



Village Council
Agenda for Regular of October 14, 2025
Assembly Hall
395 Magnolia Road, Pinehurst, NC 28374
Pinehurst, North Carolina
4:30 PM

1. Call to Order
2. Invocation and Pledge of Allegiance
 - A. Pledge of Allegiance by Lachlan Evans
3. Reports
 - A. Manager
 - B. Council

4. Motion to Approve Consent Agenda

All items listed below are considered routine or have been discussed at length in previous meetings and will be enacted by one motion. No separate discussion will be held unless requested by a member of the Village Council.

- A. Approval of Village Council Meeting Minutes
 1. September 23, 2025, Regular Meeting Minutes
 2. September 23, 2025, Work Session Minutes
 3. September 23, 2025, Closed Session Minutes

End of Consent Agenda

5. Public Comments
6. Public Hearing
 - A. Public Hearing Regarding CDBG Application for Gaines Road Reconstruction in Jackson Hamlet
7. Resolutions
 - A. Consider Resolution 25-52 Application for CDBG Funding for the Gaines Road Reconstruction Project
 - B. Consider Resolution 25-46 Updating the Appointed Advisory Board Term Limits Policy

- C. Consider Resolution 25-48 Accepting or Resolution 25-49 Rejecting the High Bid for Certain Real Property at Public Auction (Calhoun)
 - D. Consider Resolution 25-50 Accepting or Resolution 25-51 Rejecting the High Bid for Certain Real Property at Public Auction (Morganton)
8. Ordinances
- A. Consider Ordinance 25-13 Dedication of Streets within the Village of Pinehurst (Cotswold)
 - B. Consider Ordinance 25-16 Amending §72.01 to Prohibit Parking on Aviemore Street
9. Regular Business
- A. Consider Increasing the Village Manager's Authority to Approve Change Orders on the Juniper Creek Sidewalk Project
 - B. Discuss Acceptance of FEMA SAFER Grant
10. Other Business
11. Motion to Adjourn

Vision: The Village of Pinehurst is a charming, vibrant community which reflects our rich history and traditions.

Mission: Promote, enhance, and sustain the quality of life for residents, businesses, and visitors.

Values: Service, Initiative, Teamwork, and Improvement.



September 23, 2025, Regular Meeting Minutes
ADDITIONAL AGENDA DETAILS:

FROM: Shannon Konstantinou, Village Clerk
CC: Village Council; Doug Willardson
DATE OF MEMO: 09/24/2025

MEMO DETAILS

ATTACHMENTS

1. 09.23.2025 DRAFT Regular Meeting Minutes



**Village Council
Minutes for the Regular Meeting of September 23, 2025
Fallon Council Conference Room
395 Magnolia Road
Pinehurst, North Carolina
4:30 p.m.**

The Village of Pinehurst Village Council held a Regular Meeting at 04:30 p.m., Tuesday, September 23, 2025, in the Fallon Council Conference Room of Village Hall, 395 Magnolia Road, Pinehurst, North Carolina.

The following were in attendance in Fallon Council Conference Room:

Mr. Patrick Pizzella, Mayor
Dr. Jeff Morgan, Councilmember
Ms. Barb Ficklin, Councilmember
Mr. Jack Farrell, Councilmember
Mr. Doug Willardson, Village Manager
Ms. Shannon Konstantinou, Village Clerk
Mr. Paul Conners, IT Systems Specialist (Remote)

Mr. John Taylor, Mayor Pro Tem, viewed the meeting via Zoom.

And approximately 15 members of the audience in attendance, in addition to 8 staff and 1 press.

1. Call to Order.

Mayor Pizzella called the Village Council meeting to order at 04:29 p.m. in the Assembly Hall of Village Hall and stated the Village Council Regular Meeting and Work Session will be relocated to the Fallon Council Conference Room of Village Hall due to technical issues with the audio equipment in Assembly Hall.

Upon a motion by Councilmember Morgan, seconded by Councilmember Ficklin, Council unanimously approved to recess the Regular Meeting for relocation to the Fallon Council Conference Room by a vote of 4-0 at 04:30 p.m.

Upon a motion by Councilmember Morgan, seconded by Councilmember Ficklin, Council unanimously approved to reconvene the Regular Meeting in the Fallon Council Conference Room by a vote of 4-0 at 04:31 p.m.

2. Invocation and Pledge of Allegiance.

A. Invocation by Dr. Jonathan Shelor, Senior Pastor with First Baptist Church of Pinehurst

B. Pledge by Village Council and Staff

3. Reports:

Village Manager

- Mr. Doug Willardson reported on the September 24, 2025, Flutterby Festival; political sign regulations; the October 02, 2025, Cape Fear Regional Hazard Mitigation Plan meeting at the Safety Center in Carthage; and on the October 28, 2025, NCDOT Community Meeting on the redesign of the Pinehurst Traffic Circle.

Village Council

- Mayor Pizzella congratulated Village staff on success of the September 12, 2025, Live After 5 event, reported on the September 23, 2025, Litter Sweep event; the September 15, 2025, Neighborhood Advisory Committee meeting (there are 3 vacancies to be filled); the September 23, 2025, Tri-Cities Work Group quarterly meeting, and discussed the 305-home subdivision recently approved by the Town of Aberdeen Planning Board.
- Councilmember Morgan reported on a recent meeting with Mr. Mickey Foster, CEO of FirstHealth, and reviewed a FirstHealth Awards List 2025 document; and encouraged residents to attend the October 28, 2025, NCDOT Community Meeting on the redesign of the Pinehurst Traffic Circle.
- Mayor Pro Tem Taylor was not in attendance.
- Councilmember Ficklin reported on the September 15, 2025, Neighborhood Advisory Committee meeting; the September 17, 2025, Pinehurst Development Ordinance Update Focus Group meeting (final) and PDO Update Community Meeting later that afternoon; the September 22, 2025, Pinehurst Business Partners meeting; and the October 18, 2025, Holly Arts Festival.
- Councilmember Farrell reported on the September 10 – 11, 2025, Moore County Land Use Review meetings held in Carthage; the September 15, 2025, Neighborhood Advisory Committee meeting; the September 17, 2025, Pinehurst Development Ordinance Update Focus Group meeting (final) and PDO Update Community Meeting later that afternoon; the 305-home subdivision recently approved by the Town of Aberdeen Planning Board; and on the September 23, 2025, Litter Sweep event.

4. Motion to Approve Consent Agenda.

All items listed below are considered routine or have been discussed at length in previous meetings and will be enacted by one motion. No separate discussion will be held unless requested by a member of the Village Council.

A. Approval of Village Council Meeting Minutes

- September 09, 2025, Regular Meeting Minutes
- September 09, 2025, Work Session Minutes
- September 09, 2025, Closed Session Minutes

End of Consent Agenda.

Upon a motion by Councilmember Morgan, seconded by Councilmember Ficklin, Council unanimously approved all items listed and considered routine on the Consent Agenda by a vote of 4-0.

5. Proclamation

A. Fire Prevention Week Proclamation 2025

Mr. Willardson reiterated Councilmember Ficklin's earlier statement about making property addresses visible from the street to assist emergency response personnel.

Mayor Pizzella read aloud the Fire Prevention Week Proclamation 2025 proclaiming the week of October 5-11, 2025, Fire Prevention Week in the Village of Pinehurst.

Chief Clouston thanked Council for the recognition and asked the community to call with any questions they may have regarding fire safety or to get help with smoke alarm battery replacement.

