

**MINUTES OF A REGULAR MEETING OF THE TOWN COUNCIL OF THE TOWN OF TARBORO, HELD AT 7:00 P.M. ON MONDAY, JANUARY 12, 2015 IN THE COUNCIL ROOM, TOWN HALL, TARBORO, NORTH CAROLINA**

**MEMBERS PRESENT**

Rick Page	Mayor
Steve Burnette	Councilman
Al Hull	Councilman
John Jenkins	Councilman
Deborah Jordan	Councilmember
Taro Knight	Councilman
Carol F. Ruffin	Councilmember
Garland Shephard	Councilman
Othar Woodard	Councilman

**MEMBERS ABSENT**

None

**ALSO PRESENT**

M Alan Thornton	Town Manager
Leslie M. Lunsford	Town Clerk
Chad Hinton	Town Attorney

**1. MEETING CALLED TO ORDER**

The meeting was called to order by the Mayor.

**A. Invocation**

The invocation was given by Mayor Page.

**2. APPROVAL OF AGENDA BY COUNCIL**

Councilmember Ruffin made a motion, which was seconded by Councilman Jenkins and passed unanimously, that Council approve the Agenda as presented.

**3. REQUESTS AND PETITIONS OF CITIZENS**

**A. Donald Hale – 2206 Robin Drive**

Mr. Hale asked for the exact cost of the tree removal/replanting project including overtime pay for the Electric and Public Works Departments. An exact figure could not be given at this time.

**B. Sabrina Bynum – 1201 Martin Luther King Jr. Drive**

Ms. Bynum asked if the Boys & Girls Club contract could be reviewed since the Recreation Department has a new Director. She was informed that the contract would stay in place until it expires. Councilman Shephard asked again what the original purpose of the M. A. Ray Center was. Councilman Knight asked that Council not have to discuss this topic every month. Councilman Shephard stated that as long as citizens brought it to Council's attention it should be discussed.

**C. Jasper Whitaker – Boys & Girls Club Director**

Mr. Whitaker, Director of the Boys & Girls Club, stated that he is trying to take all steps to accommodate the citizens, Boys & Girls Club members and staff.

**4. MATTERS SCHEDULED FOR PUBLIC HEARING**

**A. UDO Text Amendment 14-03, Section 273 – Certain Temporary Signs: Permit Exemptions and Additional Regulations**

The following Notice of Public Hearing was duly published in The Tarboro Weekly

**NOTICE OF PUBLIC HEARINGS**

PUBLIC NOTICE IS HEREBY GIVEN that the Town Council of the Town of Tarboro will conduct two (2) public hearings beginning at 7:00 p.m. on Monday, January 12, 2015, in the Council Room of the Town Hall of the Town of Tarboro for the purpose of considering and taking action on the following applications:

- To consider a proposed text amendment to the Unified Development Ordinance submitted by the Town of Tarboro to amend Section 273 (Certain Temporary Signs: Permit Exemptions and Additional Regulations) to allow community organizations a larger platform to publicize and promote special events in Tarboro for the better good of the community.
- To consider a proposed text amendment to the Unified Development Ordinance submitted by the Town of Tarboro to amend Section 273(a)(6) (Certain Temporary Signs: Permit Exemptions and Additional Regulations) to update to the existing provisions of the ordinance from just the Health Department to all of Human Services due to the County combining these departments to form Human Services.

The full text of these petitions which if adopted, will effectuate the proposed changes are on file in the office of the Director of Planning and in the office of the Town Clerk of the Town of Tarboro in the Town Hall and are available for review by interested parties during normal business hours prior to the holding of the public hearings.

All citizens and interested parties are urged to be present at said Public Hearings and make their views known on said proposed amendments and applications.

BY ORDER OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF TARBORO.

This the 18<sup>th</sup> day of December 2014 .

The Mayor declared the public hearing open.

Josh Edmondson, Planning Director, gave background information.

Candis Owens, 104 W Park Ave., spoke in favor of the UDO Text Amendment. Ms. Owens did request a 21 day time frame.

No one spoke against the UDO Text Amendment.

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

Councilmember Jordan made a motion, which was seconded by Councilman Woodard and passed unanimously, that Council approve the resolution, attached at page 72-87a, approving an amendment to the text of the Unified Development Ordinance and the adoption of an ordinance entitled:

**ORDINANCE NO. 15-01**

**AN ORDINANCE AMENDING THE TOWN OF TARBORO UNIFIED DEVELOPMENT ORDINANCE TO ADD PROVISIONS PERTAINING TO TEMPORARY SPECIAL EVENT SIGNS**

The Ordinance is recorded in Ordinance Book Number 11.

**B. UDO Text Amendment 14-04, Section 273(a)(6) – Certain Temporary Signs: Permit Exemptions and Additional Regulations**

The Notice of Public Hearing in its entirety is printed under 4.A. above.

The Mayor declared the public hearing open.

Josh Edmondson, Planning Director, gave background information.

No one spoke in favor of or against the UDO Text Amendment.

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

Councilman Knight made a motion, which was seconded by Councilman Jenkins and passed unanimously, that Council approve the resolution, attached at page 72-87b, approving an amendment to the text of the Unified Development Ordinance and the adoption of an ordinance entitled:

**ORDINANCE NO. 15-02**

**AN ORDINANCE AMENDING THE TOWN OF TARBORO UNIFIED DEVELOPMENT ORDINANCE PERTAINING TO SIGNS ERECTED BY OR ON THE BEHSLF OF THE EDGEcombe COUNTY HEALTH DEPARTMENT**

The Ordinance is recorded in Ordinance Book Number 11.

