



**Minutes
Town of Chadbourn, North Carolina
Chadbourn Council Regular Meeting**

December 1, 2015

The Regular Council Meeting of the Chadbourn Town Council was held Tuesday, December 1, 2015 at 7:00 p.m., in the Council Meeting Room.

Members Present: Mayor Donald Ray Bass (re-elected as a Councilmember); Councilmembers: Brian Edwards, Rashad Roberts, Edwin Roberts, David Worley and James Green (re-elected). Newly elected Mayor Phillip Britt and newly elected Councilmember Colene Kelly.

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 James Green 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 R. Roberts to approve the agenda.

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

APPROVED

APPROVAL OF MINUTES OF TOWN COUNCIL MEETINGS

1. Regular Meeting Minutes – November 10, 2015

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

A motion was made by Councilmember Green to approve the minutes.

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

APPROVED

ANNOUNCEMENT

Mayor Bass read the announcements.

- *Town Hall will be closed on December 23rd, 24th, 25th and January 1st for the holidays.*
- *The Chadbourn Revitalization Corporation is sponsoring the “new” Christmas Festival. Robert Barrett gave the highlights for the Christmas Festival events.*

Mayor Bass asked if Staff has any announcements.

Mayor Bass closed the Announcements.

PRESENTATION OF SERVICE AWARDS

2. Presentation of the Service Awards to Councilmember Brian Edwards and Councilmember Edwin Roberts.

Robert Jones recognized outgoing Councilmember Brian Edwards for his ten (10) years of service and Councilmember Edwin Roberts for his four (4) years of service on Town Council.

3. Presentation of Service Award to Mayor Donald Ray Bass.

Robert Jones recognized the outgoing Mayor Donald Ray Bass for his service on Town Council as Mayor for the Town of Chadbourn.

SEWEARING IN OF NEWLY ELECTED OFFICIALS

Mayor Bass recognized Retired Superior Court Judge D. Jack Hooks, Jr., Superior Court Judge Douglas B. Sasser and District Court Judge Willie Fred Gore, to swear in the elected and re-elected members of the Town of Chadbourn Council pursuant to the Chadbourn Code of Ordinances.

Reference: Town Ordinance, Code of Chadbourn, Sec. 2.3 Mayor; term of office; duties.

“The Mayor shall be elected by all the qualified voters of the Town for a term of four years or until his or her successor is elected and qualified; shall be the official head of the Town government and preside at meetings of the Council; shall have the right to vote only when there is an equal division on any question or matter before the Council; and shall exercise the powers and duties conferred by law or as directed by the Council.”

Retired Superior Court Judge D. Jack Hooks, Jr., swore in the newly elected Mayor of the Chadbourn Town Council for a four (4) year term beginning December 2015 and ending December 2019.

- Mayor Phillip C. Britt

Retired Superior Court Judge D. Jack Hooks, Jr., swore in the newly elected Councilmember of the Chadbourn Town Council for a four (4) year term beginning December 2015 and ending December 2019.

- Councilmember Donald Ray Bass

District Court Judge Willie Fred Gore, swore in the re-elected Councilmember of the Chadbourn Town Council for a four (4) year term beginning December 2015 and ending December 2019.

- Councilmember James A. Green

Superior Court Judge Douglas B. Sasser, swore in the newly elected Councilmember of the Chadbourn Town Council for a four (4) year term beginning December 2015 and ending December 2019.

- Councilmember Colene Kelly

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

No Comments were made.

Mayor Britt closed the Public Comments.

ELECTION OF A MAYOR PRO-TEM

4. Nomination and Election of a Mayor Pro-Tem.

Reference: Town Ordinance, Code of Chadbourn, Sec. 2.4 Mayor pro tempore.

“The Council shall elect one of it(s) members as 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.”

Mayor Britt asked Council to make a motion to elect the Mayor Pro-Tem for the term of one (1) year.

A motion was made by Councilmember Green to elect Councilmember Rashad Roberts as Mayor Pro Tem.

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

APPROVED

PUBLIC HEARING

5. 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.

Presented by: Robert Jones, Town Manager

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

Mayor Britt opened the floor for Public Comments for the Public Hearing at 7:19 p.m.

No Comments were made.

Mayor Britt closed the Public Comments at 7:20 p.m.

CONSENT AGENDA

6. **Discussion and Approval for a Budget Amendment Request for an Approved Police Grant.** Staff is requesting Council's approval for Budget Amendment (BA-15/16-03) for a Police Grant that has been approved for bullet proof vests and tasers.

Presented by: Robert Jones, Town Manager

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

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

A motion was made by Councilmember Green to approve the Consent Agenda listed above.

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

APPROVED

ACTION AGENDA

7. **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 for the Conditional Use Permit at 120 North Wilson Street.

Presented by: Robert Jones, Town Manager

A motion was made by Councilmember Roberts to approve CUP-02-15, Conditional Use Permit to Operate an Auto Repair Shop at 120 North Wilson Street.

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

APPROVED

8. **Discussion and Approval for a Uniform Contract for the Public Works Staff.** Staff is requesting Council to discuss a contract for uniforms.

Presented by: Robert Jones, Town Manager

Mr. Jones stated that he is requesting approval to sign a contract with Unifirst. 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 the sixty (60) months expiration date, for any reason, the customer will pay an amount equal to 50 percent of the weekly amount of invoice.

A motion was made by Councilmember Bass to approve the Public Works uniform contract with Unifirst.

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

APPROVED

9. Discussion and Approval for a Uniform Policy for the Town of Chadbourn Staff. Staff is requesting Council to discuss and approve a uniform policy.
 Presented by: Robert Jones, Town Manager

Mr. Jones requested Council to approve the Uniform Policy (below) and the Acknowledgement Staff would have to sign (below).

UNIFORM POLICY

1. It is the policy of the Town of Chadbourn 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 Chadbourn, 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.
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.

END OF UNIFORM POLICY

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.

END OF POLICY ACKNOWLEDGEMENT.

A motion was made by Councilmember Roberts to approve the Uniform Policy and Policy Acknowledgement.

Motion by: Roberts
Motion Seconded by: Bass
Votes: Ayes - 5
Nays - 0
Abstained - 0

APPROVED

10. Selection of Authorized Signers for the Town of Chadbourn.

Staff is requesting that the Town Council appoint the Mayor and another member of Town Council to be authorized signers for the Cres Com Bank checks written on behalf of the Town of Chadbourn.

Presented by: Robert Jones, Town Manager

A motion was made by Councilmember Worley to approve the authorized signers listed below:

Mayor, Phillip Britt
Town Manager, Robert Jones
Mayor Pro Tem, Rashad Roberts
Finance Officer/Town Clerk, Patricia E. Garrell

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

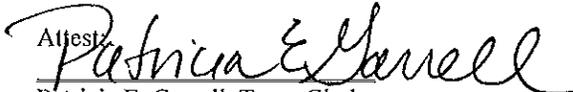
APPROVED

ADJOURNMENT

With no further business, Mayor Britt adjourned the meeting at 7:31 p.m.



Phillip C. Britt, Mayor

Attest:

Patricia E. Garrell, Town Clerk