



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

**June 7, 2016**

The Regular Council Meeting of the Chadbourn Town Council was held Tuesday, June 7, 2016 at 7:00 p.m., in the Council Meeting Room.

**Members Present:** Mayor Phillip Britt; Councilmembers: Rashad Roberts, David Worley, Donald Ray Bass, James Green and Colene Kelly.

**Members Absent:** None

**Others Present:** Patricia Garrell, Interim Town Manager; Linda Gaddy, Deputy 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 Britt called the meeting to order at 7:03 p.m. Linda Gaddy Deputy Town Clerk took roll call.

Mayor Britt requested that Council and the Public have a moment of silence due to the passing of Mrs. Virginia Cox.

**INVOCATION**

Pastor Danny Russell led the assembly in prayer.

**PLEDGE OF ALLEGIANCE**

Mayor Britt led the assembly in the Pledge of Allegiance.

**APPROVAL OF AGENDA**

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

*A motion was made by Councilmember Bass requesting that the Senior Center Facility Use Agreement be added to the Agenda as Item # 18 and to approve the agenda.*

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

**APPROVED**

## APPROVAL OF MINUTES OF TOWN COUNCIL MEETINGS

1. Regular Meeting Minutes – May 3, 2016
2. Closed Session Meeting Minutes – May 3, 2016
3. Budget Work Session – May 10, 2016
4. Budget Work Session – May 19, 2016

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

*A motion was made by Councilmember Bass to approve the minutes as one.*

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

**APPROVED**

## ANNOUNCEMENTS

5. Mayor Britt and Mrs. Lisa Blake made the following announcements.
  - Mayor Britt stated that at the present time, he was not sure if there would be a Council meeting in July 2016, but there is a possibility that Council may need to have a meeting.
  - Town Hall will be closed on July 4, 2016 in observance of Independence Day.
  - Mrs. Lisa Blake stated that the Revitalization Bike Ride would be held on Saturday, June 11, 2016 at the Chadbourn Depot. Ms. Blake stated that there would be free hot dogs, snacks, and drinks for everyone and bouncy houses for the kids

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

**Mark Johnson, Chadbourn, NC**

- Mr. Johnson stated that his vehicle windshield had gotten broken at the Town's ballfield where it was parked when he attended a ball game. Mr. Johnson stated that the insurance company had denied his claim to have his vehicle windshield repaired. Mayor Britt requested Attorney Pope to check into the case.

**Lisa Blake, Chadbourn, NC**

- Mrs. Blake stated that as a means of a peaceful demonstration on the part of some of the citizens of the Town of Chadbourn, she is presenting a petition to the Chadbourn Town Council addressing some concerns about the operations and expenditures in the Town of Chadbourn Parks and Recreation Department. The petition as presented is hereby attached and made a part of these minutes.

Mayor Britt closed the Public Comments.

**PUBLIC HEARINGS**

**6. Public Hearing for the Proposed Fiscal Year 2016 – 2017 Budget.**

*Mayor Britt opened the floor for public comments on the Proposed Fiscal Year 2016 – 2017 Budget at 7:23 p.m.*

Edwin Roberts, Chadbourn, NC

- Mr. Roberts stated that when he came to Town Hall and requested to see a copy of the budget, he was not given a complete copy to review.

*Mayor Britt closed the floor for public comments on the Proposed Fiscal Year 2016 – 2017 Budget at 7:35 p.m.*

**CONSENT AGENDA**

**7. Approval of Budget Amendment 15/16-12 for the Chadbourn Police Department to accept a donation from Ms. Ramona G. Sweerus. Staff is requesting Town Council's approval or disapproval of Budget Amendment 15/16-12.**

*Police Department BA 15/16-12  
Dept. Supplies/Equipment  
Police Misc. Revenue  
End of BA 15/16-2*

*10-5100-3300 Increase \$1,000.00  
10-3510-0001 Increase \$1,000.00*

*A motion was made by Councilmember Bass to approve Budget Amendment 15/16-12 for the Chadbourn Police Department to accept a donation from Ms. Ramona G. Sweerus.*

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

**APPROVED**

**ACTION AGENDA**

**8. LaShoney Frink has requested to be placed on the agenda to seek Approval from Town Council for the Town to donate twenty-five (25) book bags in support of the H.E.A.R.T.S Foundation Back to School Drive.  
Presented by: LaShoney Frink**

Ms. Frink stated that the goal of her organization was to have 500 book bags for their back-to- school drive and she is requesting that the Town help with the purchase of twenty-five (25) book bags.