MAYORAL PROCLAMATION
VILLAGE OF PINEHURST

THAT WHEREAS, the Village of Pinehurst, North Carolina, is committed to ensuring the safety and security of all those living in and visiting the Village of Pinehurst; and

WHEREAS, Fire remains a serious public safety concern both locally and nationally, and the presence of lithium-ion batteries in many household devices introduces unique fire risks; and

WHEREAS, most of the electronics used in homes daily — including smartphones, tablets, laptops, power tools, e-bikes, e-scooters, and toys — are powered by lithium-ion batteries, which if misused, damaged, or improperly charged, can overheat, start a fire, or explode; and

WHEREAS, the National Fire Protection Association® (NFPA®) reports an increase in battery-related fires, underscoring the need for public education on the safe use of lithium-ion batteries; and

WHEREAS, residents should follow three key calls to action: Buy only listed products, charge batteries safely, and recycle them responsibly to prevent battery-related fires; and

WHEREAS, lithium-ion batteries store a large amount of energy in a small space, and improper use such as overcharging, using off-brand chargers without safety certification, or exposing batteries to damage can result in fire or explosion; and

WHEREAS, the proper disposal and recycling of lithium-ion batteries help prevent environmental hazards and reduce fire risks in the home and community; and

WHEREAS, the Village of Pinehurst first responders are dedicated to reducing the occurrence of fires through prevention, safety education, and community outreach; and

WHEREAS, the 2025 Fire Prevention Week™ theme, “Charge into Fire Safety™: Lithium-Ion Batteries in Your Home,” serves to remind us of the importance of using, charging, and recycling lithium-ion batteries safely to reduce the risk of fires in homes and communities.

NOW, THEREFORE, I, Patrick Pizzella, Mayor of the Village of Pinehurst, North Carolina, do hereby proclaim October 5-11, 2025, as Fire Prevention Week throughout the Village of Pinehurst.

IN TESTIMONY WHEREOF, I have hereto set my hand and caused to be affixed the official seal of the Village of Pinehurst in the State of North Carolina this, the 23rd day of September 2025.

6. Public Comments.

Mr. Kirk Adkins, Chair of the Sandhills Women’s Exchange Flood Mitigation Committee, and Ms. Marie Carbrey, Co-President of the Sandhills Women’s Exchange, read a prepared statement on the increased flooding experienced at the Sandhills Women’s Exchange, expressed opposition to Pinehurst Resort’s expansion of the Tennis Center, and displayed photos of flooding and resulting damage at the Sandhills Women’s Exchange.

Mr. Kevin Fitzpatrick, resident of the Pinehurst No. 6 neighborhood, thanked Council for the installation of the sidewalk in his neighborhood and praised the work of Mr. Mike Apke, Public Services & Engineering Director, on the project.

Ms. Debbie Lalor, Pinehurst resident, expressed concerns regarding the Pinehurst Development Ordinance Update process.

7. Resolutions

A. Consider Resolution 25-45 Authorizing the Exchange of Certain Real Property with Moore County (55 Rattlesnake Trl.)

Mr. Willardson reviewed and discussed a memo providing background on the proposed land swap deal with Moore County.

Council spoke in favor of the land swap deal with Moore County.

Upon a motion by Councilmember Morgan, seconded by Councilmember Ficklin, Council unanimously approved Resolution 25-45 authorizing the exchange of certain real property with Moore County consisting of the Village of Pinehurst's vacant lot located at 55 Rattlesnake Trail (Parcel ID # 10000849) and Moore County's developed lots located at 290 McCaskill Rd. E (Parcel ID #s 00024967 and 20100145), and further authorizing the Village Manager to execute the land exchange agreement and associated deeds, and to negotiate and execute a lease agreement for the County's continued use of the existing public safety facility during the transition period while the new facility is constructed by a vote of 4-0.

RESOLUTION #25-45:

A RESOLUTION AUTHORIZING THE EXCHANGE OF CERTAIN REAL PROPERTY WITH MOORE COUNTY.

WHEREAS, the Village Council of the Village of Pinehurst desires to exchange certain real property with Moore County; and

WHEREAS, the exchange will allow Moore County to develop a new EMS station and will help the Village of Pinehurst facilitate the redevelopment of the Village Place Core area; and

WHEREAS, in accordance with North Carolina General Statute § 160A-271, notice of this exchange was published in The Pilot on Wednesday, September 10, 2025, and Wednesday, September 17, 2025.

NOW, THEREFORE, BE IT RESOLVED by the Village Council that:

SECTION 1. The following described properties are to be exchanged between the Village of Pinehurst and Moore County:

a. Village of Pinehurst: Vacant lot located at 55 Rattlesnake Trail, Parcel ID # 10000849, approximately 0.92 acres, approximate land value of \$260,410.

b. Moore County: Developed lots located at 290 McCaskill Rd. E., Parcel ID #s 00024967 and 20100145, approximately 0.65 combined acres, approximate combined land value of \$313,810. Existing EMS station buildings will be removed by Moore County.

SECTION 2. The Village Manager is authorized to execute the land exchange agreement and associated deeds, and to negotiate and execute a lease agreement for the County's continued use of the existing public safety facility during the transition period while the new facility is constructed.

THIS RESOLUTION passed and adopted this 23rd day of September 2025.

8. Ordinances

A. Consider Ordinance 25-15 Amending the Library Expansion Capital Project Fund Budget

Mr. Willardson and Ms. Dana Van Nostrand, Financial Services Director, reviewed and discussed a

memo outlining the proposed budget amendment to the Library Expansion Capital Project Fund.

Upon a motion by Councilmember Ficklin, seconded by Councilmember Farrell, Council unanimously approved Ordinance 25-15 amending the Library Expansion Capital Project Fund Budget by a vote of 4-0.

ORDINANCE #25-15:

AN ORDINANCE AMENDING THE LIBRARY EXPANSION CAPITAL PROJECT FUND BUDGET FOR THE VILLAGE OF PINEHURST, NORTH CAROLINA.

THAT WHEREAS, the Village adopted Ordinance #22-06 establishing the Library Expansion Capital Project Fund for the design and construction of an expansion of the Given Memorial Library and Tufts Archives building located on Cherokee Road; and

WHEREAS, the Village adopted Ordinances #23-12, #24-10, #24-13, and #25-08 amending the Library Expansion Capital Project Fund budget; and

WHEREAS, the Village Council approved the contract with Msquare Construction, Inc. for construction of the new library building on Magnolia Road on September 9, 2025; and

WHEREAS, the Village has paid reimbursable expenses to Oakley Collier Architects for the design phase of the project, and the budget needs to be increased to cover the construction administration portion of the Oakley Collier Architects contract; and

WHEREAS, additional construction funds will be needed to purchase furniture, fixtures, and equipment for the library building and for contingency; and

WHEREAS, the Library Expansion Capital Project Fund budget needs to be amended to increase the appropriations and estimated revenues for these items; and

NOW, THEREFORE, BE IT ORDAINED AND ESTABLISHED by the Governing Body of the Village of Pinehurst, North Carolina, that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the Library Expansion Capital Project Fund is amended as follows:

SECTION 1. The expenditure appropriations for the project are amended as follows:

<u>Account</u>	<u>Current Budget</u>	<u>Amendment</u>	<u>Amended Budget</u>
Capital Outlay: Design Costs	\$ 610,000	\$ 10,000	\$ 620,000
Capital Outlay: Construction Costs	<u>3,790,500</u>	<u>1,548,500</u>	<u>5,339,000</u>
TOTAL	<u>\$4,400,500</u>	<u>\$1,558,500</u>	<u>\$5,959,000</u>

SECTION 2. The revenues anticipated to be available to complete this project are amended as follows:

<u>Account</u>	<u>Current Budget</u>	<u>Amendment</u>	<u>Amended Budget</u>
Investment Income	\$ 200,000	\$ 25,000	\$ 225,000
Restricted Donations	500	0	500
Transfer from General Fund	<u>4,200,000</u>	<u>1,533,500</u>	<u>5,733,500</u>
TOTAL	<u>\$4,400,500</u>	<u>\$1,558,500</u>	<u>\$5,959,000</u>

SECTION 3. The Village Manager is hereby authorized to transfer appropriations between line items in the Library Expansion Capital Project Fund up to \$10,000 with an official report of such transfers made at the next regular meeting of the Village Council.

