

TOWN OF WILSON'S MILLS  
WORK SESSION  
February 23, 2026

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

**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 5:01pm.

**Audit Presentation:** Jay Sharpe from Sharpe Patel CPA said the 2025 audit has been completed and financial statements have been prepared. He said it has been submitted to the Local Government Commission and approved. He said phase 1 of the audit is to provide any updates such as changes in internal controls. Phase 2 is to perform tests in certain areas. He said in 2025 the areas tested were cash disbursement, payroll, and credit cards. Mr. Sharpe said the audit received a clean opinion and there were no findings for 2025. Councilmember Brown asked if it is typical for there to be no findings and Mr. Sharpe said in other towns there are usually 1 or 2 findings but it's unusual to find more than that. Mr. Sharpe explained there was a loss in the general fund in 2025 and that is because expenditures just slightly over exceeded the budgeted revenue. Councilmember McGowan asked if that is of any concern to Mr. Sharpe and he said not at this time. Mr. Sharpe said there has been growth in the Town's Fund Balance since 2017. He said the 2 biggest revenues in 2025 were property taxes and unrestricted governmental such as use taxes. He also said the water and sewer fund and been profitable the last 4 years. The biggest expenditures were public safety, administration, and general government. Councilmember McGowan asked what red flags Mr. Sharpe looks for concerning credit cards and Mr. Sharpe says if there is a large number of missing receipts it is often a reason to do further research in that area.

With no other questions, Mr. Sharpe thanked Council for their time.

**Departmental Reports:** Mayor Byrd referenced events report and asked if there were any questions. Councilmember McGowan suggested Peter attends HOA meetings to recruit volunteers. Town Administrator Worley will talk to him about it. Mayor Byrd said she and events committee members have urged people to join the committee, but no one shows up. Councilmember Brown said Peter is doing great in reaching people. Human Resources Director Jenny Martin said she has been processing a lot of background checks for volunteers. Councilmember McGowan mentioned a Thank-A-Veteran event. Councilmember McGowan suggested Jr. ROTC at events as well. Town Administrator Worley said our Touch-A-Truck event will be on April 25<sup>th</sup> and Council will be attending the pop-up information sessions for the public 11am to 12pm. Councilmember McGowan said Peter reached out to Councilmember Riley and himself about additional times during the event. Ms. Worley said she would figure out the final timeslots and let Council know.

Finance Officer Sherry Hudson asked for any questions regarding the finance report. Councilmember Brown said on page 4 of the Finance report the expenditures line for Capital Outlay Vehicles is over 100% and asked what vehicles those were for. Finance Officer Hudson said they are for Police Vehicles. Councilmember Brown also asked about the Part-Time Salary line being over 100 percent as well. Ms. Hudson said a budget amendment was done to repair that but by the time the new numbers were put into the system, it was over 100 percent again. Chief said it is due to being short staffed earlier in the year and the part-time officers having to take over for full-time officers. Councilmember Brown asked about the telephone line under

Parks and Events and if it is related to the cameras at the Community Park. Town Administrator Worley said those funds are for the Events Coordinator's phone stipend. Councilmember Brown asked about the enterprise fund and Ms. Hudson said it is the water and sewer fund. Mayor Byrd asked if this would be the last report from Ms. Hudson since she will be retiring at the end of the month and Ms. Hudson said yes. Mayor and Council thanked Ms. Hudson for her time and dedication to the Town.

Human Resources Director Jenny Martin asked if there were any questions regarding her report. Councilmember Brown asked what the cost of the pay study is and Ms. Martin said there is no cost in addition to her salary because she is the one conducting the pay study. Councilmember McGowan asked why we are switching to a new time clock system and Ms. Martin explained the Police Department is already using TimeTrex while the Town Hall staff are using a punch card to track their time. She said all employees using TimeTrex will make payroll easier as well as allow employees to clock in and out when away from the office at training. Councilmember McGowan asked what safeguards are in place to make sure employees are tracking their time honestly. Ms. Martin said the supervisor will need to approve the final timesheet and they will also be able to see the location in which the employee clocked in and/or out.

Public Works Director Patrick Moore welcomed questions from Council regarding his report. Councilmember Brown asked about all of the service being done on the police vehicles and Public Works Director Patrick Moore said some of the service is due to the transfer case control module no longer working in the 2021 Durangos and so they are having to be replaced. Councilmember McGowan asked the cost of replacement and Mr. Moore said around \$240. Councilmember McGowan asked if some work is being sent out to a subcontractor and Mr. Moore said yes and some work is done in house.

Mayor Byrd asked if there were any questions regarding the Police Department report. Councilmember McGowan said it is good to see the number of vehicle stops have increased. Councilmember Brown said police visibility in town is higher than before and likes seeing more officers patrolling. Councilmember Brown asked what is the majority of the animal complaints. Chief said most of the time it is neighbors complaining about a dog barking or making the Town aware the animal is not being taken care of.

Planning Director Wendy Oldham asked if there were any questions about her report. Councilmember McGowan asked what is stopping the process on the streets being taken over in the Cottages subdivisions. Planning Director Wendy Oldham said there were some internal issues within the company who is also a family. She said she contacted the grandson of the owner who has since passed away. She said he is now handling the subdivisions, and he was coming to Wilson's Mills to ride through and is supposed to get street takeover paperwork to her soon. Councilmember McGowan asked if the inspection had been done and Mrs. Oldham said yes. Councilmember Brown asked if we get more Powell Bill funds if we take in more streets and Mrs. Oldham confirms. He asked if Midtown will be coming soon and Mrs. Oldham said very shortly. Councilmember McGowan said some of the culverts in Ives Landing are closed with sand and Public Works Director Patrick Moore said he emailed the engineer about the issues today and he is waiting for a response.

