



Wendell Town Board of Commissioners

Board Room

15 E. Fourth Street, Wendell, NC 27591

Town Board Meeting Agenda

Monday, June 22, 2020 @ 7:00 PM

SPECIAL NOTICE

Due to the Declared State of Emergency in response to the COVID-19 Virus, the Town of Wendell has altered the traditional meeting process to accommodate and encourage positive public health practices. The Town is incorporating virtual meeting practices to continue the work of the Board of Commissioners while taking proactive measures to maintain transparency and provide for public comment.

The public is encouraged to remain home and watch the business meeting on Facebook Live, or after it is posted to the Town website, or by calling (919) 375-6880 and listening to the meeting. No direct access to Town Hall will be allowed.

Public Comment period for the June 22, 2020 Board of Commissioners meeting shall be organized in advance. The public can submit their public comment to the Town Clerk via email to mhoward@townofwendell.com or submit a request to call in and teleconference during the Board of Commissioners meeting by emailing their name, address, and phone number to the clerk via email by Friday, June 19th at 5 p.m.

CALL TO ORDER

- Welcome – Mayor Virginia Gray
- Pledge of Allegiance – Police Chief Bill Carter
- Invocation –Wendell Christian Church, George Fuller

1. ADJUSTMENT AND APPROVAL OF THE AGENDA

2. PUBLIC COMMENT PERIOD

- The Public Comment period for the June 22, 2020 Board of Commissioners meeting shall be organized in advance. The public can submit their public comment to the Town Clerk via email to mhoward@townofwendell.com by Friday, June 19th at 5 p.m.

or

- Submit a request to speak over the phone during the Board of Commissioners meeting by emailing their name, address, and phone number to the clerk via email by Friday, June 19th at 5 p.m. The Clerk will provide the call-in phone number and provide three (3) minutes to speak on any non-public hearing item or topic.
- Questions or comments regarding specific agenda items may be directed to the contact person provided for the individual items on the agenda below for additional information before or after the meeting.

3. CONSENT AGENDA

The Board of Commissioners uses a Consent Agenda to act on non-controversial items unanimously recommended for approval or have been discussed at previous meetings. The Consent Agenda is acted upon by one motion and vote of the Board. Any individual board member may pull items from the Consent Agenda for further discussion. Items pulled will be handled with the "OTHER BUSINESS" agenda topic.

3a. Budget ordinance amendment for the FY 2019-2020 budget.

Staff Contact: Finance Director Butch Kay
bkay@townofwendell.com

3b. Resolution setting public hearing date for non-contiguous annexation petition A-19-04 for 151.81 acres of property located at:
4501 Rolesville Road (12.28 acres) and identified by PIN Number 1765-85-2501; 0 Davistown Road (50.16 acres) and identified by PIN Number 1765-96-2276; 1401 Davistown Road (57.16 acres) and identified by PIN Number 1765-85-6251; and 6021 Yancey Drive (32.21 acres) and identified by PIN Number 1775-04-2139.

Staff Contact: Town Clerk Megan Howard
mhoward@townofwendell.com

3c. Certificate of Sufficiency and Resolution setting public hearing date for contiguous annexation petition A-19-08 for 7.45 acres located at 1425 S. Hollybrook Road and identified by PIN number 1793-03-4587

Staff Contact: Town Clerk Megan Howard
mhoward@townofwendell.com

4. RECOGNITIONS, REPORTS, AND PRESENTATIONS

No recognitions, reports and presentations scheduled.

5. PUBLIC HEARINGS

PLEASE NOTE: Due to the current State of Emergency and in the interest of public health, the following accommodations will be made to allow public participation in public hearings, but no public attendance at Town Hall will be permitted. No Board action on public hearing items will occur if a virtual meeting is used to conduct the public hearing. The item will be continued and the public will have 24 hours from the end of the meeting to provide comments on the public hearing item.

