Severe	11	\$1,848
	Most Severe	4	\$1,838
	SUBTOTAL	30	\$4,930
Brower Park	Least Severe	15	\$1,440
	Severe	5	\$772
	Most Severe	0	\$0
	SUBTOTAL	20	\$2,212
Big T's at Hope Mills Lake	Least Severe	7	\$660
	Severe	3	\$395
	Most Severe	0	\$0
	SUBTOTAL	10	\$1,055
TOTAL	Least Severe	60	\$5,565
	Severe	32	\$5,825
	Most Severe	7	\$2,678
	TOTAL	99	\$14,067

Note: Our company minimum to mobilize is \$6,443



ESTIMATE & PROPOSAL
TOWN OF HOPE MILLS
PROPOSAL NUMBER PSS CPKM26-058-02

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There are also curb hazards at points of egress adjacent to the curbside sidewalk hazard portion of this assessment. The additional price to restore these curb hazards at points of egress is \$2,160. Hazard example pictures are found in Exhibit A along with sample restoration pictures in Exhibit B.

TABLE 1.5: CURB HAZARDS			
AREA	LOCATION	LINEAR FEET	TOTAL
A	MUNICIPAL PARK	48	\$2,160

Precision Safe Sidewalks will remove **all identified sidewalk** and **curb hazards in the assessed area** from ¼” to 2½” for a **fixed price of \$16,227** (Sidewalks \$14,067 + Curbs \$2,160).



SCOPE OF WORK:

The scope of work includes identifying, measuring, recording, marking, and repairing the sidewalk hazards noted in our census at a slope of 1:8 for up to ½” and 1:12 for ½”-2½” (handicap ramps at 1:12), and removing approximately 162 lbs. of concrete debris from the area. Typically, we recycle this debris.

AVERAGE PRICE PER SQUARE FOOT: \$3.32

There are 4,238 total square feet in the project area. Precision Safe Sidewalks’ average price per square foot for the total project is \$3.32. While Precision Safe Sidewalks does not conduct Demolish & Replacement – (D&R) work, we can estimate that it would cost approximately \$15.00 per square foot for the Town of Hope Mills to demolish and replace the project area using a third party. Estimated D&R costs for the Town of Hope Mills would include:

- Cost of concrete – \$100 per cubic yard
- Underground scanning for lines, wires, utilities
- Tree and root removal
- Hydro excavation to remove soil with pressurized water near underground utilities
- Labor and Break up to remove existing concrete
- Labor to Pour, Form, Level, Finish, Float & Cut control joints.
- Fuel for multiple site visits to repair or break-up, remove, pour, remove forms, and restore adjacent items
- Equipment such as a backhoe, vehicle to transport backhoe, utility vehicle, and dump truck to remove debris
- Miscellaneous materials to prepare concrete
- Landscape repair

TABLE 2: COST PER SQUARE FOOT
\$3.32

ESTIMATED SAVINGS: \$50,463

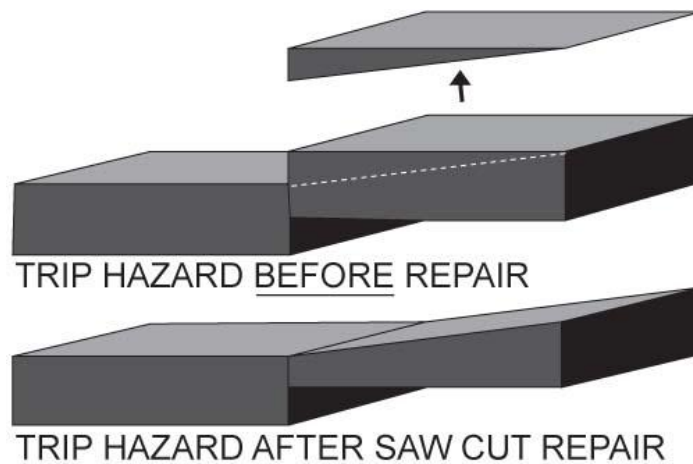
If all the panels were demolished and replaced by a third party at a replacement cost of \$15.00 per square foot, we estimate the Town of Hope Mills will save more than \$50,463 by using Precision Safe Sidewalks proprietary repair process.

REPAIR SCHEDULE & DURATION: 1 – 2 Days

When scheduled, we estimate the repairs for all hazards on the property will require 1 to 2 workdays with the note that wet weather days will delay our operations. We will remove small sections (10' to 15') of sidewalk from service for periods that range from 3 minutes to 45 minutes and will control all traffic around these areas while they are being repaired. No assistance will be required from the Town of Hope Mills, although we welcome site visits, evaluations, or inspections at your convenience at any time.

REPAIR SPECIFICATIONS:

1. Three measurements will be taken of every hazard:
 - Height¹ – the highest point of the hazard
 - Height² – the lowest point of the hazard
 - Length
 - Full Address Location
2. Hazards will be removed from the full length of the panel (full edge-to-edge repair);
3. Sidewalks will be repaired at a slope of 1:8 for up to ½" and 1:12 for ½"-2½"
4. Handicap ramps or special areas will be repaired at a slope of 1:12. Debris from repaired areas will be collected and removed
5. A dust abatement system will be used during all repair operations
6. The repaired area will be smooth and uniform with a coefficient of friction exceeding OSHA requirements for public walkways
7. A detailed, auditable invoice will be presented for every repair.



WARRANTY:

Precision Safe Sidewalks, LLC. guarantees its work as follows:

1. All trip and fall hazard repairs will have a zero point of differential in height with the adjacent panel.
2. Repairs will affect only the panel causing the hazard; adjacent panels or immovable objects will be unaffected.
3. The slope of all repairs will be at your specification. For this estimate, we have assumed a repair slope of 1:8; however, 1:10 or 1:12 may also be selected.
4. The repaired surface will exceed OSHA requirements for friction on public walkways.



SAFETY:

Precision Safe Sidewalks, LLC. has an impeccable safety record: we use OSHA-approved equipment, certify all employees who work directly in trip and fall hazard repair, and utilize outstanding safety practices for both employees and the public who may be using the walkways we are repairing. We have worked in dense urban, high-pedestrian-traffic areas and universities, as well as residential neighborhoods and historic districts to complete projects without incident. Our clients often receive unsolicited compliments for the work we have performed for them.

INSURANCE and INCORPORATION:

Precision Safe Sidewalks, LLC, is a corporation registered in the state of South Carolina with Certificates of Authority to operate in North Carolina, Virginia, West Virginia, Pennsylvania, New York, and the District of Columbia. We serve the entire states of North Carolina, Virginia, West Virginia, and the District of Columbia. Proof of liability, workers compensation, and auto insurance will be provided as requested.

SOLE SOURCE:

Due to the nature of our business, and in lieu of the competitive bidding process, frequently we have been asked to provide documentation that our technology relies upon proprietary methods, information, exclusive licenses, and/or patented equipment that have been issued by the U.S. Patent and Trademark office.

PSS is a franchisee of Precision Concrete Cutting (PCC). Within the states of North Carolina, Virginia, West Virginia, Pennsylvania, New York, and the District of Columbia, Precision Safe Sidewalks, LLC, is the sole party and sole licensee (license number: PCCVA2008A) to utilize PCC's proprietary training and method for identifying and removing sidewalk trip hazards. PSS also uses proprietary technology as described by the following patent numbers:

U.S. Pat. No. 11,628,596

U.S. Pat. No. 9,759,559

U.S. Pat. No. 9,494,407

Generally, these patents apply to the equipment and dust abatement system used by Precision Safe Sidewalks, LLC and enable us to provide the best available trip-and-fall hazard removal service to our clients. PSS also utilizes various trade secrets to conduct its work using its proprietary process for identifying, analyzing, and removing sidewalk trip hazards. As shown by the quality of our work, we use these trade secrets to provide unparalleled results for our customers. PSS also utilizes proprietary, copyright-protected software for the collection, organization, analysis, and presentation of trip hazards. This allows us to provide the most thorough and detailed sidewalk hazard surveys, which is the vital first step to an effective sidewalk asset management program.

A sole source letter is available upon request.

US GREEN BUILDING COUNCIL MEMBER

As a member of the Green Building Council, we track savings from the use of our service, which is a green building practice. For this project, we estimate savings will include:



The U.S. Green Building Council (USGBC) is a 501(c)(3) nonprofit membership organization with a vision of a sustainable built environment within a generation. Its membership includes corporations, builders, universities, government agencies, and other nonprofit organizations. USGBC is dedicated to expanding green building practices and education and its LEED® (Leadership in Energy and Environmental Design) Green Building Rating System™.

GREEN PARAMETERS:

Estimated Natural Resources Saved:

- between 93 and 99 tons of waste concrete from removal and landfills (1,413 cubic feet of concrete at an average weight of 132 to 140 lbs. per cubic foot)
- approximately same amount of materials and resources to replace the concrete that was removed

Estimated Fossil Fuels Saved: 161 gallons

- hauling equipment to and from the site to remove sidewalks
- operating backhoe equipment to break up and remove concrete
- round trip transportation of 93 to 99 tons of debris to the landfill
- round trip transportation of new materials to replace the removed sidewalks

Estimated Greenhouse Gas Emissions Avoided: 14.0 Metric Tons CO₂

Our clients often wonder what reducing carbon dioxide (CO₂) emissions from repairing sidewalks means in everyday terms – instead of demolishing and replacing them. We have taken the parameters from your project and used the Greenhouse Gas Equivalencies Calculator (provided by the US Environmental Protection Agency) to help us understand just that. For this project, an estimated 14.0 *Metric Tons of CO₂ – Carbon Dioxide or CO₂ equivalent gases will not be produced*: This is the result of repairing the trip-and-fall hazards on sidewalks versus demolishing the sidewalk panels and sending them to the landfill.



PICTURES & SPECIAL CASES:

Pictures of VHD hazard examples and Special Cases in the project area are included in Exhibit A.

Some sidewalk panels were cracked but serviceable – if the hazard around the crack was repaired; if a panel had 2 or more cracks, no repair work was estimated. Generally, if a panel had one or two cracks and was serviceable, repairs were estimated and included in the totals above. These numbers are small and not significant.

There are also curb trip-and-fall hazards created by sunken sidewalk panels at points of egress. Precision Safe Sidewalks, LLC, can repair these curbs using its precision concrete cutting process. Completed curb repairs will be finished with a beveled edge similar to examples included in Exhibit B.

UNREPAIRABLE HAZARDS:

A small percentage of trip-and-fall hazards cannot be repaired using our process. There are approximately 88 square feet of sidewalk that will require D&R, which we do not provide. Information about these hazards PSS cannot repair is shown in Exhibit C. If requested in advance, PSS can provide information to the customer about where those hazards are located.

CONFIDENTIALITY:

This copyrighted material is presented by Precision Safe Sidewalks, LLC. to the Town of Hope Mills for the purpose of evaluating an offer to provide trip-and-fall hazard removal services. These literary, graphic, and pictorial works may not be reproduced or retransmitted in any form and the information presented in this proposal may not be disseminated without express written consent.

PROJECT INITIATION:

When advised of acceptance of this proposal, Precision Safe Sidewalks will assign an Operations Manager for the project who will conduct a kick-off meeting with the project manager assigned by the Town of Hope Mills. During this meeting, we will discuss:

- Project Strategy and starting location
- Project Schedule and workdays
- Special scheduling requests
- Reporting on progress
- General specifications for repairs
- Contact information
- Additional Town of Hope Mills requirements

EXHIBIT A: Sample Hazards



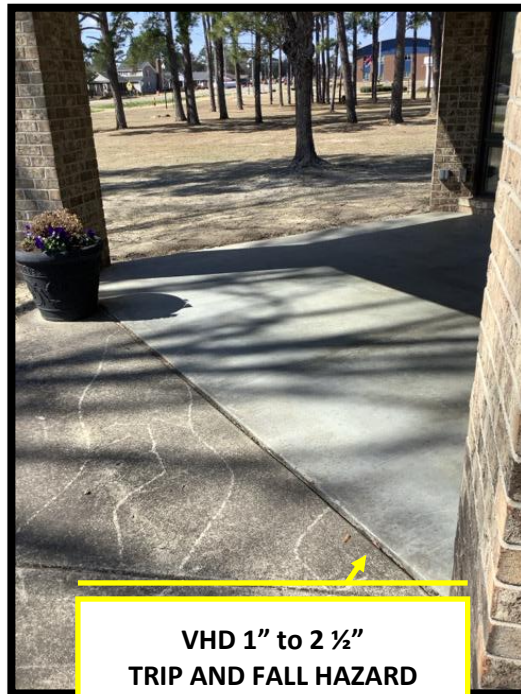
VHD 1" to 2 ½"
TRIP AND FALL HAZARD
Repairable using Precision
Concrete Cutting Process



VHD 1" to 2 ½"
TRIP AND FALL HAZARD
Repairable using Precision
Concrete Cutting Process



VHD 1" to 2 ½"
TRIP AND FALL HAZARD
Repairable using Precision
Concrete Cutting Process



VHD 1" to 2 ½"
TRIP AND FALL HAZARD
Repairable using Precision
Concrete Cutting Process



VHD ½" to 1"
TRIP AND FALL HAZARD
Repairable using Precision
Concrete Cutting Process



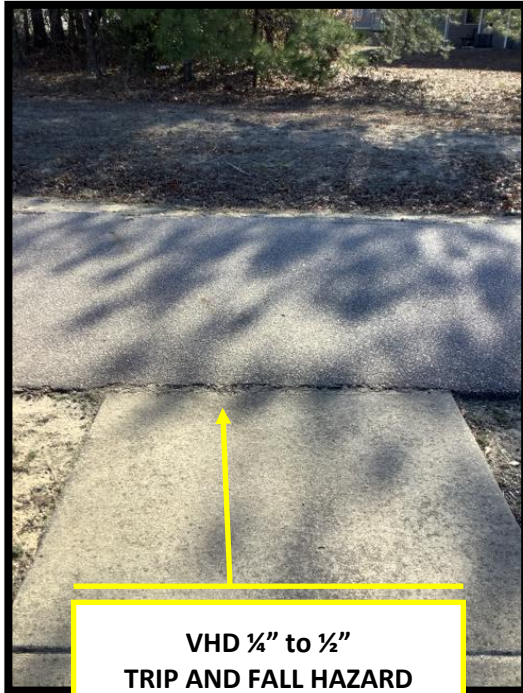
VHD ½" to 1"
TRIP AND FALL HAZARD
Repairable using Precision
Concrete Cutting Process



