



COUNCIL MEETING
APRIL 20, 2026
6:30 P.M.

ORDER OF BUSINESS

1. PLEDGE TO FLAG
2. INVOCATION
3. APPROVAL OF AGENDA
4. CONSENT AGENDA ITEMS
5. PUBLIC HEARINGS
 - i. Special Use Permit - 115 Gladstone Loop
 - ii. ORDINANCE to Amend The Wilson's Mills Unified Development Ordinance
 - iii. ORDINANCE Amending the Charter and Code or Ordinances to Change the Form of Government from Mayor-Council to Council -Manager
6. APPOINTMENT OF TOWN MANAGER
 - i. Oath of Office - Town Manager
7. 1st OPEN FORUM
8. REGULAR BUSINESS:
 - a. MAYOR FLETA BYRD
 - b. TOWN ADMINISTRATOR - Leighanna Worley
 - i. Appointment of NCLM Voting Delegate and Alternate
 - ii. Contract Renewal for Town Attorney Legal Services Agreement
 - c. FINANCE - Connie Lassiter
 - i. RESOLUTION to Designate Additional Authorized Signatory on the Town of Wilson's Mills Bank Accounts
 - d. PUBLIC WORKS - Patrick Moore
 - i. Grading and Leveling Work on Stoneview Circle
 - d. COUNCILMEMBER COMMENTS
9. 2nd OPEN FORUM
10. CLOSED SESSION
 - a. 143-318.11a(3) "...consult with attorney..."
11. ADJOURNMENT

TOWN OF WILSON'S MILLS
TOWN COUNCIL MEETING
January 20, 2026

PRESENT: Mayor Fleta Byrd, Mayor Pro-tem JC Triplett, Councilmembers David McGowan, Tim Brown, and Doris Riley.

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

ABSENT: Councilmember Carolyn Dobbin

CONVOCAATION: 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: Town Administrator Worley gave the invocation.

APPROVAL OF AGENDA: Mayor Byrd asked for approval of the agenda.

A motion was made by Councilmember Tim Brown and seconded by Councilmember David McGowan to approve the agenda as presented. Motion carried unanimously.

APPROVAL OF CONSENT AGENDA: Mayor Byrd asked for approval of the consent agenda.

A motion was made by Councilmember David McGowan and seconded by Councilmember Doris Riley to approve the consent agenda items as presented. Motion carried unanimously.

PUBLIC HEARING: Mayor explained the applicants have asked to postpone the annexation public hearing until the February meeting.

ORDINANCE to Extend Corporate Limits - Gordon Road - Parcel ID 05I05021E: A motion was made by Councilmember David McGowan and seconded by Councilmember Tim Brown to continue the public hearing for the annexation of Parcel ID 05I05021E until February 16, 2026, at 6:30pm. Motion carried unanimously.

ORDINANCE to Amend Zoning - Gordon Road - Parcel ID 05I05021E: Mayor explained the applicants have asked to postpone the rezone public hearing until the February meeting.

A motion was made by Mayor Pro-tem JC Triplett and seconded by Councilmember Tim Brown to continue the public hearing for the rezone of Parcel ID 05I05021E until February 16, 2026, at 6:30pm. Motion carried unanimously.

1st OPEN FORUM Mayor Byrd opened the 1st Public Forum at 6:33pm.

With no one wishing to speak, Mayor Byrd closed the 1st Open Forum at 6:34pm.

REGULAR BUSINESS

MAYOR FLETA BYRD:

Mayor Byrd said she hopes everyone had a great holiday season. She attended the Mayors meeting in Princeton recently and they are still talking about the regionalization of water and sewer in the County. She said she also met with Representative Larry Stickland recently and they discussed things in town he could help with. She has a meeting planned with Chad Everett tomorrow who will be the principal at Wilson's Mills High School.

TOWN
ADMINISTRATOR'S
REPORT – Leighanna
Worley:

Town Administrator Worley provided updates regarding the Council Chambers construction. She said there was a meeting held this morning and there is a major delay due to the canopy around the building having to be redone. She said structural engineers are redoing the drawings to have it fixed. Final inspection and certificate of occupancy should be obtained at the beginning of February, and we might be able to hold the February meeting in the chambers but more than likely the open house will be postponed until March.

Update Fee Schedule
for Town of
Wilson's Mills:

Ms. Worley said the fee schedule for the town has recently been updated and they received a copy in their packets showing the changes. She said most of the changes are in the Planning Department and said Planning Director Wendy Oldham was available to answer any questions regarding the changes in her department. Mayor Byrd asked why the fee for site plan review was taken off and Mrs. Oldham said developers have mentioned that the fees could be confusing at times so some of the fees were combined, including the site plan review fee. Councilmember McGowan asked if there is a reason for the increase in fees. Mrs. Oldham said she researched what other towns were charging and these increased fees put us more in line with what other towns are charging. Councilmember McGowan asked if there is a way we can make the fees more friendly for residents and Mrs. Oldham said even with the increased fees, we are lower than most other towns. Councilmember Brown asked when the fee schedule was last updated and Mrs. Oldham said in 2019. Councilmember Brown asked which fees are most impactful for citizens and Mrs. Oldham said overall the zoning fees are the most prominent with citizens. She said zoning fees would be if a resident were to put up a fence or an accessory structure at their home. She also said there are different tiers to zoning depending on what the resident is wanting.

A motion was made by Councilmember Tim Brown and seconded by Councilmember David McGowan to approve the revised Fee Schedule for the Town of Wilson's Mills. Motion carried unanimously.

FINANCE OFFICER –
Sherry Hudson:

Ordinance – Budget
Amendment #1 for
Fiscal Year 2025-
2026:

Finance Officer Sherry Hudson referenced the Budget Amendment in Council's packets and said this covers amendments to the General Fund as well as the Master Plan Fund. She said the General Fund may be amended again before the end of the Fiscal Year, but the Master Plan Fund should not need to be amended again.

A motion was made by Councilmember David McGowan and seconded by Mayor Pro-tem JC Triplett to adopt the following Budget Amendment Ordinance for Fiscal year 2025-2026 – Budget Amendment 1 which will amend both the General Fund and the Master Plan Fund. Motion carried unanimously.

**AN ORDINANCE TO AMEND
AN ORDINANCE TO APPROPRIATE FUNDS
FOR THE FISCAL YEAR BEGINNING JULY 1, 2025
AND ENDING JUNE 30, 2026**

**TOWN OF WILSON’S MILLS
FY 25-26 BUDGET AMENDMENT #1**

BE IT ORDAINED by the Town Council of the Town of Wilson’s Mills, County of Johnston, State of North Carolina, and meeting in Regular Session this 20th day of January 2026 that the Town Budget adopted on May 19, 2025, for FY 2025-2026 is hereby amended and adopted.

Section I. That the following Revenue items in the General Fund Budget be INCREASED by the following amounts:

GENERAL FUND	REVENUES	DECREASE	INCREASE
<u>Account No.</u>	<u>Line Item</u>	<u>Amount</u>	<u>Amount</u>
10-3231-312	Motor Fuel Tax		\$9,620.00
10-3315-330	Powell Bill Street Aid		\$1,045.00
10-3324-313	Natural Gas Tax		\$1,400.00
10-3701-001	Revenue Replacement		\$135,006.00
10-3701-002	Grants		\$14,500.00
10-3840-800	Misc. / Pet Fees		\$15,500.00
		\$0.00	\$177,071.00

Section II. That the following Expenditure items in the General Fund Budget be INCREASED and/or DECREASED by the following amounts:

<u>Account No.</u>	<u>Line Item</u>	INCREASE	DECREASE
		<u>Amount</u>	<u>Amount</u>
-	Governing Board		
10-4110-192	Legal Fees	\$24,000.00	
10-4110-311	Travel Expenses	\$2,200.00	
10-4110-366	IT Services	\$10,000.00	
10-4110-451	Insurance & Bonding	\$1,500.00	
10-4110-553	Prof. Municipal Studies	\$4,000.00	
10-4110-710	Town Hall Principal	\$59.00	
10-4110-720	Town Hall Interest		\$59.00
	Administration		
10-4120-126	Salaries Part Time	\$2,624.00	

