



BOARD OF ALDERMEN BUDGET RETREAT

Wednesday, February 18, 2026 at 9:00 AM

Landis Board Room

AGENDA

PLEASE SILENCE ALL CELL PHONES

1. INTRODUCTION:

- 1.1 **Call Meeting to Order**
- 1.2 **Welcome**
- 1.3 **Adoption of Agenda**

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 January 8, 2026, Regular Scheduled Meeting Minutes from January 12, 2026, Special Called Meeting Minutes from January 15, 2026, and Regular Scheduled Meeting Minutes from January 27, 2026**

Submitted By: Madison Stegall, HR Director/Town Clerk

Details: January Board of Aldermen meeting minutes.

3. CONSIDERATIONS:

- [3.1](#) **Consider Approval of Amendment to the FY25 Audit Contract to Extend the Audit Completion Date to February 28, 2026**

Submitted By: Gitza Ocasio Perez, Finance Director

Details: The FY25 Audit will be extended due to the government shut down, which led to the auditors having to wait on what items to test for federal grant funding. This extension will not cost the Town any

additional auditing fees, and the Auditors have assured the Town we can meet the date provided.

Recommended Action: Motion to approve FY25 Audit Contract to extend the audit completion date to February 28, 2026.

3.2 **Consider Approval of Awarding \$7,500.00 for the Settlement of Case # 24CVS000283 & 286-790**

Submitted By: Michael D. Ambrose, Town Manager

Details:

Recommended Action: Motion to approve awarding \$7,500 Dollars in Case # 24CVS000283 & 286-790.

[3.3](#) **Consider Approval of Amending the Purchase of 100 Upgraded Water Meters from Ferguson Waterworks in the Amount of \$60,468.98**

Submitted By: Matthew Geelen, Interim Public Works Director

Details: This item is a revision from the February 9th Board Meeting due to a staff error in the original price quotation.

The Town's current water meters are at the end of their service life and require replacement. The proposed meters are an upgrade from the existing technology and will allow for remote activation and deactivation of water service.

This upgrade will improve operational efficiency, reduce staff time spent on manual meter operations, and enhance overall water system management. Additionally, the upgraded meters will support more accurate service control and provide long-term operational benefits for the Town's water utility.

Recommended Action: Motion to approve the purchase of 100 upgraded water meters from Ferguson Waterworks in the amount of \$60,468.98.

[3.4](#) **Consider Approval of Budget Amendment #18 to Allocate Funding from Sewer Equipment to Water Equipment**

Submitted By: Gitza Ocasio Perez, Finance Director

Details: Upgraded water meters from Ferguson Waterworks corresponding Budget Amendment #18.

Recommended Action: Motion to approve Budget Amendment #18 to Allocate Funding from Sewer Equipment to Water Equipment.

3.5

Consider Approval of Replacing the Transmission on the Town's 2013 John Deere Backhoe in the Amount of \$29,436.51 by James River Equipment

Submitted By: Matthew Geelen, Interim Public Works Director

Details: The total cost for the repair is \$29,436.51, which includes all applicable taxes. This piece of equipment is currently out of service due to a failed transmission that is causing the backhoe to overheat, preventing safe and reliable operation.

The 2013 John Deere backhoe is a vital piece of equipment for Public Works operations, regularly used for water and sewer repairs, street maintenance, utility installations, and emergency response activities. Restoring this equipment to service is critical to maintaining efficient daily operations and ensuring the Town's ability to respond promptly to infrastructure needs.

Recommended Action: Motion to approve replacing the transmission on the Town's 2013 John Deere backhoe in the amount of \$29,436.51 by James River Equipment.

3.6

Consider Approval of Adding a Human Resources Generalist Position Classified at Pay Grade 20

Submitted By: Madison Stegall, HR Director/Town Clerk

Details: As the Town continues to grow in personnel, compliance requirements, benefits administration, recruitment efforts, employee relations matters, and training initiatives, the current staffing structure no longer adequately supports the operational and regulatory demands placed on the organization.

The addition of a Human Resources Generalist will provide daily operational HR support to all departments, ensure compliance with federal and state employment laws, assist with recruitment, onboarding, and retention efforts, support benefits administration and payroll coordination, assist with policy development and employee training initiatives, reduce risk exposure related to employment practices, and assist with risk management throughout all town departments.

The HR Generalist position will be classified at Pay Grade 20 (\$56,406.48 - \$84,611.28) in accordance with the Town's adopted pay plan. This position will report to the HR Director and serve as a key support role in maintaining efficient and compliant personnel operations and strengthen succession planning.

Recommended Action: Motion to approve adding a Human Resources Generalist position Classified at Pay Grade 20.

[3.7](#) **Consider Approval of Budget Amendment #17 for the Addition of a Human Resources Generalist Position**

Submitted By: Gitza Ocasio Perez, Finance Director

Details: Human Resources Generalist corresponding Budget Amendment #17.

Recommended Action: Motion to approve Budget Amendment #17 for the addition of a Human Resources Generalist position.

[3.8](#) **Consider Approval of Reclassifying One (1) of the Current Staff Accountant Positions to Deputy Finance Officer**

Submitted By: Madison Stegall, HR Director/Town Clerk

Details: As the Town continues to grow and financial operations increase in complexity, additional leadership capacity within the Finance Department is necessary to ensure continued compliance, operational efficiency, and long-term financial stability.

The proposed Deputy Finance Officer position would assist in overseeing daily financial operations, provide supervision and direction to finance staff, support budget preparation and long-range financial planning, ensure compliance with Local Government Commission (LGC) requirements and state reporting standards, oversee internal controls and audit coordination, and serve in the absence of the Finance Director.

The Deputy Finance Officer position will be classified at Pay Grade 23 (\$62,329.28 - \$93,496.00) in accordance with the Town's adopted pay plan. This reclassification strengthens succession planning, enhances internal controls, and provides operational continuity within the Finance Department.

Recommended Action: Motion to approve the reclassifying one (1) of the current Staff Accountant positions to Deputy Finance Officer.

4. OLD BUSINESS:

[4.1](#) **Consider Approval to Adopt a Code of Ethics for the Board of Aldermen and Corresponding Ordinance #2026-02-09-01**

Submitted By: Madison Stegall, HR Director/Town Clerk

Details: Item tabled from 2-9-26 meeting. - Consider the adoption of a Code of Ethics for the Board of Aldermen and Corresponding Ordinance #2026-02-09-01. After an extensive review of available records, a formal Code of Ethics for the Board of Aldermen could not be located. North Carolina state law (G.S. 160A-86) requires all cities, counties, local boards of education, unified governments, sanitary districts, and

consolidated city-counties to adopt a resolution or policy establishing a Code of Ethics. This code is intended to guide the actions of governing board members in the performance of their official duties. The governing board was required to adopt an ethics policy on or before January 1, 2011.

Recommended Action: Motion to adopt Code of Ethics for the Board of Aldermen and corresponding Ordinance #2026-02-09-01

4.2 **Consider Approval of the 125 Mural Shirt Design**

Submitted By: Madison Stegall, HR Director/Town Clerk

Details: Item tabled from 2-9-26 meeting.

Recommended Action: Motion to approve the 125 mural shirt design _____ and sell it at \$___ price.

5. **PRESENTATIONS:**

[5.1](#) **Consider Discussion of the Public Works Department Annual Budget Retreat**

Submitted By: Matthew Geelen, Interim Public Works Director

Details:

[5.2](#) **Consider Discussion of the Fire Departments Annual Budget Retreat**

Submitted By: Jason Smith, Fire Chief

Details:

6. **CLOSING:**

6.1 **Motion to Adjourn**



WORK SESSION

Thursday, January 08, 2026 at 5:30 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, Deputy Town Clerk Jessica McPherson, Town Attorney Rick Locklear, Hired HR consultant Susan Nunn

1. INTRODUCTION:

1.1 Call Meeting to Order

Mayor Meredith Smith called the meeting to order at 5:30 PM

1.2 Welcome

Mayor Smith welcomed those in attendance.

1.3 Adoption of Agenda

ACTION: A MOTION WAS MADE TO ADOPT THE AGENDA WITH THE REMOVAL OF ITEM 2.3 AND ITEM 2.2 TO BE MOVED TO ITEM 2.1.

Moved By: Ashley Stewart, seconded by Tony Corriher

Motion Passed: (4-0)

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

2. CONSIDERATIONS:

~~2.2~~ 2.1 Consider Discussion of Salisbury Rowan Utility Contract

Town Manager Michael Ambrose reported ongoing negotiations with Salisbury Utility regarding sewer treatment rates. He explained that Salisbury Utility has acknowledged that Landis is different from other municipalities in the county and has agreed to offer a bulk rate for sewer treatment, which would provide a 10% discount off the current rate.

It was noted that Faith and East Spencer would receive the same treatment as Landis under this arrangement. However, the Mayor pointed out that there are still significant differences between the three municipalities: Faith operates on their own wells, while East Spencer has received a \$28 million grant for line upgrades that will eventually result in SRU taking ownership of their system.

Manager Ambrose indicated they are continuing negotiations and have requested a greater reduction of around 20-22% from the current rates. An additional consideration in the negotiations is the payment for capacity. Under the new arrangement, all municipalities including Landis would need to pay to maintain capacity, even those who own their own systems.

The Board discussed contract length options, with the consensus being to pursue a 5-year contract rather than a longer term. This shorter timeframe would give Landis flexibility if the town is able to develop its own treatment capacity within that period.

Manager Ambrose noted that staff are still working through details regarding capacity limits and ensuring Landis doesn't lock itself into a corner with future growth potential.

2.1 2.2 Consider Motion to Enter Closed Session Pursuant to N.C.G.S.143-318.11(a)(6) to Discuss Personnel Matters

ACTION: A MOTION WAS MADE TO ENTER CLOSED SESSION PURSUANT TO N.C.G.S.143-318.11(A)(6) TO DISCUSS PERSONNEL MATTERS.

Moved By: Ashley Stewart, seconded by Tony Corriher

Motion Passed: (4-0)

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

Closed session conducted.

ACTION: A MOTION WAS MADE TO END CLOSED SESSION PURSUANT TO N.C.G.S.143-318.11(A)(6) TO DISCUSS PERSONNEL MATTERS.

Moved By: Ashley Stewart, seconded by Tony Corriher

Motion Passed: (4-0)

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

~~2.3 Consider Discussion of the Parks and Recreation Budget Retreat~~

Item removed

2.4 2.3 Consider Discussion of the Agenda Packet for the January 12, 2026, Regular Scheduled Meeting in Order to Provide Opportunities for Board Members to Study Issues, Gather and Analyze Information, and Clarify Direction for Staff

No discussion was had.

