

EXHIBIT F



Gina Hoover <genayhoover@gmail.com>

Public Records Request - Closed Session Minutes & Rough Draft Notes

1 message

Gina Hoover <genayhoover@gmail.com>

Wed, Mar 11, 2026 at 8:25 AM

To: Lori Canapinno <lcnapinno@matthewsnc.gov>

Cc: Daniel Peterson <danielpeterson@parkerpoe.com>, Johnathan Clayton <jclayton@matthewsnc.gov>, Jennifer Garrity <jgarrity@matthewsnc.gov>, John Urban <jurban@matthewsnc.gov>, Kerry Lamson <klamson@matthewsnc.gov>, John Higdon <mayorhigdon@matthewsnc.gov>, Melia Gordon <mgordon@matthewsnc.gov>, Brian Hacker <bhacker@matthewsnc.gov>, Curt Walton <cwalton@matthewsnc.gov>, Susan Chambers <schambers@matthewsnc.gov>
Bcc: ncopengov <ncsunshine@elon.edu>

To:

Lori Canapinno, Town Clerk & Custodian of Public Records
Town of Matthews

Re: Request for June 23, 2025, and August 25, 2025 Closed Session Minutes and October 13, 2025 Closed Session Rough Draft Notes

Ms. Canapinno:

Pursuant to the North Carolina Public Records Act, **N.C. Gen. Stat. § 132-1 et seq.**, and the Open Meetings Law, **N.C. Gen. Stat. §§ 143-318.9 through 143-318.18**, I respectfully request access to and copies of the **June 23, 2025, August 25, 2025, closed session minutes, and October 13, 2025, closed session rough draft notes.**

Closed session minutes, including rough draft notes, are public records

Under **N.C. Gen. Stat. § 132-1**, all documents made or received by a public agency in the transaction of public business are public records unless a specific statutory exemption applies.

Controlling Case Law -

* **News & Observer Publ'g Co. v. Poole**, 330 N.C. 465 (1992)

Public records must be released unless a specific exemption applies; exemptions are construed narrowly.

* **Times-News Publ'g Co. v. Alamance-Burlington Bd. of Educ.**, 242 N.C. App. 375 (2015)

Closed-session minutes cannot be withheld indefinitely; release is required once confidentiality is no longer justified.

* **Boney Publishers, Inc v. Burlington City Council**, 151 N.C. App. 651 (2002)

A public body must disclose closed session minutes when the purpose of the closed session has concluded.

Open Meetings Law requires minutes to be kept and released

Under **N.C. Gen. Stat. § 143-318.10(e)**:

* Minutes of **all** official meetings, including closed sessions, **must be created.**

* They are **public records** under § 132-1.

Under **N.C. Gen. Stat. § 143-318.11(c)**

* Closed session minutes may be withheld **only so long as** public inspection would **frustrate the purpose** of the closed session.

This is a **temporary**, not permanent, exemption. This applies equally to **approved minutes** and **draft notes**.

Redactions Must Be Limited to What the Law Allows

If the Town believes any portion of the approved minutes must remain confidential, the law requires:

1. A specific statutory citation for each redaction

General references to "confidentiality" or "closed session" are insufficient.

2. A particularized explanation

The Town must explain **how** release of each withheld portion would still frustrate the purpose of the closed session.

3. Segregation and release of all non-exempt material

This requirement is mandated by:

* **N.C. Gen. Stat. § 132-1.1**

* **Poole**, 330 N.C. 465

* **Times-News**, 242 N.C. App 375



Redactions must be narrowly tailored

Only the specific content still protected by statute may be redacted, nothing more. Examples of permissible redactions (if still applicable):

- * Attorney-client privileged legal advice
- * Specific personnel information protected by **§ 160A-168**,
- * Confidential economic development negotiations under **§ 158.7.1**

Everything else must be released. Blanket redactions or conclusory statements do not satisfy North Carolina law.

Requested Format

Please provide in PDF form.

Statutory Response Requirements

Under **N.C. Gen. Stat. § 132.6**, the Town must permit inspection and provide copies "**as promptly as possible.**"

If any portion is withheld, please provide:

1. The **specific statutory exemption** for each redaction
2. A **written explanation** of how release would still frustrate the purpose of the closed session.
3. A **redacted version** with all non-exempt material released.

Because the Town bears the burden of demonstrating any ongoing need for confidentiality, and because drafts and approved minutes are all public records under North Carolina law, these materials must now be released with only those redactions **specifically authorized by statute.**

Thank you for your prompt attention to this request.

