

AGENDA

**Sawmills Town Council Meeting
Sawmills Town Hall**

**July 21, 2026
6:00 PM**



- 1. Call to Order**
- 2. Invocation**
- 3. Pledge of Allegiance**
- 4. Adopt Agenda**
- 5. Approval of Meeting Minutes**
 - a. June 16, 2026 Meeting Minutes**
 - b. June 23, 2026, Special Meeting Minutes**
 - c. June 23, 2026, Closed Session Minutes**
- 6. Public Comment**
- 7. Action Items**
 - a. CDBG-DR 231-A Waterline Replacement Project 2nd Public Hearing**
- 8. Informational Items**
- 9. Public Comment**
- 10. Manager Updates/ Recommendations**
- 11. Finance Updates**
 - a. BRIC Update**
 - b. HELENE Update**
 - c. OSBM Update**
- 12. Mayor Updates/Recommendations**

- 13. Clerk Updates/Recommendations**
- 14. Council Updates/Recommendations**
- 15. Closed Session §143-318.11(a)(3)**
- 16. Adjourn**



Town Council STAFF REPORT

Subject: June 16, 2026 Meeting Minutes

Date: July 21, 2026

Submitted by:

Department: Administration

Background:

Recommendation:

Fiscal Impact:

Attachments:

1. June 16, 2026, Meeting Minutes

Minutes

Sawmills Town Council Meeting Sawmills Town Hall

June 16, 2026
6:00 PM



Council Attendees:

Mayor Pro-Tem Clay Wilson
Mayor Keith Warren
Councilman Bobby Mosteller
Councilwoman Melissa Curtis

Absent:

Councilman Joe Wesson
Councilwoman Rebecca Johnson

Staff Attendance:

Chase Winebarger, Town Manager
Dustin Millsaps, Planning Director/Assistant Town Manager
Kelly Melton, Finance Officer
Terry Taylor, Town Attorney
Abby Rich, Town Clerk

1. Call to Order

Mayor Keith Warren called the June 16, 2026, meeting to order at 6:03 PM.

2. Invocation

a. Seth Coffey, Valley Baptist Church

Due to conflict, Seth Coffey was unable to attend the meeting.

Lawson Wilks with Poovey's Chapel Baptist Church provided the invocation for those in attendance.

3. Pledge of Allegiance

Councilman Mosteller led the Pledge of Allegiance for those in attendance.

4. Adopt Agenda

Councilwoman Curtis made a motion to adopt the agenda. After a second from Councilman Wilson, the motion carried unanimously.

5. Approval of Meeting Minutes

a. May 19, 2026, Meeting Minutes

Councilman Mosteller made a motion to approve the May 19, 2026, Meeting Minutes.

After a second from Councilwoman Curtis, the motion carried unanimously.

b. May 6, 2026, Special Meeting Minutes

Councilwoman Curtis made a motion to approve the May 6, 2026, Special Meeting Minutes. After a second from Councilman Wilson, the motion carried unanimously.

c. May 19, 2026, Special Meeting Minutes

Councilman Mosteller made a motion to approve the May 19, 2026, Special Meeting Minutes. After a second from Councilwoman Curtis, the motion carried unanimously.

6. Public Comment

There were no individuals signed up to provide public comment.

7. Action Items

a. Annas Property Rezoning Request Public Hearing

Councilman Wilson made a motion to open the Public Hearing for the rezoning request. After a second from Councilman Mosteller, the motion carried unanimously.

Greg Wilson was the first called to the podium. Mr. Wilson thanked the Council for the opportunity to speak and noted that his business is adjacent to the property. Mr. Wilson continued saying he feels that as a neighbor he should support the property owners wanting to expand to keep them as residents of the Town of Sawmills. Mr. Wilson concluded his statements by noting the property owners are great neighbors to have and are not a problem.

David Powell was next to be called to the podium. Mr. Powell said he is a member of the Planning Board and he has been vocal before about some of the Zoning Ordinance that he does not agree with. Mr. Powell said it made no sense to him that someone cannot expand or approve a residence that has been there for 80 years. Mr. Powell continued by saying it's been brought to his attention that some of the Annas family were active policymakers in years past, but he does not feel preventing modifications based on zoning was the intention behind the policies. Mr. Powell also said he found out that a previous buyer was interested in purchasing the property to utilize as a home and business, but could not utilize the property for both purposes due to the current zoning, and the sale fell through. Mr. Powell told the Council that to his understanding, Granite Falls, the City of Lenoir, and Caldwell County allow the residential use in the Highway Business zoning. In closing, Mr. Powell indicated there were approximately 20-30 houses that would not be able to modify the current structures due to current wording and said council needs to approve this request or change the Zoning Ordinance.

Mark Annas was next to be called to the podium. Mr. Annas said the property was purchased by his mom and dad in the 1940's, where they built a home after WWII and moved in. He said it was a great place to grow up and the back portion of the property was transitioned into a farm after Hurricane Hugo. Mr. Annas said he was a member of Sawmills Fire Department for 35 years. His son Aaron now owns the property and has two sons. Mr. Annas told the Council he did not know of a better place to raise a family and his son wants the property to be rezoned to residential from business, or the ordinance revised to allow for expansion of an existing home.

Aaron Annas was next to be called to the podium. Mr. Annas thanked the Council for time to speak. Mr. Annas said the property was purchased by his grandfather and there has been a single family home there for nearly 80 years. The Annas family would like to improve the home for their growing family and these improvements would not negatively impact neighbors or traffic.