3. CLOSING:

3.1 Motion to Adjourn

ACTION: A MOTION WAS MADE TO ADJOURN AT 7:44 PM.

Moved By: Darrell Overcash, seconded by Ashley Stewart

Motion Passed: (4-0)

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

Respectfully Submitted,

Madison T. Stegall, Town Clerk



BOARD OF ALDERMEN

Monday, January 12, 2026 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, Deputy Town Clerk, Jessica McPherson, Finance Director Gitza Ocasio Perez, Town Attorney Rick Locklear, Police Chief Matthew Geelen, Fire Chief Jason Smith, 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 2026 Martin Luther King, Jr. Day Proclamation

Mayor Smith presented a proclamation declaring January 19, 2026, as "Dr. Martin Luther King, Jr. Day" in the Town of Landis, urging citizens to rededicate themselves to principles of human rights, freedom, nonviolence, and commitment to improving the community through service and volunteerism.

1.5 Adoption of Agenda

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

Moved By: Ashley Stewart, seconded by Tony Corriher

Motion Passed: (4-0)

Voting For: Ashley Stewart, Ryan Nelms, Darrell Overcash, 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 Regular Scheduled Meeting Minutes from December 8, 2025

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

Moved By: Ashley Stewart, seconded by Darrell Overcash

Motion Passed: (4-0)

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

3. PUBLIC HEARINGS:

3.1 Consider Approval of Recessed Public Legislative Hearing for Zoning Map Amendment #ZMA-2025-12-08-1 - Parcel #106115 - 0 W. Hoke Street - SFR-3 to RMST

Mayor Smith requested to be recused from this item due to ethics laws.

ACTION: A MOTION WAS MADE TO RECUSE MAYOR SMITH FROM ITEM 3.1.

Moved By: Ashley Stewart, seconded by Tony Corriher

Motion Passed: (4-0)

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

Planning Director Phil Collins explained that this zoning map amendment request had been tabled at the previous meeting because the required neighborhood meeting had not yet occurred. Since then, the meeting had been held and there was neighborhood opposition to the rezoning request, with concerns about spot zoning and new housing.

ACTION: A MOTION WAS MADE TO RECONVENE THE PUBLIC LEGISLATIVE HEARING FOR ZONING MAP AMENDMENT #ZMA-2025-12-08-1 - PARCEL #106115 - 0 W. HOKE STREET - SFR-3 TO RMST

Moved By: Ashley Stewart, seconded by Ryan Nelms

Motion Passed: (4-0)

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

During the public hearing, two citizens spoke against the rezoning:

Margaret Deadman - 503 West Mill Street - expressed opposition, noting that the parcel is surrounded by property zoned SFR-3 and that the proposed homes would be out of character with the existing neighborhood. She cited the Planning Director's previous concerns about spot zoning due to the property not being connected to other RMST districts and urged the board to vote against the rezoning.

Sam Deadman - 503 West Mill Street - spoke on behalf of Amy Martin, who could not attend, stating that the rezoning was requested simply because the project is four feet short of meeting existing requirements. He argued that instead of redesigning the project to comply with current code, the contractor was asking the town to change the rules after the fact.

ACTION: A MOTION WAS MADE TO CLOSE THE PUBLIC LEGISLATIVE HEARING FOR ZONING MAP AMENDMENT #ZMA-2025-12-08-1 - PARCEL #106115 - 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, Tony Corriher, Ryan Nelms

Board members briefly discussed the rezoning.

ACTION: A MOTION WAS MADE TO APPROVE ZONING MAP AMENDMENT ORDINANCE #ZMA-2025-12-08-1 - PARCEL #106115 - 0 W. HOKE STREET - SFR-3 TO RMST.

Moved By: Ashley Stewart, seconded by Darrell Overcash
Motion Failed: (0-4)
Voting Against: Ashley Stewart, Darrell Overcash, Tony Corriher, and Ryan Nelms

ACTION: A MOTION WAS MADE TO ALLOW THE RETURN OF MAYOR SMITH FROM RECUSAL OF ITEM 3.1.

Moved By: Ashley Stewart, seconded by Darrell Overcash
Motion Passed: (4-0)
Voting For: Ashley Stewart, Darrell Overcash, Tony Corriher, Ryan Nelms

3.2 Consider Approval of Public Legislative Hearing for Traffic Impact Analysis Change in the Landis Development Ordinance

Planning Director Collins provided an overview of the Traffic Impact Analysis requirements for the Landis Development Ordinance. He explained that the proposed change would set a threshold at 1,500 vehicles per day for all developments, replacing the previous different thresholds for residential and non-residential developments.

ACTION: A MOTION WAS MADE TO OPEN THE PUBLIC LEGISLATIVE HEARING FOR TRAFFIC IMPACT ANALYSIS CHANGE IN THE LANDIS DEVELOPMENT ORDINANCE.

Moved By: Ashley Stewart, seconded by Tony Corriher
Motion Passed: (4-0)
Voting For: Ashley Stewart, Darrell Overcash, Tony Corriher, and Ryan Nelms

With no public comments received:

ACTION: A MOTION WAS MADE TO CLOSE THE PUBLIC LEGISLATIVE HEARING FOR THE TRAFFIC IMPACT ANALYSIS CHANGE IN THE LANDIS DEVELOPMENT ORDINANCE.

Moved By: Ashley Stewart, seconded by Tony Corriher

Motion Passed: (4-0)

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

ACTION: A MOTION WAS MADE TO ADOPT ORDINANCE #ZTA-2026-01-12-01 APPROVING THE TRAFFIC IMPACT ANALYSIS CHANGE TO THE LANDIS DEVELOPMENT ORDINANCE.

Moved By: Ashley Stewart, seconded by Darrell Overcash

Motion Passed: (4-0)

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

4. PRESENTATIONS:

4.1 Swearing in of Finance Director Gitza Ocasio Perez

Town Clerk Madison Stegall administered the oath of office to Finance Director Gitza Ocasio Perez.

4.2 Swearing in of Deputy Town Clerk Jessica McPherson

Town Clerk Madison Stegall administered the oath of office to Deputy Town Clerk Jessica McPherson.

4.3 Consider Presentation of Sewer AIA Project Closeout (Project 25- 03)

Mr. Gary Flowers from Municipal Engineering presented a summary of the Sewer Asset Inventory and Assessment (AIA) project, which was funded by a \$400,000 grant from the State Reserve Program and American Recovery Plan Act.

The presentation highlighted:

- CCTV inspection and assessment of approximately 47,000 feet of sewer pipes
- Identification of numerous pipe defects including root intrusion, utility cable intrusions, and broken pipes
- Assessment of six wastewater lift stations, some of which were 35-40 years old
- Updates to the town's Water and Sewer System Asset Management Plan and 10-Year Capital Improvements Plan

Town Manager Michael Ambrose added that the town also cameras lines regularly using their own equipment and through collaboration with Kannapolis. He noted that two new lift stations at Landis Ridge have recently been commissioned, bringing the total to 12 rather than the 10 mentioned in the report.

ACTION: A MOTION WAS MADE TO APPROVE THE RESOLUTION CONFIRMING THE COMPLETION OF THE SANITARY SEWER ASSET ASSESSMENT AND EVALUATION GRANT STATE PROJECT NO. AIA-W-ARPA-0200

Moved By: Darrell Overcash, seconded by Ryan Nelms

Motion Passed: (4-0)

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

Mayor Pro-Tem Ashley Stewart departed the meeting at 6:28 PM without being formally excused. In accordance with G.S. § 160A-75, his absence is recorded as an affirmative vote on all subsequent actions taken during the meeting.

CITIZEN COMMENTS:

All citizen comments are limited to 3 minutes.

4.4 Citizens' Comments

- Phil Austin - 103 Jefferson Heights - expressed concerns about ongoing water problems on his property despite the lack of rain in recent months. He inquired about the status of ditch cutting that had been previously discussed. He also mentioned that a neighbor had brought in logs and changed the structure of water flow across his pasture, asking if there could be code enforcement regarding this issue. Town Manager Ambrose explained that the stormwater positions had just been approved, and the projects were on a priority list. He also noted that redirecting water would be a civil matter.
- Mike Wallace - 1109 South Main Street - expressed concern about a new stormwater expense charge, stating that his monthly fee had increased from \$10 to \$550 per month, equating to \$6,600 per year. He questioned how the fee was calculated and whether it was being applied equally to all businesses, churches, schools, and public utilities. Town Manager Ambrose explained that the fee is based on impervious area on the property, with each 2,045 square feet of impervious area equaling one ERU at a rate of \$10 per ERU. He emphasized that the previous \$10 flat fee was insufficient to address stormwater infrastructure needs. He apologized for any miscommunication and offered to discuss the matter further.
- Sam Deadmon - 503 West Mill Street - thanked the board for their vote on the zoning issue and inquired about efforts to preserve the history of Landis. Mayor Smith explained that the town is actively collecting memorabilia and working to display items in the train depot, with plans to create displays representing the old doctor's office, post office, and jail. She noted that much of the previously donated historical materials were no longer in the town's possession, but they are working to rebuild the collection.

5. OLD BUSINESS:

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

ACTION: A MOTION WAS MADE TO TABLE THE DISCUSSION OF SETTING A DATE AND TIME FOR ELECTED OFFICIALS ETHICS TRAINING.

Moved By: Darrell Overcash, seconded by Ryan Nelms

Motion Passed: (4-0)

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

6. CONSIDERATIONS:

6.1 Consider Approval to Reappoint Scott Faw to Full Member Planning Board Member Position, and Beryl Alston to Alternate Planning Board Member Position

ACTION: A MOTION WAS MADE TO APPROVE REAPPOINTING SCOTT FAW TO FULL MEMBER PLANNING BOARD MEMBER POSITION AND BERYL ALSTON TO ALTERNATE PLANNING BOARD MEMBER POSITION.

Moved By: Darrell Overcash, seconded by Tony Corriher

Motion Passed: (4-0)

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

6.2 Consider Approval to Allow Jade Bittle to Move to Alternate, and Post for Full Member to Replace Her Appointment

ACTION: A MOTION WAS MADE TO APPROVE JADE BITTLE TO MOVE TO ALTERNATE PLANNING BOARD MEMEBER AND TO POST FOR A FULL MEMBER TO REPLACE HER APPOINTMENT.

Moved By: Darrell Overcash, seconded by Ryan Nelms

Motion Passed: (4-0)

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

6.3 Consider Discussion of Engaging an Outside Consultant to Review the Landis Development Ordinance

Planning Director Collins explained that the Planning Board had requested an outside review of the Landis Development Ordinance since it has been four years since it was last thoroughly examined.

