



**Board of Aldermen
Pre-Agenda Meeting
Agenda Packet
October 9, 2025**



AGENDA
Spencer Board of Aldermen
Pre-Agenda Meeting
5:30 p.m.

DATE
October 9, 2025

The Board of Aldermen meets on the second Tuesday of each month at 6:00 p.m., with a pre-agenda meeting on the Thursday prior at 5:30 p.m. The primary purpose of the pre-agenda meeting is to review the agenda for the upcoming regular meeting, set the consent agenda, hold public hearings, and receive other presentations. Regular meetings focus on action items, departmental reports, and other business. Both meetings are open to the public and are held in the Hilda B. Palmer Board Room in Town Hall, located at 460 South Salisbury Avenue. A printed copy of the entire agenda packet is available in the H. B. Palmer Board Room for public use. Please find meeting agendas, minutes, and a link to view the meetings live or on demand at spencernc.gov/town-government-and-services/aldermen-meeting-and-agenda.

- 1. CALL TO ORDER – Mayor Pro-Tem Patti Secreast**
- 2. INVOCATION & PLEDGE OF ALLEGIANCE – Mayor Pro-Tem Patti Secreast**
- 3. PUBLIC HEARING – A Zoning Map amendment, specifically rezoning parcel 048 042 located at 2038 N US HWY 29 from IND to VSR**
- 4. PUBLIC HEARING – Housing, Community Development, and Economic Development Needs for the Town’s FY2025 Community Development Block Grant – Neighborhood Revitalization (CDBG-NR) Application**
- 5. REVIEW OF OCTOBER 14, 2025, AGENDA**
 - 1. CALL TO ORDER – Mayor Jonathan Williams**
 - 2. INVOCATION**
 - 3. PLEDGE OF ALLEGIANCE – Mayor Jonathan Williams**
 - 4. ADDITIONS/DELETIONS AND ADOPTION OF AGENDA**
 - 5. RECOGNITIONS**
 - 6. PUBLIC HEARING – To Present and Receive Comments on the FY2025 Community Development Block Grant – Neighborhood Revitalization (CDBG-NR) Application**
 - 7. PUBLIC COMMENT** *This agenda item is included to allow input to the Board of Aldermen from any citizen who wishes to address the Board without requesting to be on the agenda. Those who wish to address the Board of Aldermen must provide their name, address, and topic to be addressed. The Board will listen and may or may not respond at their discretion, or may decide to place a topic on a future agenda. A speaker will be allowed three (3) minutes to speak.*
 - 8. CONSENT AGENDA** *The Consent Agenda is the first order of business. The items listed are believed to be non-controversial and administrative in nature. There will be no separate discussion of the items unless an Alderman or citizen requests and is granted permission to*

peak. The item(s) will then be removed from the Consent Agenda and considered individually. Otherwise, all items will be enacted by one motion.

- a. **APPROVAL OF MINUTES:** September 4, 2025, Pre-Agenda Meeting Minutes
September 9, 2025, Regular Meeting Minutes
- b. **CONSIDER ADOPTING** – Resolution 25-11 Updating Background Check Policy & Authorizing SBI Non-Criminal Justice Access Agreement
- c. **CONSIDER AMENDING** – Personnel Policy Article IV
- d. **CONSIDER ADOPTING** – Resolution 25-12 Approving Conveyance of Property to Another Unit of Government in North Carolina Pursuant to N.C.G.S. 160A-274
- e. **CONSIDER ADOPTING** – Resolution 25-13 Adopting Updated Job Descriptions for the Town of Spencer Classification Plan
- f. **CONSIDER ADOPTING** – Resolution 25-14 Authorizing the Town of Spencer to Engage in Electronic Payments as Defined by N.C.G.S. 159-28 and Authorizing the Finance Officer to Adopt Written Policy Outlining Procedures for Disbursing Public Funds by Electronic Transaction

9. RECEIVE PRESENTATION – Group Insurance Renewal Rates for 2025 – 2026

10. CONSIDER APPROVING – Group Insurance Renewal Rates for 2025 – 2026

11. CONSIDER ADOPTING – Ordinance 25-11.004 Appropriating \$2,500 for Bike Lane Striping

12. CONSIDER ADOPTING – Ordinance 25-11.005 Accepting \$11,857.00 Safety First Grant from the Norfolk Southern Railroad and Authorizing the Town Manager to Execute the Grant Agreement

13. CONSIDER ADOPTING – Ordinance 25-19 Amending the Town’s Official Zoning Map dated September 10, 2024, rezoning Rowan County GIS System parcel number 048 042 located at 2038 US HWY 29 from IND to VSR zoning classification

14. CONSIDER ADOPTING – Resolution 25-08 Authorizing Application for CDBG-NR Funds

15. CONSIDER ADOPTING – Resolution 25-09 Re-Affirming Compliance Policies and Procedures

16. CONSIDER ADOPTING – Resolution 25-10 Re-Confirming Housing Selection Committee (HSC)

17. CONSIDER APPROVING – Water/Sewer Extension Policy Application for SRU Funding

18. DEPARTMENTAL REPORTS

- a. Planning
- b. Code Enforcement
- c. Police
- d. Fire
- e. Public Works
- f. Finance
- g. Active Living

19. TOWN MANAGER REPORT

20. REQUESTS & COMMENTS by the Mayor and Board Members

21. EXECUTIVE SESSION per NC General Statute 143-318.11 (if needed)

22. ADJOURNMENT

6. EXECUTIVE SESSION per NC General Statute 143-318.11 (if needed)

7. ADJOURNMENT

704-633-2231
spencernc.gov



Post Office Box 45
Spencer, NC 28159-0045

Rowan's Original Gateway.

Agenda Item Coversheet

Meeting Date: 10/09/2025

Agenda Item #:

Agenda Item Title: Public hearing for proposed rezoning of 2038 US HWY 29 from IND to VSR to allow used car dealership to continue in operation after the property is sold

Category: Public Hearing

Presenter(s): Steve Blount, Planner

Explanation:

Property is currently in use as a used car dealership and property owner would like to sell the property to a second party. Property is currently zoned IND which does not allow this use. Owner and applicant have requested a rezoning to VSR to allow the second party to continue use of this property as a used car dealership.

Financial Impact:

none

Recommended Motion:

Motion to hold a public hearing

Attachment(s): ☒ Yes ☐ No

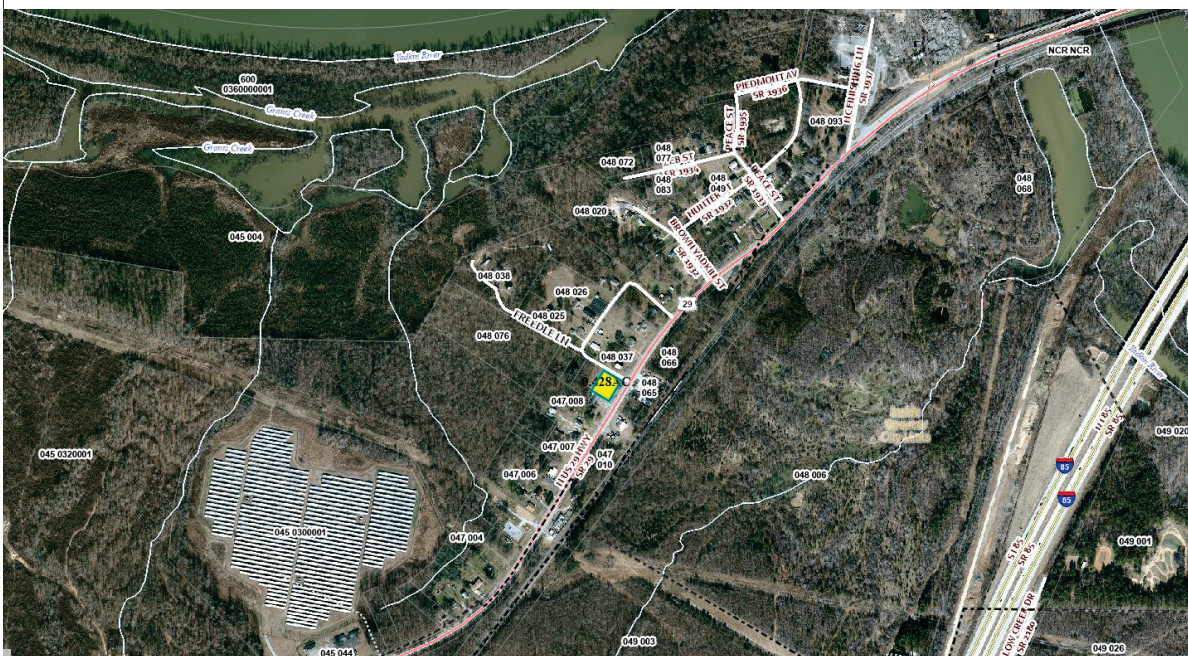
1. Presentation pdf

2038 N US HWY 29

Parcel 048 042

Rezoning

- Property is currently zone IND and car dealerships are NOT an allowed use in that zoning classification. As the use predates the application of the IND classification, it continues as a “legal nonconforming use.”
- Current property owner wants to sell property to a Mr. Roncace. Mr. Roncace would like to continue to use property as a small used car dealership.
- As this is sale of the property and not the business, the legal nonconforming status ends.
- To continue use as a car dealership, the property needs to be rezoned to our VSR classification.



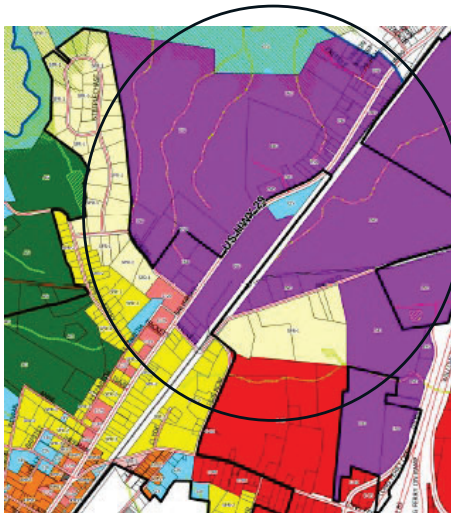




As shown, we had a problem with cars being parked in the road ROW which is not allowed. Current property owner has complied with our request to remedy this problem, and buyer has been made aware of this limitation



2023 Zoning Study for this Corridor



Focus is on US HWY 29
Corridor and surrounding
properties



-  Existing Industrial
-  Undeveloped
(likely commercial/industrial)
-  Existing Residential
-  Existing Commercial
-  Existing Auto Repair
(evolving into junkyards)

Existing Uses

All of these properties are currently
zoned IND (Light Industrial)

Most are “Legal Nonconforming
Uses”

Should we change their zoning
classifications?

If so, to what classifications?

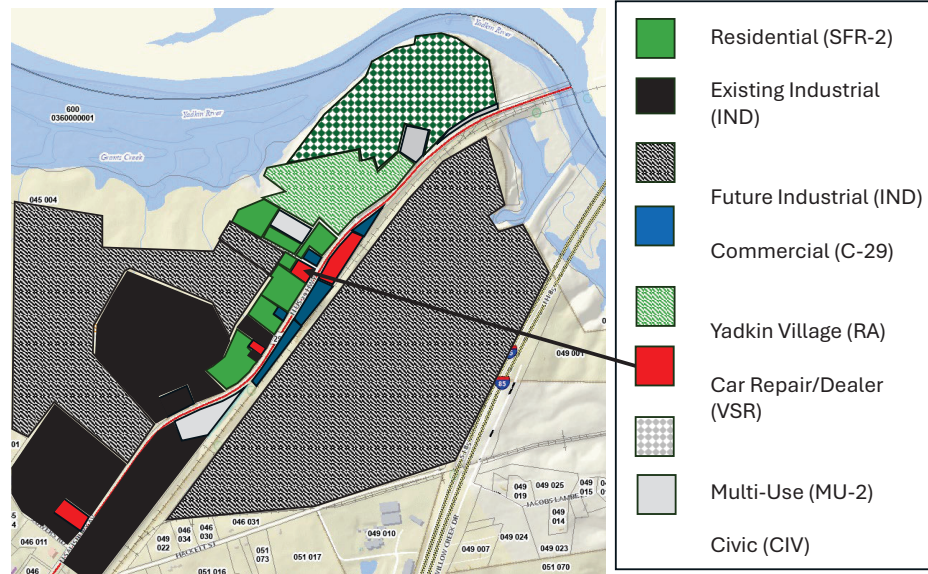
Definition

NONCONFORMING USE. Any current legal use of property not otherwise permitted under current zoning regulations. This may include, without limitation 1) a use legally established under requirements at the time of installation or construction but not now permitted in the zoning district in which it is located or 2) a use conditionally allowed in the zoning districts in which it is located but for which no special use permit has been obtained. See *GRANDFATHERED*.

22.1 Purpose

It is recognized that, over time, lawful nonconformities may develop as a result of amendments to the Official Zoning Map or Spencer Development Ordinance which change the application of the Town of Spencer development regulations to particular properties. It is important that such properties, while nonconforming, be adequately maintained and permitted to continue, but not expanded or enlarged in any fashion that increases the extent of nonconformity. Where possible, such nonconformities should be made, wholly or incrementally, conforming.

Nonconforming uses are allowed to exist out of fairness to current property owner, but it is hoped that the current use will evolve over time into something more desirable for the area and in alignment with the Town's desired development patterns for the area.





Date 9/8/25

RE: Legal Advertisement

Please place the following ad in your paper in the legal notices section on Sunday 9/14/25 and Sunday 9/21/25. Please send billing by return email and confirmation that the ad was run after running.

Contact me with any questions.

Steve Blount
Town of Spencer
PO Box 45
Spencer, NC 28159
704-633-2231, ext 28

TEXT

The Town of Spencer Board of Aldermen will hold a legislative public hearing at or soon after 5:30 PM at their regularly scheduled meeting on October 9, 2025 in the Board Meeting Room located at 460 S Salisbury Ave., Spencer, NC 28159.

The purpose of the public hearing is to receive public comment on a Zoning Map amendment, specifically rezoning parcel 048 042 located at 2038 N US HWY 29 from IND to VSR. More information is available for review on the Town's website at www.spencernc.gov or you can see a copy at Town Hall.

Contact Steve Blount at 704-633-2231. Ext 28 with any questions. Public comments may also be submitted in writing or by email to the Town Clerk at akanode@spencernc.gov.

704-633-2231
spencernc.gov



Post Office Box 45
Spencer, NC 28159-0045

Agenda Item Coversheet

Meeting Date: 10/09/2025

Agenda Item #:

Agenda Item Title: Board to hold public hearing to receive citizen input on housing, community development, and economic development needs for the Town's FY2025 Community Development Block Grant – Neighborhood Revitalization (CDBG-NR) application.

Category: Regular Agenda

Presenter(s): Kyle Harris, Planner

Explanation:

The Town of Spencer must hold two public hearings as part of its FY2025 Community Development Block Grant – Neighborhood Revitalization (CDBG-NR) application process. The first hearing is to receive public comments on housing, community development, and economic development needs in the Town. Citizen input will guide preparation of the Town's grant application.

Following this hearing, staff will finalize the draft application and return to the Board for a second required hearing on the proposed project scope and budget.

Financial Impact:

None. This hearing is required to comply with CDBG citizen participation regulations.

Recommended Motion:

Conduct the public hearing, receive comments, and instruct staff to incorporate input into preparation of the draft FY2025 CDBG-NR application.

Attachment(s): ☒ Yes ☐ No

1. Public Hearing Notice

TOWN OF SPENCER, NC – NOTICE OF PUBLIC HEARING – CDBG

The Town of Spencer will hold a public hearing on Thursday, October 9, 2025 at 5:30 p.m. at Spencer Town Hall, 460 South Salisbury Avenue, Spencer, NC 28159 to receive citizen input on housing, community development, and economic development needs for the Town's FY2025 Community Development Block Grant – Neighborhood Revitalization (CDBG-NR) application under Title I of the Housing and Community Development Act. Information will be available on eligible program activities, the application process, and funding requirements. Citizens may provide oral or written comments. Formal written comments or complaints submitted before or after the hearing will receive a written response within 10 working days.

Persons with disabilities or Limited English Proficiency needing assistance should contact Town Clerk Anna Kanode Ward at 704-633-2231 ext. 12 at least 48 hours before the hearing. This information is available in Spanish or other languages upon request. Esta información está disponible en español. Para asistencia, comuníquese con la Secretaría Municipal al 704-633-2231 o visite 460 South Salisbury Avenue, Spencer, NC 28159.

For information: Kyle Harris, Planner — 704-633-2231 ext. 20, kharris@spencernc.gov.

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spencernc.gov



Post Office Box 45
Spencer, NC 28159-0045

Agenda Item Coversheet

Meeting Date: 10/14/2025

Agenda Item #:

Agenda Item Title: Board to hold public hearing to present and receive comments on the Town's FY2025 Community Development Block Grant – Neighborhood Revitalization (CDBG-NR) draft application.

Category: Public Hearing

Presenter(s): Kyle Harris, Planner

Explanation:

The Town of Spencer is preparing a FY2025 Community Development Block Grant – Neighborhood Revitalization (CDBG-NR) application for up to \$950,000. The proposed project will continue the Town's scattered-site owner-occupied housing rehabilitation program, using the verified waitlist of income-eligible households first established under the 2020 CDBG-NR grant.

This is the second of two required public hearings. Its purpose is to present the draft application — including project priorities, budget, and beneficiary information — and receive final public comments prior to submission to the NC Department of Commerce. The draft application ("Draft Application Overview") is attached, detailing the 2025 grant application scope, budget, beneficiaries, community need, and expected outcomes.

Financial Impact:

No local match is required. Up to 10% of the award may be used for administration, with the remainder dedicated to construction/rehabilitation, relocation, and related eligible costs.

Recommended Motion:

Conduct the public hearing, receive comments, and direct staff to finalize the application for submission by October 29, 2025.

Attachment(s): ☒ Yes ☐ No

1. Public Hearing Notice
2. Draft Application Overview (Scope, Budget, Beneficiaries, Community Need, Expected Outcomes)

2025 CDBG-NR Grant Application

Draft Application Overview

Project Purpose:

The Town of Spencer seeks to continue its successful scattered-site owner-occupied housing rehabilitation program, first launched with its FY2020 CDBG-NR award. The goal is to correct serious health, safety, and structural deficiencies in older housing stock occupied by low- and moderate-income (LMI) households, ensuring homes are safe, decent, energy-efficient, and accessible. The project will not only correct serious health and safety risks but will also preserve naturally affordable housing at lower cost than new construction and will allow seniors and disabled residents to avoid displacement and remain in their homes.

Project Scope:

Substantial rehabilitation of approximately ten (10) owner-occupied homes in Spencer, prioritized from the existing verified waitlist of income-eligible households. Temporary relocation assistance will be provided when needed.

Common types of work will include:

- **Substantial Rehabilitation:** Repair or replacement of roofs, HVAC, electrical, plumbing, flooring, and structural components; lead-based paint hazard reduction; and weatherization/energy efficiency upgrades.
- **Accessibility Improvements:** Installation of ramps, grab bars, widened doors, and other modifications to enable seniors and disabled residents to remain in their homes.
- **Temporary Relocation:** Assistance for households who must vacate their homes during major rehabilitation activities.

Budget: Total request of \$950,000, with no local match required.

- **Direct Project Costs** ($\approx$ 90% of funds): Rehabilitation, temporary relocation, and other eligible project costs.
- **Administration** ($\leq$ 10% of funds): Grant management by Salisbury Community Development Corporation (SCDC), with in-kind oversight by Town staff.

Beneficiaries:

- **Households:** Approximately 10 owner-occupied homes will be rehabilitated.
- **Eligibility:** All beneficiaries will be drawn from the Town's verified waitlist, originally developed under the 2020 CDBG-NR program.
- **Re-verification:** Each household will undergo income and eligibility re-verification prior to assistance to ensure compliance with HUD guidelines.

- Income Benefit: 100% of funds will benefit low- and moderate-income households, fully satisfying the CDBG national objective.

Community Need

- Documented Demand: The Town's verified waitlist demonstrates unmet demand for rehabilitation, even after completing projects under the 2020 CDBG-NR award.
- Older Housing Stock: Nearly 40% of Spencer's homes were built before 1970, many with unsafe or energy-inefficient systems (ACS 2023, Selected Housing Characteristics).
- Low Property Values: Median home value is \$149,800, limiting homeowner equity to finance repairs (ACS 2023, DP04).
- Demographics: 21.7% of residents are age 65+ and 31.6% of households are single-person households, many on fixed incomes (ACS 2023, S0101; DP02).

Expected Outcomes

- 10 homes rehabilitated or reconstructed to meet program standards.
- Significant reduction of health and safety hazards (e.g., electrical, plumbing, roofing, lead).
- Lower utility costs and improved energy efficiency for participating households.
- Accessibility improvements enabling elderly and disabled residents to remain in their homes.
- Stabilized neighborhoods, reduced blight risk, and preserved affordable housing stock in Spencer.

TOWN OF SPENCER, NC – NOTICE OF PUBLIC HEARING – CDBG

The Town of Spencer will hold a public hearing on Tuesday, October 14, 2025 at 6:00 p.m. at Spencer Town Hall, 460 South Salisbury Avenue, Spencer, NC 28159 to present and receive comments on its FY2025 Community Development Block Grant – Neighborhood Revitalization (CDBG-NR) application.

The Town proposes to request up to \$950,000 to assist low- and moderate-income homeowners through scattered-site housing rehabilitation, reconstruction, and related eligible activities. The hearing will review the draft application, budget, and project design, and citizens may provide oral and written comments. Written complaints will be answered within 10 working days.

Persons with disabilities or Limited English Proficiency needing assistance should contact the Town Clerk at 704-633-2231 ext. 12 at least 48 hours before the hearing. Esta información está disponible en español. Para asistencia, comuníquese con la Secretaría Municipal al 704-633-2231 o visite 460 South Salisbury Avenue, Spencer, NC 28159

For information: Kyle Harris, Planner — 704-633-2231 ext. 20, kharris@spencernc.gov.

704-633-2231
spencernc.gov



Post Office Box 45
Spencer, NC 28159-0045

Agenda Item Coversheet

Meeting Date: 10/14/2025

Agenda Item #: 7. a.

Agenda Item Title: Approval of September 2025 Minutes

Category: Consent Agenda

Presenter(s): Anna K. Ward, Town Clerk

Explanation:

Town Clerk Ward has drafted minutes for the Board of Aldermen Pre-Agenda Meeting held on September 4, 2025, and the Regular Meeting held on September 9, 2025. Alderwoman Patricia Sledge has proofread the drafted minutes, and Town Clerk Ward has made the suggested grammatical and spelling corrections.

Financial Impact:

None

Recommended Action:

Approve the minutes from the Pre-Agenda Meeting held on September 4, 2025, and the Regular Meeting held on September 9, 2025, on the Consent Agenda.

Attachment(s): ☒ Yes ☐ No

1. September 4, 2025, Pre-Agenda Meeting Minutes (draft)
2. September 9, 2025, Regular Meeting Minutes (draft)

MINUTES
Spencer Board of Aldermen
Pre-Agenda Meeting
September 4, 2025

The Town of Spencer Board of Aldermen met in regular session to conduct a pre-agenda meeting in the Hilda B. Palmer Board Room at the Spencer Town Hall on Thursday, September 4, 2025, at 5:31 p.m.

Present were: Mayor Pro Tempore Patti Secreast

Alderman Steve Miller

Alderwoman Erin Moody

Alderman Andrew Howe

Alderman Rashid Muhammad

Alderwoman Patricia Sledge

Also present were: Town Manager Peter Franzese, Town Clerk Anna Kanode Ward, Public Works Director Joel Taylor, Fire Chief Michael Lanning, Police Chief Michael File, Code Enforcement Officer Preston Eagle, Special Projects Planner Joe Morris, and Planning & Zoning Administrator Steve Blount.

Mayor Jonathan Williams was absent.

Mayor Pro Tempore Secreast called the meeting to order, led the Pledge of Allegiance, and gave the invocation.

REVIEW OF SEPTEMBER 9, 2025, AGENDA

ADDITIONS/DELETIONS & CONSENT AGENDA

Alderwoman Sledge requested department heads mention the donations in Ordinances 25-11.002 and 25-11.003 during their departmental reports.

Town Manager Franzese requested the Board add to the consent agenda a retroactive authorization for staff to apply for a [Norfolk Southern Safety Initiative] grant that had a very short application window. He also informed them that the Police Department and Code Enforcement Reports would be given during this meeting rather than during the regular meeting on the following Tuesday as Police Chief File would not be able to attend the regular meeting and Code Enforcement Officer Eagle was present at the pre-agenda meeting.

Alderwoman Sledge moved to accept the Consent Agenda as amended. Alderwoman Moody seconded the motion, which carried by a vote of 6 – 0.

- a. **APPROVAL OF MINUTES:** August 7, 2025, Pre-Agenda Meeting Minutes
August 12, 2025, Regular Meeting Minutes
- b. **CONSIDER ADOPTING** – Ordinance 25-11.002 Fire Department Donation
- c. **CONSIDER ADOPTING** – Ordinance 25-11.003 Police Department Donation

- d. CONSIDER AWARDING** – Salisbury Avenue Corridor Improvement Grant of \$2,000 to Beth Nance for a Project to Install/Paint a New Mural Sign for the NC Museum of Dolls, Toys, & Miniatures

INVOCATION

Alderman Miller volunteered to give the invocation at the at the September 9, 2025, regular meeting.

RECOGNITIONS

Alderwoman Patricia Sledge wishes to recognize the Spencer's Holiday Caravan Committee for the Street Dance on Saturday, August 30, 2025.

FURTHER ADDITIONS

Alderwoman Moody requested to add county update on the Community Health Needs Assessment (CHNA) to the agenda. As Community Health Manager and Healthy Rowan Executive Director Courtney Meece was present and prepared to give her presentation, Alderwoman Moody recommended the Board of Aldermen receive the presentation during this evening's meeting rather than wait until Tuesday.

Alderwoman Sledge moved accept the agenda as amended. Alderman Muhammad second the motion, which carried by a vote of 6 – 0.

INFORMATIONAL UPDATE – Community Health Needs Assessment

Rowan County Public Health (RCPH) Community Health Manager and Healthy Rowan Executive Director Meece presented the 2025 CHNA findings and answered questions from the Board. She explained that the assessment is conducted every 3-4 years as mandated by North Carolina Public Health Accreditation and the Affordable Care Act. The current assessment was a collaborative effort between Rowan County Public Health, Novant Health Rowan Medical Center, Rowan County United Way, and Healthy Rowan. Key findings from the assessment included:

- Lower life expectancy in Rowan County compared to peer counties and the state
- Increasing birth rates
- Social determinants of health including employment data and housing information
- Food insecurity affecting 16% of residents and 21.2% of children
- Third grade reading scores below peer counties
- Health access challenges, with Rowan County having the second-lowest number of primary care providers per capita
- Only 13 dental providers accept Medicaid in the county
- Leading causes of death are coronary heart disease, COPD, and diabetes, with Rowan County having higher rates than the state average

Ms. Meece noted that the steering committee selected three priority health areas for focus:

1. Behavioral health (substance use and mental health)
2. Housing (affordable, accessible, safe, and livable)
3. Healthy lifestyles (promoting healthy behaviors and environments)

Next steps include publicizing the findings, developing task forces and action plans, implementing programs, and continuously monitoring and evaluating progress.

DEPARTMENTAL REPORTS

Code Enforcement

Chief File and Code Officer Eagle gave the monthly Code Enforcement report with a five-year enforcement overview and answered questions from the Board. Highlights included:

- 42 new cases this month.
- 79% voluntary abatement rate in 2025 to date.
- Significant reduction in forced abatements compared to prior years.

Police

Chief File gave the monthly Police Department report and answered questions from the Board. Highlights included:

- 238 events for the month, noting temporary reduced staffing.
- Continued National Night Out planning (October 7, 2025), including donations from local partners.
- Application submitted for a Norfolk Southern Community Safety Grant (retroactive request for approval).
 - Grant request: \$11,856.67 for a law enforcement drone system.
 - No local match required.