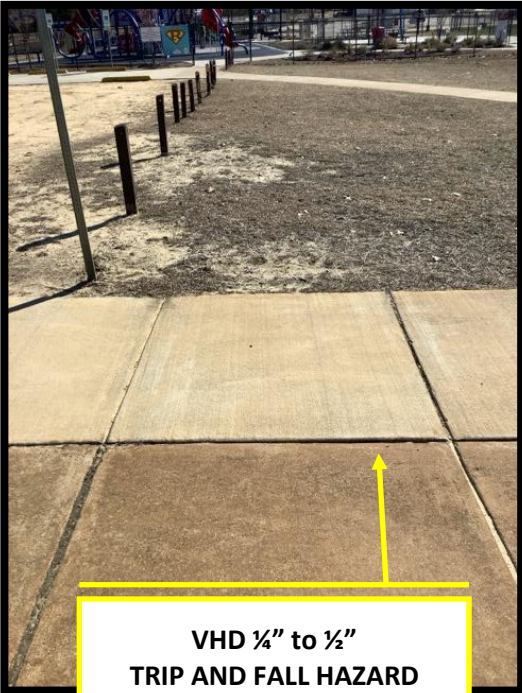
VHD ½" to 1"
TRIP AND FALL HAZARD
Repairable using Precision
Concrete Cutting Process



VHD ½" to 1"
TRIP AND FALL HAZARD
Repairable using Precision
Concrete Cutting Process



VHD ¼" to ½"
TRIP AND FALL HAZARD
Repairable using Precision
Concrete Cutting Process



VHD ¼" to ½"
TRIP AND FALL HAZARD
Repairable using Precision
Concrete Cutting Process



CURB
TRIP AND FALL HAZARD
Repairable using Precision
Concrete Cutting Process



CURB
TRIP AND FALL HAZARD
Repairable using Precision
Concrete Cutting Process

EXHIBIT B

Sidewalk Trip-and-Fall Hazard Repair Example





Curb Repair Examples



BEFORE
1+ Inch Curb Trip Hazard
Created by a Sunken Panel



AFTER
Curb Trip Hazard Removed
Now Level with Sidewalk Panel

AFTER
Curb Trip Hazard Removed
Curbs Level with Sidewalk Panel



AFTER
Curb Trip Hazard Removed
Beveled Edge Restored



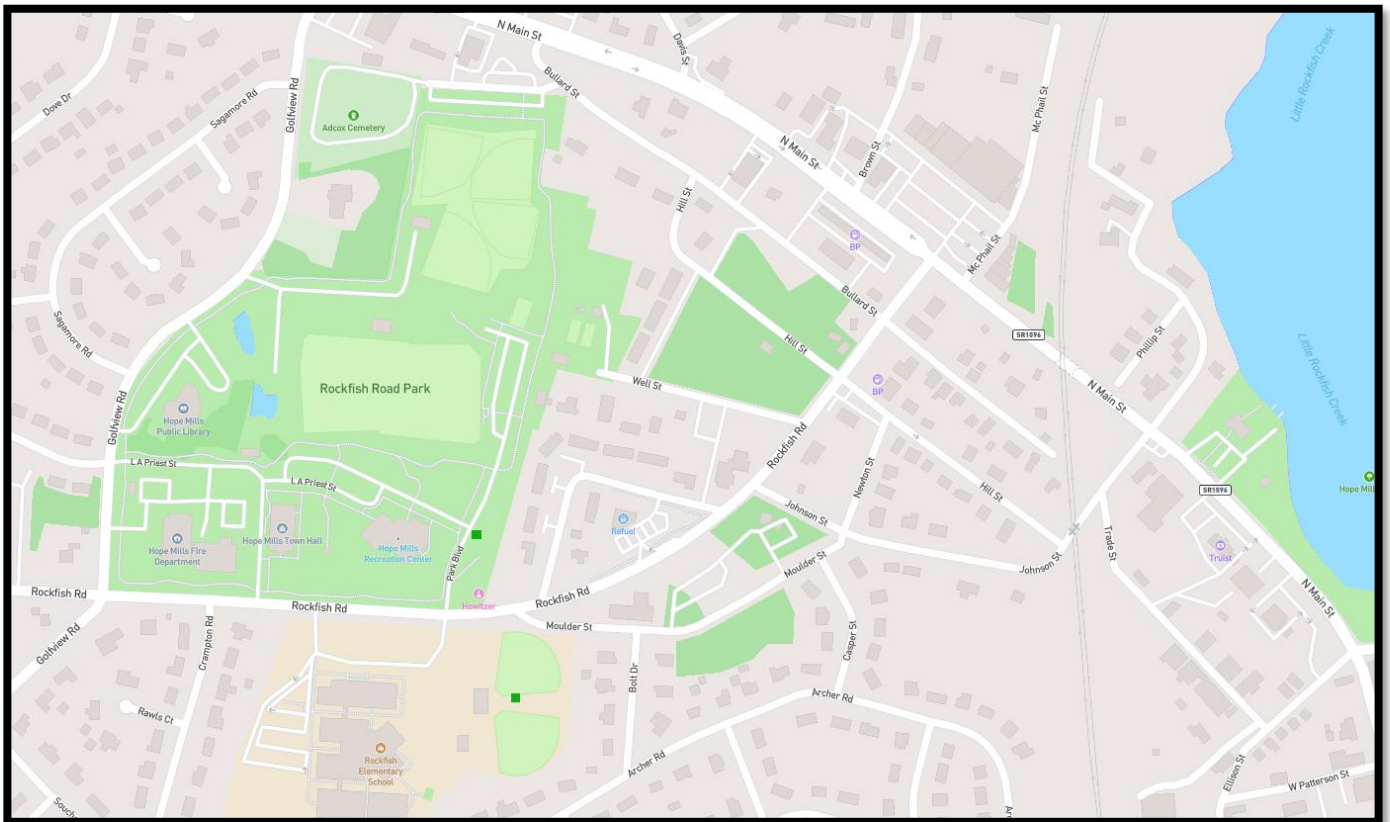
EXHIBIT C

Unreparable Hazards

(These areas require demolition & replacement, which PSS does not provide.)

TABLE 3: DEMOLISH & REPLACEMENT PANELS (D&R)		
Area	Location	Square Feet
A	MUNICIPAL PARK	48
C	BROWER PARK	40
Total		88

Precision Safe Sidewalks does not conduct Demolition & Replacement (D&R) operations and this work must be performed by a third party.



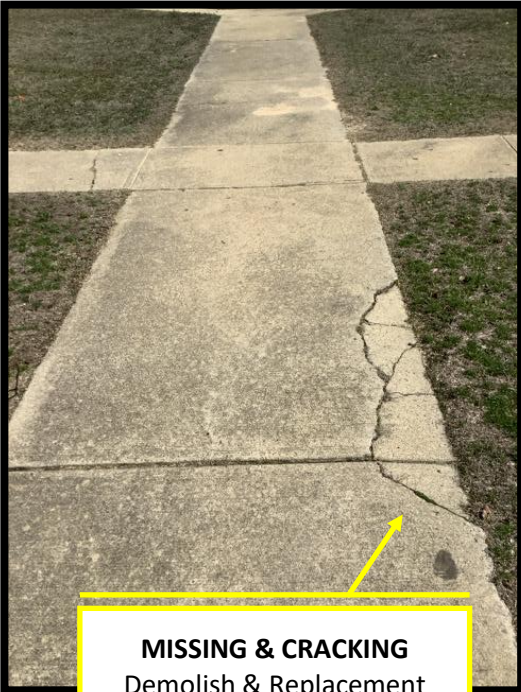
■ – Demolish & Replace

DEMOLISH & REPLACE EXAMPLES

Precision Safe Sidewalks does not conduct Demolition & Replacement (D&R) operations; this work must be performed by a third party if the client so chooses. PSS provides this information as a courtesy only.



MISSING & CRACKING
Demolish & Replacement
Recommended



MISSING & CRACKING
Demolish & Replacement
Recommended

EXHIBIT D

Slope Specifications from Americans with Disabilities Act

303.3 Beveled. Changes in level between ¼ inch (6.4 mm) high minimum and ½ inch (13 mm) high maximum shall be beveled with a slope not steeper than 1:2.

Advisory 303.3 Beveled. A change in level of ½ inch (13 mm) is permitted to be ¼ inch (6.4 mm) vertical plus ¼ inch (6.4 mm) beveled. However, in no case may the combined change in level exceed ½ inch (13 mm). Changes in level exceeding ½ inch (13 mm) must comply with 405 (Ramps) or 406 (Curb Ramps).

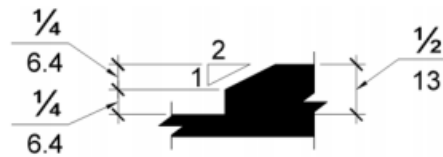


Figure 303.3
Beveled Change in Level

303.4 Ramps. Changes in level greater than ½ inch (13 mm) high shall be *ramped*, and shall comply with 405 or 406.

405 Ramps

405.1 General. *Ramps* on *accessible* routes shall comply with 405.

EXCEPTION: In *assembly areas*, aisle *ramps* adjacent to seating and not serving *elements* required to be on an *accessible* route shall not be required to comply with 405.

405.2 Slope. *Ramp* runs shall have a *running slope* not steeper than 1:12.

EXCEPTION: In existing *sites*, *buildings*, and *facilities*, *ramps* shall be permitted to have *running slopes* steeper than 1:12 complying with Table 405.2 where such slopes are necessary due to *space* limitations.

TECHNICAL

CHAPTER 4: ACCESSIBLE ROUTES

Table 405.2 Maximum Ramp Slope and Rise for Existing Sites, Buildings, and Facilities

Slope ¹	Maximum Rise
Steeper than 1:10 but not steeper than 1:8	3 inches (75 mm)
Steeper than 1:12 but not steeper than 1:10	6 inches (150 mm)

1. A slope steeper than 1:8 is prohibited.

Advisory 405.2 Slope. To accommodate the widest range of users, provide ramps with the least possible running slope and, wherever possible, accompany ramps with stairs for use by those individuals for whom distance presents a greater barrier than steps, e.g., people with heart disease or limited stamina.



NOTES

1. Precision Safe Sidewalks LLC (“PSS”), provides the proposal subject to the terms and conditions set forth in herein (the “Terms”). Acceptance of PSS’s proposal by the customer (the “customer” or “you”) constitutes the agreement by customer to engage PSS in accordance with such proposal and these Terms. Acceptance of PSS’s proposal will occur by the customer providing a purchase order to PSS in respect of the proposed services or by click-through or similar agreement by the parties. PSS priced this proposal based on the customer’s approved repair specifications. The ADA’s guidance on sidewalk repair is provided in Exhibit D for the customer’s review (see sections 303 and 405). Approval of this project by any method is approval of the specifications/slopes priced in the proposal.
2. PSS repairs only those uneven sidewalk panels specifically approved by you, our customer, and therefore makes no guarantee that the property is free of uneven sidewalk hazards or other trip hazards. Once on site, PSS may not complete an approved repair(s) in some cases because: (a) a hazard’s actual measurement at the time of repair exceeds approved customer specifications, and/or (b) in the crew leader’s judgment, our repair attempt would cause further damage to the concrete slab or be insufficient to satisfactorily remove the existing hazard and/or mitigate its potential liability. Such excluded hazards, if any, will be left “as found” and will require customer’s alternative remedy.
3. If PSS is required to halt work due to circumstances outside of its control, including but not limited to delays caused by the Customer, property access issues, third-party interventions, permitting or regulatory disputes, or any other unforeseen interruptions not attributable to PSS, the Customer agrees to compensate PSS for downtime at a rate of \$250 per hour per crew. Time will be calculated in one-hour increments, beginning from the moment work is stopped until PSS is authorized and able to resume operations. If work cannot resume within a reasonable timeframe, PSS reserves the right to demobilize, and additional remobilization fees may apply. By accepting this proposal, the Customer acknowledges this policy and agrees to these terms.
4. After the project is completed, new trip-and-fall hazards may occur or reoccur due to tree roots, water, settling, and other natural and man-made causes outside of PSS’ control. Upon completion of the project, PSS is not liable for any related claims, losses, or damages. PSS is not responsible for cracks or defects in poured concrete that may exist due to materials or methods used by original installer. In the course of performing trip hazard removal services, PSS may encounter flaws or defects within the concrete that are not visible or detectable prior to cutting. Such flaws, while uncommon, may include air pockets, voids, or weak points resulting from how the concrete was originally poured. These defects can impact the structural integrity of the panel and, in some cases, may cause chipping, spalling, or unexpected breakage when cutting occurs. PSS technicians will use commercially reasonable efforts to achieve ADA compliance and an aesthetically pleasing result; however, PSS cannot guarantee a flawless appearance or the structural integrity of any panel affected by such pre-existing defects. By accepting this proposal, the Customer acknowledges and accepts that PSS is not responsible for the presence of such flaws, nor is PSS liable for any associated costs or obligations to repair or replace affected areas.
5. While we endeavor to perform our services in a professional, thorough, and workmanlike manner, we work with hundreds or thousands of hazards on each job and therefore cannot make any guarantees or warranties regarding the completeness of hazard removal. Should you identify any hazards that were missed, whether within the specified scope of this project or not, please contact us and we will work with you to address them.



ESTIMATE & PROPOSAL
TOWN OF HOPE MILLS
PROPOSAL NUMBER PSS CPKM26-058-02

Precision Safe Sidewalks, LLC.
Raleigh NC | Charlotte NC
Mechanicsville VA | Charleston WV
Washington DC | Albany NY | Western PA
Office/Fax: (800) 734-8891
www.precisionsafesidewalks.com

6. PSS is an equal opportunity employer. PSS does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender identity, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, volunteers, subcontractors, vendors, and clients. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, religion (creed), gender, gender identity, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military or veteran's status.