Chris Poteat was the last speaker to be called to the podium. Mr. Poteat provided an executive summary for Council to review. Mr. Poteat told Council he became friends with Floyd Annas after moving here and the Annas' were upstanding citizens. Mr. Poteat noted the property had received several "Yard of the Month" designations from the Town of Sawmills and provided a background of Floyd Annas' community contributions. He further said the Annas' currently travel 45 minutes each way for work and still choose to live in Sawmills. Mr Poteat said the proposed changes would not effect the aesthetics of the home and he is asking Council to consider all available methods of approval, including a text amendment. Mr. Poteat concluded by saying he feels this home expansion would contribute to the character and vitality of the Town.

Councilman Wilson made a motion to close the public hearing for the rezoning request. After a second from Councilwoman Curtis, the motion carried unanimously.

Following the Public Hearing, Town Planner Dustin Millsaps came to speak. He said he is tasked by Council to research each case and make a recommendation based on his findings. Millsaps informed the Council that the property owners are requesting the property be rezoned from Highway Business to RA-20. Millsaps told Council it is staff recommendation that the Town Council deny the rezoning request as this property is located in one of the last commercial corridors in the Town. Millsaps concluded by telling Council the Planning Board voted 4 to 1 to deny the petition.

b. Annas Property Rezoning Request

The property owner agreed to a delay of the rezoning request until the August Town Council Meeting.

Councilman Wilson made the motion to table the rezoning of the property until the August Meeting. After a second from Councilwoman Curtis, the motion carried unanimously.

Councilman Wilson made the motion to request the Town Planner to look at, and present to the Planning Board for consideration, a text amendment that would allow for the property owners to complete an addition to an existing home. After a second from Councilwoman Curtis, the motion carried unanimously.

c. Budget Public Hearing

Councilman Wilson made a motion to open the Public Hearing for the 2026/2027 Fiscal Year Budget. After a second from Councilman Mosteller, the motion carried unanimously. With there being no individuals signed up to provide comment, Councilman Wilson made a motion to close the Public Hearing for the 2026/2027 Fiscal Year Budget. After a second from Councilwoman Curtis, the motion carried unanimously.

d. 2026/2027 Fiscal Year Budget Approval

Councilman Wilson made a motion to approve the 2026/2027 Fiscal Year Budget. After a second from Councilwoman Curtis, the motion carried unanimously.

e. Approval of Fire Department Consolidation Agreement

Councilman Wilson made a motion to approve the Fire Department Consolidation

Agreement and authorize the Mayor to sign all documents necessary to complete the consolidation contingent upon the Caldwell County Board of Commissioner's approval of the contract with Sawmills Fire for fire protection in the Sawmills Fire Rural District. After a second from Councilman Mosteller, the motion carried unanimously.

f. Approval of Mutual Aid Agreements with Granite Fire and Little River Fire

Councilman Wilson made a motion to approve the Mutual Aid Agreement with Granite Falls Fire Department. After a second from Councilwoman Curtis, the motion carried unanimously.

Councilman Mosteller made a motion to approve the Mutual Aid Agreement with Little River Fire Department. After a second from Councilman Wilson, the motion carried unanimously.

g. Approval of MOU with Caldwell County for Fire Protection Service

Councilman Wilson made the motion to approve the MOU with Caldwell County for Fire Protection Service and authorize the Mayor and/or the Town Manager to sign the same contingent upon the Town Manager having the ability to make minor modifications to the MOU, if needed.(If the County requests changes after it reviews the final agreement) After a second from Councilman Mosteller, the motion carried unanimously.

h. Appointments to Fire Relief Board

The Council was informed that Gary Annas and Chad Moore were previously appointed by the County to serve on the Fire Relief Board. It is recommended that they continue to do so. Councilman Wilson made a motion to appoint Gary Annas and Chad Moore to the Fire Relief Board. After a second from Councilwoman Curtis, the motion carried unanimously.

8. Informational Items

a. Tax Collections

Manager Winebarger informed the Council that the Caldwell County Board of Commissioners have expressed the County no longer wishes to collect taxes for the Town of Sawmills. The change would take effect next July of 2027, per contractual terms. Town Staff are working to keep this unchanged as citizens would have to pay separate bills to the Town and the County instead of taking care of the balance as one transaction. Staff will report back to the Board as more information is obtained.

9. Public Comment

There were no individuals that wished to speak.

10. Manager Updates/ Recommendations

Manager Winebarger informed the Council that staff is currently reviewing actions for encounters with 1st Amendment auditors. Training will be provided to employees to avoid issues. Additionally, Public Works is actively changing out old signs around the Town.

11. Finance Updates

a. BRIC Update

Finance Officer Kelly Melton told Council there was no new activity. The Town's engineers and grant manager at the WPCOG are submitting things to NCEM, but Town staff has not heard anything new.

b.

HELENE Update

Finance Officer Kelly Melton told the Council the project was submitted again in May. FEMA asked for clarification on items in June, and the Town received notice Friday that FEMA would like to have a meeting to discuss these items further.

c.

OSBM Update

Finance Officer Kelly Melton told the Council the project is moving along. Currently, the area is being hydrosseeded for erosion control.

