



**Town Board of Commissioners
Regular Meeting
July 11, 2023 @ 7:00 p.m.**

The Roseboro Board of Commissioners met in Regular Session at Town Hall on Tuesday, July 11, 2023, at 7:00 pm.

Members present at Town Hall were Mayor Alice Butler, Mayor Pro Tem Anthony Bennett, Commissioners Ray Fisher, Mark Gupton, and Richard Barefoot. Also, present were Attorney Sandy Sanderson, Town Clerk Janet Dunn, Fire Chief Lee Coleman, Tony Porter (Code Compliance Officer) and Michael Hardison (Sampson Independent). Commissioner Cyndi Templin 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 June 13, 2023 (Regular Session with Public Hearing) and June 27, 2023 (Special Session with Public Hearing); **all in favor. Motion carried.**

ROSEBORO HAPPENINGS

- aLive in the 'Boro first event on June 29th was successful with approximately 200-250 people in attendance. The second concert event will be held on Thursday, July 20th from 6:00 – 8:30 p.m. in the Roseboro Community Garden with Brittany Blackburn performing. The Western Sampson Commerce Group will once again host a beer garden in the Roseboro Community Garden space. Local restaurants will also be available, providing food options.
- Mark your calendars: The Roseboro Christmas Tree Lighting will be held on Tuesday, November 28, 2023 this year; the Roseboro Christmas Parade will be held on Friday, December 8, 2023; and the 2024 BloomFest is scheduled to be held on April 26-27, 2024.

OLD BUSINESS

- Mr. Tony Porter came before the Board seeking clarification of the town's nuisance ordinance with respect to moving forward once the process of written communication has been exhausted with no remedy. According to the town's nuisance ordinance as explained by Attorney Sanderson, the property owner is subject to a civil penalty (fine) of \$100.00 up to \$250.00. The final step would be the town coming in and cleaning up the property then assessing the costs of doing so against the property owner. Any issuance of fines and/or notices of abatement can be appealed to the Board for a final decision. The Board was all in agreement to follow the town's ordinance process.
- Sewer construction under the CDBG-I grant has finally been scheduled for the vicinity of Oak, Maple, and Cypress Streets. Frank Horne Construction Company has been awarded the contract

to perform the work. Once construction begins, it is anticipated that it will take approximately 180 days (6 months) to complete, with an estimated completion date mid-January 2024. While we understand this process will cause some inconvenience to those living in the construction area, it is temporary, and we ask for citizens' patience and understanding.

- Mayor Butler provided an update on several vacant buildings in town, citing that 101 W. Railroad Street and 106 N. West Street have been sold and closing was completed on July 11, 2023; buildings at 114 W. Roseboro Street and 116 W. Roseboro Street have been purchased by the town and closing also completed.
- The sidewalk along 414 Broad Street and the concrete slabs in the railroad bed have been completed. The town will place some dirt along the edges of the sidewalk and concrete slabs to fill any gaps that may remain.
- The re-advertisement for the Rural Transformation Grant in a larger circulating paper did not produce any additional responses. Direct solicitations were also issued with no response. Therefore, having published twice in the newspaper and directly solicited, the Town reviewed those responses received. Two responses were received for the Grant Administration, Thomas & Hutton and Wooten Company; however, only one response was received for Engineering Services, Wooten Company. Mayor Butler conducted an overview of the evaluation criteria used in rating the respondents.

After review of the responses for the Request for Proposal (Grant Administration), the Wooten Company, being the lowest bidder at \$41,250, is recommended for award of the Rural Transformation Grant – Grant Administration. With no further discussion, Commissioner Fisher made the **motion** to award the Wooten Company the Rural Transformation Grant – Grant Administration; **all in favor. Motion carried.**

With the Wooten Company having been the only company to submit a response for the Rural Transformation Grant – Engineering Services, the Wooten Company is being recommended. Mayor Butler advised that based upon the evaluation criteria for Engineering Services, *“once the most qualified firm is selected, a cost for the engineering report will be negotiated separately from the cost for architectural/engineering design/bid package and inspection services. Contracting for these two activities shall occur separately and costs/payments associated with each will be clearly defined. Contracts executed for architectural/engineering design/bid package and construction inspection services shall be contingent upon the Release of Funds and Funding Conditions.”* With no further discussion, Commissioner Gupton made the **motion** to award the Wooten Company the Rural Transformation Grant – Engineering Services; **all in favor. Motion carried.**

NEW BUSINESS

- With aLive in the 'Boro taking place on July 20th and August 24th, the Board would need to approve closing NW Railroad Street from Clinton Street to the Community Garden once again for the concert event. Also requested for consideration is the closing of a portion of NE Railroad Street *if* the old car club group can arrange to attend. With no further discussion, Commissioner Barefoot made the **motion** to approve closing of NW Railroad Street from Clinton Street to the Community Garden (according to the map provided) as well as a portion of NE Railroad Street for the old car club if needed for the events on July 20 and August 24; **all in favor. Motion carried.**
- The Roseboro Christmas Tree Lighting requires the temporary closure of a portion of the

downtown street in front of the covered grandstand like in previous years (as shown on the map provided) but needs the Board's approval to close the street and to make the request for the closure from NC Department of Transportation. With no further discussion, Mayor Pro Tem Bennett made the **motion** to close the portion of the road in front of the grandstand like in previous years and to request closure from the NC Department of Transportation; **all in favor. Motion carried.**

- The Roseboro Christmas Parade requires the temporary closure of some DOT roads as well as town roads for the annual Roseboro Christmas Parade (as shown on the map provided). This is the same route as used for the past several years. Any DOT road closure must be approved by the Department of Transportation in advance of the event. With no further discussion, Commissioner Fisher made the **motion** to approve the road closures as indicated on the provided map and to request the necessary road closures from NC Department of Transportation; **all in favor. Motion carried.**

REPORTS


- Financial Reports – Monthly reports were provided for review.
- Fire Department Report – Monthly call report was provided. Fire Chief Lee Coleman spoke before the Board, advising that Mayor Butler and Commissioner Gupton were well involved in knowing what was going on with their building and fire truck. The majority of the members of the fire department are new and receiving pay under the old scale. Chief Coleman discussed increasing these members' pay to \$10.00 per call, just as any other member since they were carrying the majority of the calls. The increase fits into the fire department's budget. Chief Coleman expressed his sincere appreciation and thanks to Mayor Butler and Commissioner Gupton for their support in approving the call pay increase.
- 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 Barefoot made a **motion** to adjourn; **all in favor. Motion carried.** The meeting was adjourned at 7:26 p.m.



Alice Butler, Mayor



Janet Dunn, Town Clerk