



**Town Board of Commissioners  
Regular Meeting  
December 12, 2023 @ 7:00 p.m.**

The Roseboro Board of Commissioners met in Regular Session at Town Hall on Tuesday, December 12, 2023, at 7:00 pm.

Members present at Town Hall were Mayor Alice Butler, Mayor Pro Tem Anthony Bennett, Commissioners Mark Gupton, Cyndi Templin, Richard Barefoot, and Ray Clark Fisher. Also, present were Attorney Sandy Sanderson, Town Clerk Janet Dunn, Lead for NCFellow Tyler Wise, Pastor Marilyn Hargrove, Shawn & Kayla Thompson, Brooke Griffie, Shallow Bravery, Amanda New, and Mikkell McKinnie.

**COMMENCEMENT**

- Call to Order – Mayor Butler called the meeting to order at 7:00 pm.
- Invocation – Pastor Hargrove gave the invocation followed by Mayor Butler leading the Pledge of Allegiance.
- Agenda Adoption – Mayor Pro-Tem Bennett made a **motion** to adopt the agenda. **All in favor. Motion carried.**
- Meeting Minutes – Commissioner Fisher made a **motion** to approve the minutes from the November 14, 2023 meeting; **all in favor. Motion carried.**

**ROSEBORO HAPPENINGS**

- Roseboro Christmas Tree Lighting was held on Tuesday, November 28<sup>th</sup> at 7:00 p.m. Additional entertainment was provided by Roseboro Elementary School chorus, Roseboro-Salemburg Middle School band, Roseboro-Salemburg Middle School chorus, and Carolina Dance. Crave Food Truck was also in attendance. There was a good turnout for the Tree Lighting.
- The Annual Roseboro Christmas Parade was held on Friday, December 8, 2023 at 7:00 p.m. The nice weather brought out a large crowd. Mayor Butler thanked the staff and volunteers for their hard work. A special thank you to parade entries. Ms. Tyler Wise headed up the parade and it was a huge success thanks to her organization, guidance, and direction.

Several floats participated in the float judging. The top three winners were presented with trophies. First place - Crumpler Plastic Pipe Inc. Second place – Shallow Bravery and two entries tied for Third place – James Trading Company and Beaver Dam Elementary School. Several food trucks (Flash BBQ, Yummy Hibachi, and Simply Delicious) were onsite and filled the senses with goodness. Special Thanks to all the sponsors and supporters of the Roseboro Christmas Parade.

**SWEARING IN**

Mayor Butler was reelected as Mayor for another 4-year term in November. She accepted her Oath of Office and was sworn in by Town Clerk Janet Dunn.

Commissioners Ray Clark Fisher, Richard Barefoot, Mark Gupton also ran unopposed in the November election, and were reelected to their commissioner seats. The Commissioners accepted their Oath of Office and were sworn in by Town Clerk Janet Dunn.

## **NEW BUSINESS**

- With the November election resulting in the reelection of the mayor and commissioners, appointment of the mayor pro-tempore was needed. Having served as mayor pro-tem for several years, Anthony Bennett was recommended to continue in the role. With no other recommendations, Anthony Bennett was re-appointed as Mayor Pro-Tem for another term.
- Auditor Lee Grissom, via conference phone, presented Roseboro's final audit for fiscal year ending 2023. Mr. Grissom noted that the audit books can be relied on, that there were no illegal acts found. He commended the accounting staff for keeping accurate records and for making records readily available during the audit process. A yellow book audit, which tests internal controls, was conducted. A finding of segregation of duties due to a limited office staff was determined, but that has been the same finding for the past three years that S. Preston Douglas & Associates firm has conducted the town's audit. He did note that the limited staff do everything possible to segregate duties. Mr. Grissom advised that the audit was submitted on time. He further added that with the retirement of the town's previous accountant, and the contracting with our new accountant, Jay Sharpe, the transition has gone well. The town's financial results have been trending well over the past five years. The LGC has developed a new metrics, and this metric – Capital Asset Conditional Ratio – resulting in a flag on our audit. Our audit indicated that there is more than 50% depreciation; however, Mr. Grissom advised that with the completion of our current water and sewer projects, this will go away.

Mr. Grissom provided financial graphs to the board for review and conducted an overview of each graph. (See Exhibit A) This year's audit was conducted in a timely manner, with very few adjustments, and the recordkeeping is positive.

