



**Town Board of Commissioners
Regular Meeting
May 10, 2022 @ 7:00 p.m.**

The Roseboro Board of Commissioners met in Regular Session at Town Hall on Tuesday, May 10, 2022, at 7:00 pm.

Members present at Town Hall were Mayor Alice Butler, Mayor Pro-Tem Anthony Bennett, Commissioners Richard Barefoot, Mark Gupton, and Cyndi Templin. Also, present were Attorney Sandy Sanderson, Town Clerk Janet Dunn, Fire Chief Lee Coleman, Michael Williams, and a citizen from the community. Commissioner Ray Fisher 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 – Mayor Pro-Tem Bennett made a **motion** to approve the meeting minutes from April 12, 2022 (Regular Session) and May 4, 2022 (Special Session); **all in favor. Motion carried.**

ROSEBORO HAPPENINGS

- Ms. Randi Kelly presented an overview of the events from BloomFest 2022. She noted that BloomFest 2022 was outstanding, from those involved in the planning and execution of the event to those who participated in as well as attended. In preparation and planning for the 2023 event, a survey has been created for the vendors as well as general public to solicit feedback of what was good and what as not so good. The information gained from the surveys will be used to improve upon BloomFest 2023. A date has already been set for BloomFest 2023 – Saturday, April 29, 2023.

Mayor Butler presented Ms. Kelly with a token of appreciation for her service to the town as BloomFest Committee Chairperson and for her leadership role in the preparation and planning of BloomFest.

- Mountains-to-Sea Trail – Mr. Ben Jones will be returning to continue final work on the brick trail. The brick trail was a great asset to BloomFest attendees as well as during most recently the National Day of Prayer where the community gathered. Engraved bricks are still available for purchase. A form can be picked up in Town Hall.

OLD BUSINESS

- 106 W. North Street – Mr. Philip Williams, Nuisance Officer, is keeping a vigilant track on the progress being made by the property owners/tenants. With the continued progress, Mr. Williams granted an additional extension to the April 25th deadline to July 1, 2022 to complete the clean-up. With Mr. Williams' oversight of the clean-up, the Board agreed to the extension.
- 106 N. West Street (vacant building) – The tin roof on the vacant building pulled loose and rolled up as a result of the recent strong winds. With the loose tin posing a safety concern, public utilities/works staff have since removed the tin from the rooftop.
- Michael Williams' Building – Mr. Michael Williams presented to the Board that he has been able to palletize quite a bit of the bricks and will continue to work on doing so. He has a gentleman interested in purchasing all that he can palletize. For those bricks that cannot be palletized, Mr.

Williams is trying to locate a brick compactor for broken bricks that he can then sell as crushed bricks. All items from the building, including the metal, are being recycled. The Board will allow Mr. Williams to work on cleaning up the bricks and debris so long as progress is evident.