12. Mayor Updates/Recommendations

Mayor Warren informed Council that the Lenoir Cruisers are now officially the Sawmills Cruisers and over 200 cars have attended each event so far. He also reminded everyone of the Car Show being hosted by the Town and Eldreth Automotive on Saturday.

13. Clerk Updates/Recommendations

Town Clerk Abby Rich informed Council that the Town's new website has officially launched and is running smoothly. Other updates included an overview of social media growth this calendar year, and the completion of the scanning of all minute books.

14. Council Updates/Recommendations

The Council thanked everyone for their attendance.

15. Closed Session §143-318.11(a)(3)

Council did not enter closed session.

16. Adjourn

With there being no more business to attend to, Councilman Wilson made the motion to adjourn. After a second provided by Councilwoman Curtis, the motion passed unanimously.

Approved on _____ day of _____, 2026.

Keith Warren, Mayor

Abby Rich, Town Clerk

**NORTH CAROLINA
CALDWELL COUNTY**

**MEMORANDUM OF AGREEMENT
CALDWELL COUNTY, NORTH CAROLINA
EMERGENCY SERVICES RESPONSE
FOR CALDWELL COUNTY
Between
CALDWELL COUNTY AND THE TOWN OF SAWMILLS**

I. SUBJECT AND PURPOSE

This Local Government Assistance Agreement is entered into by and between Caldwell County, North Carolina, a political subdivision of the State of North Carolina (referred to as COUNTY), and the Town of Sawmills, a North Carolina Municipal Corporation (TOWN). The parties through this agreement intend to improve fire, rescue and pre-hospital medical care for all of Sawmills Rural Fire District. The purpose of this agreement is to establish a clear understanding of the obligations of all parties that have executed this agreement.

II. PARTIES

The parties to this agreement are: Caldwell County (COUNTY) and Town of Sawmills (TOWN).

III. BACKGROUND AND AUTHORITY

The COUNTY under G.S 69-25.5, G.S. 153A-233; G.S. 153A-250 and G.S. 143-517 has the authority to contract for fire-fighting or prevention services with one or more incorporated volunteer fire departments and/or municipalities; and may for these purposes appropriate funds not otherwise limited as to use by law. Secondly having the authority to regulate and control emergency medical and rescue services within its political and geographical boundaries.

IV. DUTIES AND RESPONSIBILITIES OF CALDWELL COUNTY (COUNTY)

CALDWELL COUNTY agrees to:

- Collect all applicable fire and rescue taxes in Sawmills Rural Fire District and agrees to return the funds to the Town monthly.
- Provide Advance Life Support ambulance coverage for all of Caldwell County and mutual aid to surrounding counties when adequately staffed.
- Caldwell County EMS agrees to replace medical supplies used on scene as long as patient care is not compromised. Any supplies used and not replaced at the scene shall be requested to the EMS Logistics Chief or designee with appropriate paperwork. Supplies with an expiration date can be swapped out no later than 3 months prior to the expiration date. Supplies will be picked up at the Logistics Warehouse upon appointment.

- All FIRE/RESCUE agencies within Caldwell County will operate under the Caldwell County EMS system plan and the Caldwell County Medical Director.
- Any FIRE/RESCUE agency personnel shall be a Caldwell County EMS employee to function at the ALS level in the Caldwell County EMS system plan.

V. CONTRACT CATEGORIES

(Check all that apply)

☒ **Provide Fire Suppression and Fire Prevention:** including but not limited to the following guidelines.

- During the term of this contract, the TOWN agrees to maintain and equip the department located at 4068 Highway 321-A, Granite Falls, NC 28630 and used as the department for Sawmills Rural Fire District.
- TOWN agrees to provide fire suppression and fire prevention within the boundaries of the Sawmills Rural Fire District.
- TOWN agrees to expend all tax district funds received pursuant to this contract in the performance of this furtherance of providing Fire Protection, Fire Prevention, Rescue Services and Emergency Medical Care within the boundaries of the Sawmills Rural Fire District.
- A fire department shall have a minimum of 20 personnel with 18 designated as firefighters and 2 as traffic personnel or show through documentation that averages of 12 firefighters have responded to each of the previous 20 structure fires.
- All firefighter members shall comply with the training requirements set forth in G.S. 58-86-25.
- Whenever a fire department responds to a fire, the chief of that department shall complete or cause to be completed a fire incident report, which report shall be on form prescribed by the Department of Insurance. When such report is made without fraud, bad faith, or actual malice, the person making the report is not subject to liability for libel or slander. The department shall forward a copy of the completed report to the fire marshal of the county in which the fire occurred. If there is no fire marshal a copy should be forwarded to the county commissioners. All bodies that receive a copy of the said report shall maintain a copy for five years, under G.S. 58-79-45.

☒ **Provide First Responder Services:** which includes the following guidelines.

- No personnel other than members designated as a First Responder who holds an active North Carolina certification of Medical Responder or higher will answer First Responder calls.
- All First Responders are required to maintain training hours as set forth by NCOEMS and the Caldwell County EMS System Plan.
- Each First Responder Unit should have proper identification or agency seal in sight.

- The TOWN shall maintain an active and updated roster of EMS Certified Personnel on the Fire/Rescue Agency's Continuum Account.
- The TOWN shall provide a list of 4 personnel (officers or senior members) that are EVD certified to be screened for clean license check by Human Resource department before operating a county ambulance.