- The first amendment to the Verizon Lease Agreement for use on the town's water tank has been amended based upon the Board's previous direction. Attorney Sanderson presented the replacement language for the Board's review/approval. The Board was in agreement with the language as presented and had already voted to adopt the amendment to the water tower lease agreement.
- Brought before the Board was the BRIC2023 Funding Application Amendment for adoption. This amendment states, "Section Nine of the plan, Mitigation Action Plan identifies mitigation actions for the Town of Roseboro. The table of actions on pdf page 643 (9..20 in the plan) Section 9 Town of Roseboro Mitigation Actions is hereby amended to include the following measures: Mitigation Action S46 – Description: Replace/upgrade existing components of the WWTP; Hazard Addressed: Inland Flooding, Dam Failures, Severe Weather; Relative Priority: High; Lead Agency/Department: City Administration; Potential Funding Sources: FEMA HHDPR, BRIC, Local Funding; Implementation Schedule: 2024; Implementation Status: Applying for funding 20203. With no further discussion, Commissioner Gupton made the **motion** to adopt Amendment One, Sampson Duplin Regional Hazard Mitigation Plan as presented; **all in favor. Motion carried.**
- Parcels #08025197004 and 08025197006 lie adjacent to the property previously donated to the town, positioned at the corner of W. MLK Jr. Blvd. and Johnson Street. The two parcels are a

combined total of 1.47 acres. Attorney Sanderson completed a title search which came back primarily clean. The sale price for both parcels is \$23,000.00. The realtor is looking to close on the sale by January 13, 2024. With no further discussion, Commissioner Fisher made the **motion** to purchase the two parcels (#08025197004 and #08025197006) for the price of \$23,000.00; **all in favor. Motion carried unanimously.**

- The Town of Roseboro has been awarded the RC2 grant in the amount of \$49,999.00. This was a application (Blooming Small Town Spaces) that was written by Tyler Wise and Janet Dunn for use in providing a stage for the area once known as the Community Garden. This area is being transformed into a space where community events can be held such as the “aLive in the ‘Boro” during the recent summer/early fall months. Questions rose as to if the town had plans to remove the two small buildings currently in this area. With these buildings in poor condition, the Board agreed to remove the buildings.
- With the award of the Blooming Small Town Spaces grant, the town needs an architectural design in order to put the project out for construction bid, giving the respondents an idea of what type of stage the town wants. With the grant being less than \$50,000.00, the architectural design fell under an exemption with the mini-brooks act. Brought before the Board for consideration is a resolution exempting architectural design for the Blooming Small Town Spaces project from GS 143-64.31. The reasoning behind a resolution for architectural design is for drawing up plans and ideas. With no further discussion, Commissioner Templin made the **motion** to adopt the Resolution Exempting Architectural Design for Blooming Small-Town Spaces Project from G.S. 143-64.31; **all in favor. Motion carried unanimously.**
- A façade grant application was submitted by Mr. Robert James/Randy & Randi Kelly for a building located at 201 W. Roseboro Street, Roseboro, NC. The proposed use of the building is a cocktail lounge/restaurant. The proposed renovation consists of installation of a new door and glass façade. Estimated costs for this project is \$6,525.00. The program allows for 50% reimbursement with a maximum of \$3,000. The Façade Grant Committee met, reviewed the application with supporting documentation, and is recommending that the Board approve the application. With no further discussion, Commissioner Fisher made the **motion** to approve the Façade Grant Application and award a maximum of \$3,000.00; **all in favor. Motion carried unanimously.**

## **OLD BUSINESS**

- Rural Transformation Grant Architectural/Engineering Contract was published for response. Three responses were received: Josphe Opperman Architect, Maurer Architecture, and Dunn & Dalton Architects, PA. A four-person committee met to review and score the proposals. Of the three respondents, the highest scoring firm was Maurer Architecture which is being presented for Board approval. With no further discussion, Commissioner Gupton made the **motion** to award Maurer Architecture the Rural Transformation Grant Architectural/Engineering Contract; **all in favor. Motion carried unanimously.**
- Budget Ordinance Amendment was presented to the Board for review and approval. This amendment stems from the Board’s action to give the mayor a bonus. This amendment is to be made to the annual budget ordinance for the current fiscal year ending June 30, 2024 with an increase to the General Fund / Salaries Government Body in the amount of \$5,000 and an increase to Fund Balance Appropriations in the same amount. With no further discussion, Commissioner



Barefoot made the **motion** to adopt the Budget Ordinance Amendment as presented; **all in favor. Motion carried unanimously.**

- Nuisance Officer Report was presented by Clerk Dunn who advised that Mr. Tony Porter, the town's Code Compliance Officer, had requested feedback from the Board regarding one particular property and to provide an update on a second. Clerk Dunn advised that the property at 105/107 Dr. MLK Jr. Blvd had resolved the issue of excessive vehicles positioned by the road, advising that the remaining vehicles were properly tagged, licensed, and insurance. The owner of the vehicles had indicated that these vehicles were used for his plumbing business. Therefore, this file was deemed closed.