*A motion was made by Councilmember Kelly to approve a monetary donation of \$300 for the purchase of book bags in support of the H.E.A.R.T.S Foundation Back to School Drive.*

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

**APPROVED**

*A motion was made by Councilmember Roberts to do a Budget Amendment, if needed, to be taken from the Governing Body Department.*

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

**APPROVED**

Mayor Britt stated that he would personally make a donation to purchase an additional twenty-four book bags for the H.E.A.R.T.S Foundation Back to School Drive.

9. Nicole Jenkins has requested to be placed on the agenda to seek Approval from Town Council for the Town to make a monetary donation and give her permission to solicit donations at the Signal Light.  
Presented by: LaShoney Frink (Ms. Nicole Jenkins could not be present at the meeting.)

Ms. Frink stated that this "Stop the Violence Event" had been planned in an effort to help bring awareness to our youth and young adults of the consequences of their actions when they engage in violence and other criminal activities and to help make our community safer.

*A motion was made by Councilmember Green to approve the solicitation of donations at the signal light after getting approval from DOT and for Council to make a monetary donation of \$250 for the Stop the Violence Event.*

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

**APPROVED**

10. Approval and Discussion of a Resolution for LKC. Staff is requesting Council's approval for Resolution No. 2016-2 for the Plans & Specifications for the 2015 Water and Sewer Rehabilitation project.

*A motion was made by Councilmember Bass to approve Resolution No. 2016-2 for the Plans & Specifications for the 2015 Water and Sewer Rehabilitation project for LKC.*

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

**APPROVED**

11. Discussion of Code Enforcement with N-FOCUS Planning & Design, Inc. for the Town.  
Staff is requesting Council's approval or disapproval of a contract with N-Focus.  
Presented by: Mr. John Ganus

Mr. Ganus presented a presentation and answered questions asked by the Board and explained the code enforcement process performed by N-FOCUS Planning & Design, Inc.

*A motion was made by Councilmember Worley to table the matter of Code Enforcement with N-Focus Planning & Design, Inc. until a contract was presented to Town Council for their review and approval.*

Motion by: Worley

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

**TABLED**

12. Discussion, Approval and Adoption of the Proposed Fiscal Year 2016 – 2017 Budget Ordinance. Staff is requesting that the Town Council approve the proposed Fiscal Year 2016 – 2017 Budget Ordinance.

**BUDGET ORDINANCE  
 TOWN OF CHADBOURN**

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 TOWN OF CHADBOURN**

BE IT ORDAINED by the Town Council of the Town of Chadbourm, North Carolina meeting in regular session this 7<sup>th</sup> day of June 2016, that the following fund revenues and departmental expenditures, together with certain restrictions and authorizations, are adopted.

**SECTION 1. GENERAL FUND**

A. Revenue Anticipated. It is estimated that the following revenues will be available during the Fiscal Year beginning July 1, 2016, and ending June 30, 2017, to meet the authorized appropriations, according to the following schedule.

