



**COUNCIL MEETING  
FEBRUARY 16, 2026  
6:30 P.M.**

**ORDER OF BUSINESS**

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- 1. PLEDGE TO FLAG**
- 2. INVOCATION**
- 3. APPROVAL OF AGENDA**
- 4. CONSENT AGENDA ITEMS**
- 5. 1st OPEN FORUM**
- 6. REGULAR BUSINESS:**
  - a. MAYOR FLETA BYRD**
  - b. TOWN ADMINISTRATOR - Leighanna Worley**
    - i. Update Fee Schedule for Town Of Wilson's Mills
    - ii. Police Department Design Discussion
  - c. COUNCILMEMBER COMMENTS**
- 7. 2nd OPEN FORUM**
- 8. CLOSED SESSION**
  - a. 143-318.11a(3) "...consult with attorney..."**
  - b. 143-318.11a(6) "...personnel..."**
- 9. ADJOURNMENT**

**TOWN OF WILSON'S MILLS**  
**WORK SESSION**  
**November 24, 2025**

**PRESENT:** Mayor Fleta Byrd, Mayor Pro-tem JC Triplett, Councilmembers David McGowan, Randy Jernigan, and Carolyn Dobbin.

**OTHERS PRESENT:** Town Administrator Leighanna Worley and Town Clerk Emily Matthews.

**CONVOCATION:** Mayor Byrd declared a quorum present and called the meeting to order at 5:06pm.

**Departmental Reports:** Councilmember David McGowan asked if the minutes are up to date on the website. Town Clerk Emily Matthews stated the website is up to date based on the minutes that have been approved by Council. Councilmember McGowan asked how we can get more email subscribers. Town Administrator Worley said we are sure to utilize town events to push out information about joining our email list.

Finance Officer Sherry Hudson referenced her report and asked if there were any questions. Councilmember David McGowan asked about the Capital Outlay – Vehicles line item is over budget and Ms. Hudson said that is because we bought an additional vehicle this year that was not originally budgeted for. Councilmember McGowan asked about the Building and Grounds line item and Ms. Hudson said that line applies to all buildings, not just Town Hall. She said part of the floor at the Police Department recently had to be replaced and the funds came out of that line. Mayor Byrd asked how revenues are coming in and Ms. Hudson said they are slowly coming in. Mayor Byrd also said the Powell Bill is over budget and Ms. Hudson said that should change soon when all funds have been received.

Human Resources Director Jenny Martin referenced her report and asked if there were any questions. Councilmember McGowan asked what EAP is and Ms. Martin said it stands for Employee Assistance Program. She said these programs offer several benefits to employees including free counseling for employees. Councilmember McGowan asked about the detailing of employee vehicles that is listed in the report. Ms. Martin said the detailing is not paid for by the town but benefits the employee as it can be done while at work. Councilmember McGowan asked if we would need liability coverage for the detailer since the service is being done on Town property. Ms. Martin said the detailer is using their own equipment so we have not received any type of insurance information from them. Councilmember McGowan asked if the detailer could show a certificate of insurance to cover all bases and Ms. Martin said she will look into it.

Public Works Director Patrick Moore referenced his report and welcomed any questions from Council. Councilmember McGowan asked about the maintenance services for the Police Department and asked who is doing the maintenance. Mr. Moore said most of the vehicle maintenance is done by his department. Councilmember McGowan asked if there is a way to track the maintenance that is completed so we can see how much we are savings by doing the work ourselves. Ms. Worley said we can start tracking the changes and Mr. Moore said he and his department track the work done by completing a work order sheet for each vehicle.

Chief Williams welcomed any questions from Council regarding his report. Councilmember Jernigan mentioned the need for lights at the intersection of

Wilson's Mills Road and Highway 70. He said a fatality occurred recently and he feels it is a dangerous area, especially at night. Town Administrator Worley said she has a meeting with Department of Transportation coming up and they plan to discuss that intersection as well as some others. Councilmember Brown asked if a recently found body has been identified yet and Chief stated they are certain they think they know who it is but it has not yet been fully determined.

Planning Director Wendy Oldham gave updates on the Unified Development Ordinance. She said it is almost done with updates, but they have recently ran into an issue when updating the charts in the UDO. Councilmember McGowan asked if all suggestions from Council have been included in the updates and changes. Mrs. Oldham said all suggestions go through the Planning Board and they're the ones who decide if and how to include them in the UDO. Councilmember McGowan asked if all changes are being highlighted before it will be presented to Council. Mrs. Oldham said a list of changes will be presented with the final UDO.

Councilmember Brown referenced Mrs. Oldham's report and asked if all subdivisions are on track with their development. Mrs. Oldham said Wilaons's Walk, Olive Branch, Crescent Mills, and Wilson's Ridge have all submitted new phases to move forward. She said Wilson's Mills Storage has completed their final inspection. Mill Creek subdivision has submitted their paperwork for the Town to take over their streets and that action item will be presented to Council in December. She said we are waiting on street takeover paperwork from the developer of The Cottages. Councilmember Brown asked for an update on the water and sewer in Cobalt Townes subdivision and Mrs. Oldham said the developer was told by the County that water and sewer is not being issued in Wilson's Mills at this time. She aid all other developers are being told if there is nothing already in writing stating certain phases have been approved, the County will not review the plans for the project. Councilmember Brown asked how long Cobalt Towne has been part of the town and Mrs. Oldham said they were annexed in 2021 or earlier. Councilmember Brown asked how the developer is responding to the County refusal to provide water and sewer. Mrs. Oldham said the developer worked with the developer of Olive Branch so Cobalt could hook up to the water and sewer system in Olive Branch but the county would not accept it. Councilmember Brown asked who at the County is saying they will not allow it. Mrs. Oldham said Chandra Farmer, Kim Rineer and Rudy Wells have said no and they said the answer is due to upper management. Councilmember Brown asked if they said they are refusing due to lack of capacity. Mrs. Oldham said the reason the developer was given was because the property was annexed as a satellite annexation and it was annexed after the County said they would no longer service satellite annexations. Councilmember Brown asked if that is for everyone in the County and Mrs. Oldham said she is not sure if it applies to other towns other than Wilson's Mills.