The second property, located at 601 W. North Street, known as the "Blue House" was still not abiding by instructions provided by the Nuisance Officer, who had personally met with the property owner and gave detailed instructions of what needed to be removed. Currently, there are two vehicles on the property that need to be removed per the ordinance. Mr. Porter seeks clarification from the Board, advising that the vehicles can be tagged, giving the property owner 10 days to remove said vehicles or they would be towed with the expense of such action charged against the property owner. Mr. Porter also recommended that the property owner be given 30 days to clear the property or action would be taken to remedy the nuisance and the charges for such action charged against the property owner. Clerk Dunn advised that the property owner has been fined two times, both of which have not been paid.

Board members agreed with Mr. Porter's recommendation to tag the vehicles and if not removed by the deadline, to have them hauled away. Board members also agreed with giving the property owner 30 days to clear the property of the nuisance. With no further discussion, Commissioner Fisher made the **motion** to move forward with the recommendations as noted by Code Compliance Officer Tony Porter; **all in favor. Motion carried.**

- Alleyway between the buildings where Vinny's and Carolina Dance and Railroad Street is positioned was brought before the Board for discussion by Commissioner Fisher. Of major concern is the issue of flooding and what to do concerning the matter. While it was determined that the Town does not own the alleyway, the town has done some upkeep to it as well as the water and sewer lines for the businesses along the alley run through the alleyway. One end of the alleyway drains better than another, so it was suggested that the grade of the alleyway may need to be determined. Attorney Sanderson sent a letter to property owner Mr. Charles Jordan concerning the town's right to a utilities easement. Attorney Sanderson encouraged drafting documentation to have on record if a utilities easement is granted. The granting of a utilities easement in the alleyway would have to come from the actual property owner(s), and not the renter.
- Rezoning of the Starling Property was brought before the Board for consideration and approval several months ago. At that time, obtaining signatures from the property owners proved to be difficult. However, all signatures have now been received and the documents completed. Mrs. Cantareo has officially purchased the property at E. Roseboro and Hwy. 24. Attorney Sanderson has been consulted, ensuring the documentation has been properly completed, of which he has given approval. With no further discussion, Commissioner Fisher made the **motion** to approve the Rezoning of the property located at E. Roseboro Street and Hwy. 24; **all in favor. Motion carried unanimously.**

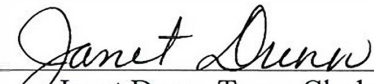
## REPORTS

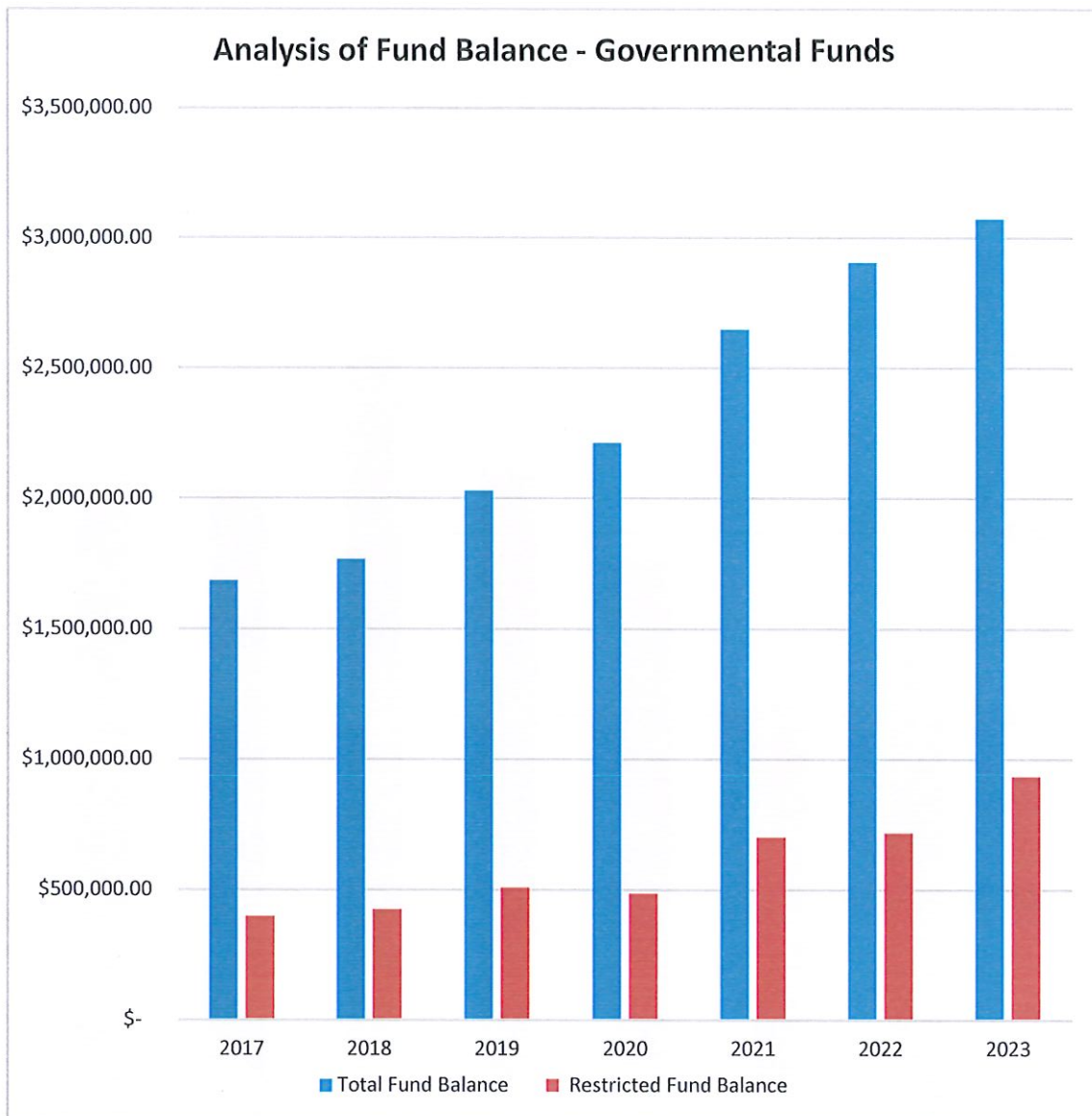
- Financial Reports – Monthly reports were provided for review.
- Fire Department Report – Monthly report was provided for review.
- Sheriff's Report – Monthly report was provided.
- Public Works/Utility Department Reports – Filed in the Clerk's Office.

