Minutes
Town of Chadbourn, North Carolina
Chadbourn Council Regular Meeting

August 4, 2015

The Regular Council Meeting of the Chadbourn Town Council was held Tuesday, August 4, 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; Scott Rockwell, Interim Chief of Police; 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 Edwin Roberts 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, with the removal of the Approval of the Town of Chadbourn Classification and Pay Plan, and for it to be placed to the action agenda.

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

APPROVED

APPROVAL OF MINUTES OF TOWN COUNCIL MEETINGS

1. June 2, 2015 Regular Council Meeting

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

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

APPROVED

PRESENTATIONS

Mayor Bass presented a donation from the Town of Chadbourn to Hattie Kelly for the *Kelly Youth Focus Center* in the amount of three thousand dollars ($3,000).

COMMENTS FROM THE MAYOR AND ANNOUNCEMENTS

Mayor Bass introduced the new Town of Chadbourn Police Chief, Darrell Trivette, II, to Town Council and the public.

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.

Bill Henderson, R.J. Corman Railroad Group Vice President

- Mr. Henderson updated Council on the plans of the purchase of Carolina Southern Railroad, and hopes trains will be rolling by November or December, certainly by the first of the year. Mr. Henderson stated that there will be about 30 jobs that will be created and the current depot in Chadbourn will be retained by R.J. Corman for use as a base of operations.

Mayor Bass closed the Public Comments.

CONSENT AGENDA

1. **Approval of Billy Wayne Jones (tax property number 25422) Tax Release in the amount of $874.99 for years 2012, 2013 and 2014 due to the property was deeded to the Town of Chadbourn.**

2. **Approval of the Appointment of Wendy Johnson as the Tax Collector for Fiscal Year 2015-2016.**

3. **Approval of the 2015 Tax Scroll.**

4. **Approval of the Reappointment to the West Columbus ABC Board.**
   - **Guy Long – appointment term ending August 2018**

A motion was made by Councilmember Edwards to take all the Consent Agenda Items as one listed above, Councilmember Worley seconded.

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

APPROVED

ACTION AGENDA

1. Approval of Minimum Housing Standards Checklist (see below), with the fee of twenty-five dollars ($25).
Presented by: Robert Jones, Town Manager

Town of Chadbourn
Minimum Housing Standards Checklist

In accordance with N.C.G.S. 160A-441 and 160A-303 and Article III Section 14-48 (a) (2) and Article II Section 26-19 of the Town Code, dwellings that are unfit for human habitation due to dilapidation, defects increasing the hazards of fire, accidents or other calamities, lack of ventilation, light or sanitary facilities or due to other conditions rendering the dwellings unsafe or unsanitary, and that such dwellings are dangerous or detrimental to the health, safety, morals or otherwise inimical to the welfare of the residents of the town. Therefore, it is the intent of this inspection to provide for the repair, alteration, improvement, vacating, closing, removing or demolition of any such dwellings unfit for human habitation. The Town Council finds it necessary and desirable to promote or enhance the comfort, happiness, and emotional stability of occupants of property.

Please provide the following information:

Print Full Name DATE

Street Address to be inspected

1. Holes or cracks in the structure's floors, walls, ceilings or roof which might attract or admit rodents and insects, or become breeding places for rodents and insects.

2. The collection of garbage or rubbish in or near the structure which might attract rodents and insects, or become breeding places for rodents and insects.

3. The use of structure or nearby grounds or facilities by children as a play area or dangerous conditions constituting a threat to Children.

4. Suitable, working sanitary facilities. (Water and Sewer)

5. The collection of garbage or rubbish or combustible materials which constitutes a fire hazards in or about the structure.

6. Dwelling, that render it dangerous or injurious to the health, safety, morals or welfare of the occupants of the dwelling, the occupants of the neighboring dwellings, or other residents of the town.

7. Lack of adequate ventilation.

8. Dilapidation, disrepair, structural defects or uncleanliness, and such other conditions rendering such dwelling unfit for human habitation.

