

**MINUTES OF A REGULAR MEETING OF THE TOWN COUNCIL OF THE TOWN OF TARBORO, HELD AT 7:00 P.M. ON MONDAY, SEPTEMBER 10, 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**

The meeting was called to order by Mayor Pitt.

**2. INVOCATION**

Invocation was given by Councilman Taylor.

**3. PLEDGE OF ALLEGIANCE**

**4. APPROVAL OF AGENDA BY COUNCIL**

Troy Lewis, Town Manager, requested Council add Memo 18-64 – Budget Amendment – Disaster Recovery Fund, to the presented agenda. Councilman Jenkins made a motion, which was seconded by Councilman Taylor and passed unanimously, that Council approve the amended agenda.

**5. REQUESTS AND PETITIONS OF CITIZENS**

**A. Anthony Edwards – 3306 N Main Street, Tarboro**

Mr. Edwards thanked staff members in all departments. He also requested Council re-consider the commercial Stormwater Fee.

**B. Robin Pigg – 3104 Kent Drive, Tarboro**

Mr. Pigg requested Council re-consider the Stormwater Fee and the basic customer charges for commercial utility accounts.

**6. MATTERS SCHEDULED FOR PUBLIC HEARING**

**A. CDBG – Neighborhood Revitalization RFP**

The following Notice of Public Hearing was published in the Tar River Times:

NOTICE OF PUBLIC HEARING  
RELATIVE TO APPLICATION  
BY THE TOWN OF TARBORO

FOR FUNDING UNDER THE HOUSING AND COMMUNITY  
DEVELOPMENT ACT OF 1974, AS AMENDED

Notice is hereby given that the Tarboro Town Council will conduct a public hearing on September 10, 2018, at 7:00 PM, or as soon thereafter as the agenda will allow, in the Town Council Room, Tarboro Town Hall, 500 Main Street, Tarboro, NC, to solicit public input on local community development needs in relation to Community Development Block Grant (CDBG) funding for a project in the community.

In September 2018, the Town of Tarboro will submit a CDBG-NR application to the NC Department of Commerce for funds to assist low- and-moderate income households who reside in the Town. Citizens will also be given the opportunity to provide oral and written comment on Tarboro's use of CDBG funds. All interested citizens are encouraged to attend.

All project activities will serve households with incomes at or below 80% of the Edgecombe County median income for appropriate household size. The proposed budget includes the following housing-related CDBG activities:

Rehabilitation	\$675,000
Program Administration	\$ 75,000
Total Project Budget	\$750,000

The Town will make every effort to minimize displacement; however, all applicable requirements of 49CFR24 and 24CFR570 related to the proposed rehabilitation and reconstruction activities will be implemented, and temporary relocation assistance will be available to owners who are displaced from their residences during construction activity.

For additional information or to submit written comments, contact the Tarboro Planning Director, 500 Main Street, PO Box 220, Tarboro, NC 27886, telephone 252/641-4249. Comments should be postmarked by September 5, 2018.

Persons with disabilities or who otherwise need assistance should contact Catherine Grimm, Planning Director, at 252-641-4249 or [catherinegrimm@tarboro-nc.com](mailto:catherinegrimm@tarboro-nc.com) (TDD #919-807-4420 or Relay North Carolina 1-800-735-2962) by Thursday, September 6, 2018. Accommodations will be made for all who request assistance with participating in the public hearing.

This information is available in Spanish or any other language upon request. Please contact Catherine Grimm, Planning Director, at 252-641-4249, or at the Tarboro Town Hall, 500 Main Street, Tarboro, NC, for accommodations for this request.

Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Catherine Grimm, Planning Director, al 252-641-4249 o en Tarboro Town Hall, 500 Main Street, Tarboro, NC, de alojamiento para esta solicitud.

The Mayor declared the public hearing open.

Landin Holland, Holland Consulting Planners, provided background information.

No one spoke in favor of or in opposition of the CDBG-Neighborhood Revitalization RFP.

Everyone having had an opportunity to be heard, the Mayor declared the public hearing closed.

No action required at this time.

**7. REPORTS OF BOARDS AND COMMISSIONS**

None.

**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 item be approved:

**(1) Memo 18-59 – 2018 Tax Levy Adjustment**

Action taken: Council

- charged the Tax Collector with the 2018 tax receipts 1 through 6,653 in the amount of \$3,258,043.84,
- authorized the Mayor to execute the Order, attached at page 73-87a, directing the Tax Collector to collect the 2018 taxes as set forth in the tax receipts,
- approved the *Schedule of 2018 Tax Levy*, attached at page 73-87b, in the amount of \$3,258,043.84.