ACTION: A MOTION WAS MADE TO APPROVE SEEKING BIDS FOR AN OUTSIDE CONSULTANT TO REVIEW THE LANDIS DEVELOPMENT ORDINANCE.

Moved By: Darrell Overcash, seconded by Tony Corriher

Motion Passed: (4-0)

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

6.4 Consider Approval of Budget Amendment #14 to Accept Funding from North Carolina for FY26 Powell Bill

ACTION: A MOTION WAS MADE TO APPROVE BUDGET AMENDMENT #14 TO ACCEPT FUNDING FROM NORTH CAROLINA FOR FY26 POWELL BILL.

Moved By: Tony Corriher, seconded by Darrell Overcash

Motion Passed: (4-0)

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

6.5 Consider Motion to Enter Closed Session Pursuant to N.C.G.S.143-318.11(a)(3) to Consult with Town Attorney

ACTION: A MOTION WAS MADE TO ENTER CLOSED SESSION PURSUANT TO N.C.G.S.143-318.11(A)(3) TO CONSULT WITH THE TOWN ATTORNEY.

Moved By: Darrell Overcash, seconded by Ryan Nelms

Motion Passed: (4-0)

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

The board entered closed session and later returned with no action taken.

ACTION: A MOTION WAS MADE TO END CLOSED SESSION PURSUANT TO N.C.G.S.143-318.11(A)(3) TO CONSULT WITH THE TOWN ATTORNEY.

Moved By: Tony Corriher, seconded by Darrell Overcash

Motion Passed: (4-0)

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

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)

9. CLOSING:

9.1 Board Comments

No comments made.

9.2 Motion to Adjourn

ACTION: A MOTION WAS MADE TO ADJOURN AT 7:25 PM.

Moved By: Tony Corriher, seconded by Ryan Nelms

Motion Passed: (4-0)

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

Respectfully Submitted,

Madison T. Stegall, Town Clerk



SPECIAL CALLED MEETING

Thursday, January 15, 2026 at 5:00 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, Town Attorney Rick Locklear

1. INTRODUCTION:

1.1 Call Meeting to Order

Mayor Meredith Smith called the meeting to order at 5:00 PM

1.2 Welcome

Mayor Smith welcomed those in attendance.

1.3 Adoption of Agenda

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

Moved By: Ashley Stewart, seconded by Darrell Overcash

Motion Passed: (4-0)

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

2. CONSIDERATIONS:

2.1 Consider Motion to Enter Closed Session Pursuant to N.C.G.S.143-318.11(a)(6) to Discuss Personnel Matters

ACTION: A MOTION WAS MADE TO ENTER CLOSED SESSION PURSUANT TO N.C.G.S.143-318.11(A)(6) TO DISCUSS PERSONNEL MATTERS.

Moved By: Ashley Stewart, seconded by Darrell Overcash

Motion Passed: (4-0)

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

The board entered closed session and later returned.

ACTION: A MOTION WAS MADE TO END CLOSED SESSION PURSUANT TO N.C.G.S.143-318.11(A)(6) TO DISCUSS PERSONNEL MATTERS.

Moved By: Ashley Stewart, seconded by Ryan Nelms

Motion Passed: (4-0)

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

ACTION: A MOTION WAS MADE TO SCHEDULE A REGULAR MEETING OF THE BOARD OF ALDERMEN FOR JANUARY 27, 2026, AT 5:00 PM LOCATED IN THE BOARD ROOM.

Moved By: Ryan Nelms, seconded by Ashley Stewart

Motion Passed: (4-0)

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

3. CLOSING:

3.1 Motion to Adjourn

ACTION: A MOTION WAS MADE TO ADJOURN AT 6:36 PM.

Moved By: Ryan Nelms, seconded by Ashley Stewart

Motion Passed: (4-0)

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

Respectfully Submitted,

Madison T. Stegall, Town Clerk



BOARD OF ALDERMEN

Tuesday, January 27, 2026 at 5:00 PM

Landis Board Room

MINUTES

PLEASE SILENCE ALL CELL PHONES

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

Absent: Mayor Meredith B. Smith,

Staff Present: Town Manager Michael Ambrose, HR Director/Town Clerk Madison Stegall, Town Attorney Rick Locklear

1. INTRODUCTION:

1.1 Call Meeting to Order

Mayor Pro-Tem Ashley Stewart called the meeting to order at 6:00 PM

1.2 Welcome

Mayor Pro-Tem Stewart welcomed those in attendance.

1.3 Adoption of Agenda

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

Moved By: Ashley Stewart, seconded by Tony Overcash

Motion Passed: (4-0)

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

2. CONSIDERATIONS:

2.1 Consider Motion to Enter Closed Session Pursuant to N.C.G.S.143-318.11(a)(6) to Discuss Personnel Matters

ACTION: A MOTION WAS MADE TO ENTER CLOSED SESSION PURSUANT TO N.C.G.S.143-318.11(A)(6) TO DISCUSS PERSONNEL MATTERS.

Moved By: Ashley Stewart, seconded by Tony Corriher

Motion Passed: (4-0)

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

The board entered closed session and later returned.

ACTION: A MOTION WAS MADE TO END CLOSED SESSION PURSUANT TO N.C.G.S.143-318.11(A)(6) TO DISCUSS PERSONNEL MATTERS.

Moved By: Ashley Stewart, seconded by Tony Corriher

Motion Passed: (4-0)

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

ACTION: A MOTION WAS TO INCLUDE THE TOWN MANAGER PERFORMANCE EVALUATION AND THE ZIP FILE OF THE 360 REVIEW (MINUS EMPLOYEE COMMENTS) INTO TOWN MANAGER MICHAEL AMBROSE’S PERSONNEL FILE.

Moved By: Ashley Stewart, seconded by Darrell Overcash

Motion Passed: (4-0)

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

ACTION: A MOTION WAS MADE TO DESTROY THE FLASH DRIVE CONTAINING SENSITIVE 360 REVIEW MATERIALS.

Moved By: Ashley Stewart, seconded by Darrell Overcash

Motion Passed: (4-0)

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

ACTION: A MOTION WAS MADE TO END THE INTERIM PAY OF 10% FOR FINANCE DIRECTOR DUTIES FOR TOWN MANAGER MICHAEL AMBROSE.

Moved By: Ashley Stewart, seconded by Darrell Overcash

Motion Passed: (4-0)

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

ACTION: A MOTION WAS MADE TO AWARD TOWN MANAGER MICHAEL AMBROSE A 15% MERIT INCREASE RETROACTIVE TO OCTOBER 3, 2025.

Moved By: Ashley Stewart, seconded by Tony Corriher

Motion Passed: (4-0)

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

3. CLOSING:

3.1 Motion to Adjourn

ACTION: A MOTION WAS MADE TO ADJOURN AT 6:26 PM.

Moved By: Ryan Nelms, seconded by Ashley Stewart

Motion Passed: (4-0)

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

Respectfully Submitted,

Madison T. Stegall, Town Clerk

Whereas	Primary Government Unit Town of Landis, NC
and	Discretely Presented Component Unit (DPCU) (if applicable) N/A
and	Auditor Martin Starnes & Associates, CPAs, P.A.

entered into a contract in which the Auditor agreed to audit the accounts of the Primary Government Unit and DPCU (if applicable)

for	Fiscal Year Ending <div style="border: 1px solid black; padding: 2px; width: 100%; text-align: center;">06/30/25</div>	and originally to be submitted to the LGC on	Date <div style="border: 1px solid black; padding: 2px; width: 100%; text-align: center;">02/12/26</div>
-----	---	--	---

hereby agree that it is now necessary that the contract be modified as follows.

<input checked="" type="checkbox"/> Modification to date submitted to LGC <input type="checkbox"/> Modification to fee	Original date <div style="text-align: center;">02/12/26</div>	Modified date <div style="text-align: center;">02/28/26</div>
	Original fee	Modified fee

Primary **Other**
(choose 1)(choose 0-2)

Reason(s) for Contract Amendment

- Change in scope
- Issue with unit staff/turnover/workload
- Issue with auditor staff/turnover/workload
- Third-party financial statements not prepared by agreed-upon date
- Unit did not have bank reconciliations complete for the audit period
- Unit did not have reconciliations between subsidiary ledgers and general ledger complete
- Unit did not post previous years adjusting journal entries resulting in incorrect beginning balances in the general ledger
- Unit did not have information required for audit complete by the agreed-upon time
- Delay in component unit reports
- Software - implementation issue
- Software - system failure
- Software - ransomware/cyberattack
- Natural or other disaster
- Other (please explain)

Plan to Prevent Future Late Submissions

If the amendment is submitted to modify the date the audit will be submitted to the LGC, please indicate the steps the unit and auditor will take to prevent late filing of audits in subsequent years. Audits are due six months after fiscal year end (ten months after fiscal year end for housing authorities). Indicate NA if this is an amendment due to a change in cost only.

The Town experienced turnover in the Finance Officer position during the fiscal year. The position was filled in November 2025, after the scheduled audit fieldwork. With a permanent Finance Officer in place, the Town will be able to prepare for scheduled audit fieldwork in the future.

Additional Information

Please provide any additional explanation or details regarding the contract modification.

By their signatures on the following pages, the Auditor, the Primary Government Unit, and the DPCU (if applicable), agree to these modified terms.

SIGNATURE PAGE

AUDIT FIRM

Audit Firm* Martin Starnes & Associates, CPAs, P.A.	
Authorized Firm Representative* (typed or printed) Amber Y. McGhinnis	Signature* <i>Amber Y. McGhinnis</i>
Date* 02/03/26	Email Address amcghinnis@msa.cpa

GOVERNMENTAL UNIT

Governmental Unit* Town of Landis, NC	
Date Primary Government Unit Governing Board Approved Amended Audit Contract* (If required by governing board policy)	
Mayor/Chairperson* (typed or printed) Meredith B. Smith, Mayor	Signature*
Date	Email Address msmith@townoflandisnc.gov

Chair of Audit Committee (typed or printed, or "NA") N/A	Signature
Date	Email Address

GOVERNMENTAL UNIT – PRE-AUDIT CERTIFICATE
ONLY REQUIRED IF FEES ARE MODIFIED IN THE AMENDED CONTRACT
(Pre-audit certificate not required for hospitals)

Required by G.S. 159-28(a1) or G.S. 115C-441(a1)

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.

Primary Governmental Unit Finance Officer* N/A	Signature*
Date of Pre-Audit Certificate*	Email Address*

**SIGNATURE PAGE – DPCU
(complete only if applicable)**

DISCRETELY PRESENTED COMPONENT UNIT

DPCU N/A	
Date DPCU Governing Board Approved Amended Audit Contract <small>(If required by governing board policy)</small>	
DPCU Chairperson (typed or printed)	Signature
Date	Email Address

Chair of Audit Committee (typed or printed, or "NA") N/A	Signature
Date	Email Address

DPCU – PRE-AUDIT CERTIFICATE
ONLY REQUIRED IF FEES ARE MODIFIED IN THE AMENDED CONTRACT
(Pre-audit certificate not required for hospitals)

Required by G.S. 159-28(a1) or G.S. 115C-441(a1)

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.

