

**MINUTES OF A REGULAR MEETING OF THE TOWN COUNCIL OF THE TOWN OF TARBORO, HELD AT 7:00 P.M. ON MONDAY, JANUARY 13, 2014 IN THE COUNCIL ROOM, TOWN HALL, TARBORO, NORTH CAROLINA**

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

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
Michael B. Brough	Town Attorney

**1. MEETING CALLED TO ORDER**

The meeting was called to order by the Mayor.

**A. Invocation**

The invocation was given by Councilmember Jordan.

**2. REQUESTS AND PETITIONS OF CITIZENS**

**A. Robert O'Neal, 110 W Park Avenue, Tarboro**

Mr. O'Neal expressed concerns about the lack of Handicap accessibility at the Tarboro Post Office. The Mayor advised staff to research and report back to Council. Mr. O'Neal also stated that he would like to nominate Candis Owens to serve on the Historic District Commission.

**B. Bob O'Neil, 1108 Saint Patrick Street, Tarboro**

Mr. O'Neil expressed his interest in serving on the Historic District Commission.

**C. Fay Smith, 7748 McKendree Church Road, Tarboro**

Ms. Smith explained the College Round-Up Day on March 8, 2014. She asked that the Town of Tarboro proclaim March 8, 2014 as College Round-Up Day. Councilman Shephard made a motion, which was seconded by Councilman Jenkins and passed unanimously, that Council proclaim March 8, 2014 as College Round-Up Day. The Mayor presented Ms. Smith with the resolution attached at page 72-61a.

**D. Ben Brinson, 305 Kensington Drive, Tarboro**

Mr. Brinson expressed concerns about the proposed Disc Golf Course. He stated that while walking on the nature trails he noticed that trees had been marked and some cut by individuals preparing for the course.

After discussion among Council, Councilman Woodard made a motion, which was seconded by Councilman Jenkins and passed unanimously, that Council instruct staff to stop any landscape altering planning until funding is available and Council has approved a final map of the course.

**3. MATTERS SCHEDULED FOR PUBLIC HEARING**

None

Councilman Jenkins made a motion, which was seconded by Councilman Shephard and passed unanimously, that Council allow the Rotary Club to make the Tree Replacement And Management Plan presentation before the Martin Starnes & Associates presentation.

**4. PRESENTATION – ROTARY CLUB PROPOSAL – TREE REPLACEMENT AND MANAGEMENT PLAN (TOWN COMMON)**

Mr. Billy Wooten, Rotary Club Representative, gave an overview of the information Council received in the December Council packet. The Rotary Club would like to partner with the Town of Tarboro to replace and maintain trees in the Town Commons. After discussion among Council, Councilman Shephard made a motion, which was seconded by Councilman Hull and passed unanimously that Council accept the plan and ask for the Town Attorney to present a Memorandum of Understanding between the Town of Tarboro and the Rotary Club.

**5. PRESENTATION – MARTIN STARNES & ASSOCIATES, CPAs, P.A.**

Mr. Brandon Spears, Martin Starnes & Associates, CPAs, P.A. presented Council with the 2013 Audited Financial Statements and answered questions from Councilmembers. Mr. Spears explained that the Audit was late due to the software system conversions and that the Town was not penalized in any way for the Audit being late.

**6. TOWN MANAGER'S RECOMMENDATIONS**

**A. Consent Items**

**(1) Memo 14-01 – 2009 Tax Levy Adjustment**

Action taken: Council

- (1) approved the 2009 Tax Levy release number 27 in the amount of \$88.27, and authorize the Tax Collector to refund same which has already been paid, and
- (2) approved the *Schedule of 2009 Tax Levy Adjusted as of January 13, 2014*, attached at page 72-61b, in the amount of \$3,220,878.10.

**(2) Memo 14-02 – 2010 Tax Levy Adjustment**

Action taken: Council

- (1) approved the 2010 Tax Levy release number 35 in the amount of \$88.27, and authorize the Tax Collector to refund same which has already been paid, and
- (2) approved the *Schedule of 2010 Tax Levy Adjusted as of January 13, 2014*, attached at page 72-61c, in the amount of \$3,236,780.64.

**(3) Memo 14-03 – 2011 Tax Levy Adjustment**

Action taken: Council

- (1) approved the 2011 Tax Levy release number 23 in the amount of \$100.53, and authorize the Tax Collector to refund same which has already been paid, and
- (2) approved the *Schedule of 2011 Tax Levy Adjusted as of January 13, 2014*, attached at page 72-61d, in the amount of \$3,548,539.09.

**(4) Memo 14-04 – 2012 Tax Levy Adjustment**

Action taken: Council

- (1) approved the 2012 Tax Levy release number 16 in the amount of \$100.53, and authorize the Tax Collector to refund same as it has already been paid, decreased the 2012 Tax Levy in the amount of \$1.20 for auto taxes released by Edgecombe County, and
- (2) approved the *Schedule of 2012 Tax Levy Adjusted as of January 13, 2014*, attached at page 72-61e, in the amount of \$3,592,066.08.