SECTION 4. Copies of this capital project ordinance shall be furnished to the Village Clerk, Village Manager, and Financial Services Director for direction in carrying out this project.

THIS ORDINANCE passed and adopted this 23rd day of September, 2025.

9. Regular Business.

A. Consider Extension of Juniper Creek Boulevard Sidewalk Project

Mr. Willardson and Mr. Mike Apke, Public Services & Engineering Director, reviewed and discussed a memo and map outlining the options for extending the Juniper Creek Boulevard Sidewalk Project.

Council agreed to have Mr. Apke request bids for the completion of the sidewalk loop (option 2).

B. Parks & Recreation Departmental Overview

Ms. Angie Whisnant, Parks & Recreation Director, showed a video for Council highlighting P&R projects & events over FY2025 and reviewed and discussed a Parks & Recreation Department Overview FY26 document, a FY25 PR Program and Participation Numbers BSC Workbook table, a FY 25 HT Revenue Report Summary FYTD 06 06 25 document, and FY25 Athletics document.

Ms. Whisnant stated photos of the renovated Grooms' Quarters at the Harness Track are included in the new advertisements for the Harness Track facilities and will be shared with Council.

Ms. Whisnant noted the upcoming Parks & Recreation Activities Guides will now be mailed out as a postcard with a QR code to cut down on the number of hard copies printed.

Ms. Whisnant further discussed the Parks & Recreation department pursuing accreditation.

C. Report on the update to the Pinehurst Development Ordinance

Mr. Alex Cameron, Planning & Inspections Director, and Ms. Cindy Szwarcokop, Kimley-Horn Project Manager, reviewed and discussed a Village Council Update Pinehurst Development Ordinance PDF presentation highlighting Project Overview, Schedule + Key Tasks, Chapter Review, and Next Steps.

Mr. Willardson reviewed how to access documents and information related to the PDO Update on the Village's website (<https://www.vopnc.org/our-government/departments/planning-inspections/planning/pdo-update-2025>).

Council and Mr. Cameron discussed possibly having another PDO Focus Group meeting mid-October to consider the feedback from the October 02, 2025, Planning & Zoning Board meeting if needed.

D. Receive Risk Management Committee Annual Report and Consider Employee Health Benefit

Recommendations for 2026

Mr. Carlton Cole, Assistant Village Manager, reviewed and discussed a Risk Management Committee Annual Report PowerPoint highlighting Mission Statement, Health Benefits Recommendations for January 1, 2026, and Business Insurance, Safety & Wellness.

Upon a motion by Councilmember Morgan, seconded by Councilmember Farrell, Council unanimously approved the 2026 Medical and Dental insurance contracts and authorize the Mayor or their designee to execute the contracts by a vote of 4-0.

7. Other Business.

Council discussed Mr. Willardson following up on the flooding issues at the Sandhills Women's Exchange.

8. Motion to Adjourn.

Upon a motion by Councilmember Farrell, seconded by Councilmember Morgan, Council unanimously approved to adjourn the Regular Meeting by a vote of 4-0 at 07:16 p.m.

Respectfully Submitted,

Shannon Konstantinou
Village Clerk

A videotape of this meeting is located on the Village website: www.vopnc.org

Vision: The Village of Pinehurst is a charming, vibrant community, which reflects our rich history and traditions.

Mission: Promote, enhance, and sustain the quality of life for residents, businesses, and visitors.

Values: Service, Initiative, Teamwork, and Improvement



September 23, 2025, Work Session Minutes
ADDITIONAL AGENDA DETAILS:

FROM: Shannon Konstantinou, Village Clerk
CC: Village Council;
DATE OF MEMO: 09/24/2025

MEMO DETAILS

ATTACHMENTS

1. 09.23.2025 DRAFT Work Session Minutes



Village Council
Minutes for the Work Session of September 23, 2025
Fallon Council Conference Room
395 Magnolia Road
Pinehurst, North Carolina
04:30 p.m.

The Village of Pinehurst Village Council held a Work Session Meeting at 07:16 p.m., Tuesday, September 23, 2025, in the Fallon Council Conference Room of Village Hall, 395 Magnolia Road, Pinehurst, North Carolina.

The following were in attendance in Fallon Council Conference Room:

Mr. Patrick Pizzella, Mayor
Dr. Jeff Morgan, Councilmember
Ms. Barb Ficklin, Councilmember
Mr. Jack Farrell, Councilmember
Mr. Doug Willardson, Village Manager
Ms. Shannon Konstantinou, Village Clerk
Mr. Paul Conners, IT Systems Specialist (Remote)

Mr. John Taylor, Mayor Pro Tem, viewed the meeting via Zoom.

And approximately 2 members of the audience in attendance, in addition to 4 staff and 0 press.

1. Call to Order.

Mayor Pizzella called the Village Council Work Session to order at 07:23 p.m.

2. General Business.

A. Discussion Regarding Appointed Advisory Board Term Limits Policy

Mr. Willardson reviewed a memo outlining the proposed changes to the Appointed Advisory Board Term Limits Policy, which would make terms compliant with North Carolina General Statutes and consistent across all appointed boards.

Council agreed to consider the proposed changes for approval at an upcoming Regular Meeting.

B. Update on the Village's 250th Anniversary of the United States of America Celebrations and Recognitions

Ms. Shannon Konstantinou, Village Clerk, reviewed a memo outlining the Village's proposed celebrations or recognitions of the 250th anniversary of the United States of America, which consist of the following:

- Proclamation declaring December 15, 2025, Bill of Rights Day in the Village
- Proclamation declaring January 1, 2026, Emancipation Proclamation Day in the Village
- Planting of a landmark tree and installation of a 250th anniversary plaque in January 2026
- Viewing of "The American Constitution" documentary on March 04, 2026
- *Stars, Stripes & Shared Traditions: A Pinehurst Recipe Collection Celebrating America's 250 Years*

Councilmember Morgan suggested including a celebration or recognition of the Declaration of Independence in addition to the July 4th events.

Council supported all proposed celebrations and recognitions including Councilmember Morgan's additional Declaration of Independence suggestion.

3. Closed Session

A. Closed Session Pursuant to § 143-318.11(6)

Upon a motion by Councilmember Morgan, seconded by Councilmember Farrell, Council unanimously approved to recess the Work Session and enter the Closed Session pursuant to NCGS § 143-318.11(a)(6) to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee by a vote of 4-0 at 07:45 p.m.