7. PSS is committed to providing a safe environment for all its employees free from discrimination on any ground and from harassment at work including sexual harassment. PSS will treat all incidents seriously and promptly investigate all allegations of sexual harassment. Any person found to have sexually harassed another will face disciplinary action, up to and including dismissal from employment. All complaints of sexual harassment will be taken seriously and treated with respect and in confidence. No one will be retaliated against for making such a complaint. Sexual harassment is unwelcome conduct of a sexual nature which makes a person feel offended, humiliated, and/or intimidated. It includes situations where a person is asked to engage in sexual activity as a condition of that person's employment, as well as situations which create an environment that is hostile, intimidating, or humiliating for the recipient. Sexual harassment may involve one or more incidents, and actions constituting harassment may be physical, verbal, or non-verbal.

8. In accepting any portion of this proposal, if you certify that a job or project is not subject to prevailing wage, and it is later determined to be a prevailing wage job, there will be a 30% upcharge or the calculated additional cost of the wages, whichever is greater.

9. Although drawn by PSS, this Agreement shall – in the event of any dispute over its meaning or application – be interpreted fairly and reasonably and neither more strongly for nor against either Party.

10. The undersigned (the "Customer") hereby engages Precision Safe Sidewalks ("PSS") and agrees to the terms and conditions set forth below. PSS removes only those trip-and-fall hazards specifically requested by customers. PSS makes no guarantee or representation that the property is free of trip-and-fall hazards after the contract is completed. In addition, PSS only performs certain trip-and-fall hazard repairs. Among other things, PSS does not remove and replace sidewalk. Furthermore, to preserve clients' budgets, PSS typically does not perform any repair at or around any sidewalk slab that requires demolition and replacement (D&R). Also, it is recognized that after completion of the contract, trip-and-fall hazards may and frequently do continue to move naturally over time due to roots, water, freezing, pipes, and other natural or man-made causes. PSS is not responsible for movement or changes in the sidewalk and is not liable for any related claims, losses, damages, or liabilities pertaining thereto. It is the customer's responsibility to provide proper access to the project area, and PSS assumes no liability for trip-and-fall hazards that cannot be identified or repaired due to parked vehicles or other obstacle preventing safe and practical access.

11. This proposal is valid for 60 days from the issuance date. After that date, PSS' survey (and therefore our pricing) will become outdated, as sidewalk panels are always shifting, creating new hazards. Your post 60 days pricing would be \$17,850 and would be valid until 180 days after this proposal's issuance date.



ESTIMATE & PROPOSAL
TOWN OF HOPE MILLS
PROPOSAL NUMBER PSS CPKM26-058-02

Precision Safe Sidewalks, LLC.
Raleigh NC | Charlotte NC
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Washington DC | Albany NY | Western PA
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www.precisionsafesidewalks.com

12. By signing below acceptance of proposal, I attest that I have read the above statements, understand them completely, and agree. I confirm that I am duly authorized to sign this agreement on behalf of the Customer. By my signature, I authorize PSS to complete the work detailed in this proposal in accordance with PSS's schedule and pricing below and attached. Also, payment of PSS's invoice(s) will confirm that I have inspected PSS's work and that it was performed to my satisfaction.

13. Hazard Remedy Disclaimer. Pursuant to this agreement, PSS is utilizing commercially reasonable efforts to locate and remedy hazards within the scope of its engagement. PSS's engagement, however, is not and shall not be interpreted as a warranty or guarantee that all hazards and potential hazards have been identified and remedied. Hazards can be difficult to locate and may be hidden in various ways; while PSS will attempt to locate all reasonably identifiable hazards, PSS cannot guarantee that it will locate all hazards. In addition, worksites can change on a daily basis (or more frequently), and PSS is not responsible for ongoing changes to worksites after it identifies and remedies hazards. By signing this agreement, Customer agrees and acknowledges that PSS cannot and does not claim to identify and remove all hazards from the worksite, and that Customer, and not PSS, holds responsibility for hazards on its property.



ESTIMATE & PROPOSAL
 TOWN OF HOPE MILLS
 PROPOSAL NUMBER PSS CPKM26-058-02

Precision Safe Sidewalks, LLC.
 Raleigh NC | Charlotte NC
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 Washington DC | Albany NY | Western PA
 Office/Fax: (800) 734-8891
www.precisionsafesidewalks.com

ACCEPTANCE OF PROPOSAL

FAX TO: (800) 734-8891

Or EMAIL TO: c.penland@precisionsafesidewalks.com

SCOPE of PROJECT:

**Repair of trip and fall hazards in areas identified in PROPOSAL
 NUMBER: PSS CPKM26-058-02**

OPTION/COST:

--

P. O. NUMBER:

	Date:
--	-------

APPROVED BY:

Name:	
Signature:	
Title:	
Phone:	Email:

NOTES:

If your organization utilizes a vendor registration or management system that requires our enrollment, please provide all relevant links and documentation prior to proposal acceptance. If such requirements are not disclosed prior to execution of this agreement, we cannot be held responsible for delays in enrollment or additional administrative obligations that may affect timely payment. Unless otherwise agreed in writing, payment is due upon receipt of invoice. Any undisclosed post-contract registration or approval processes shall not serve as a valid basis to delay or withhold payment.

Upon receipt of this signed acceptance, Precision Safe Sidewalks, LLC. will schedule the requested repairs. Every effort will be made to accommodate the Requested Start Date. Approved projects are subject to progress billing.

TAB 4



AGENDA FORM

TO: Chancer McLaughlin, Town Manager
FROM: Don Sisko, Public Works Director
SUBJECT: Right-of-Way/Sidewalk Conditions Survey

BACKGROUND INFORMATION: On August 3, 2020, the Board of Commissioners (BOC) adopted the Hope Mills Americans with Disabilities Act (ADA) Transition Plan. The plan outlines repairs and/or improvements needed to bring current facilities, and rights-of-way into compliance with current ADA standards. The Town has worked diligently over those past years since adoption to make the required modifications. Each budget cycle the BOC has allotted funding for the projects identified in the Transition Plan. In FY 25/26, the BOC approved funding to address sidewalk improvements. This proposal is provided for a consultant to perform a conditions study of all Town-maintained sidewalks. The deliverables produced will aid in identifying trip hazards and any exiting conditions of sidewalks, and facility assessable routes that violate ADA standards, as well as provide cost-effective ways to address issues found.

STAFF RECOMMENDATION, IF APPLICABLE: N/A

RECOMMENDED ACTION/MOTION: Authorize the Town Manager to accept a proposal from Precision Infrastructure Management in the amount of \$18,132, and enter into a contract with the vendor to provide a comprehensive conditions study of Town-maintained sidewalks.

FISCAL IMPACT:

Currently Budgeted Requires budget amendment No fiscal impact.

ATTACHMENTS:

1. Proposal from Precision Infrastructure Management

This agenda form has been reviewed by:	Initial & Date
Town Manager	
Finance Director	
Town Attorney	
Department Head (s)	DS 3/5/2026
Town Clerk	

TOWN of HOPE MILLS, NC

ROW SELF-ASSESSMENT Proposal

Prepared for Bruce Clark
Deputy Director of Public Works

**PRECISION
INFRASTRUCTURE
MANAGEMENT**

Leader in Right of Way Asset Management



PIM | PRECISION
INFRASTRUCTURE
MANAGEMENT

Casey Penland, Regional Manager
(M) 336-870-5602

c.penland@precisioninfrastructuremgmt.com

Town of Hope Mills, NC

ROW SELF-ASSESSMENT PROPOSAL

Prepared for
Bruce Clark, Deputy Director of Public Works

EXECUTIVE SUMMARY

Using the information provided by **Mr. Bruce Clark**, Precision Infrastructure Management (PIM) proposes to assist in the implementation and fulfillment of the requirements of Title II of the Americans with Disabilities Act (ADA) for ADA Transition Planning. PIM is a corporation whose business is based solely on ADA Transition Plans, Condition Studies, and Pedestrian Infrastructure Management. Our experts have assisted our clients in improving pedestrian accessibility, safety, alleviating trip and fall liability, exceeding the requirements of the Americans with Disabilities Act (ADA), and improving community assets across the United States for over a decade. **We have worked with more than 525 municipal entities and projects across the United States to help them complete ADA Transition Plans, comply with ADA Title II and III requirements, and to evaluate and maintain their right-of-way, facilities, and parks.** Our singular focus has allowed us to invest in specialized software systems, methodologies, skilled field collection technicians, and compliance staff that add efficiency to the important job of finding, analyzing, and prioritizing remediation of barriers for people with disabilities.

Above all, PIM aspires to provide actionable data and reports that will reduce overall budget expenditures while improving accessibility for Hope Mills residents and visitors.

PROJECT TASKING

Precision Infrastructure Management (PIM) is providing this proposal organized by task, deliverables, and costs.

The proposal will be structured as follows:

- | | |
|---|---|
| 1.1 – ADA Coordinator Services: Project Management & Coordinator Services | 3.1 – Facility and Park Exterior Assessment |
| 2.1 – ROW Assessment | 4.1 – ROW Self-Assessment Development |

Each section will include a detailed description of the scope, pricing, and deliverables, ensuring a clear understanding of how PIM will support the Town of Hope Mills' ADA compliance efforts.

1.1 ADA COORDINATOR (ADAC): PROJECT MANAGEMENT & COORDINATOR SERVICES

Precision Infrastructure Management (PIM) will assign ADA Coordinator-Project Managers to lead and oversee all aspects of this project. These individuals will serve as the primary points of contact, ensuring that the project stays on track, meets deadlines, and aligns with the client's expectations.

The project will begin with Project Initiation, during which PIM will coordinate a kickoff meeting or a series of meetings with Hope Mills staff. These meetings will introduce the PIM project team, establish key points of contact, and confirm the project's scope and schedule. Additionally, a structured schedule for routine project



updates will be agreed upon to ensure transparency and consistent communication. During this phase, PIM will outline the phases of the project, setting clear expectations for deliverables and next steps. This structured approach ensures a well-organized, efficient project execution while fostering collaboration with Hope Mills staff.

For the term of this proposal, our staff will assist the Town's designated ADA Coordinator, providing consistent oversight and support to help ensure compliance with applicable ADA requirements. The assigned ADA Coordinator will be a qualified professional with prior experience serving in this role for other municipalities and will act as the primary point of contact for ADA-related inquiries, requests, and internal coordination.

***Deliverables: General project management;
Meeting Agendas and Minutes***

2.1 SELF-ASSESSMENT OF PEDESTRIAN ROW

The majority of ADA compliance issues will be found during the pedestrian ROW assessment. Consequently, PIM believes this portion of the assessment is of the utmost importance. Proper training for surveyors on field collecting in the ROW can provide the difference between an incomplete self-assessment and the successful execution of Hope Mills' ADA goals.

The Town of Hope Mills has an existing ADA Transition Plan completed by Stewart Engineering that focused solely on curb ramps. PIM will supplement that work by conducting a full ROW assessment utilizing our basic Collection Attributes specification, excluding curb ramps that have already been assessed. However, PIM will identify and document locations where a curb ramp does not exist but is needed. PIM will use its proprietary data collection methods for ROW and facility evaluations that incorporate North Carolina Department of Transportation Standards, ADA Accessibility Guidelines for ADA Transition Planning, Public Right-of-Way

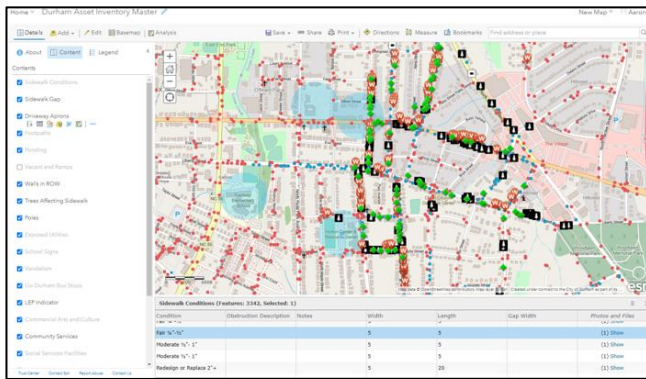
Accessibility Guidelines (PROWAG), and Self-Assessment Checklists for Public ROW. References to these standards and guidelines are provided below.

- North Carolina Department of Transportation: [NCDOT](#)
- Public Right-of-Way Accessibility Guidelines: [PROWAG](#)
- ADA Accessibility Guidelines: [ADAAG](#)
- Manual on Uniform Traffic Control Devices for Streets and Highways: [MUTCD](#)

The public ROW evaluation is based on a 5-step industry-leading framework that includes the following steps.

1. Identify & Inventory
2. Inspect & Assess
3. Analyze & Decide
4. Prioritize Work
5. Repair, Demolish & Replace, or Remediate

PIM's Process is derived from the practice of Asset Management. For municipalities, Asset Management seeks to optimize life cycle costs for infrastructure assets by extending the useful life of each asset (to reach or exceed its design target) and lower the overall cost of new construction or renewal maintenance activities.



PIM will use PROWAG as the basis for all public ROW evaluations. PIM will produce a report detailing all deficiencies, recommendations to mitigate those deficiencies and budget estimates for the cost of mitigation by category of deficiency. Each site's facilities and deficiencies will be mapped into an ArcGIS layer to provide visual representation of the deficiencies and used as a platform to build the Self-Assessment.

General metadata variables and deficiencies routinely captured include but are not limited to the following:

vertical displacement height class, GPS latitude / longitude coordinates, square footage of sidewalk panels, linear feet of curb / gutter, deficiency type, and pictures.

PIM will assess Hope Mills' pedestrian right-of-way covering approximately 10 miles of sidewalk. Using detailed field assessments and GIS mapping, PIM will collect precise data on sidewalk conditions, identifying barriers and necessary remediation based on pedestrian traffic, proximity to public facilities, and complaint history. This flexible approach supports strategic phasing, allowing Hope Mills to address its highest-priority corridors first while building toward a comprehensive citywide assessment over time.

Collecting accurate deficiency data is only the first step in the self-assessment process. Many consultants and municipalities can be overwhelmed by the sheer volume of deficiency data, leading to "analysis paralysis." Often the data, collected at great cost, is mothballed before a report is even delivered. This is why PIM puts such great value on collecting actionable data and developing meaningful prioritization metrics for our clients.

Maintenance Activities and Long-term Planning

Maintenance and long-term planning are informed by deficiency repair (D&R) analysis, along with short- and long-term cost estimates. The appropriate solution depends on the type of defect, extent of damage, and level of deterioration. Drawing on best-practice data from municipalities across the United States, PIM recommends adopting a policy that prioritizes the use of alternative maintenance approaches whenever feasible, rather than defaulting to full reconstruction.

