



**Minutes**  
**Town of Chadbourn, North Carolina**  
Continuation of January 5, 2016, due to lack of a Quorum  
Chadbourn Council Regular Meeting

January 12, 2016

The Regular Council Meeting of the Chadbourn Town Council was held Tuesday, January 12, 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:** 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 Britt called the meeting to order at 7:00 p.m. Patricia Garrell Town Clerk took roll call.

**INVOCATION**

Councilmember Donald Ray Bass 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 Green to approve the agenda with the removal of item 6, "Request for a Public Hearing Date on a Re-Zoning of Property Located at 217 S. Brown Street and a Vacant Lot Located on S. Brown Street, and also 215 S. Brown Street, the Kelly Youth Focus Center, Case Number RZ-03-15" and, also, requested to add 103 S. Brown Street to the re-zoning, request by a Councilmember, and move the Public Hearing to the March 1, 2016 agenda.*

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

**APPROVED**

## APPROVAL OF MINUTES OF TOWN COUNCIL MEETINGS

### 1. Regular Meeting Minutes – December 1, 2015

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.*

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

**APPROVED**

## ANNOUNCEMENT

### 2. Mayor Britt read the announcements.

- *Town Hall will be closed on January 18th for Dr. Martin Luther King, Jr. Day.*
- *There is a walk for Dr. Martin Luther King, Jr. Day at First Baptist Church, located at 505 S. Wilkes Street at 9 a.m., and a service after the walk. The Public is invited.*

Mayor Britt asked if Staff has any announcements.

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.

#### Mr. Robert Cox, Chadbourn, NC

- Mr. Cox stated that his utility bill was extremely high for the month of December 2015, and is requesting an adjustment. He stated that the Town had run a data log and he is aware of high usage for the period of five (5) days, but has no explanation for the usages.

*Mayor Britt requested Mr. Cox to see the Town Manager on Thursday, to help resolve the issue, with a possible sewer credit.*

#### Ms. Dianthe Williamson, Chadbourn, NC

- Ms. Williamson is requesting extra time on the Code Enforcement for cars parked in the yard without license tags or insurance. She stated that the estate had not been resolved from the death of her husband over a year ago.

*Mayor Britt, with the approval of Council, requested continuance of Code Enforcement for cars parked in her yard for six (6) months, which would be July 2016.*

Mayor Britt closed the Public Comments.

## ACTION AGENDA

3. **Discussion and Approval of 2014/2015 Town of Chadbourn Audit.** Staff requested that Town Council approve the 2014/2015 Audit.  
Presented by: Wade Green, Green and Associates

Mr. Green presented the 2014/2015 audit to Town Council.

Mr. Allen Turner, with The News Reporter, requested Council to give permission to Patricia Garrell, Town Clerk, to release a copy to him.

Patricia Garrell stated that she would, if she had permission from the Town Manager.

Councilmember Worley stated that he requested the Town Manager to allow Patricia Garrell to do her job without going through the Town Manager for every request.

*A motion was made by Councilmember Roberts to approve the 2014/2015 Audit.*

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

**APPROVED**

4. **Discussion and Approval on the Chadbourn Revitalization Committee to Address Town Council for Approval for Water/Sewer and Trash Service.** Densil Worthington requested to address Council concerning the services from the Town.  
Presented by: Densil Worthington, President of the Chadbourn Revitalization Committee

Mr. Densil Worthington requested Council to waive the utility bill for the Chadbourn Revitalization Committee.

Councilmember Green requested that Councilmember Worley be excused from voting because he was a member of the Committee. Councilmember Worley requested to be excused, and was approved by Council to be excused.

