Minutes
Town of Chadbourn, North Carolina
Chadbourn Council Regular Meeting

November 6, 2014

The Regular Council Meeting of the Chadbourn Town Council was held Thursday, November 6, 2014 at 7:00 p.m., in the Council Meeting Room.

Members Present: Mayor Pro Tem Donald Ray Bass; Councilmembers: Rashad Roberts, Brian Edwards, Edwin Roberts ,David Worley and James Green (sworn in at this meeting).

Members Absent: None

Others Present Patricia Garrell, Interim Town Manager; Linda Gaddy, Deputy Town Clerk; Michael Foss, Public Works Director; Robert Mumblow, Chief of Police; and Harold Pope, Town Attorney.

CALL TO ORDER AND ROLL CALL

Mayor Pro Tem Bass called the meeting to order at 7:00 p.m. Linda Gaddy, Deputy Town Clerk, took roll call.

INVOCATION

Councilmember Rashad Roberts led the assembly in prayer.

PLEDGE OF ALLEGIANCE

Mayor Pro Tem Bass led the assembly in the Pledge of Allegiance.

APPROVAL OF THE AGENDA

Mayor Pro Tem Bass asked Council to make a motion on the agenda.

Councilmember Edwards made a motion to approve the Agenda. The motion was seconded by Councilmember Worley. The motion carried with a vote of 4 – 0.

APPROVAL OF MINUTES OF TOWN COUNCIL MEETING

1. Regular Meeting Minutes October 7, 2014

After discussion by Council, a motion was made by Councilmember Worley to approve the minutes listed above. Councilmember Edwards seconded the motion. The motion carried with a vote of 4 – 0.

SWEARING IN OF NEWLY APPOINTED OFFICIALS

Mayor Pro Tem Bass recognized Retired Superior Court Judge D. Jack Hooks, Jr., to swear in the newly appointed Mayor and Judge Pauline Hankins to swear in the newly appointed Councilmember to Town Council pursuant to the Town of Chadbourn Code of Ordinances.

Retired Superior Court Judge D. Jack Hooks, Jr., swore in the newly appointed Mayor for the Chadbourn Town Council. Mayor Pro Tem Bass was sworn in as Mayor to finish out the term of Fax Rector who resigned due to health problems.

- Mayor Donald Ray Bass; term expires 2015.

Judge Pauline Hankins., swore in the newly appointed Councilmember for the Chadbourn Town Council. James Green was sworn in to replace Mayor Pro Tem Bass on the Town Council.

- Councilmember James Green; term expires 2015.

COMMENTS FROM THE MAYOR AND ANNOUNCEMENTS

Mayor Bass announced the following announcements from Interim Manager Garrell as written on the Town Council Agenda:

- The office is closed November 11th for Veterans Day.
- The Town will have a Veterans Day Memorial at 9 o'clock on Tuesday, November 11, 2014, (Brian Edwards to give details).
- The National Westside Alumni Association Veterans Day Celebration is at 11 a.m. on Veterans Day, Tuesday, November 11, 2014.
- The office will be closed November 27th and 28th for Thanksgiving.
- The Christmas lights are scheduled for the 4th week of November. The Town will be contracting this service out this year. In the past, the Fire Department has always installed the lights, but it has become a liability and they are unable to continue the service. Staff may need a Budget Amendment at the end of our budget year to cover this item, as it was not previously budgeted.
- Chadbourn is hosting the Intergovernmental Council Meeting on November 24th at 7 p.m., at the Chadbourn Train Depot.
- ***Wendy Johnson has served the Town of Chadbourn 20 years on November 29th.***

Mayor Pro Tem 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.

No Comments from the Public.

Mayor Pro Tem Bass closed the Public Comments.

PUBLIC HEARING

1. Reduction of Speed Limit on a Residential Street.

Mayor Bass opened the floor for Public Comments at 7:11 p.m.

Mrs. Garrell stated that Ms. Pauline Singletary (who was not present at the meeting) had requested that the speed limit on Enterprise Street be lowered from 35 mph to 25 mph at a previous Town Council meeting..

Several residents who reside on Enterprise Street were present at the meeting and spoke in opposition to the request. Ms. Alene Evans and Councilmember Green, residents of Enterprise Street, agreed that the Enterprise Street speed limit does not need to be lowered.

Mayor Bass closed the floor for Public Comments at 7:15 p.m.