DPCU Finance Officer (typed or printed) N/A	Signature
Date of Pre-Audit Certificate	Email Address

January 12, 2026

Re: Sole Source

To Whom It May Concern:

Sensus, a Xylem brand, recognizes Ferguson Enterprises as the Authorized Distributor of Sensus products for the state of North Carolina including but not limited to Sensus Analytics Software, iPERL meters, aLLY meters, Omni meters, Cordonel meters and Sensus transmitters. Purchasing Sensus products from an authorized distributor in your area ensures that your products will be properly supported and warranted. Please contact Ferguson Enterprises for all of your Sensus needs.

We look forward to providing your business with quality water products and service in the near future. Please feel free to contact me if you have any questions.

Sincerely,

Trena Simmons

Trena Simmons
Partner Success Specialist
Sensus, Xylem Brand

Deliver To: From: Bryan Jones bryan.jones2@ferguson.c... Comments:	Section 3, Item 3.3
--	---------------------

FERGUSON ENTERPRISES WW
Price Quotation
Phone: 252-321-1132
Fax: 252-321-1945

Bid No: B823870
Bid Date: 01/28/26
Quoted By: BJ

Cust Phone: 704-857-2411
Terms: NET 10TH PROX

Customer: TOWN OF LANDIS
METERS
PO BOX 8165
LANDIS, NC 28088

Ship To: TOWN OF LANDIS
METERS
PO BOX 8165
LANDIS, NC 28088

Cust PO#:

Job Name: ALLY METERS

Item	Description	Quantity	Net Price	UM	Total
SV2VPX8XSGDD	3/4S ALLY MTR TRPL 10USG SOFF&TEMP	100	550.000	EA	55000.00
FMAGTARIFFSUR	MANUFACTURER SURCHARGE	1	1512.500	EA	1512.50
Net Total:					\$56512.50
Tax:					\$3955.88
Freight:					\$0.00
Total:					\$60468.38

Quoted prices are based upon receipt of the total quantity for immediate shipment (48 hours). SHIPMENTS BEYOND 48 HOURS SHALL BE AT THE PRICE IN EFFECT AT TIME OF SHIPMENT UNLESS NOTED OTHERWISE. QUOTES FOR PRODUCTS SHIPPED FOR RESALE ARE NOT FIRM UNLESS NOTED OTHERWISE.

Due to the uncertain impact of potential tariffs, Ferguson's quotation/proposal has not included any provision or contingency for future tariffs or increase of existing tariffs. Ferguson reserves the right to adjust prices to reflect the impact of any new or increased tariffs that affect our costs at the time of shipment. Ferguson will provide notice of any such adjustments along with documentation supporting the changes.

CONTRACTOR CUSTOMERS: IF YOU HAVE DBE/MBE/WBE//VBE/SDVBE/SBE GOOD FAITH EFFORTS DIVERSITY GOALS/ REQUIREMENTS ON A FEDERAL, STATE, LOCAL GOVERNMENT, PRIVATE SECTOR PROJECT, PLEASE CONTACT YOUR BRANCH SALES REPRESENTATIVE IMMEDIATELY PRIOR TO RECEIVING A QUOTE/ORDER.

Seller not responsible for delays, lack of product or increase of pricing due to causes beyond our control, and/or based upon Local, State and Federal laws governing type of products that can be sold or put into commerce. This Quote is offered contingent upon the Buyer's acceptance of Seller's terms and conditions, which are incorporated by reference and found either following this document, or on the web at <https://www.ferguson.com/content/website-info/terms-of-sale>
Govt Buyers: All items are open market unless noted otherwise.

LEAD LAW WARNING: It is illegal to install products that are not "lead free" in accordance with US Federal or other applicable law in potable water systems anticipated for human consumption. Products with *NP in the description are NOT lead free and can only be installed in non-potable applications. Buyer is solely responsible for product selection.



HOW ARE WE DOING? WE WANT YOUR FEEDBACK!

Scan the QR code or use the link below to complete a survey about your bids:

<https://survey.medallia.com/?bidsorder&fc=1856&on=89129>

Town of Landis, NC
Budget Amendment #18
Wednesday, February 18, 2026

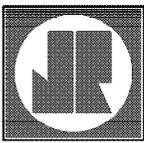
Account Number		Current Amount	Increase	Decrease	Adjusted Budget
20-2000-5215	Equipment	93,000		50,000	43,000
20-1000-5215	Equipment	20,000	50,000	-	70,000
			50,000	50,000	113,000

To Reallocate Funds for Water Meters

Was presented to the Board of Aldermen and approved on: _____ Date: 2/18/2026

Prepared by: _____ Date: _____

Reviewed by: _____ Date: _____



**JAMES RIVER
EQUIPMENT**

www.jamesriverequipment.com

James River Equipment - Charlotte
9550 Statesville Road
Charlotte, NC 28269-7644
Phone: (704) 597-0211
Fax: (704) 596-6198



Section 3, Item 3.5

JOHN DEERE

Ship To: IN STORE PICKUP

Branch 07 - CHARLOTTE		
Date 02/06/2026	Time 10:13:14 (O)	Page 1
Account No LANDI005	Phone No 7048570131	Est No 01 023485
Ship Via 310J/138735	Purchase Order 310J/138735	
Tax ID No		
		Salesperson CHA

ESTIMATE EXPIRY DATE: 03/08/2026

SERVICE ESTIMATE - NOT AN INVOICE

PART# PG200328 INCLUDES TORQUE CONVERTER, CONTROL VALVE,
SOLENOIDS AND FILTER (4 AVAILABLE IN MILAN)

***** Segment 01 *****

Stock #: C9022875 TRACTOR LOADER BACKHOE MS #: T0310JX138735
Make: MI Model: ALL F
Is to have the following work done

MACHINE CHECK LIST

Authorization: _____ Labor: 78.00
Subtotal: 78.00

***** Segment 02 *****

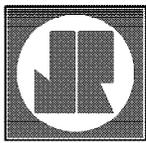
DIAGNOSE TRANSMISSION

Authorization: _____ Labor: 468.00
Subtotal: 468.00

***** Segment 03 *****

TRANSMISSION, R&R

<u>Part#</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>	<u>Amount</u>
PG200328	TRANSMIS	1	18543.60	18543.60
Transmission Reman				
CRPG200328	LESS COR		1500.00	1500.00
8011	FREIGHT	1	350.00	350.00
MSC3941	SEALS AND GASKE	1	220.00	220.00
MSC3941	FILTER AND SEAL	1	125.00	125.00
AR69445-QT	HY-GARD	45	5.76	259.20



**JAMES RIVER
EQUIPMENT**

www.jamesriverequipment.com

James River Equipment - Charlotte
9550 Statesville Road
Charlotte, NC 28269-7644
Phone: (704) 597-0211
Fax: (704) 596-6198



Section 3, Item 3.5

Ship To: IN STORE PICKUP

Branch		
07 - CHARLOTTE		
Date	Time	Page
02/06/2026	10:13:14 (O)	2
Account No	Phone No	Est No 01
LANDI005	7048570131	023485
Ship Via	Purchase Order	
310J/138735	310J/138735	
Tax ID No		
	Salesperson	
	CHA	

Bill To: TOWN OF LANDIS
PO BOX 8165
704 W BLUME ST
LANDIS NC 28088

ESTIMATE EXPIRY DATE: 03/08/2026

SERVICE ESTIMATE - NOT AN INVOICE

Authorization: _____

Parts: 20997.80
Labor: 5928.00
Subtotal: 26925.80

Parts: 20997.80
Labor: 6474.00
Tax: 1991.71
TOTAL: 29463.51



Human Resources Generalist		
DEPARTMENT: Human Resources	REPORTS TO: HR Director	
POSITION TYPE: Full-time	RANGE: \$56,406.48-\$84,611.28	FLSA STATUS: Exempt
<p>DISCLAIMER: This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Physical Requirements and Working Conditions section of this classification may vary from position to position. The employer reserves the right to assign or otherwise modify the duties assigned to this classification.</p>		

GENERAL DESCRIPTION: The HR Generalist administers delegated personnel functions and assists the Human Resources Director with a variety of departmental programs and activities. Work involves working collaboratively with other departments and applying specific personnel procedures and guidelines in managing assigned program areas of recruitment and selection, training and development, benefits administration, risk management, and workers’ compensation. The employee must have considerable knowledge of local government hiring practices and policies and knowledge of local, state and federal employment laws. Work requires heavy public and employee contact that requires independent judgment and the ability to communicate effectively with tact and discretion and maintain confidentiality. Work requires ability to work independently and effectively manage assigned program areas, seeking guidance when new or unusual situations occur. Work is performed under general supervision of the Human Resources Director and is evaluated through observation, conferences, customer service feedback and for adherence to laws and procedures. This position is designated as a non-essential position.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

- Conducts investigations and completes appropriate investigatory reports, including identifying trends within the department and organization and making recommendations related to improvements.
- Spearheads new hire orientation training, ensuring compliance with all topics covered and ensuring all new hires have met preemployment requirements.
- Develops departmental recruitment plans and makes recommendations to leaders.
- Makes recommendations for efficiencies, actions, and legal compliance for programs and functions.
- Assists with creating, facilitating, and delivering educational workshops and training to employees and leaders.
- Communicates benefit information, policy information, and other human resources information to employees and leaders.
- Oversees open enrollment process, including health screenings and other preventive measures.
- Ensures Affordable Care Act (ACA) compliance, including tracking variable hour employees’ work hours and reporting.