10-4120-183	Group Insurance	\$2,000.00	
10-4120-251	Gas & Oil	\$325.00	
10-4120-353	Vehicle Maint.	\$300.00	
10-4120-491	Dues	\$500.00	
	Police		
10-4310-126	Salaries - Part Time	\$15,000.00	
10-4310-183	Group Insurance	\$10,860.00	
10-4310-212	Uniforms	\$4,600.00	
10-4310-311	Travel	\$1,000.00	
10-4310-321	Telephone	\$8,000.00	
10-4310-353	Vehicles Maint.	\$19,000.00	
10-4310-550	Capital Outlay - Equipment	\$35,000.00	
10-4310-553	Capital Outlay - Vehicles	\$13,000.00	
	Public Works		
10-4410-126	Salaries Part Time	\$1,100.00	
10-4410-183	Group Insurance	\$3,000.00	
10-4410-212	Uniforms	\$2,800.00	
10-4410-251	Gas & Oil	\$2,500.00	
10-4410-260	Department Supplies	\$5,000.00	
10-4410-351	Maintenance - Bldg & Grounds	\$4,000.00	
10-4410-352	Maintenance - Equipment	\$1,000.00	
10-4410-353	Vehicle Maint.	\$1,000.00	
10-4410-550	Capital Outlay - Equipment		\$4,407.00
10-4410-553	Capital Outlay - Vehicles		\$14,269.00
10-4410-591	Powell Bill Expenditures	\$13,288.00	
	Planning & Zoning		
10-4910-183	Group Insurance	\$1,100.00	
10-4910-199	Professional Services	\$5,000.00	
10-4910-251	Gasoline & Oil	\$250.00	
10-4910-311	Travel	\$1,500.00	
10-4910-321	Telephone	\$300.00	
		\$195,806.00	\$18,735.00

+\$177,071.00

Section I. That the following Revenue items in the Master Plan Fund Budget be INCREASED by the following amounts:

MASTER PLAN	REVENUES	DECREASE	INCREASE
<u>Account No.</u>	<u>Line Item</u>	<u>Amount</u>	<u>Amount</u>
70-3831-000	Interest		\$58,200.00
		\$0.00	\$58,200.00

Section II. That the following Expenditure items in the Master Plan Fund Budget be INCREASED and/or DECREASED by the following amounts:

<u>Account No.</u>	<u>Line Item</u>	INCREASE	DECREASE
	EXPENSES	<u>Amount</u>	<u>Amount</u>
-			
70-4001-357	AV/Data/Furniture/Appliances	\$185,000.00	
70-4001-358	Interior/Exterior Signage	\$55,000.00	
70-4001-359	Contract Services	\$2,619,028.00	
70-4001-550	Capital Outlay Expenses		\$2,800,828.00
		\$2,859,028.00	\$2,800,828.00
		0	0

COUNCILMEMBER COMMENTS:

Councilmember McGowan said he mentioned in a recent work session that he would like to make sure the company that details employees' cars has adequate liability insurance. He asked for an update and Human Resources Director Jenny Martin said she had spoken with Attorney Du Sablon and he advised we would not have to have an agreement with the detailing company regarding insurance coverage. Attorney Du Sablon said anyone from the company would be treated with the same care as any other guest on town property, meaning we do not owe them any high standard or guarantee their safety. He said liability would only arise if we were negligent.

Councilmember David McGowan mentioned the traffic congestion problem at the intersection of Wilson's Mills Road and Fire Department Road. Both he and Councilmember Brown expressed concerns about the traffic being backed up near the Elementary School.

2nd OPEN FORUM

Mayor Byrd opened the 2nd Public Forum at 6:55pm.

With no one wishing to speak, Mayor Byrd closed the 2nd Open Forum at 6:56pm.

**MOTION TO GO INTO
CLOSED SESSION:**

A motion was made by Mayor Pro-tem JC Triplett and seconded by Councilmember David McGowan to go into Closed Session at 6:56pm pursuant to N.C.G.S. 143-318.11(a)(3) "...consult with attorney..." and N.C.G.S. 143-318.11(a)(6) "...personnel...".

Mayor Pro-tem amended his motion to invite Planning Director Wendy Oldham into the Closed Session "...consult with attorney..." Motion carried unanimously.

**MOTION TO COME
OUT OF CLOSED
SESSION:**

A motion was made by Councilmember David McGowan and seconded by Councilmember Doris Riley to come out of Closed Session at 8:38pm. Motion carried unanimously.

ADJOURN:

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

The meeting adjourned at 8:38pm.

FLETA A. BYRD, Mayor

ATTEST:

EMILY MATTHEWS, CMC
Town Clerk

TOWN OF WILSON'S MILLS
TOWN COUNCIL MEETING
February 16, 2026

PRESENT: Mayor Fleta Byrd, Mayor Pro-tem JC Triplett, Councilmembers David McGowan, Tim Brown, Carolyn Dobbin, and 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: Mayor Byrd gave the invocation.

APPROVAL OF AGENDA: Mayor Byrd asked for approval of the agenda.

A motion was made by Councilmember David McGowan and seconded by Councilmember Doris Riley to approve the agenda as presented. Motion carried unanimously.

APPROVAL OF CONSENT AGENDA: Mayor Byrd asked for approval of the consent agenda.

A motion was made by Councilmember David McGowan and seconded by Councilmember Tim Brown to approve the consent agenda items as presented. Motion carried unanimously.

1st OPEN FORUM Mayor Byrd opened the 1st Public Forum at 6:33pm.

Kimetha Fulwood with the Johnston County Health Department located at 517 N Brightleaf Boulevard shared updates with Council regarding a recent measles case in Johnston County. She reviewed several services and programs the Health Department offers and gave Council a packet of information as well as a page of Frequently Asked Questions. Councilmember McGowan asked if the Health Department offers CPR classes and Ms. Fulwood said CPR classes are offered for staff, but the Health Department does not currently offer the classes for the public, however she does have resources that she can provide for anyone wanting to become CPR certified.

With no one else wishing to speak, Mayor Byrd closed the 1st Open Forum at 6:41pm.

REGULAR BUSINESS

MAYOR FLETA BYRD:

Mayor Byrd said she recently attended the Triangle East meeting in Selma. She said the meeting was well attended and they discussed healthcare becoming available for small businesses in Johnston County. She also attended the UNC School of Government's Essentials of Local Government class with Councilmember Riley earlier this month as well as the ribbon cutting ceremony for the Wilson's Mills Fire station 3. She attended the s'more event at the Community Park as well and thanked everyone that was able to attend. She said the Johnston County Mayors are still continuing to discuss the regionalization of water and sewer at their monthly meetings.

**TOWN
ADMINISTRATOR'S
REPORT – Leighanna
Worley:**

Town Administrator Worley said the rezone and annexation of the property on Gordon Road that has been on Council's agenda for several months have both been cancelled. She said the applicant requested to withdraw both the annexation and rezone applications.

Ms. Worley said Council should have a disposition of surplus property in their packets. She said the surplus property was police vehicles as well as the Animal Control building that was on Town Hall property.

**Update Fee Schedule
for Town of
Wilson's Mills:**

Ms. Woley said the updated Fee Schedule came to Council last month and it was approved. Upon further inspection a clarification error was found in the schedule related to renting the Community Park Shelter at the Phillip R. Wright Community Park. She said the wording has changed from "Community Park Rental" to "Community Park Shelter Rental" since the renters are renting the shelter only, not the park as a whole. She said the out-of-town hourly rental charge was changed from \$25.00 to \$30.00 an hour.

A motion was made by Councilmember David McGowan and seconded by Councilmember Doris Riley to adopt the amended Town of Wilson's Mills Fee Schedule. Motion carried unanimously.