PUBLIC COMMENT – No public comment.

ADJOURNMENT – With no further business, Commissioner Fisher made the **motion** to adjourn; **all in favor. Motion carried.** The meeting adjourned at 8:02 p.m.

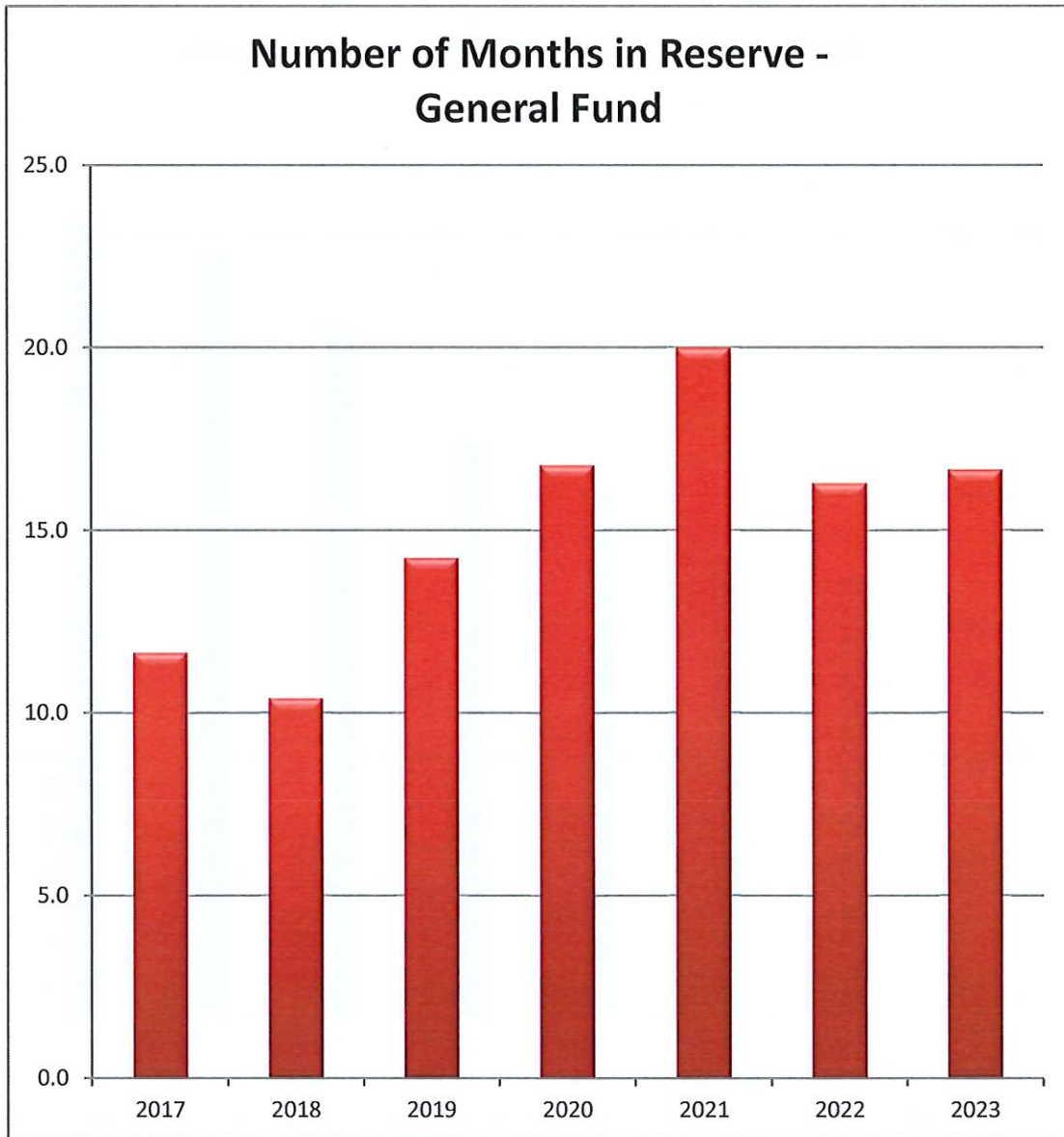
  
\_\_\_\_\_  
Alice Butler, Mayor

  
\_\_\_\_\_  
Janet Dunn, Town Clerk



	Total Fund Balance	Restricted Fund Balance
2017	\$ 1,684,953.00	\$ 397,501.00
2018	\$ 1,767,394.00	\$ 423,657.00
2019	\$ 2,030,612.00	\$ 506,919.00
2020	\$ 2,213,611.00	\$ 483,660.00
2021	\$ 2,647,275.00	\$ 699,207.00
2022	\$ 2,904,843.00	\$ 716,610.00
2023	\$ 3,073,331.00	\$ 933,908.00

