

MINUTES OF A REGULAR MEETING OF THE TOWN COUNCIL OF THE TOWN OF TARBORO, HELD AT 7:00 P.M. ON MONDAY, MAY 14, 2018 IN THE COUNCIL ROOM, TOWN HALL, TARBORO, NORTH CAROLINA

MEMBERS PRESENT

| | |
|------------------|--------------------------|
| Joe Pitt | Mayor |
| C.B. Brown | Councilman |
| Steve Burnette | Councilman |
| Sabrina Bynum | Councilmember |
| John Jenkins | Councilman |
| Deborah Jordan | Councilmember |
| Garland Shephard | Councilman |
| Leo Taylor | Councilman/Mayor Pro Tem |
| Othar Woodard | Councilman |

MEMBERS ABSENT

ALSO PRESENT

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

1. MEETING CALLED TO ORDER BY THE MAYOR

The meeting was called to order by Mayor Pitt.

2. INVOCATION

Invocation was given by Councilman Taylor.

3. PLEDGE OF ALLEGIANCE

The Mayor presented Monica Fleming with the Longleaf Pine Award.

4. APPROVAL OF AGENDA BY COUNCIL

Troy Lewis requested Council add the minutes from the Council Retreat to the Town Manager's Recommendations. Councilman Taylor made a motion, which was seconded by Councilman Jenkins and passed unanimously, that Council approve the amended agenda.

5. REQUESTS AND PETITIONS OF CITIZENS

A. Kevin Cross – 108 East Park Avenue, Tarboro

Mr. Cross expressed his concerns about the replacement of bulbs in the lights on the Town Commons, the lights were recently converted to LED.

B. Johanna Owens – 503 Saint Patrick Street, Tarboro

Ms. Owens requested Council's consideration and support for sunscreen dispensers at all recreation facilities. Councilman Shephard asked Ms. Owens to provide information to Council including facilities, potential sponsors, etc.

C. Greg Higgs – 1105 Bradley Avenue, Tarboro

Mr. Higgs expressed concerns with a situation in his neighborhood involving his granddaughter and an older male. Mr. Higgs stated that the man tried to solicit the child, he called the Police Department and felt the situation was not handled properly.

6. MATTERS SCHEDULED FOR PUBLIC HEARING

None.

7. REPORTS OF BOARDS AND COMMISSIONS

Catherine Grimm, Planning Director, presented the Planning Board and Zoning Commission report for April 23, 2018 to Council. The report is attached at page 73-78a.

Councilman Brown made a motion, which was seconded by Councilman Shephard and passed unanimously, that Council call for and hold a public hearing regarding Conditional Use Permit 18-01 – Microwave Tower and UDO Text Amendment 18-01 – Section 180.13 – Internet Cafes at the regular June 11, 2018 Council Meeting.

Catherine Grimm, Planning Director, presented the joint annual report of the Planning Board and Zoning Commission and the Development Review Committee to Council. The report is attached at page 73-78b. She also presented the Planning Board and Zoning Commission report for May 2017 – April 2018 to Council. The report is attached at pages 73-78c through 73-78e.

8. TOWN MANAGER'S RECOMMENDATIONS

A. Consent Items

Councilmember Jordan made a motion, which was seconded by Councilman Jenkins and passed unanimously, that the following consent items be approved:

(1) Memo 18-19 – 2010 Tax Levy Adjustment

Action taken: Council

- (1) approved the 2010 Tax Levy release number 44 in the amount of \$207.79, and
- (2) approved the *Schedule of 2010 Tax Levy Adjusted as of May 14, 2018*, attached at page 73-78f, in the amount of \$3,232,840.50.

(2) Memo 18-20 – 2011 Tax Levy Adjustment

Action taken: Council

- (1) entered into the minutes 2011 Tax Levy release number 33 in the amount of \$60.50, and
- (2) approved the *Schedule of 2011 Tax Levy Adjusted as of May 14, 2018*, attached at page 73-78g, in the amount of \$3,544,322.47.