<u>Source</u>	
Current Year Taxes 2016	\$ 392,372.00
2015 Property Tax	\$ 25,000.00
2014 Property Tax	\$ 7,330.00
2013 Property Tax	\$ 3,000.00
2012 Property Tax	\$ 3,000.00
2011 Property Tax	\$ 2,000.00
2010 - 2006 Property Tax	\$ 1,000.00
Taxes, Ad. Val. (Current Vehicle)	\$ 57,500.00
Tax Penalties	\$ 3,500.00
Admin Services W/S (from w/s)	\$ 20,000.00
Admin Fees (copies/fax charges)	\$ 100.00
Columbus County WIC	\$ 2,400.00
Columbus County Dept of Aging	\$ 2,400.00
Interest on Investments	\$ 60.00
Miscellaneous Revenues	\$ 500.00
Return Check Fee	\$ 500.00
Labor/Equipment Charge	\$ 100.00
Surplus Property Sale	\$ 1,200.00
Franchise Tax (Utilities)	\$ 102,500.00
Solid Waste Disposal Tax	\$ 1,000.00
Beer & Wine Tax	\$ 8,000.00
Local Option Sales - 1%	\$ 116,000.00
Local Option Sales-1/2% add	\$ 72,000.00
Local Option Sales - 1/2% 2nd add	\$ 58,000.00

Local Option - Hold Harmless	\$ 75,000.00
ABC Revenues - General	\$ 3,000.00
ABC Revenues - Police	\$ 400.00
Local Citation Fees	\$ 2,000.00
Police Misc. Revenue	\$ 500.00
Police Insurance Reports Fee (copy)	\$ 100.00
Zoning Fees	\$ 1,500.00
Garbage & Refuse Coll. Fees	\$ 253,000.00
Recreation - Sponsorship Fees	\$ 400.00
Recreation - Concession Money	\$ 600.00
Recreation Registration Fees	\$ 2,500.00
Sales Tax Refund	\$ 5,000.00
Powell Bill Street Allocation	\$ 64,695.00
<b>TOTALS For General Fund</b>	<b>\$ 1,288,157.00</b>

B. Expenditure by Department. The following amounts are hereby appropriated for the operation of the Town Government and its activities for the Fiscal Year Beginning July 1, 2016, ending June 30, 2017, according to the following schedule:

<u>Department:</u>	
Governing Body	\$ 38,432.00
Administration	\$ 272,260.00
Civic Center	\$ 9,600.00
Buildings & Grounds	\$ 20,100.00
Police Department	\$ 536,440.00
Zoning & Building Inspections	\$ 9,955.00
Fire Department	\$ 39,500.00
Street Department	\$ 75,280.00
Sanitation Department	\$ 182,000.00
Recreation Department	\$ 39,895.00
Powell Bill	\$ 64,695.00
<b>TOTALS For General Fund</b>	<b>\$ 1,288,157.00</b>

## SECTION II. STORM WATER FUND

A. Revenue Anticipated. It is estimated that the following revenues will be available during the Fiscal Year beginning July 1, 2016, and ending June 30, 2017, to the authorized appropriations according to the following schedule.

<u>Source:</u>	
Storm Water Fee	\$ 30,000.00
<b>TOTAL</b>	<b>\$ 30,000.00</b>

B. Expenditure. The following amount is hereby appropriated for the operation of the Storm Water Activities for the Fiscal Year beginning July 1, 2016, and ending June 30, 2017, according to the following schedule:

<u>Department:</u>	
Storm Water Maintenance	\$ 30,000.00

**TOTAL For Storm Water** \$ 30,000.00

**SECTION IV. WATER/SEWER**

A. Revenue Anticipated. It is estimated that the following revenues will be available during the Fiscal Year Beginning July 1, 2016 and ending June 30, 2017 to meet the authorized appropriations, according to the following schedule:

Source: Water

Interest on Investments	\$ 12.00
Water Charge for Utilities	\$ 340,094.00
Water Base Charge	\$ 124,120.00
Capital Reserve Fund	\$ 22,500.00
Reconnection Fees	\$ 2,000.00
Surplus Property Sale	\$ 1,240.00
Labor/Equipment Charge	\$ 100.00
<b>TOTALS for Water</b>	<b>\$ 490,066.00</b>

Source: Sewer

Interest on Investments	\$ 12.00
Sewer Charge for Utilities	\$ 339,315.00
Sewer Base Charge	\$ 156,000.00
Sewer Tap Fees	\$ 500.00
Capital Reserve Funds - Sewer	\$ 22,500.00
Surplus Property Sale	\$ 1,000.00
Grinder Pump Fee	\$ 240.00
<b>TOTALS for Sewer</b>	<b>\$ 519,567.00</b>

B. Expenditures by Department. The following amounts are hereby appropriated for the operation of the activities in the Water & Sewer Fund for the Fiscal Year beginning July 1, 2016, and ending June 30, 2017, according to the following schedule.