Gina Hoover

EXHIBIT G



Gina Hoover <genayhoover@gmail.com>

Follow-up on Multiple Outstanding Public Records Request

3 messages

Gina Hoover <genayhoover@gmail.com>

Mon, Mar 16, 2026 at 11:23 AM

To: Lori Canapinno <lcnapinno@matthewsnc.gov>, Daniel Peterson <danielpeterson@parkerpoe.com>
 Cc: Johnathan Clayton <jclayton@matthewsnc.gov>, Jennifer Garrity <jgarrity@matthewsnc.gov>, John Urban <jurban@matthewsnc.gov>, Kerry Lamson <klamson@matthewsnc.gov>, John Higdon <mayorhigdon@matthewsnc.gov>, Melia Gordon <mgordon@matthewsnc.gov>, Curt Walton <cwalton@matthewsnc.gov>, Brian Hacker <bhacker@matthewsnc.gov>, Susan Chambers <schambers@matthewsnc.gov>
 Bcc: ncopengov <ncsunshine@elon.edu>

To: Town Clerk Lori Canapinno, Town Attorney Daniel Peterson

Date: March 16, 2026

I am writing to follow up on several outstanding public records requests submitted between September 2025 and March 2026. As of today, March 16, 2026, I have not received the requested records nor any legally sufficient explanation for the continued delays.

North Carolina Public Records Law requires that public records be provided **as promptly as possible** and prohibits agencies from delaying access or withholding records without citing a specific statutory exemption. See **N.C. Gen. Stat. §§ 132-1, 132-6, 132-9**; *News & Observer Publ'g Co. v. Poole*, 330 N.C. 465 (1992); *Times-News Publ'g Co. v. Alamance-Burlington Bd. of Educ.*, App. 375 (2015)

Below is a consolidated list of all pending requests:

1. April 15, 2024 Closed Session Minutes - Requested January 8, 2026

The Town produced only an almost entirely redacted version, which does not meet the requirements of North Carolina law. Closed session minutes must be released with **only those portions redacted that fall within a specific statutory exemption**, and any redactions must be **narrowly tailored** to the protected content. Withholding an entire document or nearly all of it is not permitted. The Town is also required to **identify the exact statutory basis** for each redacted portion, rather than relying on general references to confidentiality or attorney-client privilege. A corrected version of the April 15, 2024, minutes remains outstanding.

2. Home Place Documents - Requested

- * September 16, 2025 - First request.
- * February 12, 2026 - Second request.

3. Closed Session Minutes - Requested February 25, 2026

Requested approved minutes for:

- * November 3, 2025
- * November 10, 2025 (Session I)
- * November 10, 2025 (Session II)
- * November 24, 2025
- * December 8, 2025

These minutes should already exist and must be prepared and released under **N.C. Gen. Stat. § 143-318.10(e)**

4. Board of Commissioners Retreat (Feb. 26-28, 2026) - Requested March 6, 2026

Requested all records related to the retreat, including handouts, presentations, notes, closed sessions minutes, draft notes, recording, receipts

5. Closed Session Draft Notes - March 9, 2026

Requested March 11, 2026

Draft notes are public records under **N.C. Gen. Stat. § 132-1**, regardless of approval status.

6. Closed Session Minutes and Draft Notes Request March 11, 2026

Requested for:

- * June 23, 2025
- * August 25, 2025
- * October 13, 2025

EXHIBIT

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These records already exist in draft and approved form.

North Carolina law does not permit:

- * Delays based on attorney review
- * Withholding entire minutes without citing a specific statutory exemption
- * Blanket redaction
- * Withholding draft minutes or notes

If any portion of a record is withheld, the Town must identify the **specific statutory exemption** for each redaction or withheld portion.

Please provide:

1. **A date certain** or the full production of each outstanding record listed above.
2. **Any records already available**, even if others remain under review.
3. **A written explanation citing specific statutory authority** for any portion you believe must be lawfully withheld.

If the Town believes any of these records do not exist, please confirm that in writing.

Thank you for your prompt attention. I look forward to your response.

Gina Hoover

Lori Canapinno <icanapinno@matthewsnc.gov>
To: Gina Hoover <genayhoover@gmail.com>

Mon, Mar 30, 2026 at 4:55 PM

→ Hello Ms. Hoover. Please see below for responses regarding each record request: ↙

1. This matter has been most recently addressed by a letter from Town Attorney Daniel Peterson, delivered via email March 9
2. Records were delivered via email on February 11. Court action initiated the change so no further action was required.
- 3 & 6. These minutes are under review. I will follow up with you as soon as possible to provide anything releasable.
4. Responsive records can be found here: <https://www.dropbox.com/scl/fo/ybru0o1g3p05mbo99uxye/AJMzK1ZaS291bBKtyMfClo?rlkey=d5yhyk5ejdyrkdax3lkvuught&st=ba63f7tu&dl=0>
5. Minutes of this meeting have not yet been drafted in any form. I do not yet know if anything will be releasable but will follow up with you asap.

Lori Canapinno, CMC
Town Clerk
Town of Matthews
232 Matthews Station Street

Matthews, NC 28105
Town Hall (704) 847-4411
Direct line (704) 708-1222
Fax (704) 845-1964
icanapinno@matthewsnc.gov
www.matthewsnc.gov



Pursuant to North Carolina General Statutes Chapter 132, Public Records, this electronic mail message and any attachments hereto, as well as any electronic mail message(s) that may be sent in response to it may be considered public record and as such are subject to request and review.