Mrs. Oldham said she and our Code Enforcement Officer are currently working with the County to start the demolition and condemnation process on 2 homes in town. She also said they are planning to met with Seargent Peedin regarding abandoned vehicles in town.

**Town Administrator:**

Town Administrator Worley said the timeline to finish the Council Chambers is the same but the furniture delivery is holding up the progress. As of right now the furniture is set to be delivered on December 30<sup>th</sup> rather than the 18<sup>th</sup> as originally planned. The open house is still scheduled for January 20<sup>th</sup> and will

take place after the regularly scheduled meeting. It is planned to be a short meeting followed with a reception for the open house.

Ms. Worley said she met with Chief Williams today to review the preliminary drawing for the Police Department design. She said they are planning to meet with Moseley Architects again soon.

Ms. Worley said the final Strategic Plan will be sent to Council soon, hopefully before Thanksgiving and the plan will also be posted online.

Ms. Worley said she is meeting with our DOT division on December 2<sup>nd</sup> and they will be discussing the intersection of Wilson's Mills Road and Fire Department Road as well as the lighting at 2 intersections in town. She said she isn't sure if the lighting will be approved because DOT doesn't look at fatalities in a traffic area as much as they look at the traffic volume and there isn't much traffic in the 2 areas in question. She said she is working with Duke Energy as well to see if they can provide lighting in those areas that will not cost as much as interstate lighting.

Ms. Worley reported prior to the December 15<sup>th</sup> organizational meeting there will be a walkthrough of the Council Chambers for Council to attend. She said during that time we will also be taking new headshots for the website and to have framed in the Council Chambers. She also reminded Council that all re-elected and newly elected Councilmembers are required by General Statute to take a 2-hour ethics training in the beginning of the year and more details will come as the date approaches.

**Multimodal Plan**

Mrs. Oldham said the Planning Board will be looking at the Multimodal Plan at their meeting tonight and determine the priority order within the plan. She said once it is approved by the Planning Board it will come to Council at their December meeting.

**OTHER:**

Ms. Worley said the attorney would not be able to attend the meeting tonight so there will be no Closed Session.

**ADJOURN:**

A motion was made by Councilmember Tim Brown and seconded by Councilmember Randy Jernigan to adjourn. Motion carried unanimously.

The meeting adjourned at 5:56pm.

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FLETA A. BYRD, Mayor

**ATTEST:**

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EMILY MATTHEWS, CMC  
Town Clerk

**TOWN OF WILSON'S MILLS  
TOWN COUNCIL MEETING  
December 15, 2025**

**PRESENT:** Mayor Fleta Byrd, Mayor Pro-tem JC Triplett, Councilmembers David McGowan, Carolyn Dobbin, Randy Jernigan, Tim Brown, and Councilmember-elect Doris Riley

**OTHERS PRESENT:** Town Administrator Leighanna Worley, Town Clerk Emily Matthews, and Town Attorney Gabriel Du Sablon.

**CONVOCATION:** Mayor Byrd declared a quorum present and called the meeting to order at 6:30pm.

**PLEDGE** Mayor Byrd led the pledge of allegiance to the flag.

**INVOCATION:** Councilmember Tim Brown gave the invocation.

**APPROVAL OF AGENDA:** Mayor Byrd added agenda item 10c(jii): Town of Wilson's Mills Multimodal Plan Adoption.

A motion was made by Councilmember Randy Jernigan and seconded by Councilmember David McGowan to approve the agenda as amended. Motion carried unanimously.

**1<sup>st</sup> OPEN FORUM** Mayor Byrd opened the 1<sup>st</sup> Public Forum at 6:32pm.

With no one wishing to speak, Mayor Byrd closed the 1<sup>st</sup> Open Forum at 6:33pm.

**REGULAR BUSINESS**

**POLICE CHIEF AZ WILLIAMS –**

**Presentation of Top Cop Award:**

Chief Williams introduced Cadet Christopher Hollowell to Council. He thanked the management staff within the Police Department and said he is looking forward to watching the department grow.

The 2026 Top Cop Award was presented to Jenyssa Cooper.

**MAYOR FLETA BYRD:**

Mayor Byrd thanked the Police Department for their hard work and for so many officers being in attendance tonight.

**PLANNING DIRECTOR WENDY OLDSHAM**

**Adoption of the Town of Wilson's Mills Multimodal Plan:**

Planning Director Oldham said Council was given a copy of the Multimodal Plan last month to take home and look over. She said the plan was reviewed and approved by NCDOT in June of 2024 and approved by Planning Board in August 2024. She said the Strategic Plan was approved last month and this Multimodal Plan is part of the Strategic Plan. She said it is the recommendation of staff that the plan is approved by Council.

A motion was made by Councilmember Randy Jernigan and seconded by Councilmember Carolyn Dobbin to adopt the Town of Wilson's Mills Multimodal Plan. Motion carried unanimously.

**Oath of Office – Mayor Fleta Byrd:**

Town Clerk Emily Matthews administered the oath of office to Mayor Fleta Byrd and Mayor Byrd's husband, Donald held the Bible.

**Oath of Office – Councilmember Tim Brown:**

Town Clerk Emily Matthews administered the oath of office to Councilmember Tim Brown and Ms. Matthews held the Bible.

**Oath of Office –  
Councilmember David  
McGowan:**

Town Clerk Emily Matthews administered the oath of office to Councilmember David McGowan and Mr. McGowan's wife, Susan held the Bible.

**Oath of Office –  
Councilmember Doris  
Riley:**

Mrs. Riley's daughter Tiffany Starling administered the oath of office to Doris Riley and Dr. Michael Grent held the Bible.