This policy supports efficient use of available budgets while improving pedestrian safety and advancing compliance. Cost estimates for addressing representative deficiencies are based on established industry benchmarks and are provided to support planning and decision-making.

Deliverables: Geodatabase of ROW barriers (scoping in Exhibit A). Data will be delivered in standard GIS formats compatible with Town software and requirements

3.1 FACILITY AND PARK EXTERIOR ASSESSMENT

PIM will assess the identified facilities in accordance with the Public Rights-of-Way Accessibility Guidelines (PROWAG) and, where applicable, the 2010 ADA Standards for Accessible Design. Field data will be systematically collected and documented, with all findings compiled into a centralized geodatabase to ensure consistency, traceability, and spatial accuracy. While the detailed accessibility data will not be incorporated into the ROW self-assessment, PIM will provide park-level cost estimates to support planning and budgeting for barrier removal and compliance improvements.

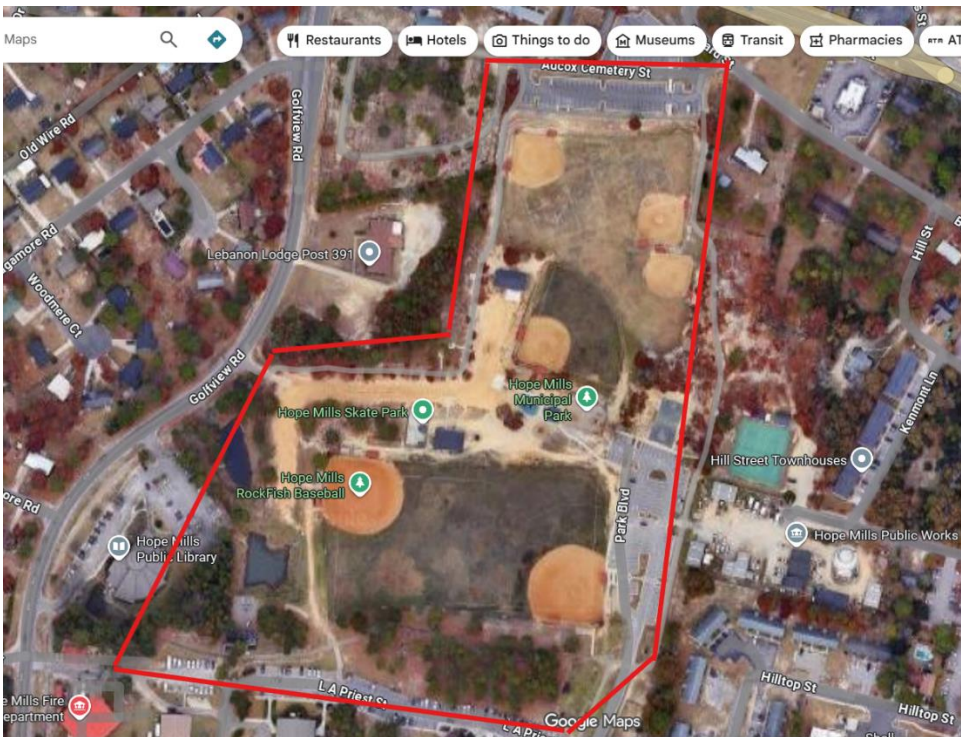
Brower Park - 5763 Rockfish Rd, Hope Mills, NC 28348



Town Hall 5766 Rockfish Rd, Hope Mills, NC 28348



Municipal Park 5766 Rockfish Rd, Hope Mills, NC 28348



Big T's At Hope Mills Lake - 3609 N Main St, Hope Mills, NC 28348



4.1 ROW SELF-ASSESSMENT DEVELOPMENT

The final phase of the project will be to develop a comprehensive Right-of-Way (ROW) Self-Assessment and Sidewalk Asset Management Plan. Using the results of the ROW field inventory and self-assessment findings, policy reviews, Town staff guidance, and public input, PIM will develop a structured and implementable plan to guide the maintenance, repair, and improvement of sidewalk and pedestrian infrastructure over a five-year period.

The plan will include, but not be limited to:

1. Documentation of methodologies used in the self-assessment of existing sidewalk and pedestrian infrastructure conditions within the public ROW;
2. A summary of findings from the assessment of sidewalks, curb ramps, crossings, and related pedestrian facilities;
3. A comprehensive Sidewalk Asset Management and Implementation Plan containing:
 - An inventory summary and condition evaluation of sidewalk assets;
 - Prioritized recommendations for maintenance, repair, and replacement activities;
 - Cost estimates for recommended improvements and lifecycle considerations;
 - A five-year implementation schedule with annual budgeting projections;
 - Defined prioritization criteria (e.g., condition, safety, connectivity, public input, equity considerations);
 - Procedures for annual review and plan updates;

- Identification of responsible departments or personnel for implementation;
- Data management procedures for tracking assets, work completed, and budget expenditures;
- Funding strategy recommendations to support the five-year capital and maintenance program.

This plan will provide the Town with a structured, data-driven framework for managing sidewalk infrastructure assets and budgeting improvements on an annual basis over a five-year planning horizon.

Self-Assessment Scope and Remediation Tracking

Physical remediation work is not performed or verified as part of this scope; however, recommended remediation activities are incorporated into the five-year implementation and budgeting framework.

A draft version of the Plan will be developed by PIM for review with Town and community stakeholders to provide input to the final report. Two rounds of edits are included in this pricing, while additional rounds will require a change order.

Deliverables: ROW Self-Assessment Report and Sidewalk Asset Management Plan

PROJECT TEAM

Patrick Nealon, ADA Coordinator - Director of Operations

Education: SUNY Potsdam, B.S. Criminal Justice

Patrick is responsible for supervising, training, and developing through mentorship Precision's data collection teams. He is well versed in ADA compliance requirements and maintains or exceeds Precision's high standards for quality control and accuracy. He manages the field data collection teams that service over 100 municipal type customers with their sidewalk asset management programs. His customer service background makes him a natural liaison with project partners, residents, and business owners in the field during administration of self-assessments.

Eric Goins, ADA Coordinator - Geospatial Information Systems & Software – GIS Manager & Analyst

Education: Indiana University of Pennsylvania, BA Geography and Geographic Information Science

Eric Goins, a graduate of Indiana University of Pennsylvania with a degree in Geography and GIS, has extensive experience managing GIS projects. He has worked with the Pittsburgh Water and Sewer Authority and led GIS initiatives for Pittsburgh, Loudoun County, Fairfax County, Arlington, Washington, DC, Raleigh, Charlotte, and more. Eric earned an ADA coordinator certification in 2024.

Charlie Szold - Managing Partner, PIM

Education: American University, Annapolis, MD, BA

Mr. Szold joined Precision as COO in May 2018. As COO, Mr. Szold is responsible for all project, personnel, and asset management. As one of PIM's managing partners, he oversees both PIM ADA Transition Plan operations across the country and Precision Safe Sidewalks (PSS), which has employees based throughout the company's area of operation, including MA, NY, CT, PA, WV, DC, VA, and NC.

Rebecca Brooks - Senior Project Manager, PIM

Education: Purdue University, B.S. Economics

Rebecca has more than 20 years of experience in finance, HR, and project administration for ADA Transition Plan and Sidewalk Asset Management Programs. As a Senior Project Manager, she tracks all production across all projects the company is engaged in, audits production reports, ArcGIS systems data integration, and program reporting. There are over 425 ADA Transition Plan and Implementation related projects she has helped manage during her tenure.

PRICING SUMMARY

Task	Labor Classification	Hours	Rate	Total Cost
1.1	ADAC - Project Mgmt & Programs/Services			\$1,216
	Senior ADA Coordinator Services	8	\$152	\$1,216
2.1	ROW Assessment			\$8,192
	Assistant ADA Coordinator Services	8	\$124	\$992
	ADA ROW Assessment	72	\$100	\$7,200
3.1	Facility and Parks Exterior Assessments			\$5,524
	Facilities Assessment	42	\$102	\$4,284
	Assistant ADA Coordinator Services	10	\$124	\$1,240
3.1	ROW Self-Assessment Development			\$3,200
	Senior ADA Coordinator Services	8	\$152	\$1,216
	Assistant ADA Coordinator Services	16	\$124	\$1,984
	TOTAL			\$18,132

PROJECT SCHEDULE AND DURATION

PIM anticipates this project can be completed within approximately 6 months from the start date.

SAFETY

PIM has a flawless safety record; we use OSHA approved equipment, certify all employees who work directly on sidewalk condition studies, and have outstanding safety practices for both employees and the public who may be using the walkways and facilities we are surveying. We have worked in dense urban, high pedestrian traffic areas, universities as well as residential neighborhoods and historic districts to complete condition assessments without incident. Our clients often receive unsolicited compliments for the work we are performing for them.

INSURANCE AND INCORPORATION:

PIM is a corporation registered in the state of Delaware with a Certificate of Authority to operate in Ohio, North Carolina, Virginia, West Virginia, District of Columbia, Pennsylvania, Maryland, and New York. Proof of liability, workers compensation, and auto insurance will be provided as requested.

CONFIDENTIALITY

This copyrighted material is presented by PIM to Hope Mills for the purpose of evaluating an offer to provide self-assessment, condition study, and ADA transition related products and services. These literary, graphic, and pictorial works may not be reproduced or retransmitted in any form and the information presented in this proposal may not be disseminated without express written consent.

TIPS PROCUREMENT



This proposal is made with the assumption that the Town of Hope Mills, NC will procure these services through the TIPS cooperative purchasing program. By leveraging the TIPS contract vehicle, Hope Mills can take advantage of competitively solicited and awarded contract

terms and pricing that are already established through TIPS. Cooperative procurement agreements are designed to streamline the purchasing process and reduce administrative burden by allowing public agencies to “piggyback” on contracts that have already been competitively bid and awarded. This approach provides procurement efficiencies, saves time and resources, and supports compliance with applicable local and state purchasing requirements. Additionally, utilizing TIPS enables Hope Mills to access pre-approved vendors and qualified services without conducting a separate, lengthy bid process, supporting timely project implementation and cost-effective service delivery.

ESTIMATE & PROPOSAL
PIM CP26-58-01-R
February 27, 2026

Casey Penland, Regional Manager
(336) 870-5602
c.penland@precisioninfrastructuremgmt.com

PROJECT ACCEPTANCE

Email: c.penland@precisioninfrastructuremgmt.com

or Fax to: (800) 734-8891

Upon receipt of this signed acceptance or Purchase Order, PIM will initiate the ROW Self-Assessment for Hope Mills, NC including the following components:

_____ ROW Self-Assessment - \$18,132

Approved By: _____

Title: _____

Signature: _____

Phone: _____

Email: _____

Notes:

NOTES

1. PIM CS, LLC, d/b/a Precision Infrastructure Management (“PIM”), provides the proposal subject to the terms and conditions set forth in herein (the “Terms”). Acceptance of PIM’s proposal by the customer (the “customer” or “you”) constitutes the agreement by customer to engage PIM in accordance with such proposal and these Terms. Acceptance of PIM’s proposal will occur by the customer providing a purchase order to PIM in respect of the proposed services or by click-through or similar agreement by the parties. PIM priced this proposal based on the customer’s approved specifications. The ADA’s language on ADA specifications can be found at the U.S. Access Board. (U.S. Access Board – Home ([access-board.gov](https://www.access-board.gov))). The specifications we apply will be those in effect as of the date the proposal is agreed to. Approval of this project by any method is approval of the specifications priced in the proposal.
2. PIM inspects only those areas specifically approved by you, our customer, and therefore makes no guarantee all the customer’s property has been inspected. PIM also will use its best reasonable efforts to assess such areas, but may not be able to find every latent or hidden barrier or issue. In addition, PIM’s assessment is based on information provided by you, and in order for PIM to conduct its assessment, accurate and complete information from you is necessary.
3. After the project is completed, new barriers may occur due to, e.g., natural causes such as roots, water, freezing, pipes, and other natural causes, repairs to buildings or property, new construction, or other man-made causes, or for other reasons. The parties acknowledge that the property is not static, but changes over time for various reasons unrelated to and not caused by PIM. Upon completion of the project, PIM is not liable for any claims, losses, or damages related to the occurrence of new ADA barriers.
4. While we endeavor to perform our Services in a professional, thorough, and workmanlike manner, we work with hundreds or thousands of ADA barriers on each job, and therefore cannot make any guarantees or warranties regarding the completeness of our catalogue of ADA barriers. Should you identify any barriers that were missed, whether within the specified scope of this project or not, please contact us and we will work with you to add them to the final reports.
5. PIM is an equal opportunity employer. PIM does not discriminate on the basis of race, color, religion (creed), gender, gender identity, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients. We will not discriminate, and will take affirmative action measures to ensure against discrimination, in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, color, religion (creed), gender, gender identity, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military or veteran status.
6. PIM is committed to providing a safe environment for all its employees free from discrimination on any ground and from harassment at work including sexual harassment. PIM will treat all incidents seriously and promptly investigate all allegations of sexual harassment. Any person found to have sexually harassed another will face disciplinary action, up to and including dismissal from employment. All complaints of sexual harassment will be taken seriously and

treated with respect and in confidence. No one will be retaliated against for making such a complaint. sexual harassment is unwelcome conduct of a sexual nature which makes a person feel offended, humiliated, and/or intimidated. It includes situations where a person is asked to engage in sexual activity as a condition of that person's employment, as well as situations which create an environment that is hostile, intimidating, or humiliating for the recipient. sexual harassment may involve one or more incidents, and actions constituting harassment may be physical, verbal, or non-verbal.

7. In accepting any portion of this proposal, if you certify that a job or project is not subject to prevailing wage, and it is later determined to be a prevailing wage job, there will be a 30% upcharge or the calculated additional cost of the wages, whichever is greater. In addition, you will be responsible to reimbursement of any of PIM's actual costs due to the prevailing wage job determination, including but not limited to the attorneys' fees incurred by PIM in connection therewith.

8. Although drawn by PIM, if you agree to this proposal you agree that – in the event of any dispute over its meaning or application – be interpreted fairly and reasonably and neither more strongly for nor against either Party

9. PIM catalogues only those ADA barriers specifically requested by customers. PIM makes no guarantee or representation that all ADA barriers have been catalogued after the contract is completed. Also, it is recognized that after completion of the contract, ADA barriers may and frequently do continue to appear naturally over time due to roots, water, freezing, pipes, and other natural or man-made causes. PIM is not responsible for movement or changes in the sidewalks and is not liable for any related claims, losses, damages, or liabilities pertaining thereto.