- Public participation for public hearing items on the agenda for the June 22nd, 2020 Board of Commissioners meeting shall be organized in advance. The public can submit their public hearing comments to the Town Clerk via email to mhoward@townofwendell.com by Wednesday, June 23rd at 10 p.m. Please provide your name, address, and the agenda item number with your comments. Copies of the written comments received by Friday, June 19th at 5pm will be provided to the Board of Commissioners at the meeting, read at the meeting, and included in the minutes of the meeting. Comments will be received for 24 hours after the meeting and provided to the Board prior to action.

Or

- Submit a request to speak over the phone during the Board of Commissioners meeting by emailing their name, address, phone number, and item number they wish to speak on to the clerk via email by Friday, June 19th at 5 p.m. The Clerk will provide the call-in phone number and provide five (5) minutes to speak on any non-public hearing item or topic. Comments made by phone will be recorded and transcribed to maintain the public record.
- If you have questions regarding an agenda item, please email the staff contact directly in advance of the meeting. If preferred, you may call Town Hall at (919) 365-4450 to be directed to speak with the staff contact for the agenda item(s) of interest. Communications of this type will not be included in the meeting minutes.

No Public Hearings Scheduled.

6. ADMINISTRATIVE ITEMS

6a. Appointments to the Town of Wendell Parks and Rec Commission and Tree Board

Staff Contact: Town Clerk Megan Howard
mhoward@townofwendell.com

7. OTHER BUSINESS (any item pulled from the CONSENT AGENDA [item 3 on this agenda] will be discussed during this portion of the agenda)

7a. Update on board committee(s) by Town board members:



CAMPO – Mayor Virginia Gray



Technical Review Committee – Mayor Pro Tempore John Boyette

8. COMMISSIONERS' REPORTS / COMMENTS

9. MAYOR'S REPORTS / COMMENTS

10. CLOSED SESSION

Closed session will be called if necessary.

11. ADJOURN

Item Title:

Budget ordinance amendment for FY 2019-2020.

Specific Action Requested:

- Staff requests that the Board of Commissioners approve the budget ordinance amendment for FY 2019-2020.

Item Summary:

For audit purposes, the town is required to adopt the proposed budget ordinance amendment for FY 2019-2020 to “true-up” the various line items within each department (see attachment). The amendment is used to eliminate the negative line items within each department. This is the normal end of the year process to help prepare for the annual audit. However, a summary of revenues, expenditures and fund balance can be reviewed below.

Revenues:

For the fiscal year, there were increases in revenues from various types as follows:

- *Growth* – Property Taxes, DMV Revenue, Utility Franchise, Local Option Sales Tax, Development/Planning Fees, and Solid Waste Fees
- *One-time items* – these items occurred only once during the fiscal year. The items were Grant – Wake ABC
- *New Revenue* – line items that were established for the first time this fiscal year. The new line item was Engineer Review Fees
- *Interest Rate* – During the fiscal year the interest rate started at 2.7%; however, the rate has dropped to 1% to end the fiscal year. Earnings continued to exceed budget amount

Expenditure:

For the fiscal year, there were increases and decreases from various departments as follows:

- *Governing Body* – Miscellaneous Expense – allows board members to attend social gatherings and to acknowledge staff announcements such as new births or deaths.
- *Administration* – Salaries – mid-year hiring of new Human Resource Administrator, Professional Services – Legal to cover anticipated expenses for legal fees, Advertising – the visit Raleigh insert
- *Information Technology* – License and User Fees – purchase new software NeoGov, Contract Services – implement new contract for support services with Carolinas IT, Non-Capital Expense Items – new equipment for virtual board meetings, Capital Outlay-Equipment – new server to replacement dated server
- *Finance* – Salaries – promotion of Senior Accountant, Bank Service Charges – fees charged from bank