**Presentation of  
Appreciation:**

Mayor read the following Proclamation:

**TOWN OF WILSON'S MILLS  
PROCLAMATION  
HONORING RANDY JERNIGAN**

**WHEREAS**, Randy Jernigan has faithfully served the Town of Wilson's Mills as a member of the Town Council from 2007 to 2011 and 2013 to 2025; and

**WHEREAS**, throughout his tenure, Randy Jernigan demonstrated a deep commitment to public service, thoughtful leadership, and a steadfast dedication to the residents of Wilson's Mills; and

**WHEREAS**, he has served the Wilson's Mills Community in many ways including working on the Parks and Recreation Board as well as the Wilson's Mills Fire Department, and

**WHEREAS**, Randy Jernigan consistently worked to promote responsible governance, community engagement, and the long-term wellbeing of the Town, offering insight, integrity, and respect in all matters before the Council; and

**WHEREAS**, his service has contributed meaningfully to the growth, stability, and progress of the Town, leaving a lasting impact on the community and its future; and

**WHEREAS**, the Town Council and staff are grateful for his willingness to serve, the time he sacrificed, and the care he showed for both residents and colleagues; and

**NOW, THEREFORE, BE IT PROCLAIMED** by the Town Council of the Town of Wilson's Mills that we hereby recognize and honor Randy Jernigan for his years of dedicated service and leadership, and extend our sincere appreciation and best wishes as he enters retirement from public office by renaming part of Wilson's Mills Road Extension, Jernigan Way.

Mr. Jernigan expressed he is proud of where Wilson's Mills is and where we are going. He urged Council to continue to stand up for the citizens of Wilson's Mills.

**RECESS:**

Mayor Byrd called for a 10 minute recess.

**Call to Order**

Mayor Byrd called the meeting back to order at 7:00pm.

**Appointment of Mayor  
Pro-tem**

Mayor Byrd stated Council will need to vote on the appointment of Mayor Pro-tem.

A motion was made by Councilmember Tim Brown and seconded by Councilmember David McGowan to appoint JC Triplett as Mayor Pro-tem. Motion carried unanimously.

**Oath Mayor Pro-tem**

Town Clerk Emily Matthews administered the oath of office to JC Triplett and Councilmember Doris Riley held the Bible.

**Central pines**

Ms. Worley said each election year the town has to reappoint a delegate and an alternate to serve on the Central Pines Regional Council. She said Mayor Byrd is currently the delegate and Councilmember McGowan is the alternate.

A motion was made by Councilmember McGowan to appoint Councilmember Doris Riley to serve as delegate and allow himself to remain as the alternate for the Central Pines Regional Council. Motion carried unanimously.

Ms. Worley said Town Clerk Emily Matthews will send out a schedule and orientation instructions this week.

**Resolution Adopting Cape Fear Regional Hazard Mitigation Plan:**

Mrs. Oldham said Wilson's Mills along with other towns in Johnston County, as well as the County itself, are part of the planning team for the Cape Fear Regional Hazard Mitigation Plan. She said the planning team first met in July of 2025. They have had several meetings and risk assessments by each participant and a final draft was submitted. She said the plan was sent to North Carolina Emergency Management on November 6<sup>th</sup> 2025. Emergency management has requested each jurisdiction adopt the plan. She said by doing so Wilson's Mills will be kept within the guidelines for participation in the National Flood Insurance Program. This program helps citizens cover homes with flood insurance at reasonable rates and keeps the town eligible for potential funding to help with flooding issues in town on town streets. She said we would need to have this plan adopted in order to go to FEMA if we were in need after a disaster.

A motion was made by Councilmember David McGowan and seconded by Councilmember Carolyn Dobbin to adopt the following Resolution Adopting Cape Fear Regional Hazard Mitigation Plan. Motion carried unanimously.

**RESOLUTION**

**ADOPTING CAPE FEAR REGIONAL  
HAZARD MITIGATION PLAN**

**WHEREAS**, the citizens and property within Wilson's Mills are subject to the effects of natural hazards that pose threats to lives and cause damage to property, and with the knowledge and experience that certain areas of the county are particularly vulnerable to drought, extreme heat, hailstorm, hurricane and tropical storm, lightning, thunderstorm wind/high wind, tornado, winter storm and freeze, flood, hazardous material incident, and wildfire; and

**WHEREAS**, Wilson's Mills desires to seek ways to mitigate the impact of identified hazard risks; and

**WHEREAS**, the Legislature of the State of North Carolina has in Article 5, Section 160D-501 of Chapter 160D of the North Carolina General Statutes, delegated to local governmental units the responsibility to adopt

regulations designed to promote the public health, safety, and general welfare of its citizenry; and

**WHEREAS**, the Legislature of the State of North Carolina has enacted General Statute Section 166A-19.41 (*State emergency assistance funds*) which provides that for a state of emergency declared pursuant to G.S. 166A-19.20(a) after the deadline established by the Federal Emergency Management Agency, the eligible entity shall have a hazard mitigation plan approved pursuant to the Stafford Act; and

**WHEREAS**, Section 322 of the Federal Disaster Mitigation Act of 2000, as amended, states that local governments must develop an All-Hazards Mitigation Plan in order to be eligible to receive future Hazard Mitigation Grant Program Funds and other disaster-related assistance funding and that said Plan must be updated and adopted within a five-year cycle; and

**WHEREAS**, Wilson's Mills has performed a comprehensive review and evaluation of each section of the previously approved Hazard Mitigation Plan and has updated the said plan as required under regulations and at 44 CFR Part 201 and according to guidance issued by the Federal Emergency Management Agency and the North Carolina Division of Emergency Management, and that the plans have been updated in accordance with federal laws including the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended; the National Flood Insurance Act of 1968, as amended; the National Dam Safety Program Act, as amended; as required under regulations at 44 CFR Part 201, and according to guidance issued by the Federal Emergency Management Agency and the North Carolina Division of Emergency Management; and

**WHEREAS**, it is the intent of the Town Council of the Town of Wilson's Mills to fulfill this obligation in order that the County will be eligible for federal and state assistance in the event that a state of disaster is declared for a hazard event affecting the County;

**NOW, THEREFORE**, be it resolved that the Town Council of the Town of Wilson's Mills hereby:

1. Adopts the Cape Fear Regional Hazard Mitigation Plan.
2. Vests Johnston County Emergency Management with the responsibility, authority, and the means to:
  - (a) Inform all concerned parties of this action.
  - (b) Cooperate with Federal, State and local agencies and private firms which undertake to study, survey, map and identify floodplain areas, and cooperate with neighboring communities with respect to management of adjoining floodplain areas in order to prevent exacerbation of existing hazard impacts.
3. Appoints Johnston County Emergency Management to assure that the Hazard Mitigation Plan is reviewed annually and every five years as specified in

the Plan to assure that the Plan is in compliance with all State and Federal regulations and that any needed revisions or amendments to the Plan are developed and presented to the Johnston County Board of Commissioners for consideration.