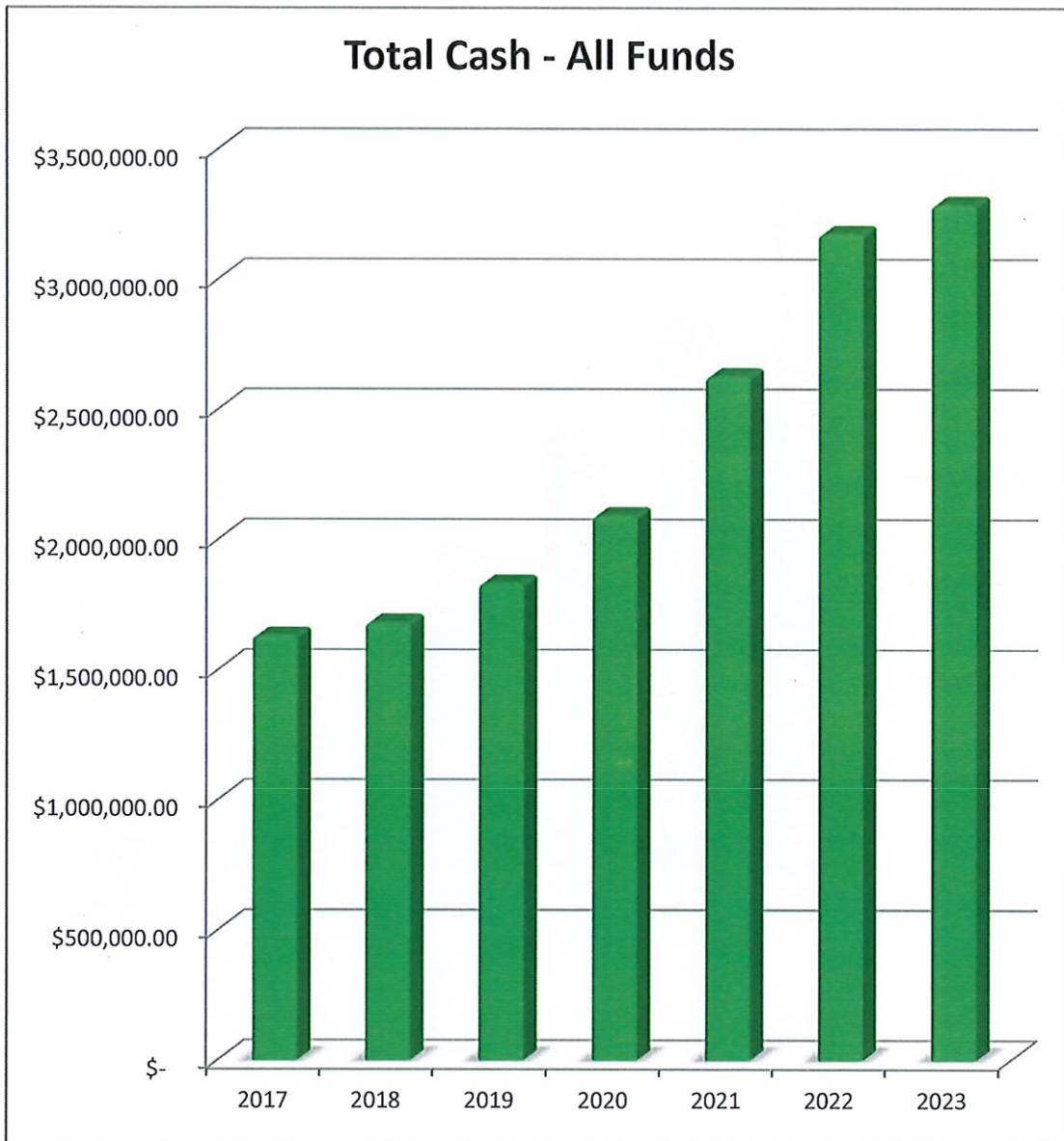
## Town of Roseboro



	# Months in Reserve	As % of Expenditures
2017	11.7	97.17%
2018	10.4	86.65%
2019	14.2	118.64%
2020	16.8	139.90%
2021	20.0	166.58%
2022	16.3	134.85%
2023	16.7	138.79%

\*8.33% equals one month of General Fund