

**MINUTES OF A REGULAR MEETING OF THE TOWN COUNCIL OF THE TOWN OF TARBORO, HELD AT 7:00 P.M. ON MONDAY, AUGUST 14, 2017 IN THE COUNCIL ROOM, TOWN HALL, TARBORO, NORTH CAROLINA**

**MEMBERS PRESENT**

C.B. Brown	Councilman
Steve Burnette	Councilman
Sabrina Bynum	Councilmember
John Jenkins	Councilman
Deborah Jordan	Councilmember (Conference Call)
Garland Shephard	Councilman
Leo Taylor	Councilman/Mayor Pro Tem
Othar Woodard	Councilman

**MEMBERS ABSENT**

Joe Pitt	Mayor
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**ALSO PRESENT**

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

**1. MEETING CALLED TO ORDER**

The meeting was called to order by Mayor Pro Tem Taylor.

**2. INVOCATION**

Invocation was given by Councilman Taylor.

**3. PLEDGE OF ALLEGIANCE**

**4. APPROVAL OF AGENDA BY COUNCIL**

Councilman Jenkins made a motion, which was seconded by Councilman Shephard and passed unanimously, that the Mayor's name be corrected from Ricky Page to Joe Pitt in the agreement presented in Memo 17-74. Councilman Jenkins made a motion, which was seconded by Councilmember Bynum and passed unanimously, that Council approve the amended agenda.

**5. REQUESTS AND PETITIONS OF CITIZENS**

**A. Al Braxton – 2406 Deanie Avenue, Tarboro**

Mr. Braxton explained concerns from citizens and business owners about the recent fee increase for parking violations. He suggested Council reconsider the changes.

**B. Judith Moss – 1708 W Wilson Street, Tarboro**

Ms. Moss updated Council on fundraising for the Sr. Down East Games, she stated the goal was \$3,000 and the participating individuals were working hard to obtain the goal. She also stated that the members were looking to get involved in the community, they are hosting a game night at the E. L. Roberson Center on the first and third Thursday of each month.

**6. MATTERS SCHEDULED FOR PUBLIC HEARING**

None.

**7. REPORTS OF BOARDS AND COMMISSIONS**

None.

**8. TOWN MANAGER'S RECOMMENDATIONS**

**A. Consent Items**

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

**(1) Memo 17-63 – 2017 Tax Levy Adjustment**

Action taken: Council

- charged the Tax Collector with the 2017 tax receipts 1 through 5533 in the amount of \$3,217,498.13,
- authorized the Mayor to execute the Order, attached at page 73-56a, directing the Tax Collector to collect the 2017 taxes as set forth in the tax receipts,
- approved the *Schedule of 2017 Tax Levy*, attached at page 73-56b, in the amount of \$3,217,498.13.

**(2) Minutes**

Action taken: Council approved the minutes of July 10, 2017 regular meeting

**B. Action Items**

**(1) Memo 17-64 – Budget Amendment – Electric Department HVAC**

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

**BUDGET RESOLUTION  
TOWN COUNCIL OF THE TOWN OF TARBORO  
July 10, 2017**

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 items as follows:

<u>Account No.</u>	<u>Account Name</u>	<u>Current Budget</u>	<u>Amt of Change</u>	<u>Revised Budget</u>
<b>REVENUES – ELECTRIC FUND</b>				
303990.0100	Fund Balance Appropriated	172,062	+30,000	202,062
<b>EXPENDITURES – ELECTRIC FUND</b>				
307210.7300	Capital Outlay-Improvements	192,000	+30,000	222,000

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

**(2) Memo 17-65 – Bid Award – Police Vehicles**

Councilman Jenkins made a motion, which was seconded by Councilman Brown and passed unanimously, that Council approve the purchase of six (6) 2018 Ford Police Interceptor Sedans at the low bid price of \$147,810 from Doug Henry Ford.

**(3) Memo 17-66 – Minimum Housing Code Enforcement – 1312 Martin Luther King Jr Drive**

Councilman Brown made a motion, which was seconded by Councilman Jenkins and passed unanimously, that Council authorize the demolition of the dwelling at 1312 Martin Luther King Jr Drive.

**(4) Memo 17-67 – Minimum Housing Code Enforcement – 704 E Wilson St File No. 17-05**

Councilman Jenkins introduced and moved the adoption of an ordinance entitled:

**ORDINANCE NO. 17-14**

AN ORDINANCE ORDERING THE BUILDING INSPECTOR OF THE TOWN OF TARBORO TO EFFECTUATE THE PURPOSES OF ARTICLE II OF CHAPTER 9 (“MINIMUM HOUSING STANDARDS”) OF THE TOWN CODE AS TO THE BUILDING AT 704 EAST WILSON STREET IN THE TOWN OF TARBORO, NORTH CAROLINA OWNED BY NOAH V. ROGERS.

which motion was seconded by Councilman Woodard and passed unanimously. The Ordinance is recorded in Ordinance Book Number 11.