- *Economic Development* – Façade grant related to the NC Department of Commerce grant and expenses from Appearance Committee
- *Planning* – Salaries – hiring of Assistant Planning Director, Professional Services – engineering and legal costs related to development, Contract Services to cover loss of staff and contract with a third-party for expertise and skilled knowledge.
- *Public Buildings and Grounds* – Maintenance – to address electrical issues, mulch, and roof for Senior Center, Facility & Equipment Rental – new rental for downtown parking space, Contract Service – Landscaping – to cover new contract.
- *Police* – Maintenance – Vehicles – to replace tires and vehicle repairs, Uniforms to cover new staff and for replacement of existing officers, Capital Outlay Equipment for the purchase of new cars.
- *Public Works* – Maintenance and Utility costs associated with the accounting for new development, Maintenance and Repair – equipment and vehicle costs for maintaining the fleet, Equipment Rental for rugs at building and aircards, Fuel Expense – new diesel tank, Contract Service – to replace and upgrade various areas in town based on growth demands, Capital Outlay Equipment to purchase new dump truck, Contract Services – Leaf & Limb to cover costs associated from moving from the old service to new carts.
- *Parks and Recreation* – increase in various line items for growth in programs (Part-time, Maintenance, Equipment Rental, and Fuel). Also, the Master Plan was completed.
- *Non-Departmental* – Safety Program Expense – mandatory drug testing for CDL and psyche test for officers, Emergency Preparedness – expenses related to COVID19.
- *Special Appropriations* – Wendell Historical Society – additional amount to fund Fourth of July event

Fund Balance:

With the increase in revenues as noted above, the amount of fund balance appropriated of \$696,500 and the additional \$800,000 appropriated for capital projects may not be spent prior to year-end as anticipated. The actual amount of fund balance will be determined during the audit process.

Budget Summary:

Adopted 2019-2020 Budget Ordinance for Revenues	\$8,327,766
Adjusted Revenue Increases	<u>\$ 503,000</u>
<i>Amended 2019-2020 Budget Ordinance for Revenues</i>	<u>\$8,830,766</u>
Adopted 2019-2020 Budget Ordinance for Expenditures	\$8,327,766
Adjusted Expenditure Increases	\$ 792,150
Adjusted Expenditure (Decreases)	<u>\$ (289,150)</u>
<i>Amended 2019-2020 Budget Ordinance for Expenditures</i>	<u>\$8,830,766</u>

Attachments:

- A. Proposed Budget Ordinance Amendment

**TOWN OF WENDELL
BUDGET ORDINANCE AMENDMENT
O-16-2020**

**Fiscal Year - 2019-2020
Fund - General Fund**

The Wendell Town Board of Commissioners, while in regular session, adopts the following amendment to the above fiscal year operating budget ordinance:

I. General Fund Revenues (Increase):

<u>Account Description</u>	<u>Account Number:</u>	<u>Amount:</u>
Ad Valorem Taxes - Current Year	10-301-0400	\$ 115,000
DMV Tax Revenue	10-301-0700	\$ 30,000
Auto Decal Fee	10-319-0000	\$ 10,000
Interest on Investments	10-329-0000	\$ 30,000
Utility Franchise	10-337-0000	\$ 15,000
Local Option Sales Tax	10-345-0000	\$ 125,000
Development/Planning Fees	10-356-0000	\$ 10,000
Engineer Review Fees	10-356-0200	\$ 15,000
Solid Waste Fees	10-359-0000	\$ 130,000
Grant - Wake ABC	10-381-0400	\$ 23,000
Amended General Fund Revenues Total:		\$ <u>503,000</u>