**Police Department
Design Discussion:**

Ms. Worley said she and Chief Williams have met with Moseley Architects several times about the design of the future Police Department and they have come up with a draft floor plan which Council received at the beginning of the meeting. She said a few changes have been made over the course of the meetings they have attended and 3 options have been provided regarding the placement of the building on the Town Hall campus. She said these options were chose based on the layout of the building, the area on campus, and connection to water and sewer. She said a couple of the options would require the demolition of the current Public Works building and Public Works would then utilize other buildings on campus. She said before we move forward with the architects, we need to pick a location option of the 3 presented. Councilmember McGowan said he prefers option3 because he doesn't like the idea of demolishing the current Public Works building. Ms. Worley said options 1 and 2 would require the demolition of the public works 6-bay building and option 3 would require earthwork in order to make the ground level for the building. She also said options 1 and 2 would create a buffer between the Police Department and the Public Works building. Option 1 orients the Police Department facing the traffic circle, includes a road to separate it from Public Works, and would have public parking lot. She said earthwork with option 3 seems to be the only con of that option as the earthwork could become expensive.

Councilmember Brown asked what the square footage of the building would be and Chief Willaims said it is estimated to be about 11,000 square feet. Councilmember Brown said he is in agreeance with Councilmember McGowan and thinks we should not demolish the Public Works building if possible but also knows that earthwork would be expensive. He said overall he likes option3 and suggested regarding the layout so that the Police Department would be parallel to the Town Hall building. Ms. Worley said as discussed at their Work Session previously, we may have to build onto Town hall in the coming years, and we would have to go in the direction of where the Police Department would be if we went with option 3. Mayor Byrd asked about the drainage issues in that area and Ms. Worley said that it would be fixed if the earthwork were to be

done. Councilmember McGowan suggested scheduling a meeting between Council, the Planning Board, and Mosely Architects in order to review the options more thoroughly. Ms. Worley said she can schedule a collaborative meeting with Planning Board and Mosely in order to discuss the options. She also mentioned before we can get any cost estimates we will have to decide on a location. Mayor Pro-tem Triplett said he also likes option 3. Chief Williams mentioned that the Police Department is shown as being at an angle rather than parallel to Town Hall because they will allow for parking and for the officers to drive around the building.

OTHER:

Ms. Worley said Central Pines will be hosting a Regional Day this Friday, February 20th and we have an extra ticket. She said it will be from 9am-2pm and she will be attending along with Mayor Byrd and Councilmember Riley. Councilmember Carolyn Dobbins volunteered to take the extra ticket and attend.

Ms. Worley said the North Carolina League of Municipalities annual conference, CityVision, will be held in May and she will be sending Council information on the breakout sessions to see if they would be interested in attending. Councilmember Riley said she is interested. Ms. Worley said she has also talked to the department heads about attending.

Regarding the new Council Chambers, Ms. Worley said we do not yet have certificate of occupancy due to the front canopies not being completed. She said there is a meeting on Wednesday to discuss the completion of the canopies. Training for the audio/visual equipment will take place soon as well.

**COUNCILMEMBER
COMMENTS:**

Councilmember McGowan asked if we are having difficulties with the cameras in various subdivisions around town. Chief Williams said the cameras in The Cottages subdivision are not currently active, but they will be active and online once the subdivision is complete.

Councilmember Brown said the Mayor represents us well and thanked her for all she does for the town. He also thanked the staff that attended the visitation for the recent passing of his brother.

2nd OPEN FORUM

Mayor Byrd opened the 2nd Public Forum at 7:16pm.

Craig Hicks of 383 Lockwood Drive said he would like for Wilson's Mills to be placed on the Urban Archery Registry which would allow archery hunters 5 additional weeks to hunt each year. He said this would allow for the deer population in town to be thinned out. He said this would be of no cost to the town. Mayor Byrd asked if this is for archery only and does not include firearms and Mr. Hicks said yes. Councilmember Brown asked Mr. Hicks to get the registry information to Mrs. Oldham or Ms. Worley so they can look into it further. Councilmember McGowan said he would like additional information as well before moving forward.

Donald Byrd of 755 Powhatan Road suggested Council look at the Johnston County Code of Ordinances before looking into being added to the Urban Archery Registry.

Jason Moore of 37 Berg Street in Smithfield said he started as the Wilson's Mills Fire Chief on December 1st. He introduced himself and his background to Council and gave updates on how all 3 stations are progressing. He said since his arrival there has been a 91 percent staff rate. There are currently 27

employees on the payroll, and he thinks that it needs to double in order to be truly effective across 3 stations. He said he plans to reach out to the North Carolina Fire Chiefs Association for help with staffing and other programs. He is currently conducting interviews to fill more full-time positions. Councilmember McGowan asked if most new hires would be full-time and Chief Moore said yes. Councilmember Brown asked how many calls were ran by the fire department last year and Chief Moore said approximately 1600. Councilmember Brown said he wants residents to understand the magnitude of that many calls and thanked Chief Moore for his attendance at the meeting tonight.

With no one else wishing to speak, Mayor Byrd closed the 2nd Open Forum at 7:40pm.

**MOTION TO GO INTO
CLOSED SESSION:**

A motion was made by Councilmember David McGowan and seconded by Councilmember Tim Brown to go into Closed Session at 7:40pm pursuant to N.C.G.S. 143-318.11(a)(3) "...consult with attorney..." and N.C.G.S. 143-318.11(a)(6) "...personnel..." and to invite Planning Director Oldham into the first portion of the Closed Session. Motion carried unanimously.

**MOTION TO COME
OUT OF CLOSED
SESSION:**

A motion was made by Councilmember Doris Riley and seconded by Councilmember Tim Brown to come out of Closed Session at 8:20pm. Motion carried unanimously.

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 8:20pm.

FLETA A. BYRD, Mayor

ATTEST:

EMILY MATTHEWS, CMC
Town Clerk

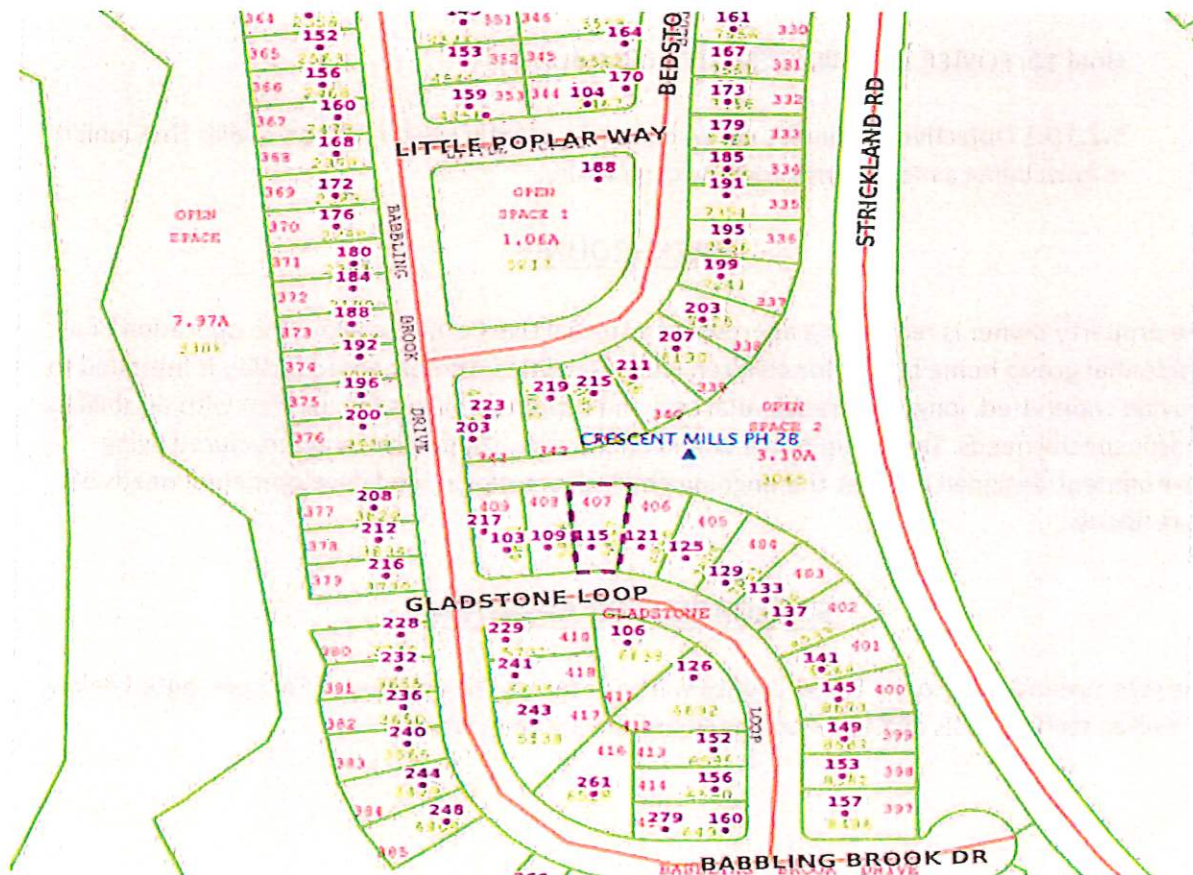
Request for Council Action

Agenda Item 5(i)

TO: Mayor Fleta Byrd and Town Council Members
FROM: Wendy Oldham, CZO
DATE: April 20, 2026
FILE: SUP-03-2025
REQUEST: SPECIAL USE PERMIT TO ALLOW A LICENSED GROUP CARE FACILITY IN TOWN LIMITS.