**(5) Memo 17-68 – Resolution – Designation of Applicant's Agent NC Div. of Emergency Management**

Councilman Jenkins made a motion, which was seconded by Councilman Woodard and passed unanimously, that Council adopt the resolution attached at page 73-56c.

**(6) Memo 17-69 – Tarboro Commerce Center – Conveyance of Property**

Councilman Woodard made a motion, which was seconded by Councilman Burnette and passed unanimously, that Council call for and hold a public hearing on September 11, 2017, to receive public input regarding the conveyance of twenty-five (25) acres of land in the Tarboro Commerce Center to Lionchase Holdings, Inc. for the development of an industrial project.

**(7) Memo 17-70 – NC Department of Commerce Building Reuse Grant: Project Reels**

Councilman Brown made a motion, which was seconded by Councilman Woodard and passed unanimously, that Council adopt the resolution, attached at page 73-56d, supporting the grant application, committing to a 5% match of grant funds, acknowledging compliance with all State and local laws, and authorizing the Town Manager to execute the grant application to the North Carolina Department of Commerce for Building Reuse Grant Program funds.

**(8) Memo 17-71 – Engineering Services – Emergency Watershed Protection**

Councilman Burnette made a motion, which was seconded by Councilman Jenkins and passed unanimously, that Council approve the engineering services agreement between the Town of Tarboro and The Wooten Company for a not to exceed cost of \$51,500.

**(9) Memo 17-72 – Parks and Recreation Fees**

Councilman Jenkins made a motion, which was seconded by Councilman Woodard and passed unanimously, that Council adopt the resolution, attached at page 73-56e, amending the Town of Tarboro Fee Schedule.

**(10) Memo 17-73 – Traffic Schedule – Parking Changes**

Councilman Jenkins made a motion, which was seconded by Councilman Woodard and passed unanimously, that Council adopt the resolution, attached at page 73-56f, amending the Traffic Schedule for the corner of Main Street and E Baker Street.

**(11) Memo 17-74 – Encroachment Agreement – Pit Que, LLC**

Councilman Shephard made a motion, which was seconded by Councilman Woodard and passed unanimously, that Council authorize the Town Attorney to amend the agreement by adding a clause releasing the Town of Tarboro from any liability. Councilman Taylor made a motion, which was seconded by Councilman Jenkins and passed unanimously, that Council approve the initial agreement and wait for the final agreement to be presented for Council approval.

**9. OTHER REPORTS****A. Town Manager**

Troy Lewis informed Council about the NCLM Annual Conference, September 20-23, 2017 in Greenville, NC. He requested Councilmembers let me know if they were planning to attend.

**B. Town Attorney**

None.

**C. Council Members**

**Ward 1 – Councilman Woodard** – requested an update on Town welcoming signs, he was informed that the Town was waiting for NC DOT approval. He also questioned the amount of time offered to property owners before the Town cuts grass and assess a Weed Lien on the property.

**Ward 2 - Councilman Taylor** – addressed concerns regarding the grass clippings and pine straw build up, he also requested the Police Chief add the number of warnings and tickets on the monthly departmental report. He also requested that staff continue to follow up on CSX drainage on Anaconda Road. Councilman Taylor invited Council to attend the Flag Raising Ceremony at the Town Commons on September 11, 2017.

**Ward 3 – Councilman Burnette** – asked if Edgecombe County could assist in the problem with neglected dogs chained outside.

**Ward 4 – Councilman Brown** – thanked the Police Chief for the Police presence at a community on Benson Drive. He also questioned the speed on McMillian Drive. He was informed that a speed study had been conducted on that street and the results were average.

**Ward 5 – Councilman Jenkins** – asked that Troy recognize Diane Johnson's retirement and introduce Angie Braswell as the new Office Assistant IV.

**Ward 6 – Councilmember Jordan** – thanked the Police Department for participating in Walk the Neighborhood in her area. Councilmember Jordan also requested the storm drain at Coffield Street and Wilson Street be cleaned out to avoid flash flooding. She requested an update on grass clippings and requested information for after hour animal control issues.

**Ward 7 – Councilmember Bynum** – requested an update on the area lights for Brown's Grocery, she was informed that the lights have been ordered with an expected delivery date of 6 – 8 weeks. Councilmember Bynum also addressed concerns about the maintenance of a ditch located behind homes on Rosewood Drive.

**Ward 8 - Councilman Shephard** – addressed concerns regarding neglected dogs, street markings, grass clipping enforcement, basketball goals in the street and junk cars. He requested an update on the Blount Bridgers House, he was informed that the Town Attorney and Manager were working on an updated agreement. Councilman Shephard also requested the Ordinance for junk cars be updated in the Code of Ordinance Book and reflect a fine amount. Councilman Shephard questioned Kermit Perkins taxi cab operation following a change in the company.

**10. ADJOURNMENT**

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

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Joe Pitt, Mayor

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Leslie M. Lunsford, Town Clerk