AGENDA

Sawmills Town Council Meeting
Sawmills Town Hall

October 20, 2026
6:00 PM

1. **Call to Order**
2. **Invocation**
3. **Pledge of Allegiance**
4. **Adopt Agenda**
5. **Approval of Meeting Minutes**
    a. **Approval of September 15, 2026, Meeting Minutes**
    b. **Approval of September 15, 2026, Closed Session Minutes**
    c. **June 9, 2026, Emergency Meeting Minutes**
6. **Public Comment**
7. **Agenda Items**
    a. **Annexation Petition for 4402 Horseshoe Bend Road**
8. **Clerk Updates/Recommendations**
9. **Finance Updates**
    a. **OSBM Update**
    b. **HELENE Update**
    c. **BRIC Update**
10. **Manager Updates/ Recommendations**
11. **Council Updates/Recommendations**
12. **Mayor Updates/Recommendations**
13. **Closed Session §143-318.ll(a)(3)**
14. **Adjourn**

Minutes

Sawmills Town Council Meeting
Sawmills Town Hall

September 15, 2026
6:00 PM

Council Attendees:
Mayor Pro-Tem Clay Wilson
Councilwoman Melissa Curtis
Councilman Bobby Mosteller

Absent:
Mayor Keith Warren
Councilwoman Rebecca Johnson
Councilman Joe Wesson

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 Pro-Tem Clay Wilson called the meeting to order at 6:02 PM.

2. **Invocation**
   Councilman Mosteller provided the invocation for those in attendance.

3. **Pledge of Allegiance**
   Tally Long, Sgt. 1st Class, led the Pledge of Allegiance for those in attendance.

4. **Adopt Agenda**
   Mayor Pro-Tem Wilson noted an amendment to the Agenda. Item 7(b)- Appointment of Planning Board Member would be tabled and replaced with the new item 7(b)- Bid for Debris Monitoring Service.
   Councilwoman Curtis made a motion to adopt the agenda. After a second from Councilman Mosteller, the motion carried unanimously.

5. **Approval of Meeting Minutes**

   a. **August 18, 2026, Meeting Minutes**
      Councilman Mosteller made a motion to adopt the August 18, 2026, meeting minutes. After a second from Councilwoman Curtis, the motion carried unanimously.

b. August 18, 2026, Closed Session Minutes
Councilwoman Curtis made a motion to adopt the August 18,2026, Closed Session Minutes. After a second from Councilman Mosteller, the motion carried unanimously.

6. Public Comment
There were no individuals signed up for public comment.

7. Agenda Items

a. Budget Amendment
Manager Winebarger reviewed a Budget Amendment for the Fire Department. Councilman Mosteller made a motion to approve the Budget Amendment (as attached). After a second from Councilwoman Curtis, the motion carried unanimously.

b. Appointment of Planning Board Member
Manager Winebarger informed Council the RFP for Debris Monitoring Services had to be readvertized, as FEMA said the Town could not use the selected company. The Town received 3 bids and of these 3 only 1 bid submitted a not to exceed amount. Manager Winebarger said Town Staff recommends awarding the bid to Western Piedmont Council of Governments, with the not to exceed amount being $300,000. Councilwoman Curtis made a motion to award the Debris Monitoring Bid to Western Piedmont Council of Governments. After a second from Councilman Mosteller, the motion carried unanimously.

8. Clerk Updates/Recommendations
Town Clerk Abby Rich reminded Council of the Veteran's Day Ceremony on Saturday November 7th at 11:00 AM.

9. Finance Updates

a. BRIC Update
Town Clerk Abby Rich read the BRIC Update on behalf of Finance Officer Kelly Melton.

b. HELENE Update
Town Clerk Abby Rich read the Helene Update on behalf of Finance Officer Kelly Melton.

c. OSBM Update
Town Clerk Abby Rich read the OSBM Update on behalf of Finance Officer Kelly Melton.

10. Manager Updates/ Recommendations
Manager Winebarger informed Council that Town staff are currently working to review properties for tax collection accuracy.

11. Mayor Updates/Recommendations

There were no Mayoral updates.

12. **Council Updates/Recommendations**
    The Town Council thanked everyone for coming.

13. **Closed Session §143-318.ll(a)(3)**
    Councilman Wilson made the motion to enter Closed Session pursuant to §143-318.ll(a)(4). After a second from Councilman Mosteller, the motion carried unanimously.

14. **Adjourn**
    With there being no more business to attend to, Councilwoman Curtis made the motion to adjourn at 6:30PM. After a second provided by Councilman Wilson, the motion passed unanimously.

Approved on _____ day of _____, 2026.

_____

Keith Warren, Mayor

_____

Abby Rich, Town Clerk

EMERGENCY MEETING MINUTES

Sawmills Town Council

June 9, 2026

6:00 PM

Attendance:

Keith Warren, Mayor
Clay Wilson, Mayor Pro-Tem
Melissa Curtis, Council
Rebecca Johnson, Council
Bobby Mosteller, Council
Chase Winebarger, Town Manager
Kelly Melton, Finance Officer
Terry Taylor, Town Attorney
Abby Rich, Town Clerk

Mayor Keith Warren called the Emergency Meeting to order at 6:05 PM.

Councilman Mosteller led the invocation.

Mayor Keith Warren led the Pledge of Allegiance.

The meeting began with Town Manager Winebarger informing the Council that the Board of Commissioners are planning to hold fire tax rates firm for all districts in the upcoming budget season. Manager Winebarger said County staff would be willing to meet with us regarding the Town's requested increase due to the merger.