Town Administrator Worley introduced Connie Lassiter and said she will be starting Thursday as our new Finance Director. Mrs. Lassiter was welcomed by Council and said she is looking forward to working with the Town.

Town Administrator Worley updated Council on CityVision, the North Carolina League of Municipalities annual conference held in May. Upon further discussion, all Councilmembers agreed to attend the conference with some of them traveling each day and some staying overnight. Ms. Worley said she will send the session schedules to Council.

Town Administrator Worley updated Council on the Council Chambers upfit and said the contractor told her we could have a Certificate of Occupancy by March 9<sup>th</sup>, but she is unsure that it will be possible due to a lot of outside work still needing to be done. Councilmember Brown asked when the original completion date was supposed to be and Town Administrator Worley said November 2025. Councilmember Brown asked what the repercussions are for not being done on time. Town Administrator Worley said there is a fee per day after 180 days which would have been the end of November. She said Attorney Du Sablon is looking into how we can collect liquidated damages. Councilmember McGowan asked if this would involve litigation and Town Administrator Worley said she doesn't think so. Councilmember Brown said he is frustrated with the lack of progress. Town Administrator Worley said she will talk to Attorney Du Sablon about what action we can take for liquidated damages.

**Budget Discussions:**

Ms. Worley said due to time she can give brief overview of the budget and can elaborate more at the next budget meeting. She said Human Resources is looking at updating the leave policy for vacation, sick, and holiday time. She said the final numbers after the pay study will be included as well but we don't have the final numbers yet. She said we are looking at the cost of matching employees 401(k) contributions up to a certain percentage. We have 401(k) now but we do not match it at all. She said all other Johnston County municipalities match at least 4 or 5 percent for their employees. Councilmember Brown asked what other retirement benefits are offered to employees and Ms. Worley said state retirement is given to all employees and 401(k) and 457 plans are offered. She said we do not currently offer short- and long-term disability but are looking into that benefit as well. Councilmember McGowan asked who would pay for that coverage and Ms. Martin said it would be employee paid.

Ms. Worley said the main wish list items in the Public Works Department are a dump truck, snowplow, and brine setup. She said that it would be about \$90,000 total. She said there were several residents that expressed concerns about the Town not being able to service the roads during the most recent ice and snow we had. She said we are hoping to use Powell Bill funds for some but not all of the cost. She said Public Works vehicle maintenance will probably be increased to \$30,000 but the vehicle maintenance line will be removed from all other departments and be all in Public Works since their department is completing the work.

Ms. Worley said the Planning Department needs a new multifunction printer that can print, copy, and scan maps. The cost would be around \$7,400, Councilmember McGowan asked if our current printer is leased and Mrs. Oldham said we purchased it but it only prints, it does not copy or scan maps. Councilmember Brown asked who services our other printers within Town Hall and Ms. Worley said Office Value services both our machine and the machine at the Police Department.

Regarding the Police Department, Ms. Worley said the budget will consist of the funds to get the equipment up to date as well as 2 new vehicles, a full-time Lieutenant position and BLET funds for a new cadet going through the program. She said it will also need to include funds for laptops for vehicles as well as a camera at

the intersection of Wilson’s Mills Road and Fire Department Road. She said the department needs 14 new body cameras and we are looking into getting them from Motorola. She said rather than purchasing them we will receive them for use and Motorola will service and replace them as needed. She said the budget will also potentially include a non-sworn security officer to accompany the School Resource Officer at the new high school and this officer will also help with Animal Control calls.

In the Administration Department Ms. Worley said there are no additions other than the possible addition of an Assistant Town Manager.

For Park and Events, the main need is for a Park Master Plan. Ms. Worley said this is needed because our current plan is over 10 years old and in order to receive more PART-F grants we need to update the plan. She said our Events Coordinator asked via survey on social media a few months ago what citizens would like to see added to the park and most people responded they would like to have a splashpad. She said she is looking into pricing. She is also looking at increasing the festivals line item to \$30,000 so the events can continue to grow, an accessory building for storage is also being looked at and will be between \$15,000 and \$18,000. She said we have enough funds in the Parks and Events budget to finish some items this year such as the bike rack, bike repair station, and ADA ramp at the Rugby fields. The remaining funds can also be used to finish the driveway at the park. Councilmember Brown asked about getting lights placed at the park for early morning or late evening events.

**MOTION TO GO INTO CLOSED SESSION:**

A motion was made by Councilmember Tim Brown and seconded by Councilmember David McGowan at 6:32pm to go into Closed Session pursuant to N.C.G.S. 143-318.11(a)(2) “...consult with attorney...” and invite Planning Director Oldham into the Closed Session. 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 8:02pm. Motion carried unanimously.

**ADJOURN:**

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

The meeting adjourned at 8:03pm.



ATTEST:

*Emily Matthews*  
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EMILY MATTHEWS, CMC  
Town Clerk

*Fleta A. Byrd*  
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FLETA A. BYRD, Mayor