Aldерwoman Moody moved to retroactively authorize staff to apply for the Norfolk Southern Safety Initiative Grant. Aldерwoman Sledge seconded the motion, which carried by a vote of 6 – 0.

EXECUTIVE SESSION

It was the consensus of the Board that there was no reason to go into Executive Session.

ADJOURNMENT

Alderman Muhammad moved to adjourn the meeting. Aldерwoman Moody seconded the motion, which carried by a vote of 6 – 0. The meeting stood adjourned at 7:01 p.m.

Approved by:

Attest:

Jonathan Williams, Mayor

Anna Kanode Ward, Town Clerk

MINUTES
Spencer Board of Aldermen
Regular Meeting
September 9, 2025

The Town of Spencer Board of Aldermen met in regular session to conduct a regular meeting in the Hilda B. Palmer Board Room at the Spencer Town Hall on Thursday, September 9, 2025, at 6:02 p.m.

Present were: Mayor Jonathan Williams
Mayor Pro Tempore Patti Secreast
Alderman Steve Miller
Alderdwoman Erin Moody
Alderman Andrew Howe
Alderman Rashid Muhammad
Alderdwoman Patricia Sledge

Also present were: Town Manager Peter Franzese, Town Attorney Jay Dees, Town Clerk Anna Kanode Ward, Finance Officer Heather Kann, Public Works Director Joel Taylor, Fire Chief Michael Lanning, Police Sergeant Nicholas O'Brien, Special Projects Planner Joe Morris, Planning & Zoning Administrator Steve Blount, and Planner Kyle Harris.

Mayor Williams called the meeting to order.

Alderman Miller gave the invocation.

Mayor Williams led the Pledge of Allegiance.

ADDITIONS/DELETIONS

Staff requested to add Consider Adopting – Ordinance 25-18 Approving Temporary Road Closures During Race to the River and Mayor Pro Tempore Secreast requested to add a recognition for recently deceased East Spencer Alderman John Noble, III. Mayor Williams suggested placing staff request as item 7. e. on the Consent Agenda and the recognition as item 5. b.

Action

Alderdwoman Moody moved to add Ordinance 25-18 to the Consent Agenda. Mayor Pro Tempore Secreast seconded the motion, which carried by a vote of 6 – 0.

Alderman Muhammad moved to adopt the agenda as amended. Alderman Miller seconded the motion, which carried by a vote of 6 – 0.

RECOGNITIONS

Alderdwoman Sledge recognized the Spencer's Holiday Caravan Committee for their work on the Labor Day Street Dance, highlighting the Miss Spencer-Rowan pageant, recognizing Heather Resino, Lynn Purvis, the band Divided by 4, as well as judges Alderman Muhammad, Town Clerk Ward, and North Carolina JCI Senate President Melanie Pascal. Rachel Webster was crowned Miss Spencer-Rowan and Ty'Tiana Clemons was the first runner-up. The event sponsors included Kathy Griffin, Spencer Moose Lodge, Spencer Jaycees, and

the Town of Spencer. Alderwoman Sledge also noted that Old 97 Kettle Corn Company offered free popcorn to volunteers signing up for the upcoming Spencer's Holiday Caravan Parade.

Mayor Pro Tempore Patti Secreast recognized John Noble, III, a long-standing East Spencer Alderman who recently passed away. Mr. Noble was known as a constant presence in North Rowan schools, a friend to all, and an active participant in law enforcement as a sheriff's department member and court officer. His funeral was scheduled for the next day at Shady Grove Baptist Church. A Salisbury Post article, "A Noble Life," highlighted his community contributions and lasting legacy.

PUBLIC COMMENT

Mayor Williams opened the floor to receive public comment. The following people addressed the Mayor and Board:

- 1. Wyna Howe, 120 Deer Rd, Salisbury, NC
- 2. Nancy Boyd, 400 3rd Street, Spencer, NC

Being no one else present wishing to speak, Mayor Willams closed the public comment portion of the meeting.

CONSENT AGENDA

Alderman Miller moved to approve the consent agenda as presented. Mayor Pro Tempore Secreast seconded the motion, which carried by a vote of 6 – 0. Items b, c, and e are incorporated in the body of the minutes below. Items approved were:

- a. **APPROVAL OF MINUTES:** August 7, 2025, Pre-Agenda Meeting Minutes
August 12, 2025, Regular Meeting Minutes
- b. **CONSIDER ADOPTING** – Ordinance 25-11.002 Fire Department Donation
- c. **CONSIDER ADOPTING** – Ordinance 25-11.003 Police Department Donation
- d. **CONSIDER AWARDING** – Salisbury Avenue Corridor Improvement Grant of \$2,000 to Beth Nance for a Project to Install/Paint a New Mural Sign for the NC Museum of Dolls, Toys, & Miniatures
- e. **CONSIDER ADOPTING** – Ordinance 25-18 Approving Temporary Road Closures During Race to the River

AN ORDINANCE AMENDING THE TOWN OF SPENCER, NORTH CAROLINA FY 25-26 ANNUAL BUDGET
ORDINANCE 25-11.002

BE IT ORDAINED, by the Governing Board of the Town of Spencer, North Carolina, that the following amendment of anticipated fund revenues and departmental expenditures, certain Fee and Charge Schedules, and with certain restrictions and authorizations, are hereby appropriated and approved for the operation of Town Government and its activities for the Fiscal Year beginning July 1, 2025, and ending on June 30, 2026:

- Section 1. The Town received a \$200.00 donation to the Fire Department from the Spencer Moose Lodge.
- Section 2. The donation is for public safety supplies.
- Section 3. To amend the FY 25-26 revenue and expense appropriations as follows:

Revenues				
Account	Title	Current Budget	Amended Budget	(Decrease) Increase
10-4611	Donations-Other	\$5,000	\$5,200	\$200

<u>Expenses/Expenditures</u>				
Account	Title	Current Budget	Amended Budget	(Decrease) Increase
10-5400-551	Supplies	\$39,547	\$39,747	\$200

Section 4. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board, and to the Town Manager and the Finance Officer for record-keeping.

**AN ORDINANCE AMENDING THE TOWN OF SPENCER, NORTH CAROLINA FY 25-26 ANNUAL BUDGET
ORDINANCE 25-11.003**

BE IT ORDAINED, by the Governing Board of the Town of Spencer, North Carolina, that the following amendment of anticipated fund revenues and departmental expenditures, certain Fee and Charge Schedules, and with certain restrictions and authorizations, are hereby appropriated and approved for the operation of Town Government and its activities for the Fiscal Year beginning July 1, 2025, and ending on June 30, 2026:

Section 1. The Town received a \$500.00 donation from Heather's Simply Homemades for the Police Department to assist in expenses for the National Night Out.

Section 2. The Town received a \$600.00 donation to the Police Department from Hendrix BBQ for the Police Department to assist in expenses for the National Night Out.

Section 3. To amend the FY 25-26 revenue and expense appropriations as follows:

<u>Revenues</u>				
Account	Title	Current Budget	Amended Budget	(Decrease) Increase
10-4641	Donations-Other	\$0	\$1,100	\$1,100

<u>Expenses/Expenditures</u>				
Account	Title	Current Budget	Amended Budget	(Decrease) Increase
10-5100-573	Governing Body Projects	\$23,000	\$24,100	\$1,100

Section 4. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board, and to the Town Manager and the Finance Officer for record-keeping.

ORDINANCE 25-18

AN ORDINANCE APPROVING A TEMPORARY LANE CLOSURE ON US HWY 29 FOR THE PURPOSE OF FACILITATING A SPECIAL EVENT

WHEREAS, N.C.G.S. §29-169 authorizes local authorities to provide by ordinance for the regulation of the use of highways for processions or assemblages; and

WHEREAS, the Town of Spencer is sponsoring a 5K run and bicycling special event on Saturday, October 18, 2025, beginning at 7:00 A.M. which will involve a procession of runners and bicyclists along the US HWY 29 corridor; and

WHEREAS, to ensure public safety, the Town has deemed it necessary to temporarily close one southbound lane on US HWY 29 from 3rd Street to NC Finishing Lane on the date of the event, the closure beginning at 7:00 A.M. and ending at approximately 12:00 (Noon) or until the lane is cleared of all participating runners and bicyclists; and

WHEREAS, pursuant to the NCDOT Special Event Guidelines, the Town has consulted with the Highway Division 9 – Division Traffic Engineer to verify that the proposed special event will not impact, or be impacted by, planned maintenance or other activities.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Board of Aldermen of the Town of Spencer, North Carolina, that:

SECTION 1. Pursuant to N.C.G.S. §29-169, the Town of Spencer hereby approves the use of US HWY 29 within the Town's jurisdiction for the 5K run and bicycling special event procession as specified in this ordinance. This ordinance is evidence that the Town accepts full responsibility for safety, traffic flow, traffic control, appropriate signage, and ensuring that all debris, litter, decorations, and other items associated with the event are removed following the event.

SECTION 2. The Town will place signs giving notice of the special event, in accordance with §29-169, and will provide to Highway Division 9 a copy of this ordinance.

CONSIDER APPOINTING – Danielle Yearout to the Community Appearance Commission

Planner Harris gave a presentation regarding the proposed appointment of Danielle Yearout to the Community Appearance Commission and answered questions from the Mayor and Board. Ms. Yearout (312 North Yadkin Avenue) submitted a Board Application requesting joining the Community Appearance Commission (CAC). The Commission interviewed Ms. Yearout at their meeting on Monday, August 25, 2025, and voted unanimously to recommend to the Board of Aldermen her appointment.

Ms. Yearout's home is located directly adjacent to the Jefferson Street Park (corner of W. Jefferson & N. Yadkin). When the CAC recently completed Phase 1 of the park beautification project (installation of new picnic tables, new landscaping and native plants, etc.), Ms. Yearout expressed her support for the improvements and volunteered to help water the new plants. She impressed the CAC with her civic spirit and love for plants, and invited her to attend a CAC meeting, where she was encouraged to join the commission.

Ms. Yearout has a passion for "gardens, plants, and life." During her interview, she expressed her desire to expand educational programming related to the CAC's gardening efforts (both with the native plants garden and the community garden). She believes in the power of gardening for personal development, mental health, and community-building. If appointed, she would serve a three-year term.

Action

Alderman Muhammad moved to appoint Danielle Yearout to the Community Appearance Commission. Alderman Miller seconded the motion, which carried by a vote of 6 – 0.

CONSIDER ADOPTING – Ordinance 25-11.01 Fee Schedule Amendments

Finance Officer Kann gave a presentation regarding the proposed Ordinance 25-11.01 Fee Schedule Amendments and answered questions from the Mayor and Board. The Board of Aldermen recently revised the Chicken-Keeping ordinance from a pilot program to a regular program. The Board also adopted a sidewalk encroachment ordinance. Both programs require staff time for administration and regulation. Staff suggested adding permit fees of \$50 for each of these programs.

Fire and Police staff work off-duty assignments with compensation paid directly by the client to the individual working, at an hourly rate that is consistently charged at all similar agencies in the County. Staff requested that the fee schedule reflect the updated rate being charged as of July 1, 2025.

Action

Mayor Pro Tempore Secreast moved to adopt Ordinance 25-11.01 Fee Schedule Amendments, which is incorporated in the body of the minutes below. Alderwoman Sledge seconded the motion, which carried by a vote of 6 – 0.

AN ORDINANCE AMENDING THE TOWN OF SPENCER, NORTH CAROLINA GENERAL FUND FY 25-26 BUDGET
ORDINANCE 25-11.001

BE IT ORDAINED, by the Governing Board of the Town of Spencer, North Carolina, that the following amendment of anticipated fund revenues and departmental expenditures, certain Fee and Charge Schedules, and with certain restrictions and

authorizations, are hereby appropriated and approved for the operation of Town Government and its activities for the Fiscal Year beginning July 1, 2025, and ending on June 30, 2026:

Section 1. Whereas the Town of Spencer adopted a Town Budget for the fiscal year beginning July 1st, 2025, and ending on June 30th, 2026, on the 28th day of June 2025

Section 2. Whereas the town desires to amend the ordinance as it relates to the Fees and Charges.

To amend the FY 25-26 Fees and Charges schedule, according to the authority contained in G.S. 159-15, as follows:

Domestic Chicken Keeping Program permit fee \$50

Sidewalk Encroachment permit fee \$50

Police Off-Duty Rate ~~\$35~~ \$45

Fire Off-Duty Rate ~~\$30~~ \$35

Section 3. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board, and to the Town Manager and the Finance Officer for record-keeping.

CONSIDER ADOPTING – Ordinance 25-Ordinance 25-17 Approving Temporary Road Closures During Spencer’s Holiday Caravan Parade

Planner Harris gave a presentation regarding the proposed Ordinance 25-17 Approving Temporary Road Closures During Spencer’s Holiday Caravan Parade and answered questions from the Mayor and Board. He noted this would be the second year the parade would take place at night, and the closures included:

- US Highway 29 from 11th Street to Jefferson Street (5:00 PM to 9:00 PM)
- Jefferson Street from US 29 to North Whitehead Avenue (3:30 PM to 7:30 PM)
- North Whitehead Avenue from Forestdale Drive to 2nd Street (3:30 PM to 7:30 PM)
- Oakwood Drive from North Whitehead Avenue to Pinecroft Lane (3:30 PM to 7:30 PM)

Planner Harris confirmed they had already received approval from NCDOT to close US Highway 29 during the specified times.

Alderman Howe mentioned that last year, he had helped people navigate detours and suggested creating a printed detour map that could be handed out to drivers. Planner Harris acknowledged this was a good idea and stated they planned to improve both volunteer coordination and detour information this year.

Mayor Williams suggested providing detour information at the Trick or Treat event in October. Planner Harris confirmed they would work on developing better detour communications.

Action

Alderman Muhammad moved to adopt Ordinance 25-17 Approving Temporary Road Closures During Spencer’s Holiday Caravan Parade, which is incorporated in the body of the minutes below. Alderwoman Moody seconded the motion, which carried by a vote of 6 – 0.

AN ORDINANCE APPROVING TEMPORARY ROAD CLOSURES ON US HWY 29, JEFFERSON STREET, N. WHITEHEAD AVENUE, AND OAKWOOD DRIVE, FOR THE PURPOSE OF FACILITATING A HOLIDAY PARADE PROCESSION
ORDINANCE 25-17

WHEREAS, N.C.G.S. §29-169 authorizes local authorities to provide by ordinance for the regulation of the use of highways for processions or assemblages; and

WHEREAS, the Town of Spencer is co-sponsoring a holiday parade procession on Wednesday, November 26, 2025, which will involve a parade procession along the US HWY 29 corridor from Jefferson Street to 11th Street; and

WHEREAS, to ensure public safety, the Town has deemed it necessary to temporarily close US HWY 29 from Jefferson Street to 11th Street on the date of the event, the closure beginning at 5:00 P.M. and ending at approximately 9:00 P.M., or until the highway is cleared of all procession participants; and

WHEREAS, to ensure public safety, the Town has also deemed it necessary to temporarily close or otherwise restrict regular traffic on the following NCDOT State-Maintained Roads from 3:30 P.M. to 7:30 P.M., or until the roads are cleared of all procession participants: Jefferson Street from US HWY 29 to N. Whitehead Avenue; N. Whitehead Avenue from Forestdale Drive to 2nd Street; and Oakwood Drive from N. Whitehead Avenue to Pinecroft Lane; and

WHEREAS, pursuant to the NCDOT Special Event Guidelines, the Town has consulted with the Highway Division 9 – Division Traffic Engineer to verify that the proposed special event will not impact, or be impacted by, planned maintenance or other activities.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Board of Aldermen of the Town of Spencer, North Carolina, that:

Section 1. Pursuant to N.C.G.S. §29-169, the Town of Spencer hereby approves the use of US HWY 29 within the Town's jurisdiction for the holiday parade procession as specified in this ordinance. This ordinance is evidence that the Town accepts full responsibility for safety, traffic flow, traffic control, appropriate signage, and ensuring that all debris, litter, decorations, and other items associated with the event are removed following the event.

Section 2. The Town will place signs giving notice of the special event, in accordance with §29-169, and will provide to Highway Division 9 a copy of this ordinance.

CONSIDER ADOPTING – Interlocal Agreement with Rowan County for Erosion Control

Planning & Zoning Administrator Blount gave a presentation regarding the proposed Interlocal Agreement with Rowan County for Erosion Control and answered questions from the Mayor and Board. Rowan County handles erosion control regulation, permitting and inspections for new construction projects in the Town of Spencer. This agreement has been in place for many but there was never a written agreement formalizing this relationship. Approval of this intergovernmental agreement will resolve this issue.

Action

Alderwoman Moody moved to adopt Interlocal Agreement with Rowan County for Erosion Control, which is included with these minutes as Attachment A. Mayor Pro Tempore Secreast seconded the motion, which carried by a vote of 6 – 0.

INFORMATIONAL UPDATE – Town Staff to Draft a Water/Sewer Main Extension Policy

Planning & Zoning Administrator Blount gave a presentation regarding the possibility of drafting a Water/Sewer Main Extension Policy and answered questions from the Mayor and Board. Salisbury Rowan Utilities includes \$50,000/year in their budget for water and sewer main extensions in the Town of Spencer. In most years the Town does not use this allocation. Staff believes a formalized grant system would better help use this funding more efficiently while promoting economic development within the Town.

There has been great interest in building small houses on the few remaining infill lots scattered throughout and around Spencer. Higher density development grows population and tax base with little or no additional infrastructure costs. Developers want to build on lots of record to avoid the subdivision process and the cost of developing access roads. They prefer lots with existing water and sewer service so that the costs for water and sewer taps are predictable.

There are several areas in Spencer where either water or sewer lines, or both are available near lots, but are not available in the street in front of or behind these buildable properties. A recent example would be four lots on 6th Street developed through subdivision. While sewer was available on 6th St in front of these new lots, water was not. The developer, working with SRU, had to extend a 2" water line from the corner of 7th St and Hudson, at great additional cost. Had a new fire hydrant been needed, they would have had to run a 6" line at a cost that would have made these lots too expensive to build on. Mr. Blount is currently working with developers for lots on 3rd Street and Whitehead that have similar problems.

Staff suggested that the Town initiate a policy that would allocate the annual \$50,000 SRU allotment to logical and beneficial extensions of the existing water and sewer systems. The following guidelines were suggested:

1. To be considered, the project would have to serve some community-wide benefit (economic development) or extend service to a neighborhood or group of unserved lots (per SRU standards).
2. Money is allocated on a first come, first serve basis through a written application process, reviewed by staff, and approved by the Board of Aldermen.
3. Maximum allocation would be 50% of the cost of the extension up to a maximum of \$10,000 per allocation.
4. Allocations would not be made to offset normal costs of water and sewer tap fees or for extensions to a single lot.
5. Allocations would be subject to actual construction of a home or business on the lots in question. The funding would not be made for speculative projects.
6. For large economic development projects, the Board could decide to dedicate all of this funding or even multiple years (via debt financing) of this funding resource to a single project.

INFORMATIONAL UPDATE – Town Staff to Investigate Cost of Striping Plan Consultant and Use of Bike Lanes on Whitehead

Planning & Zoning Administrator Blount gave a presentation regarding the possibility of investigating the cost of hiring a striping plan consultant and use bike lanes on Whitehead and answered questions from the Mayor and Board.

In 2023, Spencer took advantage of NCDOT's routine resurfacing program to add bike lanes, reduce traffic lanes, and add a dedicated turn lane for Salisbury Ave from 17th St to Jefferson. That same opportunity will be available on the northern portion of Salisbury Ave/US HWY 29 from Jefferson to the Yadkin River in 2027. We might also be able to use this same approach on Whitehead from 3rd St to Salisbury Ave (via W Jefferson).

Board members expressed general support for the bike lane extension concept, noting that in addition to providing cycling infrastructure, the bike lanes have helped calm traffic on Salisbury Avenue. Several Board members noted concerns about the intersection of Jefferson and Salisbury Avenue, which Mr. Blount acknowledged would need special attention in the design.

The Board provided consensus for staff to continue exploring the bike lane extension and notify NCDOT of their interest in an alternative striping plan.

DEPARTMENTAL REPORTS

Planning

Planning & Zoning Administrator Blount and Planner Harris gave the monthly Planning Department report and answered any questions from the Mayor and Board.

Fire

Fire Chief Lanning gave the monthly Fire Department report and answered any questions from the Mayor and Board.

Public Works

Public Works Director Taylor gave the monthly Public Works Department report and answered any questions from the Mayor and Board.

Finance

Finance Officer Kann gave the monthly Finance Department report and answered any questions from the Mayor and Board.

Active Living

Town Clerk Ward gave the monthly Active Living report and answered any questions from the Mayor and Board.

TOWN MANAGER REPORT

Town Manager Franzese gave his monthly report and answered any questions from the Mayor and Board.

REQUESTS AND COMMENTS BY THE BOARD MEMBERS

Alderswoman Patricia Sledge

- Shared information about Local Connects events organized by Civic (formerly Local Government Federal Credit Union).
- Mentioned her registration for an event in Lexington and offered to share details with interested Board members.

Alderman Rashid Muhammad

- Expressed excitement about upcoming town events.
- Enjoyed judging the Spencer Holiday Caravan pageant alongside Town Clerk Ward and Ms. Pascal.
- Congratulated Rachel Webster and first runner-up Tatiana Clemons.

Alderman Steve Miller

- Appreciated local businesses and civic groups for community support, highlighting Spencer Moose Lodge for donations to the fire department, park, and Holiday Caravan Parade.
- Thanked Henry's Barbecue and Heather's Simple Homemade for Police Night Out donations.
- Concluded with a quote from Planning Administrator Blount: "This country is made up of small towns and big dreams."

Alderwoman Erin Moody

- Thanked attendees and acknowledged volunteers, committees, and town staff, particularly noting Finance Officer Kann's effort in simplifying financial information.
- Emphasized the dedication and passion evident in Spencer's growth and development.

Alderman Andrew Howe

- Announced he would miss the October 7th meeting due to work obligations but would encourage his family to attend National Night Out and the park dedication.
- Congratulated everyone on recent events and encouraged ongoing efforts to "make it a big deal."

Mayor Pro Tempore Patti Secreast

- Reported on visiting North Rowan High School's civics classes with Town Manager Franzese and praised his teaching skills.
- Supported organizing a day of caring for North Rowan courtyards and meeting with Christal McRae to discuss town assistance.
- Highlighted improved school reports and the importance of supporting schools.

Mayor Jonathan Williams

- Mentioned attending the quarterly transportation advisory board meeting with the City of Salisbury.
- Aimed to provide updates on the micro transit pilot at a future meeting.

EXECUTIVE SESSION

It was the consensus of the Board that there was no reason to go into Executive Session.

ADJOURNMENT

Mayor Pro Tempore Secreast moved to adjourn the meeting. Alderman Howe seconded the motion, which carried by a vote of 6 – 0. The meeting stood adjourned at 8:05p.m.

Approved by:

Attest:

Jonathan Williams, Mayor

Anna Kanode Ward, Town Clerk

704-633-2231
spencernc.gov



Post Office Box 45
Spencer, NC 28159-0045

Agenda Item Coversheet

Meeting Date: 10/14/2025

Agenda Item #:

Agenda Item Title: Consider Adopting – Resolution 25-11 Updating Town Background Check Policy & Authorizing SBI Non-Criminal Justice Access Agreement

Category: Consent Agenda

Presenter(s): Peter Franzese, Town Manager; Anna Ward, Town Clerk

Explanation:

The North Carolina General Assembly enacted Session Law 2025-16 earlier this year, which included an amendment to N.C.G.S. 160A-164. This amendment requires all counties and cities in NC to have the NC State Bureau of Investigation (SBI) conduct criminal history record checks on all applicants for positions that require working with children in any way. The new requirements were effective October 1, 2025, for any new conditional employment offers on or after that date.

This agenda item will update the Town's background check policy to comply with these updates. It will also authorize the Town Manager to sign the SBI Non-Criminal Justice Access Agreement. A later agenda item will amend the Town of Spencer Personnel Policy and Procedure to reflect this change.

Financial Impact:

N/A

Recommended Action:

Adopt Resolution 25-11 on the Consent Agenda.

Attachment(s): ☒ Yes ☐ No

1. *New criminal history record check requirements for some county and city job applicants.*
<https://canons.sog.unc.edu/2025/08/new-criminal-history-record-check-requirements-for-some-county-and-city-job-applicants/>
2. Session Law 2025-16, p. 31
3. Agency Privacy Requirements for Noncriminal Justice Applicants
4. Privacy Act Statement (English and Spanish)

5. Criminal Background Check Request Form
6. Electronic Fingerprint Submission Release of Information Form
7. Physical Fingerprint Card
8. NCSBI Regulations Regarding Receipt of CHRI Forms for Town Manager & HR Personnel
9. Resolution 25-11

Coates' Canons NC Local Government Law

New Criminal History Record Check Requirements for Some County and City Job Applicants

Published: 08/26/25

Author: Kristi Nickodem

A new state law (Session Law 2025-16) enacted this summer will soon require all counties and cities in North Carolina to subject all applicants for positions that require working with children in any way to criminal history record checks conducted by the North Carolina State Bureau of Investigation (SBI). Read on to learn more about these new requirements, which are effective October 1, 2025.

What does the new law require counties and cities to do?

The new requirements for counties and cities are found in Part IV of Session Law 2025-16. For counties, the new statute is G.S. 153A-94.2(b). For cities, the new statute is G.S. 160A-164.2(b). Both new statutes impose the same requirements.

If a position being filled by a county or city “requires an applicant for employment to work with children in any capacity,” every board of commissioners and city council must require the applicant, if offered the position, to be subject to a criminal history record check conducted by the SBI. These checks must be conducted in accordance with G.S. 143B-1209.26, the statute which authorizes the SBI to provide a fingerprint-based state and national criminal record check to cities and counties.

How does this new requirement interact with existing state law regarding criminal history record checks for city and county employees?

For two decades, G.S. 153A-94.2 has authorized (but not required) boards of county commissioners to subject applicants for employment of any kind to a criminal history record check conducted by the SBI. G.S. 160A-164.2 has given the same authority to city councils.

These existing provisions remain in effect, and they continue to allow local governing boards to

require applicants to undergo criminal history record checks. What's new from S.L. 2025-16, as of October 1, is that local governing boards *must* require applicants for positions that will involve working with children to undergo a criminal history record check—regardless of whether the local governing board has such a requirement for other categories of applicants. Counties and cities should review their personnel policies and ordinances to ensure that the new requirements regarding positions that require working with children are properly reflected.

To which city or county positions will these new requirements apply?

This is the big question. The new statutory provisions—G.S. 153A-94.2(b) and G.S. 160A-164.2(b)—do not provide a list of covered positions. Instead, they simply state that these requirements apply to any position that “requires an applicant...to work with children in any capacity.”

The word “children” is not defined in these statutes. However, it would seem reasonable to assume that it aligns with the definition of “juvenile” in North Carolina’s Juvenile Code, which includes any person who is not yet 18 years old and is not married, emancipated, or a member of the Armed Forces. G.S. 7B-101(14).

Cities and counties will have to determine which applicants are covered by considering the expected job duties of each specific position and whether those job duties *require* working with children in any way. It seems apparent that these new statutory provisions will apply to any position where the employee will be responsible, to any extent, for supervising, transporting, interviewing, teaching, coaching, helping, or caring for individuals under the age of 18. In the local government context, this will likely include social workers, nurses and other medical staff, parks and recreation staff, EMS employees, librarians, and other roles, each depending on the nature of the specific position’s required job duties.

What must a city or county provide to the SBI for the criminal history record check?

When requesting a criminal history record check for an applicant, G.S. 143B-1209.26 requires a city or county to provide to the SBI:

- The fingerprints of the applicant;
- A form signed by the applicant consenting to the criminal record check and use of fingerprints and other identifying information required by the State and National Repositories of Criminal Histories;
- and any additional information required by the SBI.

An SBI website explaining the steps a county or city must take to access criminal history record information is available here: [NCSBI – Agency Access Agreement](#). Counties and cities should read and follow these steps carefully, including ensuring that any employee who may obtain or access criminal history record information understands and will comply with the terms of the SBI’s agency access agreement.