With the impending adoption of the 2026/2027 FY budget, the Council discussed areas of the current proposed budget that could be cut. The Council also discussed increasing the Parks and Rec fees and concession fees.

The consensus of the Council was for Town Staff to identify any potential cost savings and report these to the Council via email.

With there being no more business to attend to, Councilwoman Johnson made the motion to adjourn at 7:38 PM. After a second from Councilman Mosteller, the motion carried unanimously.

Town Council
STAFF REPORT

Subject: Annexation Petition for 4402 Horseshoe Bend Road

Date: October 20, 2026

Submitted by:

Department: Administration

Background:

The Town Clerk has received an annexation petition for 4402 Horseshoe Bend Road. Council action is needed for the Clerk to investigate the property and certify the request.

Recommendation:

Fiscal Impact:

Attachments:

1. Summerline Annexation Petition

CALDWELL COUNTY

TOWN OF SAWMILLS

ANNEXATION PETITION – NON-CONTIGUOUS PROPERTY

TO: **Town of Sawmills**
Attn: Town Clerk
4076 US Highway 321-A
Sawmills, NC 28630

RE: **Petition Requesting Annexation**

Pursuant to the provisions of Sections 160A-58.1 of the NC General Statutes, we the undersigned owners of real property described below do hereby request that said property

Located at: 4402 Horseshoe Bend Rd., Hudson, NC 28638,

Tax Block(s): _____,

Tax Lot(s): _____,

be annexed into the Town of Sawmills.

We certify: that the property is non-contiguous to the present City limits: that a legend description (metes and bounds in Word) is attached as Exhibit A and a proposed plat of said property is attached and denoted as Exhibit B. Exhibit B (map) shall conform to the Town of Sawmills Mapping and Documentation Requirements for voluntary annexation petitions.

Upon certification of the petition, petitioner will provide one digital file and ten (10) copies (11" x 17") of a map and an electronic legal description (in a format accessible by Word).

All individuals whose names appear on the deed to the property or otherwise have an ownership interest shall sign.

[Signatures on following page(s)]

1) Frederick L. Summerlin Frederick L. Summerlin
Printed Name Signature

Address: 4402 Horseshoe Bend Rd, Hudson, NC 28638
Phone No.: 828-493-8069
Email: fl5summerlin62@gmail.com

State of NC
County of Caldwell

On this, the 11 day of September, 2026, before me, the undersigned notary public, personally appeared Frederick L. Summerlin, known to me (or satisfactorily proven) to be the person whose name is subscribed above, and acknowledged that he/she executed the same for the purposes therein contained.

In witness hereof, I hereunto set my hand and official seal.

Jackson J Munday
NOTARY PUBLIC
Caldwell County
North Carolina
My Commission Expires September 30, 2029

Jackson J Munday
Notary Public
Printed Name: Jackson J Munday
My Commission Expires: 09/30/2029
NOTARY SEAL

2) Lori A. Summerlin Lori A. Summerlin
Printed Name Signature

Address: 4402 Horseshoe Bend Rd. Hudson, NC 28638
Phone No.: 828 292. 1587
Email: lsummerlin68@gmail.com

State of NC
County of Caldwell

On this, the 11 day of Septem ber, 2026, before me, the undersigned notary public, personally appeared Lori A. Summerlin, known to me (or satisfactorily proven) to be the person whose name is subscribed above, and acknowledged that he/she executed the same for the purposes therein contained.

In witness hereof, I hereunto set my hand and official seal.

Jackson J Munday
NOTARY PUBLIC
Caldwell County
North Carolina
My Commission Expires September 30, 2029

Jackson J Munday
Notary Public
Printed Name: Jackson J Munday
My Commission Expires: 09/30/2029
NOTARY SEAL

Date received by Town Clerk _____ **By:** _____

Town Council
STAFF REPORT

Subject: OSBM Update

Date: October 20, 2026

Submitted by: Kelly Melton, Finance Officer

Department: Finance

Background:

The following work was completed on 10/2/2026 for Erosion Control measures: grade, prepare seed bed, seed, fertilize, lime and straw with a permanent cool season mix.

Recommendation:

Report only — no action needed

Fiscal Impact:

Attachments:

None

Town Council
STAFF REPORT

Subject: HELENE Update

Date: October 20, 2026

Submitted by: Kelly Melton, Finance Officer

Department: Finance

Background:

The Town's Cat A Veterans Park Debris Streamlined Project Application (SPA) has advanced to Pending TFL Application Review status. This status indicates that the project is waiting for FEMA's Task Force Leader to complete an internal review of the project prior to final approval or funding authorization. Once completed, the Town expects to receive a Determination Memo outlining FEMA's decision.

Recommendation:

Report only — no action needed

Fiscal Impact:

Attachments:

None

Town Council
STAFF REPORT

Subject: BRIC Update

Date: October 20, 2026

Submitted by: Kelly Melton, Finance Officer

Department: Finance

Background:

Requested follow-up responses, due by 9/25/2026, were submitted. NCEM requested guidance from FEMA regarding the applicability of ASCE-24-14 vs. ASCE-24-24 standards. The standard is related to Flood Resistant Design and Construction, specifically flood elevations, materials and floodproofing. It has been reported that as the project was received by FEMA in 2022 and Phase 1 was approved in 2023, the minimum standard at the time would be ASCE 24-14. Certification that the project meets ASCE 24-14 or ASCE 24-24 would be acceptable.

Recommendation:

Report only — no action needed

Fiscal Impact:

Attachments:

None