



BOARD OF ALDERMAN

Monday, November 10, 2025 at 6:00 PM

Landis Board Room

MINUTES

PLEASE SILENCE ALL CELL PHONES

Present: Mayor Meredith B. Smith, Mayor Pro-Tem Ashley Stewart, Alderman Tony Corriher, Alderman Ryan Nelms, Alderman Darrell Overcash

Staff Present: Town Manager Michael Ambrose, HR Director/Town Clerk Madison Stegall, Utility Billing Specialist Ashley Burn, Town Attorney Rick Locklear, Police Chief Matthew Geelen, Parks & Rec Director Jessica St. Martin, Planning Director Phil Collins

1. INTRODUCTION:

1.1 Call Meeting to Order

Mayor Meredith Smith called the meeting to order at 6:00 PM.

1.2 Welcome

Mayor Smith welcomed those in attendance.

1.3 Moment of Silence and Pledge of Allegiance

Mayor Smith led those in attendance in a moment of silence and the Pledge of Allegiance.

1.4 2025 Veterans Day Proclamation

Mayor Smith read the Veterans Day Proclamation for the Town of Landis. The proclamation honored those who sacrificed for the security and freedom of the community and recognized November 11th as Veterans Day in the Town of Landis. Mayor Smith called upon citizens to join in recognizing and honoring veterans through appropriate ceremonies, activities, and expressions of appreciation.

1.5 Adoption of Agenda

ACTION: A MOTION WAS MADE TO ADOPT THE AGENDA WITH THE ADDITION OF ITEM 6.12 TOWN HALL FLAT ROOF REPAIR AND CONSTRUCTION.

Moved By: Ashley Stewart, seconded by Ryan Nelms

Motion Passed: (4-0)

Voting For: Ashley Stewart, Darrell Overcash, Ryan Nelms, Tony Corriher

2. CONSENT AGENDA:

All items below are considered to be routine by the Board of Aldermen and will be enacted by one motion. There will be no separate discussion on these items unless an Aldermen member so requests, in which event, the item will be removed from the Consent Agenda and placed in the appropriate corresponding Agenda Section to then be considered.

2.1 Consider Approval of Work Session Meeting Minutes from October 9, 2025, and Regular Scheduled Meeting Minutes from October 20, 2025

2.2 Consider Approval of Allowing the DCFL Foundation 501(c)(3) to Purchase All Old Street Name Signs, in Town, in the Amount of \$1.00 and Corresponding Resolution #2025-11-10-1

2.3 Consider Approval of 2025 Longevity Pay for Full-Time Employees

ACTION: A MOTION WAS MADE TO RECUSE ALDERMAN NELMS FROM THE CONSENT AGENDA.

Moved By: Ashley Stewart, seconded by Darrell Overcash

Motion Passed: (3-0)

Voting For: Ashley Stewart, Darrell Overcash, Tony Corriher

ACTION: A MOTION WAS MADE TO APPROVE THE CONSENT AGENDA AS PRESENTED.

Moved By: Ashley Stewart, seconded by Darrell Overcash

Motion Passed: (3-0)

Voting For: Ashley Stewart, Darrell Overcash, Tony Corriher

ACTION: A MOTION WAS MADE TO ALLOW ALDERMAN NELMS TO RETURN TO SESSION.

Moved By: Ashley Stewart, seconded by Darrell Overcash

Motion Passed: (3-0)

Voting For: Ashley Stewart, Darrell Overcash, Tony Corriher

3. OLD BUSINESS:

3.1 Consider Discussion of Setting a Date and Time for Elected Officials Ethics Training

The board discussed potential dates for ethics training. It was noted that the training would be two hours in length and could be done online individually, though the board preferred to do it as a group. January 8th had been proposed for a workshop, and the board discussed whether to schedule the ethics training that day.

After further discussion, it was decided to table the item to December to come up with a date in February when they could all do the training together.