- Administers and ensures compliance of FMLA, ADA, and other leaves of absence processing and the Employee Assistance Program (EAP).
- Processes workers' compensation claims; communicates with employees, supervisors and claims manager about status of claim; coordinates modified or transitional duty assignments as required; coordinates with other benefits and maintains documentation and related policies.
- Assists with analyzing, administering, and maintaining the Towns's pay and classification plan, including processing personnel actions, new hires, promotions, transfers, terminations, and reclassifications.
- Assists in the development, implementation, and monitoring of risk management initiatives; conducts routine facility and operational inspections to identify potential hazards and ensure compliance with established safety standards.
- Assist with designing and implementing the salary compensation program, conducting position analysis, creating job descriptions, assessing needs and trends, recommending changes, developing and conducting compensation/market pay surveys to assess market competitiveness, analyzes findings, and prepares recommendations.
- Assists in the development and managing of the department budget.
- Researches employment law and policy issues.
- Responds to unemployment claims.
- Conducts needs assessments or surveys.
- Attends events/meetings as assigned.
- Completes various reports and audits.
- Completes exit interviews and stay interviews and communicates with the departments regarding trends.
- Assists with the recruitment and selection process.
- Assists with retirement processes and completes retirements.
- Prepares brochures, flyers, presentations, forms, and other written materials.
- Conducts and responds to surveys including salary surveys.
- Prepares and maintains appropriate reports, files, and records.
- Assists HR Director with special projects or as needed.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Considerable knowledge of Town policies and procedures including Personnel Policy and procedures.
- Considerable knowledge of benefits administration.
- Considerable knowledge of standard office practices and procedures.
- Considerable knowledge and ability to use correct grammar, vocabulary, and spelling.
- Considerable knowledge of related human resources laws and regulations.
- Knowledge of office technology and software including word processing, specialized HR applications, and spreadsheets.
- Knowledge of employment laws and regulations related to human resource management and employee actions.
- Working knowledge of arithmetic and its uses in general office work.
- Some knowledge of human behavior, psychology, and organization development.

- Skill in collaborative conflict resolution and meeting facilitation.
- Ability to maintain the confidentiality of employee information.
- Ability to use judgement to apply selected policies and procedures maintaining and processing personnel transactions.
- Ability to gather and compile personnel information from potential or present employees and to conduct research.
- Ability to communicate effectively in person and by telephone and to make effective presentations.
- Ability to gather and give basic information and instructions on departmental programs based on inquiries.
- Ability to arrange and place records, reports and files into a proper sequence.
- Ability to enforce and follow all Town of Landis and OSHA safety regulations.

PHYSICAL REQUIREMENTS: The physical demands and working environment, which follow, are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be able to perform the basic life operational support functions of reaching, lifting, grasping, full use of fingers, talking, hearing, and repetitive motions. Must possess visual acuity necessary to perform duties. Must have ability for vocal communications to express or exchange ideas orally and to convey information at normal spoken levels and to receive detailed information at normal levels. Work is sedentary requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects. Some light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects. The worker is not subject to adverse environmental conditions.

EDUCATION AND EXPERIENCE:

- An associate degree in human resources, health education, business, psychology, communications, public administration, or related field or two years of related work experience.
- Experience in the safekeeping and care of personnel and public records and/or high-level administrative assistant duties preferred.

SPECIAL REQUIREMENTS:

- Ability to obtain/maintain Notary Public;
- Ability to obtain/maintain SHRM, HRCI, or IPMA certification
- Ability to work/attend occasional night meetings;
- Ability to maintain a high level of confidentiality;
- Possession of a valid driver's license in the state of North Carolina.
- Must be reachable and able to respond outside of normal operating hours.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name printed

Employee's signature

Today's date: _____

Town of Landis, NC
Budget Amendment #17
Monday, February 16, 2026

Account Number		Current Amount	Increase	Decrease	Adjusted Budget
10-0000-4999	Fund Balance Appropriated	279,259	30,000		309,259
10-5000-5010	Salaries	616,659	30,000	-	646,659
			60,000	-	955,918.00

To Reallocate Funds for New HR Generalist Position

Was presented to the Board of Aldermen and approved on: _____ Date: 2/18/2026

Prepared by: _____ Date: _____

Reviewed by: _____ Date: _____



Deputy Finance Officer		
DEPARTMENT: Finance	REPORTS TO: Finance Director	
POSITION TYPE: Full-time	RANGE: \$62,329.28 - \$93,496.00	FLSA STATUS: Exempt
<p>DISCLAIMER: This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Physical Requirements and Working Conditions section of this classification may vary from position to position. The employer reserves the right to assign or otherwise modify the duties assigned to this classification.</p>		

GENERAL DESCRIPTION: The Deputy Finance Officer assists in planning, directing, and performing the disbursement and accounting of revenues and expenditures for the Town. Work involves supporting and overseeing budgetary accounting, maintenance of the general ledger, preparation of financial reports, coordination of accounts payable and receivable functions, payroll oversight, and other fiscal operations of the Town. The Deputy Finance Officer exercises considerable independent judgment and initiative in carrying out assigned fiscal control responsibilities and serves in a leadership capacity within the Finance Department. This position also provides direct oversight of the Utility Billing Department, including supervision of staff, administration of customer accounts, billing and collections, meter reading coordination, and ensuring accurate and timely processing of utility revenues. The Deputy Finance Officer ensures compliance with applicable policies, procedures, and internal controls related to utility operations and revenue management. Work is performed in accordance with established municipal finance procedures, local ordinances, and North Carolina General Statutes governing the responsibilities of local government finance officers. The employee works under the general direction of the Finance Director and may assume the duties of the Finance Director in their absence. Work is evaluated through conferences, review of financial reports, compliance with regulatory requirements, operational effectiveness of the utility billing function, and results of the independent audit of financial records. This position is designated as an essential position.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

- Assists in planning, coordinating, and performing the Town’s fiscal operations, including accounting of municipal funds, financial reporting, journal entries, general ledger maintenance, budgetary accounting, accounts payable, fixed assets, and cash management activities.
- Supports the maintenance and integrity of the Town’s general accounting system and internal financial controls.
- Assists in maintaining accurate financial records for all Town departments and funds.
- Maintains and monitors separate accounts for budget appropriations and ensures expenditures are properly recorded.
- Reviews and monitors ongoing administration of the annual budget and notifies the Finance Director of significant variances or concerns.
- Monitors revenues and expenditures to ensure compliance with the adopted budget and applicable policies.
- Oversees accounts payable/receivable operations, ensuring proper coding, documentation, and approval of invoices in accordance with established procedures.

- Performs monthly, quarterly, and annual financial closings, reconciliations, and required reporting.
- Assists with preparation of financial statements and audit schedules; coordinates with external auditors during the annual audit and implements corrective actions as needed.
- Assists the Finance Director and Town Manager with preparation of the annual budget and supporting documentation.
- Provides guidance to departments regarding purchasing procedures, budget monitoring, and financial analysis.
- Prepares budget amendments and related documentation for governing board consideration.
- Processes and monitors debt service payments and assists in researching financing options and strategies.
- Provides direct oversight of the Customer Service Division, including supervision of staff, monitoring billing accuracy, collections, customer account administration, and revenue reporting.
- Serves in the capacity of the Finance Director in their absence.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Considerable knowledge of General Fund and Enterprise Fund accounting.
- Expertise of public finance to include principals, practices, laws, regulations, and administration of the afore mentioned.
- Considerable knowledge of the application of information technology to financial management and reporting, including use of special financial software packages.
- Considerable knowledge of the Town's budgeting and purchasing policies.
- Ability to evaluate financial systems and formulate and install accounting methods, procedures, forms, and records.
- Ability to prepare complex and interpretative financial analyses.
- Ability to design and prepare analytical or interpretative financial statements.
- Ability to establish and maintain effective working relationships with the public, departmental heads, governmental officials, and with other Town employees.
- Accuracy and thoroughness in the analysis and preparation of financial records and reports.

PHYSICAL REQUIREMENTS: The physical demands and working environment, which follow, are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be able to perform the basic life operational support functions of reaching, lifting, grasping, full use of fingers, talking, hearing, and repetitive motions. Must possess visual acuity necessary to perform duties. Must have ability for vocal communications to express or exchange ideas orally and to convey information at normal spoken levels and to receive detailed information at normal levels. Work is sedentary requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects. Some light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects. The worker is not subject to adverse environmental conditions.

EDUCATION AND EXPERIENCE:

- An associate degree in finance, business administration, or related field, or two years of related work experience.

SPECIAL REQUIREMENTS:

- Ability to work/attend occasional night meetings.
- Ability to maintain a high level of confidentiality.
- Possession of a valid driver's license in the state of North Carolina.
- Must be reachable and able to respond outside of normal operating hours.
- Must maintain on-call status.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name printed

Employee's signature

Today's date: _____



**AN ORDINANCE ADOPTING A CODE OF ETHICS
FOR THE BOARD OF ALDERMEN OF THE TOWN OF LANDIS**

WHEREAS, the Constitution of North Carolina, Article I, Section 35, provides that a "frequent recurrence to fundamental principles is absolutely necessary to preserve the blessings of liberty"; and

WHEREAS, a spirit of honesty and forthrightness is reflected in North Carolina's state motto, *Esse Quam Videri*, "To be rather than to seem"; and

WHEREAS, N.C.G.S. § 160A-86 requires local governing boards to adopt a code of ethics; and

WHEREAS, as public officials, the members of the Board of Aldermen are charged with upholding the trust of the citizens of the Town of Landis and with obeying the law;

NOW, THEREFORE BE IT ORDAINED, by the Town of Landis Board of Aldermen that in recognition of the obligations assumed by Board Members as public officials representing the citizens of the Town of Landis, and acting pursuant to the requirements of G.S. § 160A-86, that:

1. The attached Code of Ethics titled *Code of Ethics of the Town of Landis Board of Aldermen* is hereby adopted.
2. All provisions of any Town ordinance or resolution in conflict with this ordinance are repealed.
3. This ordinance shall become effective upon adoption.

Adopted this the 9th day of February 2026.

Meredith Bare Smith, Mayor

Attest:

Madison Stegall, Town Clerk



**CODE OF ETHICS
OF THE
TOWN OF LANDIS BOARD OF ALDERMEN**

Section 1. Purpose

The purpose of this Code of Ethics is to establish guidelines for ethical standards of conduct for the Town of Landis Board of Aldermen (the “Board”) and to help determine what conduct is appropriate in particular cases. It should not be considered a substitute for the law or for a board member’s best judgement.

Section 2. General Principles Underlying the Code of Ethics

- A.** The stability and proper operation of democratic representative government depend upon public confidence in the integrity of the government and upon responsible exercise of the trust conferred by the people upon their elected officials.
- B.** Governmental decisions and policy must be made and implemented through proper channels and processes of the governmental structure.
- C.** Board members must be able to act in a manner that maintains their integrity and independence, yet is responsive to the interests and needs of those they represent.
- D.** Board members must always remain aware that at various times they play different roles:
 - i.** As advocates, who strive to advance the legitimate needs of their citizens;
 - ii.** As legislators, who balance the public interest and private rights in considering and enacting decisions, ordinances, and resolutions; and
 - iii.** As decision-makers, who arrive at fair and impartial quasi-judicial and administrative determinations.
- E.** Board members must know how to distinguish among these roles, to determine when each role is appropriate, and to act accordingly.

- F. Board members must be aware of their obligation to conform their behavior to standards of ethical conduct that warrant the trust of their constituents. Each official must find within his or her own conscience the touchstone by which to determine what conduct is appropriate.