10. Pricing is valid for 90 days from when PIM sends this proposal, and is based on the volume of work represented in the proposal.

11. By signing below acceptance of proposal, I attest that I have read the above statements, understand them completely, and agree. I confirm that I am duly authorized to sign this agreement on behalf of the Customer. By my signature, I authorize PIM to complete the work detailed in this proposal in accordance with PIM's schedule and pricing below and attached. Also, payment of PIM's invoice(s) will confirm that I have inspected PIM's work and that it was performed to my satisfaction.

12. ADA Barrier Disclaimer. Pursuant to this agreement, PIM is utilizing commercially reasonable efforts to locate and catalogue ADA barriers within the scope of its engagement. PIM's engagement, however, is not and shall not be interpreted as a warranty or guarantee that all ADA barriers have been identified and remedied. Barriers can be difficult to locate and may be hidden in various ways; while PIM will attempt to locate all reasonably identifiable barriers, PIM cannot guarantee that it will locate all barriers. In addition, worksites can change on a daily basis (or more frequently), and PIM is not responsible for ongoing changes to worksites after it identifies and catalogues ADA barriers. By signing this agreement, Customer agrees and acknowledges that PIM cannot and does not claim to identify and catalogue all barriers from the worksite, and that Customer, and not PIM, holds responsibility for barriers on its property.

Exhibit A: Collection Attributes for the Town of Hope Mills, NC

Vertical Height Displacements

- Vertical height differentials greater than .25 inches between contiguous concrete panels along with the square footage of the affected panels. ([R302.6.2](#)) / Note – Statistical sampling will augment collection of .25 to .5 inch VHDs.
 - VHDs will be collected next to intact D&R panels and all other collection attributes
 - Utilities are included in this category

Demolition & Replacement Recommendations

- Concrete panels with 3 or more cracks, greater than 1-inch gap between panels, significant spalling, VHD greater than 2.5 inches, extreme running slope issue (>20%) or other extreme and non-repairable issues; Non-compliant brick, asphalt, or other non-concrete paths.

Extreme Cross Slope

- Greater than 4% slope for more than 100 feet; [PROWAG Guidelines](#) require 2% maximum cross slope. This collection item is intended to find the highest priority and most pervasive issues creating urgent access issues. ([R302.5](#))
- Greater than 4% cross slope when ROW crosses a driveway. This item is collected separately from extreme cross slope as driveways are often less than 50 feet. ([R302.5](#))

Pedestrian Access Route (PAR)

- Concrete/PAR physically less than 4 ft. – Areas where the PAR was not designed to meet PROWAG's 4 ft. requirement. PIM will note the width of sidewalks for this collection item (<3ft., 3-4ft., >4ft.) ([R302.2](#))
- Vegetative Barrier – Picture and location for significant vegetation creating less than 4 ft. of space for the PAR, generally defined as vegetation that is not seasonal in nature.
- Ground – Physical barrier that obstructs the PAR and limits the 4 ft. required space. Examples include signposts, fire hydrants, power poles, derelict/abandoned items, mail boxes, walls inclining into PAR.
- Vertical – Physical obstructions less than 2 meters (78.74 in.) off the PAR, creating head clearance issues. Examples include signs, boxes on telephone poles, etc.)([R402](#))

Curb Ramps (excluded from scope – curb ramp assessment previously completed by Stewart Engineering. PIM will only identify locations where no curb ramp exists but one is needed.)

- No curb ramp – ([R203](#))
- Replacement Needed – Curb ramps severely compromised due to concrete/asphalt degradation, with the ramp no longer effectively serving its function.
- Inaccessible - Ramp is inaccessible due to build up of debris, etc.

- Running Slope – Categorized into compliant (<8.3% slope), Non-compliant (8.34% to 12%), and severely non-compliant (>12.1%) ([R304.2.1](#))
- Cross Slope – Categorized into compliant (<2.1% slope), Non-compliant (2.2% to 4%), and severely non-compliant (>4.1%) ([R304.2.2](#))
- Flare Slope – Where a pedestrian circulation path crosses the curb ramp, flared sides shall not exceed 10% (yes/no) ([R304.2.6](#))
- Ponding – Areas where ponding water and drainage issues create pooling/ponding at the bottom of curb ramps ([R302.6](#))
- Width – 4 ft. (2 ft., 3ft., >4ft.) ([R304.5.1](#))
- Flush Transition – Is there a flush transition between the street and sidewalk (yes/no) ([R304.5.4](#))
- VHDs – Are there VHDs (see above for definition) present on any parts of the ramp leading down to or up from the ramp (yes/no)
- Counter Slope - The counter slope of the gutter or street at the foot of curb ramp runs, blended transitions, and turning spaces shall be 5 percent maximum. (yes/no) ([R304.2.4](#))
- 4x4 turning space and 2% or less slope (yes/no/NA for parallel curb ramp) ([R304.2.5](#))
- Detectable Warnings (DWs) – Are DWs present on the curb ramp (yes/no) ([R305](#))
 - Contrasting color ([R305.1.3](#))
 - At least 2 ft. wide in direction of pedestrian travel ([R305.1.4](#))
 - Full width of curb ramp ([R305.1.4](#))

Accessible Pedestrian Signals (APS) ([PROWAG](#))

- Push button located within 1.5' to 10' of the curb line? (yes/no) ([R307.4](#))
- Push button located within 5 feet of the crosswalk or curb ramp run it controls? (yes/no) ([R307.4](#))
- Is the push button height between 15" and 48" above the ground? (yes/no) ([R406.2](#))
- Is there an obstruction between the clear space and the push button? (yes/no) ([R406.3](#))
 - If yes, does the obstruction exceed 10" deep or 34" height for a parallel approach? (yes/no) ([R406.2](#))
- Does the push button have a clear floor space (30"x48", <2% slope in all directions)? (yes/no) ([R404](#))
- If there are push buttons on the same corner, are they separated by 10 feet or more (yes/no) ([R307.4.1](#))
- Is there an audible walk signal (yes/no) ([R307.6](#))
- Is the pushbutton Vibrotactile? (yes/no) ([R307.6](#))
- Does the pushbutton have an arrow indicating the direction of crossing? (yes/no) ([R307.9](#))

Sidewalk Gaps/Footpaths

- <100 ft. - Instances where existing sidewalk ends then picks up <100ft away. Both ends of the sidewalk need to be on the same side of the street.
- Footpaths- Well-defined/ worn paths commonly in grass that indicates an often traveled route. Footpaths will only be collected when they connect to an existing sidewalk and are parallel with the street.

Disability Indicators

- Accessibility ramps connected to residences that abut the assessed PAR.

Proximity Elements

- Ponding areas within the pedestrian access route (PAR)
- Ponding areas on the roadway

TAB 5



AGENDA FORM

TO: Chancer McLaughlin, Town Manager
FROM: Drew Holland, Finance Director
SUBJECT: Property Disposal

BACKGROUND INFORMATION: The following item(s) are no longer needed due to condition or replacement of the fixed asset.

Item to be disposed:
Sanitation Dept – 2010 Crane Carrier – Rear Load Trash Truck

STAFF RECOMMENDATION, IF APPLICABLE:

Approval resolution for disposal of equipment.

RECOMMENDED ACTION:

Same as above

FISCAL IMPACT:

_____ Currently Budgeted _____ Requires budget amendment X No fiscal impact.

ATTACHMENTS:

Surplus Equipment Report
Resolution #

This agenda form has been reviewed by:	Initial & Date
Town Manager	
Finance Director	DH 3/09/26
Town Attorney	
Department Head (s)	
Town Clerk	



RESOLUTION OF THE TOWN OF HOPE MILLS BOARD OF COMMISSIONERS DECLARING CERTAIN PROPERTY OF THE TOWN TO BE SURPLUS AND AUTHORIZING THE DISPOSITION OF SAID PROPERTY

Resolution No. R2026-004

WHEREAS, the Board of Commissioners of the Town of Hope Mills, North Carolina desires to dispose of certain surplus property of the Town;

WHEREAS, G.S. 160A-266 establishes a method to dispose of real or personal property; and

WHEREAS, the Town Board is granted authority to declare property surplus; and

NOW, THEREFORE, BE IT RESOLVED by the Hope Mills Board of Commissioners that the following described property is hereby declared to be surplus to the needs of the Town and authorizes their disposal.

Items to be donated/sold as surplus:

Sanitation Dept – 2010 Crane Carrier – Rear Load Trash Truck

ADOPTED this 18th Day of March, 2026

JESSIE BELLFLOWERS MAYOR

ATTEST:

Ashley Wyatt, Town Clerk

TOWN OF HOPE MILLS
SURPLUS-EQUIPMENT REPORT

DEPARTMENT LOCATION: Sanitation			DATE 2/26/2026				
MFG. NAME Crane	MODEL NO. Carrier	MFG. YEAR 2010	FIXED ASSET NO 580577				
NAME OF EQUIPMENT 2010 Crane Carrier – Rear Load Trash Truck							
SIZE OR CAPACITY			SERIAL NUMBER 1CYCCK481AT049545				
OPERATING CONDITION	EXCELLENT	GOOD	FAIR XXX	POOR			
YEAR PURCHASED NEW 2010		PURCHASE PRICE: \$176,676			PRESENT BOOK VALUE 0		
WHY IS EQUIPMENT NO LONGER NEEDED? The cost to maintain this truck far outweighs the value. The Board approved a replacement truck and the truck has been received.							
MAINTENANCE COST SINCE ACQUISITION \$ N/A		DATE EQUIPMENT AVAILABLE 2/26/2026		ESTIMATED COST TO PLACE IN ORIGINAL CONDITION Unknown		CAN NEW PARTS BE PURCHASED AT REASONABLE COST NA	
ESTIMATED COST TO SCRAP \$	ESTIMATED VALUE AS SPARE PARTS OR SCRAP \$	RECOMMENDED METHOD OF DISPOSAL →	HOLD FOR FUTURE PROJECT	TRANSFER	DONATE	SELL X	SCRAP
REVIEWED BY	DATE	REMARKS					
FINANCE DIRECTOR							
FIXED ASSET CLERK	2-26-26	Kelli Dall - will sell on Evox.com					
DEPARTMENT HEAD	2.26.26	Dm 5/10					
DIVISION HEAD							
TOWN MANAGER							
GARAGE SUPT.							
OFFICIAL BOARD ACTION			DATE				

TAB 6

GENERAL FUND - February 28, 2026

	Budget	Actual YTD	Variance	%	Encumbered	Variance	%
Revenues							
Ad Valorem Taxes	11,882,000	10,889,019	992,981	92%	-	992,981	92%
Other Taxes & Licenses	130,000	58,825	71,175	45%	-	71,175	45%
Intergovernmental Revenues	5,095,000	2,286,492	2,808,508	45%	-	2,808,508	45%
Grants/Reimbursements	707,200	274,600	432,600	0%	-	432,600	0%
Public Safety Revenues	103,950	47,190	56,760	45%	-	56,760	45%
Permits & Fees	893,500	307,642	585,859	34%	-	585,859	34%
Environmental Fees & Revenues	1,855,000	1,829,436	25,564	99%	-	25,564	99%
Parks & Recreation Fees	342,700	197,848	144,852	58%	-	144,852	58%
Other Revenues	934,400	866,487	67,913	93%	-	67,913	93%
Approp from Fund Balance	603,500	-	603,500	0%	-	603,500	0%
Total Revenues	22,547,250	16,757,537	5,789,713	74%	-	5,789,713	74%
Expenditures							
General Government							
Governing Body	212,550	118,506	94,044	56%	-	94,044	56%
Administration	682,700	470,156	212,544	69%	-	212,544	69%
Human Resources	421,325	257,132	164,193	61%	-	164,193	61%
Finance	638,850	484,248	154,602	76%	2,000	152,602	76%
Tax Listings & Collections	98,000	88,936	9,064	91%	-	9,064	91%
Legal	78,000	39,000	39,000	50%	-	39,000	50%
Planning & Zoning	494,675	312,767	181,908	63%	-	181,908	63%
PW Director	467,750	310,461	157,289	66%	-	157,289	66%
Bldg Operating & Maint	750,325	466,793	283,532	62%	-	283,532	62%
Service Garage	192,550	132,206	60,344	69%	-	60,344	69%
Total General Government	4,036,725	2,680,205	1,356,520	66%	2,000	1,354,520	66%
Public Safety							
Law Enforcement	8,270,275	6,097,794	2,172,481	74%	67,529	2,104,952	75%
Animal Control	89,150	63,618	25,532	71%	-	25,532	71%
Fire Department	3,989,300	2,487,715	1,501,585	62%	82,188	1,419,397	64%
Inspections	671,875	493,731	178,144	73%	-	178,144	73%
Total Public Safety	13,020,600	9,142,858	3,877,742	70%	149,716	3,728,026	71%
Transportation							
Streets	555,550	344,990	210,560	62%	406	210,155	62%
Total Transportation	555,550	344,990	210,560	62%	406	210,155	62%
Environmental Protection							
Sanitation	1,437,175	918,798	518,377	64%	406	517,971	64%
Total Environmental Protection	1,437,175	918,798	518,377	64%	406	517,971	64%
Cultural & Recreational							
Parks & Recreation	719,025	542,617	176,408	75%	13,501	162,907	77%
Programs/Events	469,025	272,973	196,052	58%	11,630	184,423	61%
Athletics/Field Maintenance	1,306,225	831,575	263,015	64%	31,243	231,772	66%
Total Cultural & Recreational	2,494,275	1,647,165	847,110	66%	56,373	790,737	68%
Debt Service							
Debt Service	1,002,925	976,512	26,413	97%	-	26,413	97%
Total Expenditures	22,547,250	15,710,529	6,836,721	70%	208,900	7,045,622	71%
Total Revenues		16,757,537			16,757,537		
Total Expenditures		15,710,529			15,919,429		
Revenues over/(under) Expenditures		1,047,008			838,108		

CASH ACCOUNTS - February 28, 2026

Checking Account:	\$	536,548
Cash on Hand:		1,100
Investment Accounts:		3,104,402
Capital Reserve Funds		4,767,290
Restricted Funds		1,469,727
Total Cash:	\$	9,879,067