4. Agrees to take such other official action as may be reasonably necessary to carry out the objectives of the Hazard Mitigation Plan.

**Acceptance of Streets in Mill Creek Subdivision:**

Ms. Oldham said on November 14<sup>th</sup> the town was petitioned by Bryant Spencer of HDP Mill Creek to accept the streets of Mill Creek of Wilson's Mills Phase 1 and 2. All supported petitions and documents were also submitted and verified by Mrs. Oldham. She said if the streets are accepted they will be added to our Powell Bill.

A motion was made by Councilmember Tim Brown and seconded by Mayor Pro-tem JC Triplett to adopt the following Resolution to Take in Private Streets Into The Town of Wilson's Mills – Mill Creek Subdivision. Motion carried unanimously.

**RESOLUTION  
To Take In Private Streets  
Into the Town of Wilson's Mills**

**WHEREAS**, the Town of Wilson's Mills has coordinated with the developer of Mill Creek the private streets listed below in an agreement that the Town take these streets into the Town system; and

**WHEREAS**, said streets meet the standards of NCDOT pursuant to Wilson's Mills Ordinance requirements per the report on file with Clerk's office and dated November 13, 2025,; and

**WHEREAS**, the Town Council of the Town of Wilson's Mills desires to take said streets into the Town system.

**NOW THEREFORE**, the Town of Wilson's Mills fully understands the requirements of taking over these streets being listed.

- Shelmore Lane
- Maple Tree Lane
- Forest Bend Way

**Volunteer Program Policy:**

Human Resources Director Jenny Martin presented the Volunteer Program Policy and asked if there were any questions. Mayor Byrd asked if we already have a Volunteer Policy in Place and Ms. Martin said no.

A motion was made by Councilmember Brown and seconded by Councilmember Doris Riley to adopt the Volunteer Program Policy. Motion carried unanimously.

**Resolution to Amend the Municipal Personnel Policy – Article IV, Section 1 and Article V, Section 18:**

Human Resources Director Jenny Martin presented the Resolution to Amend the Municipal Personnel Policy and asked if there were any questions. Mayor Byrd asked what the reasoning is for the updates. Ms. Martin said the amendment to

the policy changes some of the wording and adds more detail where needed. Councilmember McGowan asked how these updates would apply to Councilmembers and Attorney Du Sablon said this wouldn't apply to Council since they are not employees of the town. Councilmember McGowan asked which lab we use for drug testing and Ms. Martin said we use FastMed. Councilmember McGowan asked if the background checks also include a financial background check and Ms. Martin said it depends on the position. Councilmember Brown thanked Ms. Martin for her attention to this matter.

A motion was made by Councilmember David McGowan and seconded by Councilmember Tim Brown to adopt the following Resolution to Amend the Municipal Personnel Policy. Motion carried unanimously.

**RESOLUTION TO AMEND THE  
MUNICIPAL PERSONNEL POLICY  
FOR THE TOWN OF WILSON'S MILLS**

**NOW THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF WILSON'S MILLS** that the Municipal Personnel Policy for the Town of Wilson's Mills be amended as follows:

**TO ADD: ARTICLE IV. EMPLOYMENT, Section 1. Background Check by adding the following:**

**Section 1. Background Check**

The Town is committed to providing a safe and positive environment for all employees, interns, and volunteers. We also aim to attract and retain highly qualified and diverse individuals who can contribute to the Town's mission. Background checks are an important tool to help the Town accomplish that.

All offers of employment at the Town of Wilson's Mills are contingent upon clear results of a thorough background check. Background checks will be conducted on all volunteers, interns, final candidates of employment, and on all employees who are promoted, as deemed necessary.

Background checks may include:

- **Social Security Verification:** Validates the individual's Social Security number, date of birth, and former addresses.
- **Prior Employment Verification:** Confirms the individual's employment with the listed companies, including dates of employment, position held, and additional information available pertaining to performance rating, reason for departure, and eligibility for rehire.
- **Personal and Professional References:** Clarifies the individual's character and work ethic.
- **Educational Verification:** Confirms the individual's claimed educational institution, including the years attended and the degree/diploma received.
- **Criminal History:** Includes review of criminal convictions and probation. The following factors will be considered for applicants with a criminal history:

- The nature of the crime and its relationship to the position.
- The time since the conviction.
- The number (if more than one) of convictions.
- Whether hiring, transferring, promoting, etc. of the individual would pose an unreasonable risk to the town, its employees, its citizens, and its vendors.
- **SBI Criminal History:** Provides a report on an individual's fingerprint-based state and national criminal record.
- **Motor Vehicle Records:** Provides a report on an individual's driving history in the state requested.
- **Credit History:** Confirms an individual's credit history.

**Procedure:**

Any individual refusing to authorize the background check will be disqualified from consideration for employment, internship, or volunteer service. Human Resources will initiate the background check once a tentative employment or internship offer has been made, or after a volunteer application has been submitted. If the decision is to reject the individual based on their background check, the Town shall comply with the requirements of the Fair Credit Reporting Act.

**Procedure for Active Employees/Interns:**

All active employees who have been charged with a crime and/or who are otherwise subject to a legal action/proceeding shall provide the following information to their immediate supervisor or Human Resources within two (2) business days of the initial incident:

- Name of the jurisdiction involved (e.g., Johnston County, etc.);
- Location of the alleged activity;
- Specific legal action (i.e., arrest, charges, convictions, traffic violations) and whether it occurred during work hours or after work hours;
- Nature of the alleged activity (i.e., driving while impaired, possession of marijuana);
- Date and time of the legal action;
- Any traffic violation(s) that impacts your driver's license or ability to drive legally;
- Dates of any upcoming court appearances for criminal related violations.

The immediate supervisor should consult with Human Resources to determine the relevance, if any, of the employee/intern's legal action(s). In reaching this decision, consideration of the impact of the legal action(s) on the current position shall be given.