Provide Rescue Services: (Check area that applies)

_____ **Light Rescue:**

- Provide Light Rescue for your designated district
- Must meet all requirements set forth by the North Carolina Association of Rescue and Emergency Medical Services Light rescue certification.

_____ **Medium Rescue:**

- Provide Medium Rescue for your designated district
- Must meet all requirements set forth by the North Carolina Association of Rescue and Emergency Medical Services Medium rescue certification.

☒ _____ **Heavy Rescue:**

- Provide Heavy rescue for your designated district
- Must meet all requirements set forth by the North Carolina Association of Rescue and Emergency Medical Services Heavy rescue certification.

VI. INSURANCE REQUIREMENTS

- Workers Compensation: Caldwell County shall at its own expense provide workers compensation coverage for all paid Caldwell County EMS employees as required by law. Town shall at its own expense maintain workers compensation coverage for its paid and volunteer members as required by law.
- Town shall at its own expense procure and continuously maintain during the term of this Agreement the minimum insurance coverages set forth below, with insurers authorized to do business in North Carolina. Caldwell County shall be named as an additional insured on all liability policies with respect to Town's operations, use of facilities, or performance under this Agreement. Certificates of insurance shall be provided to the County prior to commencement of this Agreement. In addition, the Certificate of Insurance should note that the policies of the Town are written on a primary and noncontributory basis. A Certificate of Insurance noting the Additional Insured status shall be issued on an annual basis. All policies shall provide Caldwell County at least thirty (30) days' prior written notice of cancellation or material change.
- Commercial General Liability, Medical Professional Liability, Employment Practices Liability and Errors and Omissions: Coverage with minimum limits of \$1,000,000 per occurrence and \$2,000,000 general aggregate. Coverage shall be primary and non-contributory to any insurance carried by Caldwell County.

- Business Auto Coverage: Coverage with minimum of \$1,000,000 per occurrence combined single limit for bodily injury liability and property damage liability. This shall include owned vehicles, hired non-owned vehicles, and employee non-owned vehicles.
- Management or Directors and Officers liability: Coverage with minimum limits of \$1,000,000 per claim and \$2,000,000 aggregate
- Umbrella Liability: Coverage minimum limits of \$1,000,000 per occurrence and aggregate, providing coverage in excess of the underlying Commercial General Liability, Business Automobile Liability, and Employers' Liability policies.
- The TOWN shall furnish proof of compliance with the insurance coverage requirements of this contract upon request of Caldwell County.

VIII. TERM OF AGREEMENT.

- 1) The term of this Agreement shall be JULY 1, 2026 to JUNE 30, 2030, fulfilling the original term of the agreement between the County and SVFR.

The parties acknowledge County currently has an agreement with Sawmills Volunteer Fire & Rescue, Inc. ("SVFR"), whereby SVFR provides the services set forth within this Agreement between Town and County, and whereby County is contractually obligated to collect the applicable fire and rescue taxes before returning them to SVFR each month. SVFR is currently in the process of dissolution and is conveying its assets to Town. As evidenced by the signature from SVFR on this document and their written notification to the County, SVFR has given adequate written notice of its termination of its agreement with County.

- 2) The parties previously entered into an agreement whereby County agreed to provide tax administration services for Town, including the listing, assessment and collection of Town's municipal ad valorem property taxes by County (the "Tax Administration Agreement"). The initial term of the Tax Administration Agreement was from July 1, 2006 until June 30, 2008, and thereafter renewed automatically each fiscal year. The parties acknowledge that Town will collect Town's own ad valorem property taxes, including those for fire/rescue, beginning with the start of the 2027 fiscal year which begins July 1, 2027. The parties agree this provision constitutes County's adequate termination in writing of the Tax Administration Agreement, and that the Tax Administration Agreement shall have no force or effect beginning with the 2027 fiscal year which begins July 1, 2027.

IX. TERMINATION

Either party may terminate this agreement for any reason and at any time. Provided that the terminating party provides at least 60 day prior written notice of such termination. The notice shall be effective when placed in the United States mail, first class mail, postage prepaid, by registered or certified mail return receipt requested.

X. MODIFICATION OF THIS AGREEMENT

The said TOWN will not assign this contract without obtaining prior written permission from Caldwell County. Modification of this agreement must be in writing and duly executed by both parties.

XI. COMMUNICATIONS

To provide consistent and effective communications between Caldwell County and said TOWN agency, each party shall appoint Principal Representative(s) to serve as its central point of contact responsible for coordinating and implementing this agreement.

XII. Execution

This agreement will become effective upon execution of all parties to the agreement. The date of execution shall be the date of the last signature, which shall be that of the last official signature.

IN TESTIMONY WHEREOF, Caldwell County has caused this instrument to be executed by the Chairman of Board of County Commissioners and attested by the Clerk of the Board of County Commissioners, and The Town of Sawmills has caused this instrument to be executed by the Mayor of the Sawmills Town Council and attested by the Clerk of the Sawmills Town Council.

(Signatures Appear on the Following Pages)

CALDWELL COUNTY NORTH CAROLINA

By: [Signature]
Chairman, Caldwell County Board of Commissioners

DATE: 06/25/26

ATTEST:

By: [Signature]
Caldwell County Clerk

DATE: 06/25/26

By: [Signature]
Trevor Key, Director
Caldwell County Emergency Services

DATE: 06/25/2026

APPROVED By: [Signature]
Dr. Garrett Snyder, Medical Director

DATE: 06/25/26

TOWN OF SAWMILLS

By: [Signature]
Keith Warren, Sawmills Mayor

DATE: 07/01/2026

ATTEST:

By: [Signature]
Abigail Rich, Sawmills Town Clerk

DATE: 07/01/2026

By: [Signature]
Sawmills Fire / Rescue Chief

DATE: 07/01/2026

CONCURRENCE FROM SAWMILLS VOLUNTEER FIRE AND RESCUE, INC.