For questions about the process, contact information for the SBI’s Access Integrity Unit is available here: [NCSBI – Employers/NC Licensing Entities](#). More information about applicant fingerprinting is available here: [NCSBI – Fingerprinting](#).

How does the SBI criminal history record check process work?

The SBI uses fingerprints to search the state criminal history record file and forwards a set of fingerprints to the Federal Bureau of Investigation for a national criminal history record check. Counties and cities must pay a fee to cover the cost of the SBI’s record check process (currently, \$38 for the combined national/state record check).

The city or county must keep all information that it obtains through the background check process confidential. [G.S. 143B-1209.26](#).

When should this occur during the county or city’s hiring process?

A criminal history record check must only occur *after* the county or city has extended a conditional offer of employment to an applicant, pending the results of the check. In other words, a local government should not seek to run a criminal history record check *prior to* making a conditional offer for employment, nor should the local government wait until *after* an applicant has already started working in the position before seeking the criminal history record check.

When does this new requirement for counties and cities go into effect?

These requirements become effective October 1, 2025, and apply to offers of employment made on or after that date.

Do these new provisions require counties to get criminal history record checks for their *current* employees who work with children (i.e., employees hired prior to October 1, 2025)?

No, the requirements do not apply retroactively. They only apply to offers of employment made on

or after October 1.

What if a county or municipal employee is not *initially* hired into a position that requires working with children, but later transitions into such a position? Do these requirements apply at that time?

The statutes contemplate that an “applicant for employment” for a position that requires working with children must be subject to a criminal record history check. Accordingly, the answer as to when these requirements apply to a position change during the course of employment likely depends on whether an existing county or city employee is considered an “applicant” for a different position within the county or city. For example, a county might post a position that requires working with children and have multiple internal and external candidates apply for that position. If one of those internal candidates is the preferred applicant for the role, then the new G.S. 153A-94.2(b) arguably requires the county to subject the internal candidate (as an “applicant”) to a criminal history record check after making the candidate a conditional offer.

Do these new requirements apply to unpaid volunteers?

No. The new statutory provisions only apply to “applicant[s] for employment.”

May an applicant request a copy of their own criminal history record information?

Yes. By law, each individual has a right to review their own criminal history record information to ensure that it is complete and accurate. *See* 14B NCAC 18B .0404; 28 C.F.R. 20.34. The SBI has more information about how an individual may obtain a copy of their own state or national criminal history record here: [NCSBI – Personal Review](#).

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or impairment of the function of any bodily member or organ, or that results in prolonged hospitalization.

- (2) Serious physical injury. – Physical injury that causes great pain and suffering. The term includes serious mental injury."

SECTION 3.3. Prosecutions for offenses committed before the effective date of this act are not abated or affected by this act, and the statutes that would be applicable but for this act remain applicable to those prosecutions.

SECTION 3.4. Sections 3.1 and 3.2 of this act become effective December 1, 2025, and apply to offenses committed on or after that date.

PART IV. CRIMINAL HISTORY RECORD CHECK REQUIREMENT FOR APPLICANTS OFFERED A POSITION FOR CITY AND COUNTY EMPLOYMENT WORKING WITH CHILDREN

SECTION 4.1. G.S. 153A-94.2 reads as rewritten:

"§ 153A-94.2. Criminal history record checks of employees permitted.

(a) The board of commissioners may adopt or provide for rules and regulations or ordinances concerning a requirement that any applicant for employment be subject to a criminal history record check of State and National Repositories of Criminal Histories conducted by the State Bureau of Investigation in accordance with ~~G.S. 143B-1209.25~~ [G.S. 143B-1209.26]. G.S. 143B-1209.26. The local or regional public employer may consider the results of these criminal history record checks in its hiring decisions.

(b) Notwithstanding the provisions of subsection (a) of this section, if the position being filled requires an applicant for employment to work with children in any capacity, the board of commissioners shall require the applicant, if offered the position, be subject to a criminal history record check conducted by the State Bureau of Investigation in accordance with G.S. 143B-1209.26. The local or regional public employer must extend a conditional offer of the position pending the results of a criminal history record check required by this section."

SECTION 4.2. G.S. 160A-164.2 reads as rewritten:

"§ 160A-164.2. Criminal history record check of employees permitted.

(a) The council may adopt or provide for rules and regulations or ordinances concerning a requirement that any applicant for employment be subject to a criminal history record check of State and National Repositories of Criminal Histories conducted by the State Bureau of Investigation in accordance with ~~G.S. 143B-1209.25~~ [G.S. 143B-1209.26]. G.S. 143B-1209.26. The city may consider the results of these criminal history record checks in its hiring decisions.

(b) Notwithstanding the provisions of subsection (a) of this section, if the position being filled requires an applicant for employment to work with children in any capacity, the council shall require the applicant, if offered the position, be subject to a criminal history record check conducted by the State Bureau of Investigation in accordance with G.S. 143B-1209.26. The city must extend a conditional offer of the position pending the results of a criminal history record check required by this section."

SECTION 4.3. Sections 4.1 and 4.2 of this act become effective October 1, 2025, and apply to offers of employment on or after that date.

AGENCY PRIVACY REQUIREMENTS FOR NONCRIMINAL JUSTICE APPLICANTS

Authorized governmental and non-governmental agencies/officials that conduct a national fingerprint-based criminal history record check on an applicant for a noncriminal justice purpose (such as employment or a license, immigration or naturalization matter, security clearance, or adoption) are obligated to ensure the applicant is provided certain notices and that the results of the check are handled in a manner that protects the applicant's privacy. All notices must be provided in writing.¹ These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.), Section 552a, and Title 28, Code of Federal Regulations (CFR), Section 50.12, among other authorities.

- Officials must ensure that each applicant receives an adequate written FBI Privacy Act Statement (dated 2013 or later) when the applicant submits his/her fingerprints and associated personal information.²
- Officials must advise all applicants in writing that procedures for obtaining a change, correction, or update of an FBI criminal history record are set forth at 28 CFR 16.34. Information regarding this process may be found at <https://www.fbi.gov/services/cjis/identity-history-summary-checks> and <https://www.edo.cjis.gov>.
- Officials must provide the applicant the opportunity to complete or challenge the accuracy of the information in the FBI criminal history record.
- Officials should not deny the employment, license, or other benefit based on information in the FBI criminal history record until the applicant has been afforded a reasonable time to correct or complete the record or has declined to do so.
- Officials must use the FBI criminal history record for authorized purposes only and cannot retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.³

The FBI has no objection to officials providing a copy of the applicant's FBI criminal history record to the applicant for review and possible challenge when the record was obtained based on positive fingerprint identification. If agency policy permits, this courtesy will save the applicant the time and additional FBI fee to obtain his/her record directly from the FBI by following the procedures found at 28 CFR 16.30 through 16.34. It will also allow the officials to make a more timely determination of the applicant's suitability.

Each agency should establish and document the process/procedures it utilizes for how/when it gives the applicant the FBI Privacy Act Statement, the 28 CFR 50.12 notice, and the opportunity to correct his/her record. Such documentation will assist State and/or FBI auditors during periodic compliance reviews on use of FBI criminal history records for noncriminal justice purposes.

¹ Written notification includes electronic notification, but excludes oral notification.

² See <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

³ See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d), 50.12(b) and 906.2(d).

Privacy Act Statement

This privacy act statement is located on the back of the [FD-258 fingerprint card](#).

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

As of 03/30/2018

See Page 2 for Spanish translation.

Declaración de la Ley de Privacidad

*Esta declaración de la ley de privacidad se encuentra al dorso del
[FD-258 tarjeta de huellas digitales.](#)*

Autoridad: La adquisición, preservación, e intercambio de huellas digitales e información relevante por el FBI es autorizada en general bajo la 28 U.S.C. 534. Dependiendo de la naturaleza de su solicitud, la autoridad incluye estatutos federales, estatutos estatales de acuerdo con la Pub. L. 92-544, Órdenes Ejecutivas Presidenciales, y reglamentos federales. El proveer sus huellas digitales e información relevante es voluntario; sin embargo, la falta de hacerlo podría afectar la terminación o aprobación de su solicitud.

Propósito Principal: Ciertas determinaciones, tal como empleo, licencias, y autorizaciones de seguridad, podrían depender de las investigaciones de antecedentes basados en huellas digitales. Se les podría proveer sus huellas digitales e información relevante/ biométrica a la agencia empleadora, investigadora, o responsable de alguna manera, y/o al FBI con el propósito de comparar sus huellas digitales con otras huellas digitales encontradas en el sistema Next Generation Identification (NGI) del FBI, o su sistema sucesor (incluyendo los depósitos de huellas digitales latentes, criminales, y civiles) u otros registros disponibles de la agencia empleadora, investigadora, o responsable de alguna manera. El FBI podría retener sus huellas digitales e información relevante/biométrica en el NGI después de terminar esta solicitud y, mientras las mantengan, sus huellas digitales podrían continuar siendo comparadas con otras huellas digitales presentadas a o mantenidas por el NGI.

Usos Rutinarios: Durante el procesamiento de esta solicitud y mientras que sus huellas digitales e información relevante/biométrica permanezcan en el NGI, se podría divulgar su información de acuerdo a su consentimiento, y se podría divulgar sin su consentimiento de acuerdo a lo permitido por la Ley de Privacidad de 1974 y todos los Usos Rutinarios aplicables según puedan ser publicados en el Registro Federal, incluyendo los Usos Rutinarios para el sistema NGI y los Usos Rutinarios Generales del FBI. Los usos rutinarios incluyen, pero no se limitan a divulgación a: agencias empleadoras gubernamentales y no gubernamentales autorizadas responsables por emplear, contratar, licenciar, autorizaciones de seguridad, y otras determinaciones de aptitud; agencias de la ley locales, estatales, tribales, o federales; agencias de justicia penal; y agencias responsables por la seguridad nacional o seguridad pública.

A partir de 30/03/2018

CRIMINAL BACKGROUND CHECK - *To be completed by applicants.*

Instructions for Completing the Applicant Fingerprint Card

Please go to your local law enforcement agency (police department or sheriff's office) and request that they make two fingerprint cards. The bearer of this letter is seeking to obtain a copy of his or her criminal history record information for pursuant to NCGS _____ in order to obtain employment with _____.

1. The complete name of the subject is to be listed as indicated: last name, first name, and middle name.
Please ensure the name is legible if written.
2. List any and all alias names or nicknames, maiden name, or any other married names.
3. Sex is to be listed as **M** for Male and **F** for Female or **U** for Unknown.
4. Race is to be listed by placing an individual into one (1) of the following categories by writing the appropriate letter in the space provided.
W – White
B – Black
I – American Indian or Alaskan Native
A – Asian or Pacific Islander
U – Unknown if unsure or unable to determine
5. Indicate the subject's height in feet and inches using all numeric.
Example: 6'01" = 601, 6'11" = 611, 6' = 600
6. Indicate the subject's weight in pounds using all numeric.
Example: 186 or 098, etc.
7. List the subject's eye color by placing one (1) of the following eye color codes in the space provided:
BLK—Black GRY—Gray MAR—Maroon
BLU—Blue GRN—Green PNK—Pink
BRO—Brown HAZ—Hazel XXX—Unknown
8. Color of hair should be indicated by writing one (1) of the following color codes in the space provided:
BAL – Bald (when subject has lost most of his hair or is hairless)
BLK – Black
BLN – Blond or Strawberry
BRO – Brown
GRY – Gray or partially
RED – Red or Auburn
SDY – Sandy
9. List the date of birth numerically— month, day and year
Example: May 11, 1948 should be shown as 05111948
10. Indicate, if possible, the city and state where the subject was born. The state should be indicated by the two letter abbreviation.
11. OCA block: Agency ORI# _____
12. Social Security: write in the Social Security Number (optional)
13. Residence of Person Fingerprinted: Current residence of subject fingerprinted is written here.
14. Employer Address: Agency Name and Mailing Address
15. Reason Fingerprinted: Reason per NCGS _____, State and Federal **or** State only

ELECTRONIC FINGERPRINT SUBMISSION RELEASE OF INFORMATION

I authorize the North Carolina State Bureau of Investigation, to perform a national criminal history record check in connection with my application for employment with the agency listed below.

I understand that the North Carolina State Bureau of Investigation, Criminal Information and Identification Section, the Federal Bureau of Investigation, and its officials and employees shall not be held legally accountable in any way for providing this information to the above named agency, and I hereby release said agency and persons from any and all liability which may be incurred as a result of furnishing such information. I understand my rights to complete or challenge the accuracy of the information contained in the FBI identification record. The procedure for obtaining a change, correction, or updating an FBI identification record are set forth in Title 28, CFR, 16.34.

Applicant/Licensee's Signature

Date

Applicant/Licensee's Printed Name

I authorize the above named subject to be fingerprinted and have the fingerprints submitted to the SBI electronically.

Agency Authorized Official's Signature

Date

Authorized Official's Printed Name

Agency Name

Agency OCA#

Agency Address

Agency Phone Number

I certify that I have taken the fingerprints of the above named subject and forwarded them electronically to the State Bureau of Investigation.

Signature of Official Taking Fingerprints

Date

This completed form is to be mailed to Agency listed above
Do NOT send this form to the SBI.

LEAVE BLANK

TYPE OR PRINT ALL INFORMATION IN BLACK

LAST NAME NAM FIRST NAME MIDDLE NAME

FBI LEAVE BLANK

SIGNATURE OF PERSON FINGERPRINTED

ALIASES AKA

O
R
I

RESIDENCE OF PERSON FINGERPRINTED

DATE OF BIRTH DOB
Month Day Year

CITIZENSHIP CTZ

SEX RACE HGT. WGT. EYES HAIR PLACE OF BIRTH POB

DATE SIGNATURE OF OFFICIAL TAKING FINGERPRINTS

YOUR NO. OCA

EMPLOYER AND ADDRESS

UNIVERSAL CONTROL NO. UCN

ARMED FORCES NO. MNU

SOCIAL SECURITY NO. SOC

MISCELLANEOUS NO. MNU

REASON FINGERPRINTED

LEAVE BLANK

CLASS

REF.

1. R. THUMB

2. R. INDEX

3. R. MIDDLE

4. R. RING

5. R. LITTLE

6. L. THUMB

7. L. INDEX

8. L. MIDDLE

9. L. RING

10. L. LITTLE

LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY

L. THUMB

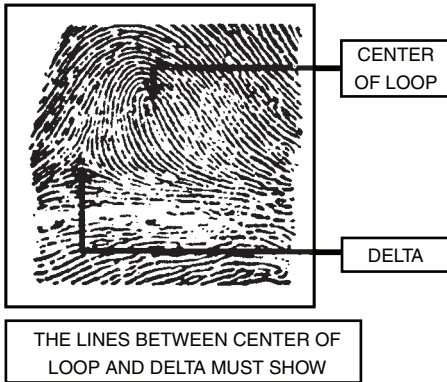
R. THUMB

RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY

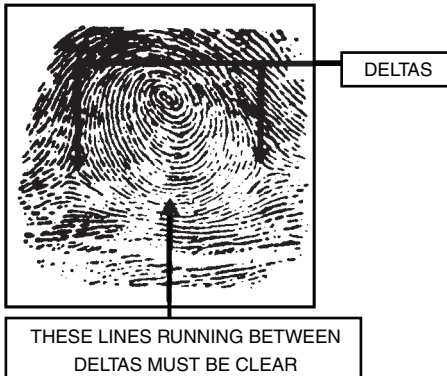
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
CJIS DIVISION/CLARKSBURG, WV 26306

OMB Control No. 1110-0046

1. LOOP



2. WHORL



3. ARCH



APPLICANT

THIS CARD FOR USE BY:

1. LAW ENFORCEMENT AGENCIES IN FINGERPRINTING APPLICANTS FOR LAW ENFORCEMENT POSITIONS.*
2. OFFICIALS OF STATE AND LOCAL GOVERNMENTS FOR PURPOSES OF EMPLOYMENT, LICENSING, AND PERMITS, AS AUTHORIZED BY STATE STATUTES AND APPROVED BY THE ATTORNEY GENERAL OF THE UNITED STATES. LOCAL AND COUNTY ORDINANCES, UNLESS SPECIFICALLY BASED ON APPLICABLE STATE STATUTES DO NOT SATISFY THIS REQUIREMENT.*
3. U.S. GOVERNMENT AGENCIES AND OTHER ENTITIES REQUIRED BY FEDERAL LAW.**
4. OFFICIALS OF FEDERALLY CHARTERED OR INSURED BANKING INSTITUTIONS TO PROMOTE OR MAINTAIN THE SECURITY OF THOSE INSTITUTIONS.

Please review this helpful information to aid in the successful processing of hard copy civil fingerprint submissions in order to prevent delays or rejections. Hard copy fingerprint submissions must meet specific criteria for processing by the Federal Bureau of Investigation. **Ensure all information is typed or legibly printed using blue or black ink.**

Enter data within the boundaries of the designated field or block.

Complete all required fields. (If a required field is left blank, the fingerprint card may be immediately rejected without further processing.)

- * The required fields for hard copy civil fingerprint cards are: ORI, Date of Birth, Place of Birth, NAM, Sex, Date fingerprinted, Reason Fingerprinted, and proper completion of fingerprint impression boxes.

Do not use highlighters on fingerprint cards.

Do not enter data or labels within 'Leave Blank' areas.

Ensure fingerprint impressions are rolled completely from nail to nail.

Ensure fingerprint impressions are in the correct sequence.

Ensure notations are made for any missing fingerprint impression (i.e. amputation).

Do not use more than two retabs per fingerprint impression block.

Ensure no stray marks are within the fingerprint impression blocks.

Training aids can be ordered online via the Internet by accessing the FBI's website at: fbi.gov, click on 'Fingerprints', then click on

'Ordering Fingerprint Cards & Training Aids'. Direct questions to the Biometric Services Section's Customer Service Group at (304) 625-5590 or by e-mail at <identity@fbi.gov>.

Social Security Account Number (SSAN): Pursuant to the Privacy Act of 1974, any Federal, state, or local government agency that requests an individual to disclose his or her SSAN, is responsible for informing the person whether disclosure is mandatory or voluntary, by what statutory or other authority the SSAN is solicited, and what uses will be made of it. In this instance, the SSAN is solicited pursuant to 28 U.S.C 534 and will be used as a unique identifier to confirm your identity because many people have the same name and date of birth. Disclosure of your SSAN is voluntary; however, failure to disclose your SSAN may affect completion or approval of your application.

PRIVACY ACT STATEMENT

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub.L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

PAPERWORK REDUCTION ACT NOTICE

According to the Paperwork Reduction Act of 1995, no persons are required to provide the information requested unless a valid OMB control number is displayed. The valid OMB control number for this information collected is 1110-0046. The time required to complete this information collected is estimated to be 10 minutes, including time reviewing instructions, gathering, completing, reviewing and submitting the information collection. If you have any comments concerning the accuracy of this time estimate or suggestions for reducing this burden, please send to: Department Clearance Officer, United States Department of Justice, Justice Management Division, Policy and Planning Staff, Washington, DC 20530.

INSTRUCTIONS:

- * 1. PRINTS MUST GENERALLY BE CHECKED THROUGH THE APPROPRIATE STATE IDENTIFICATION BUREAU, AND ONLY THOSE FINGERPRINTS FOR WHICH NO DISQUALIFYING RECORD HAS BEEN FOUND LOCALLY SHOULD BE SUBMITTED FOR FBI SEARCH.
2. IDENTITY OF PRIVATE CONTRACTORS SHOULD BE SHOWN IN SPACE "EMPLOYER AND ADDRESS". THE CONTRIBUTOR IS THE NAME OF THE AGENCY SUBMITTING THE FINGERPRINT CARD TO THE FBI. UNIVERSAL CONTROL NUMBER, IF KNOWN, SHOULD ALWAYS BE FURNISHED IN THE APPROPRIATE SPACE.
- ** 3. MISCELLANEOUS NO. - RECORD: OTHER ARMED FORCES NO. PASSPORT NO. [FP], ALIEN REGISTRATION NO. (AR), PORT SECURITY CARD NO. (PS), SELECTIVE SERVICE NO. (SS) VETERANS' ADMINISTRATION CLAIM NO. (VA).

North Carolina State Bureau of Investigation (NCSBI)

Regulations Regarding Receipt of Criminal History Record Information (CHRI)

- Criminal History Record Information (CHRI) received from the NCSBI and the FBI (if applicable) must be kept locked and secured. It must be kept separate from personnel files. CHRI should only be available to the authorized officials listed by the agency.
- CHRI received by the agency should not be given to another agency or the applicant.
- If the applicant should need to challenge the accuracy or completeness of his/her North Carolina state record, he/she should contact the NCSBI, Civilian Services Unit, ciishelp@ncsbi.gov for a Right to Review. If the applicant should need to challenge the accuracy or completeness of any entry on his/her national record he/she should contact the FBI, Criminal Justice Information Services (CJIS) Division, ATTN: SCU, Mod. D-2, 1000 Custer Hollow Road, Clarksburg, WV 26306.
- CHRI should only be used for the original licensing, original hire/not hire decision. CHRI can change or be updated at any time and, therefore, should not be held for any other use.
- The Authority for Release of Information form (AFR) and the Electronic Fingerprint Submission Release of Information form (EFSR) should be maintained on file for one year at the agency.
- To dispose of the CHRI and the fingerprint card, either shred the information or burn it. It is not acceptable to discard CHRI without shredding the information. The agency should not have an outside agency do the shredding. Outsourcing is not recommended, *unless* an authorized official is present for the disposal of the documents.
- The NCSBI recommends that anyone with a felony conviction not have access to CHRI.
- If CHRI is received with an arrest that does not have a final court disposition, the clerk of court in the county the person was arrested in, must be contacted to obtain the disposition *before* denying employment.
- If the agency does not understand the meaning of a charge or a disposition, contact the clerk of court in the arresting county for a clarification.
- The NCSBI recommends doing a background check on all personnel that will be handling CHRI. If the North Carolina General Statute for the agency does not allow a background check, a public record check through the Administrative Office of the Courts can be conducted.
- Do NOT ask a law enforcement agency to conduct name checks for the agency. There must be an approved local ordinance in place for this process.
- Please keep a copy of the Access Agreement (AA) on file for audit purposes. Keep the original of the applicant's AFR and EFSR on file for one year. DO NOT give a copy of the AFR/EFSR form to another agency and do not create your own.
- Invoices will be mailed the first day of each month. For invoice questions and/or payments, please contact mpettengill@ncsbi.gov or 919-582-8552.
- To update authorized officials, please include a letterhead stating which authorized officials will be added and/or removed by contacting AIUhelp@ncsbi.gov. Each authorized official for the agency must sign and complete this form.
- The NCSBI's mailing address is:
NCSBI Criminal Information and Identification Section
Attn: Civilian Services
PO Box 29500 Raleigh, NC 27626
Fax number: 919-661-5977

Signature of Official Receiving CHRI _____ Date _____

Printed Name and Title of Official _____

Email _____

Agency Name _____

Address _____

Agency Phone Number _____

Agency's NCSBI's Access Agreement Number/OCA #/ORI # _____

North Carolina State Bureau of Investigation (NCSBI)

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Attn: Civilian Services
PO Box 29500 Raleigh, NC 27626
Fax number: 919-661-5977

Signature of Official Receiving CHRI _____ Date _____

Printed Name and Title of Official _____

Email _____

Agency Name _____

Address _____

Agency Phone Number _____

Agency's NCSBI's Access Agreement Number/OCA #/ORI # _____

**RESOLUTION 25-11
TOWN OF SPENCER**

UPDATING TOWN BACKGROUND CHECK POLICY & AUTHORIZING SBI NON-CRIMINAL JUSTICE ACCESS AGREEMENT

WHEREAS, under prior law, Chapter 160A, Section 164.2 of the North Carolina General Statutes (hereinafter G.S.) authorized a town council to adopt rules or ordinances “concerning a requirement that any applicant for employment be subject to a criminal history record check of State and National Repositories of Criminal Histories conducted by the State Bureau of Investigation in accordance with G.S. 143B-1209.25 [G.S. 143B-1209.26]” and allowed the town to consider the results thereof in hiring decisions; and

WHEREAS, Session Law 2025-16 (House Bill 162) amends G.S. 160A-164.2 to add a mandatory requirement for positions involving work with children:

“(b) Notwithstanding the provisions of subsection (a) of this section, if the position being filled requires an applicant for employment to work with children in any capacity, the council shall require the applicant, if offered the position, be subject to a criminal history record check conducted by the State Bureau of Investigation in accordance with G.S. 143B-1209.26. The city must extend a conditional offer of the position pending the results of a criminal history check required by this section.”

WHEREAS, the new law became effective October 1, 2025, and applies to employment applications submitted on or after that date; and

WHEREAS, the Town must revise its personnel policy to ensure compliance with this new mandatory requirement for child-involving positions, and to standardize the process for criminal background checks under both optional and mandatory circumstances; and

WHEREAS, the Town must also enter into or update the State Bureau of Investigation’s Non-Criminal Justice Access Agreement to gain lawful access to the necessary criminal history record checks, and the Town Manager is the appropriate official to execute that agreement on behalf of the Town.

NOW, THEREFORE, BE IT RESOLVED by the Town of Spencer Board of Aldermen as follows:

Section 1. The Town’s Personnel Policy and related background check procedures are hereby amended to incorporate the following:

1. All applicants for positions that require work with children in any capacity shall, as a condition of employment, undergo a fingerprint-based criminal history record check conducted by the SBI in accordance with G.S. 160A-164.2(b) and G.S. 143 B-1209.26.
2. For applicants to positions not involving children, the Town retains authority (under the remainder of G.S. 160A-164.2) to require criminal history checks as permitted by law.
3. The background check shall be performed after a conditional offer of employment has been extended (pending satisfactory results), and not prior to that conditional offer.
4. The Town shall require applicants to sign all consent and authorization forms as required by SBI, and shall provide all information (fingerprints, identifying data, etc.) required by G.S. 143B-1209.26.
5. All criminal history information obtained shall be kept confidential, maintained securely, and used only for employment decisions in compliance with law.

6. Any employee changing roles into a position that involves work with children shall likewise become subject to the same requirement at the time of the role change (treated as an “applicant” for that new role).
7. The Town may adopt administrative rules or implementing procedures consistent with this resolution and applicable law.

Section 2. The Board hereby authorizes and directs the Town Manager to execute, on behalf of the Town of Spencer, the State Bureau of Investigation’s Non-Criminal Justice Access Agreement, including any required signature pages, attestations, and necessary updates, and to take all ancillary actions (submission, certification, updates, compliance with audit requirements) to maintain the Town’s eligibility to receive criminal history record information.

Section 3. The Town Manager and appropriate department heads are instructed to incorporate this resolution’s requirements into hiring practices, to train relevant staff, and to update policy manuals and forms accordingly.

Section 4. This resolution shall take effect immediately, but its substantive obligations under G.S. 160A-164.2(b) shall apply only for employment offers made on or after October 1, 2025, in accordance with the effective date of Session Law 2025-16.

Adopted this 14th day of October, 2025.

Approved by:

Attest:

Jonathan Williams, Mayor

Anna Kanode Ward, Town Clerk

704-633-2231
spencernc.gov



Post Office Box 45
Spencer, NC 28159-0045

Agenda Item Coversheet

Meeting Date: 10/14/2025

Agenda Item #:

Agenda Item Title: Consider Amending – Personnel Policy Article IV

Category: Consent Agenda

Presenter(s): Peter Franzese, Town Manager; Anna Ward, Town Clerk

Explanation:

The North Carolina General Assembly enacted Session Law 2025-16 earlier this year, which included an amendment to N.C.G.S. 160A-164. This amendment requires all counties and cities in NC to have the NC State Bureau of Investigation (SBI) conduct criminal history record checks on all applicants for positions that require working with children in any way. The new requirements were effective October 1, 2025, for any new conditional employment offers on or after that date.

This agenda item will amend the Town of Spencer Personnel Policy and Procedure to update the Town's background check policy to comply with these updates.

