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

**April 7, 2015**

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

**Members Present:** Mayor Donald Ray Bass; Mayor Pro Tem Rashad Roberts; Councilmembers: Brian Edwards, 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; Robert Mumblow, 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 on the agenda.

Councilmember Green made a motion to remove Item 9, Approval of the use of the Town of Chadbourn's Lot for the 2015 Strawberry Festival. The motion was seconded by Councilmember Edwin Roberts. Councilmember Brian Edwards made a motion to remove Item 9, but to leave it on the agenda to discuss putting a policy in place for the lot in the following years. The motion was seconded by Councilmember Worley. The motion carried with a unanimous vote of 5 – 0.

**APPROVAL OF MINUTES OF TOWN COUNCIL MEETING**

1. **None**

**COMMENTS FROM THE MAYOR AND ANNOUNCEMENTS**

**Mayor Bass announced the following announcements from Town Manager Jones as written on the Town Council Agenda:**

- 2015 Beautification and Clean-Up Week will be April 18th – April 24th. There will be a dumpster provided for citizens of Chadbourn to use to dispose of unused items. The dumpster will be located at the old Town Hall at 208 East 1st Avenue.

- 2015 North Carolina 83rd Strawberry Festival will be April 24th, 2015 ending on May 2, 2015. There will be several events and the Public is encouraged to participate. Please see the local newspaper for the listing of events for that week.

- ***If any Department Heads have any announcements or comments, please report them to Council.***

**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.**

Brittney Huggins, Chadbourn, NC

- Ms. Huggins had concerns about her zoning permit, which was turned down by the Town due to the size of the lot.

**Mayor Bass closed the Public Comments.**

## CONSENT AGENDA

1. **Approval of the Fiscal Year 2015 – 2016 Budget Preparation Schedule.**
2. **Approval of the Southeast Rural Community Assistance Project, Inc. for a rate study to evaluate the water/sewer rates, at no cost to the Town.**
3. **Approval of the Advertisement of 2014 Unpaid Property Taxes per General Statues 105-369(c) for the Town of Chadbourn.**
4. **Approval to add Robert Jones, Town Manager, as an Authorized Signature for the Town of Chadbourn.**
5. **Approval of Budget Amendment Number BA-14/15-14 for the Parks and Recreation Department to receive and disburse funds, (see below).**

**PARKS & RECREATION BA-14/15-14**

| | |
|---|---|
| Recreation/Sponsorship Fees | Acct # 10-3650-0100 increase by $438.00 |
| Advertising (Expense) | Acct # 10-6200-2600 increase by $438.00 |

After much discussion by Council, a motion was made by Councilmember Rashad Roberts to approve the Consent Agenda items 1 through 5 listed above as one. Councilmember Edwards seconded the motion. The motion carried with a unanimous vote of 5 – 0.

## ACTION AGENDA

1. **Discussion and Approval by the Town Council to Accept and Pass the Resolutions with the Intent to Meet the Conditions from USDA for a Water and Sewer Rehabilitation Project.**
   Presented by: Steve Smith with USDA

Steve Smith with USDA presented the Town of Chadbourn the Resolutions for the Intent to Meet the Conditions. The grant is a total of $4,815,000. On the Water Rehabilitation, USDA is paying 37.7% of $1,000,000 with a USDA loan not to exceed $596,000, with an applicant contribution from the Town of Chadbourn of $27,000. On the Sewer Rehabilitation, USDA is paying 69.5% of $3,815,000 with a USDA loan not to exceed $1,150,000 with an application contribution from the Town of Chadbourn of $14,000.

After much discussion by Council, Councilmember Edwards made a motion to approve the Resolutions with the Intent to Meet the Conditions from USDA for the Water and Sewer Rehabilitation Project. Councilmember Worley seconded the motion. The motion carried with a unanimous vote of 5 – 0.