The employee/intern's legal action(s) may subject the employee to disciplinary action up to and including termination. Likewise, an employee/intern failing to notify their immediate supervisor or Human Resources of the legal action(s) as required by this policy; may be subject to disciplinary action up to and including

termination.

Employees/interns are not allowed to operate and/or drive Town vehicles if the employee/intern's license has been revoked, expired, or suspended.

**AND TO AMEND: *ARTICLE V. WORK CONDITIONS AND EXPECTATIONS, Section 18. Drug-Free Workplace and Substance Abuse*** by adding the following:

**Section 18. Substance Abuse Policy Drug-Free Workplace and Substance Abuse Policy**

The Town takes the problem of drug and alcohol abuse very seriously and is committed to provide a substance abuse free workplace for its employees. In compliance with the Drug-Free Workplace Act of 1988, the Town of Wilson's Mills is committed to providing a safe, quality-oriented and productive work environment. Alcohol and drug misuse poses a threat to the health and safety of the Town's employees, interns, final candidates of employment, volunteers, citizens, and vendors and to the security of the Town's equipment and facilities. This policy applies to all employees, interns, and volunteers of the Town, without exception, including part-time and temporary employees. The Town will not tolerate anyone performing their duties/services while impaired by alcohol, illegal drugs, intentionally or inappropriately by prescriptions, over-the-counter drugs, or other chemicals and substances. For purposes of this policy, unauthorized drugs refers to illegal drugs, other non-prescribed mind-altering chemical or substances, and prescription or over-the-counter drugs that are not being used as indicated. Unauthorized drugs does not include prescribed or over-the-counter drugs so long as they are used as indicated, and with respect to prescribed drugs pursuant to a valid prescription.

**Work Rules**

- No employee may report to duty or remain on duty at any time there is a quantifiable presence of unauthorized drugs or alcohol in the body.
- No employee shall perform any job-related function while under the influence of alcohol or unauthorized drugs.
- No employee shall perform any safety sensitive functions within twenty-four (24) hours of a determination of having an alcohol concentration of .02 BAC or higher.
- No employee shall manufacture, distribute, dispense, possesses, store, purchase, or use unauthorized drugs or alcohol while on duty.
- Some employees of the Town, as part of their ongoing job duties, are designated by their departments to be "on call" during certain periods. On-call employees should avoid drug use or alcohol consumption while off-duty that could influence their ability to report to work. Any employee who is officially "on-call" is in violation of this policy if he/she reports to work with a quantifiable presence of unauthorized drugs or alcohol in their body. An "on call" employee must report unauthorized drug or alcohol use if called to duty in order to avoid severe disciplinary action under the terms of this policy. An "on-call" employee shall also report use of prescribed drugs taken off duty that might interfere with their ability to perform the job.

- An employee is discouraged from ingesting alcohol or unauthorized drugs while off duty to the extent that it results in appreciable impairment that might discredit the employee or the Town.
- Employees shall not ingest any alcohol or unauthorized drugs while in uniform or wearing any item of apparel construed as duty-related or which bears the Town or Department logo, regardless of whether the employee is on duty or off duty.
- Employees shall not bring or store any drugs or alcohol in any Town facility, vehicle, or work area. Employees who are in possession of such substances as part of their ongoing job responsibilities or for training purposes will not be in violation of this policy. They should follow their department's operating practices regarding the proper handling of these substances. For example, a police officer who confiscates drugs or drug paraphernalia from an individual and transports it to enter it into evidence would not be in violation of this policy. Similarly, a solid waste collector who collects open containers of alcohol and transports it to be disposed of is also not in violation of this policy.
- In certain circumstances as outlined in this policy, employees will be tested for drugs and/or alcohol after being involved in an accident that has occurred while on Town business or while operating a Town vehicle or equipment. Therefore, employees must not consume any alcohol or drugs prior to a post-accident drug and/or alcohol test.

### Alcohol

- All employees are prohibited from ingesting alcohol while on duty and from using alcohol off duty to the degree that it affects job performance. Alcohol includes any alcoholic beverages or substances such as medication, mouthwash, food, or candy in which alcohol is present. Possessing an open alcohol container while on duty, on Town property, or in a Town vehicle is a violation of this policy.
- Employees who are charged or convicted of alcohol related violations under state or federal law must inform their supervisor or human resources within two (2) days of such charge or conviction or the next scheduled workday, whichever is less.

### Drugs

- The use of any controlled substance by an on-duty employee is prohibited except when prescribed by a health professional who has advised the employee that the substance does not adversely affect the employee's ability to perform job functions.
- The use of any over the counter medication that may adversely affect an employee's ability to safely perform job duties is prohibited while on duty unless the employee has advised the Town and the Town concurs that the substance does not adversely affect the employee's ability to perform job functions.
- Employees who are taking either prescribed or over the counter medication that might affect job performance shall provide Human Resources a doctor's note indicating that the employee is:
  - Fit for duty while taking the medication and

- How long the employee will be taking the medication.
- Employees who are charged and/or convicted of a controlled substance related violation under state or federal law must inform their supervisor or human resources within two (2) days of such charge or conviction or the next scheduled workday, whichever is less.

The Town reserves the right to relieve any employee of his duties if, in the opinion of the Town, the employee presents a risk to himself or others while under the influence of any amount of alcohol or drugs.

#### Employee Assistance

The Town of Wilson's Mills will assist and support employees who voluntarily seek help for drug or alcohol addiction. Employees who need assistance in dealing with substance abuse or dependency are encouraged to voluntarily seek counseling or treatment through the Town's Employee Assistance Program (EAP) or other counseling/treatment provider. An employee's voluntary disclosure of substance abuse or dependency prior to a random test, reasonable-suspicion test, or a positive test result will be taken into consideration; however, it does not exempt the employee from disciplinary action. Likewise, participation in an EAP or other counseling or treatment program will be considered but does not remove the possibility of disciplinary action.

#### Types of Testing Conducted by the Town

##### Pre-Employment/Post-Offer:

Employees and final candidates who receive a conditional offer of employment may be required to consent to drug and alcohol testing as a condition of employment.