Section 3. Obey the Law

Board members should obey all laws applicable to their official actions as members of the Board. Board members should be guided by the spirit as well as the letter of the law in whatever they do.

Section 4. Act with Civility

Board members should feel free to assert policy positions and opinions without fear of reprisal from fellow Board members or citizens. To declare that a Board member is behaving unethically because one disagrees with that Board member on a question of policy (and not because of the Board member's behavior) is unfair, dishonest, irresponsible, and itself unethical.

Section 5. Maintain Integrity and Independence

Board members should act with integrity and independence from improper influence as they exercise the duties of their office. Characteristics and behaviors consistent with this standard include the following:

- A. Adhering firmly to a code of sound values.
- B. Behaving consistently and with respect toward everyone with whom they interact.
- C. Exhibiting trustworthiness.
- D. Living as if they are on duty as elected officials regardless of where they are or what they are doing.
- E. Using their best independent judgment to pursue the common good as they see it, presenting their opinions to all in a reasonable, forthright, consistent manner.
- F. Remaining incorruptible, self-governing, and unaffected by improper influence while at the same time being able to consider the opinions and ideas of others.
- G. In a quasi-judicial matter, disclosing contacts and information about issues that they receive outside of public meetings to the extent required by law.

- H. In a quasi-judicial matter, refraining from seeking or receiving information about the matter outside of the quasi-judicial proceeding itself to the extent required by law.
- I. Treating other board members and the public with respect and honoring the opinions of others even when the board members disagree with those opinions.
- J. Not reaching conclusions on issues until all sides have been heard.
- K. Showing respect for their office and not behaving in ways that reflect badly on those in office.
- L. Recognizing that they are part of a larger group and acting accordingly.
- M. Recognizing that individual board members are not generally allowed to act on behalf of the Board but may only do so if the Board specifically authorizes it, and that the Board must take official action as a body.

Section 6. Avoid Impropriety

- A. Board members should avoid impropriety in the exercise of their official duties. Their official actions should be above reproach. Although opinions may vary about what behavior is inappropriate, this Board will consider impropriety in terms of whether a reasonable person who is aware of all of the relevant facts and circumstances surrounding the Board member's action would conclude that the action was inappropriate.
- B. If a Board member believes that his or her actions, while legal and ethical may be misunderstood, the member should seek the advice of the Board's attorney and should consider publicly disclosing the facts of the situation and the steps taken to resolve it (such as consulting with the attorney).

Section 7. Faithfully Perform the Duties of Office

Board members should faithfully perform the duties of their office. They should act as especially responsible citizens whom others can trust and respect. They should set a good example for others in the community, keeping in mind that trust and respect must continually be earned. Board members should faithfully attend and prepare for meetings. They should carefully analyze all credible information properly submitted to them, and in quasi-judicial matters they should be mindful of the need not to engage in communications outside of meetings. They should demand full accountability from those over whom the Board has authority. Board members should be willing to bear their fair share of the Board's workload. To the extent appropriate, they should be willing to put the Board's interests ahead of their own.

Section 8. Conduct the Business of Government in an Open and Public Manner

Board members should conduct the affairs of the Board in an open and public manner. They should comply with all applicable laws governing open meetings and public records, recognizing that doing so is an important way to be worthy of the public's trust. They should remember when they meet that they are conducting the public's business. They should also remember that local government records belong to the public and not to Board members or their employees. In order to ensure strict compliance with the laws concerning openness, Board members should make clear that an environment of transparency and candor is to be maintained at all times in the governmental unit. They should prohibit unjustified delays in fulfilling public records requests. They should take deliberate steps to make certain that any closed sessions held by the Board are lawfully conducted and that such sessions do not stray from the purposes for which they are called.

Section 9. Guidelines for Ethical Behavior

Local governing boards have no legal power to bring criminal charges against their members or otherwise to directly control one another's behavior. At the same time, board members should be familiar with laws that may affect them in their actions as elected local government officials, and they should take care to avoid common pitfalls. For example, some boards have found it useful in avoiding legal conflicts of interest to start each meeting by asking members to voluntarily inform the board if any matter on the agenda might present a conflict of interest or might require the member to be excused from voting.

The following guidelines are designed to translate current legal requirements into specific behaviors board members should avoid. While statutory provisions should be viewed as a minimum standard, board members should always consider whether there are ethical problems with others behaviors, even if such behavior does not violate criminal or other statutes dealing with conflicts of interest or other subjects.

1. Avoid deriving a direct benefit from contracts in which you are involved in making or administering on behalf of the public agency. (*§14-234(a)(1); criminal penalty; note defined terms in the statute; direct benefit, involved in making or administering a contract.*)
2. Avoid attempting to influence others involved in making or administering a contract on behalf of the public agency, even if you aren't involved, if you will derive a direct benefit from the contract. (*§14-234(a)(2); criminal penalty; note defined terms in the statute: direct benefit, involved in making or administering a contract.*)
3. Avoid soliciting or receiving any gift or reward in exchange for recommending, influencing, or attempting to influence the award of a contract by the public agency you serve. (*§14-234(a)(3); criminal penalty.*)

4. Consider the ethical and practical consequences of deriving a direct benefit from a contract authorized under any exception to the statute and weigh these considerations against the potential advantage to the public agency and to yourself. Follow reporting requirements to ensure transparency. (*§14-234(b); (d1).*)
5. Avoid participating in deliberations about or voting on a contract in which you have a direct benefit, when the contract is undertaken as allowed under any exception to the statute. (*§14-234(b1); criminal penalty.*)
6. Avoid using your knowledge of contemplated action by you or your unit, or information known to you in your official capacity and not made public, to acquire a financial interest in any property, transaction or to gain a financial benefit that may be affected by the information of contemplated action. Avoid intentionally aiding another to do any of these things. (*§14-234.1; criminal penalty.*)
7. Avoid receiving any gift or favor from a current, past, or potential contractor. (*§133-32(a); criminal penalty.*)
8. Consider the ethical and practical consequences of accepting a gift or favor under any exception to statutory prohibition and follow reporting requirements to ensure transparency. (*§133-32(d).*)
9. Avoid voting on matters involving your own financial interest or official conduct. Identify and disclose these matters in advance so your board can determine whether you have a conflict allowing you to be excused by the board from voting. When in doubt, obtain an opinion from your local attorney about whether you must vote or may be excused. (*§160A-75; 153A-44.*)
10. Avoid voting on any zoning map or text amendment where the outcome of the vote is reasonably likely to have a direct, substantial, and readily identifiable financial impact on you. (*§153A-340(g); §160A-381(d).*)
11. Do not participate in or vote on any quasi-judicial matter, including matters that come before the board when the board is acting in a quasi-judicial capacity under G.S. §153A-345 or G.S. §160A-388, if participation would violate affected persons' constitutional right to an impartial decision-maker. Impermissible conflicts under this statutory standard include "having a fixed opinion prior to hearing the matter that is not susceptible to change"; "undisclosed ex parte communications [communications between a board member and someone involved in the matter that occur outside the official quasi-judicial

proceeding]”; “a close familial, business, or other associational relationship with an affected person”; or “a financial interest in the outcome of the matter.” (§153A-345(e1), §160A-388(e1); violation of the constitutional standard by one member invalidates the entire vote.)

12. Fulfill your statutory obligation to vote on all matters that come before you even when there are appearances of conflict, and only refrain from voting when there is a legal basis for being or a requirement to be excused from voting. (§153A-44; §160A-75.)

Section 10. Censure Procedures

If a majority of the board has reason to believe that one of its members has violated a provision of this Code of Ethics, it may open an investigation into the matter to determine whether probable cause exists to initiate censure proceedings against the member. All information compiled, including the grounds for any finding of probable cause, shall be shared with the member when it is received. All information pertaining to the case shall be open to public inspection and copying pursuant to the North Carolina public records statutes. If upon investigation the board concludes that a violation of a criminal law may have occurred, it shall refer the matter to the local district attorney.

Should the board determine that it wishes to proceed further with censure proceedings, it shall call for a hearing to be held at a regular meeting or at a special meeting convened for that purpose. Notice of the hearing stating its time, place and purpose shall be given once a week for two successive calendar weeks in a newspaper having general circulation in the jurisdiction. The notice shall be published the first time not less than 10 days nor more than 25 days before the date fixed for the hearing. In computing such period, the day of publication is not to be included but the day of the hearing shall be included. Alternatively, the hearing shall be advertised on the jurisdiction’s website for the same period of time, up to and including the date of the hearing. The notice shall state that a detailed list of the allegations against the member is available for public inspection and copying in the office of the clerk or secretary to the board.

The hearing shall be convened at the time and place specified. The hearing and any deliberations shall be conducted in open session in accordance with the North Carolina open meetings statutes.

The accused board member shall have the right to have counsel present, to present and cross-examine expert and other witnesses, and to offer evidence, including evidence of the bias of any other board member or the presiding officer. An audio or video and audio tape of the proceedings shall be prepared. Any and all votes during the hearing shall be taken by the ayes and noes and recorded in the board’s minutes.

Once the hearing is concluded, it shall be closed by vote of the board. The presiding officer shall next entertain a motion to adopt a non-binding resolution censuring the member based on specified violations of the code of ethics. Any motion made must be an affirmative one in favor of adopting a non-binding resolution of censure. If the motion or resolution does not state particular grounds for censure under the code of ethics, the presiding officer shall rule it out of order.

If a motion to adopt a non-binding resolution of censure stating particular grounds under the code of ethics has been made, the board shall debate the motion. The accused member shall be allowed to participate in the debate but shall not vote on the motion to adopt the resolution.

At the conclusion of the debate, the board shall vote on the resolution. If the motion to adopt the non-binding resolution of censure is approved by a three-fourths vote of those present and voting, a quorum being present, the motion passes and the non-binding resolution of censure is adopted.

The text of the non-binding resolution of censure shall be made a part of the minutes of the board. Any recording of the board's proceedings shall be approved by the board as a permanent part of the minutes. The proceedings shall then be considered concluded, the board having done all it legally can with respect to the matter in question.

DRAFT



**ACKNOWLEDGMENT
OF THE
CODE OF ETHICS
FOR THE
TOWN OF LANDIS BOARD OF ALDERMEN**

I, _____, a member of the Town of Landis Board of Aldermen, do hereby acknowledge that I have received and reviewed a copy of the Code of Ethics of the Town of Landis Board of Aldermen in accordance with North Carolina G.S. §160A-86.

Signature

Date

Notary Acknowledgment:

North Carolina

County

I, _____, a Notary Public for said County and State, do hereby certify that _____ personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Witness my hand and official seal, this the _____ day of _____, 20 ____.