ATTEST:

By: Greg Wilson
Greg Wilson, President of the Board of Directors

DATE: 07/01/2024

**NORTH CAROLINA
CALDWELL COUNTY**

**TOWN OF SAWMILLS
RESOLUTION**

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SAWMILLS
RELATING TO THE PROPOSED UNIFICATION OF
SAWMILLS VOLUNTEER FIRE & RESCUE, INC.
WITH THE TOWN OF SAWMILLS**

WHEREAS, Sawmills Volunteer Fire & Rescue, Inc. (“SVFR”), a North Carolina non-profit corporation, provides fire protection, emergency medical first-responder and other all-hazard mitigation services to the residents of the Town of Sawmills, a North Carolina municipal corporation (“Town”); and

WHEREAS, SVFR is governed by the Sawmills Volunteer Fire & Rescue Board (“Board”) for the provision of fire and rescue services; and

WHEREAS, the Board and the Town mutually desire to create a shared vision to continue to provide the highest level of fire protection and emergency services feasible to the residents of both the Town of Sawmills and the Sawmills Fire District; and

WHEREAS, SVFR and the Town adopted a Memorandum of Understanding to meet collaboratively on December 16, 2025 relating to the benefits, opportunities and steps related to merging SVFR with the Town’s governance structure; and

NOW, THEREFORE, in consideration of these premises, the Town Council and SVFR Board now do hereby jointly find and resolve the following:

1. Authorization to Proceed. The Town Council and SVFR Board hereby authorizes the Mayor, Board President and other necessary parties to sign all documents including but not limited to, Bill of Sale, Deeds and Assignment of Assets for all actions to fully merge in accordance with the terms of the Fire Services and Transfer of Assets Agreement (“Agreement”) attached hereto.
2. Date of Merger. The date of the merger is to be effective July 1, 2026.
3. Contingencies. The transfer of assets and final actions for the merger to be effective is contingent upon Caldwell County adopting the Memorandum of Agreement for Emergency Services Response.
4. Upon Caldwell County taking the formal action, the Agreement will be fully effective and binding on both parties.

Duly adopted this 30 day of June, 2026
by the Town Council of the Town of Sawmills

By: 
Keith Warren, Mayor

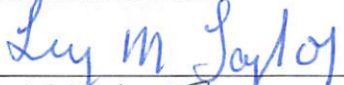
Duly adopted this 30 day of June, 2026
by the Board of Directors of Sawmills Fire
& Rescue, Inc.

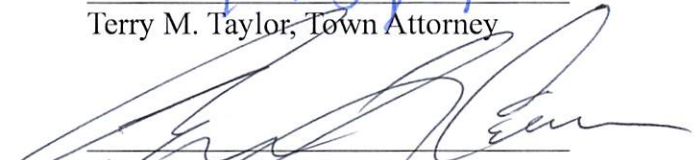
By: 
Greg Wilson, SVFR President

ATTEST:

By: 
Abby Rich, Town Clerk

Approved as to Form:


Terry M. Taylor, Town Attorney


Fire Department Attorney



Town Council STAFF REPORT

Subject: June 23, 2026, Special Meeting Minutes

Date: July 21, 2026

Submitted by:

Department: Administration

Background:

Recommendation:

Fiscal Impact:

Attachments:

1. June 23, 2026, Special Meeting Minutes

SPECIAL MEETING MINUTES

Sawmills Town Council

June 23, 2026

6:00 PM

Attendance:

Keith Warren, Mayor
Clay Wilson, Mayor Pro-Tem
Melissa Curtis, Council
Bobby Mosteller, Council
Chase Winebarger, Town Manager
Dustin Millsaps, Assistant Town Manager
Terry Taylor, Town Attorney
Abby Rich, Town Clerk
Greg Wilson, Chairman, Sawmills Fire Board
Gary Annas, Sawmills Fire Board
Dino DiBernardi Sr., Sawmills Fire Board
David Price, Sawmills Fire Board
Casey Proctor, Sawmills Fire Board
Kelly Winkler, Sawmills Fire Board
Greg Greyson, Fire Consultant

Call to Order:

Mayor Keith Warren called the June 23, 2026, Special Meeting to order at 6:06 pm.

Invocation:

Bobby Mosteller led the invocation for those in attendance.

Closed Session:

Councilman Clay Wilson made the motion to enter Closed Session pursuant to § 143-318.11. (a) (3) With a second from Councilman Mosteller, the motion carried unanimously.

With there being no more business to attend to, Councilman Wilson made the motion to adjourn at 6:58 PM. After a second from Councilwoman Curtis, the motion carried unanimously.