expenditures in the unassigned category of fund balance.

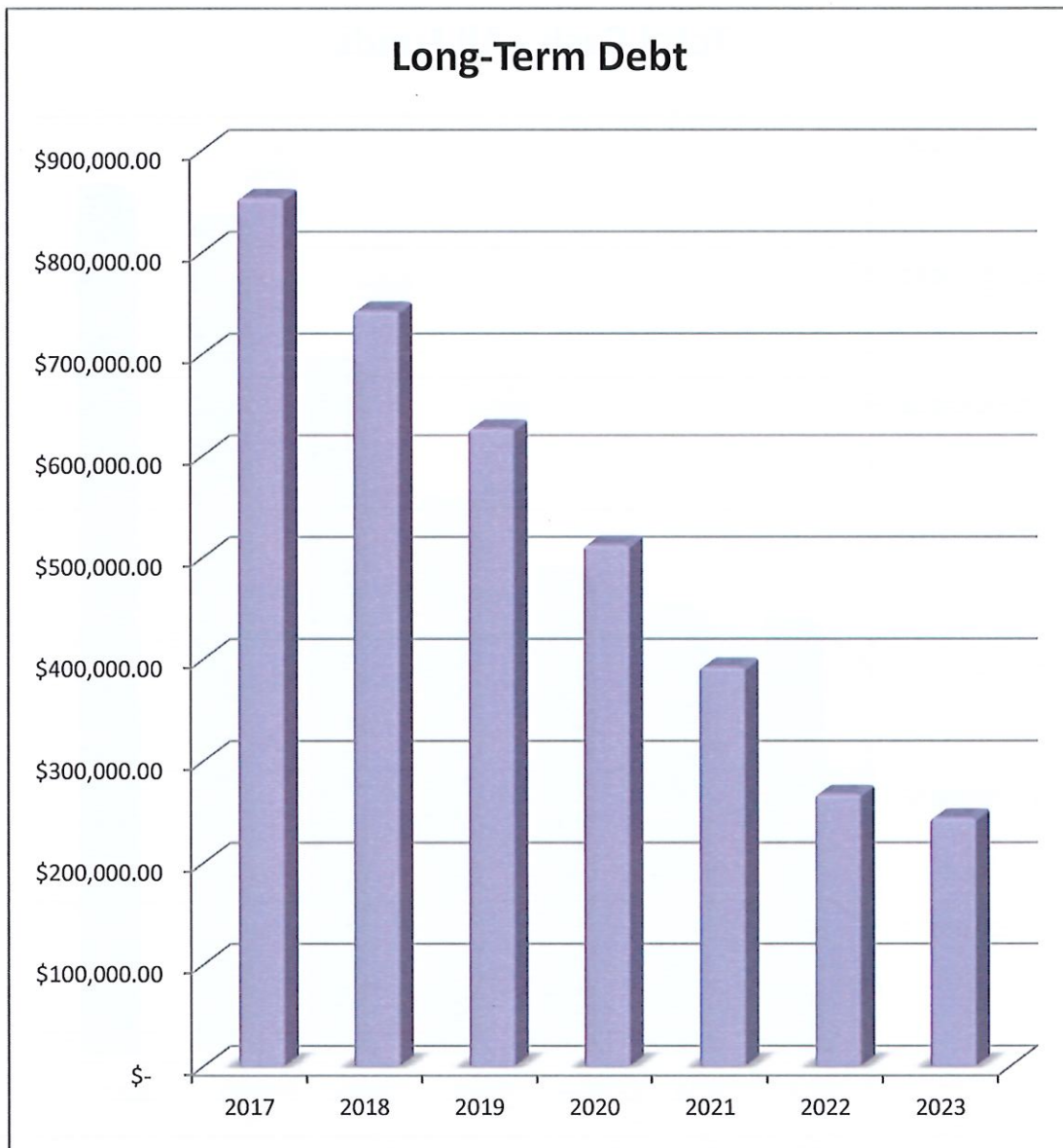
## Town of Roseboro



2017	\$	1,629,168.00
2018	\$	1,679,611.00
2019	\$	1,829,351.00
2020	\$	2,089,965.00
2021	\$	2,625,669.00
2022	\$	3,173,342.00
2023	\$	3,285,859.00