REQUEST SUMMARY	
CASE #:	SUP-03-2025
Applicant/Owner:	Lina El Hasan
LOCATION:	115 Gladstone Loop
TAX ID:	17J07043B
SITE ACREAGE:	0.160
ZONING:	RMST
CURRENT USE:	Residential
REQUEST:	To allow a Licensed Group Care Facility in Town limits

SITE LOCATION



ORTHOPHOTO



RELEVANT SECTIONS FROM THE CODE

Goal 3: RETAIN OUR CHARACTER!

5.2.3.1 Objective 1: Preserve the small-town appeal of Wilson's Mills while encouraging compatible business growth through development of revised development standards and specifications.

Goal 10: FOSTER A FAMILY ORIENTED COMMUNITY!

5.2.10.1 Objective 1: Identify which barriers currently exist in Wilson's Mills that inhibit it from being a more family friendly community.

BACKGROUND

The property owner is requesting approval of a Special Use Permit to allow the operation of a residential group home facility for children with disabilities. The proposed facility is intended to provide supervised, long-term residential care and support services for children with disabilities and/or special needs. The group home would offer a safe, supportive, and structured living environment designed to meet the ongoing physical, emotional, and developmental needs of its residents.

STANDARDS FOR APPROVAL

The recommendation to the Town Council will be based on the Findings of Fact presented below, as well as staff analysis and the Planning Board's recommendation.

FINDINGS OF FACT

1. All applicable specific conditions as described in the Town's code of ordinances pertaining to the proposed Special Use have been or will be satisfied.

Statement by applicant: **The proposed development is appropriately located within a zoning district that permits the intended use, is thoughtfully designed to meet all local building, safety, and accessibility standards, and will be operated in full compliance with applicable regulations. The facility's layout, staffing, and daily operations are planned to ensure safety functionality and minimal impact on the surrounding community, supporting its suitability in alignment with public interest and planning requirements.**

2. Access roads or entrance and exit drives are or will be sufficient in size and properly located to ensure automotive and pedestrian safety, and convenience, traffic flow, and control and access in case of fire or another emergency.

Statement by applicant: **The proposed group home complies with all required regulations and standards outlines in the Wilson's Mills Development Ordinance, including Zoning, Safety, Accessibility, and land use provisions. Additionally, the development adheres to all applicable state and federal regulations governing residential care facilities, ensuring the site is suitable, legally compliant, and appropriately designed to support the needs of its residents in a safe and supportive environment.**

3. Off street parking, loading, refuse, and other service areas are located to be safe, convenient, allow access in case of emergency and to minimize economic, glare, odor, and other impacts on adjoining properties in the general neighborhood.

Statement by applicant: **The proposed group home located, designed, and will be operated in a manner that will not substantially injure the value of adjoining or abutting properties. The home is residential in scale, and character maintaining compatibility with the surrounding neighborhood. Furthermore, it serves a vital public need by providing safe, supportive housing and care for vulnerable children, fulfilling a necessary community service that aligns with both public interest and social responsibility.**

4. Utilities, schools, fire police, and other necessary public and private facilities and services will be adequate to manage the proposed use.

Statement by applicant: **The proposed group home for disabled children will be in harmony with, the surrounding area maintaining a residential appearance and**

scale consistent with the character of the neighborhood. The development aligns with the Town of Wilson's Mills general plans for land use by supporting inclusive, community-based residential care within appropriate zoning districts. It promotes the Town's Goals of providing diverse housing options and essential services while preserving the integrity of cohesion of the local community.

STAFF RECOMMENDATION

The staff's recommendation is for approval of the Special Use Permit as the applicant has met all conditions and has sufficiently addressed the findings of fact.

PLANNING BOARD RECOMMENDATION

The Planning Board heard the case on February 23, 2026, and recommends approval of the Special Use Permit for 115 Gladstone Loop.

TOWN COUNCIL ACTION OPTIONS FOR SPECIAL USE PERMIT SUP-03-2025

1. OPTION TO APPROVE:

I make a motion to approve SUP-03-2025 for Parcel ID: 17J07043B to allow a Licensed Group Home Facility in Town Limits. _____

2. OPTION TO APPROVE WITH CONDITIONS:

I make a motion to approve SUP-03-2026 for Parcel ID: 17J07043B to allow a licensed Group Home Facility in Town Limits with the following condition(s).

3. OPTION TO DENY:

I make a motion to deny SUP-03-2025 for Parcel ID: 17J07043B to allow a Licensed Group Home Facility in Town Limits for the following reason(s):

Attachments:

1. **Map**
Identifying the subject property and its location within the Town of Wilson's Mills.
2. **Letters from Adjoining Property Owners**
Written correspondence from neighboring property owners acknowledging and/or supporting the proposed use.
3. **Letters to Adjoining Property Owners**
Notices sent to inform said neighbors of the Town Council Meeting for interested parties to attend.
4. **Pictures of Posting**
Pictures of the Zoning posting of 115 Gladstone Loop notifying the community of the upcoming Special Use hearing taking place.
5. **Advertisement**
A copy of the advertisement that was posted April 8, and April 15 in the Column newspaper article.
6. **Architectural Approval Letter from Charleston Management**
Documentation confirming architectural review and approval by Charleston Management.
7. **Zoning Letter from the Town of Wilson's Mills**
Official correspondence verifying the zoning designation of the property and applicable use considerations.
8. **Alliance Health Licensure Application**
Application materials submitted to Alliance Health in connection with required licensure.
9. **Fire Inspection and Safety Report**
Inspection Documentation.
10. **Department of Health and Human Services (DHHS) – Licensure Application, Correspondence, and Inspection Documentation**
Materials Submitted to and received from the Department of Health and Human Services, including the Licensure Application, related correspondence, and inspection documentation associated with regulatory review and compliance.



TOWN OF WILSON'S MILLS
**SPECIAL USE PERMIT
APPLICATION**

Planning Department
PO Box 448, Wilson's Mills, NC 27593
Phone: (919) 938-3885 Fax: (919) 938-1121

PROCESS INFORMATION:

Submission Requirement: An application for a Special Use Permit shall be filed with the Planning, Zoning & Subdivision Administrator. Such applications shall contain all the information required on this form and must be determined to be complete by the Planning, Zoning & Subdivision Administrator prior to advancing it through the approval process.

Public Notification: This is a quasi-judicial process that requires a public hearing.

Review Process: Special Use Permits are for certain land uses that, because of unique characteristic or potential impacts on adjacent land uses, are not permitted in zoning districts as a matter of right. These uses may be permitted through the issuance of a Special Use Permit (SUP) after ensuring that the use complies with the SUP approval criteria. No inherent right exists to receive a SUP. Such authorization must be approved under a specific set of circumstances and conditions. Each application and situation is unique and may be subject to specific requirements to mitigate the impacts of the proposed use. A Special Use Permit must be granted in accordance with the procedures set forth in Article 7 of the Wilson's Mills Development Ordinance (WMDO). For a detailed list of uses requiring a Special Use Permit, please refer to Article 10.2 of the WMDO.