Fund 20 - Powell Bill - 1/31/2026

Revenues:	Budget	Actual	Variance	%	Encumbered	Variance	%
Powell Bill Distribution	600,000.00	591,906.02	8,094	99%	-	8,094	99%
Interest Income	17,500.00	29,427.16	(11,927)	168%	-	(11,927)	168%
FAMPO Grant	560,000.00	-	560,000	0%	-	560,000	0%
Approp from Fund Balance	65,000.00	-	65,000	0%	-	65,000	0%
Total Revenues:	1,242,500.00	621,333.18	621,167	50%	-	621,167	50%
Expenditures:							
Salaries & Benefits	149,425.00	84,407.77	65,017	56%	-	65,017	56%
Operating Expenses	102,750.00	40,644.93	62,105	40%	6,146	55,959	46%
Operating Transfer - Out	-	-	-	0%	-	-	0%
Capital Outlay	990,325.00	116,157.21	874,168	12%	49,955	824,213	17%
Total Expenditures:	1,242,500.00	241,209.91	1,001,290	19%	56,101	945,189	24%
Total Rev Over/(Under) Exp		380,123.27					
Fund Balance as of June 30, 2025		1,013,063.98					
Revenues over/(under) Expenditures as of 2/28/26		380,123.27					
Total amount in Powell Bill Reserves		<u>1,393,187.25</u>					

Fund 91 - Stormwater Fund - 2/28/2026

Revenues:	Budget	Actual	Variance	%	Encumbered	Variance	%
Stormwater Fees	1,000,000.00	963,021.76	36,978	96%	-	36,978	0%
Tax Penalties & Interest	-	-	-	0%	-	-	0%
Interest Income	12,000.00	9,727.55	2,272	81%	-	2,272	81%
Other Income	80,000.00	30,500.00	49,500	0%	-	49,500	0%
Approp from Fund Balance	-	-	-	-	-	-	-
Total Revenues:	1,092,000.00	1,003,249.31	88,751	92%	-	88,751	92%
Expenditures:							
Salaries & Benefits	278,900.00	187,406.65	91,493	67%	-	91,493	67%
Operating Expenses	148,100.00	52,059.83	96,040	35%	11,280	84,760	43%
Debt Service	130,000.00	86,000.71	43,999	66%	-	43,999	66%
Operating Transfer - Out	-	-	-	0%	-	-	0%
Capital Outlay	535,000.00	607,444.54	(72,445)	114%	55,700	(128,144)	124%
Total Expenditures:	1,092,000.00	932,911.73	159,088	85%	66,980	92,109	92%
Total Rev Over/(Under) Exp		70,337.58					
Fund Balance as of June 30, 2025		994,793.09					
Revenues over/(under) Expenditures as of 2/28/26		70,337.58					
Total amount in Stormwater Reserves		<u>1,065,130.67</u>					

Asset Forfeiture Funds - 1/31/2026

Revenues:	Budget	Actual	Variance	%	Encumbered	Variance	%
Federal Funds	87,400.00	29,914.37	57,486	34%	-	57,486	0%
State Funds	-	5,404.37	(5,404)	0%	-	(5,404)	0%
Other Income	-	787.50	(788)	-	-	(788)	-
Total Revenues:	87,400.00	36,106.24	51,294	41%	-	51,294	41%
Expenditures:							
Civil unrest equipment, moving cc	15,700.00	15,700.00	-	100%	-	-	100%
Community Outreach	9,000.00	9,000.00	-	100%	-	-	100%
Moving Conex Boxes & landscapi	5,600.00	5,600.00	-	100%	-	-	100%
Level III Body Armor	3,800.00	3,800.00	-	100%	-	-	100%
Community policing supplies, dog	13,000.00	13,000.00	-	100%	-	-	100%
4 Laptops	18,100.00	18,100.00	-	100%	-	-	100%
Training, Light Towers, Horse Bo:	20,700.00	20,689.00	11	100%	-	11	100%
Training Lt Walker & Lt Mendez	1,500.00	1,500.00	-	100%	-	-	100%
Total Expenditures:	87,400.00	87,389.00	11	100%	-	11	100%
Total Rev Over/(Under) Exp		(51,282.76)					
Fund Balance as of June 30, 2025		101,429.26					
Revenues over/(under) Expenditures as of 2/28/26		(51,282.76)					
Total amount in Asset Forfeiture Reserves		<u>50,146.50</u>					

TAB 7

Print

Board Application Form - Submission #219

Date Submitted: 1/28/2026

Please complete the online form below.

Personal Information

Select up to Two of the Boards, Commissions, or Committees you are applying for:

Board of Adjustment

Prime Movers

Veteran Affairs Committee

Parks and Recreation Advisory Committee

Cultural Arts Committee

Historic Preservation Committee

Homelessness Advisory Committee

Appearance Commission

Name:*

Victoria Smith

Home Address:*

PO Box 501 Hope Mills NC 28348

Do you live in the Hope Mills Town limits*



Yes



No

Home Phone Number:*

9107336083

Occupation:*

Administrative Assistant in Energy Department Cumberland County Schools

Email Address:

Victoriawcs1210@gmail.com

Education

High School:

Douglas Byrd High School

College:

Fayetteville Technical Community College and Methodist University

Trade or Business School:

Organization Membership Information

Are you currently serving on other Boards, Commissions, or Committees?*

Yes

No

If yes, which:

Have you served on a Board, Commission, or Committee before?*

Yes

No

If yes, which:

Please list organization memberships and positions held:

Please List Areas of Special Interest

Maintaining the town’s historic and architectural character, Public art, murals, and visual identity of the town, Clear, attractive design standards for businesses and residences, Community beautification and visual character, Community engagement and resident participation, Youth, senior, and family-friendly initiatives, Community traditions and heritage, Supporting local businesses, Policy development, Long-term municipal planning, Building strong connections among residents, Encouraging open communication between the town and the community, Fair and consistent application of town policies and bylaws, Thoughtful decision-making based on community input, Community outreach, and so much more.

Please Enter Basic Resume Information Below

Victoria Smith PO Box 501 Hope Mills, NC 28348 ☎ 910-733-6083 ✉ Victoriawcs1210@gmail.com Education Douglas Byrd High School, Fayetteville, NC Fayetteville Technical Community College, Fayetteville, NC Methodist University, Fayetteville, NC Professional Experience Cumberland County Schools Energy Administrative Assistant Responsible for processing and paying all utility bills for 97 county locations Manages high-volume administrative tasks with accuracy and accountability Coordinates billing, documentation, and record-keeping across multiple departments Ensures compliance with county procedures and financial controls Primary Care Practice – Fayetteville, NC Practice Manager Oversaw daily operations of a primary care office Managed staff, scheduling, and administrative workflows Ensured efficient patient services and office organization Cardiology Practice – Fayetteville, NC Billing Clerk Handled medical billing and insurance claims Maintained accurate financial and patient records Supported timely reimbursement and compliance Clinical Service Consultants – Fayetteville, NC Marketing Manager (Sleep Center Services) Led marketing and growth initiatives for a sleep center Successfully expanded operations from 1 location to 5 locations statewide within one year Developed referral relationships and outreach strategies Supported brand development and community presence Food Lion Lead District Trainer Served as lead trainer for the district Trained all employees, store managers, and assistant managers Led instruction on delivery services and vendor acceptance Ensured consistent customer service and operational standards across stores Core Skills & Strengths Exceptional customer service (consistent focus across all roles) Strong organizational and administrative skills Financial and billing management Leadership, training, and staff development Clear communication and collaboration Attention to detail and accountability Ability to manage multiple priorities effectively Community & Governance Interests Community engagement and civic participation Transparent and effective local governance Responsible use of public resources Supporting quality public services Thoughtful decision-making that benefits residents Statement of Interest I am interested in serving my community by contributing my administrative, leadership, and customer service experience to support effective governance, community engagement, and responsible decision-making for the town.

Acknowledgement and Certification

*

I affirm that I understand this application may be consider ▼

TAB 8

Guidelines for the Appearance Commission

Meeting Place

All meetings are subject to the Open Meetings Law and must be conducted in a public place that will be noticed by the Town of Hope Mills. All meetings are open to the public.

Agendas

The Chair and the Staff Liaison (if applicable) are responsible for preparing the meeting agendas. Any member can request to have items placed on the agenda. These agendas should be made available to all members and the Town Clerk at least 48hrs before the meeting. At Regular Meetings, the agenda may be amended by majority vote to consider items not included on the agenda.

Voting

Business may only take place at Special or Regular Meetings if a quorum of the members is present. A quorum is a majority of the actual membership.

Minutes

The Secretary must keep a record of all transactions. Minutes of all meetings must be prepared and voted on at the next meeting. The Town Clerk should receive a copy within 5 days of approval.

Powers

The Commission will hold elections for the positions of Chair, Vice Chair, and Secretary /Treasurer every year at the first meeting of the Commission in January. The officer positions for the Appearance Commission will be Chair, Vice Chair, and Secretary/Treasurer. No person representing the commission may incur any financial liability in the name of or on behalf of the town.

Reports

The Commission shall present to the Board of Commissioners as requested.

TAB 9

BYLAWS

of the

Veterans Affairs Committee
Town of Hope Mills, North Carolina

As last amended: 26 February 2026

ARTICLE I. Origin and Name

Section 1. Origin: A Veterans Affairs Committee of the Town of Hope Mills, Cumberland County, North Carolina, is established.

Section 2. Name: The name of the organization shall be the Town of Hope Mills, Veterans Affairs Committee. Elsewhere in this document, said committee may be referred to as ‘the Veterans Affairs Committee’, ‘the VAC’, or simply as ‘the Committee’.

ARTICLE II. Mission, Goals and Vision/Core Values

Section 1. Mission Statement: The Hope Mills Veterans Affairs Committee advises the Board of Commissioners on matters of importance to Veterans in our Town. As such, the Committee provides recommendations on programs, policies, and practices designed to assist Veterans, acts as a central clearinghouse for information, programs and services relating to Veterans and celebrates and honors the achievements of Veterans in Hope Mills. The Veterans Affairs Committee is dedicated to advocating for and supporting veterans and their families through outreach, education, and access to resources. The Committee will work collaboratively with local, state, and federal partners to explore and promote initiatives that improve the quality of life for veterans, including evaluating potential property tax relief opportunities for disabled veterans, and promoting veterans' preference for Hope Mills business contracts.

Section 2. Goals

- (a) **Economic Development.** Increase Veteran employment by advising the Board of Commissioners on ways to increase transitional employment opportunities, patronage of Veteran-owned businesses, and private business ownership for Veterans.
- (b) **Awareness and Recognition.** Increase awareness and recognition of all Hope Mills Veterans, service members and their families by advising the Board of Commissioners on ways to regularly celebrate and recognize our Veterans.
- (c) **Information, Resources and Social Support.** Serve as a clearinghouse for information pertaining to resources, services and social support available to Veterans in the Hope Mills area, in collaboration with the town and by advising the Board of Commissioners.
- (d) **Underrepresented Groups.** Identify and raise awareness of underrepresented Veteran populations by advising the Board of Commissioners about groups that may not identify as Veterans and therefore may not seek assistance.

Section 3. Vision / Core Values. Serving Hope Mills Veterans with Pride, Professionalism, Respect, Integrity with Accountability, Diversity, and Excellent service.

ARTICLE III. Purpose, Powers and Duties

Section 1. Purpose: The Veterans Affairs Committee shall advise directly the Mayor, Board of Commissioners and the Town Manager on all matters affecting veterans of the Armed Forces of the United States of America, and their family members on the problems, interests and needs of veterans and their family members who are residents of the Town of Hope Mills and on the coordination of economic development, health care, and social services programs as they relate to veterans and their family members who are residents of the Town of Hope Mills.

Section 2. Powers: The Committee shall have the power to:

- (a) **Conduct Meetings** and submit recommendations to the Board of Commissioners, Mayor and Town Manager regarding the problems, interests and needs of veterans and their family members;
- (b) **Make recommendations** to the Board of Commissioners, Mayor and Town Manager concerning the coordination of economic development, health care, and social service programs as they relate to veterans and their family members who are residents of Hope Mills.

Section 3. Duties – Quarterly Report: The Committee shall have the duty to render quarterly, a written report of its activities to the Board of Commissioners, Mayor and Town Manager.

ARTICLE IV. Membership

Section 1. The Committee shall consist of Seven (7) members who either served in the Armed Forces of the United States of America or where family members of those who served and who are residents of the Town of Hope Mills. All members will be appointed by the Board of Commissioners and reside in the Town of Hope Mills or its surrounding area.

Section 2. Three (3) additional members will be appointed as follows:

- (a) One member from the current Board of Commissioners to serve as a Liaison (non voting);
- (b) One member to serve as the Veterans of Foreign Wars (VFW) Post 10630 Liaison (authorized to vote); and
- (c) One member to serve as the American Legion Post 32 Liaison (authorized to vote).

Section 3. The term of each member of the Committee shall not expire unless specifically requested by the individual member or removed from the Committee by the Board of Commissioners.

Section 4. In the event a vacancy occurs during the term of office of any Committee members; a successor may be nominated for the office vacated, by either the Mayor, Board of Commissioners or Town Manager, as appropriate, to maintain the required representation.

Section 5. Services of the members of the Committee shall be voluntary, and members will serve without compensation.

ARTICLE V. Officers (including Elections and Primary Duties)

Section 1. Chairperson/President. A Chairperson shall be elected by Committee members.

Section 2. Vice President & Secretary. The Committee Leadership shall include additional Officers, namely, a Vice President and a Secretary; shall be elected by Committee members.

Section 3. Power & authority of Committee Officers. Committee Officers have no authority greater than any other member, except insofar as these Bylaws state otherwise, or insofar as the Committee designates any Officer or member with specific authority to perform assigned tasks or duties.

Section 4. Election of Officers.

(a) The annual Election of Officers process shall begin during the February meeting of the VAC, at which time the President shall administer (as an Agenda Action Item) a call for nominations for each of the three elected offices.

(b) During this process, Committee members may nominate any sitting Committee Member in Good Standing (including Self-Nomination) for any of the established leadership positions. There is no 'second' required for nomination; however, all persons nominated shall be available to state (for the record) if in fact he or she accepts the nomination and is available and prepared to fill the duties of the office, if elected.