Town Council STAFF REPORT

Subject: June 23, 2026, Closed Session Minutes

Date: July 21, 2026

Submitted by:

Department: Administration

Background:

Recommendation:

Fiscal Impact:

Attachments:

None



Town Council STAFF REPORT

Subject: CDBG-DR 231-A Waterline Replacement Project 2nd Public Hearing

Date: July 21, 2026

Submitted by:

Department: Administration

Background:

Recommendation:

Fiscal Impact:

Attachments:

1. Sawmills Citizen Participation Plan Resolution
2. Sawmills Residential Anti-Displacement Plan
3. Town of Sawmills Application Resolution
4. Memo to Sawmills Town Council
5. Sawmills Citizen Participation Plan

**RESOLUTION APPROVING
THE TOWN OF SAWMILLS
CDBG-DR CITIZEN PARTICIPATION PLAN**

- WHEREAS, The Town of Sawmills is in the process of preparing applications for grants through the North Carolina Community Development Block Grant (CDBG) Disaster Recovery Program;
- WHEREAS, program requirements require each applicant and recipient shall provide citizens with an opportunity for meaningful involvement on a continuing basis and for participation in the planning, implementation and assessment of the program;
- WHEREAS, further, each applicant for CDBG-DR funds shall develop and adopt, by resolution of their governing board, a written citizen participation plan developed in accordance with applicable rules; and
- WHEREAS, Planning Department has drafted a citizen participation plan and requests its adoption by the Council.

NOW, THEREFORE, BE IT RESOLVED by the Town Council for the Town of Sawmills as follows:

1. That the Town of Sawmills CDBG-DR Citizen Participation Plan included with this agenda item is hereby adopted, and the Mayor is authorized to execute said Plan.
2. That all acts and doings of officers, employees and agents of the Town, whether taken prior to, on, or after the date of this Resolution, that are in conformity with and in the furtherance of the purposes and intents of this Resolution as described above shall be, and the same hereby are, in all respects ratified, approved and confirmed.
3. That this resolution shall be effective upon its adoption.

This the ____ day of _____, 2026.

ATTEST

TOWN COUNCIL FOR THE TOWN OF SAWMILLS

Clerk

BY _____
Mayor

Approved as to form:

Town Attorney



RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN

This Residential Anti-Displacement and Relocation Assistance Plan is prepared by the Town of Sawmills in accordance with the Housing and Community Development Act of 1974, as amended; and HUD regulations at 24 CFR 42.325 and is applicable to our CDBG projects.

Minimize Displacement

Consistent with the goals and objectives of activities assisted under the Act, the Town will take the following steps to minimize the direct and indirect displacement of persons from their homes:

- Coordinate code enforcement with rehabilitation and housing assistance programs.
- Evaluate housing codes and rehabilitation standards in reinvestment areas to prevent undue financial burden on established owners and tenants.
- Arrange for facilities to house persons who must be relocated temporarily during rehabilitation.
- Adopt tax assessment policies, such as deferred tax payment plans, to reduce impacts of increasing property tax assessments on lower income owner-occupants or tenants in revitalizing areas.
- Work with HUD approved Housing Counseling Agency to provide homeowners and tenants with information on assistance available to help them remain in their neighborhood in the face of revitalization pressures.
- Where feasible, give priority to rehabilitation of housing, as opposed to demolition, to avoid displacement.

CDBG programs include: Entitlement Community Development Block Grant (CDBG) Program, State CDBG Program, CDBG Small Cities Program, Section 108 Loan Guarantee Program, CDBG Special Purpose Grants Program, and the Neighborhood Stabilization Program (NSP).

- If feasible, demolish or convert only dwelling units that are not occupied or vacant occupiable dwelling units (especially those units which are “low-income dwelling units” (as defined in 24 CFR 42.305).
- Target only those properties deemed essential to the need or success of the project.

A. Relocation Assistance to Displaced Persons

The Town will provide relocation assistance for lower-income tenants who, in connection with an activity assisted under the CDBG Program[s], move permanently or move personal property from real property as a direct result of the demolition of any dwelling unit or the conversion of a lower-

income dwelling unit in accordance with the requirements of 24 CFR 42.350. A displaced person who is not a lower-income tenant will be provided with relocation assistance in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR Part 24.

B. One-for-One Replacement and Lower-Income Dwelling Units

The Town will replace all occupied and vacant occupiable lower-income dwelling units demolished or converted to a use other than lower-income housing in connection with a project assisted with funds provided under the CDBG Program[s] in accordance with 24 CFR 42.375.

Before entering into a contract committing the Town of Sawmills to provide funds for a project that will directly result in demolition or conversion of lower-income dwelling units, the Town will make public by publish in a local paper of general circulation and post on the information board in Town Hall and submit to State CDBG Programs(s) North Carolina Department of Commerce (NCDOC) the following information in writing:

1. A description of the proposed assisted project;
2. The address, number of bedrooms, and location on a map of lower-income dwelling units that will be demolished or converted to a use other than as lower-income dwelling units as a result of an assisted project;
3. A time schedule for the commencement and completion of the demolition or conversion;
4. To the extent known, the address, number of lower-income dwelling units by size (number of bedrooms) and location on a map of the replacement lower-income housing that has been or will be provided. *[See also CFR 42.375(d)].*
5. The source of funding and a time schedule for the provision of the replacement dwelling units;
6. The basis for concluding that each replacement dwelling unit will remain a lower-income dwelling unit for at least 10 years from the date of initial occupancy; and
7. Information demonstrating that any proposed replacement of lower-income dwelling units with smaller dwelling units (e.g., a 2-bedroom unit with two 1-bedroom units), or any proposed replacement of efficiency or single-room occupancy (SRO) units with units of a different size, is appropriate and consistent with the housing needs and priorities identified in the HUD-approved Consolidated Plan and 24 CFR 42.375(b).