(3) Memo 18-21 – 2012 Tax Levy Adjustment

Action taken: Council

- (1) entered into the minutes 2012 Tax Levy release number 29 in the amount of \$60.50, and
- (2) approved the *Schedule of 2012 Tax Levy Adjusted as of May 14, 2018*, attached at page 73-78h, in the amount of \$3,588,040.43.

(4) Memo 18-22 – 2013 Tax Levy Adjustment

Action taken: Council

- (1) entered into the minutes 2013 Tax Levy release number 26 in the amount of \$60.50, and
- (2) approved the *Schedule of 2013 Tax Levy Adjusted as of May 14, 2018*, attached at page 73-78i, in the amount of \$3,507,919.92.

(5) Memo 18-23 – 2014 Tax Levy Adjustment

Action taken: Council

- (1) entered into the minutes 2014 Tax Levy release number 34 in the amount of \$60.50, and
- (2) approved the *Schedule of 2014 Tax Levy Adjusted as of May 14, 2018*, attached at page 73-78j, in the amount of \$3,390,978.12.

(6) Memo 18-24 – 2015 Tax Levy Adjustment

Action taken: Council

- (1) entered into the minutes 2015 Tax Levy release number 30 in the amount of \$60.50, and
- (2) approved the *Schedule of 2015 Tax Levy Adjusted as of May 14, 2018*, attached at page 73-78k, in the amount of \$3,358,875.98.

(7) Memo 18-25 – 2016 Tax Levy Adjustment

Action taken: Council

- (1) entered into the minutes 2016 Tax Levy release number 26 in the amount of \$60.50, and
- (2) approved the *Schedule of 2016 Tax Levy Adjusted as of May 14, 2018*, attached at page 73-78l, in the amount of \$3,285,812.81.

(8) Memo 18-26 – 2017 Tax Levy Adjustment

Action taken: Council

- (1) ordered the Tax Collector be charged with afterlists 50-53 in the amount of \$14,976.62,
- (2) entered into the minutes 2017 Tax Levy release numbers 25-27 in the amount of \$100.64, and
- (3) approved the *Schedule of 2017 Tax Levy Adjusted as of May 14, 2018*, attached at page 73-78m, in the amount of \$3,331,144.39.

(9) Memo 18-27 – Utilities – Annual Charge Off of Uncollectable Bills

Action taken: Council approved the list, attached at pages 73-78n and 73-78o, and authorized the Collector of Revenue to charge off utility bills of 181 former accounts which amount to \$43,852.38.

(10) Minutes

Action taken: Council approved the minutes of the April 9, 2018 regular meeting and March 3-4, 2018 Council Retreat.

B. Action Items

(1) Memo 18-28 – Call Public Hearing- FY 2018-2019 Budget

Councilman Jenkins made a motion, which was seconded by Councilman Taylor and passed unanimously, that Council call for

and hold a public hearing on the 2018-2019 fiscal year budget to be held at the regular Council meeting on Monday, June 11, 2018.

(2) Memo 18-29 – Budget Amendment – Emergency Telephone (911) Fund

Councilman Shephard made a motion, which was seconded by Councilman Jenkins and passed unanimously, that Council adopt the following budget resolution:

BUDGET RESOLUTION
TOWN COUNCIL OF THE TOWN OF TARBORO
May 14, 2018

BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF TARBORO, NORTH CAROLINA, that the 2017-2018 Fiscal Year Budget be amended by amending Revenue and Expenditure line item as follows:

| Account No. | Account Name | Current Budget | Amt of Change | Revised Budget |
|--|--------------------------|----------------|---------------|----------------|
| <u>REVENUES – Emergency Telephone Fund</u> | | | | |
| 213990.0100 | Fund Bal Approp | 0 | +158,815 | 158,815 |
| <u>EXPENDITURES – Emergency Telephone Fund</u> | | | | |
| 214315.7400 | Capital Outlay–Equipment | 0 | +158,815 | 158,815 |

BE IT FURTHER RESOLVED that the Budget Officer is hereby authorized and directed to implement said budget as amended.