[Quoted text hidden]

EXHIBIT H



Gina Hoover <genayhoover@gmail.com>

Preservation and Production: October 13, 2025 Closed Session Rough-Draft Notes

1 message

Gina Hoover <genayhoover@gmail.com>

Fri, Mar 20, 2026 at 10:16 AM

To: Daniel Peterson <danielpeterson@parkerpoe.com>, John Higdon <mayorhigdon@matthewsnc.gov>, Johnathan Clayton <jclayton@matthewsnc.gov>, Jennifer Garrity <jgarrity@matthewsnc.gov>, John Urban <jurban@matthewsnc.gov>, Kerry Lamson <klamson@matthewsnc.gov>, Brian Hacker <bhacker@matthewsnc.gov>, Susan Chambers <schambers@matthewsnc.gov>

Cc: Lori Canapinno <lcnapinno@matthewsnc.gov>, Melia Gordon <mgordon@matthewsnc.gov>, Curt Walton <cwalton@matthewsnc.gov>

Bcc: ncopengov <ncsunshine@elon.edu>

March 20, 2026

To:
Mayor John Higdon
Commissioners John Urban, Jonathan Clayton, Kerry Lamson, Brian Hacker, Jennifer Garrity, Susan Chambers
Daniel Peterson, Matthews Town Attorney

I am writing regarding my **March 11, 2026 public records request** for the **October 13, 2025 closed session rough-draft notes**. Because this request was submitted before the Board's planned March 23, 2026, approval of the final minutes, the Town's legal duty to **preserve** these draft notes is now fixed and mandatory. Under **NCGS 132-1**, draft and rough-draft minutes are public records. Under **NCGS 132-3**, no public record may be destroyed except as authorized by law. The **Local Government Records Retention Schedule**, which carries legal force through **NCGS 121-5** and **NCGS 132-3**, expressly prohibits the destruction of any record that is the subject of a pending public records request. Because my request predates the Town's planned destruction date, the October 13, 2025 draft notes must be preserved in full.

Although the draft notes have not yet been destroyed, the Town is now on notice that destruction on March 23 would constitute a **per se violation** of the Public Records Law. A per se violation occurs when the act itself violates the statute, and destruction of a requested record automatically makes compliance with **NCGS 132-6.2(b)** impossible. That statute requires that public records be provided "**as promptly as possible**." If the Town destroys the draft notes after receiving my request, it eliminates the ability to comply with this statutory mandate, and the violation is complete the moment the destruction occurs—regardless of intent or harm.

The Town is also required to **produce** the October 13, 2025, rough-draft notes. Because these notes already exist and can be provided electronically, there is **no cost** associated with fulfilling this request. North Carolina law does not permit charging for staff time, attorney review, or retrieval of existing electronic records.

Please confirm that the October 13, 2025 closed session rough-draft notes have been preserved and will not be destroyed on March 23, 2026, and please provide the notes "**as promptly as possible**" as required by **NCGS 132-6.2(b)**, with only those redactions permitted under **NCGS 143-318.10(e)**.

Thank you.
Gina Hoover



AGENDA
BOARD OF COMMISSIONERS SPECIAL MEETING
JORDAN ROOM, MATTHEWS TOWN HALL
MARCH 23, 2026 - 5:30 PM

The Board will meet with staff to review the regular meeting agenda and discuss loud exhaust regulations.

AGENDA
BOARD OF COMMISSIONERS REGULAR MEETING
HOOD ROOM, MATTHEWS TOWN HALL
MARCH 23, 2026 - 7:00 PM

1. Regular Meeting Called to Order
2. Invocation/Moment of Reflection
3. Pledge of Allegiance
4. Adoption of Agenda
5. Mayoral Proclamation – Public Safety Telecommunications Week
6. Mayoral Proclamation – National Volunteer Week
7. Presentation – North Carolina League of Municipalities Law Enforcement Risk Management Review Certificate
8. Report from Appearance/Tree Advisory Committee – Chair Debbie Foster
9. Public Comment
10. Consent Agenda
 - A. Approve Board of Commissioner Meeting Minutes - February 12 & 23, 2026
 - B. Approve Board of Commissioner Closed Session Minutes – August 25 Sessions I & II; October 13, 2025
 - C. Approve Release of Board of Commissioner Closed Session Minutes – August 25, 2025 Session I
 - D. Approve Application for AAA Grant – Pedestrian Beacons at Ritz Lane and Rice Road
 - E. Approve Onsite Ticket Sales – El Alma de la Luna Summer Dance Recital
 - F. Approve Onsite Ticket Sales - South-Asians Engaging and Volunteering in America (SEVA)
 - G. Approve Budget Amendment for Paving Contract - \$2,000,000
11. Unfinished Business
 - A. Consider Remaining Tourism Grant Award Funds
 - B. Receive 2024 Audit from Matthews Alive
 - C. Consider Transition of Special Events Manager Position as Dual Role of Executive Director with Matthews Alive
12. New Business
 - A. Consider Alcohol Sales/Consumption at Stumptown Park – Ciao Italia
 - B. Consider Additional Scope for EB-5969/NC-51 Sidepath – Add Pedestrian Crossing
 - C. Consider Grant Acceptance and Budget Amendment for Devore Dams Restoration Project