Financial Impact:

N/A

Recommended Action:

Amending Personnel Policy Article IV on the Consent Agenda.

Attachment(s): ☒ Yes ☐ No

1. Personnel Policy Article IV, Section 4 Draft Amendment

from a geographic area as wide as is necessary to ensure that well qualified applicants are obtained.

5. All applications must be channeled through Town Hall in order for the application to be given consideration for employment. Applications will only be accepted for advertised openings. All persons expressing interest in employment with the Town shall be given the opportunity to file an application for employment if a current vacancy exists.
6. Once received, the Town Manager and/or his designee will screen all applications prior to distributing to the department. Copies of applications of pre-screened candidates meeting position qualifications will then be referred to the department so that interviews may be scheduled and conducted.
7. The supervisor will interview candidates. If after interviewing from the pre-screened list, none of the candidates match the skills and qualifications desired by the supervisor, the supervisor may request that the search process for a candidate be continued.

SECTION 4. CONDITIONAL OFFER OF EMPLOYMENT (AMENDED 10/14/2025)

When an applicant is identified as the best suited choice for an open position of employment, the Town Manager and/or his designee will contact the selected applicant and extend a written conditional offer of employment. This written conditional offer of employment will advise the selected candidate that the granting of employment with the Town is contingent upon the successful completion of a pre-employment drug screen and a background check which includes a criminal history record check and, if the position sought by the applicant requires the ability to operate a motor vehicle, a review of the applicant's driving history. In addition to the items listed in the immediately preceding sentence, this offer of employment may also be conditioned on the completion, to the satisfaction of the Town, of any other examinations, tests, or reviews that are mandated by the applicable federal, state, and local laws, ordinances, and administrative regulations for the occupation/job sought by the applicant.

Pre-Employment Background Screening

When an inquiry of criminal history record information indicates that an individual has one or more pending criminal charges and/or has been convicted of or accepted responsibility for one or more felonious or misdemeanor criminal offenses, such information will not serve as an automatic disqualifier that mandates the withdrawal of a conditional offer of employment. Any pending criminal charge(s) and/or past criminal conduct will be subjected to an individualized review of the entirety of the available information before a decision is made as to whether to withdraw a conditional offer of employment. At a minimum, this review will take into account the type of crime(s) of which the individual has been charged or was convicted/accepted responsibility, the frequency of violations and/or any pattern of offenses, the time that has elapsed since the date(s) of any conviction(s)/disposition(s), the applicant's age at

the time of any conviction(s)/disposition(s), and the impact, if any, of the past criminal conduct or pending charges of criminal conduct on the ability of the applicant to perform the essential job functions of the position for which he or she has applied in a manner consistent with the maintenance of the public trust and confidence that is essential to the Town's effective delivery of municipal services.

N.C.G.S. 160A-164.2(b) Compliance

In compliance with G.S. 160A-164.2(b), if the position being filled requires an applicant for employment to work with children in any capacity, the Town must require the applicant, if offered and accepted the position, to be subject to a criminal history check conducted by the North Carolina State Bureau of Investigation (NCSBI). These checks must be performed in accordance with G.S. 143B-1209.26, which authorizes the NCSBI to provide fingerprint-based state and national criminal record checks to the Town.

Pre-Employment Drug Screening

The Town enforces a substance abuse policy for employees, as well as applicants for employment. This policy is to maintain a work environment that is drug-free, healthy, safe, and secure. The policy is found in this manual under the Conditions of Employment Article. Employment will be denied when the test results are positive for illegal drugs or for the presence of prescription drugs (unless the applicant has a current prescription, a valid medical reason for using such drugs and is using such drugs in the prescribed manner). No applicant will be permitted to begin work until the results of the test have been obtained. Once an applicant has been notified to report for the drug screen, the applicant has 24-hours to report to the nearest drug-testing site. Failure to report within 24 hours will be considered a withdrawal from consideration of the Town's offer of employment.

Applicants for employment who refuse to comply with or are unable to fully satisfy the conditions attached to a conditional offer of employment, including without limitation fully cooperating with and successfully completing, as defined above, the mandated drug and background screening, are automatically disqualified from final appointment to the position for which they have applied.

SECTION 5. APPOINTMENTS

The Town Manager is the ultimate hiring authority for the Town. However, because each Department Head will be responsible for recommending to the Town Manager the best qualified applicant, the Department Head will take a lead role in interviewing and selecting a final candidate for positions in his or her department. The recruitment process is a collaborative process to be coordinated between Town Hall and each Department. However, before any commitment is made to an applicant or employee, the Department Head will forward the applicant's completed application and any additional supporting documents to the Town Manager with a hiring recommendation and a recommendation of the salary to be paid. After considering the duties and responsibilities, as well as the qualifications and experience of the applicant, the Town

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Spencer, NC 28159-0045

Rowan's Original Gateway.

Agenda Item Coversheet

Meeting Date: 10/14/2025

Agenda Item #:

Agenda Item Title: Consider Adopting – Resolution 25-12 Approving Conveyance of Property to Another Unit of Government in North Carolina Pursuant to N.C.G.S. 160A-274

Category: Consent Agenda

Presenter(s): Fire Chief Michael Lanning, Town Manager, and Finance Officer

Explanation:

The Town of Spencer seeks the authorization from the Board of Aldermen to convey the 1995 E-one Fire Engine to Rowan-Cabarrus Community College (RCCC) for sale amount of \$25,000. The Town Manager seeks authority to execute all documents necessary for the sale of the property.

Financial Impact:

None

Recommended Motion:

Move to adopt Resolution 25-12 approving the Town to convey the 1995 E-one Fire Engine to Rowan-Cabarrus Community College for the price of \$25,000 and authorize the Town Manager to execute all documents necessary for the transaction.

Attachment(s): ☒ Yes ☐ No

1. Resolution 25-12

RESOLUTION 25-12
TOWN OF SPENCER
APPROVING CONVEYANCE OF PROPERTY TO ANOTHER UNIT OF GOVERNMENT IN NORTH CAROLINA PURSUANT TO
N.C.G.S. 160A-274

WHEREAS, the Town of Spencer owns a 1995 E-One Fire Engine; and

WHEREAS, North Carolina General Statute § 160A-274 authorizes a governmental unit in this state to exchange with, lease to, lease from, sell to, or purchase from any other governmental unit any interest in real or personal property upon such terms and conditions as the governmental unit deems wise, with or without consideration; and

WHEREAS, the Town of Spencer has determined that it is in the best interest of the Town to convey the 1995 E-one Fire Engine to Rowan Cabarrus Community College and deems it wise to do so for the sale of \$25,000.

NOW, THEREFORE, BE IT RESOLVED by the Town of Spencer Board of Aldermen as follows:

Section 1. The Town of Spencer hereby conveys to Rowan Cabarrus Community College the following property: 1995 E-One Fire Engine

Section 2. The property herein described shall be conveyed for sale at \$25,000

Section 3. The Spencer Board of Aldermen authorizes the Town Manager to execute all documents necessary to convey the property in the manner authorized by this Resolution.

Adopted this 14th day of October, 2025.

Approved by:

Attest:

Jonathan Williams, Mayor

Anna Kanode Ward, Town Clerk

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Agenda Item Coversheet

Meeting Date: 10/14/2025

Agenda Item #:

Agenda Item Title: Consider Adopting – Resolution 25-13 Adopting Updated Job Descriptions for the Town of Spencer Classification Plan

Category: Consent Agenda

Presenter(s): Peter Franzese, Town Manager; Michael Lanning, Fire Chief

Explanation:

The purpose of the changes in the various descriptions is to make realistic adjustments to the certifications we require in relation to the current services that we provide.

Financial Impact:

N/A

Recommended Motion:

Adopt Resolution 25-13 on the Consent Agenda.

Attachment(s): ☒ Yes ☐ No

1. Draft updated Part-Time Firefighter (Engineer) Description
2. Draft updated Firefighter Description
3. Draft updated Fire Engineer Description
4. Draft updated Fire Captain Description
5. Draft updated Deputy Fire Chief Description
6. Draft updated Fire Chief Description
7. Resolution 25-13

TOWN OF SPENCER

PART-TIME FIREFIGHTER (ENGINEER)

GENERAL STATEMENT OF DUTIES:

Employees in this class perform skilled firefighting work extinguishing fires and conducting rescue operations to preserve life and property. Occupants are frequently responsible for performing the role of Engineer to drive fire apparatus.

DISTINGUISHING FEATURES OF THE CLASS:

An employee in this class is responsible for performing all functions and services of firefighting and emergency medical rescue. Emphasis of the work is on responding to and providing fire and rescue, services to citizens and businesses. Work involves extinguishing fires at fire scenes, safeguarding lives, salvaging property, preventing the recurrence of fires, and protecting properties from the elements, vandalism, and theft. Work also includes routine inspection and maintenance of fire apparatus, fire station facilities and equipment, providing basic life support, training, and drilling in the use of fire equipment and firefighting techniques, and the performance of public relations activities. Work is often performed under emergency conditions and frequently involves personal hazard. Work is performed under the supervision of the Fire Chief and is reviewed through observation, reports, and discussion concerning the quality and effectiveness of fire efforts and related duties.

ILLUSTRATIVE EXAMPLES OF WORK:

- Responds to emergency scenes; performs basic firefighting functions including basic life support, CPR, and first aid; connects hoses to hydrants and applies water or chemicals to fire; operates portable fire extinguishers to combat small fires; forces entry into burning structures and searches for and rescues occupants
- Connects pump to water source and hoses to the pump; calculates friction loss, pumping water and maintaining the correct pressures for the nozzles based upon the hose sizes and fire conditions; monitors radio transmission and relaying messages
- Participates in post-fire operations of cleaning and salvage; covers furniture and fixtures and sweeps and mops water to minimize water damage; participates in retrieving, cleaning, and replacing all equipment
- Participates in training to assure proficiency in all firefighting techniques; trains for knowledge of all equipment and apparatus as well as their operations
- Participates in pre-fire planning program including residential and business fire prevention inspections; prepares scale drawings and pre-plan firefighting strategies
- Participates in routine preventative maintenance of equipment including checking and filling self-contained breathing apparatus, washing and waxing trucks, checking batteries and fuel and oil levels, cleaning and drying hose, inspecting hose and hose connections for damage and wear; maintains fire station by sweeping, mopping, painting, washing windows and other tasks

- Checks and flushes fire hydrants for flow and pressure
- Conducts fire prevention education demonstrating fire extinguishers and smoke detectors, and helping develop escape plans; provides child safety seat installations for citizens with children
- Conducts tours of the fire station and performs public demonstrations at schools, community meetings, and other locations
- Performing related work as required

KNOWLEDGE, SKILLS, AND ABILITIES:

- Some knowledge of fire ground tactics and strategy, the Incident Command System (ICS), principles of incident safety, hazardous materials incident management techniques, technical rescue techniques, and emergency medical practices.
- Some knowledge of basic technical rescue tactics and strategy.
- Some knowledge hydraulic and mechanical concepts.
- Ability to perform in dynamic, highly stressful situations.
- Ability to react quickly and calmly in all types of emergency and departmental scenarios.
- Ability to analyze problems, identify alternative solutions and project consequences of proposed actions.
- Ability to assess situations to determine tactical objectives on emergency scenes.
- Ability to work extended hours and days to meet all operational needs when necessary.
- May be recalled to duty at any time by the Incident Commander or the Fire Chief.
- Ability to wear a respirator (SCBA) to safely perform firefighting operations or perform rescues in conditions where smoke or gases may be present; duties may require SCBA usage for thirty (30) minutes to several hours at one time.
- Ability to make arithmetic computations using whole numbers, fractions, and decimals.
- Ability to follow oral and written directions.
- Ability to establish and maintain effective working relationships with associates, other medical personnel, law enforcement, and the public.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

Conditional offers of employment are subject to successful completion of a pre-employment physical to ensure the ability to meet physical requirements. This work requires regular exertion of up to 25 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires standing, walking, speaking or hearing, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting, and repetitive motions; frequently requires sitting, smelling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather

conditions, exposure to bloodborne pathogens, and exposure to fumes or airborne particles; work occasionally requires exposure to wet, humid conditions (nonweather), working in high, precarious places, exposure to toxic or caustic chemicals, exposure to extreme heat (non-weather), exposure to the risk of electrical shock, working with explosives, exposure to vibration, and may be required to wear specialized personal protective equipment; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

EDUCATION AND EXPERIENCE:

Graduation from high school or GED equivalency and some work experience in a public safety environment is desired.

SPECIAL REQUIREMENTS:

- Possession of a high school diploma or GED.
- Possession of a valid NC Class B driver's license.
- Possession of NC MR or EMT Credential
- Possession of NC Firefighter certification.
- Possession of NC Emergency Vehicle Driver certification
- Possession of NC D/O Pumps certification (Preferred)
- Successfully pass an NFPA physical examination and drug screening.

Disclaimer

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

TOWN OF SPENCER FIREFIGHTER

GENERAL STATEMENT OF DUTIES:

Performs responsible fire suppression, rescue, emergency medical, and incident response activities.

DISTINGUISHING FEATURES OF THE CLASS:

An employee in this class participates in fire suppression, fire education and prevention, technical rescue, emergency medical, and other incident response operations at the fire station. Employees participate as part of a team in maintaining facilities, equipment, and apparatus. Employees also participate in pre-incident planning, maintenance of records, inspections, and training programs. Work requires the employee to stay abreast of state-of-the-art fire suppression and rescue procedures, techniques, and equipment and to incorporate the necessary changes into in-service training. The employee is subject to the hazards associated with incidence response work including working in inside and outside environments, in extreme hot and cold temperatures, loud noise, vibration, moving parts, high heat, chemicals, fumes, odors, dust, gases, poor ventilation, oils, wearing respirators, and working in close quarters. The employee is also subject to the final OSHA standards on blood-borne pathogens. Work is performed under regular supervision and is evaluated through observation, conferences, and written reports concerning the quality and effectiveness of work completed.

ILLUSTRATIVE EXAMPLES OF WORK:

- Participates in incidence response, including firefighting operations, operation of fire apparatus and other equipment as required; responds and participates in remediation activities of chemical spills, hazardous materials, and other related incidents; responds to emergency medical incidents and provides Emergency Medical Technician services; responds to technical rescue calls operating various equipment.
- Inspects station and equipment for proper appearance and condition; maintains equipment and restocks supplies as needed.
- Performs maintenance and cleaning of fire apparatus, equipment, station building, and related facilities.
- Operates various equipment and tools, including ladders, saws, hoses, SCBA, and other gear.
- Participates in preparing records of shift activities.
- Assists with preparing fire reports; participates in special projects as required; participates in training, fire pre-planning, fire inspections, fire education and prevention programming, mechanical maintenance and repair and testing of hose, pumpers and hydrants, and other related activities.
- Participates in training on shift and when required on other occasions.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of modern methods of attacking fire emergencies and the use and maintenance of firefighting apparatus and equipment.
- Knowledge of incident response, including response to hazardous materials spills, general rescue techniques, and emergency medical service calls.
- Some knowledge of Town streets and layout.
- Knowledge of firefighting hazards and related safety precautions.

- Knowledge of fire codes and the contents of general orders, bulletins, and training materials.
- Knowledge of emergency medical treatment techniques.
- Knowledge of town geography and street locations.
- Knowledge of sprinkled buildings and hydrant locations.
- Knowledge of effective interpersonal communication techniques to communicate with other staff, officials, and the general public.
- Skill in the use of firefighting tools and equipment such as a pry bar, axe, hoses, nozzles, air packs, fans, shovels, rakes, sledgehammers, jaws-of-life, defibrillator, and other equipment.
- Ability to conduct fire prevention and fire safety training for all age groups, including school-age children through senior citizens.
- Ability to perform difficult physical procedures for prolonged periods wearing protective clothing and in adverse weather conditions; ability to climb ladders and work at considerable heights; ability to carry or drag or assist in carrying or dragging persons and equipment up and down ladders and stairs or across flat surfaces; ability to chop holes or pry openings in doors, walls, ceilings, roofs, and other surfaces to effect ventilation; ability to screw in hoses connections and gate valves to fire hydrants; ability to apply hose clamps onto charged and uncharged hose lines; ability to hold charged hose lines and direct them at fire sources; ability to locate and to estimate distances between objects and persons inside or near burning structures.
- Ability to demonstrate self-confidence and self-reliance and to take action when required by the situation; ability to confront potentially dangerous situations, remain calm, apply common sense, make logical decisions, and work effectively in stressful situations.
- Ability to learn and apply the training needed to extinguish fires, rescue trapped persons, dispose of hazardous materials, and operate firefighting equipment.
- Ability to establish effective working relationships with members of the squad, company, station house, and the general public; ability to co-exist and work cooperatively with a group of individuals for forty-eight hours without regard for such characteristics as gender, race, or cultural background.
- Ability to exercise sound judgment and react effectively in emergency situations and to maintain good physical condition.
- Ability to understand written and oral instructions

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

Conditional offers of employment are subject to successful completion of a pre-employment physical to ensure the ability to meet physical requirements. This work requires regular exertion of up to 25 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires standing, walking, speaking or hearing, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting, and repetitive motions; frequently requires sitting, smelling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions, exposure to bloodborne pathogens, and exposure to fumes or airborne particles; work occasionally requires exposure to wet, humid conditions (nonweather), working in high, precarious places, exposure to toxic or caustic chemicals, exposure to extreme heat (non-weather), exposure to the risk of electrical shock, working with explosives, exposure to vibration, and may be required to wear specialized personal protective equipment; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

EDUCATION AND EXPERIENCE:

Requires graduation from high school or GED equivalency; 1-2 years of related work experience and completion of an associate's degree in fire science, fire protection technology, or a related field are preferred.

SPECIAL REQUIREMENTS:

- Possess a valid NC class C driver's license with an acceptable driving record.
- Possession of NC Firefighter certification.
- Hazardous Materials Level 1
- Possession of NC EMT-B certification preferred (Ability to obtain within 12 months)
- Traffic Incident Management System
- Successfully pass a rigid medical physical examination and drug screening.
- Far visual acuity shall be at least 20/30 binocular with contact lenses or glasses. Far visual acuity uncorrected shall be at least 20/100 binocular for wearers of hard contact lenses or glasses. Successful long-term soft lens wearers shall not be subject to uncorrected criterion.

Disclaimer

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

TOWN OF SPENCER ENGINEER

GENERAL STATEMENT OF DUTIES:

Performs responsible fire suppression and incident response activities including operating fire apparatus and participating in firefighting.

DISTINGUISHING FEATURES OF THE CLASS:

An employee in this class participates in fire suppression and incident response personnel and operations at the fire station. The employee participates in incident response, including emergency medical service, operation of fire apparatus, firefighting, technical rescue, hazardous materials response/mitigation, and equipment and facilities maintenance. The employee also participates in incident response and fire suppression training. Work requires the employee to stay abreast of state-of-the-art fire suppression and rescue procedures, techniques, and equipment and to incorporate the necessary changes into in-service training. The ability to make effective decisions under pressure is required in all aspects of work, particularly in operating apparatus during the fire response. The employee is subject to the hazards associated with incidence response work, including working in inside and outside environments, in extreme hot and cold temperatures, loud noise, vibration, moving parts, high heat, chemicals, fumes, odors, dust, gases, poor ventilation, oils, wearing respirators, and working in close quarters. The employee is also subject to the final OSHA standards on blood-borne pathogens. Work is performed under regular supervision and is evaluated through observation, conferences, and written reports concerning the quality and effectiveness of work completed.

ILLUSTRATIVE EXAMPLES OF WORK:

- Responds to alarms and participates in incidence response, including firefighting operations, operation of fire apparatus and other equipment as required; responds and participates in remediation activities of chemical spills, hazardous materials, and other related incidents; responds to emergency medical incidents and provides EMT services; responds and provides technical rescue services.
- Drives apparatus to the incident scene; appropriately places apparatus to establish water supply or other needs; ensures proper operation and pressure of hoses; issues equipment and monitors radio traffic for necessary response; returns fire apparatus and related equipment to service after incident response.
- Inspects station and equipment for proper appearance and condition.
- Performs maintenance and cleaning of fire apparatus, equipment, station building, hydrants, hose lines, related facilities, equipment, and supplies.
- Assists with preparing fire reports; participates in special projects as required. Participates in in-service training programs.
- Participates in fire prevention and public education programming, inspections, and pre-incident surveys.
- Participates in mechanical maintenance and repair of apparatus and other equipment.
- May perform special assignments or projects requiring the leadership or coordination of others, such as SCBA maintenance and repair, radio equipment maintenance and repair, building maintenance, hydrant maintenance, hose line testing and maintenance, etc.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of modern methods of attacking fire emergencies and using and maintaining firefighting apparatus and equipment.
- Extensive knowledge of using and operating the Town's emergency equipment and apparatus.
- Extensive knowledge of incident response, including response to hazardous materials spills, technical rescue, and emergency medical service calls.
- Extensive knowledge of departmental rules and regulations. Skill in the operation of assigned apparatus.
- Knowledge of incident response, including response to hazardous materials spills, general rescue techniques, and emergency medical service calls.
- Some knowledge of Town streets and layout.
- Knowledge of firefighting hazards and related safety precautions.
- Knowledge of fire codes and the contents of general orders, bulletins, and training materials.
- Knowledge of emergency medical treatment techniques.
- Knowledge of town geography and street locations.
- Knowledge of sprinkled buildings and hydrant locations.
- Knowledge of effective interpersonal communication techniques to communicate with other staff, officials, and the general public.
- Skill in collaborative conflict resolution and teamwork.
- Skill in the use of firefighting tools and equipment such as a pry bar, axe, hoses, nozzles, air packs, fans, shovels, rakes, sledgehammers, jaws-of-life, defibrillator, and other equipment.
- Ability to conduct fire prevention and fire safety training for all age groups, including school-age children through senior citizens.
- Ability to perform difficult physical procedures for prolonged periods wearing protective clothing and in adverse weather conditions; ability to climb ladders and work at considerable heights; ability to carry or drag or assist in carrying or dragging persons and equipment up and down ladders and stairs or across flat surfaces; ability to chop holes or pry openings in doors, walls, ceilings, roofs, and other surfaces to effect ventilation; ability to screw in hoses connections and gate valves to fire hydrants; ability to apply hose clamps onto charged and uncharged hose lines; ability to hold charged hose lines and direct them at fire sources; ability to locate and to estimate distances between objects and persons inside or near burning structures.
- Ability to demonstrate self-confidence and self-reliance and to take action when required by the situation; ability to confront potentially dangerous situations, remain calm, apply common sense, make logical decisions, and work effectively in stressful situations.
- Ability to learn and apply the training needed to extinguish fires, rescue trapped persons, dispose of hazardous materials, and operate firefighting equipment.
- Ability to establish effective working relationships with members of the squad, company, station house, and the general public; ability to co-exist and work cooperatively with a group of individuals for forty-eight hours without regard for such characteristics as gender, race, or cultural background.
- Ability to exercise sound judgment, react effectively in emergencies, and maintain good physical condition.
- Ability to understand written and oral instructions

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

Conditional offers of employment are subject to the successful completion of a pre-employment physical to ensure the ability to meet physical requirements. This work requires regular exertion of up to 25 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires standing, walking,

speaking or hearing, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting, and repetitive motions; frequently requires sitting, smelling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions, exposure to bloodborne pathogens, and exposure to fumes or airborne particles; work occasionally requires exposure to wet, humid conditions (nonweather), working in high, precarious places, exposure to toxic or caustic chemicals, exposure to extreme heat (non-weather), exposure to the risk of electrical shock, working with explosives, exposure to vibration, and may be required to wear specialized personal protective equipment; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

EDUCATION AND EXPERIENCE:

Requires graduation from high school or GED equivalency; 3-5 years of related work experience and completion of an associate's degree in fire science, fire protection technology, or a related field are preferred.

SPECIAL REQUIREMENTS:

- Possess a valid NC Class B driver's license with an acceptable driving record.
- Possession of NC Firefighter certification.
- Hazardous Materials Level 1
- Possession of NC EMT-B certification
- Possession of NC Driver/Operator/Pumps certification.
- Possession of Emergency Vehicle Driver certification
- Successfully pass an NFPA physical examination and drug screening.
- Far visual acuity shall be at least 20/30 binocular with contact lenses or glasses. Far visual acuity uncorrected shall be at least 20/100 binocular for wearers of hard contact lenses or glasses. Successful long-term soft lens wearers shall not be subject to uncorrected criterion.

Disclaimer

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

TOWN OF SPENCER FIRE CAPTAIN

GENERAL STATEMENT OF DUTIES:

Employees in this class perform skilled firefighting work extinguishing fires and conducting rescue operations to preserve life and property. Occupants supervise staff and support the Fire Chief in providing leadership for Fire Department functions, operations, and personnel.

DISTINGUISHING FEATURES OF THE CLASS:

An employee in this class is responsible for performing and supervising firefighting, fire prevention, emergency medical, and training services with a goal of protecting lives and property in the community from fire, damage, and injury. Emphasis of the work is on responding to and providing fire and rescue services to citizens and businesses. Work involves extinguishing fires at fire scenes, safeguarding lives, salvaging property, preventing the recurrence of fires, and protecting properties from the elements, vandalism, and theft. Work also includes routine inspection and maintenance of fire apparatus, fire station facilities and equipment, performing fire inspections of businesses, providing basic life support, training and drilling in the use of fire equipment and fire fighting techniques, and the performance of public relations activities. Work is often performed under emergency conditions and frequently involves personal hazard. Work is performed under the supervision of the Fire Chief and is reviewed through observation, reports, and discussion concerning the quality and effectiveness of fire efforts and related duties.

ILLUSTRATIVE EXAMPLES OF WORK:

- Responds to emergency scenes; performs basic firefighting functions including basic life support, CPR, and first aid; connects hoses to hydrants and applies water or chemicals to fire; operates portable fire extinguishers to combat small fires; forces entry into burning structures and searches for and rescues occupants.
- Participates in post-fire operations of cleaning and salvage; covers furniture and fixtures and sweeps and mops water to minimize water damage; participates in retrieving, cleaning, and replacing all equipment.
- Participates in training to assure proficiency in all firefighting techniques; trains for knowledge of all equipment and apparatus as well as their operations.
- Participates in pre-fire planning program including residential and business fire prevention inspections; prepares scale drawings and pre-plan firefighting strategies.
- Participates in routine preventative maintenance of equipment including checking and filling self-contained breathing apparatus, washing and waxing trucks, checking batteries and fuel and oil levels, cleaning and drying hose, inspecting hose and hose connections for damage and wear; maintains fire station by sweeping, mopping, painting, washing windows and other tasks.
- Checks and flushes fire hydrants for flow and pressure.
- Conducts fire prevention education demonstrating fire extinguishers and smoke detectors, and helping develop escape plans; provides child safety seat installations for citizens with children.
- Conducts tours of the fire station and performs public demonstrations at schools, community meetings, and other locations.

