



**Town Board of Commissioners
Regular Meeting/Public Hearing
August 9, 2022 @ 7:00 p.m.**

The Roseboro Board of Commissioners met in Regular Session at Town Hall on Tuesday, August 9, 2022, at 7:00 pm.

Members present at Town Hall were Mayor Alice Butler, Mayor Pro-Tem Anthony Bennett, Commissioners Ray Fisher, Cyndi Templin, Richard Barefoot, and Mark Gupton. Also, present were Attorney Sandy Sanderson, Deputy Town Clerk Tammy Faircloth, Mr. Pervis Owens and daughter Anya Owens, Joshua Outlaw (The Adams Company), Michael Hardison (Sampson Independent), and LFNC Tyler Wise. Town Clerk Janet Dunn was an excused absence.

COMMENCEMENT

- Call to Order – Mayor Butler called the meeting to order at 7:00 pm.
- Invocation – Mayor Butler led everyone in a moment of silence followed by 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 Gupton made a **motion** to approve the meeting minutes from July 12, 2022 (Regular Session); **all in favor. Motion carried.**

ROSEBORO HAPPENINGS

- Small Town Main Street – Meetings have been transitioned from the second Tuesday to Thursday each month. The next meeting has been scheduled for Thursday, August 11th at 6:00 p.m. The Town of Roseboro is fortunate to have been accepted as a Lead for North Carolina host site for 2022-2023 program year that started August 1, 2022 through June 30, 2023. Roseboro's Lead for NC Fellow is Ms. Tyler Wise who has been with us since August 1st and is currently working on a story of a business that has been in Roseboro for over 50 years. Mayor Butler provided some background information as well as some goals set for Ms. Wise during her 11-month service contract. Roseboro is excited to have Ms. Wise working with us.
- The coordinator for the Small Town Main Street (STMS) Committee is recommended to serve on the Façade Grant Committee as well. Commissioner Templin made the **motion** to add the STMS Coordinator to the Façade Grant Committee; **all in favor. Motion carried.**

PUBLIC HEARING – Rezoning Lot #13 on East Pinewood Street, Parcel #08059412001, from Residential to Manufactured Home Overlay (Pervis Owens, Sr.)

Zoning Officer Tammy Faircloth provided two maps to the Board outlining the property owned by Mr. Pervis Owens. She presented information regarding the request for the rezoning of Lot #13 on East Pinewood Street from Residential to Manufactured Home Overlay. Planning Board met on August 4th and denied the request based on keeping in the way it was already zoned (letter provided) and wanting to maintain consistency on a decision made on a previous location in the vicinity. Commissioner Gupton made the **motion** to open the Public Hearing; **all in favor. Motion carried.**

Mr. Owens presented to the Board that the goal was to assist his daughter and her family by placing a modular home on the vacant lot to provide permanent housing. There are modular homes as well as single-wide mobile homes in the area. It is located down the road from Roseboro Village.

Commissioner Fisher inquired about the “previous case” and Ms. Faircloth advised that it was a property at the end of the road, outside town close to Andrews Chapel, that was situated among stick-built homes. When Ms. Faircloth mailed the letters to the adjoining property owners concerning Lot #13, she received no response from adjoining property owners. However, regarding the “previous case” she did receive two responses against it.

Ms. Faircloth advised that there is a vacant lot to the left of him, on the other side is a manufactured home. On the right is a little brick house, but on the other side of it is a manufactured home and across the street are single wide trailers.

Commissioner Fisher made the **motion** to exit the Public Hearing and re-enter Regular Session; **all in favor. Motion carried.**

Mayor Butler noted that the Planning Board denied the application, but it is now the Board’s decision as to the final determination based on the information received. Mayor Pro-Tem Bennett made the **motion** to override the Planning Board’s decision, noting that with a manufactured home on one side and one on the other, he did not see any reason to deny the request. Commissioner Barefoot **seconded. All in favor; motion carried.**

