

The Chadbourn Revitalization Corporation is sponsoring the new Chadbourn Christmas Festival. The festival for 2015 will incorporate a Candlelight Carol Walk, Chadbourn Train Depot Open House and a Christmas Parade.

The Candlelight Carol Walk will take place on Friday, December 4, starting at 6:00 pm. The Walk gathering point will be the Chadbourn-Klondyke Fire & Rescue Station gazebo and will culminate at the Chadbourn Train Depot with prayer by the Chadbourn Presbyterian Church's Rev. C.F. McDowell, special music by Bobbie Jean Nance, Walk participants Christmas caroling, and refreshments. Participants are encouraged to arrive by 5:45 pm and to bring a candle or flashlight.

The Chadbourn Train Depot Open House will run from 11:00 am to 2:00pm on Saturday, December 5. The Open House will include Christmas music by area church choirs, three bouncy houses, free hot dogs and drinks, and assorted goodies. Santa will be present to visit with all the children. Photographs (4x6) will be available for \$2.00 each. Additional prints will be available thru Vincent Winnies Photography.

The Christmas Parade will commence at 3:00 pm on Saturday, December 5. The parade route will begin in front of McAuthur Supply on East Railroad Avenue; turn right onto Brown Street and continue to Strawberry Boulevard; turn right onto Strawberry Boulevard and continue to Howard Street; turn right onto Howard Street and conclude at Chadbourn Baptist Church. Parade participants should arrive at East Railroad Avenue by 2:00 pm for line-up. Anyone wishing to sponsor a parade entry should contact William Williamson at Olde Towne Florist (654-5646) or Lisa Blake Grissett (899-2992). Deadline for entries is 5:00 pm, Wednesday, December 2.

CHADBOURN TOWN COUNCIL AGENDA



Chadbourne Town Hall

Tuesday, December 1, 2015

7:00 PM

- I. **Call to Order:** Mayor Donald Ray Bass
- II. **Invocation:** Councilmember James Green
- III. **Pledge of Allegiance**
- IV. **Approval of the Agenda**
- V. **Approval of Minutes of Town Council Meeting**
 1. Regular Meeting Minutes – November 10, 2015
- VI. **Other Items**
 2. **Announcements**
 - *Town Hall will be closed on December 23rd, 24th, 25th and January 1st for the holiday.*
 - *The Chadbourne Revitalization Corporation is sponsoring the “new” Christmas Festival. William Williamson will give us the highlights for the Christmas Festival.*
- VII. **Presentation of Service Awards**
 3. **Presentation of Service Award to Councilmember Brian Edwards and Councilmember Edwin Roberts.** Robert Jones, Town Manager, will recognize outgoing Councilmembers Brian Edwards and Edwin Roberts for their service on Town Council.
 4. **Presentation of Service Award to Mayor Donald Ray Bass.** Robert Jones, Town Manager, will recognize outgoing Mayor Bass for his service on Town Council as Mayor.
- VIII. **Swearing in of Newly Elected Officials:**

Retired Superior Court Judge D. Jack Hooks, Jr., Superior Court Judge Douglas B. Sasser and District Court Judge Willie Fred Gore will swear in the Mayor and the re-elected and elected members of Town Council for a four year term ending December 2019.

 5. Phillip Britt (*Judge Hooks*)
 6. Donald Ray Bass (*Judge Hooks*)

7. James Green (*Judge Gore*)
8. Colene Kelly (*Judge Sasser*)

IX. Public Comments

Anyone seeking to speak under Public Comments must complete a comment card and submit it to the Town Clerk prior to the start of the Town Council Meeting. When you come up to speak, you will need to state your name, address, what organization that you represent and your topic of concern(s).

X. Election of a Mayor Pro-Tem

9. **Nomination and Election of a Mayor Pro-Tem.** Pursuant to the Town of Chadbourn's Charter, the Town Council will nominate and elect a new Mayor Pro-Tem for the period of one year. (*Memo # 15/16-12-T9*)

XI. Public Hearing

10. **Public Hearing on a Conditional Use Permit to Operate an Auto Repair Shop at 120 North Wilson Street, Case No.: CUP-02-15.** Staff is requesting comments from the Public on a Conditional Use Permit for 120 North Wilson Street. (*Memo # 15/16-12-T10*)

XII. Consent Agenda

11. **Discussion and Approval for a Budget Amendment Request for an Approved Police Grant (BA-15/16-03).** Staff is requesting Council's approval for a Budget Amendment for funds of \$14,424. (*Memo # 15/16-12-T11*)

XIII. Action Agenda Items

12. **Discussion and Approval of the Conditional Use Permit to Operate an Auto Repair Shop at 120 North Wilson Street, Case No.: CUP-02-15.** Staff is requesting approval or disapproval of the Conditional Use Permit at 120 North Wilson Street. (*Memo # 15/16-12-T12*)
13. **Discussion and Approval of a Contract for Uniforms for the Public Works Staff.** Staff is requesting Council to discuss a contract for uniforms. (*Memo # 15/16-12-T13*)
14. **Discussion and Approval for a Uniform Policy for the Town of Chadbourn Staff.** Staff is requesting Council to discuss and approve a uniform policy. (*Memo # 15/16-12-T14*)
15. **Selection of Authorized Signers.** Staff is requesting that the Town Council appoint the Mayor, another member of Town Council to be authorized signers for certain Town Documents. (*Memo # 15/16-12-T15*)

XIV. Adjournment



Minutes
Town of Chadbourn, North Carolina
Chadbourn Council Regular Meeting

November 10, 2015

The Regular Council Meeting of the Chadbourn Town Council was held Tuesday, November 10, 2015 at 7:00 p.m., in the Council Meeting Room.