EXHIBIT

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D. Consider Front Desk Safety and Chamber (Hood Room) Dias Enhancements in Town Hall

13. Mayor's Report
14. Board-Appointed Committee Updates
15. Town Attorney's Report
16. Town Manager's Report
17. Adjournment

This meeting of the Matthews Board of Commissioners will be conducted in person at the Matthews Town Hall. Citizens may attend on site or view remotely via the Town of Matthews' YouTube channel:
<https://www.youtube.com/channel/UC0DdNfJsqXeYtJYJfX-egaw>

EXHIBIT I



Gina Hoover <genayhoover@gmail.com>

Preservation and Production: March 9, 2026 Closed-Session Rough Draft Notes and Outstanding Public Records Request

1 message

Gina Hoover <genayhoover@gmail.com>

Thu, Apr 23, 2026 at 9:15 PM

To: John Higdon <mayorhigdon@matthewsnc.gov>, Susan Chambers <schambers@matthewsnc.gov>, Johnathan Clayton <jclayton@matthewsnc.gov>, John Urban <jurban@matthewsnc.gov>, Jennifer Garrity <jgarrity@matthewsnc.gov>, Brian Hacker <bhacker@matthewsnc.gov>, Kerry Lamson <klamson@matthewsnc.gov>, Daniel Peterson <danielpeterson@parkerpoe.com>, Lori Canapinno <icanapinno@matthewsnc.gov>, Melia Gordon <mgordon@matthewsnc.gov>, Curt Walton <cwalton@matthewsnc.gov>

Bcc: David Hodges <david.hodges@wbtv.com>

April 23, 2026**To:**

Mayor John Higdon
 Mayor Pro Tem Susan Chambers
 Commissioner Jonathan Clayton
 Commissioner John Urban
 Commissioner Jennifer Garrity
 Commissioner Brian Hacker
 Commissioner Kerry Lamson
 Town Attorney Daniel E. Peterson
 Town Clerk Lori Canapinno
 Town Manager Melia Gordon
 Interim Assistant Town Manager Curt Walton

I am writing regarding my **March 11, 2026, public records request** for the **March 9, 2026, closed-session rough-draft notes**. Because this request was submitted before the Board's planned April 27, 2026, approval of the final minutes, the Town's legal duty to **preserve** these draft notes is now fixed and mandatory. Under **NCGS §132-1**, draft and rough-draft minutes are public records. Under **NCGS §132-3**, no public record may be destroyed except as authorized by law. The **Local Government Records Retention Schedule**, which carries legal force through **NCGS §121-5** and **NCGS §132-3**, expressly prohibits the destruction of any record that is the subject of a pending public records request. Because my request predates the Town's planned destruction date, the March 9, 2026, rough-draft notes must be preserved in full.

Although the rough draft notes have not yet been destroyed, the Town is now on notice that destruction on April 27, 2026, would constitute a **per se violation** of the Public Records Law. A per se violation occurs when the act itself violates the statute, and destruction of a requested record automatically makes compliance with **NCGS §132-6(b)** impossible. That statute requires that public records be provided "**as promptly as possible**." If the Town destroys the draft notes after receiving my request, it eliminates the ability to comply with this statutory mandate, and the violation is complete the moment the destruction occurs, regardless of intent or harm.

The Town is also required to produce the March 9, 2026, closed-session rough-draft notes. Town Clerk Lori Canapinno's March 30, 2026, statement, "*Minutes of this meeting have not yet been drafted in any form. I do not yet know if anything will be releasable but will follow up with you asap.*" constitutes an admission of a statutory violation. North Carolina law requires that **every closed session** have full and accurate minutes and a general account sufficient to allow a person not in attendance to understand what transpired. **NCGS § 143-318.10(e)**. The Town's failure to create these records contemporaneously does not relieve it of its duty to produce them; nor does it authorize withholding. Draft notes and preliminary materials are public records under **NCGS § 132-1**, and the Supreme Court has held that such drafts are subject to disclosure absent a specific statutory exemption. **News & Observer Publ'g Co. v. Poole, 330 N.C. 465 (1992)**. The Town may withhold closed-session minutes only when disclosure would "*frustrate the purpose of the closed-session*," **NCGS § 143-318.10(e)**, but Ms. Canapinno's response identifies no such purpose and cites no statutory basis for nondisclosure. Accordingly, her statement is unlawful, and the Town remains obligated to produce the March 9, 2026, rough-draft notes without further delay.