(3) Memo 18-30 – Implementing Prudential 457(b) Contribution Plan

Councilman Jenkins made a motion, which was seconded by Councilman Woodard and passed unanimously, that Council adopt the resolution, attached at page 73-79a, implementing the Prudential 457(b) plan as an option for Town employees.

(4) Memo 18-31 – Downtown Tarboro Live Summer Concert Series

Councilman Woodard made a motion, which was seconded by Councilmember Jordan and passed unanimously, that Council adopt the resolution, attached at page 73-79b, authorizing the sale of alcohol on Courthouse Square for the Downtown Tarboro Live, Summer Concert Series.

(5) Memo 18-32 – Resolution – Conveyance of Fixed Assets

Councilman Woodard made a motion, which was seconded by Councilman Jenkins and passed unanimously, that Council approve the resolution, attached at page 73-79c, for the donation of a 2009 Chevrolet Impala Vehicle ID# 2G1WS57M591266540 and 2009 Chevrolet Impala Vehicle ID# 2G1WS57M791268905 to Edgecombe Community College for use by its Basic Law Enforcement Program.

(6) Memo 18-33 – Appointment for June – Edgecombe County Cultural Arts Council

It is recommended that Council be prepared to appoint (3) individuals to fill the expired (3) three year terms at the June 11, 2018 Council meeting. Councilman Burnette made a motion, which was seconded by Councilmember Jordan and passed unanimously, that Council require the applicant to be present at the Council meeting to be appointed to the Arts Council.

9. OTHER REPORTS

A. Town Manager

The Town Manager presented the FY 18-19 Budget for the Town of Tarboro. Council will hold a budget study session on Monday, May 21, 2018 at 6:30 pm, additional sessions will be held on Tuesday and Wednesday, May 22-23, 2018 at 6:30 pm if needed.

Councilman Burnette requested clarification on Braswell Center hours of operation on Sundays. Councilman Woodard made a motion, which was seconded by Councilmember Bynum and passed unanimously, that Council clarify that the gym at the Braswell Center would be open to citizens on Sundays.

B. Town Attorney

None.

C. Council Members

Ward 1 – Councilman Woodard – stated that he recently attended a helpful budget training meeting with Councilman Taylor.

Ward 2 - Councilman Taylor – None.

Ward 3 – Councilman Burnette – None.

Ward 4 – Councilman Brown – welcomed Tina Parker as the new Main Street Coordinator.

Ward 5 – Councilman Jenkins – suggested Council modify the dress code for the Town Manager during the months of June, July and August to allow the Manager to wear cooler clothing.

Ward 6 – Councilmember Jordan – stated that she was having problems receiving Town emails.

Ward 7 – Councilmember Bynum – requested an update on the restroom at Clark Park. Travis Stigge stated that a toilet was ordered and received but was cracked and had to be sent back and a new one re-ordered, should be repaired soon. Councilmember Bynum also requested an update on the Clark Pool steps and handicap lift, Travis Stigge stated that the steps have been ordered and the handicap lift was still in place.

Ward 8 - Councilman Shephard – made a motion to keep recordings of Council meetings for a minimum of twelve months, motion was withdrawn. Chad Hinton, Town Attorney, recommended Councilman Shephard present a request in writing after reviewing the Public Records Law.

10. CLOSED SESSION as per NCGS § 143-318.11.(a)(3)

Councilman Shephard made a motion, which was seconded by Councilman Jenkins and passed unanimously, that Council enter into Closed Session.

Councilman Taylor made a motion, which was seconded by Councilman Woodard and passed unanimously, that Council resume regular session.

11. ADJOURNMENT

Councilman Woodard made a motion, which was seconded by Councilman Brown and passed unanimously, that the meeting be recessed until Monday, May 21, 2018 at 6:30 pm.

Joseph W. Pitt, Mayor

Leslie M. Lunsford, Town Clerk