##### Reasonable Suspicion:

Employees are subject to testing based on, but not limited to, observations of apparent workplace use, possession, or impairment by at least two (2) members of management. Human Resources should be consulted before sending an employee for testing. Management must document specific observations and behaviors that create a reasonable suspicion that an employee is under the influence of illegal drugs or alcohol. Examples include:

- Odors (smell of alcohol, body odor or urine)
- Movements (unsteady, fidgety, dizzy)
- Eyes (dilated, constricted or watery eyes, or involuntary eye movements)
- Face (flushed, sweating, confused or blank look)
- Speech (slurred, slow, distracted mid-though, inability to verbalize thoughts)
- Emotions (argumentative, agitated, irritable, drowsy)
- Action (yawning, twitching)
- Inactions (sleeping, unconscious, no reaction to questions)

When a reasonable suspicion test is warranted, both management and Human Resources will meet with the employee to explain the observations and the requirement to undergo a drug and/or alcohol test within two (2) hours. Refusal by an employee will be treated as a positive test result.

Under no circumstances will the employee be allowed to drive himself or herself to the testing facility. A member of management must transport the employee and arrange for the employee to be transported home.

Post-accident:

Employees are subject to testing when they cause or contribute to accidents that seriously damage a Town of Wilson's Mills vehicle, machinery, equipment, or property or that result in an injury to themselves or another person requiring offsite medical attention. Testing must take place within two (2) hours following the accident, if not sooner. Refusal by an employee will be treated as a positive test result.

Under no circumstances will the employee be allowed to drive himself or herself to the testing facility. A member of management must transport the employee and arrange for the employee to be transported home.

Random:

All safety-sensitive employees are subject to random testing for alcohol and drugs.

Under no circumstances will the employee be allowed to drive himself or herself to the testing facility. A member of management must transport the employee.

**Testing Procedures**

All alcohol and drug tests performed pursuant to this policy shall be conducted by the Town's screening provider or other clinical facilities designated by the Town, which shall be responsible for complying with all applicable state and federal regulations governing alcohol and drug testing procedures and methodologies.

**Personnel Actions for Violation of Alcohol/Drugs**

Any employee found to have violated the alcohol and/or drug prohibitions specified in this policy will immediately be removed from the performance of duties, and if not immediately terminated, shall be placed on suspension without pay, referred for evaluation through the Town's EAP, and in all cases, subject to disciplinary action, up to and including termination. When such a referral to EAP is requested by the Town, participation is mandatory; failure to participate and comply may result in termination.

All disciplinary actions will be administered in accordance with the Town's disciplinary process.

No employee is allowed to consume, possess, sell or purchase any alcoholic beverage on any property owned by or leased on behalf of the Town, or in any vehicle owned or leased on behalf of the Town. No employee may use, possess, sell, transfer or purchase any drug or other controlled substance, which may alter individuals, mental or physical capacity. Also, the Town will not tolerate employees who report for duty while impaired by use of alcoholic beverages or drugs.

Any evidence of alcohol or drug abuse must be reported to a supervisor or a

~~member of management immediately. In cases where the use of alcohol or drugs poses an imminent threat to the safety of persons or property, an employee must report the violation. Failure to do so could result in disciplinary action for the non-reporting employee. Employees who violate the Substance Abuse Policy will be immediately terminated.~~

~~As a part of our policy to ensure a substance abuse free workplace, at least one (1) employee will be tested for the presence of alcohol and/or drugs on a quarterly basis, without prior notice. Additionally, within the limits of federal and state laws, we reserve the right, at our discretion, to request any employee to be examined and tested for drugs and alcohol at any time. Some such situations may include, but not be limited to, the following:~~

- ~~All employees who are offered employment with the Town.~~
- ~~Where there are reasonable grounds for believing an employee is under the influence of alcohol or drugs.~~
- ~~As part of an investigation of any accident in the workplace in which there are reasonable grounds to suspect alcohol and/or drugs contributed to the accident;~~
- ~~On a random basis, where allowed by statute;~~
- ~~As necessary for the safety of employees, customers, clients or the public at large, where allowed by statute; and~~
- ~~When an employee returns to duty after an absence other than from accrued time off such as vacation or sick leave.~~

**Mayor Fleta Byrd –  
Comment and Remarks:**

Mayor Byrd said she has served 4 years as Mayor and has enjoyed working with everyone. She said she will miss having Mr. Jernigan as a member of Council and is excited for Councilmember Riley to join Council in serving Wilson's Mills. She said she appreciates the help of Council as we move forward together and work for the Town of Wilson's Mills.

**Councilmember Tim  
Brown – Comment and  
Remarks:**

Councilmember Brown said he is excited for a new season of serving Wilson's Mills. He said he will miss serving with Mr. Jernigan and welcomed Councilmember Riley to Council.

**Councilmember David  
McGowan – Comment and  
Remarks:**

Councilmember McGowan said he is thankful to have been reelected and looking forward to moving forward with the town. He thanked Mr. Jernigan for all he has done for the Town and congratulated Councilmember Riley.

**Councilmember Doris  
Riley – Comment and  
Remarks:**

Councilmember Riley thanked Jesus for always being by her side. She also thanked her husband Tony for supporting her in her new role. She said she is looking forward to serving Wilson's Mills.

**Additional comments**

Mayor Pro-tem Triplett thanked Council for reappointing him as Mayor Pro-tem. He said he tries to do the best for the town and it is important Council all get along with one another as they do now. He congratulated Councilmember Riley. Councilmember Brown said Council couldn't do what they do without the staff. He thanked the staff for their dedication and Mayor Byrd thanked the staff as well.

**2<sup>nd</sup> OPEN FORUM**

Mayor Byrd opened the 2nd Public Forum at 7:24pm.

Donald Byrd asked that Council speak up when they begin meeting in the new Council Chambers because it is sometimes difficult to hear them.

TOWN COUNCIL MEETING MINUTES – December 15, 2025

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With no one else wishing to speak, Mayor Byrd closed the 2nd Open Forum at 7:25pm.

**ADJOURN:** A motion was made by Councilmember Tim Brown and seconded by Mayor Pro-tem JC Triplett to adjourn. Motion carried unanimously.

The meeting adjourned at 7:25pm.