CONSENT AGENDA

1. **Approval of Updates to the Minimum Housing Inspection Ordinance approved in 2009. (Memo # 14/15-11-01)**

BEGINNING OF ORDINANCE

REVISED AMENDING ORDINANCE FOR
MINIMUM HOUSING STANDARDS

CODE OF ORDINANCE, CHAPTER 14, BUILDINGS AND BUILDINGS REGULATIONS
ADOPTED: DECEMBER 2, 2008
REVISED: November 6, 2014

Section 14.57. STRUCTURAL CONDITION

(1) Walls or partitions or supporting members, sills joists, rafters or other structural members not listed, leaned or buckled, not rotted, deteriorated or damaged and have no holes or cracks which might admit rodents.
(2) Floors or roofs have adequate supporting members and strength to be reasonably safe for the purpose used.
(3) Foundations, foundation walls, piers or other foundation supports not deteriorated or damaged.
(4) Steps, stairs, landings, porches or other parts or appurtenances maintained in such condition that they will not fall or collapse.
(5) Adequate facilities for egress in case of fire or panic provided.
(6) Interior walls and ceilings of all rooms, closets and hallways finished with suitable materials which will, by use of reasonable household methods, promote sanitation and cleanliness and are maintained in such a manner so as to enable the occupants to maintain reasonable privacy between various spaces.
(7) Roof, flashings, exterior walls, basement walls, floors and all doors and windows exposed to the weather constructed and maintained so as to be weather and watertight.
(8) No chimneys or parts thereof defective, deteriorated or in danger of falling, or in such condition or location as to constitute a fire hazard.
(9) No use of the ground for floors or wood floors on the ground.

Section14.58. BASIC EQUIPMENT AND FACILITIES

(1) Plumbing system.
   a. Connection to potable water supply and public sewer / other approved sewage disposal system.
   b. Minimum kitchen sink, lavatory, tub or shower, water closet, adequate supply of cold and hot water. Approved pipe distribution system connected to water supply.
   c. All plumbing fixtures meet standards of town plumbing code and maintained in state of good repair and in good working order.

d. All plumbing fixtures located within dwelling unit and accessible to occupants. Water closet and tub and shower located in room affording privacy to user.

(2) Heating system.

a. *Central and electric heating systems:* Of sufficient capacity so as to heat all habitable rooms, bathrooms and water closet compartments with minimum temp of 70 degrees Fahrenheit at a point 3 feet above floor during ordinary winter conditions.

b. *Other heating facilities:* Sufficient fireplaces, chimneys, flues or gas vents whereby heating appliances may be connected so as to heat all habitable rooms with minimum temp of 70 degrees Fahrenheit at a point 3 feet above floor during ordinary winter conditions.

(3) Electrical system.

a. Wired for electric lights and convenience receptacles. Every habitable room contains at least 2 floor or wall type electric convenience receptacles, in compliance with the town electrical code. At least one ceiling or wall type electric light fixture in every bathroom, water closet room, laundry room and furnace room. If no light fixtures provided in any habitable room, at least 3 floors or wall type electric convenience receptacles.

b. Every public hall and stairway in every multiple dwelling adequately lighted by electric lights at all times when natural daylight is not sufficient.

c. All fixtures, receptacles, equipment and wiring maintained in a state of good repair, safe, capable of being used and installed in compliance with town electrical code.

Section 14.59. VENTILATION

(1) *Generally:* Every habitable room shall have at least 1 window or skylight facing directly to the outdoors. Minimum total window area, measured between stops, for every habitable room shall be 10% of the floor area of such room (whenever light obstructing structures are less than 5 feet from window and extend to a level above the ceiling of that room, such window is not included as contributing to required window area). Whenever a skylight is the only window in a room, total window area of skylight shall equal at least 15% of floor area of such room.

(2) *Habitable rooms:* Every habitable room shall have at least 1 window or skylight which can easily be opened or such other device as will adequately ventilate the room.

(3) *Bathroom and water closed rooms:* Every bathroom and water closet compartment shall comply with the light and ventilation requirements for habitable rooms; except, that no window or skylight required in adequately ventilated bathrooms and water closet rooms equipped with an approved ventilation system.

Section 14.60. SPACE, USE AND LOCATION

(1) *Room sizes:* Dwelling contains at least 150 square feet of habitable floor area for first occupant, at least 100 square feet additional habitable floor area for each of next 3 occupants and at least 75 square feet additional habitable floor area for each additional occupant. Every room occupied for sleeping purposes by 1 occupant at least 70 square feet of floor area; every room occupied for sleeping purposes by more than 1 occupant at least 50 square feet of floor area for each occupant 12 years old or older, and at least 35 square feet of floor area for each occupant under 12 years old.

(2) *Ceiling height:* At least ½ floor area of every habitable room shall have ceiling height at least 7'6".

(3) *Floor area circulation*: Floor area calculated on basis of habitable room area; however, closet and wall area may count for not more than 10% of required habitable floor area. Floor area of any part of room with ceiling height less than 4 ½ feet not considered as part of floor area of room. *Cellar:* No cellar used for living purposes.

(4) *Basements:* No basement used for living purposes, unless:

a. Floor and walls are substantially watertight.

b. Total window area, total openable window area and ceiling height are equal to those required for habitable rooms.

c. Required minimum window area of every habitable room is entirely above grade adjoining such window area, except where window faces stairwell, window well or access way.