Department:

Water	\$ 490,066.00
WWTP	\$ 191,250.00
Sewer	\$ 328,317.00
<b>TOTALS for Water and Sewer</b>	<b>\$ 1,009,633.00</b>

**SECTION V. TAXES LEVIED**

There is hereby levied the following rate of tax on each one hundred dollars (\$100) valuation of taxable property, as listed for taxes of January 1, 2016 for the purpose of raising the revenue from Current Year's Ad Val. Tax as set forth in the foregoing estimated revenue, and in order to finance the foregoing appropriations:

General Fund   \$.62  
TOTAL           \$.62

Such rate of tax is based on an estimated total valuation property for purposes of taxation of \$66,774,100 and an estimated rate of collections of ninety-five percent (94.8%).

**SECTION VI. SPECIAL AUTHORIZATION-FINANCE DIRECTOR**

- A. The Finance Director shall be authorized to re-allocate departmental appropriations among the various objects of expenditures as she believes necessary.
- B. The Finance Director shall be authorized to effect inter-departmental transfers, in the same fund, not to exceed 10 percent of the appropriated monies for the department whose allocations is reduced. Notation of all such transfers shall be made to the Town Council on the next succeeding financial report.
- C. She may make inter-fund loans, for period of not more than (60) days.
- D. Inter-fund transfer of monies, except as noted in Section VI. Paragraphs C and D, shall be accomplished by the Town Council's authorization in the disbursement of funds.

Adopted this the 7th day of June, 2016.

**END OF BUDGET ORDINANCE TO BE APPROVED**

*A motion was made by Councilmember Roberts to approve the Proposed Fiscal Year 2016 – 2017 Budget Ordinance.*

Motion by:                   Roberts  
Motion Seconded by:       Kelly  
Votes:                    Ayes – 3 – Roberts, Kelly, Green  
                              Nays – 2 – Bass, Worley  
                              Abstained - 0

**APPROVED**

13. **Approval and Discussion of the Proposed Fiscal Year 2016 – 2017 Budget Rates and Fee Schedule.** Staff is requesting that Town Council approve the proposed Budget Rates and Fee Schedule.

Councilmember Green requested that Council make some changes or adjustments to some of the rates and fees contained in the proposed Budget Rates and Fee Schedule. At the conclusion of Councilmember Green's request, the following motion was made:

*A motion was made by Councilmember Roberts to approve the Proposed Fiscal Year 2016 – 2017 Budget Rates and Fee Schedule, and to revisit the Rates and Fee Schedule during a workshop.*

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

**APPROVED**

14. **Approval and Discussion of the Proposed Fiscal Year 2016 – 2017 Classification and Pay Plan.**

Chief Trivette requested that Detective Rene Trevino be considered for a raise in pay because he was performing two (2) separate jobs in the Police Department.

*A motion was made by Councilmember Roberts to approve the proposed Fiscal Year 2016 – 2017 Classification and Pay Plan, and Chief Trivette to update Council on Detective Trevino pay vs the highest paid Police Officer at the next Council meeting.*

Motion by:                   Roberts

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

**APPROVED**

15. *Approval of a Resolution of Support for Governor's Action to Protect North Carolina Schools. Staff is requesting Town Council's approval or disapproval of support.*

*A motion was made by Councilmember Worley and seconded by Councilmember Bass to table the discussion and approval/disapproval of the Resolution until Council could gather further information on the matter.*

Motion by: Worley  
Motion Seconded by: Bass  
Votes: Ayes - 2  
Nays - 3- Roberts, Green, Kelly  
Abstained - 0

**FAILED**

*No further action was taken on the Resolution for Support for Governor's Action to Protect North Carolina Schools.*