Upon a motion by Councilmember Morgan, seconded by Councilmember Farrell, Council unanimously approved to adjourn the Closed Session and re-enter the Work Session by a vote of 4-0 at 08:10 p.m.

4. Motion to Adjourn.

Upon a motion by Councilmember Morgan, seconded by Councilmember Ficklin, Council unanimously approved to adjourn the Work Session by a vote of 4-0 at 08:11 p.m.

Respectfully submitted,

Shannon Konstantinou
Village Clerk

A videotape of this meeting is located on the Village website: www.vopnc.org

Vision: The Village of Pinehurst is a charming, vibrant community, which reflects our rich history and traditions.

Mission: Promote, enhance, and sustain the quality of life for residents, businesses, and visitors.

Values: Service, Initiative, Teamwork, and Improvement



September 23, 2025, Closed Session Minutes
ADDITIONAL AGENDA DETAILS:

FROM: Shannon Konstantinou, Village Clerk
CC: Village Council; Doug Willardson
DATE OF MEMO: 09/24/2025

MEMO DETAILS

ATTACHMENTS

1. 09.23.2025 DRAFT CLS Minutes



**Public Hearing Regarding CDBG Application for Gaines Road Reconstruction in
Jackson Hamlet
ADDITIONAL AGENDA DETAILS:**

FROM: Doug Willardson, Village Manager
CC: Village Council;
DATE OF MEMO: 10/08/2025

MEMO DETAILS

The Village of Pinehurst Village Council will hold a Public Hearing on Tuesday, October 14, 2025, at 4:30 PM in Assembly Hall, Village Hall, 395 Magnolia Road, Pinehurst, NC 28374.

The purpose of this hearing is to review and receive citizen comments on the Village's proposed application for Community Development Block Grant – Neighborhood Revitalization (CDBG-NR) funds. The Village intends to apply for up to \$360,000 from the North Carolina Department of Commerce, Rural Economic Development Division, for the reconstruction of Gaines Road in the Jackson Hamlet community.

The project will include full road reconstruction, stormwater drainage improvements, and related infrastructure to provide safe access, reduce flooding, and support existing housing.

All interested residents, particularly those of low- and moderate-income, are urged to attend and share their input. Written comments may also be submitted by email to publiccomments@vopnc.org or by mail to: Village Manager, 395 Magnolia Road, Pinehurst, NC 28374.

Persons with disabilities or those requiring translation services should contact the Village Manager at 910-295-1900 or dwillardson@vopnc.org no later than 48 hours before the hearing so that accommodations can be arranged.

ATTACHMENTS

None



Consider Resolution 25-52 Application for CDBG Funding for the Gaines Road Reconstruction Project

ADDITIONAL AGENDA DETAILS:

FROM: Doug Willardson, Village Manager
CC: Village Council;
DATE OF MEMO: 10/07/2025

MEMO DETAILS

The Village of Pinehurst is pursuing federal Community Development Block Grant (CDBG) funds to support the reconstruction of Gaines Road, located in the Jackson Hamlet neighborhood. This project will include roadway improvements, drainage upgrades, and associated infrastructure work intended to enhance safety, access, and quality of life for residents in this historically underserved community.

Although Gaines Road lies outside the Village's corporate limits, it is part of the nearby Jackson Hamlet neighborhood, which does not have its own municipal government and therefore cannot apply directly for CDBG funding. The Village is stepping forward as a good neighbor to assist this community by serving as the eligible applicant, helping to secure funding for much-needed roadway and drainage improvements that will enhance safety and quality of life for area residents.

The CDBG program, administered by the North Carolina Department of Commerce's Rural Economic Development Division, provides financial assistance to local governments for housing, infrastructure, and neighborhood revitalization projects that primarily benefit low- and moderate-income (LMI) residents.

To qualify, the Village must demonstrate that at least 51% of the households in the project area meet LMI thresholds established by the U.S. Department of Housing and Urban Development (HUD). Staff is currently conducting income surveys to document eligibility.

Two public hearings have been held to receive public input on community development needs and the proposed project scope, as required by the CDBG program guidelines.

Project Summary

- **Project Title:** Gaines Road Reconstruction Project
- **Project Location:** Jackson Hamlet neighborhood
- **Project Scope:** Roadway reconstruction, drainage improvements, and related infrastructure
- **CDBG Request:** \$360,000
- **Local Match:** None

- **Primary Benefit:** Low- and moderate-income households in the project area

As part of the application process, the North Carolina Department of Commerce requires the governing body to formally authorize submission of the grant application and certify compliance with applicable state and federal regulations. The attached Resolution for the Village of Pinehurst Application for Community Development Block Grant Funding for the Gaines Road Reconstruction Project fulfills this requirement.

ATTACHMENTS

1. DRAFT Resolution 25-52 CDBG Application for Gaines Road Reconstruction

RESOLUTION #25-52:

RESOLUTION FOR THE VILLAGE OF PINEHURST APPLICATION FOR COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING FOR THE GAINES ROAD RECONSTRUCTION PROJECT

WHEREAS, the Village Council of the Village of Pinehurst has previously indicated its desire to assist in community development efforts for housing and infrastructure improvements within the Village; and,

WHEREAS, the Village Council has held two public hearings concerning the proposed application for Community Development Block Grant funding to benefit the residents of the Jackson Hamlet neighborhood; and,

WHEREAS, the Village Council wishes the Village of Pinehurst to pursue a formal application for Community Development Block Grant funding to benefit the Gaines Road Reconstruction Project in the amount of \$360,000; and,

WHEREAS, the Village Council certifies it will meet all federal regulatory and statutory requirements of the State of North Carolina Community Development Block Grant Program;

NOW, THEREFORE BE IT RESOLVED, by the Village Council of the Village of Pinehurst that the Village of Pinehurst is authorized to submit a formal application to the North Carolina Department of Commerce for approval of a Community Development Block Grant to benefit the Gaines Road Reconstruction Project.

THIS RESOLUTION passed and adopted this 14th day of October 2025.

VILLAGE OF PINEHURST
VILLAGE COUNCIL

(Municipal Seal)

By: _____
Patrick Pizzella, Mayor

Attest:

Shannon Konstantinou, Village Clerk



Consider Resolution 25-46 Updating the Appointed Advisory Board Term Limits Policy

ADDITIONAL AGENDA DETAILS:

FROM: Shannon Konstantinou, Village Clerk
CC: Village Council;
DATE OF MEMO: 09/29/2025

MEMO DETAILS

On February 22, 2022, the Village Council adopted Resolution 22-05 updating the Village's policy on appointed advisory board term limits. Since that time, staff have reviewed the policy and determined that the term limit for the Board of Adjustment requires an update to comply with North Carolina General Statute §160D-302(a).

At the same time, it is in the best interest of the Village to ensure consistency in term lengths across all appointed boards.

Summary of Proposed Changes

Resolution 25-46 updates the Appointed Advisory Board Term Limits Policy to reflect the following standard:

- **Board of Adjustment, Planning & Zoning Board, Historic Preservation Commission, and Neighborhood Advisory Committee:**

Members are limited to two consecutive terms of three years each (for a total of six years) and may not be reappointed to the same board for a period of one year.

This aligns all appointed advisory boards under the same term limits structure, creating fairness, clarity, and statutory compliance.