To the extent that the specific location of the replacement dwelling units and other data in items 4 through 7 are not available at the time of the general submission, the Town will identify the general location of such dwelling units on a map and complete the disclosure and submission requirements as soon as the specific data is available.

C. Replacement not Required Based on Unit Availability

Under CFR 24 42.375(d), the Town may submit a request to the State (NCDOC) for a determination that one-for-one replacement requirement does not apply based on objective data that there is an adequate supply of vacant lower-income dwelling units in standard condition available on a non-discriminatory basis within the areas.

D. Contacts

The Town Clerk, Abby Rich, is responsible for tracking the replacement of lower income dwelling units and ensuring that they are provided within the required period.

The Chief Financial Officer, Kelly Melton (828) 396-7903, is responsible for providing relocation payments and other relocation assistance to any lower-income person displaced by the demolition of any dwelling unit or the conversion of lower-income dwelling units to another use.

Adopted this ____ day of _____, 2026

Mayor

ATTEST:

Town Clerk



**RESOLUTION OF THE TOWN OF SAWMILLS
COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION
321-A WATERLINE REPLACEMENT PROJECT**

WHEREAS, the Sawmills Town Council has previously indicated its desire to assist in community development efforts; and,

WHEREAS, the Sawmills Town Council has held two public hearings concerning the proposed application for Community Development Block Grant funding to benefit low- and moderate-income residents of the Sawmills community; and,

WHEREAS, the Sawmills Town Council wishes the Town to pursue a formal application for Community Development Block Grant funding to benefit low-and-moderate income residents through replacement of approximately 13,000 linear feet of aging water main line along U.S. 321-A with an updated PVC waterline and related infrastructure.

WHEREAS, the Sawmills Town Council certifies it will meet all federal regulatory and statutory requirements of the Community Development Block Grant Program,

NOW THEREFORE BE IT RESOLVED, BY THE LENOIR CITY COUNCIL:

That Chase Winebarger, Town Manager, and successors so titled, is hereby authorized to execute and file an application on behalf of the Town of Sawmills with The NC Department of Commerce Division of Community Revitalization (DCR) for approval of a Community Development Block Disaster Recovery Grant for Community Development to benefit low-and-moderate income residents through the replacement of approximately 13,000 linear feet of aging water main line along U.S. 321-A with an updated PVC waterline and related infrastructure.

That Chase Winebarger, Town Manager, and successors so titled, is hereby authorized and directed to furnish such information as The NC Department of Commerce Division of Community Revitalization (DCR) may request in connection with such application or the project; to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the Town of Sawmills has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to the grants pertaining thereto.

Adopted this the _____ day of _____, 2026 at Sawmills, North Carolina.

MAYOR

ATTEST:

CITY CLERK



TO: Mayor Keith Warren
Sawmills Town Council
Town Manager Chase Winebarger

FROM: Ben Willis, CED Director, WPCOG

SUBJECT: Public Hearing for a Potential Community Development Block Grant Disaster Recovery (CDBG-DR) Application

DATE: July 21, 2026

In order to submit a North Carolina Community Development Block Grant Disaster Recovery (CDBG-DR) application to the North Carolina Department of Commerce Division of Community Revitalization (DCR), two public hearings are required to notify the citizens of available funding opportunities and allow them to ask questions and make public comments prior to the submission of any application. The Town held the first public hearing on April 21, 2026 and this, the second public hearing has been publicly advertised for tonight's meeting.

Background: The Town of Sawmills is seeking CDBG-DR funding for the replacement of approximately 13,000 linear feet of aging water main line along U.S. 321-A with an updated PVC waterline and related infrastructure.

Proposed Application: This \$3,482,041.81 CDBG-DR application proposes the replacement of approximately 13,000 linear feet of aging water main line along U.S. 321-A with an updated PVC waterline and related infrastructure to benefit 100% low-to-moderate income households.

Requested Action: After the public hearing is closed and the Town Council is in session, if the Council is so inclined, a motion will be needed for the following actions.

Sample Language:

I move to approve the Authorizing Resolution to submit a \$3,482,041.81 grant application to the North Carolina Department of Commerce Division of Community Revitalization (DCR).

Next, I move to approve the Citizen Participation Plan and Resolution and the Anti-Displacement Plan as required by the Department of Housing and Urban Development.



THE TOWN OF SAWMILLS CDBG CITIZEN PARTICIPATION PLAN

This plan describes how The **Town of Sawmills** will involve citizens in the planning, implementation, and assessment of the Community Development Block Grant (CDBG) program. The funds must be used for projects which benefit low and moderate-income persons, aids in the elimination and prevention of slums and blight. The program is intended to assist governments in understanding neighborhood improvement programs. The regulations give ultimate responsibility for the design and implementation of the program to local elected officials and require that citizens be given an opportunity to serve in a key advisory role to these elected officials.

SCOPE OF CITIZEN PARTICIPATION

Citizens will be involved in all stages of the CDBG program, including program implementation, assessment of performance, and design of changes in the CDBG Citizen Participation Plan. There will be three (3) general mechanisms for their involvement:

1. To provide input during public hearings or community meetings; and
2. To provide individual citizen efforts in the form of comments, complaints, or inquiries submitted directly to the Program Administrators or designated Town official; and
3. To serve as an advisory committee to potential projects impacting a particular area.