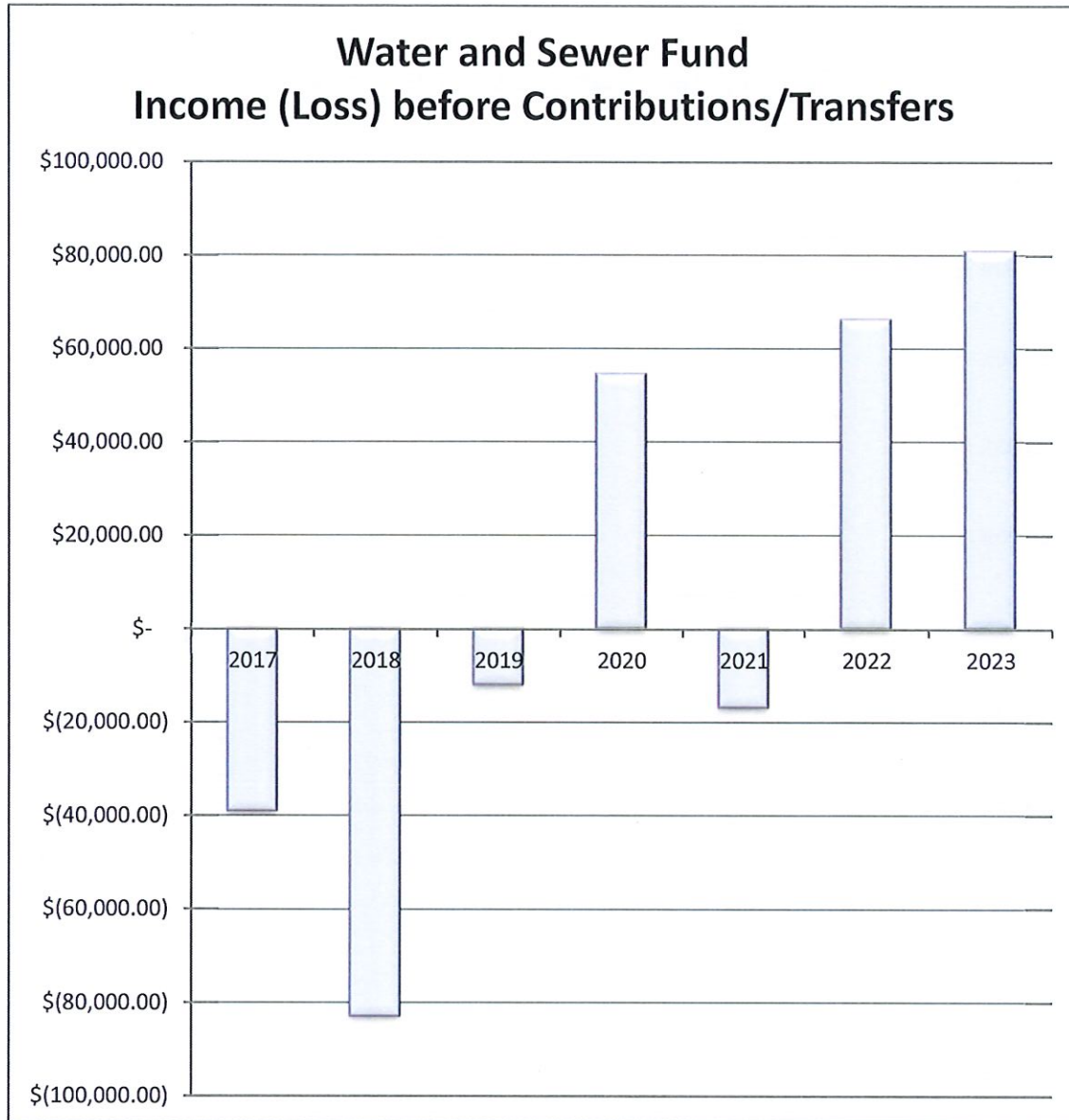
## Town of Roseboro



2017	\$	853,395.00
2018	\$	742,810.00
2019	\$	627,228.00
2020	\$	512,570.00
2021	\$	392,743.00
2022	\$	267,868.00
2023	\$	244,625.00