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FLETA A. BYRD, Mayor

ATTEST:

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EMILY MATTHEWS, CMC  
Town Clerk

# Memo

**Date:** **February 16, 2026**

**To:** **Mayor Byrd and Council Members**

**From:** **Emily A. Matthews, CMC**

**RE:** **Public Hearing for Annexation of Parcel ID 05I05021E**

---

Due to circumstances beyond the control of the applicant, the applicant has withdrawn the application for annexation of Parcel ID 05I05021E.

Please accept this memo as an official request to withdraw the annexation application for Parcel ID 05I05021E.

Respectfully,

Emily A. Matthews, CMC

# Memo

**Date:** **February 16, 2026**

**To:** **Mayor Byrd and Council Members**

**From:** **Wendy Oldham, Planning Director**

**RE:** **Public Hearing for Rezone of Parcel ID 05I05021E**

---

Due to circumstances beyond the control of the applicant, the applicant has withdrawn the application for rezone of Parcel ID 05I05021E.

The applicant wanted to thank the Town Council for the patience and understanding over the last few months and hopes to work with Wilson's Mills in the future.

Please accept this memo as an official request to withdraw the rezone application for Parcel ID 05I05021E.

Respectfully,

*Wendy Oldham*

Wendy Oldham, CZO

# Memo

**Date:** **February 16, 2026**  
**To:** **Mayor Byrd and Councilmembers**  
**From:** **Leighanna Worley, Town Administrator**  
**RE:** **Disposition of Surplus Property**

---

Attached for your information are 2 Disposition of Surplus Property records. These include 3 Police vehicles and an animal control shelter sold within the last 2 months.

Leighanna

**TOWN OF WILSON'S MILLS**  
**REQUEST FOR DISPOSITION OF SURPLUS PROPERTY**

## DEPARTMENT: Police

Property listed above has been reviewed for accuracy.

Property Review completed by: Lt Billy Hilliard

ACTION REQUESTED BY: Chief A.Z. Williams

W. J. W.  
SIGNATURE  
DEPARTMENT HEAD

12 | 18 | 25  
DATE

SIGNATURE  
TOWN ADMINISTRATOR

DATE

\*13 SEP 16 RES Authorizing Administrator to Declare Items Surplus

**TOWN OF WILSON'S MILLS  
REQUEST FOR DISPOSITION OF SURPLUS PROPERTY  
VALUED AT LESS THAN \$5,000\***

## DEPARTMENT:

Public Works

Property listed above has been reviewed for accuracy.

ACTION REQUESTED BY: \_\_\_\_\_ Date: 1/15/2026  
Patrick Moore

Patrick Moore

SIGNATURE  
DEPARTMENT HEAD

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SIGNATURE  
TOWN ADMINISTRATOR

# ***Request for Council Action***

Agenda Item 6b(i)

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**TO:** Mayor Fleta Byrd and Town Councilmembers  
**FROM:** Leighanna Worley, Town Administrator  
**DATE:** February 16, 2026  
**RE:** Adoption of Fee Schedule – Park Shelter Rental Fees

---

The updated Fee Schedule came before you and was approved last month. Upon further inspection we have found we needed to adjust the Park Shelter Rental fees on page 6 of the Fee Scheule. Attached for your consideration is the proposed revised Fee Schedule with noted changes.

## **ATTACHMENTS:**

- Proposed Fee Schedule with listed changes

## **ACTION REQUESTED:**

Approve, deny, or table the proposed Fee Schedule for the Town of Wilson's Mills.



**Fee Schedule**  
**Effective 2/17/2026**

ADMINISTRATIVE DEPARTMENT		
COPIES-INCLUDES PUBLIC RECORDS REQUESTS AND PUBLIC COPY REQUESTS		FEE
Regular		\$1.00 per page
Certified (Town Records only - does not include Notarization)		\$5.00 first page \$2.00 each subsequent page
Certified Copies with Numbered Pages		\$6.00 first page \$2.00 each subsequent page
USB Drive Copies of Documents &/or Pictures		\$5.00 per USB Drive
FAX SERVICES **ONLY LOCAL FAXES AVAILABLE**		FEE
Send		\$2.00 first page \$1.00 each subsequent page
Receive		\$1.00 per page
Ad Valorem Tax		\$0.50 per hundred
Returned Check Charge		\$35.00
Notary Public Fees		\$10.00 per signature/seal
Meeting notice request—Sunshine List		\$10.00 annually* *Fee waived for email-only notifications
"Stop Payment" Fee for Misplaced Checks		\$35.00
Fee for Replacement of Lost or Damaged Check		\$5.00
Petition to close a street		\$750.00 per street
Town Hall Property Temporary Parking *With written approval ONLY (Parking without approval will be cited per Code)		\$20.00 per day per vehicle

ANIMAL CONTROL DEPARTMENT		FEE
Dog or Cat Registration (Spayed or Neutered)		\$10.00 each year
Dog or Cat Registration (Non-Spayed or Neutered)		\$20.00 each year
All Other Animals (Exotic)		\$50.00 each year
Duplicate Animal Registration Tag		\$5.00
Rabies Non-Compliance		\$100.00
Wild Animal Non-Compliance		\$100.00
Reclaim Fee (Domestic)		\$50.00 per animal
Reclaim Fee (Exotic)		\$200.00

## PLANNING FEES

### CERTIFICATES ISSUED BY JOHNSTON COUNTY

Building Permits – Johnston County Building Inspections Department issues building permits following issuance of Zoning permit by the Town of Wilson's Mills.

**Certificate of Occupancy (CO)** - Johnston County Building Inspections

Department issues upon final building inspections and site plan zoning compliance approval by the Town.

\*\*\*All fees and charges relevant to building permits, inspections, and issuance of certificates shall be as adopted by Johnston County's fee schedule.