OLD BUSINESS

- Advanced Metering Infrastructure System Contract — The meters to be installed are ultrasonic meters that will send the signal to town hall; therefore, requires no manual reading of meters or re-reads. After careful review of the four proposals received, the review committee recommends awarding the contract to Fortiline Waterworks, whose proposal came in the lowest priced at \$375,398. References were contacted and there were glowing reports on their service. Commissioner Fisher made the **motion** to award the contract to Fortiline Waterworks; **all in favor. Motion carried.**
- 200 & 202 W. Roseboro Street Properties – Mr. Sanderson advised that the decision of if the Town wants to bid, must be made in open session. The hearing regarding this property is scheduled for August 11th with bidding on September 8th. Mayor Pro-Tem Bennett made the **motion** for the Town to bid on the properties. The Board will enter Closed Session to discuss the amount.
- Wastewater Treatment Plant – Environmental Assessment Analysis – Mayor Butler advised that after holding discussions with the Department of Environmental Quality (DEQ) regarding the permitting of our wastewater treatment plant back to the original permitted amount of .7MGD, she feels confident that we will be able to get back to the original permitted amount. However, DEQ is requiring the Environmental Assessment Analysis report that, according to the Wooten Company, can cost anywhere from \$15,000 to 35,000. Mayor Butler has inquired if the costs of this analysis can come out of the \$1.5M received for the inflow/infiltration issues since this is connected to this issue and it can. A Request for Qualifications (RFQ) needs to be published.
- Test Well – The test well on Andrews Chapel Road will be drilled for testing and sampling of the water on Tuesday, August 9th and Wednesday, August 10th. They are currently waiting for the concrete to dry before installing springs and additional casings.
- First Citizens Bank – With the First Citizens Bank being in Roseboro since the depression, it is hard to see them leave Roseboro. They will permanently close on August 24, 2022 at 2:00 p.m. Mayor Butler asked that they consider donating the building to the town, but that will not happen and a “For Sale” sign will be posted out-front of the building.
- Roseboro Park Rendering – The rendering with color scheme was provided to the Board for review. With no further discussion, the Board agreed with the rendering. Mayor reminded that the ground cover will be wood chips and not rubber matting. It will be a turnkey job.

- Michael Williams' Building (109 NW Railroad Street) – There was much discussion about the concerns of Mr. Williams' building since it's collapse in April and the materials that remain on town property. Letters have been mailed requesting the materials be removed from town property, with the latest letter mailed by certified mail dated July 15, 2022. This latest letter gave a deadline of August 15, 2022 for all materials to be removed from town property.

Mr. Sanderson advised we could clean it up since we have already put him on notice and charge him with the costs to do so. Proceeding under the nuisance ordinance, there is a provision that the costs to clean up could be assessed as a tax against the property. Handling it under the nuisance ordinance if a complaint has been filed, it could be handled more economically. If so, the nuisance officer would advise what needs to be done to bring it into compliance and the owner has a limited amount of time in which to remedy the nuisance. If the owner does not, then the town can remedy the nuisance on its own and charge him with the costs of doing so.

This situation could be handled like the "blue house" so long as progress is being made. However, given the lack of progress since the collapse in April, the Board questions the likelihood that clean up would be done in a timely manner.

Mr. Sanderson also recommended that if the town must remove the items from our property, we could offer to place them where he might want it if he has somewhere for it to go. Otherwise, we would dispose of it. Commissioners expressed concerns that it will not be removed by the deadline given the lack of progress seen thus far. Commissioner Gupton made the **motion** to notify Mr. Williams by certified mail advising that the town will remove the materials following the August 15th deadline and to inquire where Mr. Williams wants the Town to place his materials when removed from town property and the costs charged to him; **all in favor. Motion carried.**

Nuisance under H – concentration of and (u) public health, safety 4, 5, and 6 - Following the removal of the items from town property, the Board wants to move forward with the nuisance ordinance as it relates to the debris on town property. Mayor Butler expressed her desire to see the town property cleared first then for Mr. Williams to work diligently on clearing his own property. To proceed through the Nuisance Ordinance, the town first needs to receive a written complaint, which it has been received. Commissioner Templin made the **motion** to move forward with handling the items on Mr. Williams property through the Nuisance Ordinance; **all in favor. Motion carried.**

NEW BUSINESS

- FY2022-23 Budget Amendments – A budget amendment was presented to the Board to amend the General Fund by decreasing the Admin. Maintenance Buildings & Grounds and increase Admin. Capital Outlay Items (\$4,200 each respectively) and decrease Admin. Salary and increase Admin. Contract Services (\$10,000 each respectively). This will result in no change in the total appropriations of the General Fund. Commissioner Fisher made the **motion** to adopt the budget amendment as presented; **all in favor. Motion carried.**
- Contract with Mid-Carolina Council of Government – Mayor Butler advised that the Mid-Carolina COG can assist the Town with Code Enforcement and Zoning Enforcement. A proposal has been received and all services are individual and can be chosen on an A la Carte basis at a rate of \$60/hour for Code Enforcement Services and \$60/hour for Zoning Administration Services. Commissioner Gupton made the **motion** to accept the proposal and use MCCOG on an as needed basis for Code Enforcement, Housing Code Officer, Nuisance Officer, Solid Waste Enforcement, and Zoning; **all in favor. Motion carried.**