Members Present: Mayor Donald Ray Bass; Councilmembers: Brian Edwards, Rashad Roberts, Edwin Roberts, David Worley and James Green.

Members Absent: None

Others Present: Robert Jones, Town Manager; Patricia Garrell, Town Clerk; Steven Price, Public Works Director; Darrell Trivette II, Chief of Police and Harold Pope, Town Attorney.

CALL TO ORDER AND ROLL CALL

Mayor Bass called the meeting to order at 7:00 p.m. Patricia Garrell Town Clerk took roll call.

INVOCATION

Councilmember David Worley led the assembly in prayer.

PLEDGE OF ALLEGIANCE

Mayor Bass led the assembly in the Pledge of Allegiance.

APPROVAL OF AGENDA

Mayor Bass asked Council to make a motion to approve the agenda.

A motion was made by Councilmember Edwards to approve the agenda..

Motion by: Edwards
Motion Seconded by: D. Worley
Votes: Ayes - 5
Nays - 0
Abstained - 0

APPROVED

APPROVAL OF MINUTES OF TOWN COUNCIL MEETINGS

1. Regular Meeting Minutes – October 6, 2015

2. Special Called Meeting Minutes – October 20, 2015
3. Special Called Meeting Minutes – October 27, 2015
4. Closed Meeting Minutes (Attorney Pope) – September 1, 2015

Mayor Bass asked Council to make a motion to approve the minutes listed above.

A motion was made by Edwards to approve the minutes.

Motion by: Edwards
 Motion Seconded by: Worley
 Votes: Ayes - 5
 Nays - 0
 Abstained - 0

APPROVED

ANNOUNCEMENT

Mayor Bass read the announcements.

- Town of Chadbourn will hold a Veterans Day Program on *Wednesday, November 11th*, at 9:30 a.m. at 208 East 1st Avenue, near Our Park, the Public is invited.
- Town Hall will be closed for Veterans Day on *Wednesday, November 11th*.
- Town Hall will be closed for Thanksgiving on *Thursday and Friday, November 26th and 27th*.

Mayor Bass asked if Staff has any announcements.

Chief Trivette read a letter from a person who was in need of assistance while they were driving through Chadbourn. The letter stated that two officers, Ricky Soles and Arron Wilson, were helpful in helping them find gas when all the stations were closed.

Chief Trivette stated the Community Watch went well on November 9, 2015 and the next meeting is December 7, 2015 at 6 p.m. at Chadbourn Middle School.

Mayor Bass closed the Announcements.

PUBLIC COMMENTS AND CITIZEN REQUEST

Anyone seeking to speak under Public Comments must complete a comment card and submit it to the Town Clerk prior to the start of the Town Council Meeting. When you come up to speak, you will need to state your name, address, what organization that you represent and your topic of concern.

Mayor Bass opened the floor for Public Comments from the comment cards he received.

Russell Gause, Chadbourn, NC

- Mr. Gause stated that the Town Manager said that the street name change to Dr. King would need to go to Council first. Mr. Gause stated that his group requested Wilkes Street, which is a state road, be changed instead of Smith Street. Council stated he would need to go to DOT about the request.

Allan High, Attorney at Law, for Patrick Reaves, Chadbourn, NC

- Mr. High stated that he was representing Patrick Reaves for his high usage of 9,300 gallons of water and he was requesting an adjustment due to brown water, per the Town's water ordinance.

Mayor Bass closed the Public Comments.

CONSENT AGENDA

- Approval of the Change/Correction of the Minutes from April 7, 2015, that were approved May 5, 2015. Staff is requesting Council to discuss and approve the updated Minutes.

Consent agenda died from lack of a motion.

ACTION AGENDA

- Discussion and Approval to Re-appoint Brenda Tedder to the Parks and Recreation Advisory Board. Staff is requesting to discuss a re-appointment for the Parks and Recreation Advisory Board.
Presented by: Robert Jones, Town Manager

A motion was made by Councilmember Green to re-appoint Brenda Tedder to the Parks and Recreation Advisory Board for a three (3) year term ending November 2018.

Motion by: Green
 Motion Seconded by: R. Roberts
 Votes: Ayes - 5
 Nays - 0
 Abstained - 0

APPROVED

- Discussion and Approval of a Resolution for a Tax Discount for the Town of Chadbourn. Staff is requesting Council to discuss a discount for Taxes.
Presented by: Robert Jones, Town Manager

A motion was made by Councilmember E. Roberts to approve a two-percent (2%) tax discount for the Town of Chadbourn and to end on August 31st of each year.

Motion by: E. Roberts
 Motion Seconded by: Green
 Votes: Ayes - 5
 Nays - 0
 Abstained - 0

APPROVED

- Discussion of the Surplus of Two Properties. Staff is requesting Council to discuss the sale of two properties located at 424 and 608 North Brown Street.
Presented by: Robert Jones, Town Manager

A motion was made by Councilmember Edwards to have Mr. Pope to draw up a Resolution to surplus 424 North Brown Street and have a closed bid to sell with a start bid of seventy-five thousand (\$75,000), with an upset bid of ten (10) percent and at this time the Town is not to surplus 424 North Brown Street.

Motion by: Edwards
 Motion Seconded by: Green
 Votes: Ayes - 5

Nays - 0
Abstained - 0

APPROVED

9. Discussion and Approval to Hold a Public Hearing for Case No.: CUP-02-15, to Operate an Auto Repair Shop at 120 North Wilson Street. Staff is requesting Council to set a Public Hearing date.