ACTION: A MOTION WAS MADE TO TABLE ITEM 3.1 TO THE DECEMBER MEETING.

Moved By: Ryan Nelms, seconded by Ashley Stewart

Motion Passed: (4-0)

Voting For: Ashley Stewart, Darrell Overcash, Ryan Nelms, Tony Corriher

4. PUBLIC HEARINGS:

4.1 Consider Public Legislative Hearing for Stormwater ERU Study and Corresponding Stormwater Fees

Town Manager Ambrose presented four options for stormwater fees:

- Option 1: Keep fees the same as today but divide them by parcels for residential and ERU for commercial rather than utility accounts. This would yield \$595,883 annually.
- Option 2: Raise residential fees to \$6.19 and commercial to \$14.57 per ERU, yielding \$835,886 annually.
- Option 3: Raise fees to \$7 residential and \$15 commercial per ERU, yielding \$879,069 annually.
- Option 4: Keep fees that same as today \$5 residential and \$10 commercial with no other changes. This would yield \$122,000 annually.

Town Manager Ambrose recommended Option 2 to address deferred maintenance of stormwater infrastructure, including sinkholes near residences. He explained that the current funding only covers a third of an employee and roughly \$25,000 in project funds, which is insufficient for needed repairs. He noted that one sinkhole alone would cost over \$120,000 to fix.

Mayor Pro-Tem Stewart asked if the funds would go toward remedying sinkholes and damage from past years, which Town Manager Ambrose confirmed. Mayor Pro-Tem Stewart also inquired about implementing a graduating scale year over year, which Manager Ambrose said was possible.

Manager Ambrose explained that apartment complexes, schools, and churches would pay per ERU based on impervious surface area, with one ERU being approximately 2,100 square feet of impervious surface.

Mayor Smith asked about the current funding needs, and Manager Ambrose stated there were about \$1.7 million in projects that needed funding based on contractor pricing, though staff with experience might be able to reduce costs.

HR Director/Town Clerk Madison Stegall confirmed the public hearing notice was posted on the town website, in the Salisbury Post, and on the notice board ten days prior to the meeting.

ACTION: A MOTION WAS MADE TO OPEN THE PUBLIC LEGISLATIVE HEARING FOR THE STORMWATER ERU STUDY AND CORRESPONDING STORMWATER FEES.

Moved By: Ashley Stewart, seconded by Ryan Nelms

Motion Passed: (4-0)

Voting For: Ashley Stewart, Darrell Overcash, Ryan Nelms, Tony Corriher

No Comments Made.

ACTION: A MOTION WAS MADE TO CLOSE THE PUBLIC LEGISLATIVE HEARING FOR THE STORMWATER ERU STUDY AND CORRESPONDING STORMWATER FEES.

Moved By: Ashley Stewart, seconded by Darrell Overcash

Motion Passed: (4-0)

Voting For: Ashley Stewart, Darrell Overcash, Ryan Nelms, Tony Corriher

After discussion, the board decided to adopt Option 1, with the possibility of moving to Option 2 next year. Mayor Pro-Tem Stewart noted that while Option 2 would provide more funding in year one, he preferred a graduated approach.

ACTION: A MOTION WAS MADE TO APPROVE OPTION #1 TO KEEP THE FEES THE SAME AT \$5 RESIDENTIAL AND \$10 COMMERCIAL BUT WOULD BILL BY PARCELS FOR RESIDENTIAL AND ERU BASED ON IMPERVIOUS SURFACE AREA FOR COMMERCIAL RATHER THAN BY A SINGLE UTILITY ACCOUNT.

Moved By: Ashley Stewart, seconded by Darrell Overcash

Motion Passed: (4-0)

Voting For: Ashley Stewart, Darrell Overcash, Ryan Nelms, Tony Corriher

ACTION: A MOTION WAS MADE TO APPROVE CORRESPONDING BUDGET AMENDMENT #12 TO ALLOCATE NEW FUNDS TO STORMWATER BUDGET.