ZONING COMPLIANCE PERMITS (Where construction begins without appropriate permits in place, permit cost shall be doubled)	FEE
Single, Two-Family structures and mobile home	\$250
Accessory Dwelling	\$250
Single Family attached/multi- family (condominium, apartment, town home, etc.)	\$300
Residential Addition-Attached	\$100
Accessory structures/Shed/Porch/Pool/Paving	\$100
Fences	\$50
Non-residential	\$300 + site plan review
Temporary Use/Event Permit	\$100 \$0 for events hosted by charitable organizations that are within the Town's Planning Jurisdiction
Home Occupation Permit	\$100
Conditional Use Permit Application	\$750
Zoning Verification Letter	\$50
Certificate of Non-Conformity Adjustment	\$100
Driveway Permit (2.17) (If Town-owned street)	\$100
Tree Disturbance Permit (11.10)	\$250 admin fee + Actual cost from any outside consultants or professional services review
Land Disturbance Permit	\$200/acre (valid for 2 years)
Excavation and Encroachment	\$200
On-site Land Clearing and Inert Debris (LCID) Landfill Permit – 2.13-4	\$150 admin fee + Actual cost from outside consultant review to determine surety bond amount + bond administration fee
Food Truck Permit	\$100 (unless Town sponsored event) plus proof of current sanitation inspection
Amplified Music Permit	\$25.00
SIGN PERMITS (Only when obtained separately from primary development permits)	FEE
Permanent Sign	\$100
Temporary Sign	\$25
Master Sign Plan (When not submitted with site development plan)	\$400

<b>TELECOMMUNICATIONS TOWERS/COLLOCATIONS</b>		<b>FEE</b>
New Tower, Stealth Tower, and Collocation Lease Negotiation Fee (Existing Tower)		\$2,500
<b>REZONES</b>		<b>FEE</b>
Less than 3 acres		\$400
3-6 Acres		\$600
More than 6 acres		\$750 + \$20/acre
Vested Rights		\$500
Vested Rights Extension		\$200
<b>BOARD OF ADJUSTMENT</b>		<b>FEE</b>
Variance		\$1,000
Variance (After the fact)		\$2,000
Appeal		\$500
<b>ANNEXATIONS</b>		<b>FEE</b>
Voluntary Contiguous Annexation Request		\$0
Voluntary Satellite Annexation Request within the Extraterritorial Jurisdiction (ETJ)		\$400
Voluntary Satellite Annexation Request outside the Extraterritorial Jurisdiction (ETJ)		\$400 + \$250 per ¼ mile outside the Extraterritorial Jurisdiction (ETJ)
<b>COMMERCIAL/MAJOR SITE PLAN DEVELOPMENT</b>		<b>FEE</b>
Site Development Plans		\$500
Construction Drawings		\$750
Final Plat		\$150 per sheet
<b>MAJOR SUBDIVISION REVIEW - 5 or more lots (If a 3<sup>rd</sup> submittal is required, an additional fee will be collected)</b>		
Sketch Plat/Plan Review		\$200 per sheet
Preliminary Plat/Site Development Plan/Construction Plans Review		\$500 + 25 per lot
Construction Plan Review		\$750 + \$25 per lot
Preliminary/Construction Plan Amendment		\$400
3 <sup>rd</sup> submittal of Preliminary/Construction Plan		¼ of the original cost
Final Plat Review		\$150 per map sheet
3 <sup>rd</sup> submittal of Final Plat		\$50 per map sheet
Re-addressing Due to Changes		\$250
<b>MINOR SUBDIVISION REVIEW - 4 lots or less (If a 3<sup>rd</sup> submittal is required, an additional fee will be collected)</b>		<b>FEE</b>
Preliminary Plat Review		\$300
Preliminary Plat Amendment		\$200
3 <sup>rd</sup> submittal of Preliminary Plat		\$50
Construction Drawings		\$500
Final Plat Review		\$150 per map sheet
3 <sup>rd</sup> submittal of Final Plat		\$50 per map sheet

<b>STORMWATER MANAGEMENT FEES</b>	<b>FEE</b>
Stormwater Plan Review less (If a 3rd submittal is required, an additional fee will be collected)	\$400 per disturbed acre (\$1000 minimum)
3 <sup>rd</sup> submittal of Stormwater Review	¼ of the original cost
Stormwater Facilities Operation and Maintenance Agreement Administration	\$200 per agreement
Stormwater Facilities Inspection (if completed by the Town)	\$2500 per stormwater facility
<b>OTHERS</b>	<b>FEE</b>
Conveyance Plat	\$10 per lot
Exempt Subdivision/Easement/Recombination Plat	\$100
Floodplain Development Permit (If not part of construction plan review)	\$250
Open Space Fee in Lieu	\$1,000 per lot
Demolition Permit (Asbestos Report Required)	\$250
Floodplain Management Document review (Letter of Map Revision (LOMR), Conditional Letter of Map Revision (CLOMR) etc.)	\$150 per form
Transportation Impact Analysis (TIA) Review	\$400
Bond Amendment and Reduction Fee	\$100
Bond Administration Fee	\$250
Conditional Use Permit Fee	\$500
Chicken and Fowl Permit	\$100
Chicken and Fowl Inspection	\$40
Acceptance of Streets/Utilities/Infrastructure	\$500 per application
<b>CONSTRUCTION INSPECTION FEES (Fees to be collected upon approval of construction drawings)</b>	<b>FEE</b>
New Streets (public)	\$1.50 per linear foot
Storm Drainage	\$1.50 per linear foot
Final Subdivision Inspection Fee (trails, sidewalks, greenways)	\$500
As-built Review Fee	\$250

<b>CODE ENFORCEMENT FEES</b>	
	<b>FEE</b>
All Nuisance Violations- Administration Fee (per occurrence)	\$200
Nuisance Abatement – Administration Fee	\$300 Administration fee + actual cost for clean-up or removal
Lien Placement	\$500

PARK FEES	FEE
Community Park <b>Shelter</b> Rental	\$15.00 per hour – in town residents \$25.00 <b>30.00</b> per hour – out of town residents (minimum of 2 hours for any rentals)
	\$100.00 daily rate – in town residents \$200.00 daily rate – out of town residents (more than 6 hours)

POLICE DEPARTMENT	FEE
Golf Cart	\$50.00 1 <sup>st</sup> year
	\$20.00 each subsequent year

### Civil Penalty Fee & Nonpayment Penalty

In addition to the general penalties provided in the Town's Code, an ordinance may provide that a violation shall subject the offender to a civil penalty. Unless otherwise specified by Town Code, the **civil penalty is \$50.00.**

**A nonpayment penalty of \$50.00 for each 30-day period** will be added to all civil penalties not paid by the date due.