Presented by: Robert Jones, Town Manager

A motion was made by Edwards to hold a Public Hearing for Case No.: CUP-02-15, Permit to Operate an Auto Repair Shop at 120 North Wilson Street, on December 1, 2015

Motion by: Edwards
Motion Seconded by: Worley
Votes: Ayes - 5
Nays - 0
Abstained - 0

APPROVED

10. Discussion and Approval for Fees for Code Enforcement Violations. Staff is requesting Council to approve fees for Code Enforcement.

Presented by: Robert Jones, Town Manager

A motion was made by Councilmember Edwards to approve the Fees for Code Enforcement Violations as followed:

First Notice: 15 days to appeal and/or resolve the violation. If not, a Notice of Violation for \$50.00 is issued and 10 days to resolve.

Second Notice: \$50.00 Penalty, with 10 days to resolve.

Third Notice: \$100.00 Penalty and \$50.00 per violation, each day that it goes unresolved for 30 days.

Final Notice: After the Final Notice, all papers will be sent to the Town Attorney, who will pursue further legal action.

Motion by: Edwards
Motion Seconded by: R. Roberts
Votes: Ayes - 5
Nays - 0
Abstained - 0

APPROVED

ADJOURNMENT

With no further business, Mayor Bass adjourned the meeting at 8:25 p.m.

Donald Ray Bass, Mayor

Attest:

Patricia Garrell, Town Clerk

**State of North Carolina
County of Columbus
Town of Chadbourn**

**General Court of Justice
Oath
Town Council**

I, Phillip C. Britt, do solemnly swear (or affirm) that I will support the Constitution of the United States, so help me God.

I, Phillip C. Britt, do further solemnly and sincerely swear (or affirm) that I will be faithful and bear true allegiance to the State of North Carolina, and to the constitutional powers and authorities which are or may be established for the government thereof; and I will endeavor to support, maintain and defend the constitution of said state, not inconsistent with the Constitution of the United States, to the best of my ability; so help me God.

I, Phillip C. Britt, do further swear (or affirm) that I will well and truly execute the duties of Mayor for the Town of Chadbourn, according to the best of my skill and ability, according to law, so help me God.

Phillip C. Britt (Seal)

Subscribed and sworn to before me,

Judge D. Jack Hooks, Jr.
Retired Superior Court Judge
State of North Carolina (Seal)

This is the First day of December, 2015

**State of North Carolina
County of Columbus
Town of Chadbourn**

**General Court of Justice
Oath
Town Council**

I, Donald Ray Bass, do solemnly swear (or affirm) that I will support the Constitution of the United States, so help me God.

I, Donald Ray Bass, do further solemnly and sincerely swear (or affirm) that I will be faithful and bear true allegiance to the State of North Carolina, and to the constitutional powers and authorities which are or may be established for the government thereof; and I will endeavor to support, maintain and defend the constitution of said state, not inconsistent with the Constitution of the United States, to the best of my ability; so help me God.

I, Donald Ray Bass, do further swear (or affirm) that I will well and truly execute the duties of a Councilmember for the Town of Chadbourn, according to the best of my skill and ability, according to law, so help me God.

_____ (Seal)
Donald Ray Bass

Subscribed and sworn to before me,

_____ (Seal)
Judge D. Jack Hooks, Jr.
Retired Superior Court Judge
State of North Carolina

This is the First day of December, 2015

**State of North Carolina
County of Columbus
Town of Chadbourn**

**General Court of Justice
Oath
Town Council**

I, James A. Green, do solemnly swear (or affirm) that I will support the Constitution of the United States, so help me God.

I, James A. Green, do further solemnly and sincerely swear (or affirm) that I will be faithful and bear true allegiance to the State of North Carolina, and to the constitutional powers and authorities which are or may be established for the government thereof; and I will endeavor to support, maintain and defend the constitution of said state, not inconsistent with the Constitution of the United States, to the best of my ability; so help me God.

I, James A. Green, do further swear (or affirm) that I will well and truly execute the duties of a Councilmember for the Town of Chadbourn, according to the best of my skill and ability, according to law, so help me God.

_____ (Seal)
James A. Green

Subscribed and sworn to before me,

_____ (Seal)
Judge Willie Fred Gore
District Court Judge
State of North Carolina

This is the First day of December, 2015

**State of North Carolina
County of Columbus
Town of Chadbourn**

**General Court of Justice
Oath
Town Council**

I, Colene S. Kelly, do solemnly swear (or affirm) that I will support the Constitution of the United States, so help me God.

I, Colene S. Kelly, do further solemnly and sincerely swear (or affirm) that I will be faithful and bear true allegiance to the State of North Carolina, and to the constitutional powers and authorities which are or may be established for the government thereof; and I will endeavor to support, maintain and defend the constitution of said state, not inconsistent with the Constitution of the United States, to the best of my ability; so help me God.

I, Colene S. Kelly, do further swear (or affirm) that I will well and truly execute the duties of a Councilmember for the Town of Chadbourn, according to the best of my skill and ability, according to law, so help me God.

Colene S. Kelly (Seal)

Subscribed and sworn to before me,

Judge Douglas B. Sasser (Seal)
Superior Court Judge
State of North Carolina

This is the First day of December, 2015



MEMORANDUM

TO: Mayor and Council
FROM: Robert Jones
DATE: November 24, 2015
REF: Election of a Mayor Pro Tempore. (*Memo #15/16-11-T9*)

Summary:

Staff is requesting Council to elect a new Mayor Pro Tempore. General Statutes, Section 160A-70 states "at the organizational meeting, the Council shall elect from among its members a mayor pro tempore to serve at the pleasure of the Council." The Code of Chadbourne Section 2.4, states: "The Council shall elect of its members a Mayor Pro Tempore to perform the duties of the Mayor during his or her absence or disability, in accordance with general law. The Mayor Pro Tempore shall serve in such capacity at the pleasure of the other members of the Council.