**5. REPORTS OF BOARDS AND COMMISSIONS**

Josh Edmondson, Planning Director, presented the Main Street Tree Replacement Report. He informed Council that the project would begin on the 500 block of Main Street and work down to the 100 block. The Electric Department will start the project as soon as weather permits, Public Works will follow to grind the stumps and clean out the pits. New trees will be planted as soon as possible. Josh also stated that the Town would put Christmas lights up as soon as the trees could hold the lights.

Donna Harris, 1309 Woodgreen Road, asked for details about the Tree Replacement Program. Ms. Harris was told that the requested information had been discussed at several community meetings and that staff would mail her copy of the plan.

Josh Edmondson, Planning Director, also presented the Main Street Façade Committee report, attached at page 72-87c.

**A. Edgecombe Veterans Military Museum Theater Project – 514 N. Main Street**

Councilman Woodard made a motion, which was seconded by Councilmember Ruffin and passed unanimously, that Council approve the grant application.

Justin Knight, Martin, Starnes & Associates, presented the Audit Report.

**6. TOWN MANAGER'S RECOMMENDATIONS**

**A. Consent Items**

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

**(1) Memo 15-01 – 2014 Tax Levy Adjustment**

Action taken: Council

- (1) ordered the Tax Collector be charged with afterlist 7 in the amount of \$20.05,
- (2) approved 2014 Tax Levy release number 14 in the amount of \$30.59 and
- (3) approved the *Schedule of 2014 Tax Levy Adjusted as of January 12, 2015*, attached at page 72-88a, in the amount of \$3,394,922.37.

**(2) Memo 15-02 – Resolution – Disposal of Fixed Assets**

Action taken: Council approved the resolution attached at page 72-88b and Attachment A attached at page 72-88c.

**(3) Minutes**

Action taken: Council approved the minutes of the December 8, 2014 regular meeting.

**B. Action Items**

**(1) Memo 15-03 – Audit Contract – Amendment**

Councilman Knight made a motion, which was seconded by Councilmember Jordan and passed unanimously, that Council approve the amended audit contract with Martin, Starnes & Associates, CPA's, P.A.

**(2) Memo 15-04 – Adoption of Public Records Retention Schedule**

Councilman Jenkins made a motion, which was seconded by Councilmember Ruffin and passed unanimously, that Council adopt the retention schedule in accordance with the provision of the General Statutes of North Carolina.

**(3) Memo 15-05 – Bid Award – Police Vehicles**

Councilman Woodard made a motion, which was seconded by Councilmember Jordan and passed by a 7 to 1 vote that Council authorize the appropriate Town Officials to execute the purchase of four (4) police vehicles from Doug Henry Ford and the purchase and installation of appropriate equipment from Batteries of NC. Councilmembers Woodard, Jordan, Hull, Knight, Ruffin, Jenkins and Burnette voted for the motion. Councilman Shephard voted against the motion. The bid tabulation page is attached at page 72-88d.

Councilmember Jordan thanked the Tarboro Police Department for its continued good work.

**(4) Memo 15-06 – Minimum Housing Code Enforcement – 917 Saint David Street File No. 14-03**

Councilman Hull introduced and moved the adoption of an ordinance entitled

ORDINANCE NO. 15-03  
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 917 SAINT DAVID STREET IN THE TOWN OF TARBORO, NORTH CAROLINA OWNED BY JENNIFER WILSON.

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

**7. OTHER REPORTS**

**A. Town Manager**

The Town Manager introduced Travis Stigge as the Recreation Director. He also thanked staff for their work on the audit.

**B. Town Attorney**

None.

**C. Mayor**

The Mayor acknowledged that the budget preparation would be starting soon. He encouraged staff to prepare a budget suited to staff needs.

**D. Council Members**

Councilman Woodard asked that staff prepare a whistle blower policy to present to Council at a future meeting. He also asked that Police Chief Williams present the Community Police Report at the February Council meeting.

Councilman Hull expressed concerns about tractor trailers being parked in driveways. Josh Edmondson stated that the particular house Councilman Hull was referring to, is in compliance with the Town Ordinances. The Mayor suggested that the Ordinance could be reviewed at the Council Retreat.

Councilman Hull made a motion, which was seconded by Councilmember Jordan and passed unanimously, that Council adopt the resolution, attached at page 72-88e, supporting the North Carolina Historic Preservation Tax Credit Program's Reinstatement in the North Carolina Tax Code.

Councilman Shephard asked if the Superior Essex generator was affected by the partial closing of the plant. He also asked when the remainder of the fences would be painted. He was told they would be done after the tree project.

Councilman Burnette asked if there was a certain amount that could be transferred in the budget without Councils approval. He was told that in the future the Town Manager's Fund Transfers would be presented to Council. It was also suggested that this issue be discussed at the Council Retreat.

**8. ADJOURNMENT**

Councilman Knight made a motion, which was seconded by Councilman Burnette and passed unanimously, that the meeting be adjourned.

---

Rick Page, Mayor

---

Leslie M. Lunsford, Town Clerk