Please confirm that the March 9, 2026, closed-session rough-draft notes have been preserved and will not be destroyed on April 27, 2026, and please provide the notes "**as promptly as possible**" as required by **NCGS §132-6.2(b)**, with only

those redactions permitted under **NCGS §143-318.10(e)**.

- OUTSTANDING PUBLIC RECORDS REQUEST -

Please provide the current outstanding public records request as required by **NCGS §132-1** and **"as promptly as possible."**

1. April 15, 2024, Closed Session Minutes requested January 8, 2026

2 Home Place documents requested September 16, 2025

3. November 3, 2025, November 10, 2025 (Session I and II), November 24, 2025, December 8, 2025, requested February 25, 2026

4. March 9, 2026, closed-session rough-draft notes requested March 11, 2026

5. June 23, 2025, August 25, 2025, closed-session minutes, and October 13, 2025, closed-session rough-draft notes. Requested March 11, 2026

The March 9, 2026, intimidation letter issued on behalf of this Board by Town Attorney Daniel E. Peterson contains multiple assertions that exceed the scope of his lawful authority. A town attorney has **no statutory power to "close" a public records request**, as North Carolina's Public Records Act places that authority solely within the framework of compliance, not discretionary denial. Likewise, he has **no legal authority to impose a "litigation hold" on a private citizen**, because such holds apply only to a lawyer's own client or to parties engaged in actual litigation. No threat of litigation has been made by me; I have merely exercised my statutory right under the North Carolina General Statutes to seek relief when a public agency refuses to comply with its obligations. My reliance on NCGS provisions is not a threat; it is a lawful assertion of rights that the Town is required to honor.

The Town's continued failure to produce the overdue public records violates the North Carolina Public Records Act and is directly contrary to the Court of Appeals' ruling in *Gray Media Group, Inc. v. Town of Matthews*, COA25-332 (Mar. 4, 2026). In *Gray Media*, the Court held that the Town violated the Public Records Act by withholding and redacting records **without citing a specific statutory exemption**, rejecting the Town's reliance on broad, generalized claims of confidentiality under **NCGS § 160A-168**. The Court reaffirmed that public agencies must provide records **"as promptly as possible"** under **NCGS § 132-6(a)** and may withhold only those portions **explicitly exempted** by statute, requiring disclosure of all non-exempt material. The Court further emphasized that exemptions must be **narrowly construed** and cannot be used as a blanket shield to delay or deny access. These principles apply with full force here: the Town must promptly produce the outstanding closed-session minutes, rough-draft notes, and related documents unless it can identify a **specific statutory basis** for each withheld portion, as required by **NCGS §§ 132-1, 132-6, and 143-318.10(e)**. Its ongoing delays and failure to provide statutory justification constitute unlawful withholding under the Public Records Act, just as the Court found in *Gray Media*.

Thank you for your prompt attention. I look forward to your response.

Gina Hoover

Home | Residents | Business | I'm looking for...

April 27, 2026

[Home](#) >

NOTICE

As part of Matthews' continued commitment to providing a safe and welcoming environment for residents, staff, elected officials, and visitors, the Town will soon begin using a security screening process for Board of Commissioners meetings. This will include the use of walk-through and handheld metal detectors upon entry. Attendees are encouraged to arrive a few minutes early to allow time for screening.

Agenda

[Board of Commissioners - BOC April 27, 2026](#)

[Board of Commissioners - BOC April 13, 2026](#)

[Board of Commissioners - BOC March 23, 2026](#)

[Show More...](#)

AGENDA

**BOARD OF COMMISSIONERS SPECIAL MEETING
JORDAN ROOM, MATTHEWS TOWN HALL
APRIL 27, 2026 - 5:30 PM**

The Board will meet with staff to review technical questions related to the regular meeting agenda items and discuss the Crestdale Small Area Plan, Pedestrian Plan, PAVE Act, Fiscal Year 2027 budget schedule, and legislative priorities.

AGENDA

**BOARD OF COMMISSIONERS REGULAR MEETING
HOOD ROOM, MATTHEWS TOWN HALL
APRIL 27, 2026 - 7:00 PM**

1. Regular Meeting Called to Order
2. Invocation/Moment of Reflection
3. Pledge of Allegiance
4. Adoption of Agenda
5. Mayoral Proclamation – [National Police Week](#)