Recommendation:

Staff is requesting Council to elect a new Mayor Pro Tempore for the period of one (1) year.

Town of Chadbourn

Public Hearing Notice

The Chadbourn Town Council will hold a Public Hearings on December 1, 2015 at 7:00 p.m. Below is a description of the case for consideration:

- 1: Case No.: CUP-02-15 - The applicant is requesting a Conditional Use Permit to operate an auto repair business at 120 N Wilson Street. The property is presently zoned B-1 (Central Business District).

The Public Hearing will be held at:

**Chadbourn Town Hall
Town Council Chambers
602 North Brown Street
Chadbourn, North Carolina 28431**

For questions regarding this request, you may contact Town Manager Robert Jones at 910-654-4148, Monday through Friday between 8:00 a.m. and 5:00 p.m.

Thank you,

Robert Jones
Town Manager / Zoning Administrator

Publication Date: Monday, November 23rd and Monday, November 30th, 2015



MEMORANDUM

TO: Town Manager and Town Council
From: Chief Darrell D. Trivette II
DATE: 11/13/2015
REF: Budget Amendment Request for Grant for the Police Department (*Memo #15/16-12-T11*)

Summary:

Town Council approved a Law Enforcement Block Grant through the North Carolina Governors Crime Commission on November 6, 2014 for bullet proof vests and tasers (see attached). The Grant amount was \$15,000.00 with a match of \$3,750 from the Town. The grant has been approved, but the grant is 100%, with no match (see attached).

When the budget for 2015/2016 was approved, the grant funds were not included. In the past, the Town has always paid the grant upfront and then requested the budget amendment from Council, as funds paid and funds received. Staff is requesting a budget amendment *before* we order the equipment of \$14,424.

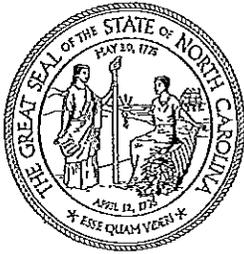
Recommendation

Staff requests that the Town Council Approve the Budget Amendment in the amount of \$14,424 for the expenditure and \$14,424 for the revenues line item.

General Fund Expense/Revenue BA-15/16-03

Equipment Grant Expenditure	Acct # 10-5100-7404 <u>increase</u> by \$ 14,424
Police Depart. Grant Revenue (approved grant)	Acct # 10-3930-0200 <u>increase</u> by \$ 14,424

Chief Darrell D. Trivette II
Chadbourne Police Department
602 North Brown Street, Chadbourne, North Carolina 28431
Phone – (910) 654-4146 Fax – (910) 654-4239



STATE OF NORTH CAROLINA
 DEPARTMENT OF PUBLIC SAFETY
 GOVERNOR'S CRIME COMMISSION
 1201 Front Street, Suite 200
 Raleigh, NC 27609
 Telephone: (919) 733-4564 Fax: (919) 733-4625
 http://www.ncgccd.org

GRANT AWARD

Applicant: Town of Chadbourn
 Authorizing Official: Donald Bass
 Mayor
 Address: 602 N. Brown Street
 Chadbourn, North Carolina 28431-0000
 Vendor Number: 566001198

Project Name: 2015 - Chadbourn Police Department Bullet
 Proof Vest & Taser Project
 Implementing Agency: Chadbourn Police Department
 Project Director: Bradley Rockwell
 I/ Chief of Police
 Project Number: PROJ010766
 Account Manager: Navin Puri

Grant Period: 07/01/2015 - 06/30/2016

Budgets

Period	Personnel	Contractual	Travel	Supplies	Equipment	Total
Year 1	\$0.00	\$0.00	\$0.00	\$14,424.00	\$0.00	\$14,424.00
<i>Grant Budget Total</i>						\$14,424.00

Source	Federal Grant #	CFDA #	% Funding	Federal Award
2014::Byrne Justice Assistance Grants	2014-DJ-BX-1148	16.738	100%	\$14,424.00

In accordance with the laws and regulations of the United States and the State Of North Carolina, and on the basis of the grantee's application, the Department of Public Safety hereby awards to the foregoing grantee an award in the amount above.

This grant is subject to the conditions listed in the approved grant application as well as all applicable rules, regulations and conditions, as may be described by the Department of Public Safety. Special conditions are attached to this award.

This grant shall become effective, as of the start date of the grant period listed, once this original grant award has been properly executed on behalf of the grantee and returned to the Governor's Crime Commission, attention of the Grants Management Director. The grant award must be returned within 30 days of the date the award is mailed from the Governor's Crime Commission. No alterations of any kind may be made on this grant award.

Authorizing Official

Donald Bass
 Signature of Authorizing Official

10/5/15
 Date

Donald Bass, Mayor
 Name and Title of Authorizing Official

Governor's Crime Commission

L. David Huffman
 Signature of Director

9/30/2015
 Date

L. David Huffman, Executive Director
 Name and Title of Director

Project Director

Bradley Rockwell
 Signature of Project Director

10/5/2015
 Date

Bradley Rockwell, I/ Chief of Police
 Name and Title of Project Director

This award is subject to the attached conditions, which must be signed by both the authorizing official and the project director, and returned along with this Grant Award. No alterations of any kind may be made on this grant award.

Memo
to Council



MEMORANDUM

TO: Donald Ray Bass, Mayor
Town Council

FROM: Chief. Robert Mumblow

VIA: I/Town Manager Pat Garrell

DATE: 10/23/2014

REF: Approval to apply for a grant with the Law Enforcement Block Grant through the North Carolina Governors Crime Commission.