- Maintains an awareness of personnel, property, and operations of the department; analyzes and takes action on such information in order to improve departmental operations; regulates and balances workload; reviews work objectives and expectations.
- Ensures compliance with established policies and procedures by keeping records and reports of all fire response actions.
- Performing related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the standard operating procedures of fire fighting.
- Knowledge of firefighting hazards and related safety precautions.
- Knowledge of fire codes and the contents of general orders, bulletins, and training materials.
- Knowledge of emergency medical treatment techniques.
- Knowledge of town geography and street locations.
- Knowledge of sprinkled buildings and hydrant locations.
- Knowledge of effective interpersonal communications techniques to communicate with other staff, officials, and the general public.
- Skill in the use of firefighting tools and equipment such as a pry bar, axe, hoses, nozzles, air packs, fans, shovels, rakes, sledge hammers, jaws-of-life, defibrillator, and other equipment.
- Ability to conduct fire prevention and fire safety training to all age groups including school age children through senior citizens.
- Ability to conduct fire prevention and fire safety training to all age groups including school age children through senior citizens.
- Ability to perform difficult physical procedures for prolonged periods wearing protective clothing and in adverse weather conditions; ability to climb ladders and work at considerable heights; ability to carry or drag or assist in carrying or dragging persons and equipment up and down ladders and stairs or across flat surfaces; ability to chop holes or pry openings in doors, walls, ceilings, roofs, and other surfaces to effect ventilation; ability to screw in hoses connections and gate valves to fire hydrants; ability to apply hose clamps onto charged and uncharged hose lines; ability to hold charged hose lines and direct them at fire sources; ability to locate and to estimate distances between objects and persons inside or near burning structures.
- Ability to demonstrate self-confidence, self-reliance, and to take action when required by the situation; ability to confront potentially dangerous situations, remain calm, apply common sense, make logical decisions, and work effectively in stressful situations.
- Ability to learn and apply the training needed to extinguish fires, rescue trapped persons, dispose of hazardous materials, and operate firefighting equipment.
- Ability to establish effective working relationships with members of the squad, company, station house, and the general public; ability to co-exist and work cooperatively with a group of individuals for forty-eight hours at a time without regard for such characteristics as gender, race, or cultural background.
- Ability to effectively supervise and evaluate the work of staff, and to plan, assign, and coordinate activities performed by personnel.
- Ability to exercise sound judgment and react effectively in emergency situations, and to maintain good physical condition.
- Ability to understand written and oral instructions

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

Conditional offers of employment are subject to successful completion of a pre-employment physical to ensure the ability to meet physical requirements. This work requires regular exertion of up to 25 pounds of force and

occasional exertion of up to 100 pounds of force; work regularly requires standing, walking, speaking or hearing, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting, and repetitive motions; frequently requires sitting, smelling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions, exposure to bloodborne pathogens, and exposure to fumes or airborne particles; work occasionally requires exposure to wet, humid conditions (nonweather), working in high, precarious places, exposure to toxic or caustic chemicals, exposure to extreme heat (non-weather), exposure to the risk of electrical shock, working with explosives, exposure to vibration, and may be required to wear specialized personal protective equipment; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

EDUCATION AND EXPERIENCE:

Requires graduation from high school or GED equivalency; 3-5 years of related work experience and completion of an associate's degree in fire science, fire protection technology, or related field is preferred. Prior supervisory experience preferred.

SPECIAL REQUIREMENTS:

- Possession of a valid NC Class B driver's license with acceptable driving record.
- Possession of NC EMT-B certification.
- Possession of NC Firefighter certification.
- Possession of NC Emergency Vehicle Driver certification.
- Possession of NC Technical Rescuer certification.
- Possession of NC D/O Pumps certification.
- Ability to attain NC Fire Officer I Certification within 12 months.
- Ability to attain NC Fire Instructor Certification within 12 months.
- Successfully pass an NFPA physical examination and drug screening.
- Far visual acuity shall be at least 20/30 binocular with contact lenses or glasses. Far visual acuity uncorrected shall be at least 20/100 binocular for wearers of hard contact lenses or glasses. Successful long-term soft lens wearers shall not be subject to uncorrected criterion.

Disclaimer

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

TOWN OF SPENCER PART-TIME DEPUTY FIRE CHIEF

GENERAL STATEMENT OF DUTIES:

Performs high-level management and supervisory duties to assist the Fire Chief in directing fire department operations, administration, and emergency response activities.

DISTINGUISHING FEATURES OF THE CLASS:

The Deputy Fire Chief serves as the second-in-command to the Fire Chief and assists in planning, directing, managing, and overseeing the activities and operations of the Fire Department. This includes fire suppression, emergency medical services, hazardous materials response, marine rescue, technical rescue, disaster preparedness, and related programs, services, and operations; coordinates assigned activities with outside agencies; serves as a Command Officer and responds to incidents; may represent the Fire Department in the absence of the Fire Chief; and provides highly responsible and complex administrative and management support to the Fire Chief.

ILLUSTRATIVE EXAMPLES OF WORK:

- Supervision of staff and ability to ensure the success of the part-time firefighter recruitment and retention process.
- Provide coaching and mentoring to all members.
- Assist in the preparation and supervision of program budgets that may include operations, EMS, and training.
- Monitor internal operations and procedures to ensure compliance with the rules, regulations, policies, and procedures.
- Ensure safe and effective command of incident operations.
- Participate in ongoing education, training, and development activities to maintain and improve professional knowledge and skills as a Fire Officer.
- Responds to alarms, administers initial emergency (care, response and/or service) when necessary, and directs activities at the scene of emergencies, or as directed by the Fire Chief.
- Ensures apparatus maintenance program is being done properly.
- Aids the Fire Chief regarding department officers in the planning and implementation of operations, programs, training, and personnel management.
- Takes appropriate safety precautions, anticipates unsafe circumstances, and acts accordingly to prevent accidents. Responsible for the safety of self, others, and equipment. Uses all required safety equipment and procedures.
- Performs additional duties, as needed.
- Promotes positive relations with other Fire Departments and associated agencies to ensure appropriate mutual aid responses and goodwill among other departments and the public.
- Attends professional, trade and community meetings, trainings, and events to keep abreast of current events within the fire service and within the communities.
- Performs related duties, as needed, to meet the needs of the fire department.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of modern administration principles, practices, and terminology related to public administration and fire department operations.

- Knowledge of the Incident Command System in all disciplines.
- Knowledge of principles, practices, and emerging trends of modern firefighting and emergency operations, including fire suppression/attack, EMS programs, hazardous materials programs, rescue systems, and all hazards risk reduction.
- Knowledge of program development and administration techniques.
- Knowledge of fire prevention, suppression, and investigation methods, practices, and procedures, with the ability to apply such knowledge and proper procedures to specific situations calmly.
- Knowledge of community geography, including street names and locations, building structures and hospital locations.
- Knowledgeable in the use of computers and department software applications.
- Ability to work effectively with others.
- Ability to establish and maintain effective working relationships with other employees and volunteers, supervisors, and the public.
- Ability to provide effective written and verbal communications to subordinates.
- Ability to maintain high morale and discipline throughout the department.
- Ability to have a working knowledge of federal, state, and local laws and ordinances pertaining to fire and ambulatory services, including fire inspection.
- Ability to operate emergency apparatus and equipment, with knowledge of safety policies and regulations and applicable federal, state, and local laws.
- Ability to communicate effectively in writing and orally.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

Due to the nature of firefighting and emergency services work, an employee in this position will be exposed to potential hazards such as extreme heat and smoke, unstable structures, live electrical lines, toxic gases, and bloodborne pathogens. Therefore, the employee is required to use protective clothing and equipment and must have the ability to pass annual physicals. The physical demands of this job also call for above average endurance and conditioning. Duties may include strenuous activities under adverse environmental conditions over extended periods of time. Requirements include running, climbing stairs with a heavy load, jumping, twisting, bending, and lifting more than 100 lbs. The pace of the work is set by the emergency. During both emergency and non-emergency situations, the employee must be able to conduct coherent voice communication in person as well as via portable radio and telephone.

EDUCATION AND EXPERIENCE:

Requires graduation from high school or GED equivalency; 10 years of firefighting, safety, and risk management experience in a professional firefighter position, with at least five (5) years in a supervisory or command role.

SPECIAL REQUIREMENTS:

- Possess a valid NC driver's license.
- Possession of NC Firefighter certification.
- ICS 100, 200, 300, 400, 700, 800,
- NC Chief 101
- Fire Officer 1 & 2
- Possession of NC EMT certification
- Successfully pass an NFPA physical examination and drug screening.
- Hazardous Materials Level 1
- Possession of NC Driver/Operator/Pumps certification.

- Possession of Emergency Vehicle Driver certification
- Possession of NC Technical Rescuer certification.
- Far visual acuity shall be at least 20/30 binocular with contact lenses or glasses. Far visual acuity uncorrected shall be at least 20/100 binocular for wearers of hard contact lenses or glasses. Successful long-term soft lens wearers shall not be subject to uncorrected criterion.

Disclaimer

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

TOWN OF SPENCER FIRE CHIEF

GENERAL STATEMENT OF DUTIES:

Provides administrative direction and leadership for all Fire Department functions, operations, and personnel through the supervision of staff and a review of their activities.

DISTINGUISHING FEATURES OF THE CLASS:

An employee in this class directs a variety of departmental activities that include firefighting, fire prevention, emergency medical services, and training regarding protecting the lives and property of the citizens from fire damage and injury. An employee is responsible for reviewing the general operation of the department to determine efficiency, providing direction on major projects or problem areas, developing, and implementing policies and procedures, and providing policy guidance. An employee is accountable for the supervision of the departmental and call staff, preparation and monitoring of the budget, evaluation of work operations, and the performance of all human resource functions to include hiring, training, promotion, counseling, and performance evaluation of the personnel. The Chief evaluates the need for new equipment and programs, works with the County and other departments on fire prevention and fire investigations, and directs fireground operations. The employee attends major fire and emergency calls and may take command at the site; consequently, skills must be maintained in the use of firefighting, fire equipment operation, and emergency medical services. Work is performed under the general supervision of the Town Manager and work is reviewed based on overall results achieved.

DUTIES AND RESPONSIBILITIES:

- Plans, organizes, and directs departmental operations and establishes overall departmental policies on fire and rescue related matters; develops short- and long-range goals.
- Based upon the needs of the Town, develop, and implement programs that serve the citizens of Spencer.
- Plans, directs, and controls department activities such as: the recruitment of personnel; purchase of equipment; assignment of personnel and equipment; approves requests for vacation and sick leave, approves promotions for employees, control of expenditures and prepares budget.
- Works with part time and full-time staff to assure effective firefighting operations and to maintain sufficient level of preparedness and training.
- Maintains an awareness of personnel, property, and operations of the department; analyzes and takes action on such information in order to improve departmental operations; regulates and balances workload; reviews work objectives and expectations.
- Assigns personnel and equipment; evaluates the need for the repair of existing or the purchase of new apparatus and requisitions equipment and supplies.
- Plans for and coordinates activities surrounding any natural disasters; ensure safety policies and procedures are developed and followed.
- Handles grievances and maintains departmental discipline and the conducts and general behavior of assigned personnel.
- Prepares and reviews operational and administrative reports.
- Ensures compliance with established policies and procedures by keeping records and reports of all fire response actions.

- Responds to all major emergency and fire calls and may take command of fire ground operations; stays abreast of fire operations and programs including familiarity with modern fire equipment and suppression operations.
- Develops an intergovernmental relationship with local, county, state, and federal agencies.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of the principles and practices of fire service management, fire inspections, fire training and skill in their application.
- Thorough knowledge of modern management techniques, supervisory practices, and evaluation methods.
- Thorough knowledge of the laws and ordinances which pertain to fire prevention and control.
- Thorough knowledge of the types of industrial and commercial operations in the Town and the potential fire hazards typical of each.
- Thorough knowledge of the hazards common to the various types of construction and the storage of inflammables and explosives.
- Thorough working knowledge of mandatory OSHA standards.
- Ability to prepare clear and concise reports analyzing departmental operations and to develop and manage a departmental budget.
- Ability to plan, organize and direct a progressive public fire department with several functional areas.
- Ability to communicate effectively in writing.
- Ability to effectively supervise and evaluate the work of staff, and to plan, assign, and coordinate activities performed by personnel.
- Ability to exercise sound judgment and react effectively in emergency situations, and to maintain good physical condition.
- Ability to speak effectively before a group, to deal tactfully and firmly with the public, and to establish and maintain effective working relationships with other employees and the general public.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

Work in this position is heavy work requiring exertion of in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. Employee must have the visual acuity to be the operator of a truck and other equipment and be able to distinguish colors and see peripherally in both eyes. Employee is subject hazards associated with firefighting and emergency care including working in both inside and outside environments, in extreme cold weather, and exposure to various hazards such as exposure to high heat, exposure to chemicals, and in the proximity to moving mechanical parts, electrical current, and working in high places. An Employee may also be exposed to atmospheric conditions and is subject to the OSHA requirements on bloodborne pathogens, and is sometimes required to wear a respirator, and may be required to work in close quarters. Working

EDUCATION AND EXPERIENCE:

Graduation from an accredited college or university with a two-year Associates Degree in Fire Science of related field and extensive experience in supervision and management of a fire municipal department; OR Graduation from high school extensive experience in all phases of municipal firefighting and fire prevention activities, or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

SPECIAL REQUIREMENTS:

- North Carolina Commercial Driver License
- Firefighter III Certification
- ICS 100, 200, 300, 400, 700, 800,
- NC Chief 101
- Fire Officer 1 & 2
- Possession of NC EMT certification
- Successfully pass an NFPA physical examination and drug screening.
- Hazardous Materials Level 1
- Possession of NC Driver/Operator/Pumps certification.
- Possession of Emergency Vehicle Driver certification
- Possession of NC Technical Rescuer certification.
- Far visual acuity shall be at least 20/30 binocular with contact lenses or glasses. Far visual acuity uncorrected shall be at least 20/100 binocular for wearers of hard contact lenses or glasses. Successful long-term soft lens wearers shall not be subject to uncorrected criterion.

Disclaimer:

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

RESOLUTION 25-13
TOWN OF SPENCER, NORTH CAROLINA

A RESOLUTION ADOPTING UPDATED JOB DESCRIPTIONS FOR THE TOWN OF SPENCER CLASSIFICATION PLAN

WHEREAS, the Town of Spencer Charter authorizes the Board of Aldermen of the Town of Spencer to appoint, provide for the pay, and prescribe the duties of such officers and employees as the Board may deem necessary for the proper administration of the Town; and

WHEREAS, pursuant to N.C.G.S. 160A-146, the Board of Aldermen has the authority to create, change, and abolish positions and departments of the Town government; and

WHEREAS, under N.C.G.S. 160A-148, the Town Manager is charged with directing and supervising the administration of all departments of the Town government, including the implementation of personnel policies and classification plans adopted by the Board; and

WHEREAS, the Town of Spencer Personnel Policy and Procedure Manual provides that the Town's Classification Plan, including all official job descriptions, shall be adopted and amended by resolution of the Board of Aldermen upon recommendation of the Town Manager; and

WHEREAS, the Town Manager has reviewed and recommended adoption of updated job descriptions for Part-Time Firefighter (Engineer), Firefighter, Fire Engineer, Fire Captain, Deputy Fire Chief, and Fire Chief, to ensure that each accurately reflects current duties, responsibilities, and minimum qualifications;

NOW, THEREFORE, BE IT RESOLVED by the Board of Aldermen of the Town of Spencer that:

Section 1. The updated job descriptions attached hereto and incorporated herein by reference are hereby approved and adopted as part of the Town's official Classification Plan.

Section 2. The Town Manager is authorized to implement these changes effective upon adoption, and to make administrative or formatting revisions as needed for clarity or compliance, provided such changes do not materially alter the duties or grade assignments approved by this resolution.

Section 3. This Resolution shall become effective upon its adoption.

Adopted this 14th day of October, 2025.

Approved by:

Attest:

Jonathan Williams, Mayor

Anna Kanode Ward, Town Clerk

704-633-2231
spencernc.gov



Post Office Box 45
Spencer, NC 28159-0045

Agenda Item Coversheet

Meeting Date: 10/14/2025

Agenda Item #:

Agenda Item Title: Consider Adopting – Resolution 25-14 A Resolution Authorizing the Town of Spencer to Engage in Electronic Payments as Defined by N.C.G.S. 159-28 and Authorizing the Finance Officer to Adopt Written Policy Outlining Procedures for Disbursing Public Funds by Electronic Transaction

Category: Consent Agenda

Presenter(s): Heather Kann, Finance Officer

Explanation:

The Town of Spencer seeks the authorization from the Board of Aldermen to engage in electronic payments, as defined by N.C.G.S. 159-28, and for the Finance Officer to adopt a written policy outlining the procedures for the disbursing of public funds by electronic transaction. The Town will accept credit card payments for fees such as, but not limited to, reservation fees, zoning fees, the purchase of extra trash bin, or any other fee imposed by the Town. The Town also uses a Town issued credit card for organizational expenses.

Financial Impact:

None

Recommended Motion:

Move to adopt Resolution 25-14 A Resolution Authorizing the Town of Spencer to Engage in Electronic Payments as Defined by N.C.G.S. 159-28 and Authorizing the Finance Officer to Adopt Written Policy Outlining Procedures for Disbursing Public Funds by Electronic Transaction.

Attachment(s): ☒ Yes ☐ No

1. Resolution 25-14

20 NCAC 03 .0409 EXEMPTION FROM PREAUDIT CERTIFICATE REQUIREMENT FOR ELECTRONIC PAYMENTS

(a) To qualify for an exemption from the preaudit certificate requirement in G.S. 159-28(a1) or G.S. 115C-441(a1) for electronic payments, a local government, public authority, or local school administrative unit, herein referred to as "the unit," shall do the following:

- (1) The unit's governing board shall adopt a resolution authorizing the unit to engage in electronic payments as defined by G.S. 159-28 or G.S. 115C-441;
- (2) The unit shall have an "encumbrance system." As used in this Rule, an "encumbrance system" means a system of written policies and procedures for tracking obligations. The system may be manual, maintained as part of the unit's accounting system, or a combination of the two;
- (3) The unit's governing board, or finance officer if authorized by the unit's governing board, shall adopt a written policy outlining procedures for preauditing obligations that will be incurred by electronic payments. The written policy and the procedures shall provide internal controls that shall ensure the following:
 - (A) there is a budget, project, or grant ordinance appropriation authorizing the expenditure;
 - (B) that sufficient budgeted monies remain within the appropriation to cover the amount that is expected to be paid out during the current fiscal year if accounted for in the budget ordinance, or to cover the entire amount if accounted for in a project or grant ordinance; and
 - (C) that the amount of the transaction is recorded in the unit's encumbrance system;
- (4) The unit shall provide training to all personnel about the written policy and the procedures that shall be followed before undertaking an electronic payment; and
- (5) Each quarter, the unit shall provide its governing board a budget-to-actual statement that includes the following:
 - (A) budgeted accounts;
 - (B) actual payments made;
 - (C) amounts encumbered, including electronic obligations; and
 - (D) the amount of the budget that is unobligated for all major funds.

(b) Units that comply with Subparagraphs (a)(1) through (5) of this Rule shall not be required to affix the preaudit language required in G.S. 159-28 (a1) or G.S. 115C-441 (a1) to electronic payments transacted with:

- (1) charge cards;
- (2) credit cards;
- (3) debit cards;
- (4) gas cards;
- (5) procurement cards; or
- (6) electronic funds transfers.

*History Note: Authority G.S. 159-28(f)(3); 115C-441(f)(3);
Eff. November 1, 2017.*

**RESOLUTION 25-14
TOWN OF SPENCER**

**A RESOLUTION AUTHORIZING THE TOWN OF SPENCER TO ENGAGE IN ELECTRONIC PAYMENTS AS DEFINED BY
N.C.G.S. 159-28 AND AUTHORIZING THE FINANCE OFFICER TO ADOPT WRITTEN POLICY OUTLINING PROCEDURES
FOR DISBURSING PUBLIC FUNDS BY ELECTRONIC TRANSACTION**

WHEREAS, it is the desire of the Board of Aldermen that the Town of Spencer is authorized to engage in electronic payments as defined by N.C.G.S. 159-28; and

WHEREAS, it is the responsibility of the Finance Officer to adopt a written policy outlining procedures for pre-auditing obligations that will be incurred by electronic payments as required by NC Administrative Code (NCAC) 20 NCAC 03 .0409; and

WHEREAS, it is the responsibility of the Finance Officer to adopt a written policy outlining procedures for disbursing public funds by electronic transaction as required by 20 NCAC 03 .0410;

NOW, THEREFORE, BE IT RESOLVED by the Board of Aldermen of the Town of Spencer that:

Section 1. Authorizes the Town of Spencer to engage in electronic payments as defined by N.C.G.S. 159-28.

Section 2. Authorizes the Finance Officer to adopt a written policy outlining procedures for pre-auditing obligations that will be incurred by electronic payments as required by 20 NCAC 03 .0409.

Section 3. Authorizes the Finance Officer to adopt a written policy outlining procedures for disbursing public funds by electronic transaction as required by 20 NCAC 03 .0410.

Adopted this 14th day of October, 2025.

Approved by:

Attest:

Jonathan Williams, Mayor

Anna Kanode Ward, Town Clerk

704-633-2231
spencernc.gov



Post Office Box 45
Spencer, NC 28159-0045

Rowan's Original Gateway.

Agenda Item Coversheet

Meeting Date: 10/14/2025

Agenda Item #:

Agenda Item Title: RECEIVE PRESENTATION & CONSIDER APPROVING – Group Insurance
Renewal Rates for 2025 – 2026

Category: Regular Agenda

Presenter(s): Lee Snow, Principal, Senior Client Executive; Peter Franzese, Town Manager; Anna Ward, Town Clerk; Heather Kann, Finance Officer

Explanation:

The Town's group insurance runs on a plan year that begins December 1. Our broker, Snow Benefits, recently received the renewal rates for 2025 – 2026 and has met with staff. This year's renewal included medical coverage quotes from various BlueCross BlueShield of North Carolina (BCBSNC) plans, Aetna, and UnitedHealthcare.

The Town provides group, medical, dental, vision, EAP, life, and other insurance benefits to full-time staff, with the option for staff to cover eligible dependents through payroll deduction. Staff also have access to other optional cafeteria benefits provided through Aflac (not part of this renewal as staff sign up directly with Aflac if interested). Snow Benefits staff will attend on October 14 to provide a presentation about the renewal proposal for this year.

Financial Impact:

The Town's FY26 budget accommodates a renewal with up to a 7 percent cost increase. The BCBSNC plan renewal would provide a 7.9 percent premium increase from the current rates. The Equitable dental/vision/EAP/life plans have increased slightly.

Recommended Motion:

Approve the group insurance renewal rates for 2025 – 2026.

Attachment(s): ☒ Yes ☐ No

1. Proposal for 2025 -2026 (to be provided)

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Agenda Item Coversheet

Meeting Date: 10/14/2025

Agenda Item #:

Agenda Item Title: Budget Ordinance 25-11.004 Appropriating \$2,500 for Bike Lane Striping

Category: Consent Agenda

Presenter(s): Heather Kann, Finance Officer; Steve Blount Planning

Explanation:

The Town has entered into an agreement with Kimley-Horn and Associates, Inc. for the furnishing of professional services. The agreement is hereby amended to include the development of a restriping plan for approximately 3,400 linear feet along Whitehead Avenue (from 3rd Street to Jefferson Street) and Jefferson Street (to Salisbury Avenue). The plan will include the addition of bike lanes and pedestrian crosswalks. Details of services are included in the amended agreement.

Financial Impact:

The cost of the plan is \$5,015. The Town plans to appropriate \$2,500 from the "Payment in Lieu of Sidewalks" received from developers in FY26. The remaining \$2,515 is included in the FY26 Adopted Budget in the Professional Services line.

Recommended Motion:

Motion to adopt Budget Ordinance 25-11.004 to appropriate \$2,500 of "Payment in Lieu of Sidewalks" payments in the Zoning Fees Revenue to Professional Services expense line in the FY 25-26 Annual Budget.

Attachment(s): ☒ Yes ☐ No

1. Budget Ordinance 25-11.004

Spencer Priority Bicycle and Pedestrian Facility: Whitehead Avenue

Project Description

Whitehead Avenue is a priority for both bicycle and pedestrian infrastructure. Due to the number of students walking and biking to North Rowan High School, it is recommended that 5 ft. sidewalks be constructed along both sides of the street from 7th Street to Rowan Avenue Extension, as well as the installation of marked shared lanes in both directions from 7th Street to Jefferson Avenue. A long-term option is to install bike lanes, given the existing pavement width of the street.

Opportunities/Constraints: Curb & gutter existing. Numerous utility poles will need to be relocated, or additional ROW acquired for the construction of sidewalks. Pavement is in good condition for the installation of shared lane markings.

Length:

3,466 LF (0.64 mi) – total for both sides for marked shared lanes

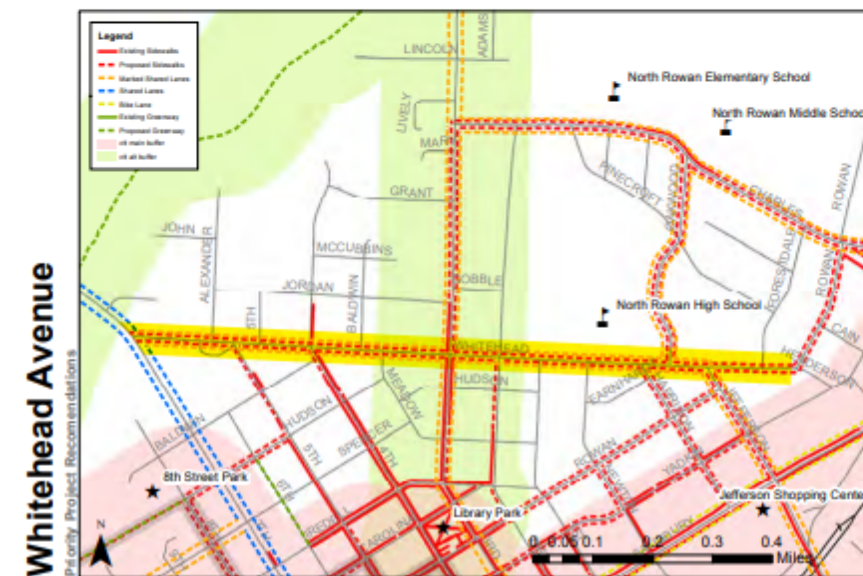
11,218 LF (2.12 mi) – total for both sides for sidewalk

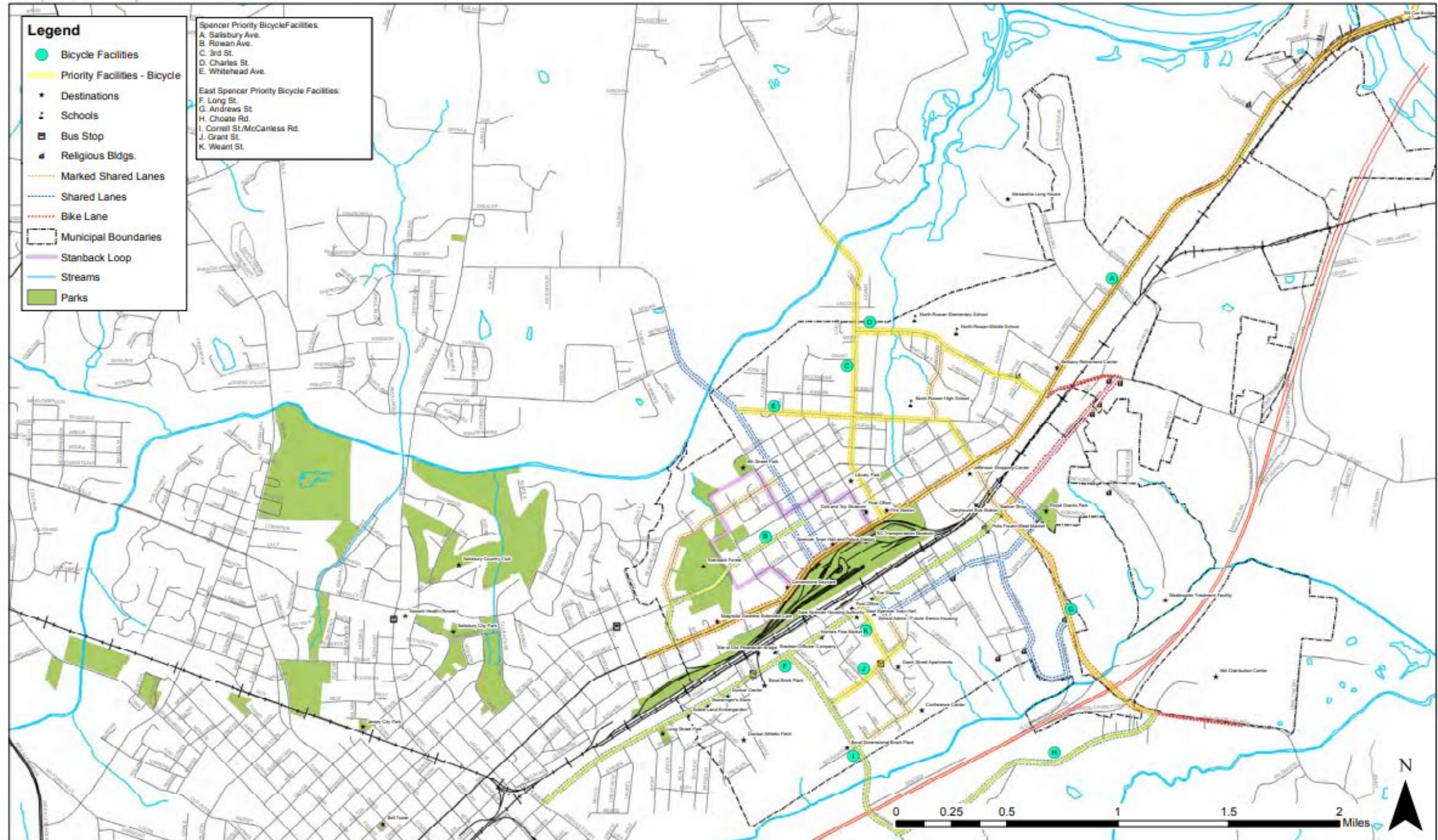
Cost Estimate

Marked Shared Lanes	Painted	Thermoplastic
Pavement Markings	\$4,733.00	\$10,412.60
Signage	\$2,366.50	\$2,366.50
10% Contingency	\$709.95	\$1,277.91
Total*	\$7,809.45	\$14,057.01

Sidewalks	
5 ft. Sidewalks	\$224,360.00
Curb & Gutter	\$62,280.00
10% Contingency	\$28,664.00
Total*	\$315,304.00

*Total Costs do not include design or land/easement acquisition





Comprehensive Bicycle & Pedestrian Master Plan

Date: May 2016

Spencer and East Spencer | Priority Bicycle Facilities

AN ORDINANCE AMENDING
THE TOWN OF SPENCER, NORTH CAROLINA
FY 25-26 ANNUAL BUDGET
ORDINANCE 25-11.004
OCTOBER 14, 2025

BE IT ORDAINED, by the Governing Board of the Town of Spencer, North Carolina, that the following amendment of anticipated fund revenues and departmental expenditures, certain Fee and Charge Schedules, and with certain restrictions and authorizations, are hereby appropriated and approved for the operation of Town Government and its activities for the Fiscal Year beginning July 1, 2025, and ending on June 30, 2026:

Section 1. To Appropriate \$2,500 of Payment in Lieu of Sidewalks payments in the Zoning Fees Revenue to Professional Services expense line.