6. Mayoral Proclamation – [National Public Works Week](#)

7. Receive Report from Matthews Historical Foundation – Matthews Heritage Museum Director Bob Aycock

8. Public Comment

9. Consent Agenda **APPROVED**

A. Approve Board of Commissioner Meeting Minutes – [February 26-28](#); [March 9](#); [March 23](#), [April 13](#), 2026



B. Approve Board of Commissioner Closed Session Minutes – March 9, 2026



C. Create [Ad Hoc Committee](#) to Plan Matthews' 150th Anniversary Celebration

D. Disseminate Mayoral Proclamation – [National Asian American and Pacific Islander Heritage Month](#)

E. Disseminate Mayoral Proclamation – [Jewish American Heritage Month](#)

F. Approve [Resolution](#) to Dissolve the Metropolitan Transit Commission (MTC)

G. Accept Streets and Approve Speed Limit and Stop Sign [Ordinances](#) for the Tennyson Neighborhood

H. Appoint Members to [Parks, Recreation & Cultural Resource Committee](#)

I. Appoint Member to [Cultural Diversity Committee](#)

10. Unfinished Business

A. Consider [Site Plan](#) for Purser-Hulsey Park Project for PARTF Grant **APPROVED**

B. Consider Approval of [Corrective Action Plan](#) to Local Government Commission **APPROVED**

11. New Business

A. Consider [Request](#) for Exemptions to Allow Fundraising and Alcohol Sales/Consumption in Town Facility – Matthews Free Medical Clinic **APPROVED**

12. Mayor's Report

13. Board-Appointed Committee Updates

14. Town Attorney's Report

15. Town Manager's Report

EXHIBIT J

Home Residents Business

Public Record Requests

[Home](#) > [Government](#) > [Transparency Portal](#) >

What is a public record?

North Carolina General Statute [132-1](#) defines public records as “all documents, papers, letters, maps, books, photographs, films, sound recordings, magnetic or other tapes, electronic data-processing records, artifacts, or other documentary material, regardless of physical form or characteristics, made or received pursuant to law or ordinance in connection with the transaction of public business by any agency of North Carolina government or its subdivisions.”

How do I submit a public record request?

Many public records are accessible on the Town's [website](#) and you may find what you need without submitting a record request.

If a public record request is needed, it can be made on this [public records request portal](#), by phone, email, or mail, or by visiting us in person.

Town Clerk Lori Canapinno
232 Matthews Station Street
Matthews, NC 28105
lcanapinno@matthewsnc.gov
704-708-1222

According to North Carolina General Statute [132-6.2\(e\)](#), “Nothing in this section shall be construed to require a public agency to respond to a request for a copy of a public record by creating or compiling a record that does not exist.” Please keep in mind that the statute does not require Town staff to perform research, analyze data, or answer questions.

How do I request a public record from the Police Department?

Visit the Police Department [reports page](#).

[Transparency Portal](#)

[Public Record Requests](#)



[Town Contracts](#)



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Town of Matthews, North Carolina

 NextRequest


Request 25-67
 Closed

1 of 7

Dates

Received

October 21, 2025 via email

Staff assigned

Departments

No departments available

Point of contact

Lori Canapinno

Request

Request emailed to LC

Lori - Good evening, I hope you're doing well.

I would like to request the following items please.

1) A full copy of the results of the recent investigation regarding the unauthorized sharing of closed session conversations and sharing of information by certain members of the current Board of Commissioners. I would like that in PDF form and/or Word, if available.



2) The \$\$ cost associated with the investigation including but not limited to, the external cost of the legal firm contracted to preform and produce the report. Any estimate of Matthews staff time spent on dealing with the investigation along with any internal administrative cost associated with the gathering of information requested by the contracted law firm.

I believe this information was made public at or prior to the October 13, 2025 Town Council meeting and should now be available to the public. If I am mistaken, please advise.

Please feel free to forward this request on to the Town Attorney and or the Interim Town



Manager, as I do not have their email contact information at this time or I would have copied them here.

Thank you for your time and attention related to this request. If this will take more than a day or so to accumulate, please provide an estimate of when you will be able to produce the requested information.

As always, I appreciate your time and effort in gathering the requested information.

Thanks,

Jim

Show less

Timeline

Documents

 **Request published** Anyone with access to this request

October 21, 2025, 9:12am by Staff

 **Request closed** Anyone with access to this request



All records have been released, and your request has been fulfilled

October 21, 2025, 9:12am by Staff

 **Request opened** Anyone with access to this request

Request received via email

October 21, 2025, 9:10am by Staff

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Town of Matthews, North Carolina

NextRequest



Request 25-65



Closed

2 of 7

Dates

Received

October 17, 2025 via web

Staff assigned

Departments

Public Works Department

Point of contact

CJ O'Neill

Request

Edge Point hereby request the following electronic accounting records:

An accounting of all cash bonds which remain in escrow posted from 1990 to present for new construction and/or maintenance for: roads, right of way, sidewalk, lighting, grading, soil erosion, retention pond, temporary trailer, pools, subdivision etc..

Field Values requested: Payee name, date, amount, receipt and/or permit number, project name/description to include tract number if possible.

Our office is prepared to pay for the reproduction costs up to \$50.00. In the event its more than \$50.00 please send us an invoice.