Memo Number: 14/15-11-08

Background:

The Town of Chadbourn has applied and received grant funds to cover Bullet Proof Vests and equipment in the past. Staff is requesting permission to apply for the Law Enforcement Block Grant again to assist in providing the safety equipment needed for the Police Officers. The Grant amount is \$15,000.00 with a match of \$3,750 from the Town. At the present time, the Chadbourn Police Department Officers have Bullet Proof Vests which will expire in 2015; however, some of these vests were fitted to other officers who have since departed from the department. The Town Policy states that a Town of Chadbourn Police Officer must wear a Bullet Proof Vest that the Town would provide. Staff is, also, requesting that the remaining funds be used to purchase Tasers for the officers. At the present time, we have only two Tasers.

Recommendation:

Staff is requesting approval to move forward with the application for the Law Enforcement Block Grant through the North Carolina Governors Crime Commission in the amount of \$15,000.00. The Town would be required to match 25% of the Grant, which is \$3,750.00, if approved. When or if the Town is approved the Police Officers would be required to wear the vests and sign a five year agreement. The agreement would state that if they should leave the Town of Chadbourn before the five year period is up, they would reimburse the Town for the prorated cost of the time remaining on the vest.

Office of the Chief Robert Mumblow
Town of Chadbourn, 602 North Brown Street, Chadbourn, North Carolina 28431
Phone – (910) 654-4146 Fax – (910) 654-4147

Council
Approved

Councilmember Roberts suggested that the entire Town Council review the new Policy Manual as a group and then proceed with making any necessary changes/corrections to the Policy Manual.

After much discussion, Council made no motion on the Town Policy Manual..

ACTION AGENDA



- 1. **Approval to apply for the Law Enforcement Block Grant through the North Carolina Governors Crime Commission.**
Presented by Chief Bob Mumblow (Memo # 14/15-11-08)

Chief Mumblow stated that he would like approval from Town Council to apply for a \$15,000 grant from the Governor's Crime Commission with a match from the Town of \$3,750. Chief Mumblow further stated that if the grant is approved, the money would be used to purchase tasers, supplies for the tasers and additional bullet proof vests for the Police Officers.

After much discussion by Council, a motion was made by Councilmember Edwards to approve for Chief Mumblow to apply for the Law Enforcement Block Grant through the North Carolina Governors Crime Commission. The motion was seconded by Councilmember Worley. The motion carried with a vote of 5 – 0.

- 2. **Reduction of Speed Limit on a Residential Street.**
Presented by Interim Town Manager Patricia Garrell. (Memo # 14/15-11-09)

Mrs. Garrell stated that Council had received a request from a citizen to lower the speed limit on Enterprise Street from 35 mph to 25 mph.

After discussion by Council and considering comments received during the Public Hearing, Councilmember Worley made a motion to leave the speed limit on Enterprise Street as is. The motion was seconded by Councilmember Rashad Roberts. The motion carried with a vote of 5 – 0.

- 3. **Approval to Install "No Parking, Stopping or Standing" signs for West Princess Street, South Lewis Street, Church Street, West Holland Street and South Jackson Street.**
Presented by Interim Town Manager Patricia Garrell (Memo # 14/15-11-10)

Mrs. Garrell stated that the "No Parking, Stopping or Standing" signs have made people move to others areas of Town. Mrs. Garrell further stated that other citizens have requested to have these signs installed on their streets also.

After much discussion, Councilmember Edwards made a motion the have "No Parking, Stopping or Standing" signs installed on West Princess Street, South Lewis Street, Church Street, West Holland Street and South Jackson Street. The motion was seconded by Councilmember Worley. The motion passed by a vote of 5 – 0.

COMMENTS FROM THE MAYOR AND COUNCIL

Councilmember Edwin Roberts stated that he had requested to have his seat on Town Council changed. Councilmember Edwin Roberts further stated that he was being treated unfairly.



MEMORANDUM

TO: Mayor and Council
FROM: Bob Jones
DATE: November 20, 2015
REF: Approval/Disapproval by Council on Case No.: CUP-02-15 for a Conditional Use Permit. (*Memo # 15/16-12-T12*)

Summary:

The applicant, Mr. Raymond Wayne Ivey, is requesting a Conditional Use Permit in order to operate an auto repair shop at 120 N. Wilson Street. The location is currently zoned B-1 (Central Business District). Auto repair shops are allowed as a Conditional Use in the B-1 (Central Business District).

Background:

On October 26, 2015, at 6:30 p.m., the Chadbourne Planning Board held a Special Called Meeting (Mrs. LaTanya Pattillo was absent from the meeting) at which time they considered Case No.: CUP-02-15. Staff stated that in the past, there use to be an auto repair business on the property located at 120 N. Wilson Street. The owner, Mr. Wayne Ivey previously closed the business but is now seeking to have the business reopened. After much discussion between Manager Jones and the Planning Board, the Planning Board made the following recommendation.

Recommendation:

Mr. Honeycutt made a motion to forward this request to the Town Council with a recommendation to approve the Conditional Use Permit request for Mr. Raymond Wayne Ivey, Case No.: CUP-02-2015, for his proposed auto repair business located at 120 North Wilson Street with the following conditions:

- 1: Hours of operation will be from 7:00 a.m. until 9:00 p.m.
- 2: Permitted only as an auto repair and no sub-lease without getting the proper permit.
- 3: Finish painting the building.
- 4: Need to get the proper sign permit.
- 5: Bring the building up to State, County and Town code.
- 6: Limit outside storage to four (4) vehicles and all inoperative vehicles are to be screened in accordance with the Town Code or kept inside of the garage.

The motion was seconded by Mr. Edwards. The motion carried with a vote of 3 – 0.

Staff recommends that the Town Council hold a Public Hearing on Case No.: CUP-02-15 on December 1, 2015 to receive comments from the public.