*A motion was made by Councilmember Roberts to donate seven-hundred and fifty dollars from January to June for the Chadbourn Revitalization Committee, but they would not be excused from the utility billing.*

*It was, also, stated that each year at the budget year, the Chadbourn Revitalization Committee would have to make a request for the funds.*

Motion by: Roberts  
Motion Seconded by: Bass  
Votes: Ayes - 2  
Nays - 2 (Green and Kelly)  
Abstained - 1

**APPROVED, by an Aye Vote by Mayor Britt to break the tie.**

5. **Discussion and Approval on a Collection Agent Contract from Financial Data System, LLC.** Staff requested Council to discuss and approve a contract with Financial Data System.  
Presented by: Robert Jones, Town Manager

Mr. Jones requested Council to approve a Contract with Financial Data System, LLC. The Collection agency would collect uncollectible accounts receivable for a fee of twenty (20%), within one-hundred-eighty days (180)/six (6) months of the past due date. Per the Town of Chadbourn Fee Schedule, the Town would add a thirty-five percent (35%) fee, before it is turned over to the collection agency.

*A motion was made by Councilmember Roberts to approve the Collection Agent Contract from Financial Data System.*

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

**APPROVED**

6. **NOTE: REMOVED TO THE MARCH 1, 2016 AGENDA.** Request for a Public Hearing Date on a Re-Zoning.

*NO VOTE.*

7. **Approval of a Resolution to Allow the Town Manager to Dispose of Personal Property.** Staff requested that the Town Council approve the resolution to allow the Town Manager to dispose of personal property (listed below).  
Presented by: Robert Jones, Town Manager

**RESOLUTION NO. 2016-01**

**RESOLUTION TO ALLOW CITY MANAGER  
TO DISPOSE OF PERSONAL PROPERTY**

WHEREAS, G.S. 160A-266(c) states that a city council may adopt regulations prescribing procedures for disposing of personal property valued at less than thirty thousand dollars (\$30,000) for any one item or group of items in substitution for the requirements of this Article; and

WHEREAS, the regulations shall be designed to secure for the city fair market value for all property disposed of and to accomplish the disposal efficiently and economically; and

WHEREAS, the regulations may, but need not, require published notice and may provide for either public or private exchanges and sales; and

WHEREAS, the council may authorize one or more city officials to declare surplus any personal property valued at less than thirty thousand dollars (\$30,000) for any one item or group of items, to set its fair market value and to convey title to the property for the city in accordance with the regulations; and

WHEREAS, in the event NCGS 160A-266(c) is hereafter amended, the amended provisions shall supersede the provisions adopted herein and shall be effective as amended; and

WHEREAS, a city official authorized under this section to dispose of property shall keep a record of all property sold under this section and that record shall generally describe the property sold or exchanged, to whom it was sold, or with whom exchanged and the amount of money or other consideration received for each sale or exchange.

NOW THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF CHADBOURN, NORTH CAROLINA THAT:

Section 1. The City Manager is authorized to declare personal property valued at less than thirty thousand dollars (\$30,000) as surplus and dispose of said property in accordance with G.S. 160A-266(c).

**END OF RESOLUTION**

*A motion was made by Councilmember Roberts to approve the Resolution (Resolution No. 2016-01) to Allow the Town Manager to Dispose of Personal Property and put a minimum value of five-hundred (\$500) to the vehicles listed below and minimum value of two-hundred and fifty (\$250) to the fire arms listed below, and one Point Blank expired Bullet proof Vest at no value, to be donated to Robert Mumblow with a waiver of liability signed and notarized:*

Old town vehicles

- One 2003 Ford Crown Vic, VIN # 2FAFP71W43X131591
- One 1984 Chevrolet Truck, VIN # 1GCHD34J2EF349905

- One 2002 Mercury, VIN # 1MEFM0U22A601341
- One 2003 Ford Crown Vic, VIN # 2FAFP71W83X137748
- One 1996 Ford Ranger, VIN # 1FTCR10A9TU034073

Fire Arms

- Beretta Model 96 40 Cal., SN: BER0611970
- Beretta Model 96 40 Cal., SN: BER0611971
- Beretta Model 96 40 Cal., SN: BER0611933
- Beretta Model 96 40 Cal., SN: BER153589
- Beretta Model 96 40 Cal., SN: BER0611969
- Beretta Model 92 Cal. 9 mm, SN: BER117008Z
- S&W Model # M5906 Cal. 9mm, SN: TCZ8455
- S&W Model # M5906 Cal. 9mm, SN: TDC0121
- S&W Model # M5906 Cal. 9mm, SN: TDC0514

END OF LIST

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

**APPROVED**

8. Discussion and Approval of Road Naming Guidelines. Staff is requesting that the Town Council approve the Road Naming Guidelines.  
 Presented by: Robert Jones, Town Manager

Mr. Jones stated that it has come to his attention that guidelines are needed for road naming changes after a request from a citizen from Chadbourn. Mr. Jones is requesting Council to approve the guidelines listed below.