FILING INSTRUCTIONS:

✓ 12-3-25 Every applicant for a Special Use Permit is required to meet with the Planning, Zoning & Subdivision Administrator in a pre-application conference prior to the submittal of a formal application. The purposes of this conference are to provide additional information regarding the review process and assistance in the preparation of the application.

✓ A petitioner must complete this application in full. This application will not be processed unless all information requested is provided.

✓ Waived Submission of associated fees with completed SUP Application, in the amount of \$500.00.

GENERAL INFORMATION:

Project Address/Location: 115 Gladstone Loop Wilson's Mills NC 27520

Zoning District: RMST Size of Property (acres): 0.16

Johnston Co. Tax PIN #: 175070433 Proposed Building Square Footage: 1,721

Town Jurisdiction: Town Limits ETJ

Existing land use/zoning on adjoining properties:

North: single Family Residential
South: single Family Residential
East: single Family Residential
West: single Family Residential

APPLICANT INFORMATION:

Applicant: Lina El Hasan

Address: 5709 Provezza Pl

City: Raleigh State: NC Zip: 27603

Phone: 919-777-8435 Email: Lina-Hasan2006@hotmail.com

Property Owner (if different from applicant):

Name: Same as above

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

SPECIAL USE PERMIT REQUEST:

Special Use Request (Proposed Land Use and Description):

A Group home through Alliance Health with a maximum of 4 ages 18 and younger disabled minors.

Proposed Conditions Offered by Applicant:

I have voluntarily taken all of the carpet out of the bedrooms, closets, and the living room to help in with wheelchair accessibility. I also added televisions to each room for entertainment. I bought bed rails for safety and assistance. I also upgraded the Shower Chair to a Stirling Chair making it easier and safer for the children.

Findings of Fact:

Article 7.8 of the WMDO require the compliance of specific findings of fact in order to grant a Special Use Permit. The applicant shall submit the following statements of justification, presenting factual information, supporting each and all the required findings as they relate to the proposed Special Use Permit:

1. That the use or development is located, designed, and proposed to be operated so as to maintain or promote the public health, safety, and general welfare.

Statement by applicant:

The proposed development is appropriately located within a zoning district that permits the intended use, is thoughtfully designed to meet all local building, safety, and accessibility standards, and will be operated in full compliance with applicable regulations. The facility's layout, staffing, and daily operations are planned to ensure safety, functionality, and minimal impact on the surrounding community, supporting its suitability and alignment with public interest and planning requirements.

2. That the use or development complies with all required regulations and standards of the Wilson's Mills Development Ordinance and with all other applicable regulations.

Statement by applicant:

The proposed group home complies with all required regulations and standards outlined in the Wilson's Mills Development Ordinance, including zoning, safety, accessibility, and land use provisions. Additionally, the development adheres to all applicable state and federal regulations governing residential care facilities, ensuring the site is stable, legally compliant, and appropriately designed to support the needs of its residents in a safe and supportive environment.

3. That the use or development is located, designed, and proposed to be operated so as not to substantially injure the value of adjoining or abutting property, or that the use or development is a public necessity.

Statement by applicant:

The proposed group home located, designed, and will be operated in a manner that will not substantially injure the value of adjoining or abutting properties. The home is residential in scale and character, maintaining compatibility with the surrounding neighborhood. Furthermore, it serves a vital public need by providing safe, supportive housing and care for vulnerable children, fulfilling a necessary community service that aligns with both public interest and social responsibility.

4. That the use or development will be in harmony with the area in which it is to be located and conforms to the general plans for the land use and development of Town of Wilson's Mills and its environs.

Statement by applicant:

The proposed group home for disabled children will be in harmony with the surrounding area, maintaining a residential appearance and scale consistent with the character of the neighborhood. The development aligns with the Town of Wilson's Mills' general plans for land use by supporting inclusive, community-based residential care within appropriate zoning districts. It promotes the town's goals of providing diverse housing options and essential services while preserving the integrity and cohesion of the local community.

APPLICANT SIGNATURE:

I do hereby make application and petition to the Town of Wilson's Mills to approve the subject Special Use. I hereby certify that I have full legal right to request such action and that the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge. I understand this application, related material and all attachments become official records of the Town of Wilson's Mills and will not be returned. I understand that this application will not be processed unless it is complete, including required fees paid. I hereby certify the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge.

Lina El Hasan
Applicant Printed Name

Lina El Hasan
Applicant Signature

12-3-2025
Date

OWNER'S SIGNATURE:

I, Lina El Hasan, owner of subject property, do hereby give consent to _____ (type, stamp or print clearly full name of agent) to act on my behalf, to submit or have submitted this application and all required material and documents, and to attend and represent me at all meetings and public hearings pertaining to the application indicated above. Furthermore, I hereby give consent to the party designated above to agree to all terms and conditions which may arise as part of the approval of this application.

I hereby certify that I have full knowledge that the property I have an ownership interest in is the subject of this application. I understand that any false, inaccurate, or incomplete information provided by me or my agent will result in the denial, revocation or administrative withdrawal of this application, request, approval or permits. I acknowledge that additional information may be required to process this application. I further consent to the Town of Wilson's Mills to publish, copy, or reproduce any copyrighted document submitted as a part of this application for any third party. I further agree to all terms and conditions, which may be imposed as part of the approval of this application.

I hereby certify the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge. I understand this application, related material and all attachments become official records of the Town of Wilson's Mills and will not be returned.

Lina El Hasan
Printed Name of Owner

Lina El Hasan
Signature of Owner

12-3-2025
Date

FOR TOWN USE ONLY

Date Received: 12-3-2025 Case #: SUP-03-2025
Payment Amount: Waived Date Paid: NA
Application Received By: Cynthia Paul
PB Date: 2-23-2026 Recommended Denied _____
TC Date: 4-20-2026 Approved _____ Denied _____



TOWN OF WILSON'S MILLS

4083 Wilson's Mills Road – P. O. Box 448 – Wilson's Mills, NC 27593
Voice: 919-938-3885 – Fax: 919-938-1121
Website: www.wilsonsmillsnc.org

Dear Property Owner:

You are hereby advised that Wilson's Mills Town Council will hold a public hearing on April 20, 2026, at 6:30 p.m. at the Wilson's Mills Council Chambers located at 4083 Wilson's Mills Road. The purpose of the hearing is to consider a Special Use Permit request concerning property adjacent to property owned by you. All interested citizens are invited to attend the meeting.

The petitioner is requesting a Special Use Permit of Parcel ID 17J07043B.

All interested persons are invited to attend the meeting. The Town Council will be making their decision immediately after this hearing.



If you have any questions regarding this matter, please feel free to contact me at 919-938-3885 x 220 or woldham@wilsonsmillsnc.org.

Sincerely,

Wendy Oldham, CZO
Planning Director

Request for Council Action

Agenda Item 5(ii)

TO: Mayor Fleta Byrd and Town Council Members
FROM: Wendy Oldham, CZO
DATE: April 20, 2026
REQUEST: Adoption of Revised Unified Development Ordinance (UDO)

REQUEST SUMMARY	
Applicant/Owner:	Town of Wilson's Mills
LOCATION:	4083 Wilson's Mills Road
TAX ID:	17K08012X
SITE ACREAGE:	11.510
ZONING:	CIVIC
CURRENT USE:	Local Government
REQUEST:	Adoption of revised Unified Development Ordinance (UDO)

Background

Over the past year, the Planning Board has conducted a comprehensive review and revision of the Town's Unified Development Ordinance (UDO). This effort was taken to ensure that the Town's land use regulations align with current development trends and community goals, while also correcting previously identified inconsistencies and errors. The revision process included: Evaluation of existing ordinances, identification of outdated or conflicting provisions, Planning Board Work Sessions, Coordination with planning staff and Town Engineer. Town Council called a hearing March 19, 2026.

STAFF RECOMMENDATION

Staff recommendation is that the Town Council adopt the revised Unified Development Ordinance as presented.