Recommendation

Staff recommend Council adopt Resolution 25-46, thereby updating the Appointed Advisory Board Term Limits Policy (Attachment A) to comply with state law and establish consistent term limits across all advisory boards.

ATTACHMENTS

1. DRAFT Resolution 25-46 Appointed Advisory Board Term Limits Policy_Attachment A

RESOLUTION #25-46:

A RESOLUTION UPDATING THE APPOINTED ADVISORY BOARD TERM LIMITS POLICY.

WHEREAS, on February 22, 2022, the Village of Pinehurst Village Council passed Resolution 22-05 updating the established Village Council Policy on Appointed Advisory Board term limits; and

WHEREAS, after reviewing the policy, it has been determined the term limit for the Board of Adjustment needs to be updated to comply with North Carolina General Statute § 160D-302(a); and

WHEREAS, it is in the best interest of the Village of Pinehurst and its residents to update the Appointed Advisory Board Term Limits Policy to reflect the same term length across all appointed boards.

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Pinehurst, North Carolina in a Regular Meeting assembled this 14th day of October 2025, that the Appointed Advisory Board Term Limits Policy is hereby updated with said policy attached hereto as Attachment A and made a part hereof, the same as if included verbatim.

THIS RESOLUTION passed and adopted this 14th day of October 2025.

VILLAGE OF PINEHURST
VILLAGE COUNCIL

(Municipal Seal)

By: _____
Patrick Pizzella, Mayor

Attest:

Shannon Konstantinou, Village Clerk

	VILLAGE OF PINEHURST STANDARD PROCEDURE	
Subject: Appointed Advisory Board Term Limits Policy	Effective Date: 10/14/2025	
Department: Administration	Policy No.: 32	
Prepared by: Administration		
Approved by: Village Council	# of Pages: 1	

I. **PURPOSE**

The purpose of this Appointed Advisory Board Term Limits policy is to set term limits for all appointed advisory board seats that comply with North Carolina General Statutes and provide consistency in term limits across boards.

II. **APPOINTED ADVISORY BOARD TERM LIMITS**

- A. Board of Adjustment:** Members are limited to two consecutive terms of three years each (total of six years) and may not be reappointed to the same board for a period of one year.
- B. Planning & Zoning Board:** Members are limited to two consecutive terms of three years each (total of six years) and may not be reappointed to the same board for a period of one year.
- C. Historic Preservation Commission:** Members are limited to two consecutive terms of three years each (total of six years) and may not be reappointed to the same board for a period of one year.
- D. Neighborhood Advisory Committee:** Members are limited to two consecutive terms of three years each (total of six years) and may not be reappointed to the same board for a period of one year.

Approved by:

Patrick Pizzella, Mayor

Date

Resolution 25-46
Village Council Resolution

October 14, 2025
Date



**Consider Resolution 25-48 Accepting or Resolution 25-49 Rejecting the High Bid
for Certain Real Property at Public Auction (Calhoun)
ADDITIONAL AGENDA DETAILS:**

FROM: Shannon Konstantinou, Village Clerk
CC: Village Council; Doug Willardson
DATE OF MEMO: 10/03/2025

MEMO DETAILS

As directed by Council, staff conducted an online auction for the sale of Village-owned real property. The auction ran from September 17, 2025, through September 24, 2025.

The property in question is the vacant lot located at **7 Calhoun Lane (Parcel ID #00021657, Unit 9 Lot 147, PH I)**.

Results

The auction was successfully completed, and the **high bid of \$70,400** was received for the property.

Staff have reviewed the results and confirmed that the process complied with all legal and procedural requirements. Everything appears in order.

Recommendation

Staff recommend that Council adopt Resolution 25-48 accepting the high bid and authorizing the Village Manager to execute the necessary documents to transfer the property.

ATTACHMENTS

1. DRAFT Resolution 25-48 Accepting the High Bid for Certain Real Property at Public Auction (Calhoun)
2. DRAFT Resolution 25-49 Rejecting the High Bid for Certain Real Property at Public Auction (Calhoun)

RESOLUTION #25-48:

**A RESOLUTION ACCEPTING THE HIGH BID FOR CERTAIN REAL PROPERTY AT
PUBLIC AUCTION**

WHEREAS, the Village Council of the Village of Pinehurst conducted an online auction sale of a parcel of property from September 17, 2025, to September 24, 2025; and

WHEREAS, the high bid was submitted for the property as shown on Attachment A.

NOW, THEREFORE, BE IT RESOLVED by the Village Council that:

The high bid of \$70,400 is accepted for the vacant lot located at 7 Calhoun Ln., Parcel ID #00021657, Unit 9 Lot 147 PH I (as shown on Attachment A) and the Village Manager shall execute the documents necessary to transfer the title to the property.

THIS RESOLUTION passed and adopted this 14th day of October 2025.

VILLAGE OF PINEHURST
VILLAGE COUNCIL

(Municipal Seal)

By: _____
Patrick Pizzella, Mayor

Attest:

Shannon Konstantinou, Village Clerk

Attachment A



High Bid for 7 Calhoun Ln., Parcel ID #00021657, Unit 9 Lot 147 PH I is \$70,400.

RESOLUTION #25-49:

**A RESOLUTION REJECTING THE HIGH BID FOR CERTAIN REAL PROPERTY AT
PUBLIC AUCTION**

WHEREAS, the Village Council of the Village of Pinehurst conducted an online auction sale of a parcel of property from September 17, 2025, to September 24, 2025; and

WHEREAS, the high bid for the property was \$70,400; and

WHEREAS, the Village Council believes this bid is below the market value of the property.

NOW, THEREFORE, BE IT RESOLVED by the Village Council that:

The high bid of \$70,400 is rejected for the vacant lot located at 7 Calhoun Ln., Parcel ID #00021657, Unit 9 Lot 147 PH I (as shown on Attachment A).

THIS RESOLUTION passed and adopted this 14th day of October 2025.

VILLAGE OF PINEHURST
VILLAGE COUNCIL

(Municipal Seal)

By: _____
Patrick Pizzella, Mayor

Attest:

Shannon Konstantinou, Village Clerk

Attachment A



High Bid for 7 Calhoun Ln., Parcel ID #00021657, Unit 9 Lot 147 PH I is \$70,400.



**Consider Resolution 25-50 Accepting or Resolution 25-51 Rejecting the High Bid
for Certain Real Property at Public Auction (Morganton)
ADDITIONAL AGENDA DETAILS:**

FROM: Shannon Konstantinou, Village Clerk
CC: Village Council; Doug Willardson
DATE OF MEMO: 10/03/2025

MEMO DETAILS

As directed by Council, staff conducted an online auction for the sale of Village-owned real property. The auction ran from September 17, 2025, through September 24, 2025.

The property in question is the vacant lot located at **1210 Morganton Road (Parcel ID #00024098, Unit 8 A Lot 613, PH I)**.

Results

The auction was successfully completed, and the **high bid of \$81,400** was received for the property.

Staff have reviewed the results and confirmed that the process complied with all legal and procedural requirements. Everything appears in order.

Recommendation

Staff recommend that Council adopt Resolution 25-50 accepting the high bid and authorizing the Village Manager to execute the necessary documents to transfer the property.