Office of the Town Manager
Town of Chadbourne, 602 North Brown Street, Chadbourne, North Carolina 28431
Phone – (910) 654-4148 Fax – (910) 654-4147

TOWN OF CHADBOURN
602 NORTH BROWN STREET
CHADBOURN, NORTH CAROLINA 28431
910-654-4148
910-654-4147 FAX

CONDITIONAL USE PERMIT
APPLICATION

Applicant: Raymond Wayne Ivey Phone # 840-7610

Address: 162 Bud Stevens Rd

Evergreen NC 28438

Owner: Raymond Wayne Ivey Phone # 840-7610

Owner's Address: 162 Bud Stevens Rd Evergreen NC 28438

Property Address/Location: 120 N Wilson ST

Zoning District: B-1 Tax Parcel # 25593

Lot Size: Frtg 121 Depth 80 UTPR 110

Requested Use for Site: I have a building already on site previously closed
requesting to reopen to do the same thing; auto repairs
and changing tires

Signed: Raymond W. Ivey

Date: 9-14-2015

1. The Zoning Ordinance imposes the following Standards on the use requested by the applicant. Under each requirement, the applicant should explain, with reference to the attached plan, where applicable, how the proposed use will satisfy these Standards. (Use attachments as necessary.)

STANDARD 1: The establishment, maintenance, or operation of the conditional use will not be detrimental to or endanger the public health, safety, morals, comfort, or general welfare.

Statement by Applicant:

The establishment will do work on daily basis and will
not be detrimental or endanger the public health.

STANDARD 2: The conditional use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood.

Statement by Applicant:

My establishment should raise property value. I believe
in keeping things looking good in and around my business.

STANDARD 3: The establishment of the conditional use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.

Statement by Applicant:

My establishment will not impede the normal and
orderly development of surrounding property.

STANDARD 4: The exterior architectural appeal and functional plan of any proposed structure will not be so at variance with either the exterior architectural appeal and functional plan of the structures already constructed in the course of construction in the immediate neighborhood or the character of the applicable district as to cause a substantial depreciation in the property values within the neighborhood.

Statement by Applicant:

The building was already ^{there} and no one has complained
about the looks.

STANDARD 5: Adequate utilities, access roads, drainage and/or necessary facilities have been or are being provided.

Statement by Applicant:

Yes adequate utilities, access roads, drainage
have been provided.

STANDARD 6: Adequate measures will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.

Statement by Applicant:

I have previously operated this business and never
any problems with traffic

STANDARD 7: The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located, except as such regulations may, in each instance, be modified by the Town Board pursuant to the recommendations of the Planning Board.

Statement by Applicant:

I will conform to the regulations if modified by the
Town Board. I love Chadbourn and want to operate my ^{business} ~~store~~
as auto repair.

Conditions and Guarantees:

Prior to granting of any conditional use, the Planning Board may recommend, and the Town Council may stipulate, such conditions and restrictions upon the establishment, location, construction, maintenance, and operation of the conditional use as is deemed necessary for the protection of the public interest and to secure compliance with the standards and requirements specified above. In all cases in which conditional uses are granted, the Town Board shall require such evidence and guarantees as it may deem necessary as proof that the conditions stipulated in connection therewith are being and will be complied with.

II. Please provide the following information:

1) Description of any machinery, chemicals or flammable materials that will be used:

2 lifts, 1 winch, 1 Baker (tin) pipe Bender,
air compressor, Tin repair kit, Brake Lathes

2) Description of any outdoor displays including flags, banners, etc., used to draw attention to the site:

1 sign at corner app 3x4 10ft Tall

III. The applicant must attach a site plan indicating the following:

- 1) Lot dimensions and north arrow.
- 2) Location and dimensions of existing and/or proposed structure(s) to be used in connection with the proposed request. Location and dimensions of other structures on the site and on adjoining lots.
- 3) Location of off-street parking. ~~XXXXXX~~
- 4) Location and dimension of proposed sign(s), proposed lighting fixtures and proposed buffers.
- 5) Location of site relative to thoroughfares.
- 6) Location of roads leading into and out of the site.

COLUMBUS COUNTY LAND RECORDS - PROPERTY RECORD CARD

PROPERTY# 2559, 13-216, 5
 MAP CH 1
 RECORD OF OWNERSHIP
 IVEY RAYMOND W
 162 BUD STEPHENS RD
 EVERGREEN NC
 DEB: C'BOURNS SER. CENTER/CLARENDON FARMS

4SHP PIN 0250.01-28-9609.000
 LAST REVAL 38500
 BOOK PAGE 391 6181988 1850

LEGAL DESCRIPTION
 EDNA STEPHENS
 PROPERTY LOCATION
 210 E 1ST AVE
 LISTED PPD QUAREL 500
 APPR DATE ZONED -- CH CR -- % COMPLETE

CARD# 1
 OCCUP 04 35
 CLASS 04 35
 BUILDING

PROPERTY FACTORS
 LND IMP 01 02

ACT YR	BLT	COND	EFF. YR	BLT.	VALUE	DESCRIPTION	VALUE
1.953		A				ATTIC	
			0.3	SLAB		BASE OF AREA	24.81
			0.2	SLAB		BASE SIF	2397
			0.1	WD. FR.		STORY	24.80
			0.3	CO. BLK		CID	01-1STY
			0.1	BRICK		WALL HEIGHT	
			0.1	WD. FR.		ATTACHMENTS	4
			0.1	COMP.		CNP/AWN	84
			0.2	SHED		CNP/AWN	4
			0.6	CONC.			288
			0.3	AVG.			
			0.3	AVG.			
			0.3	AVG.			
			8		4800	PERIMETER MULT	
						GRADE	
						DEPR P/F/E	85
			0.1	NONE			64 /
			0.1	NONE		TOTAL VALUE	20972.00
						NEIGHBORHOOD INFLUENCE	