PLANNING BOARD RECOMMENDATION

The Planning Board heard the case on February 23, 2026, and recommends approval of the adoption of the revised Unified Development Ordinance (UDO)

**TOWN COUNCIL ACTION OPTIONS FOR THE REVISED UNIFIED DEVELOPMENT
ORDINANCE (UDO)**

1. OPTION TO APPROVE:

I make a motion to **approve** the adoption of the revised Unified Development Ordinance (UDO): _____

2. OPTION TO APPROVE WITH CONDITIONS:

I make a motion to **approve** the adoption of the revised Unified Development Ordinance (UDO) **with** the following **condition(s)**:

3. OPTION TO DENY:

I make a motion to **deny** the adoption of the revised Unified Development Ordinance (UDO) for the following reason(s):

Attachments

- Summary of changes
- Public Advertisement Published in *Column*

**AN ORDINANCE TO AMEND
THE WILSON'S MILLS UNIFIED DEVELOPMENT ORDINANCE**

WHEREAS, the Town has prepared an amended Unified Development Ordinance, hereinafter described, as duly filed with the Town; and

WHEREAS, the Planning Board held a public meeting on February 23, 2026 and the Town Council held a public hearing on April 20, 2026 to receive public comment and input on the amended Unified Development Ordinance; and

WHEREAS, newspaper notice publications were carried out for the public hearing pursuant to G.S. § 160D-602 and the Unified Development Ordinance; and

WHEREAS, the Planning Board submitted its recommendation to the Town Council recommending approval of said amendment that was generally consistent with the Town's Adopted Comprehensive Plan; and

WHEREAS, the Wilson's Mills Town Council also finds that the approval of the proposed text amendments in are reasonable and in the public interest.

BE IT ORDAINED BY THE TOWN COUNCIL:

Section 1: The Unified Development Ordinance of the Town of Wilson's Mills is hereby amended as identified in UDO Binder dated April 20, 2026, in Town Clerk's office.

Section 2: The Town Clerk is hereby authorized and directed to cause the said Unified Development Ordinance for the Town of Wilson's Mills, North Carolina, to be physically revised and amended to reflect the changes ordained by this Ordinance.

Section 3: After reviewing all the information presented, the Wilson's Mills Town Council finds the text amendment request generally consistent with the Comprehensive Plan, and reasonable, and in the public interest.

Section 4: All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed. If any section, paragraph, subdivision, clause, or provision of this ordinance shall be adjudged invalid, such adjudication shall apply only to such section, paragraph, subdivision, clause, or provision so adjudged and the remainder of the ordinance shall be deemed valid and effective.

THIS THE 20th DAY OF APRIL 2026

FLETA A. BYRD, Mayor

ATTEST:

EMILY MATTHEWS , CMC, Town Clerk

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF WILSON'S MILLS
AMENDING THE CHARTER AND CODE OF ORDINANCES TO CHANGE THE FORM OF
GOVERNMENT FROM MAYOR-COUNCIL TO COUNCIL-MANAGER**

WHEREAS, the Town of Sharpsburg presently operates under the Mayor-Council form of government and employs a Town Administrator to carry out its directives; and

WHEREAS, North Carolina General Statute 160A-102 permits municipalities to amend their form of government by adoption of an ordinance amending the governing charter; and

WHEREAS, the Town Council held a duly noticed public hearing on April 20, 2026 and received comments from the Town of Wilson's Mills citizens and residents concerning changing the Town of Wilson's Mills form of government; and

WHEREAS, it is the determination of the Town of Wilson's Mills Town Council that a conversion of the Town's form of government from a Mayor-Council form to a Council-Manager form would be in the best interest of the Town of Wilson's Mills and would best promote the efficient management and efficient operation thereof;

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF WILSON'S MILLS that pursuant to North Carolina General Statute 160A-102, the Town Council hereby adopts this ordinance amending the Town Charter and Town Code of Ordinances to change the form of government of the Town of Wilson's Mills from the Mayor-Council form of government to the Council-Manager form of government. Adopted amendments to the Town Charter and Town Code of Ordinances are as follows:

Section 1: Amendments to the Town Charter:

Section 5.1. – Mayor-Council Plan is hereby amended as follows:

Section 5.1. – Council Manager Plan.

The Town of Wilson's Mills operates under the Council-Manager plan as provided by Part 2 of Article 7 of Chapter 160A of the General Statutes.

The remainder of Chapter V. – Administration remains unchanged.

Section 2: Amendments to the Town Code of Ordinances:

Section 2-1. – Form of Government is hereby amended as follows:

2-1. – Form of Government.

The town operates under the Council-Manager plan, as provided by Part 2 of Article 7 of Chapter 160A of the General Statutes (G.S. 160A-147 et seq.).

Section 4-18. – Enforcement and Penalties is hereby amended as follows:

Sec. 4-18. – Enforcement and penalties.

- (a) It is the duty of the animal control department to enforce the provisions of this chapter.
- (b) Any violation of this chapter shall subject the offender to a civil penalty of \$50.00 for each offense.
- (c) If an animal is found not to be registered, then the owner of said animal will be permitted five business days to register said animal and all other animals owned that have not been previously registered. If these provisions are not met or other arrangements are not made with the animal control officer or town manager, the owner of said animal may be fined \$50.00 for every unregistered animal owned within town limits.
- (d) Notwithstanding subsection (b) of this section, provisions of this article may be enforced through equitable remedies issued by a court of competent jurisdiction.
- (e) In addition to or in lieu of remedies authorized in subsections (b) and (c) of this section, violations of this article may be prosecuted as a misdemeanor in accordance with G.S. 160A-175 as by law provided.

Section 20-20. – Excavation permit required is hereby amended as follows:

Sec. 20-20. – Excavation permit required.

It shall be unlawful for any person to make any excavation or opening or dig any ditch, trench, tunnel or hole in, along, across or under any street, sidewalk or other public place in the town for the purpose of laying or placing therein any pipe, wires or poles or for any other purposes unless a written permit therefor has been issued by the town manager or some other officer of the town vested with that authority.

Section 3: These amendments shall become effective upon passage.

Section 4: Any provisions of the Code inconsistent herewith are hereby repealed.

DULY ADOPTED this the 20th day of April 2026.

TOWN OF WILSON'S MILLS

Fleta Byrd, Mayor

ATTEST:

Emily Matthews, CMC, Town Clerk

(Municipal Seal)

Approved as to Form:

Town Attorney

Request for Council Action

Agenda Item 8b(ii)

TO: Mayor Fleta Byrd and Town Councilmembers
FROM: Leighanna Worley, Town Administrator
DATE: April 20, 2026
RE: Contract Renewal for Town Attorney Legal Services Agreement

Please see enclosed email from Attorney Du Sablon regarding the renewal of his contract. Also enclosed is a draft contract for your consideration as well as Attorney Du Sablon's current contract signed in 2020.

ATTACHMENTS:

- 1) Email from Attorney Du Sablon
- 2) Draft Legal Services Agreement
- 3) Current Legal Services Agreement

ACTION REQUESTED:

Approve, deny, or table the proposed Legal Services Agreement.

Leighanna Worley

From: Gabriel Dusablon <gdusablon@cauleypridgen.com>
Sent: Wednesday, April 8, 2026 3:51 PM
To: Leighanna Worley
Subject: Revised Legal Services Agreement
Attachments: Legal Services Agreement - Wilson's Mills 2026.docx

Be Advised: This email originated from outside of the Town of Wilson's Mills, NC

Leighanna,

Good afternoon. The Town's upcoming April Council meeting is noteworthy for several reasons. First, the Town looks to change its form of government, the most important facet of which is changing your role from town administrator to town manager. It also, as you pointed out last meeting, marks your 20th year anniversary with the Town, which is quite an achievement in local government administration.

I would also note, although not nearly as illustrious, that it marks six years that I have been on board as Town Attorney. I have valued my time with the Town, working with you and the other staff has been a breath of fresh air when compared to some other local government clients of ours. The six years is also relevant because our legal services agreement is a three-year term. I let it automatically renew last time without any changes. Now the time has come, unfortunately, to present the Town with a revised version that brings our rates in line with the rates we are currently charging other clients (I have also, somewhat presumptively, referred to you as Town Manager in the Agreement). I hope that the Town Council will be amenable to this revision, and as always I will remain sensitive of budgetary considerations when billing.

Thanks, and I will follow up soon with the proposed charter changes for the form of government change for next meeting.

Gabe.