**2. Discussion by the Town Council to use the Town of Chadbourn's Lot, (beside Town Hall).**

Councilmember Edwards stated that a policy should be considered for the use of any Town property moving forward. He has concerns with the liability the Town would have if an accident were to happen.

Mr. Pope stated that the Town may be held responsible for any accidents.

Council requested that the Town Manager, Mr. Jones, write a policy for the use of any Town property moving forward.

After much discussion by Council, no action was taken.

**3. Approval of the Pins for sale/giveaway for the Town of Chadbourn.**
**Presented by: Patricia Garrell, Finance Officer**

Patricia Garrell requested that the round pins be purchased by the Town of Chadbourn as giveaways or to sell.

After much discussion by Council, Councilmember Worley made a motion to approve the purchase of the round pins and sell them at two (2) dollars each. Councilmember Edwards second motion. The motion carried with a vote of 4 – 1. Councilmember Edwin Roberts was a nay.

## CLOSED SESSION

Mayor Bass requested a motion from Council to go into Closed Session.

Councilmember Rashad Roberts made a motion to go into Closed Session for Personnel Issues Pursuant General Statute 143-318.11 (6) and General Statute 143-318.11 (a) (3), to consult with an attorney in order to preserve the attorney-client privilege. The motion was seconded by Councilmember Worley. The motion carried with a unanimous vote of 5 – 0.

Patricia Garrell, Town Clerk, was excused from the Closed Session, due to Personnel Issues. Attorney Harold Pope will take the minutes.

Mayor Bass stated that Council would go into Closed Session at 7.37 p.m.

Council returned from Closed Session. Councilmember Edwards made a motion to return to open session at 9:55 p.m. Councilmember Worley seconded the motion. The motion carried with a unanimous vote of 5 – 0.

Mayor Bass requested Council to make a motion to accept property from Billy Wayne Jones at 115 W. First Avenue, Chadbourn, NC.

Councilmember Edwards made a motion to accept the property from Billy Wayne Jones at 115 W. First Avenue, Chadbourn, NC, Book 1057, Page 298. The motion was seconded by Councilmember Worley. The motion carried with a unanimous vote of 5 – 0.

Mayor Bass requested Council to make a motion to accept property from E. Robert Crutchfield, Jr. and Richard L. Crutchfield, Sr., Deed Book 456, Page 186, property number 23944 in Chadbourn N.C.

Councilmember Edwards made a motion to accept the property from E. Robert Crutchfield, Jr. and Richard L. Crutchfield, Sr., Deed Book 456, Page 186, property number 23944 in Chadbourn N.C. The motion was seconded by Councilmember Worley. The motion carried with a unanimous vote of 5 – 0.

Mayor Bass requested Council to make a motion to approve the Closed Minutes from January 6, 2015, February 3, 2015 and February 17, 2015.

Councilmember Rashad Roberts made a motion to approve the Closed Minutes from January 6, 2015, February 3, 2015 and February 17, 2015. The motion was seconded by Councilmember Worley. The motion carried with a unanimous vote of 5 – 0.

## ADJOURNMENT

Councilmember Rashad Roberts made a motion to adjourn the meeting. The motion was seconded by Councilmember Green. The motion passed by unanimous vote.

With no further business, Mayor Bass adjourned the meeting at 10:00 p.m.

Donald Ray Bass

Donald Ray Bass, Mayor

Attest:

Patricia Garrell

Patricia Garrell, Town Clerk

# CHADBOURN TOWN COUNCIL
# TOWN OF CHADBOURN
# BUDGET WORK SESSION
# April 27, 2015

The scheduled budget work session for the Chadbourn Town Council was held Monday, April 27, 2015 at 6:00 p.m., in the Council Meeting Room.

**Members Present:** Mayor Donald Ray Bass; Mayor Pro Tem Rashad Roberts; Councilmembers: Brian Edwards, 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.

## CALL TO ORDER AND ROLL CALL

Mayor Bass called the budget meeting to order at 6:00 p.m. Patricia Garrell, Town Clerk took roll call.