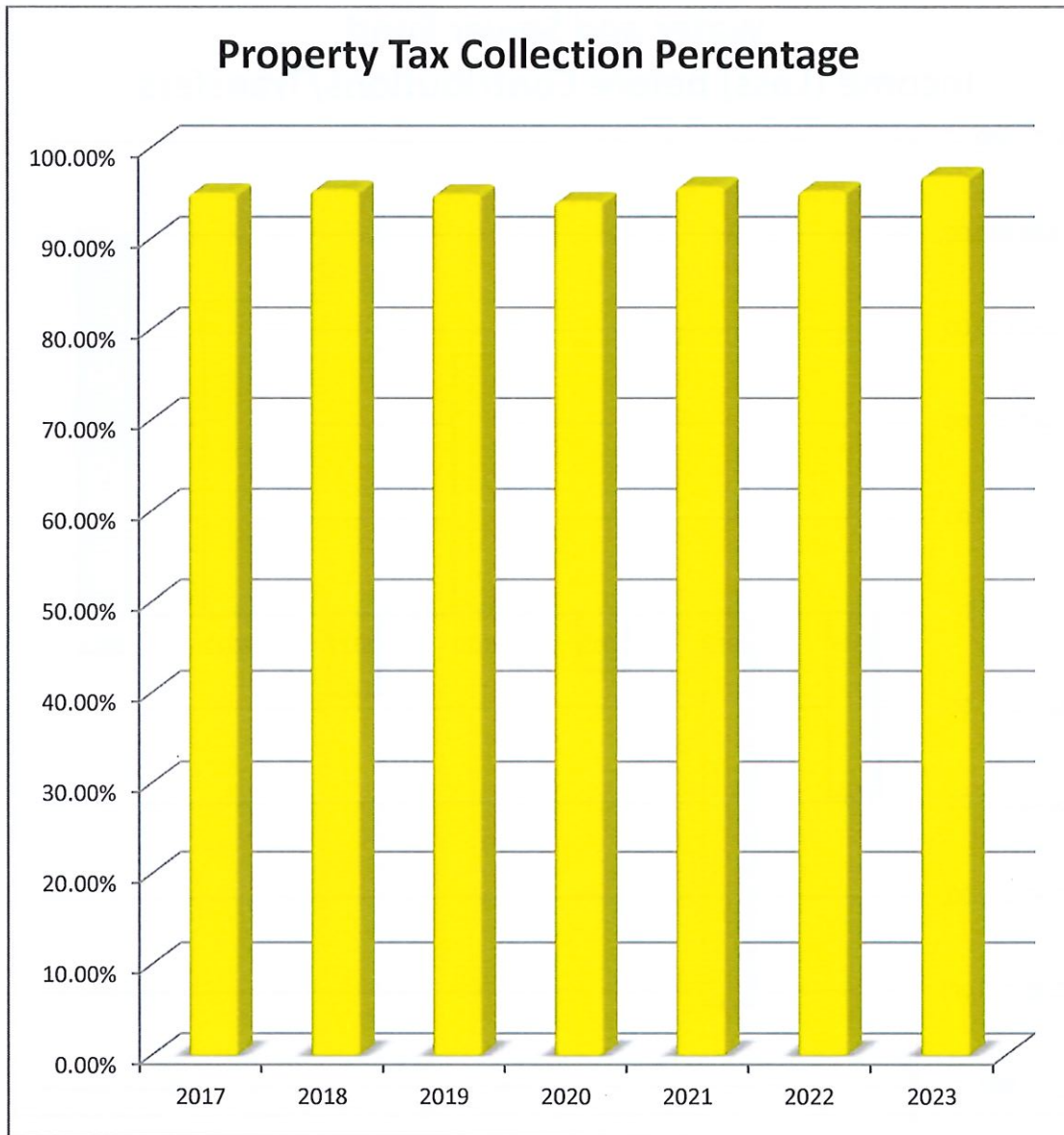
\*Excludes pension liabilities and compensated absences.

## Town of Roseboro



		(noncash expense)	
	Income (Loss)	Depreciation	
2017	\$ (39,050.00)	\$	162,300.00
2018	\$ (82,861.00)	\$	163,780.00
2019	\$ (11,959.00)	\$	174,783.00
2020	\$ 54,603.00	\$	176,604.00
2021	\$ (16,896.00)	\$	179,690.00
2022	\$ 66,230.00	\$	181,337.00
2023	\$ 80,856.00	\$	178,616.00

## Town of Roseboro



2017	94.96%
2018	95.29%
2019	94.84%
2020	94.03%
2021	95.64%
2022	95.16%
2023	96.76%

Note: statewide average is estimated to be between 98-99%