Section 2. To amend the FY 25-26 revenue and expense appropriations as follows:

<u>Revenues</u>				
Account	Title	Current Budget	Amended Budget	(Decrease) Increase
10-4541	Zoning Fees	\$12,500	\$15,000	\$2,500

<u>Expenses/Expenditures</u>				
Account	Title	Current Budget	Amended Budget	(Decrease) Increase
10-5210-511	Professional Services	\$26,904	\$29,404	\$2,500

Section 3. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board, and to the Town Manager and the Finance Officer for record-keeping.

Adopted this 14th day of October, 2025.

Approved by:

Attest:

Jonathan Williams, Mayor

Anna Kanode Ward, Town Clerk

704-633-2231
spencernc.gov



Post Office Box 45
Spencer, NC 28159-0045

Agenda Item Coversheet

Meeting Date: 10/14/2025

Agenda Item #:

Agenda Item Title: Consider Adopting – Ordinance 25-11.005 Accepting \$11,857.00 Safety First Grant from the Norfolk Southern Railroad and Authorizing the Town Manager to Execute the Grant Agreement

Category: Regular Agenda

Presenter(s): Michael File, Police Chief, Town Manager, Finance Officer

Explanation:

The Town of Spencer has been awarded a \$11,857.00 Safety First Grant from the Norfolk Southern Railroad to purchase a thermal capable drone.

Financial Impact:

The grant amount is \$11,857.00, with no local match required.

Recommended Motion:

Move to adopt Budget Ordinance 25-11.005 accepting a \$11,857.00 Safety First Grant from the Norfolk Southern Railroad and authorize the Town Manager to execute the grant agreement in the amount of \$11,857.00

Attachment(s): ☒ Yes ☐ No

1. Budget Ordinance 25-11.005

AN ORDINANCE AMENDING
THE TOWN OF SPENCER, NORTH CAROLINA
FY 25-26 ANNUAL BUDGET
ORDINANCE 25-11.005
OCTOBER 14, 2025

BE IT ORDAINED, by the Governing Board of the Town of Spencer, North Carolina, that the following amendment of anticipated fund revenues and departmental expenditures, certain Fee and Charge Schedules, and with certain restrictions and authorizations, are hereby appropriated and approved for the operation of Town Government and its activities for the Fiscal Year beginning July 1, 2025, and ending on June 30, 2026:

Section 1. The Town has been awarded the \$11,857.00 Safety First Grant from Norfolk Southern Railroad.

Section 2. To amend the FY 25-26 revenue and expense appropriations as follows:

<u>Revenues</u>				
Account	Title	Current Budget	Amended Budget	(Decrease) Increase
10-4615	Miscellaneous Grants Revenue	\$0	\$11,857	\$11,857

<u>Expenses/Expenditures</u>				
Account	Title	Current Budget	Amended Budget	(Decrease) Increase
10-5300-561	Capital Outlay	\$13,400	\$25,257	\$11,857

Section 3. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board, and to the Town Manager and the Finance Officer for record-keeping.

Adopted this 14th day of October, 2025.

Approved by:

Attest:

Jonathan Williams, Mayor

Anna Kanode Ward, Town Clerk

704-633-2231
spencernc.gov



Post Office Box 45
Spencer, NC 28159-0045

Agenda Item Coversheet

Meeting Date: 10/14/2025

Agenda Item #:

Agenda Item Title: CONSIDER ADOPTING – Ordinance 25-19 Amending the Town’s Official Zoning Map dated September 10, 2024, rezoning Rowan County GIS System parcel number 048 042 located at 2038 US HWY 29 from IND to VSR zoning classification

Category: Regular Agenda

Presenter(s): Steve Blount, Planner

Explanation:

Property is currently in use as a used car dealership and property owner would like to sell the property to a second party. Property is currently zoned IND which does not allow this use. Owner and applicant have requested a rezoning to VSR to allow the second party to continue use of this property as a used car dealership.

Financial Impact:

none

Recommended Motion:

Consider approving rezoning from IND to VSR. See “Motion Language” document for further instruction.

Attachment(s): ☒ Yes ☐ No

1. Rezoning ordinance
2. Motion language

2038 US HWY 29 Rezoning

10.14.25

Suggested Motion Language for rezoning approval:

I move to approve the staff's recommendation as presented to rezone parcel 048 042 located at 2038 US HWY 29 from IND to the VSR zoning classification.

Suggested motion language for Statement of Consistency and reasonableness:

I move to adopt a Statement of Consistency and Reasonableness stating that we find that this rezoning is consistent in general with the town's Comprehensive Land Use Plan (per requirements of NCGS 160D-605(a)), said plan stating specifically, *"This is a strip of mixed development on both sides along N Salisbury Ave (US HWY 29) from about 1625 (the old weigh station site) to about 2175 (Yadkin Baptist Church Rd) that is currently zoned Industrial (IND) for industrial development. These are relatively small lots that over time will likely transition to retail uses, especially if the surrounding properties are developed into industrial uses and the NC Finishing property is developed into some sort of mixed-use development. We would suggest rezoning this to an appropriate commercial zoning classification (C-29) to promote commercial development over time."* This rezoning is consistent with the Town's corridor study of this area completed in July of 2023.

We further find this rezoning to be reasonable in all ways as prescribed by NCGS 160D-605(b). This rezoning will be beneficial to the citizens of the Town of Spencer.

ORDINANCE 25-19

TOWN OF SPENCER, NORTH CAROLINA

AN ORDINANCE TO AMEND the Town's Official Zoning Map dated September 10, 2024, rezoning Rowan County GIS System parcel number 048 042 located at 2038 US HWY 29 from IND to VSR zoning classification:

WHEREAS, the current IND zoning classification is meant for light industrial uses on large parcels and requires large setbacks not available on this parcel; and

WHEREAS, the property is currently and has for some time been in use as a used car dealership; and

WHEREAS, the existing uses of structures on this property are not allowed in the current zoning classification, and the property owner would like to sell the property to a person interested in continuing the existing business; and

WHEREAS, the requested VSR zoning classification would make the current uses conforming with our development ordinance; and

WHEREAS, the proposed rezoning to the VSR classification is in compliance with a corridor study completed in July of 2023; and

NOW, THEREFORE, BE IT ORDAINED by the Board of Aldermen of the Town of Spencer, North Carolina, that:

Section 1.

The Town's Official Zoning Map dated September 10, 2024, will be revised as follows:

Parcel 048 042 located at 2038 US HWY 29 will be revised from IND to VSR zoning Classification

Section 2. This ordinance shall become effective immediately upon adoption.

Adopted this 14th day of October, 2025.

Approved by:

Attest:

Jonathan Williams, Mayor

Anna Kanode Ward, Town Clerk



Rowan's Original Gateway.

Agenda Item Coversheet

Meeting Date: 10/14/2025

Agenda Item #s:

Agenda Item Title: Adoption of Resolutions Authorizing Application, Reaffirming Compliance Policies, and Reconfirming Housing Selection Committee for FY2025 CDBG–Neighborhood Revitalization Program.

Category: Regular Agenda

Presenter(s): Kyle Harris, Planner

Explanation:

The Town of Spencer is preparing an application to the NC Department of Commerce for an additional \$950,000 in FY2025 Community Development Block Grant – Neighborhood Revitalization (CDBG-NR) funds. These funds will allow the Town to continue its successful scattered-site housing rehabilitation program first funded in 2020, which established a proven framework for project delivery.

CDBG-NR program guidelines require the governing board to take certain actions prior to application submittal. To ensure full compliance, three resolutions are presented for Board consideration. Together, these resolutions authorize the application, reaffirm existing compliance policies, and reconfirm the Housing Selection Committee.

1. Resolution (25-08) Authorizing Application for CDBG-NR Funds

- Authorizes the Town to submit the FY 2025 CDBG-NR application.
- Designates the Mayor as the Town's official representative to execute documents.
- Authorizes Town Manager/Grant Administrator to oversee day-to-day administration.

2. Resolution (25-09) Re-Affirming Compliance Policies and Procedures

- Reaffirms all compliance plans adopted under the 2020 grant (Citizen Participation Plan, Fair Housing Plan, Language Access Plan, Procurement Policies, Conflict of Interest, etc.).
- Declares these policies current, controlling, and applicable for the FY2025 program unless amended by the Board.

3. Resolution (25-10) Re-Confirming Housing Selection Committee (HSC)

- Re-confirms the Housing Selection Committee originally appointed in 2020

- Clarifies that members remain active for the FY2025 program unless they resign or are replaced by Board action.
- Confirms the HSC's responsibility to oversee the Housing Distribution Plan and maintain the ranked waitlist.

Staff recommends adoption of all three resolutions to maintain compliance with state and federal requirements and ensure timely submission of the Town's FY2025 CDBG-NR application.

Financial Impact:

This action authorizes submission of a grant application for up to \$950,000 in CDBG-NR funds. No local match is required. Administrative costs (up to 10% of the award) will be covered within the grant and managed by the Salisbury Community Development Corporation, with in-kind staff oversight provided by Town personnel. No impact to the General Fund is anticipated. If awarded, all funds will be disbursed on a reimbursement basis following State approval of invoices.

Recommended Motion:

Motion to adopt

1. Resolution 25-08 (Authorizing Application for CDBG-NR Funds)
2. Resolution 25-09 (Reaffirming Compliance Policies & Procedures)
3. Resolution 25-10 (Reconfirming the Housing Selection Committee)

Attachment(s): ☒ Yes ☐ No

1. **Resolution 25-08:** Authorizing Application for FY2025 Community Development Block Grant (CDBG) Neighborhood Revitalization Funds for Scattered-Site Housing Rehabilitation Project
2. **Resolution 25-09:** Re-Affirming Compliance Policies & Procedures
3. **Resolution 25-10:** Re-Confirming Housing Selection Committee (HSC)

RESOLUTION 25-08
TOWN OF SPENCER, NORTH CAROLINA
RESOLUTION AUTHORIZING APPLICATION FOR FY2025 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
NEIGHBORHOOD REVITALIZATION FUNDS FOR SCATTERED-SITE HOUSING REHABILITATION PROJECT

WHEREAS, the Town of Spencer's Mayor and Board of Aldermen have indicated their desire to assist in community development efforts for housing within the Town of Spencer; and

WHEREAS, the Mayor and Board of Aldermen have held the required two public hearings concerning the proposed application for Community Development Block Grant (CDBG) funding to benefit the Town's Scattered-Site Housing and Neighborhood Revitalization Project; and

WHEREAS, the Mayor and Board of Aldermen certify that the Town of Spencer will meet all federal regulatory and statutory requirements of the State of North Carolina Community Development Block Grant Program, including but not limited to citizen participation, equal opportunity, fair housing, financial management, procurement, and environmental review requirements;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Board of Aldermen of the Town of Spencer that:

Section 1. The Town of Spencer is authorized to submit a formal application to the North Carolina Department of Commerce for approval of a Community Development Block Grant to benefit the Town's Scattered-Site Housing and Neighborhood Revitalization Project.

Section 2. The Mayor of the Town of Spencer is hereby designated as the Town's official representative for purposes of the application and is authorized to provide all required information and to execute all application forms, certifications, assurances, contracts, and related documents necessary to carry out the grant. This authorization includes acceptance of all understandings and assurances contained in the application. The Mayor may designate another official to act on his/her behalf if necessary.

Section 3. The Town Manager and/or designated Grant Administrator is authorized to act on behalf of the Town in the day-to-day management and implementation of the project, consistent with applicable federal and state requirements.

Adopted this 14th day of October, 2025.

Approved by:

Attest:

Jonathan Williams, Mayor

Anna Kanode Ward, Town Clerk

RESOLUTION 25-09
TOWN OF SPENCER, NORTH CAROLINA
RESOLUTION RE-AFFIRMING COMPLIANCE POLICIES AND PROCEDURES FOR THE FY2025 COMMUNITY DEVELOPMENT
BLOCK GRANT (CDBG) NEIGHBORHOOD REVITALIZATION PROGRAM

WHEREAS, the Town of Spencer is preparing an application for FY2025 Community Development Block Grant (CDBG) – Neighborhood Revitalization funds to benefit low- and moderate-income residents through scattered-site housing rehabilitation; and

WHEREAS, the North Carolina CDBG Program requires participating units of local government to maintain and enforce written policies and plans addressing citizen participation, housing distribution (beneficiary selection), procurement, conflicts of interest, equal employment, fair housing, language access, and Section 3 (local jobs initiative); and

WHEREAS, the Town of Spencer previously adopted all required compliance policies and procedures in connection with its FY2020 CDBG-NR award, including but not limited to: Citizen Participation Plan, Housing Distribution Plan, Conflict of Interest Policy, Equal Employment Plan, Fair Housing Plan, Language Access Plan, Procurement Policies & Procedures Manual, Section 3 Plan (Local Jobs Initiative), and the Comprehensive CDBG-NR Regulatory Compliance Plan; and

WHEREAS, these compliance documents remain current, effective, and controlling, and shall continue in full force for the FY2025 CDBG-NR program unless and until amended by formal action of the Board of Aldermen.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Board of Aldermen of the Town of Spencer that:

Section 1. The Town of Spencer hereby reaffirms and readopts all compliance plans, policies, procedures, and manuals previously adopted for the FY2020 CDBG-NR program and declares them to remain in effect for the FY2025 CDBG-NR application and any subsequent grant activities. These include: the Citizen Participation Plan; Fair Housing Plan; Language Access Plan; Section 3 Plan; Conflict of Interest Policy; Procurement Policies and Procedures (2 CFR 200.317–.326 and State law, with EVP posting for solicitations exceeding \$25,000); Housing Distribution Plan; Housing Selection Committee By-laws and adopted minutes; Optional Temporary Relocation Policy; Lead-Based Paint compliance procedures; Housing Financial Design Model; and Environmental Review procedures under 24 CFR Part 58—and declares them current, controlling, and in full force for the FY2025 CDBG-NR application and any subsequent grant activities, unless and until amended by the Board.

Section 2. Said plans and policies shall remain in effect until formally amended or superseded by the Board of Aldermen in accordance with CDBG program requirements.

Adopted this 14th day of October, 2025.

Approved by:

Attest:

Jonathan Williams, Mayor

Anna Kanode Ward, Town Clerk

RESOLUTION 25-10
TOWN OF SPENCER, NORTH CAROLINA
RESOLUTION RE-CONFIRMING THE HOUSING SELECTION COMMITTEE (HSC) FOR THE FY 2025 COMMUNITY
DEVELOPMENT BLOCK GRANT (CDBG) NEIGHBORHOOD REVITALIZATION PROGRAM

WHEREAS, the Town of Spencer is preparing an application for FY 2025 Community Development Block Grant (CDBG) – Neighborhood Revitalization funds to benefit low- and moderate-income residents through scattered-site housing rehabilitation; and

WHEREAS, the North Carolina CDBG Program requires each applicant to maintain a fair and transparent process for selecting beneficiaries, documented in a written Housing Distribution Plan; and

WHEREAS, the Town of Spencer previously established and appointed a Housing Selection Committee (HSC) under its FY2020 CDBG-NR award, with officers and members serving for the duration of that grant, as provided in the adopted Housing Selection Committee By-Laws; and

WHEREAS, the Town of Spencer considers its FY2025 CDBG-NR award to be a continuation of the same housing rehabilitation framework established in 2020, and therefore intends to maintain the same HSC membership unless modified by resignation, replacement, or Board action;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Board of Aldermen of the Town of Spencer that:

SECTION 1. The Housing Selection Committee originally appointed by the Board of Aldermen under the FY2020 CDBG-NR grant is hereby reaffirmed as the official HSC for the FY2025 CDBG-NR program.

SECTION 2. The originally appointed members shall continue to serve unless and until they resign, are replaced by Board appointment, or otherwise modified by action of the Board of Aldermen in accordance with the adopted HSC By-Laws.

SECTION 3. The Housing Selection Committee shall carry out its responsibilities under the Town’s Housing Distribution Plan, including maintaining the ranked waitlist of potential beneficiaries, ensuring all households are re-verified with current income and eligibility data prior to assistance, and approving minutes and records of its meetings to document compliance.

Adopted this 14th day of October, 2025.

Approved by:

Attest:

Jonathan Williams, Mayor

Anna Kanode Ward, Town Clerk

704-633-2231
spencernc.gov



Post Office Box 45
Spencer, NC 28159-0045

Agenda Item Coversheet

Meeting Date: 10/14/2025

Agenda Item #:

Agenda Item Title: Approval of Water/Sewer Extension Policy

Category: Regular Agenda

Presenter(s): Steve Blount, Planner

Explanation:

Salisbury Rowan Utilities includes \$50,000/year in their budget for water and sewer main extensions in the Town of Spencer. In most years we do not use this allocation. Staff believes a formalized grant system would better help us make this funding more efficiently while promoting economic development within the town.

Financial Impact:

none

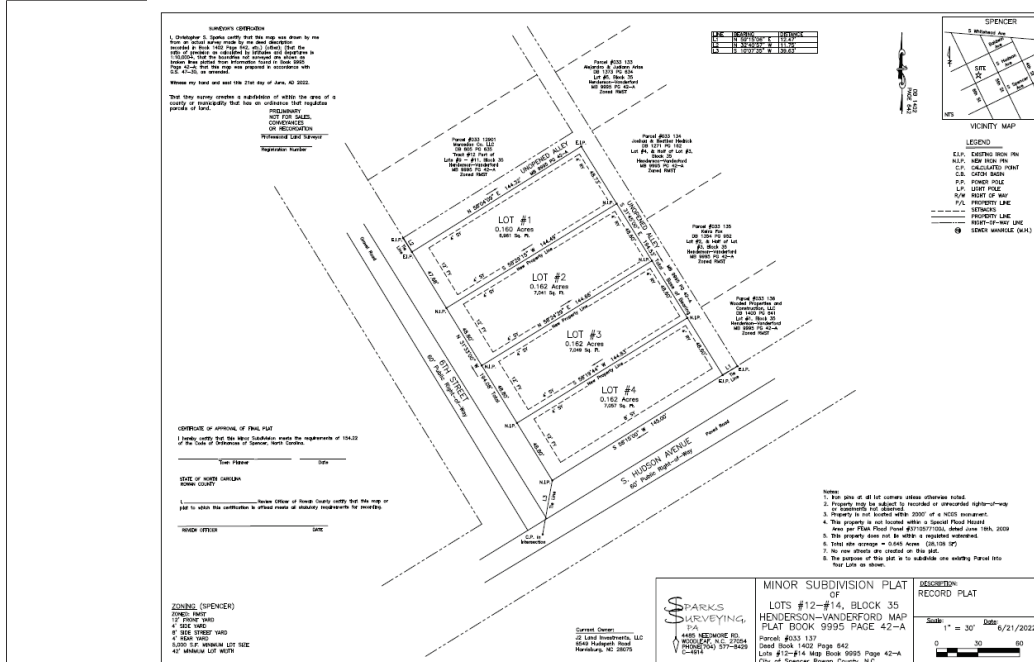
Recommended Action:

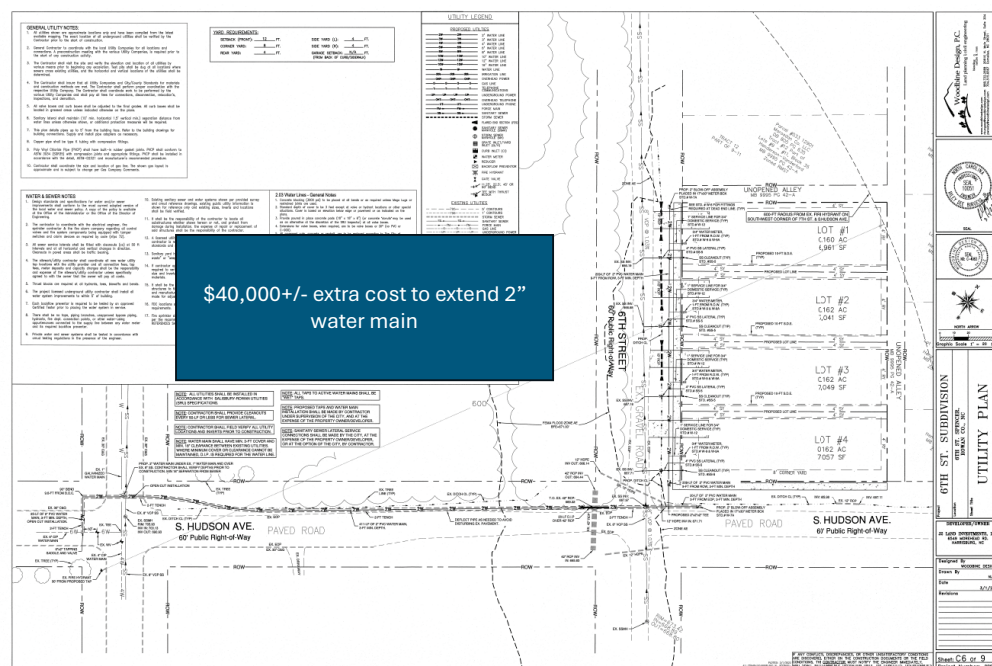
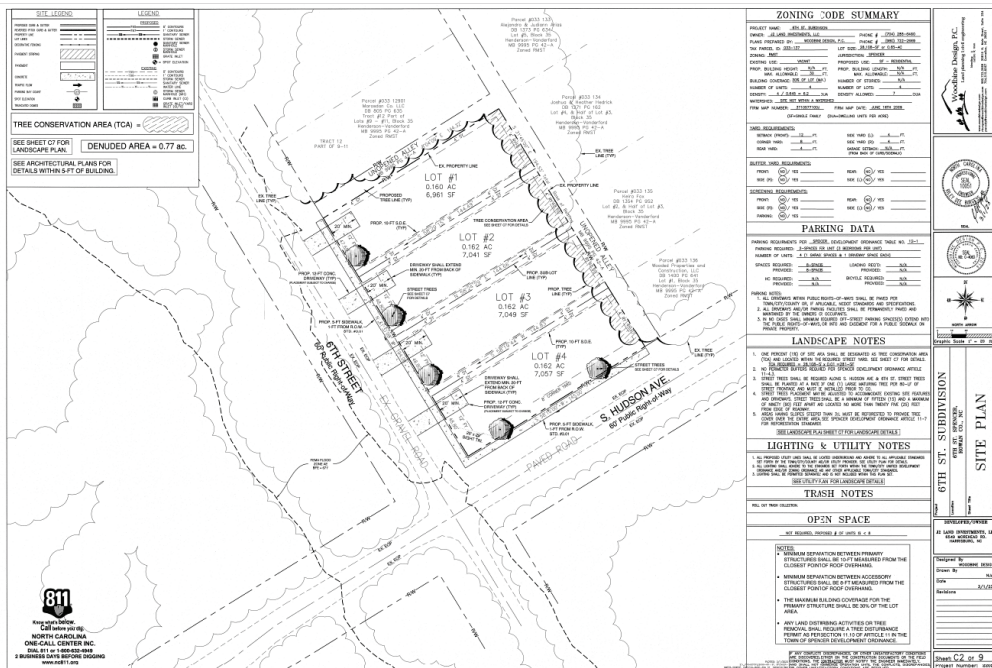
Consider approving policy

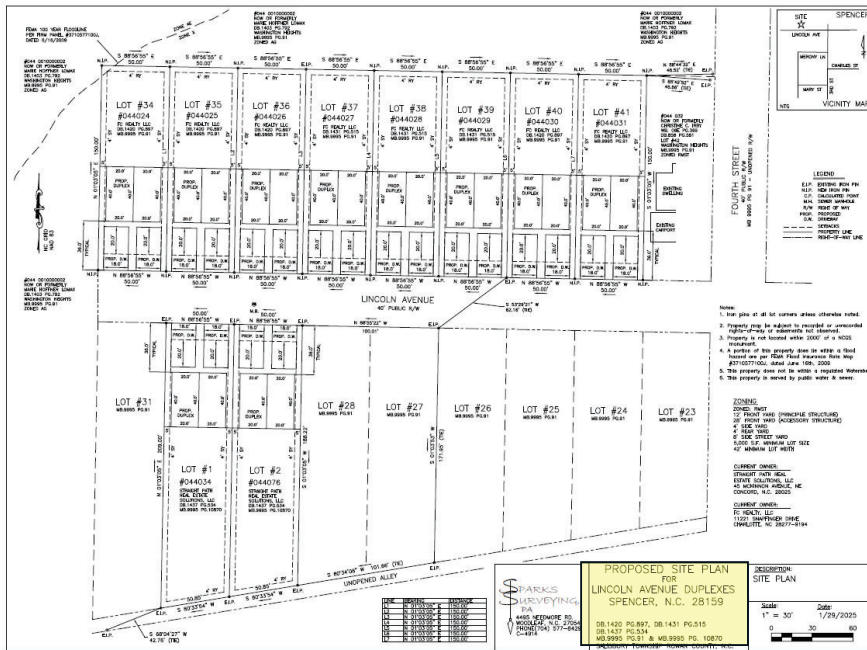
Attachment(s): ☒ Yes ☐ No

1. Presentation pdf
2. MEMO
3. Sample Application Form

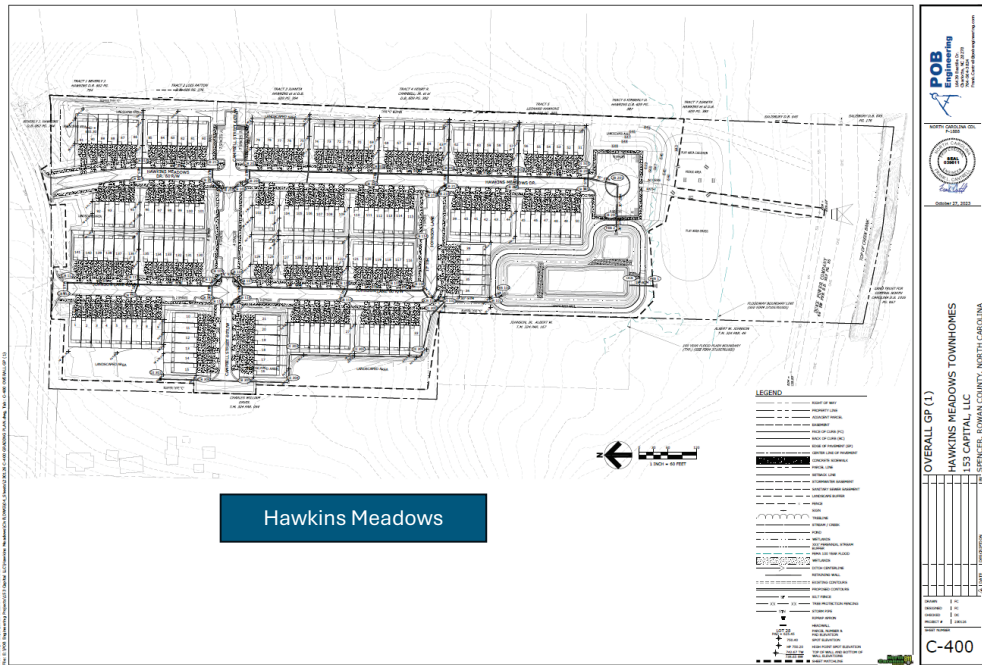
Helping Spencer Grow





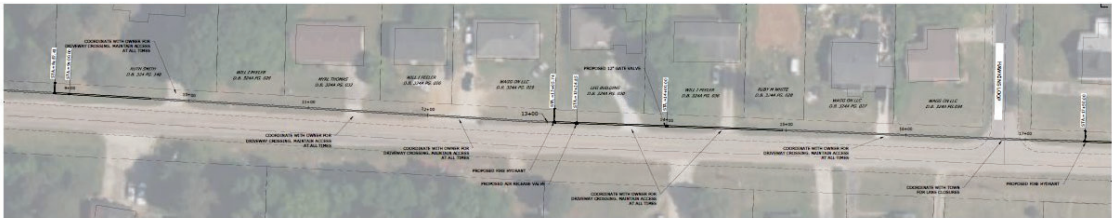


600' +/- 2" water line extension



Hawkins Meadows

2,300' of 12" line
\$\$\$\$



- SRU includes \$50,000/year in their budget for water/sewer line extensions in Spencer
- We have used this in the past to fund:
 - Water tap at Yadkin River Trailhead Park
 - New Town Park water tap
 - Used multiple years of funding for work on 4th Street
- Most years we do not use our \$50K allocation and it does not accumulate year to year
 - Use it or loose it!
- Need policy to use this available funding to help defray the cost to private developers when lots in town do not have direct access to water and/or sewer lines.