**ROAD NAMING GUIDELINES**

As a part of Columbus County's Comprehensive Emergency E9-1-1 Telecommunications System, all state maintained roads within the town corporate limits, Town and private roads will be identified and addressed.

In order to have a systematic process to facilitate the naming of roads the following guidelines are to be followed:

1. A town or private road shall be defined as any road, lane, drive, etc. which serves more than two (2) structures (other than farm storage buildings) not facing state maintained roads or highway.
2. That the property owner(s) submits three (3) proposed names for the road, in the form of a petition, to the Town Council. The petition will indicate location of the road, contact person, telephone number, etc.
3. That the petition must indicate the number of property owners on the road in question and that a majority of the property owners must be in agreement with the proposal.
4. That these petitions be examined by the Columbus County Emergency Service Address Administrator and compared with the existing road names to ensure that no road names are duplicated.
5. Every effort will be made to name the road by one (1) of the three (3) proposed names, but in the event that all of the proposals are already being used, the contact person will be notified and other proposed names requested.

6. Once the road name is approved, by the Address Administrator, the Town Council will schedule a Public Hearing to hear public comment.
7. The Town Council will make a final determination to approve or disapprove.
8. If approved, the Town will notify the contact person of the total cost of the sign, of which property owner will be required to pay the total cost.
9. The Town will order and have the sign(s) installed.
10. The signs for a private road will have six (6) inch blades, blue background with white reflective letters installed on a standard square aluminum poles.
11. The monies collected from the property owner(s) will be used to pay for these signs and will be transferred to the appropriate line item.
12. Signs will not be ordered until all monies are collected.

**END OF ROAD NAMING GUIDELINES:**

*Councilmember Roberts made a motion to approve the Road Naming Guidelines.*

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

**APPROVED**

**CLOSED SESSION**

9. Closed session is to Prevent the Disclosure of Privileged Information, General Statues 143-318.11(a)(1) and Consult with the Attorney to Protect the Attorney-Client Privilege, General Statues 143-318.11(a)(3)

*Mayor Britt requested Council to make a motion to go into Closed Session.*

*Councilmember Roberts made a motion to go into Closed Session to Prevent the Disclosure of Privileged Information, General Statues 143- 318.11(a)(1) and Consult with the Attorney to Protect the Attorney-Client Privilege, General Statues 143-318.11(a)(3)*

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

**APPROVED**

*Council moved to Closed Session at 8:45 p.m.*

*Mayor Britt asked Council to make a motion to go back into Open Session.*

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

*Councilmember Bass made a motion to accept the Police Overtime Grant (see below).*

**General Fund Expense/Revenue  
 BA-15/16-05**

Police Department Contract Labor (approved grant)  
Police Depart. Grant Revenue (approved grant)

Acct # 10-5100-0300 increase by \$ 12,362  
Acct # 10-3930-0100 increase by \$ 12,362

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

**APPROVED**

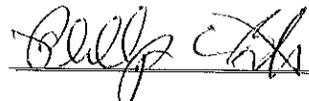
*Councilmember Kelly made a motion for Councilmember Roberts and Councilmember Green to serve as ambassadors for the Town of Chadbourn.*

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

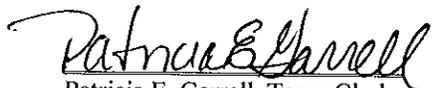
**APPROVED**

**ADJOURNMENT**

With no further business, Mayor Britt adjourned the meeting at 9:50 p.m.

  
Phillip C. Britt, Mayor

Attest:

  
Patricia E. Garrell, Town Clerk