Moved By: Ashley Stewart, seconded by Darrell Overcash

Motion Passed: (4-0)

Voting For: Ashley Stewart, Darrell Overcash, Ryan Nelms, Tony Corriher

5. CITIZEN COMMENTS:

All citizen comments are limited to 3 minutes.

5.1 Citizens' Comments

No Comments Made.

6. CONSIDERATIONS:

6.1 Consider Motion to Enter Closed Session Pursuant to N.C.G.S.143-318.11(a)(3)(6) to Consult with Town Attorney and to Discuss Personnel Matters

ACTION: A MOTION WAS MADE TO ENTER CLOSED SESSION PURSUANT TO N.C.G.S.143-318.11(A)(3)(6) TO CONSULT WITH TOWN ATTORNEY AND TO DISCUSS PERSONNEL MATTERS AT 6:23 PM.

Moved By: Ashley Stewart, seconded by Darrell Overcash

Motion Passed: (4-0)

Voting For: Ashley Stewart, Darrell Overcash, Ryan Nelms, Tony Corriher

ACTION: A MOTION WAS MADE TO EXIT CLOSED SESSION AT 7:14 PM.

Moved By: Darrell Overcash, seconded by Ashley Stewart

Motion Passed: (4-0)

Voting For: Ashley Stewart, Darrell Overcash, Ryan Nelms, Tony Corriher

ACTION: A MOTION WAS MADE TO EXIT CLOSED SESSION AT 7:14 PM.

Moved By: Darrell Overcash, seconded by Ashley Stewart

Motion Passed: (4-0)

Voting For: Ashley Stewart, Darrell Overcash, Ryan Nelms, Tony Corriher

ACTION: A MOTION WAS MADE TO APPROVE THE MAPS GROUP TO CONDUCT AN HR POLICY REWRITE IN THE AMOUNT OF \$5,000 PLUS EXPENSES WITH THE NUMBER OF HOURS OF WORK TO NOT EXCEED 45 HOURS.

Moved By: Ashley Stewart, seconded by Darrell Overcash

Motion Passed: (4-0)

Voting For: Ashley Stewart, Darrell Overcash, Ryan Nelms, Tony Corriher

ACTION: A MOTION WAS MADE TO APPROVE PERFORMANCE POTENTIAL UNCORKED, LLC TO CONDUCT A TOWN MANAGER 360 REVIEW IN THE AMOUNT OF \$500 NOT TO EXCEED 5 HOURS OF WORK AND TO BE SENT TO ALL FULL-TIME EMPLOYEES FOR COMPLETION.

Moved By: Ashley Stewart, seconded by Ryan Nelms

Motion Passed: (4-0)

Voting For: Ashley Stewart, Darrell Overcash, Ryan Nelms, Tony Corriher

ACTION: A MOTION WAS MADE TO APPROVE BUDGET AMENDMENT #13 IN THE AMOUNT OF \$12,750 PURSUANT TO ARBITRATORS' RULING FOR DISPUTED CLAIM BY NFOCUS CASE #25-CVD-1019.

Moved By: Ashley Stewart, seconded by Darrell Overcash

Motion Passed: (4-0)

Voting For: Ashley Stewart, Darrell Overcash, Ryan Nelms, Tony Corriher

6.2 Consider Approval to Install an Automatic Entrance Gate with a Coded Keypad at the Lake Corriher Park Office and One Ornamental Decorative Gate at the Bridge Entrance of the Kimball Road Parking Lot

Parks and Recreation Director Jessica St. Martin presented the proposal for an automatic fence gate with a swiping mechanism for staff badges at the park office entrance. The gate would allow staff to enter and would automatically let out vehicles that get locked inside after hours. The ornamental gate at the bridge entrance would be a decorative black gate that could be padlocked, making it more difficult for people to enter after hours.