**(2) Minutes**

Action taken: Council approved the minutes of August 13, 2018 regular meeting

**B. Action Items**

**(1) Memo 18-60 – HMGP – Award Professional Services**

Councilmember Jordan made a motion, which was seconded by Councilmember Bynum and passed unanimously, that Council approve the execution of standard HMGP Professional Services Contracts with the following firms in order to move forward with this program:

Surveying Services: McDavid Associates, Inc.  
Asbestos Inspection Services: W.F. Bulow Inspections  
Engineering Services: Apian Consulting Engineers, PA  
Legal Services: DeLoatch, Hinton & Peters, PLLC

**(2) Memo 18-61 – CDBG-NR Grant Application**

Councilmember Jordan made a motion, which was seconded by Councilman Taylor and passed unanimously, that Council adopt the resolution attached at page 73-87c,

**(3) Memo 18-62 – Bid Award – 2018 Directional Boring Drill**

Councilman Jenkins made a motion, which was seconded by Councilman Burnette and passed unanimously, that Council authorize staff to purchase the 2018 Directional Boring Drill from Vermeer, at the cost of \$184,421.95. A bid tabulation is attached at page 73-87d.

**(4) Memo 18-63 – Tarboro Hometown Homecoming – Courthouse Square**

Councilmember Jordan made a motion, which was seconded by Councilmember Bynum and passed by a 6 to 2 vote, that Council adopt the resolution, attached at page 73-87e, authorizing the sale and consumption of alcohol on Courthouse Square, on October 20<sup>th</sup> from 7:00 pm to 11:00 pm. Councilmembers Woodard, Jordan, Bynum, Brown, Jenkins and Burnette voted in favor of the motion. Councilmembers Taylor and Shephard voted against the motion.

**(5) Memo 18-64 – Budget Amendment – Disaster Recovery Fund**

Councilmember Jordan 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  
September 10, 2018

BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF TARBORO, NORTH CAROLINA, that the 2018-2019 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>
<u>REVENUES – DISASTER RECOVERY FUND</u>				
523760.0600	FEMA/Insurance-Other	0	+500,000	500,000
<u>EXPENDITURES – DISASTER RECOVERY FUND</u>				
525210.1101	Immediate Needs-General	0	+125,000	125,000
525210.1201	Immediate Needs-Electric	0	+125,000	125,000
525210.1301	Immediate Needs-W&S	0	+125,000	125,000
525210.1401	Immediate Needs-SW	0	+125,000	125,000

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

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

Troy Lewis stated that staff was monitoring and preparing for Hurricane Florence, he encouraged citizens to stay indoors during the storm. He also informed Council that he distributed a survey regarding Downtown Development and requested that they fill it out and return to Tina Parker or the Town Manager.

**B. Town Attorney**

None.

**C. Council Members**

**Ward 1 – Councilman Woodard** – requested the Police Chief consider diversity in the hiring of a Police Officer.

**Ward 2 - Councilman Taylor** – asked for clarification on the Colony Drive stormwater project and code enforcement. Councilman Taylor also suggested a possible Downtown Enhancement Ordinance to help with the vacant property on Main Street.

**Ward 3 – Councilman Burnette** – none.

**Ward 4 – Councilman Brown** – asked Brian Mustard for details on how the Electric Department handled employees working during storms. Brian informed him that all employees would be called in to work the first 24 hours, employees would then rotate off the shift. He explained that the Electric Department would provide cots and bedding to accommodate employees. Councilman Brown suggested the Town offer accommodations for “on-call” employees’ families. Councilman Brown questioned the Stormwater fee for Anthony Edward’s commercial account.

**Ward 5 – Councilman Jenkins** – none.

**Ward 6 – Councilmember Jordan** – requested the Recreation Department allow citizens to access the Center’s up to an hour earlier than normal operating hours to prepare for event. Council and staff agreed. Councilmember Jordan also requested an update on the overgrowth around Clark Park. Troy explained that it was a State of NC protected area, however he has been speaking to a State representative to get the issue taken care of.

**Ward 7 – Councilmember Bynum** – requested that the new sign at Clark Park be moved closer to the road to increase visibility. Council agreed to authorize the Recreation Department to relocate the sign.

**Ward 8 - Councilman Shephard** – requested an update on the Code Enforcement position, requested clarification on portable signs in the right of ways, expressed concerns about the vacant property on Main Street beside the Classic Diner, stormwater fees, property tax collections and the monthly Inspection report. All questions answered.

Council requested a summary of the Stormwater Fund at the November Council meeting.

**10. ADJOURNMENT**

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

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Joe Pitt, Mayor

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Leslie M. Lunsford, Town Clerk