Section 14.61. SAFE AND SANITARY MAINTENANCE

(1) *Exterior foundation, walls and roofs:* Substantially weathertight and rodent proof; in sound condition and good repair, capable of affording privacy; safe to use and capable of supporting load of normal use. Every exterior wall protected with paint or other protective covering to prevent entrance or penetration of moisture or weather.

(2) *Interior floor, walls and ceiling:* Ever floor, interior wall and ceiling substantially rodent proof; in sound condition and good repair; safe to use; capable of supporting load of normal use.

(3) *Windows and doors:* Every window, exterior door, basement or cellar door and hatchway substantially weather-tight, watertight, and rodent proof and in sound working condition and good repair.

(4) *Stairs, porches and appurtenances:* Safe to use and capable of supporting load of normal use; in sound condition and in good repair.

(5) *Bathroom floors:* Bathroom floor surface and water closet compartment floor surface constructed and maintained so as to be reasonably impervious to water and to permit such floor to be easily kept in clean and sanitary condition.

(6) *Supplied facilities:* Constructed or installed to function safely and effectively and maintained in satisfactory working condition.

(7) *Drainage:* Yard properly graded for thorough drainage; prevents accumulation of stagnant water.

(8) *Noxious weeds:* Yard and all exterior property areas free of species of weeds or plant growth noxious or detrimental to health.

(9) *Egress:* Adequate means of egress provided.

Session 14.62. CONTROL OF INSECTS, RODENTS AND INFESTATIONS

(1) *Screens:* Every door, every window or other device (ventilation) opening directly to outdoor space, has screens and self-closing device (doors).

(2) *Rodent control*: Every basement or cellar window used or intended to be used for ventilation, and every other opening to a basement which might provide entry to rodents, supplied with screens or other approved device to prevent their entry.

(3) *Infestation:* Insects, rodents or other pests.

(4) *Rubbish storage and disposal:*

(5) *Garbage storage and disposal:*

Section 14.63. APPLICABILITY TO ROOMING HOUSES

(1) Water closet, hand lavatory and bath facilities N/A
(2) Minimum floor area for sleeping purposes N/A
(3) Sanitary conditions N/A
(4) Sanitary facilities N/A

END OF ORDINANCE

2. **Approval to Release the Tax Bill for Chadbourn Florist and Gift Shoppe for the year 2014, in the amount of $4.77. (Memo # 14/15-11-02)**

3. **Approval to make a change in the appointed West Columbus ABC Board members. (See Below) (Memo # 14/15-11-03)**

- Tony Freeman - term ending August 2017
- Hattie Kelly - term ending August 2016
- Guy Long - term ending August 2015

4. **Approval of the Health Insurance for November 2014 thru November 2015 with Staff's contribution eliminated from November 2014 through June 2015. (Memo # 14/15-11-04)**

5. **Approval of the Salary Increase for Jamie Ivey. (Memo # 14/15-11-05)**

After much discussion by Council, Councilmember Edwards made a motion to approve Consent Agenda Items 1 – 5. The motion was seconded by Councilmember Worley. Councilmember Rashad Roberts requested that the motion be amended to reflect that for the next eight (8) months, the Town employees contribution would be eliminated through June 2015 only. With the acceptance of the amendment to the motion, the motion carried with a vote of 5 – 0.

OLD BUSINESS

1. **Discussion on the Downtown Surveillance Cameras**
Presented by David Worley **(Memo # 14/15-11-06)**

Councilmember Worley stated that he had obtained a quote from Sam's Club to try out two surveillance cameras on a trial basis. Each camera would be $599. The cameras would be installed on businesses located on Brown Street. Mr. Worley stated that if the cameras were ineffective in helping curtail crime and mischief in the places of installation on Brown Street, Town Council could have them relocated to other areas.

After much discussion, Councilmember Rashad Roberts made a motion to purchase two (2) sets of surveillance camera systems from Sam's Club to be installed on businesses located on Brown Street. The motion was seconded by Councilmember Worley. The motion carried by a vote of 5 – 0.

2. **Discussion on the Town Policy Manual.**
Presented by Interim Manager Patricia Garrell (Memo # 14/15-11-07)

Ms. Garrell stated that the Town Policy Manual needed to be updated to make a few corrections. Mrs. Garrell further requested that this item be tabled until a new Town Manager is hired so that he or she can be a part of the updating process and revisions to the new Town Policy Manual.

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.

ADJOURNMENT

With no further business, Councilmember Rashad Roberts made a motion to adjourn the meeting. Councilmember Worley seconded the motion. The motion carried with a vote of 5 – 0.

Donald Ray Bass

Donald Ray Bass, Mayor

Linda Gaddy

Linda Gaddy, Deputy Town Clerk