

MINUTES OF A COUNCIL RETREAT MEETING OF THE TOWN COUNCIL OF THE TOWN OF TARBORO, HELD AT 9:00 A.M. ON SATURDAY, MARCH 4, 2023 AND SUNDAY, MARCH 5, 2023 AT FOUNTAINS AT THE ALBEMARLE IN TARBORO, NC

MEMBERS PRESENT

Al Braxton	Councilman
C.B. Brown	Councilman
Steve Burnette	Councilman (Sunday Only)
Sabrina Bynum	Councilmember
John Jenkins	Councilman
Deborah Jordan	Councilmember
Leo Taylor	Councilman
Othar Woodard	Councilman

MEMBERS ABSENT

Tate Mayo	Mayor
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ALSO PRESENT

Troy Lewis	Town Manager
Chad Hinton	Town Attorney (Sunday Only)
Leslie Lunsford	Town Clerk
Lee Bell	Fire Chief
Chip Dickson	Electric Department Director
Travis Stigge	Recreation Department Director
Jason Nichols	Public Works Director
Rick Mann	Police Chief
Anne Mann	Finance Director
Catherine Grimm	Planning Director
Tina Parker	Commercial Development Coord
John Walker	Media

Mayor ProTem Taylor welcomed Council and staff to the annual Council Retreat.

Troy Lewis, Town Manager, gave a Retreat overview and reviewed Retreat objectives.

DEPARTMENTAL REPORTS:

Department Heads presented reports to Council and answered questions. A copy of all reports are filed in the Town Clerks office at Town Hall.

Finance – Anne Mann

Anne Mann reviewed the Town's Financial Summary, explained each fund and answered questions regarding the financial report information. She gave Council an update on the Finance Department and staff. Anne also discussed the recent audit report presented at the February Council meeting.

Public Works – Jason Nichols

Jason Nichols presented the Public Works Department report and answered questions. He discussed downtown landscaping, the Austin Pines project, solid waste fees, recycling and a new air curtain burner. He also addressed concerns regarding the leaf truck.

Electric Department – Chip Dickson

Chip Dickson presented the Electric Department report and answered questions. He discussed adding a position between a Power Tech III and Crew Leader. He also discussed the supply shortage, increased prices, combining the warehouse positions due to an upcoming retirement and a possible rate increase soon.

Fire Department – Chief Lee Bell

Chief Lee Bell presented the Fire Department report and answered questions. He discussed the importance of employee retention and the constant competition with surrounding agencies.

Police Department – Chief Rick Mann

Chief Rick Mann presented the Police Department report and answered questions. He informed Council that the Police Department was participating in a loaner program for a side-by-side, this vehicle will be at no cost to the Town. He discussed the installation of surveillance cameras throughout the Town. He also requested Council approve the purchase of a new gas powered vehicle in the place of the electric car, funded by ARAP funds. The department still plans to purchase an electric car but would like to purchase from a local dealer that does not yet sell the electric car.

Councilman Taylor made a motion, which was seconded by Councilmember Jordan, and passed unanimously, that Council approve the use of ARAP funds to purchase a gas powered vehicle for use by the Tarboro Police Department.

Recreation Department – Travis Stigge

Travis Stigge presented the Recreation Department report and answered questions. He discussed programs at all recreation

locations and explained departmental challenges, goals, accomplishments and needs.

Planning Department – Catherine Grimm

Catherine Grimm presented the Planning Department report and answered questions. She discussed recent annexations and asked Council to approve a resolution.

Councilman Jenkins made a motion, which was seconded by Councilmember Bynum, and passed unanimously, that Council approve the resolution approving the report of plans to provide services to the area along highway 258 being intended for annexation.

She also discussed code enforcement, the need for a permit tech and common areas at apartment complexes.

Community Development – Tina Parker

Tina Parker reviewed the TDC and Main Street programs. She also discussed façade and building rehab grants.

Retreat was recessed at 5:28 pm.

Retreat resumed on Sunday March 5, 2023 at 9:00 am.

COUNCIL DISCUSSION

Diversity

Town Manager, Troy Lewis, presented a diversity report. Councilmember Jordan stated that diversity was about more than just race, she would like for sex and disabilities to also be considered when hiring.

Fixed Retreat Meeting Date

Councilman Braxton made a motion, which was seconded by Councilman Jenkins and passed unanimously, that Council set the Council Retreat for the first weekend of March each year. This will allow Councilmembers and staff to plan accordingly. Council would be able to change the date if needed.

Golf Cart Ordinance

Council discussed revisiting the golf cart ordinance at the request of citizens. If Council adopts an amended ordinance, electric and gas golf carts would be allowed with certain restrictions. Council decided to let a citizen request at the next Council meeting, Council would then decide to hold a public hearing at a future meeting.

Downtown Property Appearance

Council discussed the unsightly appearance of downtown buildings and remedies to require owners to repair and/or upgrade the façade. Chad Hinton explained the receivership process as a possible enforcement remedy. This process is a long and risky process as the property owner would have the right to demolish the structure. Staff will work to draft an ordinance to present to Council.

COUNCILMEMBERS

Councilman Brown – none

Councilman Burnette – asked for an update on the County animal shelter. Troy explained that the Town has been included in meetings and will try to participate as much as possible.

Councilmember Bynum – commended Troy Lewis on his recent encounter with a citizen, the citizen expressed his pleasure with the meeting.

Councilman Jenkins – none

Councilmember Jordan – none

Councilman Braxton – none

Councilman Taylor – asked about the old CenturyLink building on Western Blvd. Tina Parker stated that the owner might be willing to sell. Councilman Taylor also asked if there were any plans to renovate Town Hall.

Councilman Woodard – concerned with the excessive trash at apartment complexes, specifically Northgate Apartments. He suggested on-site property management as a solution. New complexes are required to have on-site management but Northgate was established prior to. Councilman Woodard also addressed concerns regarding Police Officers sitting in slow areas instead of high crime areas. Rick Mann explained that officers usually find a safe, quiet place to sit while working on paperwork, as they need to concentrate.

Council thanked Troy Lewis and Department Heads for a successful Retreat.

ADJOURNMENT

Council Retreat was adjourned at 11:22 a.m.