PROGRAM IMPLEMENTATION

Citizen participation in program implementation will occur primarily through consultation with the Town. The Town will be asked to review and comment on specific guidelines for approved projects. They will also meet to review any program amendments, budget revisions, and program modifications. All such changes will be discussed with the Town and their comments considered prior to acting. If program amendments require approval from the North Carolina Department of Commerce, a public hearing shall be held, specifically on the amendment. Citizens may also be involved in implementation of projects specifically requiring citizen participation, such as self-help projects. Their roles will be defined as the project develops. Technical assistance will be available as needed.

PROGRAM ASSESSMENT

Program assessment activities by citizens will occur in a variety of ways. A performance hearing will be held twenty- five (25) to sixty (60) days prior to the start of planning for the next program year. The Program Amendment will be asked to provide citizen commentary for the Grantee Performance Report.

As a part of the orientation to the program offered at the public hearing, citizens will be invited to submit comments on all aspects of program performance through the program year. Comments should be submitted in writing to the **Town of Sawmills**, 4076 U.S. Highway 321-A, Sawmills, NC,

28630. They will respond in writing within ten (10) days. If the response is unsatisfactory, the complainant should write directly to the Mayor c/o the Clerk to the Board, 4076 U.S. Highway 321-A, Sawmills, NC, 28630. They shall respond within ten (10) days.

If the citizen is still dissatisfied, the citizen should write to the NC Department of Commerce, Division of Community Revitalization (DCR)/State CDBG Program, 4301 Mail Service Center, Raleigh, NC 27699-4346, Attention: Citizen Participation Matter. Program staff will also be available during normal business hours to respond to any citizen inquiries or complaints at (919) 707-1560.

The Citizen Participation Plan will be subject to annual review and proposed revision, to occur in the period between the performance hearing and the public hearing on the subsequent year's application.

TECHNICAL ASSISTANCE

Technical Assistance will be provided to citizen organizations and groups of low/moderate income persons or target area residents upon request to the Town of Sawmills. Such assistance will support citizen efforts to develop proposals, define policy, and organize for the implementation of the program. It is expected that such assistance will be provided by the **Town of Sawmills** in response to their request. Assistance could be provided in the form of local presentations, informational handouts, research of a specific issue, or other short-term efforts.

PUBLIC INFORMATION

The Town of Sawmills will also undertake public information efforts to promote citizen participation. These efforts will include the following:

1. Public Notice of all Public Hearings will be published in the non-legal section of the local newspaper at least ten (10) days before the scheduled hearing. These notices will indicate the date, time, location, and topics to be considered. These notices will also be made available in the form of a press release, posted on the Town of Sawmills website and posted at publicly accessible Town of Sawmills as appropriate.
2. Orientation Information will be provided at the first public hearing. The Program Administrator(s) will make a presentation which covers: (a) the total amount of CDBG funds available and the competitive basis for award; (b) the range of eligible activities; (c) the planning process and the schedule of meetings and hearings; (d) the role of citizens in the program; and (e) a summary of other program requirements, such as the environmental policies, fair housing provisions, and contracting procedures.
3. A Public File containing program documentation will be available for review at the Town of Sawmills, 4076 U.S. Highway 321-A, Sawmills, NC, 28630 during normal business hours. Included will be copies of the Application, Environmental Review Record, the Citizen Participation Plan, and the Annual Performance Report.
4. Public Hearings an interpreter will be provided for all non-English speaking individuals and/or hearing impaired individuals.

ADOPTED, this ____ day of _____, 2026.

Mayor
Town of Sawmills

Clerk
Town of Sawmills



Town Council STAFF REPORT

Subject: BRIC Update

Date: July 21, 2026

Submitted by:

Department: Finance

Background:

All Phase 1 Deliverables have been uploaded into the EMGrants Portal and are under review.

Recommendation:

Report only — no action needed

Fiscal Impact:

Attachments:

None



Town Council STAFF REPORT

Subject: HELENE Update

Date: July 21, 2026

Submitted by:

Department: Finance

Background:

The Consolidated Resource Center (CRC) has completed the review for Scope and Cost. The Determination Memo was issued on July 14, 2026, and is currently being reviewed by Town Staff, North Carolina Emergency Management (NCEM) and our Project Managers/Engineers. The Town has made one payment to Mountain Crest, LLC, in May 2026, in the amount of \$190,000.

Recommendation:

Report only — no action needed

Fiscal Impact:

Attachments:

None



Town Council STAFF REPORT

Subject: OSBM Update

Date: July 21, 2026

Submitted by:

Department: Finance

Background:

The following work has been completed on the Sewer Scouring Project: Site Work (Clearing, Rough Grading, Stone and Culverts); Dirt Hauling & Placement and Final Grading. Payment has been made in the amount of \$34,750. The Town incurred additional covered costs for miscellaneous supplies totaling \$370.50. Completed activities support the project goal of stabilizing and protecting critical sewer infrastructure, eliminating safety hazards, and reducing the risk of future erosion-related damage.

Since the last report, there has been no additional site work. The next task is to seed and stabilize disturbed areas with grass for erosion control.

The required quarterly report for 6/30/2026 was submitted on July 10, 2026.

Recommendation:

Report only — no action needed

Fiscal Impact:

Attachments:

None