- DOT Road Closures – (2022 Christmas Tree Lighting, December 1, 2022) and (2022 Christmas Parade, December 9, 2022) – Letters to NC Department of Transportation (DOT) were presented to the Board that outlined the streets to be closed for each respective event for approval. Mayor Pro-Tem Bennett made the **motion** to approve closure of the DOT and town roads presented for the Roseboro Christmas Tree Lighting as well as Christmas Parade; **all in favor. Motion carried.**
- Façade Grant Program Guidelines Amendment – The Façade Grant Committee met to discuss some recommended changes to the guidelines. For approved projects, paving and metal awnings has been added as well as the recommendation to use local vendors and suppliers was added. Presented to the Board for review was a drafted copy of the proposed changes. Amendment to the guidelines included funding: “...will provide 50% reimbursement for the first \$6,000 spent on an approved project” and “maximum amount reimbursed ... will be \$3,000.” Also amended was Cost Approval where “Property owners... have up to six months to start projects” after approval. Commissioner Fisher made the **motion** to approve the proposed amendments to the Façade Grant Program Guidelines; **all in favor. Motion carried.**
- Water & Wastewater Awarded Grants – Posted on the DEQ website, for our water system improvements, the Wooten Company wrote a grant for water valves and water lines for Roseboro where we have been awarded \$2,536,000. Then, The Adams Company, Josh Outlaw, who is present, wrote a grant for our sewer lines for replacement and rehab (manholes, sewer lines, finish the outfall lines, and begin work on W. Roseboro/Wrench Streets) and we have been awarded a grant in the amount of \$6,415,760.
- Sampson County Board of Elections – Town Hall One-Stop Voting Location – The Board of Elections has requested to use Roseboro Town Hall as a one-stop voting location from October 20 to November 8. To help offset the costs of using town hall, the Board of Elections will donate \$350.00. Use of town hall would require that the November 8th town board meeting to be moved to another date. Commissioner Fisher made the **motion** to permit the Board of Elections to use Town Hall for the One-Stop Voting from October 20 to November 9th. Commissioner Fisher made the **motion** to move the November 8th meeting to November 15th at 7:00 p.m.; **all in favor. Motion carried.**
- CDBG-NR Program: Asbestos and Surveying Inspections – The Adams Company is working on the town’s CDBG-NR grant. Through this grant, three (3) homes in Roseboro qualified to be demoed and reconstructed. As part of this process, the homes must be inspected for asbestos and the property surveyed. The Adams Company is recommending Keenan Construction & Consulting Co. for the asbestos inspection services and On The Level Land Surveying for surveying services. With no further discussion, Commissioner Fisher made the **motion** to award On The Level Land Surveying (\$1,000 per home) for surveying services and Keenan Construction & Consulting Co. (\$625 per property) for the asbestos inspection services; **all in favor. Motion carried.**
- Update on other Grants – CDBG-I Sewer Project (Oak St., Maple St., North St., and Sumner Avenue neighborhood) – Engineering and Environmental reviews have been approved. The next step is the bid and design package that has to be submitted to DWI office in Raleigh to get approved. Hoping to have survey done within 1-2 weeks; package due to Raleigh in October. ARP \$1.5M outfall project is at the same stage since the same surveyor is doing both. There is no hard set deadline like the CDBG, but is likely to be submitted around the same time.

Mayor Butler advised that she will be talking with someone on Thursday (August 11th) about writing a stormwater grant for the alleyway and sidewalks.

REPORTS

- Financial Reports – Monthly reports were provided for review.
- Fire Department Report – Monthly call report was provided.
- Sheriff's Report – Monthly report was provided for review. A benefit for Deputy Caitlin Emanuel will be held at the Expo Center in Clinton coordinated by Helping Hands and Grateful Shed on Friday, August 12th from 11 a.m. to 2 p.m. Breaking and entering that happened last month are just now showing up on the report. Mayor Butler has spoken with Lt. Bass concerning vehicles speeding and trucks going through downtown area.
- Public Works/Utility Department Reports – Filed in the Clerk's Office.

PUBLIC COMMENT – No comments

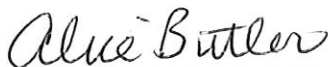
Mayor Pro-Tem Bennett made the **motion** to close the Regular Session and enter Closed Session; **all in favor. Motion carried.**

CLOSED SESSION – NCGS 143-318.11(3) & NCGS143-318(a)(5)

The hearing concerning the properties at 200 and 202 W Roseboro Street is scheduled for August 11th with the sale taking place on September 5th. Discussions of how to proceed with the buildings located at 200 and 202 W. Roseboro Street were held. The Board determined that they would bid on the properties and decided an amount.

Commissioner Fisher made the **motion** to close the Closed Session and to enter Open Session; **all in favor. Motion carried.**

ADJOURNMENT – With no further business, Commissioner Fisher made a **motion** to adjourn; **all in favor. Motion carried.** Meeting adjourned at 8:40 p.m.



Alice Butler, Mayor

Tammy Faircloth, Deputy Town Clerk