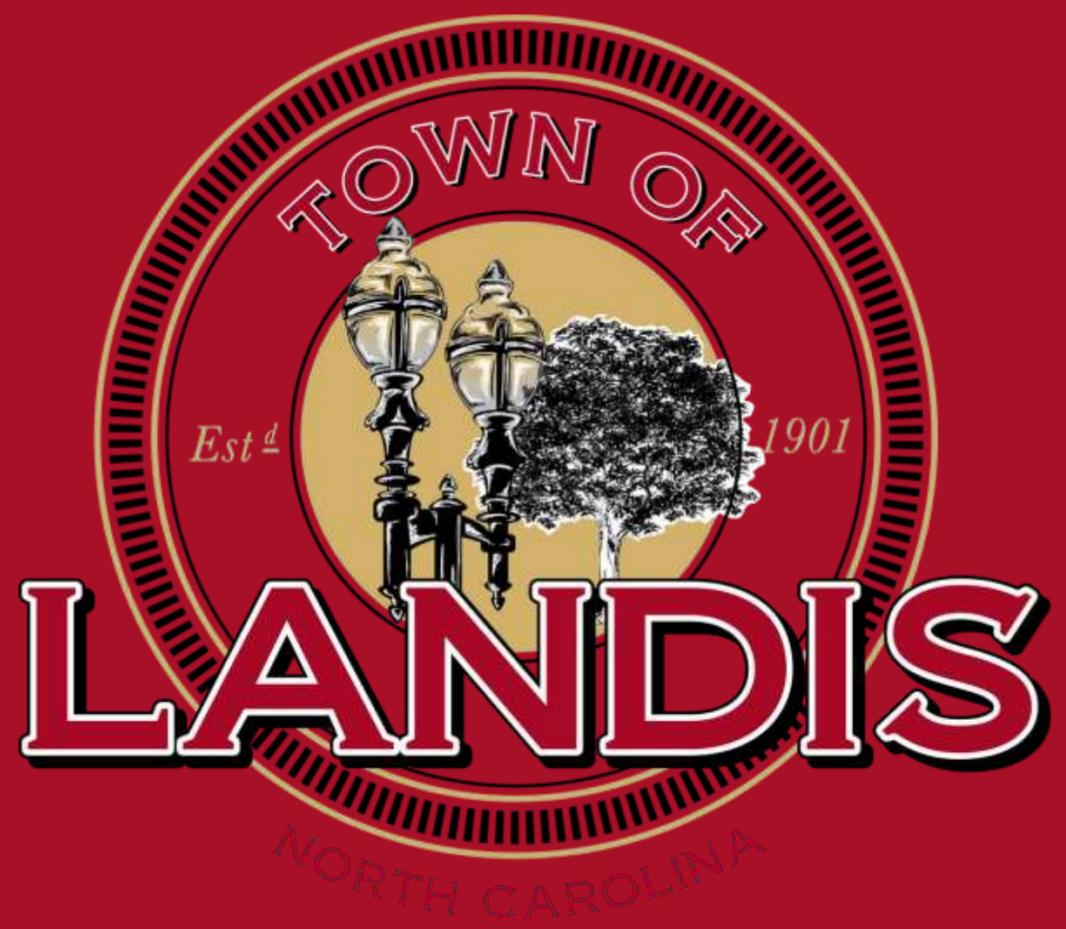
(Official Seal)

Notary Public Signature

My commission expires _____, 20 ____.

BUDGET RETREAT

February 18, 2026



Public Works



FY26 Accomplishments

- ✓ Remodeled the Public Works Facility
- ✓ Purchased a new truck for the Electric Foreman
- ✓ Redesigned Foremen's Office and Public Works Director's Office
- ✓ Implemented Weekly Safety Meetings
- ✓ Created a classroom/training area at the Public Works Facility
- ✓ Improved warehouse storage and efficiency
- ✓ Inventoried all materials and entered them into the IWORQ system
- ✓ Created a covered break area for staff
- ✓ Improved Landscaping at Public Works
- ✓ Remodeled the Mechanic Shop
- ✓ Painted and updated signage at the refueling area

Public Works



FY26 Accomplishments

Electric

- ✓ Built Service for Landis Ridge Building 2
- ✓ System Enhancement via Line and Pole Replacement
- ✓ Increased System Reliability
- ✓ Upgraded Street Lighting to LED
- ✓ 12kV Conversion
- ✓ New Pole Storage Facility
- ✓ Planned Power Outage only took 4 hours
- ✓ Successfully maintained power through winter storms
- ✓ Built out Transformers for Landis Apartments
- ✓ Replaced Signage at the Chapel Street Substation

Water Resources

- ✓ Sewer AIA Study Completed
- ✓ 100k Gallon Water Tower
- ✓ Mt Moriah Drinking Water Project
- ✓ South Upright Sewer Rehab Project
- ✓ Copper and Lead Sampling Completed
- ✓ Landis Ridge Lift Stations
- ✓ Installed Mini-Split at South Chapel St Booster Station
- ✓ Installed a New Pump at the Lift Station on 29
- ✓ Installing Matadors on US 29 and Town Street Lift Station
- ✓ Replaced Signage at all Lift Stations and Booster Stations

Public Works



FY26 Accomplishments

Streets

- ✓ Installing new Street Sign Replacement
- ✓ Upgraded Landscaping at Public Works
- ✓ Assisted in the Remodel of Public Works
- ✓ Purchased a new backpack leaf blower
- ✓ Replaced Signage at Public Works
- ✓ Purchased all new hand tools
- ✓ Built and utilized brining equipment
- ✓ Built new storage facility for the street department within the warehouse

Public Works

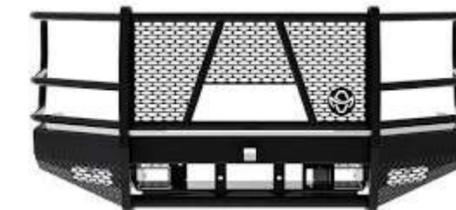
FY27 Needs



**12' Shoring Box
\$15,000**



**Dumpsite Redesign
\$10,000**



**Bumper with Winch
\$10,000**



**Bobcat T86 Compact Track Loader
Rental**

Electric



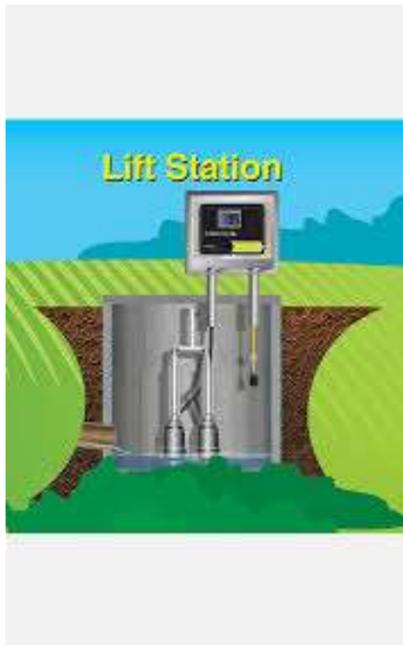
**3/4 Ton Service Truck
\$59,000**



**F550 Dump Truck
\$85,000**

Public Works

FY28 Needs



Fifth Street Lift Station
Upgrades



F250 for Water
Resources
\$75,000



AMI Meters
271,000



Tie Delivery #2 & Delivery #3
\$500,000



Deck-over Trailer
\$20,000



CAT 308CR Excavator
\$174,000

Public Works

FY29 Needs



12 kV Conversion
(Circuit Serving
Northwest Side of Town)
\$1,000,000



Build/Reconduct Line to
Wastewater Treatment
Facility
\$500,000



Chipper for Tree Crew
60,00



Backyard Machine
\$100,000



Wastewater Treatment
Facility
\$49,000,000

Public Works

FY30 Needs



Tandem Axle Dump Truck
\$350,000



AMI Replacement
\$5,000



Rope and Rigging Equipment
\$ 8,000



Weed Eaters
\$1,500



Backpack Blower
\$1,800

Public Works

FY31 Needs



Small Bucket Truck
\$325,000



AMI Replacement
\$150,000



12' Shoring Box
\$15,000



F150 Pick-Up Street
\$47,000

LANDIS FIRE DEPARTMENT

CIP 2027-2031



2027

NEW CLASS A UNIFORMS, 2 SETS \$2,000

- ▶ Two new sets of Class A uniforms for personnel
- ▶ New pants
- ▶ New coats
- ▶ New hats
- ▶ New dress shoes
- ▶ New belts
- ▶ New shirts



FOUR NEW SETS OF TURNOUT GEAR \$20,000

- ▶ Fire Dex Aero
- ▶ New Coat
- ▶ New Bunker Pants
- ▶ Particulate Hood
- ▶ Gloves
- ▶ Helmet
- ▶ Boots