## BUDGET WORKSHOP

Mayor Bass requested Mr. Jones to recap the proposed budget.

Mr. Jones stated that the proposed budget had a few changes from the previous budget. Mr. Jones stated that he moved some line items from other departments to get a true expense of each department. He, also, stated that he is proposing to remove the vacation buy back and give the employees a two (2) percent raise and to include 401K with a three (3) percent contribution from the Town. Mr. Jones reviewed the following departments.

- General Funds Revenues
- Governing Body
- Administration
- Civic Center
- Building & Grounds
- Police Department
- Zoning Department

No action was taken by Council.

## ADJOURNMENT

With no further business, Mayor Bass adjourned the Budget Workshop Session at 7:05 p.m.

Donald Ray Bass

Donald Ray Bass, Mayor

Attest:

Patricia Garrell

Patricia Garrell, Town Clerk

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

**May 5, 2015**

The Regular Council Meeting of the Chadbourn Town Council was held Tuesday, May 5, 2015 at 7:00 p.m., in the Council Meeting Room.

**Members Present:** Mayor Donald Ray Bass; Mayor Pro Tem Rashad Roberts; Councilmembers: Brian Edwards, 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; 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 Rashad 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 on the agenda.

Councilmember Edwin Roberts made a motion to approve the agenda as written. The motion was seconded by Councilmember Worley. The motion carried with a unanimous vote of 5 – 0.

**APPROVAL OF MINUTES OF TOWN COUNCIL MEETINGS**

1. April 07, 2015 Regular Council Meeting
2. April 27, 2015 Budget Meeting

Mayor Bass asked Council to make a motion on the minutes.

Councilmember Worley made a motion to approve the minutes listed above. The motion was seconded by Councilmember Edwards. The motion carried with a unanimous vote of 5 – 0.

## COMMENTS FROM THE MAYOR AND ANNOUNCEMENTS

**Mayor Bass announced the following announcements from Town Manager Jones as written on the Town Council Agenda:**

**Mayor Bass stated that Council would like to thank the following for the Strawberry Festival.**

- Strawberry Committee for the success of the 83rd Strawberry Festival.
- A special thanks to the Public Works Director Steven Price and his staff for all the hard work on the clean-up of the town.
- The Chadbourn Police Department and the support from the neighboring Police departments to protect our Town during the festival.
- ***If any Department Heads have any announcements or comments, please report them to Council.***

Interim Police Chief Rockwell stated that he wanted to thank the Police Department for their efforts.

**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.**

Raymond Jett, Chadbourn, NC
- Mr. Jett voiced his concerns with the removal of the K9.

Donald Flowers, Chadbourn, NC
- Mr. Flowers had concerns about Ms. Geraldine Collins' zoning permit on Joyner Street, which was turned down by the Town due to the size of the lot.

**Mayor Bass closed the Public Comments.**

## CONSENT AGENDA

1. **Approval of the Correction to the Chadbourn Meat Market Business Equipment Tax Billing for the Year 2014.**

After much discussion by Council, a motion was made by Councilmember Edwards to approve the Consent Agenda item listed above. Councilmember Worley seconded the motion. The motion carried with a unanimous vote of 5 – 0.

## ACTION AGENDA

1. **Approval of the Surplus and Releasing Retiring Chief Mumblow's Badge Worn and his Service Sidearm.**
   Presented by: Robert Jones, Town Manager

After much discussion by Council, a motion was made by Councilmember Edwards stating that in accordance with North Carolina General Statue 20-187.2 to approve the surplus of the badge worn and Retiring Chief Mumblow's service sidearm at the cost of one dollar ($1). Councilmember Worley seconded the motion. The motion carried with a unanimous vote of 5 – 0.