NEW BUSINESS

- Burial Permit/Record of Burial – The Board was presented with a sample burial permit for review and consideration. The idea behind using a burial permit is to ensure that plots are marked off by the town before any grave is opened. Mr. Sanderson will review the permit and compare it against the town's ordinances, making any necessary changes to the ordinance for presentation at the June 2022 meeting.
- Personnel Policy Update – The Board was presented with proposed changes to the town's personnel policy as it relates to new employees. These current changes would not affect current employees. Added to the "Pre-Employment Screening" section was a physical agility test, and then, the "Probationary Period" was amended reducing the number of months an employee serves under probationary status from 12 months to 6 months, as well as clarifies the probationary period guidelines for the supervisor. An additional section (F) was added that clarifies the discipline, dismissal and/or demotion guidelines for an employee under probationary status. With no further discussion, Commissioner Gupton made a **motion** to adopt the revised personnel policy as presented; **all in favor. Motion carried.**
- Offer Received on Vacant Lots – The Clerk's office received an offer on the town-owned vacant lots on the corner of South Street and S. West Street in the amount of \$7,300 (including all fees). Attorney Sanderson advised that if the Board wanted to accept the offer, then a 5% deposit would be required from the individual making the offer. An ad would run in the local paper and allow 10 days for any upset bids to be received. And, if any are received, then another ad would run for 10 more days. If the current offer is out-bid, then the 5% deposit would be returned. After additional discussion about the process, Commissioner Barefoot made the **motion** to accept the \$7,300 offer; **all in favor. Motion carried.**
- Fire Department Truck Financing – Presented to the Board was documentation of the requested loan amount, to include the proposal for financing for both 7 years as well as 10 years. The price, after placing the down payment and purchasing bond insurance (\$1,220) (as the fire truck will have to be built), the total of the fire truck is \$297,868.00. The down payment is the remaining funds from the previous monthly payment of the fire truck that was paid off in December 2021 and the \$10,000 grant the fire department will receive within the next week. Discussions ensued comparing the 7-year loan to the 10-year loan, with the 7-year term being more desirable, the 10-year loan payment fit into the fire department's yearly budget. The loan does not contain a prepayment penalty; therefore, if additional monies can be applied to the loan to pay it off quicker, then the fire department can do so without penalty. With no further discussion, Commissioner Gupton made the **motion** to apply for financing with the Civic Federal Credit Union with a 10-year term at 2.85% interest rate; **all in favor. Motion carried.** The Civic Federal Credit Union requires a resolution for funding, which outlined the 10-year term, at an interest rate of 2.85% on a loan amount of \$297,868. With no discussion, Mayor Pro-Tem Bennett made the **motion** to adopt the resolution as presented; **all in favor. Motion carried.** Mayor Butler added that the loan application would be completed and submitted.
- Auditor Contract FY22-23 – S. Preston Douglas & Associates, the audit firm who conducted our audit for 2021 has submitted their contract for FY22-23. It is the same as last year's contract (\$11,000). Commissioner Templin made a **motion** to accept the contract from S. Preston Douglas & Associates for FY22-23; **all in favor. Motion carried.**
- Capital Project Funds – Three (3) budget ordinances were presented to the Board to review and consider for adoption. Several resolutions have already been adopted but this is just another clarifying step in the process for these funds. PARTF Budget Ordinance – This is the park grant completed by Clerk Dunn that the town was awarded in 2021. Commissioner Templin made the **motion** to adopt the ordinance as presented; **all in favor. Motion carried.** Legislative Budget Ordinance – This is the \$1.5M funding provided to the town through the legislative budget. Commissioner Gupton made a **motion** to adopt the budget ordinance as presented; **all in favor. Motion carried.** USDA Loan Budget Ordinance – This is the \$1,633,000 USDA Loan for the new well project. Mayor Pro-Tem Bennett made a **motion** to adopt the budget ordinance as presented; **all in favor. Motion carried.**

- Budget Amendments (Funds 10, 30, 31) – The budget amendments were presented to the Board for review. Of special attention was page 28, line item 30-811-02, the water fund, where there was an increase in salary and wages due to costs of paying for individuals used through temporary services.
- Budget Information/Fee Schedule – Included in the report was the recommended budget for FY2023 prepared by the Deputy Finance Officer, Mayor, and town's CPA for Commissioners' review. The water/sewer/garbage rates schedule was also provided for review that included a proposed rate increase to water (out of town only), sewer, and garbage customers. With the current costs associated with goods and services continually rising, so are the costs associated with water and sewer maintenance and garbage collection. In order to continue to maintain and offer these services, rate increases are an unfortunate necessity. Performing a utility rate comparison between Roseboro and nearby towns using the NC Water and Wastewater Rates Dashboard designed by the UNC-School of Government, Roseboro's rates remained lower, even with Roseboro having a wastewater treatment plant while other nearby towns use a lagoon system that is less costly to operate and maintain.

REPORTS

- Financial Reports – Monthly reports were provided for review.
 - o Tax Report
 - o Budget vs. Actual
- Fire Department Report – Monthly call report was provided. Mr. Coleman reported that since placing the "need volunteers" banner at the Roseboro Park, several individuals have expressed an interest and are moving through the approval process. There were 40 calls in February, when the normal average is between 20 and 30 calls per month. Building inspector is scheduled to visit the fire department on Thursday, May 19th.
- Public Works/Utility Department Reports – Filed in the Clerk's Office.
- Sheriff's Report – Reports for March and April 2022 were provided for review. No further comments.

PUBLIC COMMENT – None

ADJOURNMENT – With no further business, Commissioner Gupton made a **motion** to adjourn; **all in favor. Motion carried.** Meeting adjourned at 8:00 p.m.

Alice Butler

Alice Butler, Mayor

Janet Dunn

Janet Dunn, Town Clerk