II. General Fund Expenses (Increase):

<u>Account Description</u>	<u>Account Number:</u>	<u>Amount:</u>
Miscellaneous and Banquet Expense	10-410-5700	\$ 1,600
Salaries - Regular	10-420-0100	\$ 16,000
Professional Services - Legal	10-420-0500	\$ 17,000
Maintenance & Repair - Equipment	10-420-1600	\$ 2,500
Advertising	10-420-2600	\$ 6,500
Miscellaneous Staff Expense	10-420-5700	\$ 1,200
Licenses and User Fees	10-430-4100	\$ 6,000
Contract Services - Maintenance	10-430-4700	\$ 7,000
Contract Services - Support	10-430-4800	\$ 56,000
Non-Capital Expense Items	10-430-7300	\$ 2,500
Capital Outlay - Equipment	10-430-7400	\$ 30,000
Salaries - Regular	10-440-0100	\$ 5,000
Bank Service Charges	10-440-5600	\$ 200
Professional Services - Legal	10-450-0500	\$ 2,500
Façade Grants	10-450-4500	\$ 50,000
Appearance Committee	10-450-9000	\$ 4,000
Salaries - Regular	10-490-0100	\$ 20,000
Professional Services - Engineer	10-490-0400	\$ 60,000
Professional Services - Legal	10-490-0500	\$ 21,000
Contract Services	10-490-4600	\$ 35,000
FICA Expense	10-490-9500	\$ 2,500
Retirement Expense	10-490-9700	\$ 1,000
Maintenance & Repair - Building & Grounds	10-500-1500	\$ 7,000
Maintenance & Repair - Senior Center	10-500-1800	\$ 2,000
Facility & Equipment Rental	10-500-2100	\$ 6,000
Contract Services - Landscaping	10-500-4700	\$ 5,000
Cemetery Monument Refunds	10-500-9000	\$ 1,500
Maintenance & Repair - Vehicles	10-510-1700	\$ 6,000
Uniforms	10-510-3600	\$ 5,000
Non-Capital Expense Items	10-510-7300	\$ 11,000
Capital Outlay - Equipment	10-510-7400	\$ 3,500
Wake ABC Grant	10-510-9204	\$ 16,000
Utilities - Water	10-560-1100	\$ 1,000

**TOWN OF WENDELL
BUDGET ORDINANCE AMENDMENT
O-16-2020**

**Fiscal Year - 2019-2020
Fund - General Fund**

<u>Account Description</u>	<u>Account Number:</u>	<u>Amount:</u>
Utilities - Streetlights	10-560-1300	\$ 30,000
Maintenance & Repair - Equipment	10-560-1600	\$ 9,500
Maintenance & Repair - Vehicles	10-560-1700	\$ 12,000
Facility & Equipment Rental	10-560-2100	\$ 1,500
Fuel Expense	10-560-3100	\$ 6,500
Departmental Supplies	10-560-3300	\$ 2,000
Contract Services - Stormwater	10-560-4000	\$ 11,500
Contract Services - Tree Removal	10-560-4200	\$ 6,500
Contract Services - Grade Streets	10-560-4300	\$ 20,500
Maintenance & Repair - Drainage	10-560-4700	\$ 8,500
Capital Outlay - Equipment	10-560-7400	\$ 29,000
Contract Services - Residential Collections	10-560-8100	\$ 163,000
Contract Services - Commercial Collections	10-560-8200	\$ 3,000
Contract Services - Leaf & Limb	10-560-8300	\$ 6,100
Contract Services - Grade Streets	10-570-4300	\$ 27,100
Salaries - Regular	10-620-0100	\$ 2,000
Maintenance & Repair - Equipment	10-620-1600	\$ 2,500
Facility & Equipment Rental	10-620-2100	\$ 1,500
Fuel Expense	10-620-3100	\$ 1,200
Contract Services - Master Plan	10-620-4400	\$ 17,000
Safety Program Expense	10-660-8000	\$ 4,500
Emergency Preparedness	10-660-8100	\$ 15,000
Wendell Historical Society	10-690-9200	\$ 250
Total General Fund Expense Increases:		\$ 792,150

III. General Fund Expenses (Decrease):

<u>Account Description</u>	<u>Account Number:</u>	<u>Amount:</u>
Salaries - Regular	10-430-0100	\$ 56,000
Capital Outlay - Facilities	10-500-7600	\$ 83,150
Salaries - Regular	10-510-0100	\$ 110,000
ADA Compliance - Street Maintenance	10-570-4200	\$ 20,000
Capital Outlay - Facilities	10-620-7600	\$ 20,000
Total General Fund Expense Decreases:		\$ 289,150
Amended General Fund Expenses Total:		\$ 503,000

AMENDED GENERAL FUND REVENUES FOR FY 2019-2020: \$ **8,830,766**

AMENDED GENERAL FUND EXPENSES FOR FY 2019-2020: \$ **8,830,766**

Adopted this 22nd Day of June, 2020.