Timeline

Documents



Request published

Anyone with access to this request

October 20, 2025, 3:21pm by Staff





Request closed



Anyone with access to this request

We do not have the records you requested. We suggest you submit a public records request to Mecklenburg County Land Development:
<https://stormwaterservices.mecknc.gov/node/506>

October 20, 2025, 3:21pm by Staff



Department assignment

Anyone with access to this request

Public Works Department

October 17, 2025, 10:49pm by the requester



Request opened

Anyone with access to this request

Request received via web

October 17, 2025, 10:49pm by the requester

[FAQs](#)

[Help](#)

[Privacy](#)

[Terms](#)

Matthews Town Clerk's Office

 CIVICPLUS
NextRequest

Skip to main content

Town of Matthews, North Carolina

NextRequest



Request 25-64



Closed

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Dates

Received

October 17, 2025 via web

Staff assigned

Departments

Finance Department

Point of contact

Teresa Fulk

Request

Edge Point hereby request the following electronic accounting records:

An accounting of all outstanding and returned checks in the amount of \$100.00 or more which remain stale and/or remain outstanding from 1-1-21 to present.

-Field Values requested: Payee name, date and/or year, amount, check number and address if possible.

Our office is prepared to pay for the reproduction costs up to \$50.00. In the event its more than \$50.00

please send us an invoice.

Timeline

Documents



Request published

Anyone with access to this request

October 20, 2025, 10:18am by Staff



Request closed

Anyone with access to this request



All records have been released, and your request has been fulfilled

October 20, 2025, 10:18am by Staff



Department

Anyone with access to this request



Finance Department

October 17, 2025, 10:48pm by the requester

 **Request opened** Anyone with access to this request

Request received via web

October 17, 2025, 10:48pm by the requester

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Matthews Town Clerk's Office

 **CIVICPLUS**
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Town of Matthews, North Carolina

 NextRequest



Request 25-59



Closed

4 of 7

Dates

Received

October 15, 2025 via web

Staff assigned

Departments

No departments available

Point of contact

Corey King

Request

I want to obtain copies of all documents regarding the Four Mile Creek Greenway Access including planning, construction and estimates as it relates to connecting River Banks Road to the Greenway as well as prior plans to connect Moss Creek Drive to the Greenway. I would also like a copy of any land easements that were signed over to the Town of Matthews between 706 and 712 Moss Creek Drive. Thank you.

Timeline

Documents



Request published

Anyone with access to this request

October 20, 2025, 10:25am by Staff



Request closed

Anyone with access to this request



All records have been released, and your request has been fulfilled. Please contact us if you have any additional requests.

October 20, 2025, 10:25am by Staff



Request opened

Anyone with access to this request

Request received via web

October 15, 2025, 2:20pm by the requester



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Town of Matthews, North Carolina

 NextRequest



Request 25-26



Closed

5 of 7

Dates

Received

August 07, 2025 via web

Staff assigned

Departments

No departments available

Point of contact

Lori Canapinno

Request

Terracon Consultants, Inc. (Terracon) is currently conducting a Phase I Environmental Site Assessment in Matthews, North Carolina for Mecklenburg County Parcel Nos. 21508202, 21508203, and 21508204. The associated address is 2632 Campus Ridge Rd in Matthews, NC. We are specifically interested in information pertaining to known Underground Storage Tanks (such as septic tanks, heating oil tanks, fueling tanks, etc.), wells, fire incidents, contamination, spills, releases, or hazardous materials responses, and any other applicable information. We are requesting that your office conduct a review of your files to determine if any files exist for the above-referenced site.

Thank you very much.

Show less

Timeline

Documents

 Request published Anyone with access to this request

August 7, 2025, 4:25pm by Staff

 Request closed Anyone w





We do not have the records you requested. We suggest you submit a public records request to Mecklenburg County Land Use Environmental Services at 980-341-2633 or luesa.mecknc.gov

August 7, 2025, 4:25pm by Staff



Request opened

Anyone with access to this request

Request received via web

August 7, 2025, 4:02pm by the requester

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Matthews Town Clerk's Office

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Town of Matthews, North Carolina

NextRequest



Request 25-24



Closed

6 of 7

Dates

Received

July 30, 2025 via web

Staff assigned

Departments

No departments available

Point of contact

Lori Canapinno

Request

I would like to see copies of all zoning and code violation citations issued to the owner or occupant of 1209 Blossom Wood Ct, Matthews, NC 28105.

Timeline

Documents



Request published

Anyone with access to this request

August 7, 2025, 9:31am by Staff



Request closed

Anyone with access to this request



All records have been released, and your request has been fulfilled

August 7, 2025, 9:31am by Staff



Request opened

Anyone with access to this request

Request received via web

July 30, 2025, 7:26pm by the requester

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Matthews Town Clerk's Office

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EXHIBIT

5-7

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Town of Matthews, North Carolina

 NextRequest



Request 25-2 Closed



7 of 7

Dates

Received

April 07, 2025 via email

Staff assigned

Departments

Administration

Point of contact

Lori Canapinno

Request

Dear FOIA Officer,

Pursuant to the Freedom of Information Act (or your state's equivalent public records law), I am requesting access to public records regarding registered short-term rental (STR) properties within your jurisdiction.