Three quotes were obtained: Allison Fencing (\$19,935), 3M Gates and Access Control (\$15,068.94), and B&H Fencing (\$10,597). Director St. Martin recommended 3M Gates and Access Control based on cost efficiency and availability, noting that the B&H quote did not include automatic sensors and openers.

ACTION: A MOTION WAS MADE TO APPROVE THE INSTALLATION OF AN AUTOMATIC ENTRANCE GATE WITH A CODED KEYPAD AT THE LAKE CORRIHER WILDERNESS PARK OFFICE AND ONE ORNAMENTAL DECORATIVE GATE AT THE BRIDGE ENTRANCE OF KIMBALL ROAD PARKING LOT BY 3M GATES & ACCESS CONTROL IN THE AMOUNT OF \$15, 068.94 BASED ON COST EFFICIENCY AND THEIR AVAILABILITY.

Moved By: Ashley Stewart, seconded by Tony Corriher

Motion Passed: (4-0)

Voting For: Ashley Stewart, Darrell Overcash, Ryan Nelms, Tony Corriher

6.3 Consider Reallocation of ARPA Funds to the Parks & Recreation Department to Perform a Partial Boundary Survey (Project #26-129)

Parks and Recreation Director St. Martin explained that due to logging by Mount Moriah Church, several areas of the park were left in disarray, and some hiking trails that shared property with the church were lost. A boundary survey was needed to determine property lines before rerouting trails to prevent future compromises. The estimated cost was around \$5,000, and the town wanted to hire an impartial company from outside the county to perform the survey.

Board members discussed the complex and winding property lines and the need to potentially clean them up with straight lines in the future. There was agreement that a proper survey was needed to determine the current boundaries before making any decisions about gates or trail re-routing.

ACTION: A MOTION WAS MADE TO APPROVE \$5,000 OF ARPA FUNDS TO BE REALLOCATED TO THE PARKS & RECREATION DEPARTMENT TO PERFORM A PARTIAL BOUNDARY SURVEY AT LAKE CORRIHER PARK (PROJECT #26-129).

Moved By: Ashley Stewart, seconded by Tony Corriher

Motion Passed: (4-0)

Voting For: Ashley Stewart, Darrell Overcash, Ryan Nelms, Tony Corriher

6.4 Consider Approval of Budget Amendment #9 to Reallocate ARPA Funds to the Parks & Recreation Department to Perform a Partial Boundary Survey (Project #26-129)

ACTION: A MOTION WAS MADE TO APPROVE BUDGET AMENDMENT #9 TO REALLOCATE \$5,000 IN ARPA FUNDS TO THE PARKS & RECREATION DEPARTMENT TO PERFORM A PARTIAL BOUNDARY SURVEY AT LAKE CORRIHER WILDERNESS PARK (PROJECT #26-129).

Moved By: Ashley Stewart, seconded by Darrell Overcash

Motion Passed: (4-0)

Voting For: Ashley Stewart, Darrell Overcash, Ryan Nelms, Tony Corriher

6.5 Consider Approval of Restroom Types for the Facility in the DCFL Park as Recommended by the DCFL Committee

Director St. Martin presented plans for restrooms at the DCFL Park, explaining that the DCFL committee recommended making all single units unisex restrooms rather than designating them as male or female, while keeping the family and ADA restrooms as designated. During regular business hours, two restrooms would be unlocked, with them all open during events.

Mayor Smith expressed concern about the design, suggesting a more traditional layout with separate men's and women's multi-stall restrooms would be easier to clean and monitor for safety. She suggested putting a family restroom by the children's playground area.

After discussion, the board decided to send the plan back to the committee for additional workshop and alternative designs.

ACTION: A MOTION WAS MADE TO SEND THE DCFL PARK RESTROOM TYPES BACK TO THE DCFL COMMITTEE FOR FURTHER DISCUSSION ON ALTERNATIVES.