Virginia Gray, Mayor

Attest:

Megan Howard - Town Clerk

Approved as to form:

James P. Cauley, III - Town Attorney

Item Title:

Receive the Resolution setting the Public Hearing date of a contiguous annexation for 4 parcels totaling 151.81 acres [12.28 for PIN #1765-85-2510, 50.16 for PIN #1765-96-2276, 57.16 for PIN #1765-85-6251 and 32.21 for PIN #1775-04-2139] located at 4501 Rolesville Road, 0 Davistown Road, 1401 Davistown Road and 6021 Yancey Drive and schedule the Public Hearing.

Report to the Board of Commissioners:

June 22, 2020 - Receive Resolution to set Public Hearing.

Specific Action Requested:

That the Board of Commissioners schedules the public hearing for this petition for Monday, July 13, 2020 by adopting the attached resolution.

Item Summary:

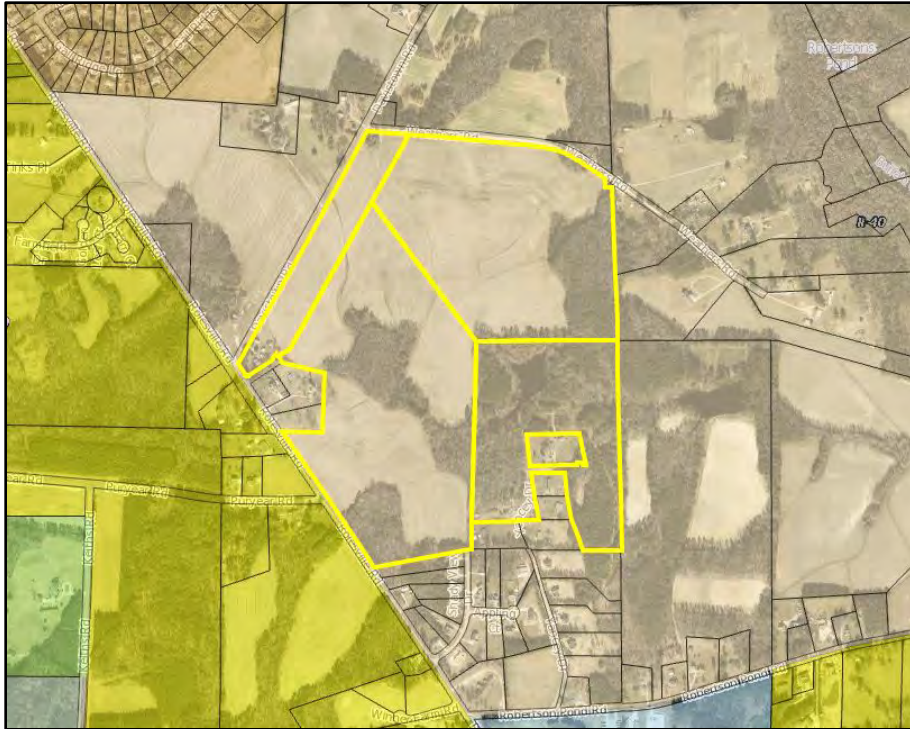
Chris Rurkowski had originally submitted an annexation request for 3 non-contiguous parcels totaling 119.6 acres [12.28- PIN #1765-85-2510, 50.16- PIN #1765-96-2276 and 57.16- PIN #1765-85-6251] located at 4501 Rolesville Rd, 0 Davistown Road and 1401 Davistown Road, respectively. In order to satisfy the 3-mile requirement for satellite annexation, another parcel totaling 32.21 acres [PIN #1775-04-2139] located at 6021 Yancey Drive has been added to the annexation request.

The Town Clerk has certified the petition's sufficiency on January 13, 2020. A resolution setting the date of the public hearing for July 13, 2020 is attached for approval.