**(5) Memo 14-05 – 2013 Tax Levy Adjustment**

Action taken: Council

- (1) increased the 2013 Tax Levy in the amount of \$3,340.90 for auto taxes billed by Edgecombe County,
- (2) approved 2013 Tax Levy release numbers 12 and 13 in the amount of \$109.22, and authorize the Tax Collector to refund release number 13 in the amount of \$100.53 which has already been paid,
- (3) decreased the 2013 Tax Levy in the amount of \$307.09 for auto taxes released by Edgecombe County, and
- (4) approved the *Schedule of 2013 Tax Levy Adjusted as of January 13, 2014*, attached at page 72-61f, in the amount of \$3,484,954.43.

**(6) Minutes**

Action taken: Council approved the minutes of the December 9, 2013 regular meeting.

**B. Action Items**

**(1) Memo 14-06 – Traffic Schedule - Updates**

Councilman Knight made a motion, which was seconded by Councilman Jenkins and passed unanimously, that Council adopt the Municipal Ordinance Certificates per NCDOT's request. Councilman Jenkins made a motion, which was seconded by Councilmember Ruffin and passed unanimously, that Council adopt the Resolution amending the Traffic Schedule, attached at pages 72-61g and 72-61h.

**(2) Memo 14-07 – Resolution – Disposal of Older Accumulated Fixed Assets**

Councilman Knight made a motion, which was seconded by Councilmember Ruffin and passed unanimously, that Council approve the Resolution for disposal of older fixed assets via sale by auction, the Resolution and list of fixed assets are attached at pages 72-61i and 72-61j.

**(3) Memo 14-08 – Tarboro Main Street Small Business Grant Agreement**

Councilman Hull made a motion, which was seconded by Councilmember Ruffin and passed unanimously, that Council approve the Tarboro Main Street Small Business Grant Agreement, attached at pages 72-62a through 72-62e.

Councilman Hull made a motion, which was seconded by Councilman Jenkins and passed unanimously, that Council award DeLoatch, Hinton and Peters, PLLC as the new attorney firm for the Town of Tarboro.

**(4) Memo 14-09 – Tarboro Certified Retirement Community Application**

Council reviewed the application and asked for Josh Edmondson, Planning Director, to make a few necessary changes. Councilman Knight made a motion, which was seconded by Councilmember Jordan and passed by a 6 to 2 vote, that Council direct staff to submit the application and fee for the North Carolina Certified Retirement Community program. Councilmembers Hull, Woodard, Ruffin and Jenkins voted for the motion. Councilmembers Burnette and Shephard voted against the motion.

**9. ADJOURNMENT**

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

**(5) Memo 14-10 – Appointments – Historic District Commission**

The following names were submitted to serve on the Historic District Commission. Each Councilmember voted for 2 individuals to serve on the board.

Richard Andrews	0 votes
Robert O'Neil	1 vote
Candis Owens	4 votes
John Walker	6 votes
Shannon Wilson	5 votes

Council voted to appoint John Walker and Shannon Wilson to serve on the Historic District Commission.

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Rick Page, Mayor

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Leslie M. Lunsford, Town Clerk

**(6) Memo 14-11 – Appointments – Citizens Advisory Recreation Committee**

Councilman Hull nominated Charles Johnson to serve for Ward 2, Councilman Burnette nominated George Whitehurst to serve for Ward 3 and the Mayor nominated LaShaun Jenkins to serve as the At-Large member for the Citizens Advisory Recreation Committee. Councilman Jenkins made a motion, which was seconded by Councilman Knight and passed unanimously, that the nominations be closed. The individuals named above were appointed to serve on the Citizens Advisory Recreation Committee.

**7. OTHER REPORTS****A. Town Manager**

The Town Manager reminded Council of the Retreat on Saturday January 18, 2014 at 8:30 am at the Edgecombe Event Center.

The Town Manager also requested Council appoint individuals to serve on the following boards:

**Edgecombe County Tourism Development Authority**

Councilman Knight nominated Councilmember Ruffin and Councilman Shephard nominated Councilmember Jordan. Councilmember Ruffin received 2 votes and Councilmember Jordan received 6 votes. Councilmember Jordan was appointed to serve on the Edgecombe County Tourism Development Authority.

**Upper Coastal Plain Council of Government Board of Directors**

Councilman Woodard stated that he was already an at-large member on the board. Councilman Shephard made a motion, which was seconded by Councilman Jenkins and passed unanimously that Councilman Woodard be appointed to serve on the Upper Coastal Plain Council of Government Board of Directors.

**Regional Planning Organization TCC**

Councilman Shephard made a motion, which was seconded by Councilman Jenkins and passed unanimously that Councilmember Ruffin be appointed to serve on the Regional Planning Organization Board.

**B. Town Attorney**

None.

**C. Collector of Revenue**

The Collector of Revenue's report was presented to Council and is attached at page 72-62f.

**D. Mayor**

None.

**E. Council Members**

Councilman Shephard asked questions regarding the Financial Summary Report. Questions were answered by Karla McCall, Finance Director.

**8. EXECUTIVE SESSION**

Councilman Knight made a motion, which was seconded by Councilman Hull and passed unanimously, that Council enter into Executive Session.

Councilman Knight made a motion, which was seconded by Councilman Hull and passed unanimously that Council enter into Open Session.