Moved By: Ashley Stewart, seconded by Tony Corriher

Motion Passed: (4-0)

Voting For: Ashley Stewart, Darrell Overcash, Ryan Nelms, Tony Corriher

6.6 Consider Approval of a Brick in Recognition of the DCFL Groundbreaking Photographer as Recommended by the DCFL Committee

Director St. Martin explained that the DCFL committee recommended recognizing photographer Ken Thomas, who contributed his services to the groundbreaking event, with an engraved brick to be placed in the park at a cost of one dollar.

Mayor Smith expressed concern that a brick was insufficient recognition and suggested a plaque with a collage of pictures from the event would be more appropriate. Despite her reservations, the board voted to approve the brick.

ACTION: A MOTION WAS MADE TO APPROVE THE PURCHASE OF A BRICK IN RECOGNITION OF THE DCFL GROUNDBREAKING PHOTOGRAPHER, KEN THOMAS, AS RECOMMENDED BY THE DCFL COMMITTEE IN THE AMOUNT OF \$1.00.

Moved By: Tony Corriher, seconded by Ashley Stewart

Motion Passed: (4-0)

Voting For: Ashley Stewart, Darrell Overcash, Ryan Nelms, Tony Corriher

6.7 Consider Approval to Award the Electric Substation Civil Site and Below Grade Construction to Draw Enterprises of Charlotte, NC in the Amount of \$713,465 (Project #25-68)

Town Manager Ambrose explained that the project had been bid out and based on the engineer's recommendation, Draw Enterprises was selected based on their experience and price.

ACTION: A MOTION WAS MADE TO AWARD THE ELECTRIC SUBSTATION CIVIL SITE AND BELOW GRADE CONSTRUCTION BID TO DRAW ENTERPRISES OF CHARLOTTE, NC IN THE AMOUNT OF \$713,465 (PROJECT #25-68).

Moved By: Ashley Stewart, seconded by Tony Corriher

Motion Passed: (4-0)

Voting For: Ashley Stewart, Darrell Overcash, Ryan Nelms, Tony Corriher

6.8 Consider Approval of Setting a Public Hearing for December 8, 2025, for Zoning Map Amendment #ZMA-2025-12-08-1 - Parcel #106115 - 0 W. Hoke Street - SFR-3 to RMST

Planning Director Phil Collins gave a brief overview of zoning map amendment #ZMA-2025-12-08-1.

ACTION: A MOTION WAS MADE TO SET A PUBLIC HEARING FOR THE DECEMBER 8, 2025, BOARD OF ALDERMAN MEETING FOR A ZONING MAP AMENDMENT #ZMA-2025-12-08-1 FOR PARCEL #106 115 - 0 W. HOKE STREET - SFR-3 TO RMST.

Moved By: Ashley Stewart, seconded by Tony Corriher

Motion Passed: (4-0)

Voting For: Ashley Stewart, Darrell Overcash, Ryan Nelms, Tony Corriher

6.9 Consider Approval of Setting a Public Hearing for December 8, 2025, for Zoning Map Amendment ZMA-2025-12-08-2 - Parcel #130B09601 - 1335 Mt. Moriah Church Road - SFR-2 to MU-1

Planning Director Phil Collins gave a brief overview of zoning map amendment #ZMA-2025-12-08-2.

ACTION: A MOTION WAS MADE TO SET A PUBLIC HEARING FOR THE DECEMBER 8, 2025, BOARD OF ALDERMAN MEETING FOR A ZONING MAP AMENDMENT #ZMA-2025-12-08-2 FOR PARCEL #130B09601 - 1335 Mt. Moriah Church Road - SFR-2 to MU-1.