Specifically, I am requesting:

A current list of all registered or licensed short-term rental properties,

Including the property address, owner or operator name (if public), permit or license numbers, and registration status (active/inactive),

And any available date of registration or renewal.

This request is part of a broader journalistic research project examining the growth and impact of short-term rentals in U.S. cities, including compliance with local ordinances and neighborhood dynamics. The data will be used strictly for research and reporting purposes.

If the data is already available in a digital or spreadsheet format, I would prefer to receive it in that form (e.g., Excel or CSV) via email.



If any of this information is exempt from disclosure under your local FOIA regulations, please provide a written explanation citing the specific exemption(s). If parts of the data can be disclosed, I respectfully request partial access to the non-exempt information.

Please let me know if there are any applicable fees before processing this request. I am happy to clarify or narrow the scope of the request if needed.

Thank you for your time and assistance. I look forward to your response.

Warm regards,

Dyana

Show less

Timeline

Documents

 **Request published** Anyone with access to this request

April 7, 2025, 10:51am by Staff

 **Request closed** Anyone with access to this request



All records have been released, and your request has been fulfilled

April 7, 2025, 10:51am by Staff

 **Department assignment** Anyone with access to this request

Administration

April 7, 2025, 10:50am by Staff

 **Request opened** Anyone with access to this request

Request received via email

April 7, 2025, 10:50am by Staff

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Town of Matthews, North Carolina

NextRequest



Request 26-57 Closed

1 of 8

Dates

Received

May 04, 2026 via web

Request

SmartProcure is submitting a public records request to the Town of Matthews for any and all purchasing records from 6/25/2025 to current. The request is limited to readily available records without physically copying, scanning, or printing paper documents. Any editable electronic document is acceptable.

The specific information requested from your record-keeping system is:

1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number
2. Purchase date
3. Line item details (Detailed description of the purchase)
4. Line item quantity
5. Line item price
6. Vendor ID number, name, address, contact person and their email address

Show less

Staff assigned

Departments

No departments available

Point of contact

Lori Canapinno

Timeline



 **Request published** Anyone with access to this request

May 4, 2026, 12:13pm by Staff

Request closed Anyone with access to this request



All records have been released, and your request has been fulfilled

May 4, 2026, 12:13pm by Staff

 **Request opened** Anyone with access to this request

Request received via web

May 4, 2026, 11:32am by the requester

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Matthews Town Clerk's Office



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Town of Matthews, North Carolina

NextRequest

Request Visibility:  Unpublished

Request 26-11 Open



Dates

Received


January 23, 2026 via web


Request

This is a request under the North Carolina Public Records Act, N.C. Gen. Stat. § 132-1 et seq., for access to and copies of public records related to the Town-commissioned Investigation Report referenced publicly by the Town of Matthews.

Please provide the following records:

Requester

 genayhoover@gmail.com

 genayhoover@gmail.com

 NC



All costs associated with the Investigation Report including but not limited to, the external cost of the legal firm contracted to perform and produce the report. Any estimate to Matthews staff time spent on dealing with the investigation along with any internal administrative cost associated with the gathering of information requested by the contracted law firm.

If any portion of this request is denied or withheld, please provide:

- The specific statutory exemption under N.C. Gen. Stat. § 132-1 et seq. that you contend justifies the withholding,
- A description of the records withheld, and
- A statement of whether the records exist.

Invoices

No invoices due

Staff assigned

Departments

No departments available

Point of contact



Lori Canapinno

As required by law, this request seeks existing public records only and does not require the creation of new documents.

Please provide it in PDF form.

Show less

Timeline

Documents



Request opened

Anyone with access to this request

Request received via web

January 23, 2026, 12:40pm by the requester

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Matthews Town Clerk's Office

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Gina Hoover <genayhoover@gmail.com>

Your Town of Matthews, North Carolina public records request #26-11 has been submitted.

1 message

Town of Matthews Public Records <messages@nextrequest.com>
Reply-To: townofmatthewsnc_26-11-requester-notes@inbound.nextrequest.com
To: genayhoover@gmail.com

Fri, Jan 23, 2026 at 12:40 PM

-- Attach a non-image file and/or reply ABOVE THIS LINE with a message, and it will be sent to staff on this request. --

Town of Matthews, North Carolina Public Records

Your record request #26-11 has been submitted successfully.

[View Request 26-11](#)

<https://townofmatthewsnc.nextrequest.com/requests/26-11>

As the requester, you can always see the status of your request by signing into the Town of Matthews, North Carolina [portal](#).

If you haven't already signed in, you may need to [activate](#) or [setup your account](#) to get started. Once your account is activated, you can communicate directly with the Town of Matthews, North Carolina through NextRequest.



Gmail - Your Town of Matthews, North Carolina public records request #26-11 has been submitted.

Reply to this email or sign in to contact Town of Matthews, North Carolina.

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