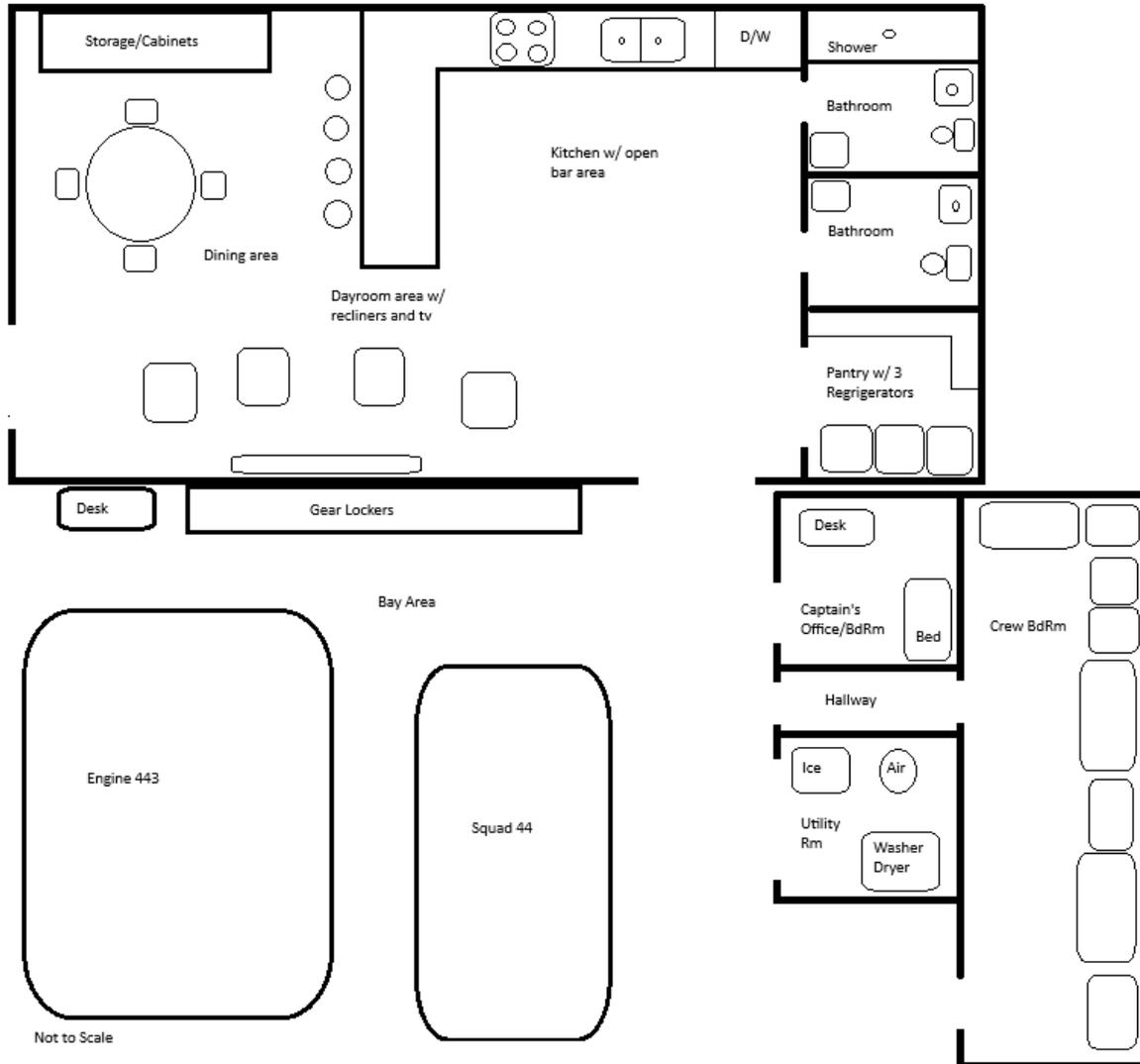


REMODEL OF STATION 44

\$150,000

Remodel of Station 44 to include remodeling the current living room, kitchen, firefighter bedroom area into one large living space to allow for a more open floorplan and user-friendly environment. The captain's bedroom will be updated, and a firefighter bedroom will be added using the hallway space beside the board room.

This will allow for future growth and the addition of a fourth person to the current three-person crew.



- Station 44 was built in the Mid 2000's
- Station was built to be utilized as a volunteer station, not to house full-time firefighters
- Over time with addition of full-time employees, space has become inadequate
- With a renovation that utilizes the unused board room hallway, a fourth full-time employee can be added to each shift
- The addition of a fourth person will allow the department to align more closely with NFPA Standard 1710, which recommends four personnel on each engine company to increase personnel and public safety

NEW PROTECTIVE BALLISTIC GEAR \$8,000

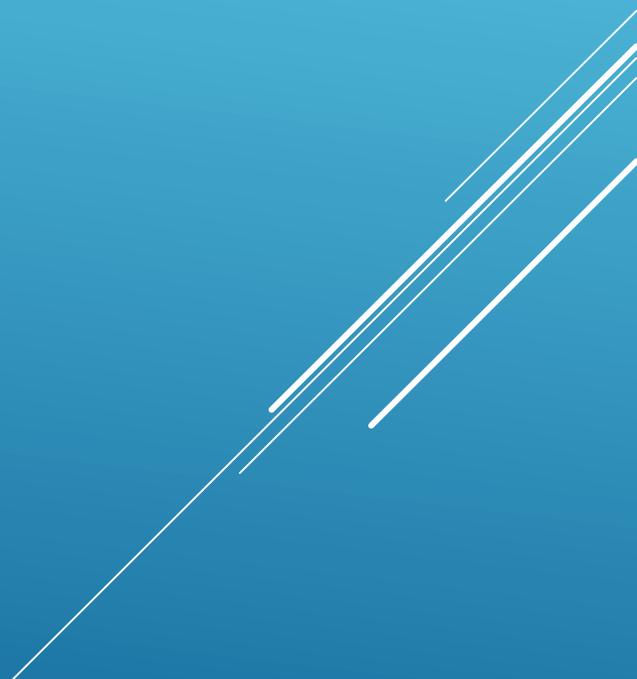
- ▶ Five New sets of ballistic gear, ballistic vests and helmets, for firefighter safety during response to potential active violence scenes



ENGINE 441 ANNUAL PAYMENT \$78,000

Payment for new truck

2028



NEW CLASS A UNIFORMS, 2 SETS

\$2,000

- ▶ Two new sets of Class A uniforms for personnel
- ▶ New pants
- ▶ New coats
- ▶ New hats
- ▶ New dress shoes
- ▶ New belts
- ▶ New shirts



FOUR NEW SETS OF TURNOUT GEAR \$20,000

- ▶ Fire Dex Aero
- ▶ New Coat
- ▶ New Bunker Pants
- ▶ Particulate Hood
- ▶ Gloves
- ▶ Helmet
- ▶ Boots



HURST E-DRAULIC EXTRICATION TOOLS

\$40,000

- ▶ Adding a new set of tools will place a set on Engine 441 and Ladder 58
- ▶ Cutter 15,000
- ▶ Spreader 15,000
- ▶ Ram and extensions 10,000



NEW VENTILATION FANS AND BATTERIES FOR ENGINE 441 AND LADDER 58 \$20,000

- ▶ New ventilation fan for Engine 441 and Ladder 58. This will allow both trucks to be able to perform positive pressure ventilation and replace an aging fuel powered fan on Ladder 58.



NEW SEARCH AND RESCUE DRONE

\$15,000

- ▶ The department will be required to purchase a new drone in the near future to replace the current drone. Due to federal regulations, our DJI drone will be phased out of service due to restrictions on the use of Chinese made drones.



ENGINE 441 ANNUAL PAYMENT
\$78,000

Payment for new truck

2029



NEW CLASS A UNIFORMS, 2 SETS \$2,000

- ▶ Two new sets of Class A uniforms for personnel
- ▶ New pants
- ▶ New coats
- ▶ New hats
- ▶ New dress shoes
- ▶ New belts
- ▶ New shirts



FOUR NEW SETS OF TURNOUT GEAR \$20,000

- ▶ Fire Dex Aero
- ▶ New Coat
- ▶ New Bunker Pants
- ▶ Particulate Hood
- ▶ Gloves
- ▶ Helmet
- ▶ Boots



REMODEL OF STATION 58

\$100,000

- ▶ Remodel and upfit of Station 58 to accommodate future staffing by full-time personnel.
- ▶ Creation of a living area, dayroom, kitchen, bedroom, and office space. Dependent on future-plans of Rowan EMS, the department may be able to utilize existing space and save money.

PURCHASE NEW THERMAL IMAGING CAMERAS \$15,000

- ▶ Purchase new thermal imaging cameras for Engine 441, Engine 443, and Ladder 58
- ▶ These will replace the aging cameras currently on the engines and ladder truck



ENGINE 441 ANNUAL PAYMENT \$78,000

Payment for new truck

2030



NEW CLASS A UNIFORMS, 2 SETS

\$2,000

- ▶ Two new sets of Class A uniforms for personnel
- ▶ New pants
- ▶ New coats
- ▶ New hats
- ▶ New dress shoes
- ▶ New belts
- ▶ New shirts



FOUR NEW SETS OF TURNOUT GEAR \$20,000

- ▶ Fire Dex Aero
- ▶ New Coat
- ▶ New Bunker Pants
- ▶ Particulate Hood
- ▶ Gloves
- ▶ Helmet
- ▶ Boots



PURCHASE NEW MSA G1 SCBA AIRPACKS \$200,000

- ▶ Purchase 20 new airpacks to replace aging equipment and remain up to date according to NFPA recommendations.
- ▶ These will outfit Engine 441, Engine 443, Ladder 58, Squad 44, and Chief 440



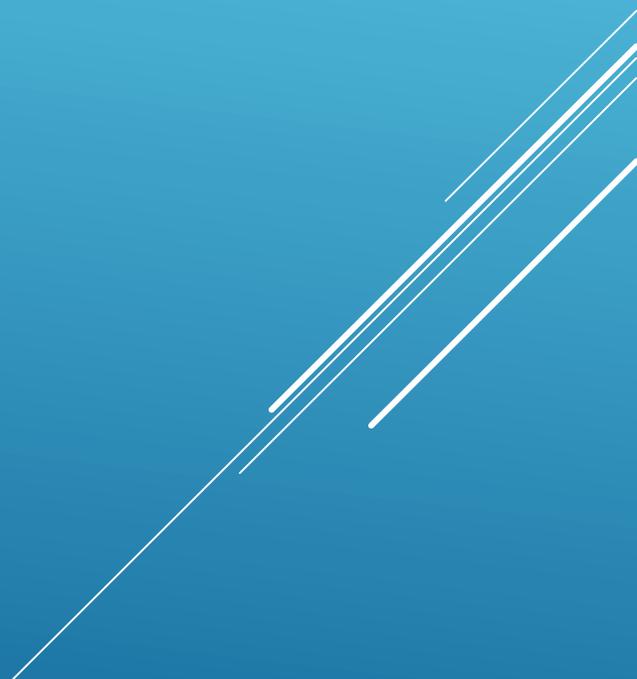
PURCHASE NEW GAS MONITORS FOR ALL TRUCKS

\$5,000

- ▶ MSA Altair 4XR
- ▶ One each for Engine 441, Engine 443, and Ladder 58



2031



NEW CLASS A UNIFORMS, 2 SETS \$2,000

- ▶ Two new sets of Class A uniforms for personnel
- ▶ New pants
- ▶ New coats
- ▶ New hats
- ▶ New dress shoes
- ▶ New belts
- ▶ New shirts



FOUR NEW SETS OF TURNOUT GEAR \$20,000

- ▶ Fire Dex Aero
- ▶ New Coat
- ▶ New Bunker Pants
- ▶ Particulate Hood
- ▶ Gloves
- ▶ Helmet
- ▶ Boots



NEW LADDER TRUCK

\$995,000

- ▶ Purchase of a new ladder truck will replace the current truck which will be 24 years old at this time. Due to the age of the truck the sourcing of parts may be nearly impossible.
- ▶ Currently, NFPA 1911 recommends all front-line trucks have a 15-year first out lifespan and a 5-year reserve lifespan
- ▶ With the addition of new multi-story apartment buildings, large manufacturing and storage facilities, and continued residential growth, the department will require a modern ladder truck to deliver effective and safe responses to the citizens of Landis.
- ▶ Custom design will have approximately a 3-year build time. Priority will be given to finding a truck in production to cut down on lead time.



THANK YOU FOR YOUR SUPPORT
LANDIS FIRE DEPARTMENT