

MINUTES OF A SPECIAL CALLED MEETING OF THE TOWN COUNCIL OF THE TOWN OF TARBORO, HELD AT 6:00 P.M. ON MONDAY, OCTOBER 24, 2016 IN THE COUNCIL ROOM, TOWN HALL, TARBORO, NORTH CAROLINA

5. ADJOURNMENT

Councilman Woodard made a motion, which was seconded by Councilmember Jordan and passed unanimously, that the meeting be adjourned.

MEMBERS PRESENT

C.B. Brown	Councilman
Steve Burnette	Councilman
John Jenkins	Councilman
Deborah Jordan	Councilmember
Taro Knight (Conference Call)	Councilman
Garland Shephard	Councilman
Leo Taylor	Councilman
Othar Woodard	Councilman

Leo Taylor, Mayor Pro Tem

MEMBERS ABSENT

Leslie M. Lunsford, Town Clerk

ALSO PRESENT

Troy Lewis	Town Manager
Leslie M. Lunsford	Town Clerk
Chad Hinton	Town Attorney

1. MEETING CALLED TO ORDER

Councilman Taylor called the meeting to order.

2. INVOCATION

Invocation was given by Councilman Taylor.

3. PLEDGE OF ALLEGIANCE

4. TOWN MANAGER'S RECOMMENDATIONS

Action Items

(1) Memo 16-76 – Hurricane Matthew – Disaster Relief Fund Policy

Councilman Shephard made a motion, which was seconded by Councilman Jenkins and passed unanimously, that Council approve the following policy:

**TOWN OF TARBORO EMPLOYEE
HURRICANE MATTHEW RELIEF FUND POLICY**

1. The Town of Tarboro Employee Hurricane Matthew Relief Fund (the "Fund") is established for the benefit of Town employees whose property was adversely affected by flooding from Hurricane Matthew.
2. All moneys donated to the Fund will be distributed to affected employees, up to a maximum of \$1,000 per employee. No amounts will be withheld from benefit payments to cover any administrative costs by the Town.
3. Affected employees will be required to submit a written request for benefits from the Fund which states that they have endured unreimbursed monetary losses exceeding the amount being requested from the Fund.
4. Relief fund moneys will be equally distributed to affected employees, up to the amount of unreimbursed monetary losses suffered by the employee, subject to a maximum of \$1,000 per employee.
5. Because donations to the Fund will be received for an indefinite period, multiple distributions of benefit payments may be made to affected employees until such time as all moneys are distributed.
6. If donations to the Town of Tarboro Employee Hurricane Matthew Relief Fund exceed \$1,000 per employee, all excess donations will be given to North Carolina Hurricane Matthew Relief Fund.

(2) Memo 16-77 – Designation of duties of the Mayor

Town Attorney, Chad Hinton, informed Council of the available options in filling the Mayor seat on the Town Council. Councilmembers discussed the available options for this position. Councilman Knight, current Mayor Pro Tem, resigned his position as Mayor Pro Tem. Councilman Knight will remain as the Councilman for Ward 7. Councilman Burnette made a motion, which was seconded by Councilman Jenkins and passed unanimously, that Council accept Councilman Knight's resignation as Mayor Pro Tem. Chad Hinton advised Council to appoint a member of Council to fill the vacant Mayor Pro Tem position. Councilman Brown made a motion, which was seconded by Councilman Woodard and passed unanimously, that Council appoint Councilman Taylor to serve as Mayor Pro Tem. The Mayor Pro Tem fully serves as Mayor of the Town Council until such time as a Mayor is elected. Councilman Taylor will continue to have a vote as the Councilmember for Ward 2. Councilman Brown made a motion, which was seconded by Councilman Woodard and passed unanimously, that Council add the election of a Mayor on the December agenda, which follows the policy set by Council to have a 30 day notice and vote at a regular Council meeting. Council will determine the election process at the November meeting.