(c) In the event that a sitting Committee member is nominated for more than one office, said Committee member shall publicly announce which position he or she will accept nomination for. Individual Committee members may not accept nomination or stand for election, for more than one office simultaneously.

(d) Election of Officers shall be the first practicable Order of Business at the January General Meeting of the Veterans Affairs Committee each year.

Section 5. Public Ballot. The Officers shall be elected via a public ballot Rollcall vote whose individual and collective results shall be announced immediately after the vote and published in the meeting minutes. Officers are elected to serve for one year or, in the event of early termination, until their successors are elected. The term of office shall begin immediately after public announcement of vote totals.

Section 6. Primary Duties of the President. The Primary Duties of the President include, but are not necessarily limited to:

(a) Preside over the General Meetings of the Committee.

- (b) Author the Agenda for such meetings while incorporating Agenda Item suggestions duly submitted by Committee Members. All duly submitted Agenda Items requested by members of the Committee shall be added to the Agenda as requested. During the Agenda Approval Process, any item on the Published Agenda may be stricken from said Agenda, by appropriate motion, second, and majority vote of the Committee.
- (c) Represent the voice of the Committee at official meetings and functions (as per authorization and direction by the Committee).
- (d) At the start of each term, present the broad Goals and Plans for the Committee and after gaining consensus support, guide the Committee in promulgation of established Goals and Plans.
- (e) Sign all Official Correspondence of the Committee, or, when impractical, authorize Committee Secretary to sign "For the President".
- (f) Cast a tie-breaking vote (if needed) in any official vote taken by the Committee.
- (g) As the last official act of the Committee, present to the newly elected President a Final Draft of the Annual Report of the Committee year, for consideration and ratification by the Committee.

Section 7. Primary Duties of the Vice President. The Primary Duties of the Vice President include, but are not necessarily limited to:

- (a) Fulfill the duties of the President at such times when the President is absent or otherwise unavailable to execute the Duties of the President.
- (b) Fulfill the duties of the Secretary at such times when the Secretary is absent or otherwise unavailable to execute the Duties of the Secretary.

Section 8. Primary Duties of the Secretary. The Primary Duties of the Secretary include, but are not necessarily limited to:

- (a) Fulfill the duties of the President in the event that both the President and the Vice-President are unavailable or otherwise unable to execute the Duties of the President.
- (b) Primary responsibility to create and maintain the Meeting Minutes of the Committee as an official Public Record of its proceedings. Task involves ensuring that an official Recording of each General meeting is made and preserved. From the meeting recording, and notes taken at the meeting, the Secretary shall record a Draft of the Meeting Minutes, for consideration by the Committee at the next general meeting.
- (c) Upon acceptance of the Minutes (by Committee vote), the Secretary is responsible for forwarding the Approved Minutes to the Town Liaison so that they can be provided to the Mayor, Board of Commissioners, and the Town Manager.
- (d) The Secretary shall be responsible for Committee Correspondence, both inbound and outbound.
- (e) During the last month of each quarter, prepare and author the First Draft of the Quarterly/Annual Report of the Committee activities for review by the President and eventual ratification by the Committee.

Section 9. Primary Duties of the Committee Members. The Primary Duties of the Committee Members include, but are not necessarily limited to:

- (a) Meeting Attendance: - Committee Members are expected to attend the “Vast Majority” of the Monthly General Meetings.
- (b) Meeting Participation: - Committee Members are expected to “Prepare” for each General Meeting by reading and becoming knowledgeable of Agenda topics and reviewing the Draft Meeting Minutes from the previous meeting recommending corrections when necessary.

ARTICLE VI. Meetings

Section 1. The General Meetings of the Committee shall be held on an established and announced schedule with general intent to hold a monthly meeting, held at an appropriately accessible venue. All meetings will be open to the public.

Section 2. The regular meeting on the first meeting in January shall be known as the Annual Meeting. Its first order of business shall include the election of new officers and receiving current Status Reports from the retiring Officers.

Section 3. Special meetings may be called by the President or (if the President is unavailable or incapacitated), by any member of the Executive Board and its unique purpose shall be stated in the call. Except in cases of emergency, at least three days’ notice shall be given.

Section 4. Fifty percent of the authorized strength of the Committee shall constitute a quorum.

Section 5. Attendance of Committee Members

- (a) Each member of the Veterans Affairs Committee is expected to attend and be present for all regular and special meetings of the Committee. The Secretary of the Committee shall maintain a record of members’ attendance and shall record all absences.
- (b) The Secretary shall report all absences from regular Committee meetings by documenting them in the Meeting Minutes and, report any instance in which a member is absent from three consecutive regular meetings to the Board of Commissioners Liaison Representative.
- (c) The Secretary shall submit as part of the Quarterly/Annual written reports, details concerning each Committee members’ attendance.

ARTICLE VII. The Executive Board

Section 1. Executive Board. The Officers of the Veterans Affairs Committee, (i.e. the President, Vice President, and Secretary), shall constitute the Executive Board.

Section 2. The Executive Board shall execute the administrative functions of the Committee.

Section 3. The Officers of the Executive Board shall meet, and/or otherwise confer, as required, under unusual or emergency conditions. The vast majority of Executive Board activities shall be accomplished within the context of the General Meetings of the Committee.

Section 4. The officers of the Executive Board also represent the Order of Succession for the Committee. That is, in the event that the President is temporarily unable to chair a meeting or perform additional duties of the President, responsibility for execution of such duties falls first to the Vice President, then to the Secretary. Such officers shall perform the duties prescribed by the bylaws and by the parliamentary authority adopted by the Committee at Article VIII of this document.

ARTICLE VIII. Committees and Liaison Assignments

Section 1. Committees.

- (a) As soon as is practicable after inauguration, the President may appoint sitting Committee members of his/her choice to participate in such Committees as he deems appropriate.
- (b) Such Committees may be Standing, Ad Hoc, or Special; however, both leadership and Committee Members must ensure (in all proceedings), the same Public Access and Public Notice mandates required for all full-Committee meetings where applicable.

Section 2. Liaison Officers. In addition to establishment of Committees, the President may appoint individual Committee members to serve as Liaison Officers for specific areas of Committee business and research. Individual Committee members appointed to such Liaison positions may work independently on their various liaison areas to research and write ADVICE DRAFT PROPOSALS for eventual consideration by the full Committee for submission to the Mayor, Board of Commissioners and Town Manager, under provisions of Article II of these bylaws. After due consideration and finalization of such DRAFT proposals, the full Veterans Affairs Committee may then forward specific issue-related ADVICE to the Mayor, Board of Commissioners and Town Manager.

ARTICLE IX. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Veterans Affairs Committee activities.

ARTICLE X. Amendment of Bylaws

These bylaws may be amended at any regular meeting of the Veterans Affairs Committee by a majority vote, provided that the amendment has been submitted in writing, at least one previous General Meeting of the Veterans Affairs Committee, and is duly noted as an Agenda Action Item.

TAB 10

RESOLUTION R2026-005
Town of Hope Mills Resolution Supporting
FY2027 Community Project Funding Request for
Commerce, Justice, Science, and Related Agencies, COPS Technology and Equipment

WHEREAS, the Board of Commissioners of the Town of Hope Mills has expressed its commitment to supporting public safety initiatives within the community; and

WHEREAS, the Board of Commissioners recognizes the need to acquire and fund additional police equipment to enhance the safety and operational effectiveness of the Hope Mills Police Department; and

WHEREAS, the Board of Commissioners supports the submission of a request for Fiscal Year 2027 Community Project Funding under the Community Project Funding, within the COPS Technology and Equipment Program account in the Commerce, Justice, Science, and Related Agencies Appropriations Act; and

WHEREAS, the Board of Commissioners supports the request by the Hope Mills Police Department to procure (10) Mobile Data Terminals, (12) small desktops (mini PC), (24) flat top monitors, and (20) body armor to improve officer safety and operational capacity; and

WHEREAS, the proposed request seeks federal funding in the amount of \$115,208 to support the acquisition of law enforcement safety and efficiency equipment; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Town of Hope Mills authorizes the pursuit and submission of a formal request for Fiscal Year 2027 Community Project Funding under the Commerce, Justice, Science, and Related Agencies, COPS Technology and Equipment account in the amount of \$115,208; and

BE IT FURTHER RESOLVED that the Board of Commissioners acknowledges that this request does not require matching funds; and

BE IT FURTHER RESOLVED that the Town of Hope Mills is authorized to submit a formal request to David Rouzer for Fiscal Year 2027 Community Project Funding to provide safety equipment for the Hope Mills Police Department for the benefit of the Town of Hope Mills and its residents.

That this Resolution shall take effect immediately upon its adoption.

ADOPTED this 18th Day of March, 2026

JESSIE BELLFLOWERS MAYOR

ATTEST:

Ashley Wyatt, Town Clerk

TAB 11

Town of Hope Mills Planning and Economic Development

Division: Code Enforcement

Code Enforcement Officer: Jeffrey Guyton

Report Type: Monthly Stat Report

Feb-26

Violation Type	Number of New Cases	Prior Case Follow Ups	Jeff Letters Sent	Clara Letters Sent	Jeff Citations	Clara Citations
Mobile Storage Units						
Trash Lots	10	11	3	2		
Overgrown Lots						
Junk Vehicles	4		2			
Nuisance Vehicles						
Abandoned Vehicles						
Zoning Violations						
Abandoned Structure/ Minimum Housing		8	4			
Graffiti						
Address Numbers						
Trade Code Violation						
Misc. (FILL IN)						
Misc. (FILL IN)						
Misc. (Fill IN)						
TOTAL	14	19	9	2	0	0

Jeff Abatements	Clara Abatements	Jeff Door Hangers	Clara Door Hangers	Jeff Tows	Clara Tows	Jeff Signs Picked Up	Clara Signs Picked Up	Jeff Car Mileage
0	0	6	4					
0	0							
		2	1					
						20		
0	0	8	5	0	0	0	0	0



Clara Car Mileage	Notes
0	

TOWN OF HOPE MILLS - INSPECTIONS & PERMITTING
Permit & Inspection Report For The Month Ending: 2/28/2026

Date: 3/03/2026 11:46 AM

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RESIDENTIAL CONSTRUCTION

RESIDENTIAL RENOVATIONS

OWNER / ADDRESS	DESCRIPTION/PERMIT #	EST VALUE
ELLIS E EHLE JR 3435 MARTY CIR	Residential Renovations/Alterations	25,000
ELLIS E EHLE JR 3426 MARTY CIR	Residential Renovations/Alterations	30,000
ELLIS E EHLE JR 3441 WALTERBORO DR	Residential Renovations/Alterations	25,000
TOTAL RESIDENTIAL RENOVATIONS	# of PERMITS: 3	80,000

TOTAL ALL RESIDENTIAL CONSTRUCTION: # of PERMITS: 3 80,000

COMMERCIAL CONSTRUCTION

COMMERCIAL RENOVATIONS

OWNER / ADDRESS	DESCRIPTION/PERMIT #	EST VALUE
PC HOPE MILLS LLC 3333 N MAIN ST	Commercial Renovations/Alteration	35,000
TOTAL COMMERCIAL RENOVATIONS	# of PERMITS: 1	35,000

TOTAL ALL COMMERCIAL CONSTRUCTION: # of PERMITS: 1 35,000

OTHER PERMITS

OTHER BUILDING PERMITS

OWNER / ADDRESS	DESCRIPTION/ PERMIT #	EST VALUE
LONNIE COULTER 2950 CURRAWOND ST	Residential Accessory Struct/Re-Roof/Fence/D	8,100
TOTAL OTHER BUILDING PERMITS	# of PERMITS: 1	8,100

SIGN PERMITS

OWNER / ADDRESS	DESCRIPTION/ PERMIT #	EST VALUE
D.L. ROGERS CORP 2886 HOPE MILLS RD	Sign	10,285
JIAN YANG 3010-190 TRAEMOOR VILLAGE	Sign	4,500
TOTAL SIGN PERMITS	# of PERMITS: 2	14,785

TOTAL FOR ALL BUILDING PERMITS: # of PERMITS: 7 137,885

CERTIFICATES OF OCCUPANCY

DATE ISSUED	ADDRESS	PERMIT #	TYPE	EST VALUE
2/10/2026	5113 SYCAMORE DRIVE GARAGE #7		PERMANENT	83,458
2/10/2026	5119 SYCAMORE DRIVE GARAGE #6		PERMANENT	83,458
2/10/2026	5803 LABONTE DR		PERMANENT	200,000
2/17/2026	2814 ATLAS GREEN DRIVE BLDG #10		PERMANENT	3,331,500

TOWN OF HOPE MILLS - INSPECTIONS & PERMITTING

Date: 3/03/2026 11:46 AM

Permit & Inspection Report For The Month Ending: 2/28/2026

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TOTAL PERMIT & INSPECTION FEES COLLECTED:	14,650.00
TOTAL OTHER REVENUE COLLECTED:	0.00
TOTAL REVENUE COLLECTED:	14,650.00

OTHER PERMITS ISSUED

TYPE	RES	COMM	FEES	VALUE
ELECTRICAL PERMIT	26	9	4360.00	
MECHANICAL PERMIT	21	6	4425.00	
ZONING PERMIT	3	6	1500.00	
MISCELLANEOUS PERMIT	2	1	20.00	
PLUMBING PERMIT	7	2	1795.00	
INSULATION PERMIT	2	0	280.00	
DRIVEWAY/SIDEWALK PERMIT	2	0	200.00	
TOTALS:	63	24	12580.00	

PROJECT CODE RECAP

PERMITS BY TYPE	# OF PERMITS	FEES	VALUE
Commercial Renovations/Alteration	1	210.00	35,000
Driveway	2	200.00	
Electrical (Non-Residential)	10	1,375.00	
Electrical (Residential)	25	2,985.00	
Insulation	2	280.00	
Mechanical (Non-Residential)	6	975.00	
Mechanical (Residential)	21	3,450.00	
Miscellaneous-Yard Sales-Internet Merchant	3	20.00	
Plumbing (Non-Residential)	2	325.00	
Plumbing (Residential)	7	1,470.00	
Residential Accessory Struct/Re-Roof/Fence/DECKS	1	140.00	8,100
Residential Renovations/Alterations	3	580.00	80,000
Sign	2	290.00	14,785
Zoning	9	1,500.00	
TOTALS:	94	13,800.00	137,885

PERMITS BY AREA

DESCRIPTION	# OF PERMITS	VALUE
GEORGETOWN ESTATES	1	
SHEFFIELD FARMS SUB	2	
TOTALS:	3	

INSPECTIONS BY TYPE

PERMIT TYPES	# OF INSPECTIONS	RES	COM
BUILDING PERMIT	27	20	7
ELECTRICAL PERMIT	42	33	9
POOL	1		1

TOWN OF HOPE MILLS - INSPECTIONS & PERMITTING
Permit & Inspection Report For The Month Ending: 2/28/2026

Date: 3/03/2026 11:46 AM

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INSPECTIONS BY TYPE

PERMIT TYPES	# OF INSPECTIONS	RES	COM
MECHANICAL PERMIT	32	24	8
PLUMBING PERMIT	28	17	11
INSULATION PERMIT	6	6	
TOTALS:	136	100	36
Total # of Inspections:	136		



**TOWN OF HOPE MILLS PUBLIC WORKS DEPARTMENT
MONTHLY REPORT**

FEBRUARY 2025

The Public Works Department builds the foundation for a growing Town by providing essential services that enhance the community’s quality of life. Public Works is comprised of five divisions: The Public Works Directorate, Buildings and Grounds Maintenance, Sanitation Services, Streets Maintenance, and Fleet Maintenance.