ATTACHMENTS

1. DRAFT Resolution 25-50 Accepting the High Bid for Certain Real Property at Public Auction (Morganton)
2. DRAFT Resolution 25-51 Rejecting the High Bid for Certain Real Property at Public Auction (Morganton)

RESOLUTION #25-50:

**A RESOLUTION ACCEPTING THE HIGH BID FOR CERTAIN REAL PROPERTY AT
PUBLIC AUCTION**

WHEREAS, the Village Council of the Village of Pinehurst conducted an online auction sale of a parcel of property from September 17, 2025, to September 24, 2025; and

WHEREAS, the high bid was submitted for the property as shown on Attachment A.

NOW, THEREFORE, BE IT RESOLVED by the Village Council that:

The high bid of \$81,400 is accepted for the vacant lot located at 1210 Morganton Rd., Parcel ID #00024098, Unit 8 A Lot 613 PH I (as shown on Attachment A) and the Village Manager shall execute the documents necessary to transfer the title to the property.

THIS RESOLUTION passed and adopted this 14th day of October 2025.

VILLAGE OF PINEHURST
VILLAGE COUNCIL

(Municipal Seal)

By: _____
Patrick Pizzella, Mayor

Attest:

Shannon Konstantinou, Village Clerk

Attachment A



High Bid for 1210 Morganton Rd., Parcel ID #00024098, Unit 8 A Lot 613 PH I is \$81,400.

RESOLUTION #25-51:

**A RESOLUTION REJECTING THE HIGH BID FOR CERTAIN REAL PROPERTY AT
PUBLIC AUCTION**

WHEREAS, the Village Council of the Village of Pinehurst conducted an online auction sale of a parcel of property from September 17, 2025, to September 24, 2025; and

WHEREAS, the high bid for the property was \$81,400; and

WHEREAS, the Village Council believes this bid is below the market value of the property.

NOW, THEREFORE, BE IT RESOLVED by the Village Council that:

The high bid of \$81,400 is rejected for the vacant lot located at 1210 Morganton Rd., Parcel ID #00024098, Unit 8 A Lot 613 PH I (as shown on Attachment A).

THIS RESOLUTION passed and adopted this 14th day of October 2025.

VILLAGE OF PINEHURST
VILLAGE COUNCIL

(Municipal Seal)

By: _____
Patrick Pizzella, Mayor

Attest:

Shannon Konstantinou, Village Clerk

Attachment A



High Bid for 1210 Morganton Rd., Parcel ID #00024098, Unit 8 A Lot 613 PH I is \$81,400.



Consider Ordinance 25-13 Dedication of Streets within the Village of Pinehurst (Cotswold)

ADDITIONAL AGENDA DETAILS:

FROM: Shannon Konstantinou, Village Clerk
CC: Village Council; Doug Willardson; Mike Apke
DATE OF MEMO: 10/06/2025

MEMO DETAILS

This item is to consider accepting the streets and rights-of-way in the final phase of the Cotswold subdivision off of Linden Road. Specifically, this area includes Regency Court, Castle Bridge Court, and Chipping Campden Way between Victoria Way and Regency Court. The total length of streets being considered for acceptance is approximately 600 feet.

The Cotswold subdivision was annexed into the Village in 2014, and the Village has previously accepted ownership and maintenance responsibilities for all roads and rights-of-way, with the exception of this final phase.

Construction of the homes in the final phase has been completed, and the final lift of asphalt was recently placed by the developer. The street construction has been reviewed by staff and meets the requirements of the Village.

Staff recommends acceptance of the roads and rights-of-way as noted on the attached map.

ATTACHMENTS

1. DRAFT Ordinance 25-13 Dedication of Streets within the Village of Pinehurst (Cotswold Final Phase)_Attachment A

ORDINANCE #25-13

AN ORDINANCE ACCEPTING PETITION FOR DEDICATION OF STREETS WITHIN THE VILLAGE OF PINEHURST AND AMENDING CHAPTER 7, SCHEDULE II AND SCHEDULE IV OF THE PINEHURST MUNICIPAL CODE AS IT PERTAINS TO REGULATING TRAFFIC ON THESE STREETS WITHIN THE VILLAGE OF PINEHURST, NORTH CAROLINA.

THAT WHEREAS, Planet Development, LLC, a North Carolina Limited Liability Company (hereinafter referred to as “Planet”), is desirous of dedicating said streets and rights-of-way to the Village of Pinehurst, a municipal corporation of the State of North Carolina (hereinafter referred to as “Village”); and

WHEREAS, the attached map (Attachment A) depicts the streets and rights-of-way known as Regency Court, Castle Bridge Court, and Chipping Campden Way (between Victoria Way and Regency Court) within the Cotswold subdivision being dedicated for public use; and

WHEREAS, Planet has completed construction of all the streets and rights-of-way as shown on Attachment A in accordance with the requirements of the Village; and

WHEREAS, the Village Council of the Village of Pinehurst has agreed to officially accept the proposed dedication of the streets and rights-of-way; and

WHEREAS, the streets and rights-of-way identified on Attachment A will be open to the public and shall be maintained by the Village.

NOW, THEREFORE, BE IT ORDAINED AND ESTABLISHED by the Village Council of the Village of Pinehurst North Carolina in the Regular Meeting assembled this 14th day of October 2025, as follows:

SECTION 1. That, pursuant to NCGS § 160A, Article 15, the streets and rights-of-way offered for dedication and shown on Attachment A, copies of which are attached hereto and made a part hereof, are hereby accepted as public streets and rights-of-way of the Village of Pinehurst, North Carolina.

SECTION 2. That Schedule II of Section 7, STOP INTERSECTIONS of the Pinehurst Municipal Code, is amended by adding the following:

<i>Stop Sign On</i>	<i>At Intersection With</i>
Regency Court	Chipping Campden Way
Castle Bridge Court	Chipping Campden Way (2 locations)

SECTION 3. That Schedule IV of Section 7, SPEED LIMITS of the Pinehurst Municipal Code, shall be applicable and the speed limit is established as 25 mph unless otherwise posted.

SECTION 4. That the Pinehurst Police Chief and the Public Services Director are hereby directed and empowered to erect the necessary traffic signs on the above stated roads.

SECTION 5. That this ordinance shall be and remain in full force and effect from and after its adoption.

THIS ORDINANCE is passed and adopted this 14th day of October 2025.

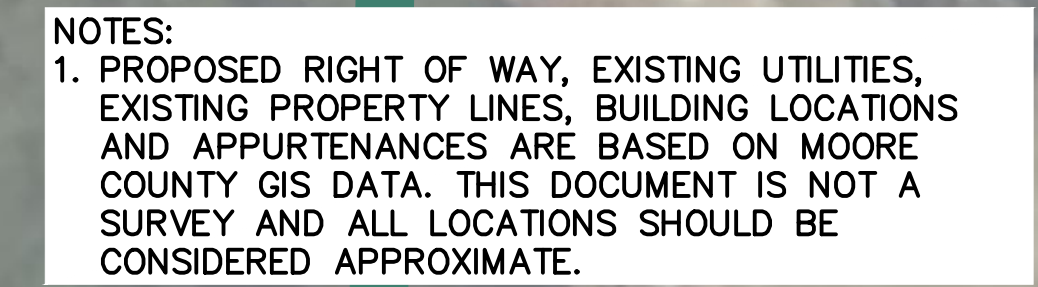
(Municipal Seal)

VILLAGE OF PINEHURST
VILLAGE COUNCIL

By: _____
Patrick Pizzella, Mayor

Attest:

Shannon Konstantinou, Village Clerk



LEGEND

EXISTING MCPU SEWER (PER GIS)	
EXISTING MCPU WATER (PER GIS)	
EXISTING RIGHT OF WAY (R.O.W.)	
EXISTING UTILITY EASEMENT	
PROPOSED RIGHT OF WAY (R.O.W.)	
(5' OFF EXISTING ROADS, 3' OFF EXISTING ROADS AT CUL-DE-SACS AND TURN-AROUND AREAS UNLESS OTHERWISE NOTED)	
PROPOSED UTILITY EASEMENT	
(10' FROM RIGHT-OF-WAY UNLESS OTHERWISE NOTED)	

SHEET

C-2



Consider Ordinance 25-16 Amending §72.01 to Prohibit Parking on Aviemore Street

ADDITIONAL AGENDA DETAILS:

FROM: Doug Willardson, Village Manager
CC: Village Council;
DATE OF MEMO: 10/07/2025

MEMO DETAILS

Aviemore Street is located adjacent to the hospital campus. Currently, on-street parking is permitted along both sides of the street. This has occasionally created congestion, reduced maneuverability, and raised concerns regarding emergency vehicle access.