9.15.25 Edit

1. To be considered, the project would have to serve some community-wide benefit (economic development) or extend service to a neighborhood or group of unserved lots (per SRU standards).
2. Money is allocated on a first come, first serve basis through a written application process, reviewed by staff, and approved by the Board of Aldermen.
3. Maximum allocation would be 50% of the cost of the extension. Limit on any one application can encumber the total \$50,000 yearly allocation at the discretion of the Board of Aldermen with advice from staff as needed.
4. Allocations would not be made to offset normal costs of water and sewer tap fees or for extensions to a single lot.
5. Allocations would be subject to actual construction of a home or business on the lots in question or in the case of a business, a major upfit of an existing building involving required water and sewer system improvements. The funding would not be made for speculative projects.
6. For large economic development-related projects, the Board could decide to dedicate all of this funding or even multiple years (via debt financing) of this funding resource to a single project.



MEMO

Date: 8.5.25 (9.15.25 edit)

By: Steve Blount

RE: Water/Sewer System Extension Program

Narrative:

It is my understanding that Salisbury Rowan Utilities (SRU) includes in their budget each year \$50,000 to be applied to water and sewer line extensions in the Town of Spencer. This money is to be expended at the Town's discretion with input from SRU. Per SRU, the extensions must provide a benefit to the community as a whole (including economic development) or expand service to a neighborhood or multiple properties. It is also my understanding that repairs or routine maintenance of the existing system is SRU's responsibility, so the extension fund would not be needed for those types of expenditures. In the past three years, little of this funding has been used.

There has been great interest in building small houses on the few remaining infill lots scattered throughout and around our town. This is a good thing as higher density development grows our population and tax base with little or no additional infrastructure costs. Developers want to build on lots of record to avoid the subdivision process and the cost of developing access roads. They prefer lots with existing water and sewer service so that the costs for water and sewer taps are predictable.

We have several areas in our town where either water or sewer lines, or both are available *near* lots, but for whatever reason are not available in the street in front of or behind these buildable properties. A recent example would be four lots on 6th Street developed through subdivision. While sewer was available in 6th St in front of these new lots, water was not. The developer, working with SRU, had to extend a 2" water line from the corner of 7th St and Hudson, at great additional cost. Had a new fire hydrant been needed, they would have had to run a 6" line at a cost that would have made these lots too expensive to build on. I'm currently working with developers for lots on 3rd Street and Whitehead that have similar problems.

I would like to suggest that the town initiate a policy that would allocate our annual \$50,000 SRU allotment to logical and beneficial extensions of our existing water and sewer systems. I think some of the following guidelines would be appropriate:

1. To be considered, the project would have to serve some community-wide benefit (economic development) or extend service to a neighborhood or group of unserved lots (per SRU standards).
2. Money is allocated on a first come, first serve basis through a written application process, reviewed by staff, and approved by the Board of Aldermen.

3. Maximum allocation would be 50% of the cost of the extension up to a maximum of \$10,000 per allocation.
4. Allocations would not be made to offset normal costs of water and sewer tap fees or for extensions to a single lot.
5. Allocations would be subject to actual construction of a home or business on the lots in question. The funding would not be made for speculative projects.
6. For large economic development projects, the Board could decide to dedicate all of this funding or even multiple years (via debt financing) of this funding resource to a single project.

9.15.25 Edit

1. To be considered, the project would have to serve some community-wide benefit (economic development) or extend service to a neighborhood or group of unserved lots (per SRU standards).
2. Money is allocated on a first come, first serve basis through a written application process, reviewed by staff, and approved by the Board of Aldermen.
3. Maximum allocation would be 50% of the cost of the extension. Limit on any one application can encumber the total \$50,000 yearly allocation at the discretion of the Board of Aldermen with advice from staff as needed.
4. Allocations would not be made to offset normal costs of water and sewer tap fees or for extensions to a single lot.
5. Allocations would be subject to actual construction of a home or business on the lots in question or in the case of a business, a major upfit of an existing building involving required water and sewer system improvements. The funding would not be made for speculative projects.
6. For large economic development-related projects, the Board could decide to dedicate all of this funding or even multiple years (via debt financing) of this funding resource to a single project.



PLANNING & DEVELOPMENT SERVICES
 Water/Sewer Extension Fund
 Application



Spencer Town Hall • 460 South Salisbury Ave, Spencer NC 28159
 Office: (704)-633-2231 ext. 28 • Steve Blount • sblount@spencernc.gov

Town Water/Sewer Main Extension Policy

1. To be considered, the project will have to serve some community-wide benefit (economic development) or extend service to a neighborhood or group of unserved lots (per SRU standards).
2. Money is allocated on a first come, first serve basis through a written application process, reviewed by staff, and approved by the Board of Aldermen.
3. Maximum allocation would be 50% of the cost of the extension. Limit on any single application is \$50,000. Total allocated is at the discretion of the Board of Aldermen with advice from staff as needed.
4. Payments will be made as reimbursements of actual costs based on invoices.
5. Allocations will not be made to offset normal costs of water and sewer tap fees or for extensions to a single lot.
6. Allocations would be subject to actual construction of a home or business on the lots in question or in the case of a business, a major upfit of an existing building involving required water and sewer system improvements. The funding would not be made for speculative projects.
7. For large economic development-related projects, the Board could decide to dedicate all of this funding or even multiple years (via debt financing) of this funding resource to a single project.

OFFICE USE ONLY

Filing Date:

Permit #

GENERAL INFORMATION

Property Address:

Rowan County Parcel ID:

Property Owner Name:

Property Owner Phone:

Property Owner Email:

Property Owner Mailing Address (City, State, Zip):

APPLICANT INFORMATION (if different from owner)

Applicant Name:

Applicant Phone:

Applicant Email:

Property Owner Mailing Address (City, State, Zip):

PROJECT INFORMATION	
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[illegible]

SIGNATURE

By signing below, you certify that all information provided on this application is accurate and that all work will be performed to meet the laws of the state of North Carolina, the standards of the Spencer Development Ordinance, and all other applicable regulations.

Signature of Applicant:

Date:

OFFICE USE ONLY

Town Seal indicates approval.

Approved By:

Date:

[illegible]

Project Contact Name:

Project Contact 1Phone:

Project Contact Email:

Project Contact 2 Name:

Project Contact 2 Phone:

Project Contact 2 Email:

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Spencer, NC 28159-0045

Rowan's Original Gateway.

Agenda Item Coversheet

Meeting Date: 10/14/2025

Agenda Item #: 1__ a.

Agenda Item Title: Planning Monthly Report

Category: Departmental Report

Presenter(s): Steve Blount, Planning & Zoning Administrator

Explanation:

No approval needed. This item is for information only.

Financial Impact:

None.

Recommendations:

N/A

Attachment(s): ☒ Yes ☐ No

1. Monthly Report



Monthly Activity Report

Planning, Zoning & Subdivision Administrator

September 2025

	<u>Location</u>	<u>Activity</u>	<u>Action</u>
8.28.25	Benson rd	Development questions	Answered questions
9.2.25	5069 s rowan	HPC questions	Answered questions
9.2.25	4 th st	HPC questions	Answered questions
9.2.25	Office	Staff meeting	Attended
9.2.25	712 s Salisbury ave	Car dealership questions	Answered questions
9.2.25	Whitehead ave	Subdivision questions	Answered questions
9.2.25	Office	Online cybersecurity training	Participated
9.3.25	Office	Presentation to P&R board	Presented
9.3.25	Office	Land trust on greenway project	Discussed
9.3.25	Office	Truck stop construction schedule	Reviewed
9.4.25	Lee st	Development questions	Answered questions
9.4.25	Office	Yadkin river district questions	Answered questions
9.4.25	Office	Stanback forest fishing questions	Researched and answered
9.4.25	9 th and Yadkin	Development questions	Answered questions
9.4.25	Near Salisbury ave	Access questions	Answered questions
9.4.25	1 st st	Floodplain questions	Answered questions
9.4.25	Office	Preagenda meeting	Attended
9.5.25	Catawba college	Planning meeting	Attended
9.8.25	N Salisbury ave	Rezoning application	Reviewed
9.8.25	NC finishing co	NCRR grant notification	Reviewed
9.8.25	2038 n Salisbury ave	Rezoning application	Processed paperwork

9.8.25	N Yadkin property	Development questions	Answered questions
9.8.25	Office	Planning board meeting	Participated
9.9.25	Salisbury ave	Subdivision questions	Answered questions
9.9.25	Office	Staff meeting	Attended meeting
9.9.25	All	Accessory dwelling unit questions	Answered questions
9.9.25	3 rd st	Clearing project site visit	Attended
9.9.25	N Yadkin ave	Sewer easement questions	Answered questions
9.9.25	Various	Site visits to active projects	Attended
9.9.25	Office	Board of Aldermen meeting	Attended and participated
9.11.25	Hawkinstown rd	Development questions	Answered questions
9.11.25	Whitehead	Ncdot on restriping project	Contacted
9.11.25	3 rd st	Development questions	Answered questions
9.11.25	Office	Greenway property owner's meeting	Met and discussed project
9.11.25	Office	Candidates meeting	Participated
9.15.25	Office	Consultant on restriping project	Discussed project
9.15.25	Office	Water/sewer extension policy	Revised and redrafted
9.15.25	Office	Developer looking for available properties	Discussed
9.15.25	Willow creek dr	Medical office bldg. drawings	Reviewed and commented
9.16.25	500 s Salisbury	Review concept floor plans	Reviewed and commented
9.16.25	1301 n Salisbury ave	Development questions	Answered questions
9.18.25	220 n rowan ave	Driveway permit questions	Answered questions
9.18.25	804 s Salisbury ave	Demolition questions	Answered questions
9.22.25	324 whitehead	Subdivision	Approved
9.22.25	124 11 th st	Zoning permit for storage bldg.	Issued permit
9.22.25	220 n rowan ave	Driveway permit	Issued permit
9.23.25	Office	HVAC problems at office	Reviewed and offered opinion
9.23.25	Whitehead	NCDOT on restriping project	Met and discussed
9.25.25	Office	Rowan county land use plan	Review and commented
9.25.25	Office	Winterfest planning meeting	Attended
9.25.25	5 th st	Sidewalk encroachment permit meeting	Participated

9.25.25	Office	Restriping plan	Discussed with manager
9.29.25	1000 hawkinstown rd	Zoning permit for accessory bldg.	Issued permit
9.29.25	400 s Yadkin	Zoning permit questions	Answered questions
9.29.25	306 11 th st	Subdivision questions	Answered questions
9.29.25	2 pickett ave	Drainage questions	Reviewed and referred to Joel

Quotes:

“It always seems impossible until it’s done.”

Nelson Mandela

“Do the difficult things while they are easy and do the great things while they are small. A journey of a thousand miles must begin with a single step.”

Lao Tzu

“If your actions inspire others to dream more, learn more, do more and become more, you are a leader.”

John Quincy Adams

“Nobody cares how much you know, until they know how much you care.”

Theodore Roosevelt

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Post Office Box 45
Spencer, NC 28159-0045

Rowan's Original Gateway.

Agenda Item Coversheet

Meeting Date: 10/14/2025

Agenda Item #:

Agenda Item Title: Code Enforcement Monthly Report

Category: Departmental Report

Presenter(s): Michael File, Chief

Explanation:

Code Enforcement Monthly Report

Financial Impact:

N/A

Recommendations:

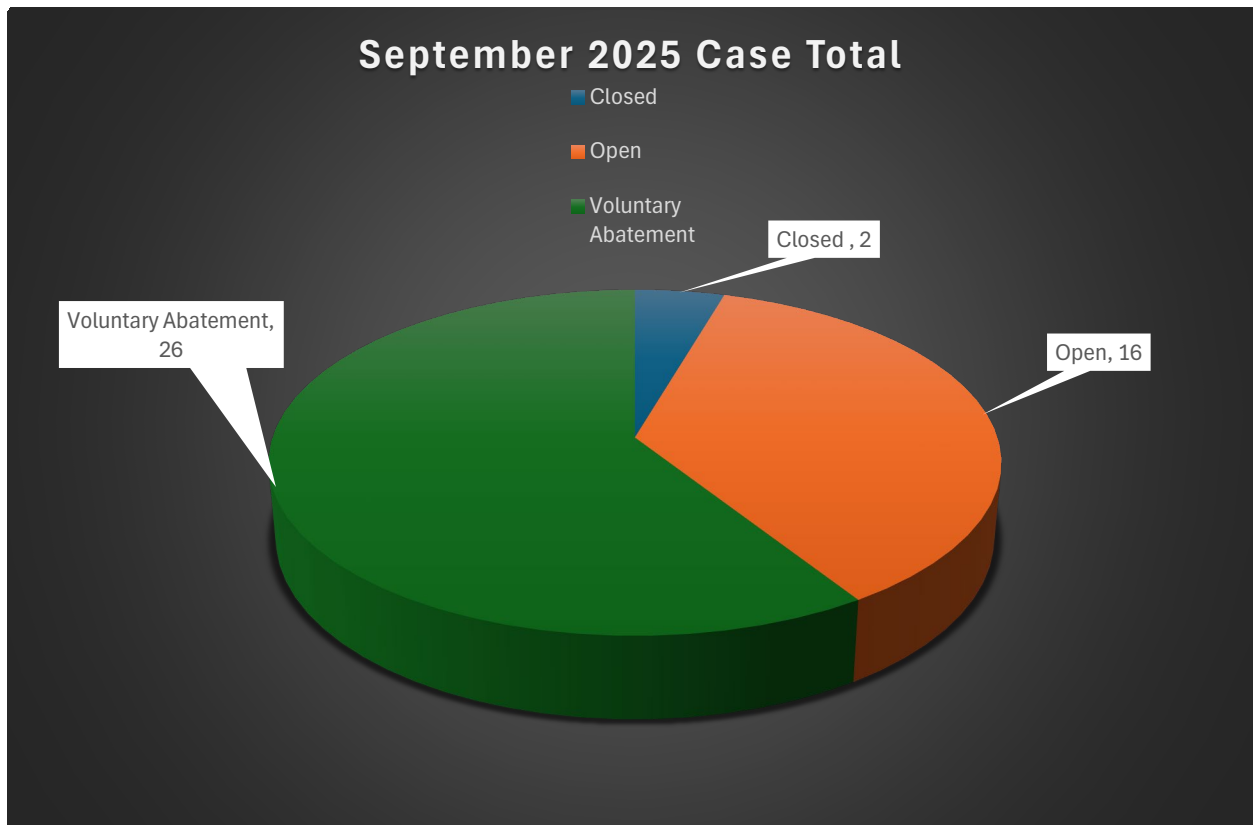
N/A

Attachment(s): ☒ Yes ☐ No

1. Code Enforcement Report

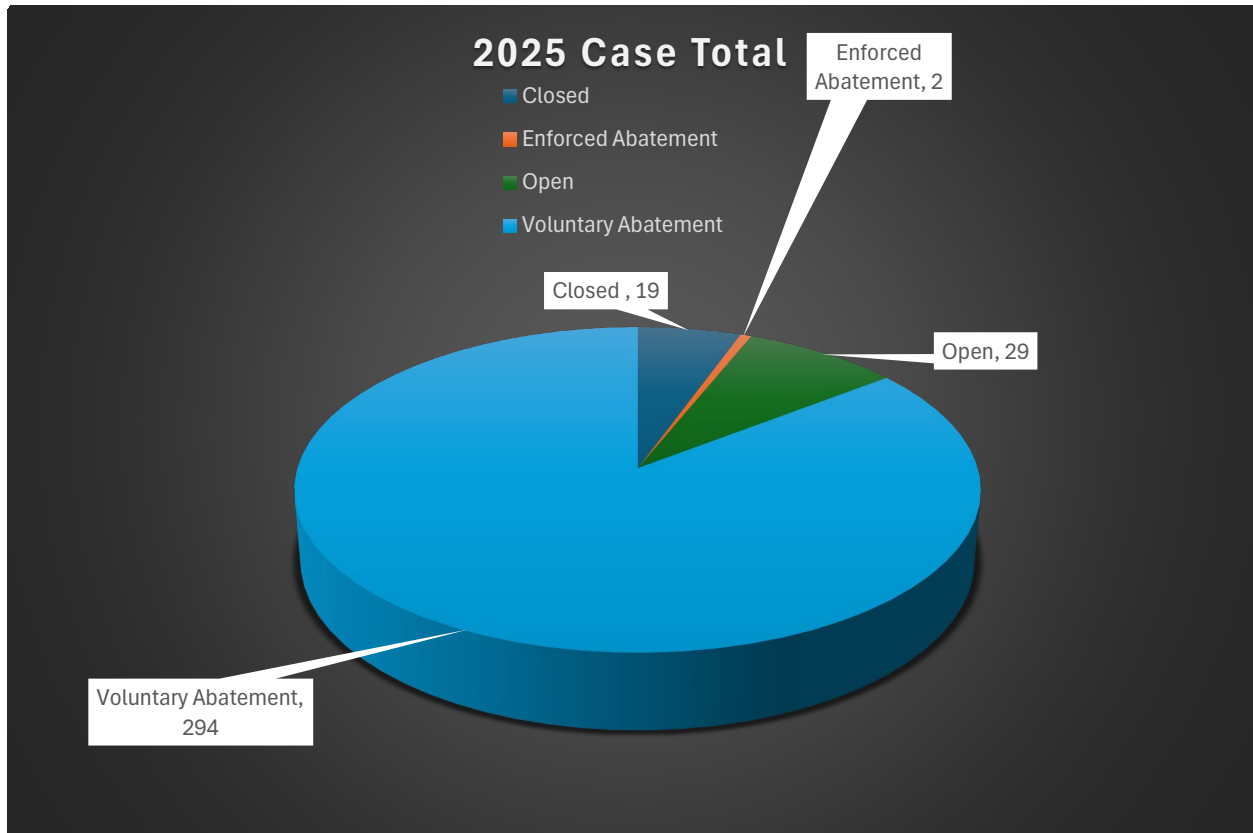
Monthly Report

- **Total cases – 44**
- **Open - 16**
- **Voluntary Abatement - 26**
- **Notice of Violations – 4**
- **Notice of Bill - 0**
- **Notice of Lien – 0**



2025 Yearly Report

- Total cases – 344
- Open - 29
- Voluntary Abatement - 294
- Enforced Abatement - 2
- Notice of Violations – 37
- Notice of Bill - 0
- Notice of Lien – 0



MH - Minimum Housing / OL - Overgrown Lot / JV - Junk Vehicle / JP - Junk Pile / AC - Animal Control /
IP - Illegal Parking / ZV - Zoning Violation / CM - Commercial Maintenance/

2025 Open Cases

Case Number	Address	Nature of Complaint	Main Status
202500344	402 S Salisbury Ave	Tall Grass/ Weeds	Open
202500333	709 7TH ST	Tall Grass/ Weeds	Open
202500332	909 S Carolina	Junk Pile	Open
202500330	126 11TH ST	Tall Grass/ Weeds	Open
202500329	126 11TH ST	Non approved fencing	Open
202500328	610 S Yadkin	Tall Grass/ Weeds	Open
202500325	403 7TH ST	Tall Grass/ Weeds	Open
202500324	510 S Carolina	Tall Grass/ Weeds	Open
202500323	600 S Carolina	Tall Grass/ Weeds	Open
202500320	102 S Yadkin	Junk pile	Open
202500319	701 S Rowan	Junk/Debris	Open
202500318	208 Cain st	Junk in front yard. It looks as if someone moved out and left a lot of items, kids toys, boxes and trash on yard and on porch of home	Open
202500317	117 2ND ST	Tall Grass/ Weeds	Open
202500304	303 S Yadkin	Tall Grass/ Weeds	Open
202500303	033 452	Tall Grass/ Weeds	Open
202500302	710 5TH ST	Tall Grass/ Weeds	Open
202500298	608 S Rowan	Nuisance Vehicle	Open
202500295	511 2ND ST	Minimum Housing	Open
202500281	112 Henderson St	Junk. Front yard parking.	Open
202500279	909 S. Iredell Ave.	Car(s) parked in yard. Moved reported untagged vehicle from road into the front yard.	Open
202500277	410 S Yadkin	Tall Grass/ Weeds	Open
202500261	907 S Carolina Ave	Abandoned Vehicle	Open
202500251	033 152	Tall Grass/ Weeds	Open
202500250	601 5TH ST	Tall Grass/ Weeds	Open
202500246	510 S Iredell	Tall Grass/ Weeds	Open
202500234	511 4TH ST	Junk	Open
202500200	1355 Adams	Tall Grass/ Weeds	Open
202500199	1340 Adams	Tall Grass/ Weeds	Open
202500024	705 N Salisbury	Junk	Open



Case Status Report

09/01/2025 - 09/30/2025

Case #	Case Date	Main Status	Last Status Change Date	Complaint Received	Violation Address	Nature of Complaint
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Group: Closed

202500218	7/2/2025	Closed	9/2/2025	Site Visit	403 S Rowan Ave	Tall Grass/ Weeds
202500211	6/23/2025	Closed	9/8/2025	Site Visit	710 5TH ST	Tall Grass/ Weeds

Group Total: 2

Group: Open

202500344	9/29/2025	Open	9/29/2025	Site Visit	402 S Salisbury Ave	Tall Grass/ Weeds
202500333	9/23/2025	Open	9/23/2025	Site Visit	709 7TH ST	Tall Grass/ Weeds
202500332	9/23/2025	Open	9/23/2025	Site Visit	909 S Carolina	Junk Pile
202500330	9/23/2025	Open	9/23/2025	Site Visit	126 11TH ST	Tall Grass/ Weeds
202500329	9/23/2025	Open	9/23/2025	Site Visit	126 11TH ST	Non approved fencing
202500328	9/23/2025	Open	9/23/2025	Site Visit	610 S Yadkin	Tall Grass/ Weeds
202500325	9/23/2025	Open	9/23/2025	Site Visit	403 7TH ST	Tall Grass/ Weeds
202500324	9/23/2025	Open	9/23/2025	Site Visit	510 S Carolina	Tall Grass/ Weeds
202500323	9/23/2025	Open	9/23/2025	Site Visit	600 S Carolina	Tall Grass/ Weeds
202500320	9/17/2025	Open	9/17/2025	Site Visit	102 S Yadkin	Junk pile
202500319	9/17/2025	Open	9/17/2025	Site Visit	701 S Rowan	Junk/Debris
202500318	9/16/2025	Open	9/16/2025		208 Cain st	Junk in front yard. It looks as if someone moved out and left a lot of items, kids toys, boxes and trash on yard and on porch of home
202500317	9/16/2025	Open	9/16/2025	Site Visit	117 2ND ST	Tall Grass/ Weeds
202500304	9/9/2025	Open	9/9/2025	Site Visit	303 S Yadkin	Tall Grass/ Weeds
202500303	9/8/2025	Open	9/8/2025	Site Visit	033 452	Tall Grass/ Weeds
202500302	9/8/2025	Open	9/8/2025	Site Visit	710 5TH ST	Tall Grass/ Weeds

Group Total: 16

Group: Voluntary Abatement

202500343	9/25/2025	Voluntary Abatement	9/25/2025	Site Visit	Sowers Ferry & Salisbury Ave	Sign Violation
202500342	9/25/2025	Voluntary Abatement	9/25/2025	Site Visit	Jefferson & Salisbury Ave	Sign Violation
202500341	9/25/2025	Voluntary Abatement	9/25/2025	Site Visit	Dollar General	Sign Violation
202500340	9/25/2025	Voluntary Abatement	9/25/2025	Site Visit	Jefferson & Salisbury Ave	Sign Violation
202500339	9/25/2025	Voluntary Abatement	9/25/2025	Site Visit	Transportation Museum	Sign Violation
202500338	9/25/2025	Voluntary Abatement	9/25/2025	Site Visit	Transportation Museum	Sign Violation
202500337	9/25/2025	Voluntary Abatement	9/25/2025	Site Visit	Transportation Museum	Sign Violation
202500336	9/25/2025	Voluntary Abatement	9/25/2025	Site Visit	Transportation Museum	Sign Violation
202500335	9/25/2025	Voluntary Abatement	9/25/2025	Site Visit	Transportation Museum	Sign Violation
202500334	9/25/2025	Voluntary Abatement	9/25/2025	Site Visit	Library Park	Sign Violation
202500327	9/23/2025	Voluntary Abatement	9/25/2025	Site Visit	118 11TH ST	Tall Grass/ Weeds
202500326	9/23/2025	Voluntary Abatement	9/25/2025	Site Visit	601 S Carolina	No permit
202500322	9/23/2025	Voluntary Abatement	9/25/2025	Site Visit	600 S Spencer	Illegal Parking
202500321	9/23/2025	Voluntary Abatement	9/25/2025	Site Visit	601 S Spencer	Illegal Parking
202500316	9/16/2025	Voluntary Abatement	9/23/2025	Site Visit	905 2ND ST	Illegal Parking
202500315	9/16/2025	Voluntary Abatement	9/25/2025	Site Visit	907 2ND ST	Tall Grass/ Weeds
202500314	9/15/2025	Voluntary Abatement	9/23/2025	Site Visit	600 9TH ST	Junk Pile
202500313	9/9/2025	Voluntary Abatement	9/23/2025	Site Visit	907 S Iredell	Tall Grass/ Weeds
202500312	9/9/2025	Voluntary Abatement	9/23/2025	Site Visit	508 S Iredell	Junk Vehicle
202500311	9/9/2025	Voluntary Abatement	9/23/2025	Site Visit	909 S Carolina Ave	Junk/ Garbage
202500310	9/9/2025	Voluntary Abatement	9/23/2025	Site Visit	600 S Carolina	Tall Grass/ Weeds