1. **Discussion and Approval by the Town Council to Accept the LKC Engineering Services Agreement for the USDA Grant.**
   Presented by: Adam Kiker with LKC Engineering, PLLC

Adam Kiker stated that he is requesting approval of the LKC Engineering Services Agreement with the Town of Chadbourn. Mr. Kiker stated that in order to start the process with the USDA grant, the agreement has to be approved.

Mr. Pope stated that he had reviewed the contract and it has his approval.

After much discussion by Council, Councilmember Worley made a motion to approve the contract with LKC Engineering for the Sewer and Water Rehabilitation Project. Councilmember Edwards seconded the motion. The motion carried with a unanimous vote of 5 – 0.

2. **Discussion by the Town Council and Approval of the Interim Police Chief's Salary.**
   Presented by: Robert Jones, Town Manager

Mr. Jones stated that he is requesting to move Interim Police Chief Scott Rockwell's salary to $35,000.

After much discussion by Council, Councilmember Worley made a motion to approve Interim Police Chief Scott Rockwell's salary to $35,000. Councilmember Edwin Roberts seconded the motion. The motion carried with a unanimous vote of 5 – 0.

3. **Discussion by the Town Council and Approval to Sell the K9 and Equipment.**
   Presented by: Interim Chief Scott Rockwell

Interim Chief Rockwell stated that in his experience with the K9, it had not preformed to expectations in the past. He, also, stated that he is recommending that the K9 be sold.

After much discussion by Council, Councilmember Rashad Roberts made a motion to table the sell of the K9 until August when more information is received or the K9 performance improves. Councilmember Worley seconded the motion. The motion carried with a unanimous vote of 5 – 0.

## CLOSED SESSION

Mayor Bass requested a motion from Council to go into Closed Session.

Councilmember Edwards made a motion to go into Closed Session for Personnel Issues Pursuant General Statute 143-318.11 (6) and General Statute 143-318.11 (a) (3), to consult with an attorney in order to preserve the attorney-client privilege. The motion was seconded by Councilmember Green. The motion carried with a unanimous vote of 5 – 0.

Patricia Garrell, Town Clerk, was excused from the Closed Session, due to Personnel Issues. Attorney Harold Pope will take the minutes.

Mayor Bass stated that Council would go into Closed Session at 8.20 p.m.

Councilmember Worley requested to be recused from the Closed Meeting due to family conflict of interest. Attorney Pope stated that it was a valid request and Councilmember Worley was excused from the Closed Meeting.

Council returned from Closed Session. Councilmember Edwards made a motion to return to open session at 9:55 p.m.

Mayor Bass requested Council to make a motion to approve the Closed Minutes from April 7, 2015 and April 27, 2015.

Councilmember Rashad Roberts made a motion to approve the Closed Minutes from April 7, 2015 and April 27, 2015. The motion was seconded by Councilmember Edwards. The motion carried with a vote of 4 – 0. Councilmember Worley was not present.

Mayor Bass requested Council to make a motion to uphold the Town Manager's decision on the dismissal of Michael Foss.

Councilmember Edwin Roberts made a motion to uphold the Town Manager's decision on the dismissal of Michael Foss. The motion was seconded by Councilmember Rashad Roberts. The motion carried with a vote of 4 – 0. Councilmember Worley was recused from the decision.

Mayor Bass requested Council to make a motion to uphold the Town Manager's decision on the dismissal of John King.

Councilmember Edwin Roberts made a motion to uphold the Town Manager's decision on the dismissal of John King. The motion was seconded by Councilmember Edwards. The motion was a tie vote of 2 – 2. Mayor Bass broke the tie vote with a yes vote to uphold the Town Manager's decision on the dismissal of John King. Councilmember Worley was recused from the decision.

## ADJOURNMENT

Councilmember Rashad Roberts made a motion to adjourn the meeting. The motion was seconded by Councilmember Edwards. The motion passed by unanimous vote.

With no further business, Mayor Bass adjourned the meeting at 10:40 p.m.

Donald Ray Bass, Mayor

Attest:

Patricia Garrell, Town Clerk