Both the Public Services Director and the Police Chief have reviewed conditions along Aviemore Street. Each has confirmed that eliminating parking along its entire length is appropriate and will improve traffic safety, access, and overall neighborhood function.

Additionally, the hospital is in the process of reconfiguring and expanding a nearby parking lot. Once that work is complete, there will be no practical need for hospital staff, patients, or visitors to use Aviemore Street for overflow parking.

The attached Ordinance #25-16:

- Amends Chapter 72, Section 72.01, Schedule I – Parking Prohibited at All Times.
- Adds Aviemore Street (both sides, entire length) to the no-parking schedule.
- Authorizes the Police Chief and Public Services Director to install signage consistent with MUTCD standards for enforcement.

Staff recommends adoption of Ordinance #25-16 to prohibit parking along Aviemore Street. This change will align with public safety needs, ensure clear emergency access near the hospital, and anticipate future parking availability provided by the hospital's redevelopment project.

ATTACHMENTS

1. DRAFT Ordinance 25-16 Municipal Code Amendment (No Parking Aviemore Street)

ORDINANCE #25-16:

AN ORDINANCE AMENDING CHAPTER 72 OF THE PINEHURST MUNICIPAL CODE TO ELIMINATE PARKING ALONG AVIEMORE STREET.

THAT, WHEREAS, the Village Council of the Village of Pinehurst adopted an ordinance dated October 20, 1980, establishing and implementing certain authorized police powers for the purpose of prescribing regulations governing conditions detrimental to the health, safety, and welfare of its citizens; and

WHEREAS, on September 13, 2011, the Village Council adopted Ordinance 11-25, which adopted the general ordinances of the Village of Pinehurst as revised, amended, restated, codified, and compiled in book form and declared that these shall constitute the “Village of Pinehurst, North Carolina Municipal Code;” and

WHEREAS, the Municipal Code may be subsequently amended from time to time as conditions warrant; and

WHEREAS, the Village Council has determined that eliminating parking along Aviemore Street is necessary to improve traffic safety, ensure adequate emergency vehicle access, and protect the welfare of both residents and visitors;

NOW, THEREFORE, BE IT ORDAINED AND ESTABLISHED by the Village Council of the Village of Pinehurst, North Carolina, in a regular meeting assembled this 14th day of October, 2025, as follows:

SECTION 1.

That Schedule I – Parking Prohibited at All Times of Chapter 72, Section 72.01 of the Pinehurst Municipal Code is hereby amended by adding the following designation:

<i>Street</i>	<i>Side</i>	<i>Location</i>
Aviemore Street	Both	Entire length

SECTION 2.

The Chief of Police and the Director of Public Services are hereby authorized and directed to install and maintain appropriate signage at the location designated in Section 1 of this ordinance, in compliance with the Manual on Uniform Traffic Control Devices (MUTCD), for the purpose of enforcement.

THIS ORDINANCE passed and adopted this 14th day of October, 2025.

VILLAGE OF PINEHURST
VILLAGE COUNCIL

(Municipal Seal)

By: _____
Patrick Pizzella, Mayor

Attest:

Shannon Konstantinou, Village Clerk

DRAFT



**Consider Increasing the Village Manager's Authority to Approve Change Orders
on the Juniper Creek Sidewalk Project
ADDITIONAL AGENDA DETAILS:**

FROM: Shannon Konstantinou, Village Clerk
CC: Village Council; Doug Willardson; Mike Apke
DATE OF MEMO: 10/06/2025

MEMO DETAILS

This item is to consider increasing the amount of the Village Manager's authority to approve change orders on the Juniper Creek Boulevard sidewalk project in Pinehurst No. 6.

This first phase of the project is nearing completion, and the Village has received positive feedback from many residents and the No. 6 Community Association. When Council awarded the project to Cole Excavating in April, the motion included an authorization to allow the Village Manager to approve change orders up to \$1.078 million.

As we approach the end of the project, we are asking Council to increase this authorization amount. We currently project the total cost of the first phase to be approximately \$1.178 million and hope to have a more exact number by Tuesday's meeting. The increase is in part due to several additions to the project to improve safety and aesthetics, including:

- Relocation of the guardrail across the dam to allow the sidewalk to be constructed at a wider width to improve safety
- Installation of sod (in lieu of seed and straw) in many locations for aesthetic and erosion control improvements

Note that we are not asking for additional money for the project. Funds are available in the FY26 budget to cover the additional costs, we are simply asking to increase the Manager's authority to approve change orders with Cole Excavating on the first phase of the project.

ATTACHMENTS

None



Discuss Acceptance of FEMA SAFER Grant ADDITIONAL AGENDA DETAILS:

FROM: J. Carlton Cole, Asst. Village Manager of Operations
CC: Village Council; Doug Willardson, Dana Vannostrand, Derrick Clouston, Angie Kantor
DATE OF MEMO: 10/07/2025

MEMO DETAILS

As discussed with Council in May, the Village submitted an application for a FEMA Staffing for Adequate Fire and Emergency Response (SAFER) grant to support the hiring of six additional firefighters to staff a Quick Response Unit (QRU).

On September 24, we received official notification that our application was successful and the grant has been awarded. The grant period spans three years, with a total federal share of up to **\$837,495.00**, allocated to cover salary and benefit expenses as follows:

- **Year 1:** Up to \$339,525 (75%)
- **Year 2:** Up to \$339,525 (75%)
- **Year 3:** Up to \$158,445 (35%)

Attached to this memo are the grant award summary and the cost projection developed by Financial Services outlining the anticipated expenses and funding breakdown.

We respectfully request Council's formal consideration to accept the grant award and approve an increase in the Fire Department's authorized headcount by six firefighter positions to support the QRU initiative.

Please let us know if additional information is required.

ATTACHMENTS

1. Award Number EMW-2024-FF-0033
2. SAFER Grant Projections

Award Letter

U.S. Department of Homeland Security
Washington, D.C. 20472

Effective date: 09/20/2025



Doug Willardson
VILLAGE OF PINEHURST
395 MAGNOLIA RD
PINEHURST, NC 28374

EMW-2024-FF-00333

Dear Doug Willardson,

Congratulations on behalf of the Department of Homeland Security. Your application submitted for the Fiscal Year (FY) 2024 Staffing for Adequate Fire and Emergency Response (FF) Grant funding opportunity has been approved in the amount of \$837,495.00 in Federal funding.