9. The uncontrolled growth of noxious weeds or grass to a height in excess of 24 inches causing or threatening to cause a hazard detrimental to public health or safety

10. Any accumulation of rubbish, trash, or junk causing or threatening to cause the accumulation of stagnant water, or causing or threatening to cause the inhabitation therein of rats, mice, snakes or vermin of any kind which is or may be dangerous or prejudicial to public health.

11. Any accumulation of animal or vegetable matter that is offensive by virtue of odors or vapors or by inhabitance therein of rats, mice, snakes or vermin of any kind which is or may be dangerous or prejudicial to the public health.

12. The open storage of any abandoned icebox, refrigerator, stove, glass, building materials, building rubbish or similar items.

13. Junked or nuisance vehicles that do not display a current license plate or does not meet the Standards of Environment, Article IV Sec. 26-88 thru 26-102 of the town code.

PASS FAIL

☐ ☐

SUMMARY

Signature of Inspector Date

If this preliminary inspection discloses issues and cause for the owner or parties of interest in such dwelling or structure to be served a complaint stating the charges and containing a notice that a hearing will be held not less than ten days nor more than 30 days after serving complaint.

There will be no town services connected to the dwelling until all issues are resolved to the satisfaction of the inspector.

There will be no charge for the first re-inspection; however there will be a charge of $25.00 for any inspections after that.

END OF MINIMUM HOUSING STANDARDS CHECKLIST

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

APPROVED

2. **Approval of the Planning Board Recommendation to Change the Fire District, which is incorporated by reference and hereby made a part of these minutes.**
Presented by: Robert Jones, Town Manager

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

APPROVED

3. **Approval of the Town of Chadbourn Classification and Pay Plan with the Effective Date of September 1, 2015.**
Presented by: Robert Jones, Town Manager

Town of Chadbourn Classification and Pay Plan

Town of Chadbourn authorized positions and pay rates effective September 1, 2015.

These pay scales are used to determine very basic levels of compensation for qualified employees. The various steps based on qualification levels, are meant to be used for planning purposes only, and MAY or MAYNOT be funded by the Chadbourn Town Council, and is completely dependent upon economic conditions. Also this schedule is not a promise of compensation by the Town of Chadbourn. Compensation is settled at the time of hire and is provided in writing within the offer letter. This schedule is also NOT a promise of compensation increase for those employees hired before September 1, 2015. Any questions about the pay schedule can be directed to the Town Manager.

Position/Class	Grade	Pay Range
Admin Finance Officer	34	$35,000 – $46,500
Admin Accounting Technician III	30	$14.25 – 16.50
Admin Accounting Technician II	29	$13.85 - 14.50
Admin Accounting Technician I	28	$13.00 - 13.85
Admin Administrative Support Assistant	26	$11.90 - 12.40
Admin Tax Clerk	28	$13.00 - 13.85
Public Works Director	34	$35,000 – $46,500
Public Works Maintenance Tech III	29	$13.85 - 14.50
Public Works Maintenance Tech II	28	$13.00 - 13.85
Public Works Maintenance Tech I	27	$12.40 - 13.00
Public Works Laborer	26	$11.90 - 12.40
Public Works Part Time	25	$10.00
Public Safety Police Chief	34	$35,000 – $46,500
Public Safety Police Lieutenant	32	$29,971 - $35,000
Public Safety Police Detective	31	$28,800 – 30,000
Public Safety Police Sergeant	29	$13.85 - 14.50
Public Safety Police Corporal	28	$13.00 - 13.85
Public Safety Police Officer	27	$12.40 - 13.00
Public Safety Police Officer Under 6 month Probation	26	$11.90 - 12.40
Public Safety		

Police K9 Officer	28	$13.00 - 13.85
Public Safety Administrative Assistant	26	$11.90 - 12.40
Public Safety Part Time Police Officer	25	$10.00

END OF TOWN OF CHADBOURN CLASSIFICATION AND PAY PLAN

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

APPROVED

ADJOURNMENT

Mayor Bass requested Council to make a motion to adjourn the Council meeting at 7:49 p.m.

With no further business, Mayor Bass adjourned the meeting at 7:49 p.m.

Donald Ray Bass

Donald Ray Bass, Mayor

Attest:

Patricia Garrell

Patricia Garrell, Town Clerk