16. *Approval and Discussion of Budget Amendment 15/16-13 for the Governing Body. Staff is requesting Town Council's approval or disapproval of Budget Amendment 15/16-13. Presented by: Patricia Garrell*

<i>General Fund/Governing Body</i>		
<i>Professional Services</i>	<i>10-4100-0400</i>	<i>increase \$4,200.00</i>
<i>Advertising and Printing</i>	<i>10-4100-2600</i>	<i>increase \$1,496.00</i>
<i>Fund Balance</i>	<i>10-3990-0000</i>	<i>increase \$2,183.00</i>
<i>Unemployment</i>	<i>10-4100-0800</i>	<i>decrease (\$ 92.00)</i>
<i>Travel - Officials</i>	<i>10-4100-1400</i>	<i>decrease (\$1,518.00)</i>
<i>Receptions</i>	<i>10-4100-1600</i>	<i>decrease (\$1,463.00)</i>
<i>Dues &amp; Subscription</i>	<i>10-4100-5300</i>	<i>decrease (\$ 440.00)</i>
<i>End of Budget Amendment 15/16-13</i>		

*A motion was made by Councilmember Roberts to approve Budget Amendment 15/16-13 for the Governing Body.*

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

**APPROVED**

17. *Discussion of Body Cameras for the Police Department. Staff is requesting Town Council to discuss body cameras for the Police Department. Presented by: Darrell Trevitte, Jr.*

*After discussion, Chief Trevitte recommended the purchase of the Axon Body Cameras from Axon/Evidence.com, Option No. 4 with supporting software at a cost of \$24,316 to be paid over a period of five (5) years. When paid in full, the cameras will be the property of the Chadbourn Police Department. The funds from the sale of the surplus of vehicles and the K-9 will be moved from the Fund Balance as a Budget Amendment when the final policy for the Body Cameras is put in place*

and the Cameras are ordered in 2016/2017 for the first payment. Chief Trevitte, also, stated that the drug money seized will be going towards the cameras, which has not been received as of today.

*A motion was made by Councilmember Roberts to approve the purchase of the Axon Body Cameras from Axon/Evidence.com, Option No. 4 and that a written policy governing the use of Body Cameras is established and adopted by the Town. A copy of Axon /Evidence.co, Option No. 4 is attached and hereby made a part of these minutes.*

Motion by: Roberts  
Motion Seconded by: Kelly  
Votes: Ayes – 5  
Nays – 0  
Abstained – 0

**APPROVED**

18. Discussion of the Senior Center Facility Use Agreement. Staff requests Council to discuss the information that Staff has gathered, and make a decision on the changes, if any, to the Senior Center Facility Use Agreement.

Presented by: Patricia Garrell

*After discussion, a motion was made by Councilmember Bass to table the Senior Center Facility Use Agreement and have Ms. Garrell to negotiate the utility bill with Ms. Harrelson.*

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

**APPROVED**

**XI. Closed Meeting**

19. Closed session to protect the attorney-client privilege and to consider and give instructions concerning a potential or actual claim under General Statute 143-318.11 (a) (3).

*Mayor Britt requested Council to make a motion to go into Closed Session at 9:13 p.m.*

*Councilmember Worley made a motion to go into Closed Session for General Statutes 143- 318.11(a) (3).*

*Council moved to Closed Session at 9:15 p.m.*

*Mayor Britt asked Council to make a motion to go back into Open Session at 10:40 p.m.*

*Councilmember Roberts made a motion to go into open Session.*

**ADJOURNMENT**

Mayor Britt stated that Council was back in open session and asked if any Councilmember had a motion and no decisions were made in Closed Session.

20. Approval of the Town of Chadbourn Proposed Fiscal Year 2016 – 2017 Budget Tax Rate.

*A motion was made by Councilmember Roberts to approve setting the Town of Chadbourn Tax Rate at \$.62 per hundred dollars (\$100) valuation of taxable property.*

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

**APPROVED**

With no further business, Mayor Britt adjourned the meeting at 9:40 p.m.



Linda Gaddy  
Linda Gaddy, Deputy Town Clerk

Phillip C Britt  
Phillip C Britt, Mayor