As a condition of this award, you are required to contribute non-Federal funds equal to or greater than the non-Federal share percentage in the following table:

Year	Non-Federal Share: Percentage of <u>Actual</u> Costs	Federal Share: Percentage of <u>Actual</u> Costs
First Year	25%	75%
Second Year	25%	75%
Third Year	65%	35%

Before you request and receive any of the Federal funds awarded to you, you must establish acceptance of the award through the FEMA Grants Outcomes (FEMA GO) system. By accepting this award, you acknowledge that the terms of the following documents are incorporated into the terms of your award:

- Summary Award Memo - included in this document
- Agreement Articles - included in this document
- Obligating Document - included in this document
- 2024 FF Notice of Funding Opportunity (NOFO) - incorporated by reference

Please make sure you read, understand, and maintain a copy of these documents in your official file for this award.

Sincerely,



Stacey Street
Deputy Assistant Administrator
Grants Program Directorate

Summary Award Memo

Program: Fiscal Year 2024 Staffing for Adequate Fire and Emergency Response

Recipient: VILLAGE OF PINEHURST

UEI-EFT: G4E9TV591FE1

Award number: EMW-2024-FF-00333

Summary description of award

The purpose of the SAFER Grant Program is to provide funding directly to fire departments and volunteer firefighter interest organizations to assist in increasing the number of firefighters to help communities meet industry minimum standards and attain 24-hour staffing to provide adequate protection from fire and fire-related hazards, and to fulfill traditional missions of fire departments. After careful consideration, FEMA has determined that the recipient's project or projects submitted as part of the recipient's application and detailed in the project narrative as well as the request details section of the application — including budget information — was consistent with the SAFER Grant Program's purpose and was worthy of award.

Except as otherwise approved as noted in this award, the information you provided in your application for Fiscal Year (FY) 2024 Staffing for Adequate Fire and Emergency Response (SAFER) Grant funding is incorporated into the terms and conditions of this award. This includes any documents submitted as part of the application.

Position Cost Limit

The usual cost of a first-year firefighter in your department at the time your application was submitted was \$452,700.00. The maximum amount of Federal funding provided to the recipient is limited to the following:

Year	Federal Funding Cap Percent	Federal Funding Cap Amount per Firefighter
First Year	75%	\$339,525.00
Second Year	75%	\$339,525.00
Third Year	35%	\$158,445.00

Amount awarded

The amount of the award is detailed in the attached Obligating Document for Award. The cost share amounts described in this award letter are based on the approved total project cost; however, the Federal funding available is limited based on the applicable position cost limit and the applicable cost share as applied to actual costs.

The following are the total approved budgeted estimates for object classes for all funded firefighter positions for this award (including Federal share plus your cost share, if applicable, as applied to the estimated costs):

Object Class	First Year	Second Year	Third Year	Total
Personnel	\$308,844.00	\$308,844.00	\$308,844.00	\$926,532.00
Fringe benefits	\$143,856.00	\$143,856.00	\$143,856.00	\$431,568.00
Travel	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$0.00	\$0.00	\$0.00	\$0.00
Contractual	\$0.00	\$0.00	\$0.00	\$0.00
Construction	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00
Indirect charges	\$0.00	\$0.00	\$0.00	\$0.00
Federal	\$339,525.00	\$339,525.00	\$158,445.00	\$837,495.00
Non-federal	\$113,175.00	\$113,175.00	\$294,255.00	\$520,605.00
Total	\$452,700.00	\$452,700.00	\$452,700.00	\$1,358,100.00

Program Income	\$0.00
----------------	--------

Approved scope of work

After review of your application, FEMA has approved the below scope of work. Justifications are provided for any differences between the scope of work in the original application and the approved scope of work under this award. You must submit scope or budget revision requests for FEMA's prior approval, via an amendment request, as appropriate per 2 C.F.R. § 200.308 and the FY2024 FF NOFO.

Approved request details:

Hiring of Firefighters

New, Additional Firefighter(s)			
BENEFITS FUNDED			
The total benefits package is \$23,976 per employee. The details below describe the benefit and the cost of each: FICA 7.65% \$3,938 Pension 14.39% \$7,407 (100% employer per North General Statute) 401(k) 5.00% \$2,574 (employer share) Medical \$793.91/month \$9,527 (employer pays 100% of employee's coverage only) Dental \$36.86/month \$442 (employer pays 100% of employee's coverage only) Vision \$7.33/month \$88 (employer pays 100% of employee's coverage only)			
NUMBER OF FIREFIGHTERS	ANNUAL SALARY PRICE	ANNUAL BENEFITS	TOTAL PER FIREFIGHTER
6	\$51,474.00	\$23,976.00	\$75,450.00
3 YEAR TOTAL			
	\$1,358,100.00		

Agreement Articles

Program: Fiscal Year 2024 Staffing for Adequate Fire and Emergency Response

Recipient: VILLAGE OF PINEHURST

UEI-EFT: G4E9TV591FE1

Award number: EMW-2024-FF-00333



SAFER Grant Projections

	<i>Start Date</i>	1/10/2026	1/10/2027	1/10/2028				
	<i>End Date</i>	1/9/2027	1/9/2028	1/9/2029		Remainder	Per FY Thereafter	
		Year 1	Year 2	Year 3	Total Grant	FY 2029	FY 2030	FY 2031
Salaries ¹	\$	314,200	\$ 324,506	\$ 336,053	\$ 974,759	\$ 160,333	\$ 351,402	\$ 362,928
Benefits ²		148,786	160,304	173,155	482,245	84,230	192,557	207,441
Total Grant Expenditures	\$	462,986	\$ 484,810	\$ 509,208	\$ 1,457,004	\$ 244,563	\$ 543,959	\$ 570,369
% Federal		75%	75%	35%				
% Village		25%	25%	65%		100%	100%	100%
Grant Amount	\$	339,525	\$ 339,525	\$ 158,445	\$ 837,495			
Federal Share ³	\$	339,525	\$ 339,525	\$ 158,445	\$ 837,495			
Village Share		123,461	145,285	350,763	619,509	\$ 244,563	\$ 543,959	\$ 570,369
Add'l Operating ⁴		125,000	21,000	22,000	168,000	-	22,000	23,000
Total Village Costs	\$	248,461	\$ 166,285	\$ 372,763	\$ 787,509	\$ 244,563	\$ 565,959	\$ 593,369
Tax Rate Equivalent ⁵	\$	0.004	\$ 0.003	\$ 0.006		\$ 0.004	\$ 0.009	\$ 0.010
Actual Federal %		73%	70%	31%	57%			
Actual Village %		27%	30%	69%	43%			

Notes:

¹ Salaries include holiday pay and estimated overtime and are projected to increase 3.28% per year from COLA and merit increases.

² Fringe benefits are approximately 46% of salaries in FY 2026. The fringe rate is projected to increase approximately 2% each year.

³ The federal share of 75% of grant expenditures is capped at the grant amount each year. Any expenditures over the federal share are paid by the Village.

⁴ The additional operating costs borne by the Village include initial uniform and equipment purchases upon hire (turnout gear, radio, uniforms for each firefighter) plus annual training and boot allowance costs, workers compensation insurance, and fuel and maintenance costs for the brush truck. The estimate assumes 2% inflation per year in the recurring costs.

⁵ The tax rate equivalent is based on the total Village costs assuming \$0.01 of tax rate produces \$600,000 of tax revenue.