THE PUBLIC WORKS DIRECTORATE

Don Sisko, Public Works Director
Bruce Clark, Deputy Public Works Director

The Public Works Directorate coordinates and blends the efforts of Public Work’s divisions in accomplishing the directives of the Town Council and the Town Manager; this includes oversight of design and construction of facilities and streets infrastructure within the Town, as well as management of Capital Improvements Projects (CIP’s).

CONSTRUCTION PROJECT STATUS

Project	Funding Amount	Source of Funding	Status	Comments
East Patterson Street Embankment	\$2,500,000	State Budgeted Funds	4%	Possible CLOMR projected January 2026
Bretton Woods Road Resurfacing	TBD	PW Department	0%	LJB proposal due Mar 2026
Woodland Hills Street/Storm water Repair	\$2,058,970	State Budgeted Funds/ARPA	99%	Working Closeout Documents
Walking Trail Repair	TBD	TBD	0%	In engineering
Facility Trip Hazard Repairs	\$16, 227	FY 25/26 Budget	0%	BOC for approval March 16, 26
PW Parking Lot Retaining Wall	\$20,000	FY 25/26 Budget	0%	Mar-26
Cameron Road Sidewalks	699,000.00	FAMPO 80%/20% Match	0%	STIP assigned BL-0130

RIGHT-OF-WAY (ROW) USE PERMITS ISSUED IN FEBRUARY

There were no ROW Access Permits issued in February

STREETS ACCEPTANCE PROJECTS

Subdivision	Total Units	Built %	Comments
Estates at Georgetown Phase 3	65	75%	Streets built/homes under construction
Sweetwater Phase 2	31	100%	Working surface/subsurface punchlist
Sheffield Farms Phase 6	71	0%	Streets built/homes under construction
Pembroke	79	5%	Streets built/homes under construction
Eagle Cove	108	0%	Streets under construction
The One	N/A	20%	Streets built/homes under construction

BUILDINGS AND GROUNDS MAINTENANCE

6 Employees, (5 FT, 1 PT)

Buildings and Grounds maintain Town Hall, the Public Safety Center; the Public Works Facility; a variety of public rights-of way, including exit 41 of I-95, and the gateway signs; and also, landscapes Town properties, including the Hope Mills Dam, as well as maintaining the Adcock, Hope Mills, and McCrae Cemeteries.

WORK COMPLETED IN FEBRUARY

Public Works Facility

- Perform preventive maintenance on lawn care and other equipment-weekly
- Inspected fire extinguishers in all buildings.
- Tested battery-operated emergency lights in all buildings.
- Tested battery back-up Exit lights in all buildings.
- Picked up litter daily

Town Hall

- Inspect building –daily and replace lightbulbs and minor repairs as needed.
- Emptied outside trash cans-daily
- Removed litter-daily
- Blew debris from parking lots and sidewalks-daily
- Inspected all fire extinguishers.
- Tested all battery backup exit lights.
- Tested all battery-operated emergency lights.

- Exercised emergency generator.
- Pulled weeds weekly as needed
- Put flags at half-mast on days needed.
- Replaced ballast in women's restroom
- Sealed cracks in sidewalks and grind uneven areas to comply with safety standards.

John W. Hodges Public Safety Center

- Removed litter daily.
- Treated outside for fire ants
- Repaired toilet in police dept
- Repaired crack in staircase wall
- Removed leaves from drains
- Clear sidewalks of debris daily
- Removed litter-daily
- Removed leaves and pine straw as needed
- Cleaned storm drains
- Repaired showerhead
- Repaired light switch in break room

Cemetery Maintenance

- **Mac Rae Cemetery**
 - Removed litter daily
 - Removed pine straw and leaves weekly to include around fence.
 - Blow entranceway weekly, mow and trim biweekly
- **Adcock's Cemetery**
 - Removed litter daily
 - Mow and trim biweekly
 - Removed leaves and pine straw weekly
- **Hope Mills Cemetery**
 - Removed litter daily
 - Blow driveway off weekly
 - Pulled weeds in planter
 - Removed leaves and Pine straw weekly
 - Mowed, edged, trimmed biweekly

Hope Mills Lake and Dam Maintenance

- Removed litter
- Pedestrian bridge inspections-daily
- Mowed, trimmed, edged biweekly

- Daily watering as needed
- Repaired chain link fence

Gateway Maintenance

- Intersection Legion Rd. and Lakeview
 - Removed litter as needed
 - Mowed biweekly
- Corner of Legion Rd. and Camden
 - Removed Litter Daily
 - Mowed biweekly
- I-95 Exit 41- Biweekly
 - Removed litter, on Southbound “on ramp”
 - Removed litter, on Northbound “off ramp”
 - Removed litter, on Northbound “on ramp”
 - Removed litter, on Southbound “off ramp”
 - Removed litter, on Southbound “on ramp”
 - Removed sticks and limbs from wooded area at northbound “off ramp”
 - Mowed as needed
- Gateway Signs
 - Inspected weekly

Miscellaneous

- Applied Ice-melt to all Town facilities before and during ice event.
- Gas level readings-weekly
- Purchased supplies and parts as needed.

SANITATION SERVICES

6 FT Employees (6 FT) – 1 open position

Public Works oversees the Town’s contract for Trash and Recycling pickup and the Sanitation Division is responsible for yard waste collection, including Limb/Branch removal, and bulk furniture pick up.

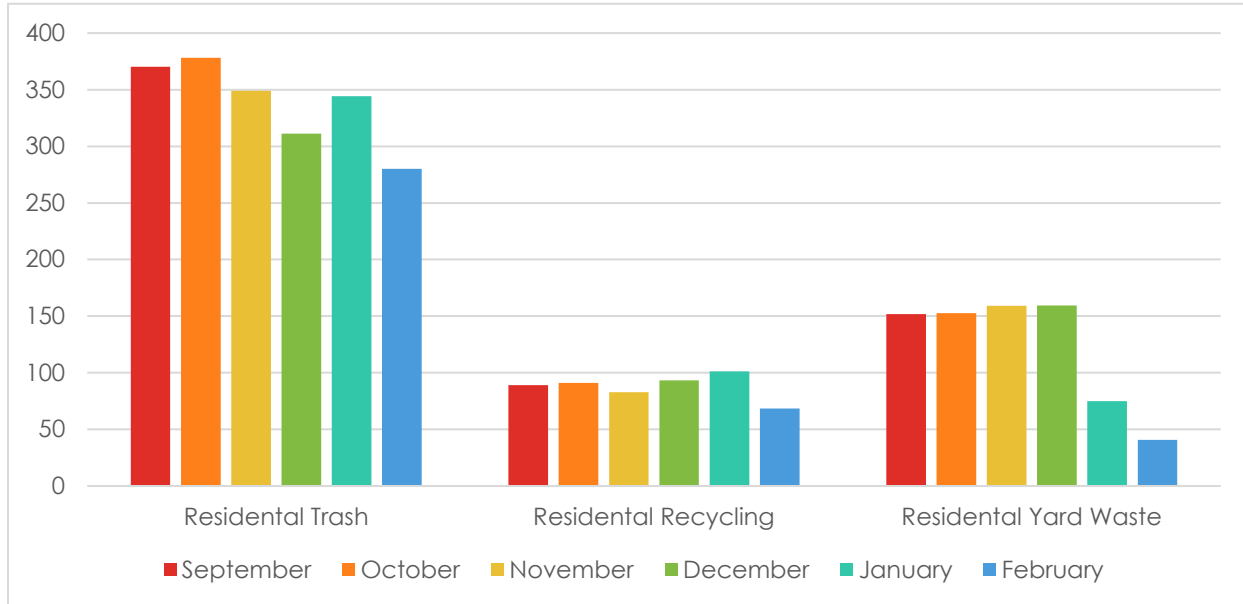
WORK COMPLETED IN FEBRUARY

Yard Waste Containers Delivered New Service	Damaged/Missing Yard Waste Containers Replaced	Trash/Recycle Containers Delivered New Service	Damaged/Missing Trash/Recycle Containers Replaced	Fees Paid Limb Piles Collected /Amount	Total
3	0	4	6	0	13

SOLID WASTE TONNAGE

February	Res. Refuse WM	Res. Recycling WM	Debris (Furniture & Sweeper) (tons)	Yard Waste Total (tons)	Landfill Comm. Tipping Fees paid
WM (tons)	280.56	68.4			
Sanitation			4.3	40.71	\$587.78
Streets			0	0	106.92 (Concrete)
Building & Grounds			0	0	0
Garage & PWD			0	0	0
Public Works Total			4.3	40.71	\$694.70

SOLID WASTE 6-MONTH TREND



STREETS MAINTENANCE

6 Employees (6 FT) – (1) Vacancy (FT)

The Streets Division maintains approximately 64 miles of Town streets, which includes, minor asphalt, and storm water infrastructure repairs, street signs, maintenance of the public rights-of-way, and maintenance of the Town’s Sidewalks.

WORK COMPLETED IN FEBRUARY

February 2026	Street Sweeper On Route	Road Side Clean Up	Sign or Paint Work	Pavement Patch Work	Catch Basin Work	Curb Line repair	Crack Seal Repair	Other Tasks
2-6	X	X	X		X			X
9-13	X	X	X	X	X			X
16-20	X	X	X	X	X		X	X
23-27		X	X	X	X		X	X

X = Scheduled maintenance

In addition to regular street maintenance tasks the street department completed these other tasks by week:

2-6 Feb

- Put out sand and salt and clean catch basin
- Clean up and down load snow equipment

9-13 Feb

- Remove speed bump on Crampton
- Asphalt work on Barnell, Dickens, Woodspring 6.2 tons
- Pick trash on Black Bridge
- Asphalt prep on Heather, Old Railroad Way, King Fisher, Whitmore

16-20 Feb

- Asphalt work on Heather, Whitmore, Waldo Beach 3.1 tons
- Replace speed bump George Town

23-27 Feb

- Took asphalt to landfill
- Maintenance on hand tools
- 3.2 tons asphalt on Woodspring and Bloomsbury

Note: 14 Asphalt cuts and potholes repaired, collected 4 dead animals from streets

STREET SWEEPING 4-MONTH SNAPSHOT

Activity	November 2025	December 2025	January 2026	February 2026
Curb Miles Swept:	4.09	11.70	2.85	3.56
Areas Swept Includes:	N. Main St, South Main St, Cameron Rd.	Parade Route x2 , Camden Rd, Mainstreet	Village Green	Village Green
Sweeper Loads Collected:	.76	5	2	1.5
Weight of Debris Collected:	.26 tons	1.4 tons	.55 Tons	.41 Tons

FLEET MAINTENANCE

2 Employees (2 FT)

WORK COMPLETED IN FEBRUARY

- 2/5/26 – Fabricated lifting cable to lift salt spreader

Vehicle/Equipment	Department	Mechanic Assigned	Date	Type of Repair
Ford F150 #49	Police	Daryl	2/5/2026	Oil change top off fluids
Ford Explorer #137	Police	Virgil	2/6/2026	Oil change top off fluids
Mosquito machine	Sanitation	Daryl	2/6/2026	Serviced the sprayer
Ford Taurus # 177	Police	Daryl	2/6/2026	Oil change top off fluids
Ford F150 #49	Police	Daryl	2/8/2026	Repaired tire with a plug
Ford Explorer #192	Police	Daryl	2/9/2026	Oil change top off fluids
Grapple Truck #68	Sanitation	Daryl	2/11/2026	Replaced wiper blades
Ford Explorer #166	Police	Virgil	2/12/2026	Replaced one rear tire
Ford F150 #102	Streets	Virgil	2/12/2026	Oil change top off fluids; replaced wipers
Ford F150 #21	P&R	Virgil	2/16/2026	Replaced tail light bulb
Ford Explorer #211	Police	Daryl	2/16/2026	Oil change top off fluids
Chain Saw	Streets	Virgil	2/17/2026	After trouble shooting, determined more costly to repair than replace
Street Sweeper #104	Streets	Daryl	2/18/2026	Repaired bumper damage
Chain saw	Streets	Daryl	2/19/2026	Cleaned, changed the chain, filter and plug
Ford Explorer #190	Police	Daryl	2/23/2026	Oil change top off fluids
Hand Tools	Streets	Daryl	2/23/2026	Repaired pot hole digger
JD Lawn mower	Streets	Virgil	2/24/2026	Charge battery, aired tires
Kabota Tractor	Streets	Virgil	2/24/2026	Changed overflow tank, topped off coolant, adjusted belts
Crack Sealing Machine	Streets	Virgil	2/24/2026	Replaced fuel filter
Ford F150 #102	Streets	Virgil	2/24/2026	Replaced battery
Ford Explorer #212	Police	Virgil	2/5/2026	Oil change top off fluids
Ford Explorer #166	Police	Daryl	2/26/2026	Replaced brakes
Shop door	Streets	Daryl	2/26/2026	Repaired door striker
Ford F150 #12	B&G	Virgil	2/27/2026	Oil change top off fluids