Moved By: Ashley Stewart, seconded by Darrell Overcash

Motion Passed: (4-0)

Voting For: Ashley Stewart, Darrell Overcash, Ryan Nelms, Tony Corriher

6.10 Consider Approval of Setting a Public Hearing for December 8, 2025, for Zoning Map Amendment #ZMA-2025-12-08-3 - Parcel #130331 - 0 W. Ryder Avenue - SFR-3 to MU-1

Planning Director Phil Collins gave a brief overview of zoning map amendment #ZMA-2025-12-08-3.

ACTION: A MOTION WAS MADE TO SET A PUBLIC HEARING FOR THE DECEMBER 8, 2025, BOARD OF ALDERMAN MEETING FOR A ZONING MAP AMENDMENT #ZMA-2025-12-08-3 FOR PARCEL #130331 – 0 W. Ryder Avenue - SFR-3 to MU-1.

Moved By: Ashley Stewart, seconded by Darrell Overcash

Motion Passed: (4-0)

Voting For: Ashley Stewart, Darrell Overcash, Ryan Nelms, Tony Corriher

6.11 Consider Approval of Setting a Public Hearing for December 8, 2025, for Amending the Town of Landis LDO to Include a Traffic Impact Analysis for Any Development that has 30 or More Front Doors as Recommended by the Planning Board

Town Manager Ambrose requested that this item be tabled to get more clarification on the number of trips that would need to be included in the ordinance change to comply with state law regulations.

ACTION: A MOTION WAS MADE TO TABLE SETTING A PUBLIC HEARING FOR AMENDING THE TOWN OF LANDIS LDO TO INCLUDE A TRAFFIC IMPACT ANALYSIS TO THE DECEMBER MEETING.

Moved By: Ashley Stewart, seconded by Darrell Overcash

Motion Passed: (4-0)

Voting For: Ashley Stewart, Darrell Overcash, Ryan Nelms, Tony Corriher

6.12 ADDED: Consider Discussion of Town Hall Flat Roof Repair and Construction

Town Manager Ambrose explained that staff had abundantly contacted the restoration company that had worked on the roof in 2023 under a 10-year warranty but had been unsuccessful in reaching them for over a year. He noted that he had finally spoken with them that day, and they claimed to have been at the town hall 4-5 months ago, though Manager Ambrose stated this was not accurate.

Manager Ambrose recommended proceeding with the previously approved roof repair despite the warranty situation. He explained that the approved solution would provide a clean slate for the entire flat roof, preventing future leaks. The board discussed the history of repairs and warranties, with some members expressing frustration at the difficulty in contacting the warranty provider.

The board agreed to proceed with the new roof as previously approved, recognizing that flat roofs are prone to leaking and a comprehensive solution was needed.

7. REPORTS:

7.1 Departmental Reports (Included in the Board packet)

7.2 Financial Report (Included in the Board packet)

7.3 Town Manager Report (Included in the Board packet)

8. UPCOMING EVENTS:

8.1 Upcoming Events (Included in the Board Packet)

Mayor Smith announced the following upcoming events:

- Town offices will be closed the following day (November 11th)
- Planning Board meeting on November 18th
- DCFL Park Committee meeting on November 24th
- Town parade and tree lighting on November 25th
- Town offices closed November 27th-28th
- Senior luncheon on December 3rd
- Board of Alderman work session on December 4th
- Regular scheduled Board of Alderman meeting on December 8th
- Campfire Christmas with Santa at the Lake on December 13th
- Planning Board meeting on December 16th
- The December 22nd meeting had been canceled
- Town offices will be closed December 24th-26th

9. CLOSING:

9.1 Board Comments

No Comments Made.

9.2 Motion to Adjourn

ACTION: A MOTION WAS MADE TO ADJOURN THE MEETING AT 8:05 PM.

Moved By: Ashley Stewart, seconded by Tony Corriher

Motion Passed: (4-0)

Voting For: Ashley Stewart, Darrell Overcash, Ryan Nelms, Tony Corriher

Respectfully Submitted,

Madison T. Stegall, Town Clerk