LAND DESCRIPTION CALCULATIONS

FRTG	DEPTH	UT PR	DEP FAC	FF PRICE	SUB TOTAL	SH TOPE	ADJ	LAND VALUE
1.21	80	110	72	79.2	9583			95

SQUARE FOOTAGE SF PRICE SUB TOTAL SH TOPO OTHER ADJ LAND VALUE

CLASS ACRES SIZE FAC DIRT RATE LAND VALUE

SUMMARY OF OTHER IMPROVEMENTS

LINE #	CODE	DESCRIPTION	#	CONST	SIZE	AREA	RATE	YR	DEP	VALUE
6	PAV-CO		1		3500X1	3500	249	53	50	4350

SALES INFORMATION

AMOUNT: 18500
 DATE: 15/1988
 QUAL SALE: NO -

TOTAL VALUE LAND 9600
 TOTAL VALUE BUILDINGS 25300
 TOTAL VALUE IMPROVEMENTS 4400

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A B

Columbus County Fire Marshal's Office

Occupancy: **Chadbourn Tire Service.**

Address: **120 N Wilson ST**

Chadbourn NC 28431

Inspection Type: **Reinspection**

Inspection Date: **9/15/2015**

By: **Blackman, Gary S (5542)**

Time In: **10:00**

Time Out: **10:13**

Authorized Date: **09/15/2015**

By: **Blackman, Gary S (5542)**

Next Inspection Date: **09/15/2018 Existing Business Inspection**



Form: Blank Fire Inspection .

Inspection Topics:

Violations

Other Violation-See Notes

Other Violation-See Notes

Status: PASS

Notes: CONDUCTED AN RE-INSPECTION OF BUILDING LOCATED AT 120 NORTH WILSON STREET. ALL VIOLATIONS THAT WERE NOTED ON INSPECTION DATED 8/19/2015 HAVE BEEN CORRECTED AND NO OUTSTANDING VIOLATIONS ARE PENDING. BUILDING APPROVED BY THE COLUMBUS COUNTY FIRE MARSHAL'S OFFICE FOR OPERATION AS A S-1 USE AS AN AUTO REPAIR GARAGE AS BUILDING WAS APPROVED FOR PRIOR TO CHOSING DOWN. NO CHANGE OF USE WAS REQUIRED FOR THIS BUILDING.

Other Violation-See Notes

Other Violation-See Notes

Status:

Notes:

23

Additional Time Spent on Inspection:

Category

Start Date / Time

End Date / Time

Notes: No Additional time recorded

Total Additional Time: 0 minutes

Inspection Time: 13 minutes

Total Time: 13 minutes

Summary:

Overall Result: Passed

Inspector Notes:

Inspector:

Name: Blackman, Gary S
Rank: Fire Marshal
Work Phone(s): 910-640-6610
Email(s): gsblackman@columbusco.org


Signature

9-15-2015
Date

Occupant Signature:


Signature

9-15-2015
Date

24

Conditional Use Permit Application (Case No.: CUP-02-15) made by Mr. Raymond Wayne Ivey to operate an auto repair shop on property located at 120 N. Wilson Street. The property is currently zoned B-2 (Highway Business District). Adjacent and adjoining property owners.

24465, 26004,
Town of Chadbourn
602 N. Brown Street
Chadbourn, NC 28431

24867
Charles w. & Brenda K. McArthur
117 E Railroad Avenue
Chadbourn, NC 28431

62193
Klondyke – Chadbourn Volunteer
Fire & Rescue, Inc.
204 N. Wilson
Chadbourn NC, 28431

24621, 25284, 25593
Jay Suggs, Jr.
112 E. 1st Avenue
Chadbourn, NC 28431



MEMORANDUM

TO: Mayor and Council
FROM: Robert Jones
DATE: November 18, 2015
REF: Contract for Uniforms from Unifirst. (*Memo #15/16-11-T13*)

Summary:

Staff is requesting Council's approval of a contract with Unifirst for the Town of Chadbourn Public Works Department. Highlights of the contract are listed below:

- Total Cost per week is \$43.30 for 5 employees. The total cost per year is \$2,251.60 and the total cost for the 5 year contract is \$11,258. Any additional emblem or prep charges after the initial order will be \$5.00 per piece.
 1. Short Shirts - \$11.55 per week
 2. Pants - \$18.15 per week
 3. Jackets - \$6.10 per week
 4. Long Sleeve Shirts - \$2.50 per week
 5. Delivery charge - \$5.00 per week
- Term and Renewal is 60 months (5 years) after the installation of merchandise or any renewal date.
- If the contract is terminated before 60 months expiration date, for any reason, customer will pay an amount equal to 50 percent of the weekly amount of invoice.

In the past when the Town of Chadbourn had uniforms, the employees paid half of the charges each month, by a deduction out of their pay every two weeks. Staff is requesting Council to decide if the Town will enter into a contract and will the Staff contribute any towards the uniforms, if so how much.

Recommendation:

Staff is requesting Council to discuss and approve/disapprove the Unifirst contract and if employees will be contributing any towards the uniforms.



MEMORANDUM

TO: Mayor and Council
FROM: Robert Jones
DATE: November 18, 2015
REF: Uniform Policy and Acknowledgement for Town of Chadbourne Employees (*if applicable*). (Memo #15/16-12-T14)

Summary:

Staff is requesting Council approve a Uniform Policy for the Town of Chadbourne employees.

Recommendation:

Staff is requesting Council to discuss and approve/disapprove the Uniform Policy and Acknowledgement (below).