202500309	9/9/2025	Voluntary Abatement	9/17/2025	Site Visit	413 S Rowan	Tall Grass/ Weeds
202500308	9/9/2025	Voluntary Abatement	9/17/2025	Site Visit	300 1ST ST	Tall Grass/ Weeds
202500307	9/9/2025	Voluntary Abatement	9/23/2025	Site Visit	610 S Yadkin	Tall Grass/ Weeds
202500306	9/9/2025	Voluntary Abatement	9/17/2025	Site Visit	415 S Rowan	Tall Grass/ Weeds
202500305	9/9/2025	Voluntary Abatement	9/17/2025	Site Visit	606 S Yadkin	Tall Grass/ Weeds
202500301	8/29/2025	Voluntary Abatement	9/4/2025	Site Visit	600 9TH ST	Tall Grass/ Weeds
202500300	8/25/2025	Voluntary Abatement	9/17/2025	Site Visit	1506 S Rowan	Tall Grass/ Weeds
202500299	8/27/2025	Voluntary Abatement	9/17/2025	Site Visit	304 Sowers Ferry	Illegal Parking
202500290	8/20/2025	Voluntary Abatement	9/4/2025	Site Visit	114 2ND ST	Tall Grass/ Weeds
202500289	8/20/2025	Voluntary Abatement	9/4/2025	Site Visit	609 2ND ST	Tall Grass/ Weeds
202500288	8/20/2025	Voluntary Abatement	9/4/2025	Site Visit	604 2ND ST	Tall Grass/ Weeds
202500287	8/20/2025	Voluntary Abatement	9/16/2025	Site Visit	605 2ND ST	Tall Grass/ Weeds
202500283	8/20/2025	Voluntary Abatement	9/4/2025	Site Visit	413 S Rowan Ave	Tall Grass/ Weeds
202500282	8/20/2025	Voluntary Abatement	9/4/2025	Site Visit	414 S Rowan Ave	Tall Grass/ Weeds
202500276	8/12/2025	Voluntary Abatement	9/17/2025	Site Visit	401 S Rowan Ave	Junk
202500275	8/12/2025	Voluntary Abatement	9/4/2025	Site Visit	403 S Rowan Ave	Junk
202500265	8/4/2025	Voluntary Abatement	9/17/2025	Site Visit	605 4TH ST	Tall Grass/ Weeds
202500253	7/29/2025	Voluntary Abatement	9/9/2025	Site Visit	600 S Carolina Ave	High Grass
202500252	7/28/2025	Voluntary Abatement	9/17/2025	Site Visit	502 Pineview	Tall Grass/ Weeds
202500249	7/28/2025	Voluntary Abatement	9/23/2025	Site Visit	511 5TH ST	Illegal Pool
202500247	7/28/2025	Voluntary Abatement	9/23/2025	Site Visit	205 8TH ST	Brush Pile
202500245	7/23/2025	Voluntary Abatement	9/4/2025	Site Visit	510 S Carolina Ave	Junk

202500244	7/23/2025	Voluntary Abatement	9/23/2025	Site Visit	502 S Carolina Ave	Tall Grass/ Weeds
202500243	7/23/2025	Voluntary Abatement	9/4/2025	Site Visit	414 S Rowan Ave	Tall Grass/ Weeds
202500242	7/23/2025	Voluntary Abatement	9/4/2025	Site Visit	706 S Rowan Ave	Tall Grass/ Weeds
202500241	7/23/2025	Voluntary Abatement	9/4/2025	Site Visit	712 S Yadkin	Tall Grass/ Weeds
202500240	7/23/2025	Voluntary Abatement	9/23/2025	Site Visit	701 S Yadkin Ave	Tall Grass/ Weeds
202500238	7/23/2025	Voluntary Abatement	9/4/2025	Site Visit	207 N Yadkin	Tall Grass/ Weeds
202500233	7/14/2025	Voluntary Abatement	9/4/2025	Site Visit	503 A N Salisbury Ave	Junk
202500232	7/14/2025	Voluntary Abatement	9/4/2025	Site Visit	314 N Yadkin	Brush
202500231	7/14/2025	Voluntary Abatement	9/23/2025	Site Visit	707 N Salisbury Ave	Junk
202500230	7/14/2025	Voluntary Abatement	9/4/2025	Site Visit	705 N Salisbury Ave	Junk
202500228	7/8/2025	Voluntary Abatement	9/17/2025	Site Visit	611 4TH ST	Tall Grass/ Weeds
202500195	6/13/2025	Voluntary Abatement	9/4/2025	Site Visit	119 N Salisbury Ave	Overgrowth
202500140	5/8/2025	Voluntary Abatement	9/4/2025	Site Visit	204 S Iredell	Tall Grass/ Weeds
202500114	4/21/2025	Voluntary Abatement	9/2/2025	Site Visit	707 N Salisbury Ave	Junk
202500113	4/21/2025	Voluntary Abatement	9/2/2025	Site Visit	707 N Salisbury Ave	Tall Grass/ Weeds

Group Total: 58

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Total Records: 76

10/1/2025

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Agenda Item Coversheet

Meeting Date: 10/14/2025

Agenda Item #:

Agenda Item Title: Police Department Monthly Report

Category: Departmental Report

Presenter(s): Michael File, Police Chief

Explanation:

No approval needed. This item is for information only.

Financial Impact:

N/A

Recommendations:

N/A

Attachment(s): ☒ Yes ☐ No

1. Monthly PD Report (No ACE Team Report This Month – in training)

Activity Log Event Summary (Totals)

Spencer Police Department

(08/30/2025 - 09/30/2025)

<No Event Type Specified>	4	8th Street Ballpark Check	71
911 Hang-Up	12	Administrative Work	114
Alarm - Bank	1	Alarm - Hold-up	2
Alarm - Other	7	Assault - Report	2
Assault - Sexual	1	Assist - East Spencer Police	49
Assist - EMS	8	Assist - Fire Department	14
Assist - Motorist/Public	3	Assist - NCHP	4
Assist - Other Agency	4	Assist - Other Officer	72
Assist - Sheriff's Office	12	B&E/Burglary - Residential, In-Progress	1
Business Check-Drive Through	331	Calls For Service (General)	14
Code Enforcement Activities	20	Communicating Threats	2
Community Event	1	Court	3
Directed Patrol	33	Disturbance	7
Disturbance- Verbal	6	Disturbance-Physical	2
Domestic - Property Pick-up	3	Domestic Dispute	3
Domestic Violence	2	Drug Offense on School Property	2
Escort - Motorist/Public	2	Fight - In-Progress	1
Follow-up Investigation - Outside Town Limits	1	Follow-up Investigation- Spencer	9
Foot Patrol - Business	97	Foot Patrol - School	2
Fraud - Report	2	Harrassment-Stalking	1
House Check	15	Illegal Burning	1
Interview	1	Intoxicated Person	2
Involuntary Commitment	3	Larceny - In-Progress	2
Larceny - Report	4	Library Park Check	86
Magistrate's Office	1	Maintenance - Vehicle	24
Meeting	4	Missing Juvenile	2
NCTM - Bank Escort	1	NCTM - Drive Through	213
NCTM - Foot Patrol	48	Noise Complaint	5
Norfolk Southern Railroad-Drive Through	17	Overdose	3
Park Check	181	Property Damage - Report	1
Public Service	13	School Check - NRES	103
School Check - NRHS	90	School Check - NRMS	79
School Lockdown	1	Shots Fired	4

Activity Log Event Summary (Totals)

Spencer Police Department

(08/30/2025 - 09/30/2025)

SRO Duties	62	Subpoena Service	2
Suicide Threat	2	Suspicious - Activity	2
Suspicious - Person	6	Suspicious - Vehicle	9
Traffic Accident - PD	5	Traffic Accident - PI	2
Traffic Complaint	1	Traffic Control	3
Traffic Enforcement	25	Training - PD	3
Training - School	8	Trespassing - In-Progress	3
Unlock Vehicle	1	Vehicle Stop	127
Warrant Service	4	Weapon Possession (Not Firearm) on School Pro	1
Welfare Check	11	Yadkin River Park Check - Davidson County	104
Yadkin River Park Check - Spencer	104		

Total Number Of Events: 2,314

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Agenda Item Coversheet

Meeting Date: 10/14/2025

Agenda Item #:

Agenda Item Title: Fire Department Monthly Report

Category: Departmental Report

Presenter(s): Michael Lanning, Fire Chief

Explanation:

No approval needed. This item is for information only.

Financial Impact:

N/A

Recommendations:

N/A

Attachment(s): ☒ Yes ☐ No

1. Fire Department Report

October 2025 Monthly Report

Calls for Service: 9/01/2025-10/01/2025

Fire: 46

Medical: 68

Monthly Total: 114

2025 Total: 1052

Apparatus:

- E752 is currently OOS.

Equipment:

- N/A

Special Events:

- Fire Prevention Week- October 5th -October 11th.
- Fire Station Open House- October 11th, 0900-1100

Personnel:

- Currently accepting applications for the vacant A-Shift firefighter position.

Station:

- No updates on an expansion project.

Special Information:

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Fax 704-633-3837
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Public Works Director
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Agenda Item Coversheet

Meeting Date: 10/14/2025

Agenda Item #: 1__ . e.

Agenda Item Title: Public Works Monthly Report

Category: Departmental Report

Presenter(s): Joel Taylor, Public Works Director

Explanation:

No approval needed. This item is for information only.

Financial Impact:

None.

Recommendations:

N/A

Attachment(s): ☒ Yes ☐ No

1. Monthly Report

October 2025 Board of Aldermen Meeting

- 1) Regular services (Sanitation, Brush, and Mowing) are running on schedule.
- 2) The Leaf Vac will begin running the first Monday of October (6th) on a limited schedule in the beginning, and picking up as demand calls for it. The vac will be running from now until the end of the year, so leaves and loose material can be placed at the curb for pick-up. **Reminder** to please place material as close to the curb as possible without being in the street or blocking the sidewalk.
- 3) We held the fall mulch give-away on Saturday, October 4th, from 7:00 am until 12:00 pm. Delivery was available for in town residents, and we had several to take advantage of this service. Participation level was low this fall with only four deliveries being made and one resident coming to pick up mulch. The recycling center at the Public Works Garage was also open.

We have mulch available and can be picked up at the Public Works Yard, or delivered for the following fees:

Mulch Fee Schedule

In-Town

John Deere
Backhoe

\$3 per bucket
\$5 per bucket

Out of Town

John Deere
Backhoe

\$7 per bucket
\$10 per bucket

IN TOWN DELIVERY

Small Truck (Chevy)(3 scoops delivered)

\$25.00

Large Truck (International)(5 scoops delivered)

\$35.00

- 4) We completed a sidewalk replacement project this month at the corner of 3rd Street and Hudson Avenue. This section has been needing replacing for some time.



- 5) We will be hosting a workday at North Rowan High School on October 15th, from 8:00 am until 3:00 pm or as long as needed that day to get everything accomplished. This will be the first of a two day project to spruce up their courtyards at the school. The first day will be mostly cutting and removing plants with the second day installing new mulch. Please let Town Hall or Public Works know if you are interested in helping.

- 6) We repainted the speed hump on Charles Street this month to make travelers more aware of its location. A big Thank You to the Fire and Police Departments for helping us with traffic control on this busy road, allowing us to complete this project.
- 7) We will be hosting the Race to the River event again on October 18th. The race will begin at 9:00 and will include a bike ride, 5K foot race, and a children's race at the Town Hall Park. The race will begin at the Fire Department on Salisbury Avenue, and will follow Salisbury Avenue completing at the Yadkin River Bridge Park. All of our departments will be involved to make this event happen, so please spread the word to anyone who would like to participate.
- 8) We have completed our third and hopefully final round, of spraying for the year. We will keep an eye on things and will do more if needed before cold weather sets in. As always we only spray what is needed to keep the curb lines clear for storm water runoff.
- 9) We continue to do some trimming along streets and sidewalks as time allows. Please let Public Works or Town Hall know if you have concerns about an area.
- 10) **Update: Chicken Springs Dam**
We are staying in touch with our engineer's and completing tasks as they let us know. We continue to keep the water level down, using the existing siphon, mowing the area, and constantly monitoring the situation with the outfall and boil. We continue to wait on news from the grant application and will notify everyone as we find out information.
We have completed the tasks assigned to us by DEQ, and will be calling for another inspection soon. We were not present at the last inspection, but we will make sure that Town staff and our engineer will be in attendance for this one.
- 11) **CCAP update:**
We have received reimbursement for 75% of the project totaling \$15,000. We will be live staking the area in November to finish the project and receive the final portion of the reimbursement.
- 12) **Since last report:**
There was 1 abatement issued and completed this month.
- 13) **Work Orders were completed as necessary, along with several citizen engagement requests.**

Monthly Events:

October 4	-	Fall Mulch Give-away
October 6	-	Leaf Vac Begins
October 7	-	National Night Out
October 15, 24	-	Work Days at North Rowan High School
October 18	-	Race to the River
October 31	-	Trunk or Treat

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Agenda Item Coversheet

Meeting Date: 10/14/2025

Agenda Item #:

Agenda Item Title: Finance Monthly Report

Category: Departmental Report

Presenter(s): Heather Kann, Finance Officer

Explanation:

- A question regarding electronic payments came up with the auditor which led us to the changes in the Purchasing Policy – Procurement Card policy.
- The second quarter of the salary implementation begins with the pay period 9/29 – 10/12/25 and will be reflected on pay date 10/17/25.
- Reports will look different for a couple of months.
 - o I would like your input on these reports as accounts have changed expenses are grouped differently.
 - o Please give feedback on what detail you would like to see.
- Sales & Use Tax Information

Sales and Use Tax		
As of October Distributions		
Aug. distributions are June revenues		
	FY 25	FY26
Total Revenues	205,670.40	211,210.55
FY26 vs FY25 @ Oct. Reporting		2.7%

Financial Impact: N/A

Recommendations:

N/A

Attachment(s): ☒ Yes ☐ No

1. Finance Report

	Expenditures					
	Department	Budget	Black Mountain	Encumbered	Southern Software	Variance
	Governing Body	192,358.00	34,857.89	156,583.74	23,070.73	134,429.38
	Administration	871,375.00	107,681.72	149,106.11	71,954.11	691,739.17
	Police	1,862,137.00	242,620.48	63,396.63	223,128.40	1,396,388.12
	Fire	1,045,843.00	131,503.98	14,824.01	83,380.52	830,958.50
	Streets	524,380.00	78,140.66	2,078.04	68,197.78	378,041.56
	Solid Waste	433,140.00	84,211.27	715.18	72,424.72	276,504.01
	Library	49,417.00	7,103.89	655.00	6,050.38	36,262.73
	Parks & Rec.	22,088.00	2,699.96	-	1,934.56	17,453.48
		5,000,738.00	688,819.85	387,358.71	550,141.20	3,761,776.95
	Project Fund	Budget	Black Mountain	Encumbered	Southern Software	Variance
	Powell Bill	155,592.00	2,742.36		955.73	151,893.91
Project Funds						
32	Stormwater Grant (Fund 10)	400,000.00	58,192.50	132,610.46	169,197.04	40,000.00
48	Miscellaneous Grants (Fund 10)	4,000.00	-			4,000.00
61	Yadkin River Trail (Fund 90)	825,333.00	789,320.83		-	36,012.17
62	DT Park Project (Fund 92)	2,463,000.00	88,945.60	58,894.85	2,259,742.88	55,416.67
63	17ST SW Improvements (Fund 96)	1,959,462.00	-	95,801.91	224,021.50	1,639,638.59
64	CDBG-NR (Fund 95)	750,000.00	400,602.57		-	349,397.43
90	Capital Reserve (Fund 30)	87,636.00	143.99	84,554.56	-	2,937.45
	Stanback Forest & Trails	350,000.00	-		-	350,000.00

[illegible]

Fund	Fund Description	Account	Account Description	Budget	Received YTD BMS	Received in Southern Software	Total YTD	Variance	
Fund	Fund Description	Account	Account Description	Budget	YTD BMS	Southern Software	Total YTD	Variance	
Powell Bill									
20	Powell Bill	4142	Municipal Vehicle Tax	13,000.00	2,385.00	1,280.00	3,665.00	9,335.00	18%
20	Powell Bill	4280	Powell Bill aid	134,902.00	66,534.98	0.00	66,534.98	68,367.02	49%
20	Powell Bill	4311	Investment Earnings	7,690.00	349.82	0.00	349.82	7,340.18	5%
20	Powell Bill	4999	Appropriation from FB	-	-	0.00	0.00	0.00	0%
			Fund Total	155,592.00	69,269.80	1,280.00	70,549.80	85,042.20	
Project Funds									
32	Stormwater Grant (Fund 10)	4611	Grant Revenues	400,000.00	0.00	209,198.00	209,198.00	190,802.00	
48	Miscellaneous Grants (Fund 10)	4615	Miscellaneous Grants Revenue	4,000.00	0.00	0.00	0.00	4,000.00	
61	Yadkin River Trail (Fund 90)	4611	Grant Revenues	640,075.00	0.00	640,074.40	640,074.40	0.60	
61	Yadkin River Trail (Fund 90)	4910	Transfer from GF	185,258.00	0.00	149,246.43	149,246.43	36,011.57	
62	DT Park Project (Fund 92)	4611	Grant Revenues	1,675,000.00	0.00	1,675,000.00	1,675,000.00	0.00	
62	DT Park Project (Fund 92)	4642	Donations - DT Park	385,000.00	10,437.50	243,339.50	253,777.00	131,223.00	
62	DT Park Project (Fund 92)	4910	Transfer from GF	403,000.00	0.00	403,000.00	403,000.00	0.00	
63	17ST SW Improvements (Fund 96)	4611	Grant Revenues	1,959,462.00	0.00	224,021.50	224,021.50	1,735,440.50	
64	CDBG-NR (Fund 95)	4611	Grant Revenues	750,000.00	0.00	400,602.57	400,602.57	349,397.43	
90	Capital Reserve (Fund 30)	4715	Lease Proceeds		0.00	0.00	0.00	0.00	
90	Capital Reserve (Fund 30)	4751	Capital Asset Sales		0.00	0.00	0.00	0.00	
90	Capital Reserve (Fund 30)	4910	Transfer from GF	18,400.00	0.00	0.00	0.00	18,400.00	
90	Capital Reserve (Fund 30)	4999	Appropriation from FB	69,236.00	0.00	0.00	0.00	69,236.00	
No Fund set up yet									
	Stanback Forest & Trails		Stanback Forest Donations	350,000.00	0	350,000.00	0	0.00	

*** The difference between Fund 10 Revenues vs Expenditures is the carry over POs from FY25 to FY26. Also, Black Mountain Software seperated the Stormwater Planning Grant from Fund 10 into Fund 32.

[illegible]

Fund	Fund Description		Object Description	Expended Current YTD	Encumber YTD	Committed
21	HI Reimbursement	Expenses	Administration	2,268.08		2,268.08
32	Stormwater Grant	Revenues	* Grants & Donations - 46xx			24,025.00
32	Stormwater Grant	Expenses	Streets	58,192.50	132,610.46	190,802.96
48	Miscellaneous Grants	Revenues	* Grants & Donations - 46xx			
48	Miscellaneous Grants	Expenses	Administration			
61	Yadkin River Trail	Revenues	* Grants & Donations - 46xx			
61	Yadkin River Trail	Revenues	* Transfers and Appropriations - 49xx			
61	Yadkin River Trail	Expenses	Parks & Recreation			
62	DT Park Project	Revenues	* Grants & Donations - 46xx			10,437.50
62	DT Park Project	Revenues	* Transfers and Appropriations - 49xx			
62	DT Park Project	Expenses	Parks & Recreation	88,945.60	59,488.85	148,434.45
63	17ST SW Improvements	Revenues	* Grants & Donations - 46xx			
63	17ST SW Improvements	Expenses	Stormwater		95,801.91	95,801.91
64	CDBG-NR	Revenues	* Grants & Donations - 46xx			
64	CDBG-NR	Expenses	Planning & Development	240.00		240.00
90	Capital Reserve	Revenues	* Miscellaneous - 47xx			
90	Capital Reserve	Revenues	* Transfers and Appropriations - 49xx			
90	Capital Reserve	Expenses	Police	11,968.44	12,730.11	24,698.55
90	Capital Reserve	Expenses	Fire			
90	Capital Reserve	Expenses	Library			
90	Capital Reserve	Expenses	Streets			
90	Capital Reserve	Expenses	Solid Waste		60,000.00	60,000.00

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Agenda Item Coversheet

Meeting Date: 10/14/2025

Agenda Item #: 1__ . g.

Agenda Item Title: Active Living Monthly Report

Category: Departmental Report

Presenter(s): Anna Ward, Town Clerk

Explanation:

No approval needed. This item is for information only.

Financial Impact:

N/A

Recommendations:

N/A

Attachment(s): ☒ Yes ☐ No

1. Active Living Report
2. Library Statistics



ACTIVE LIVING MONTHLY REPORT

- Parks and Recreation Advisory Board (PRAB) met on October 1, 2025.
 - o PRAB Chair Bob Pendergrass and Town Clerk Anna Ward attended the Outdoor Economy Conference (OEC) in Cherokee, NC. The NC Department of Commerce is reimbursing the Town due to the Creating Outdoor Recreation Economies (CORE) Strategic Plan. The CORE Plan can be read in full at spencernc.gov/business-and-development/long-range-planning
 - o Vice Chair Dionne Dixon has been organizing Race to the River. Volunteers are needed for this event.
 - o Topics discussed: marketing of natural resources; shots heard in Stanback Educational Forest; landscaper touching up Town Park prior to events (under warranty); potential for a fishing policy; Chicken Springs Dam; PARTF grants; grant money for the Town Park archway and sign; 8th Street Ballpark.
- The formal dedication of the Spencer Town Park was held the same evening as National Night Out, which was on October 7, 2025.
- Fire Station Open House was on October 11, 2025.
- Upcoming Events
 - o Race to the River is on Saturday, October 18, 2025, from 8:00 a.m. – 2:00 p.m.
 - Medication Take-Back Event throughout
 - 8:00 – 8:45 a.m.: In-person registration for the 5k Race to the River.
 - 8:30 a.m.: Pedal Factory 20-mile bike ride begins.
 - 8:45 a.m.: Pedal Factory 7-mile bike ride begins.
 - 9:00 a.m.: 5K Race to the River begins. Proceeds will go to the Spencer Community Garden this year.
 - 10:15 a.m.: Fun Run, 4 laps around Spencer Town Park
 - 10:30 a.m.: Awards
 - 11:00 a.m.: Race to the River Festival begins with food trucks, yard games, and various booths.
 - 11:30 a.m.: Bike Rodeo
 - More information at spencernc.gov/2025-r2r
 - o Trunk or Treat will be in Spencer Town Park on October 31, 2025, from 5:30 – 7:30 p.m. More information and trunk registration can be found at spencernc.gov/halloween

- Spencer's Holiday Caravan Parade will be on Wednesday, November 26, 2025, in the evening. They need volunteers to help on parade day. More information is on their [Facebook page](#).
- Library report from Librarian Beverly McCraw



Pepper Basham, author of more than twenty novels, traveled from Virginia to share her literary journey with us. Ms. Basham is on the left, Librarian McCraw is in the middle, and the woman on the right is Ms. Basham's speech pathology professor from Radford, Virginia. They had not seen each other in fifteen years, so it was a sweet reunion. Ms. Basham recently moved from Asheville to Virginia to be near a college-bound daughter. Ms. Basham, a very versatile and engaging author, told the story of writing stories since she was a child, inspired by local Appalachian family tales. As an older adult, she started writing in earnest and submitted novels to various publishers. Ms. Basham

shared how difficult it had been, being rejected seventy-five times before finally obtaining a contract with a reputable publisher. Several of our patrons started reading her Appalachian series set in the 1800s, then switched to reading her Freddie and Grace mysteries set in the early 1900s. Later, they discovered her contemporary romances and fell in love with this genre as well. If you come by to visit the library, we can show you that we have almost all her books. Her newest contract is for two books, one of which has just been released. *Sense and Suitability* is a Regency rom-com in the style of Jane Austen.

Ms. Basham graciously answered all the patrons' questions and humbly spoke of her recent successes. Some patrons bought her books, and she signed them. Then, refreshments were served, such as chocolate rugelach and madeleines. Everyone was amazed by how she raised five children, taught as a speech pathologist, and managed to write and publish over twenty books. Ms. Basham spoke of writing in notebooks while cooking and when everyone was asleep in the house. We hope to invite more authors later this year who are just as interesting.

Spencer Public Library Statistics

Day	Door Count	Adult Circulation	Children Circulation	Research Questions	New Cards Issued	Students Tutored	Volunteers/ Tutors	Corresponding Due Date
Tue., 9/2/2025	3	1						9/17/2025
Wed., 9/3/2025	4	1		2				9/18/2025
Thu., 9/4/2025	3	6						9/19/2025
WEEK TOTAL:	10	2		2				
Mon., 9/8/2025	6	2	5					9/23/2025
Tue., 9/9/2025	3	2						9/24/2025
Wed., 9/10/2025	5	2	5					9/25/2025
WEEK TOTAL:	14	6	10					
Mon., 9/15/2025	3	4						9/30/2025
Tue., 9/16/2025	16	2	3				1	10/1/2025
Wed., 9/17/2025	5							10/2/2025
WEEK TOTAL:	24	6	3				1	
Mon., 9/22/2025	5	8		2				10/7/2025
Tue., 9/23/2025	1			2				10/8/2025
Wed., 9/24/2025	3	2						10/9/2025
WEEK TOTAL:	9	10		4				
Mon., 9/29/2025	7	7	5		1			10/14/2025
Tue., 9/30/2025	4							10/15/2025
WEEK TOTAL:	11	7	5		1			
MONTH TOTAL:	68	37	18	6	1		1	

704-633-2231
spencernc.gov



Post Office Box 45
Spencer, NC 28159-0045

Rowan's Original Gateway.

Agenda Item Coversheet

Meeting Date: 10/14/2025

Agenda Item #:

Agenda Item Title: Town Manager's Report

Category: Town Manager's Report

Presenter(s): Peter Franzese, Town Manager

Explanation:

NRHS courtyard cleanup service project: Last month, we learned of an opportunity to help North Rowan High School students clean up and repair several school courtyards. We have coordinated with school staff to work at NRHS on October 15 and October 24 between 8:00 a.m. and 3:00 p.m. October 15 falls during fall break, allowing for the use of equipment without disrupting classes. On October 24, follow-up work will be conducted, including spreading mulch, and students will be able to participate. Community members are invited to join Town staff in this project. Those interested in volunteering should contact Christal McRae at mcraecm@rss.k12.nc.us to learn about the school volunteer training process.

United Way campaign: the time of year to think about supporting our neighbors in 2026 by joining the United Way campaign is here. I am proud to share that last year, our organization had 11.5 percent participation in this campaign, which was nearly double the average from the years prior to that. We have shared this year's campaign materials with staff, and as a reminder -- anyone who donates or pledge of \$78 or more can be entered into a drawing to win \$25,000 towards a new car. You can find out more about the campaign and how to get involved at: <https://www.salisburypost.com/2025/10/02/building-change-one-gift-at-a-time-united-way-reaches-21-1-percent-of-campaign-goal/>

Municipal election/November meeting schedule: due to the timing of the Municipal Election and the Veterans Day holiday, the Board's adopted meeting schedule for 2025 includes a variation in the meeting pattern for November. The Municipal Election for three Board of Aldermen seats will be Tuesday, November 4. The pre-agenda meeting will be Thursday, November 13, and the regular meeting will be Tuesday, November 18. The Board of Alderman transition and organizational meeting for 2026 will take place on Tuesday, December 9.

Attachment(s): ☐ Yes ☒ No