Gabriel Du Sablon

2500 Nash Street N, Ste C

Wilson, NC 27896-1394

Phone: 252-291-3848 | Fax: 252-291-9555

[WEB](#) | [BIO](#) | [EMAIL](#)

CONFIDENTIALITY NOTICE: This electronic mail transmission has been sent by a lawyer. It may contain information that is confidential, privileged, proprietary, or otherwise legally exempt from disclosure. If you are not the intended recipient, you are hereby notified that you are not authorized to read, print, retain, copy or disseminate this message, any part of it, or any attachments. If you have received this message in error, please delete this message and any attachments from your system without reading the content and notify the sender immediately of the inadvertent transmission. There is no intent on the part of the sender to waive any privilege, including the attorney-client privilege, that may attach to this communication. Thank you for your cooperation.

IRS CIRCULAR 230 DISCLOSURE: Any tax advice contained in this communication (including any attachments) is not intended or written to be used, and cannot be used, for the purpose of avoiding tax related penalties or promoting, marketing or recommending to any other party any tax related matter addressed herein.

**LEGAL SERVICES AGREEMENT
BETWEEN CAULEY PRIDGEN, P.A.
AND THE TOWN OF WILSON'S MILLS**

This Agreement is made and entered into effective the ____ day of April, 2026 by and between Cauley Pridgen, P.A., a professional association of attorneys licensed to practice law in the State of North Carolina (hereinafter the "Firm") and the Town of Wilson's Mills, a North Carolina municipal corporation and body politic (hereinafter the "Town");

WITNESSETH

WHEREAS, the Firm is a multi-disciplinary law practice which provides legal services to local governments, among other clients; and

WHEREAS, the Town desires to employ the services of the Firm, as independent contractors, to be its legal advisors and represent its legal interests on a non-exclusive basis.

NOW, THEREFORE, for and in consideration of the mutual covenants and promises contained herein, the parties agree as follows:

1. Engagement and Scope of Representation. Town hereby engages the Firm and the Firm hereby accepts such engagement to provide non-exclusive legal representation of the Town, the scope of which representation will include general legal services as Town Attorney, including prosecution and defense of claims for and against the Town; advising the Mayor and Town Council, Town Manager and other Town officials with respect to the affairs of the Town; drafting and reviewing proposed ordinances, resolutions, contracts, franchises and other instruments with which the Town may be concerned and such other matters as may be assigned by the Town and accepted by the Firm. Any attorney member of the Firm may provide or direct the services to be delivered under this Agreement.

2. Fees and Expenses. The representation will be in accordance with the Firm's standard billing practices and procedures for its local government clients.

Fees for the Firm's representation and legal services will be in accordance with the Firm's standard billing practices and procedures for its local government clients. All work will be billed at the rate of \$250.00 per hour for principal attorneys; \$225.00 per hour for associate attorneys; and \$125.00 per hour for paralegal services. The Firm will charge mileage for travel at the IRS rate. The firm will not charge for travel time to regular monthly meetings of the Board of Commissioners.

In addition, the Firm will bill for out-of-pocket expenses, including depositions, court filing fees, phone charges, copying, mileage (at the IRS rate) and other travel charges. A monthly fee of ten (10%) of the monthly charges will be assessed to cover general firm/client administrative costs, such fee not to exceed \$250.00 per month.

3. Billing Policy. Unless the Town requests more frequent billings, the Firm will bill

the Town at least quarterly (typically five times per fiscal year—July, October, December, February and April) and the Town will pay amounts billed within thirty days after receipt.

4. Term of Representation. The representation provided for herein will be for a period of three years beginning upon the date of execution below unless sooner terminated as provided herein. Thereafter, this Agreement will automatically renew for successive periods of three years until written notice of intent not to renew is provided by the Firm or the Town. Professional rates and fees charged by the Firm may be adjusted after the initial term or subsequent renewal terms of this Agreement. This Agreement shall automatically be amended to reflect such changes.

5. Agreement on Representation. The Town agrees to pay the Firm for the performance of the legal services described above and any costs incurred in connection therewith as set forth above. The Town also agrees to cooperate with the Firm and to provide all information which will assist in this representation. The Town has authorized and directed the Firm to take any and all actions which are believed by the Firm, in its experience, judgment and discretion as practicing attorneys, to be advisable when rendering services on the Town's behalf, provided that the Town is kept informed and consulted with as appropriate.

6. Potential Conflicts. The Firm serves clients throughout the State of North Carolina. From time-to-time, conflicts may be encountered which would legally or ethically affect the Firm's ability to provide representation of the Town. The Firm will examine potential conflicts as they arise during the course of the representation and will advise the Town of any potential conflicts it recognizes.

7. Withdrawal and Termination The Firm reserves the right to withdraw from representing the Town if it fails to honor the terms of this Agreement, including payment of fees and costs, or for any other reason as permitted or required by applicable ethical or legal restrictions. The Firm will notify the Town in writing if it is deemed necessary to withdraw from representing the Town in any capacity. Upon withdrawal, the Town will pay promptly for all services rendered and all other costs incurred as set forth above prior to the effective date of withdrawal. The Town may also terminate the services of the Firm in any capacity at any time by providing notice of termination in writing thirty (30) days in advance. Upon termination, the Town will pay promptly all amounts due for services rendered and costs incurred prior to the effective termination date. Upon termination by the Town, the Town shall also pay the difference between the Firm's established billing rates and the rates charged in this Agreement for the period of time up to termination.

8. Independent Contractor. The relationship between the parties is strictly an independent contractor relationship. The Firm shall be solely responsible for determining the means and methods of accomplishing the legal work assigned by the Town and the Town does not control how the work is done. Further, the Town agrees and acknowledges that the Firm provides services to other local governments in addition to the Town and will be continuing to provide such services during the same time period covered by this Agreement. The Firm shall be solely responsible for providing training and continuing legal education to its members and for determining the hours worked by its members. The Firm will carry professional liability insurance in the amount of not less than \$1 million per occurrence. The Firm will not use the services of employees of the Town. As an independent contractor, the Firm, and not the Town, will be

responsible for all withholding taxes and benefits for its employees and for obtaining all business licenses as required by law. As an independent contractor, neither the Firm or any of its members, shall be entitled to receive and the Town shall be under no obligation to provide any of the fringe benefits which it typically provides or may hereafter provide to its employees, including but not limited to, health and medical insurance coverage, life insurance coverage, disability insurance coverage, unemployment insurance coverage, workers' compensation insurance coverage, holiday, vacation and sick leave, retirement contributions, vehicle allowances or any other benefits.

9. Governing Law. This Agreement shall be governed and construed under the laws of the State of North Carolina.

10. Assignment. This Agreement and the rights and obligations hereunder may not be assigned without the written consent of both parties.

11. Entire Agreement. This Agreement constitutes the entire agreement between the parties.

In Witness Whereof, the parties have caused this Agreement to be executed as of the day and year first above written.

CAULEY PRIDGEN, P.A.

By: _____
Gabriel Du Sablon, Shareholder

TOWN OF WILSON'S MILLS

By: _____
Fleta Byrd, Mayor

ATTEST:

By: _____
Emily Matthews, Town Clerk

[AFFIX MUNICIPAL SEAL]

This instrument has been pre-audited in the manner.
Required by the Local Government Fiscal Control Act.

Finance Director

WILSON COUNTY
NORTH CAROLINA

LEGAL SERVICES AGREEMENT
BETWEEN CAULEY PRIDGEN, P.A.
AND THE TOWN OF WILSON'S MILLS

This Agreement is made and entered into effective the 20th day of April, 2020 by and between Cauley Pridgen, P.A., a professional association of attorneys licensed to practice law in the State of North Carolina (hereinafter the "Firm") and the Town of Wilson's Mills, a North Carolina municipal corporation and body politic (hereinafter the "Town");

WITNESSETH

WHEREAS, the Firm is a multi-disciplinary law practice which provides legal services to local governments, among other clients; and

WHEREAS, the Town desires to employ the services of the Firm, as independent contractors, to be its legal advisors and represent its legal interests on a non-exclusive basis.