UNIFORM POLICY

1. It is the policy of the Town of Chadbourne to issue department approved uniforms to all eligible employees.
2. The purpose of this policy shall be to maximize safe working conditions, reflect good appearance and to provide ease of recognition, and/or identification of employees by the public.
3. Eligible employees and newly hired eligible employees shall receive uniforms to be worn to work as designated in this policy.
4. The term "eligible employees" as used in this policy includes those employees occupying employment positions on a list designated by the Department head or his duly authorized representative.
5. It is the responsibility of the Town of Chadbourne, Department head to provide uniforms through an approved vendor(s).
6. All eligible employees shall be required to report to work and perform their work in department-approved uniforms specified by the Town Manager or his duly authorized representative.

Office of the Town Manager
Town of Chadbourne, 602 North Brown Street, Chadbourne, North Carolina 28431
Phone – (910) 654-4148 Fax – (910) 654-4147

7. All protective clothing and/or accessories necessary to insure the safety and wellbeing of employees must be provided by the division to which the eligible employee is assigned, and is to be considered as a part of the employees' uniform.

8. Any employee who reports to work and fails to wear approved safety shoes or in attire not meeting said criteria shall not be allowed to work. The employer will consider disciplinary actions that will be processed in accordance with the Town of Chadbourn dispensary policy.

9. Employees shall not be relieved of any duty to wear prescribed uniform by virtue of loss of, damage to, or destruction of any item of the uniform. Replacement uniforms are to be supplied to employees on an "as needed" basis. In order to receive a replacement uniform, the employee must return the old uniform. If the uniform has been subject to theft, the employee shall submit a written and signed statement to the Office of the Town Manager.

10. The uniform and all other related dressing accessories are to be kept well maintained and may not be used for recreation or off duty purposes. Employees shall be granted use and privileges associated with commuting to and from work in the issued uniform.

11. Employees will, while wearing the uniform provided by the Town, maintain the following standards:

- a. All required buttons will be buttoned. (Model sheets will be posted at each site.)
- b. Clothing will be clean and neat.
- c. Caps will be optional.
- d. No stickpins or ornaments will be worn with the uniform.
- e. Uniform shirts must be worn inside the pants at all times.
- f. Knit caps shall be worn in cool temperatures only. Stocking caps are prohibited.
- g. The practice of wearing anything other than the prescribed equipment as outer clothing will be prohibited. Personal cold weather wear shall be acceptable, and the responsibility of the employee, unless issued by the Town.
- h. Belts must be worn with the uniform, no large belt buckle.
- i. No part of the official uniform will be worn with civilian clothes, except as provided in Item 11(g).
- j. Employees will wear any portion of the official uniform except when on official duty, or as provided in Item 10.
- k. Employees found to be insubordinate, with respect to this uniform policy, will be subject to disciplinary action or removal from employment in accordance with Town Disciplinary Policies and Procedures, and the Town of Chadbourn's Disciplinary Policy.

12. No employee shall affix, adorn or otherwise alter any department provided work clothing by adding patches, emblems, pins, etc., unless such items are issued, authorized, or provided by the department.

13. Uniforms shall consist of shirts, pants, rainwear, coats and steel-toed shoes in styles and colors authorized by the Town Manager or his authorized representative.

Daily Inspection

In order to ensure compliance with the Town of Chadbourn Uniform Policy on a fair and equitable basis, daily inspections may be performed. The inspecting supervisors shall be responsible that grooming and uniform regulations are adhered to.

Grooming and Hygiene

Employees will maintain good personal hygiene and grooming on a daily basis and wear the uniform so as not to detract from their overall professional appearance.

Employees' hairstyles shall be worn in such a manner as to present a neat and professional appearance. Oversized and excessively ornamental earrings may impose safety risks, and therefore is prohibited.

POLICY ACKNOWLEDGEMENT

I, _____ have read the Town of Chadbourn Uniform Policy. By signing this statement, I agree to wear the Town of Chadbourn issued uniform at all times while at work. I will not wear it for personal or recreational purposes. Failure to adhere to the policy shall lead to progressive discipline and possible termination. Upon separation from the Town, I will surrender all uniforms.

Probationary and/or Full Time Employees:

If I do not receive a satisfactory rating at the end of the working test period, I will be responsible for surrendering the uniforms.

Failure to surrender the uniforms for probationary and full time employees will result in reimbursement to the Town of Chadbourn for the cost of the uniforms.

Employee Signature _____

Employee I.D. # _____

Employee Badge # _____

Date _____

Cost will be shared by Town and employee. The cost will be determined by the cost of uniforms and may be adjusted by the contract for the uniforms. One pair of ASTM F (if applicable), will be provided in a 12 month period, and with the cost reimbursement not exceed seventy-five dollars (\$75). If the cost of the boots are over the allow amount, the employee will pay the difference. The cost of the boots will be determined during the budget process each year.

INFORMATION ONLY... BELOW IS NOT PART OF THE POLICY...OSHA: 1910.136(a)

General requirements. The employer shall ensure that each affected employee uses protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or when the use of protective footwear will protect the affected employee from an electrical hazard, such as a static-discharge or electric-shock hazard, that remains after the employer takes other necessary protective measures.



MEMORANDUM

TO: Phillip Britt, Mayor
Town Council

FROM: Robert Jones, Town Manager

DATE: December 1, 2015

REF: Authorization of Signatures for Town Accounts. *(Memo #15/16-12-T15)*

Background

The Mayor and one Councilmember is an authorized signer for the Towns accounts. To ensure a smooth transition after election, it is necessary for the Town Council to appoint the Mayor, another member of Town Council, the Town Manager and Town Clerk as an authorized signature on all Town Accounts.

Recommendation

Staff is requesting that the Town Council APPROVE the appointment of Mayor Phillip Britt and another member of Town Council, the Town Manager and Town Clerk as an authorized signature for all Town accounts.