NOW, THEREFORE, for and in consideration of the mutual covenants and promises contained herein, the parties agree as follows:

1. Engagement and Scope of Representation. Town hereby engages the Firm and the Firm hereby accepts such engagement to provide non-exclusive legal representation of the Town, the scope of which representation will include general legal services as Town Attorney, including prosecution and defense of claims for and against the Town; advising the Mayor and Town Council, Town Administrator and other Town officials with respect to the affairs of the Town; drafting and reviewing proposed ordinances, resolutions, contracts, franchises and other instruments with which the Town may be concerned and such other matters as may be assigned by the Town and accepted by the Firm. Any attorney member of the Firm may provide or direct the services to be delivered under this Agreement.

2. Fees and Expenses. The representation will be in accordance with the Firm's standard billing practices and procedures for its local government clients.

All work will be billed at the rate of \$185.00 per hour for partners. Other attorneys will be billed at the Firm's standard billing rate but not to exceed \$175/hour. Paralegal services will be billed at \$75.00 per hour for all matters. The Firm will not charge for travel time to attend regular Council meetings. The Firm may use the services of any members thereof, including principals, associates and paralegals. In addition, the Firm will bill for out-of-pocket expenses, including depositions, court filing fees, phone charges, copying, mileage (at the IRS rate) and other travel charges.

Quarterly billing summaries will be issued by the Firm to provide an accounting of fees incurred detailing how the retainer fees were applied. Legal services provided for grant and/or

loan funded projects or tax collection litigation will be billed separately.

3. Billing Policy. Unless the Town requests more frequent billings, the Firm will bill the Town at least quarterly (typically five times per fiscal year—July, October, December, February and April) and the Town will pay amounts billed within thirty days after receipt.

4. Term of Representation. The representation provided for herein will be for a period of three years beginning upon the date of execution below unless sooner terminated as provided herein. Thereafter, this Agreement will automatically renew for successive periods of three years until written notice of intent not to renew is provided by the Firm or the Town.

5. Agreement on Representation. The Town agrees to pay the Firm for the performance of the legal services described above and any costs incurred in connection therewith as set forth above. The Town also agrees to cooperate with the Firm and to provide all information which will assist in this representation. The Town has authorized and directed the Firm to take any and all actions which are believed by the Firm, in its experience, judgment and discretion as practicing attorneys, to be advisable when rendering services on the Town's behalf, provided that the Town is kept informed and consulted with as appropriate.

6. Potential Conflicts The Firm serves clients throughout the State of North Carolina. From time-to-time, conflicts may be encountered which would legally or ethically affect the Firm's ability to provide representation of the Town. The Firm will examine potential conflicts as they arise during the course of the representation and will advise the Town of any potential conflicts it recognizes.

7. Withdrawal and Termination The Firm reserves the right to withdraw from representing the Town if it fails to honor the terms of this Agreement, including payment of fees and costs, or for any other reason as permitted or required by applicable ethical or legal restrictions. The Firm will notify the Town in writing if it is deemed necessary to withdraw from representing the Town in any capacity. Upon withdrawal, the Town will pay promptly for all services rendered and all other costs incurred as set forth above prior to the effective date of withdrawal. The Town may also terminate the services of the Firm in any capacity at any time by providing notice of termination in writing thirty (30) days in advance. Upon termination, the Town will pay promptly all amounts due for services rendered and costs incurred prior to the effective termination date. Upon termination by the Town, the Town shall also pay the difference between the Firm's established billing rates and the rates charged in this Agreement for the period of time up to termination.

8. Independent Contractor. The relationship between the parties is strictly an independent contractor relationship. The Firm shall be solely responsible for determining the means and methods of accomplishing the legal work assigned by the Town and the Town does not control how the work is done. Further, the Town agrees and acknowledges that the Firm provides services to other local governments in addition to the Town and will be continuing to provide such services during the same time period covered by this Agreement. The Firm shall be solely responsible for providing training and continuing legal education to its members and for determining the hours worked by its members. The Firm will carry professional liability insurance in the amount of not less than \$1 million per occurrence. The Firm will not use the

services of employees of the Town. As an independent contractor, the Firm, and not the Town, will be responsible for all withholding taxes and benefits for its employees and for obtaining all business licenses as required by law. As an independent contractor, neither the Firm or any of its members, shall be entitled to receive and the Town shall be under no obligation to provide any of the fringe benefits which it typically provides or may hereafter provide to its employees, including but not limited to, health and medical insurance coverage, life insurance coverage, disability insurance coverage, unemployment insurance coverage, workers' compensation insurance coverage, holiday, vacation and sick leave, retirement contributions, vehicle allowances or any other benefits.

9. Governing Law. This Agreement shall be governed and construed under the laws of North Carolina.

10. Assignment. This Agreement and the rights and obligations hereunder may not be assigned without the written consent of both parties.

11. Entire Agreement. This Agreement constitutes the entire agreement between the parties.

In Witness Whereof, the parties have caused this Agreement to be executed as of the day and year first above written.

CAULEY PRIDGEN, P.A.

By: Gabriel Du Sablon
Gabriel Du Sablon

TOWN OF WILSON'S MILLS

By: Jim Uzzle, Jr.
Jim Uzzle, Jr., MAYOR



ATTEST

By: L. M. Worley
Leighanna T. Worley, MMC
Town Administrator / Municipal Clerk

Request for Council Action

Agenda Item 8c(i)

TO: Mayor Fleta Byrd and Town Council Members
FROM: Connie Lassiter, Finance Director
DATE: April 20, 2026
REQUEST: Bank Signatory Addition

STAFF REPORT:

In accordance with NCGS § 159-25(b) all checks or drafts on an official depository shall be signed by the finance officer and countersigned by another official of the local government designated by the governing board. The recent hiring of finance director as appointed finance officer requires council action for bank officials to make the addition of authorized signatory on current KS Bank accounts.

FISCAL IMPACT: None

ATTACHMENT(S):

Resolution to Designate Additional Authorized Signatory on the Town of Wilson's Mills Bank Accounts

ACTION REQUESTED:

Move to approve the Resolution to Designate Additional Authorized Signatory on the Town of Wilson's Mills Bank Accounts

**RESOLUTION TO DESIGNATE ADDITIONAL AUTHORIZED SIGNATORY
ON THE TOWN OF WILSON'S MILLS BANK ACCOUNTS**

WHEREAS, the Town Council of the Town of Wilson's Mills ("Town") has the authority to control the finances and property of the Town and to appropriate money for municipal purposes and provide for payment of debts and expenses of the municipality; and

WHEREAS, the Town maintains checking accounts with KS Bank; and

WHEREAS, the Town Council desires to add designated signatory on said accounts in accordance with this Resolution.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Wilson's Mills, North Carolina that:

Section 1. The Town Council designates Connie Lassiter, Finance Officer as an authorized signatory to be added on the Town's bank accounts to act in accordance with Council approved expenditures.

Section 2. In accordance with NCGS § 159-25(b) "Except as otherwise provided by law, all checks or drafts on an official depository shall be signed by the finance officer or a properly designated deputy finance officer and countersigned by another official of the local government or public authority designated for this purpose by the governing board."

Section 3. This Resolution shall take effect upon its approval by the Town Council.

ADOPTED THIS 20th DAY OF APRIL 2026

Fleta Byrd, Mayor

ATTEST:

Emily Matthews, CMC, Town Clerk

Request for Council Action

Agenda Item 8d(i)

TO: MAYOR FLETA BYRD AND TOWN COUNCILMEMBERS
FROM: PATRICK MOORE, PUBLIC WORKS DIRECTOR
DATE: APRIL 20TH, 2026
RE: 101 STONEVIEW CIRCLE.

I am requesting a budget amendment to cover grading and leveling work needed on Stoneview Circle. The edge of the road has begun to sink, creating an erosion issue that is now causing cracking along the roadway edges.

The proposed scope of work includes hauling in approximately 32 yards of dirt to repair an area measuring 8 ft x 250 ft. After grading and leveling are completed, the contractor will seed the area and install an erosion control mat to stabilize the repair and prevent future deterioration.

The contractor's quote for this work is **\$3,400**.

Approval of this budget amendment is requested so the repairs can be completed promptly and further roadway damage can be prevented.

ACTION REQUESTED:

Approve the budget amendment from the Powell bill fund to cover the work requested.