Zoning District:

All of the subject parcels are located in Wake County and are currently in the Residential-40 (R-40) Zoning District.

Location Map:



Attachments:

- A. Certificate of Sufficiency
- B. Resolution setting the date of the public hearing



TOWN OF WENDELL

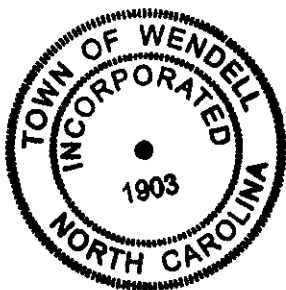
NORTH CAROLINA

CERTIFICATE OF SUFFICIENCY

To the Town Board of the Town of Wendell, North Carolina:

I, Megan Howard, Town Clerk, do hereby certify that I have investigated the petition attached hereto and have found as a fact that said petition is signed by all owners of real property lying in the area described therein, in accordance with NC G.S. 160A-58.1.

In witness whereof, I have hereunto set my hand and affixed the seal of the Town of Wendell, this 13 day of January 2020.



Megan Howard
Megan Howard,
Town Clerk

DESCRIPTION/ADDRESS A-19-04:

- Tract 1: 4501 Rolesville Road Non-Contiguous; 12.28 acres; PIN #:1765852501
- Tract 2: 0 Davistown Road; Non-Contiguous; 50.16 acres; PIN#: 1765962276
- Tract 3: 1401 Davistown Road; Non-Contiguous; 57.16 acres; PIN #: 1765856251
- Tract 4: 6021 Yancey Drive; Non-Contiguous; 32.21 acres; PIN #: 1775042139



TOWN OF WENDELL

NORTH CAROLINA

**RESOLUTION FIXING DATE OF PUBLIC HEARING ON QUESTION OF
ANNEXATION PURSUANT TO NC GS 160A-58.2
RESOLUTION NO.: R-15-2020**

WHEREAS, a petition requesting annexation of the area described herein has been received;
and

WHEREAS, the Town Board has by resolution directed the Town Clerk to investigate the
sufficiency of the petition; and

WHEREAS, certification by the Town Clerk as to the sufficiency of the petition has been made.

NOW, THEREFORE, BE IT RESOLVED by the Town Board of the Town of Wendell, North
Carolina that:

SECTION 1. A public hearing on the question of annexation of the area described
herein will be held at the Wendell Town Hall, Board Room, at 7:00 p.m. on Monday, July 13,
2020.

SECTION 2. The area proposed for annexation is described as follows:

A 12.28-acre tract located off Rolesville Road addressed as 4501 Rolesville Road, PIN # 1765-
85-2501 and is available in Deed Book 09086, Pages 2064-2066, Wake County Registry;

A 50.16-acre tract located off Davistown Road addressed as 0 Davistown Road, PIN # 1765-96-
2276 and is available in Deed Book 16037, Pages 1579-1582, Wake County Registry;

A 57.76-acre tract located on Davistown Road addressed as 1401 Davistown Road, PIN # 1765-
85-6251 and is available in Deed Book 16037, Pages 1587-1590, Wake County Registry;

A 32.21-acre tract located on Yancey Drive addressed as 6021 Yancey Drive, PIN # 1775-04-
2139 and is available in Deed Book 11017, Pages 981-985, Wake County Registry;

SECTION 3. Notice of the public hearing shall be published in the Wake Weekly, a
newspaper having general circulation in the Town of Wendell, at least ten days prior to the date
of the public hearing.

Duly adopted this 22 day of June 2020, while in regular session.

ATTEST:

Virginia R. Gray,
Mayor

Megan Howard,
Town Clerk

DESCRIPTION/ADDRESS A-19-04:

Tract 1: 4501 Rolesville Road Non-Contiguous; 12.28 acres; PIN #: 1765852501

Tract 2: 0 Davistown Road; Non-Contiguous; 50.16 acres; PIN#: 1765962276

Tract 3: 1401 Davistown Road; Non-Contiguous; 57.16 acres; PIN #: 1765856251

Tract 4: 6021 Yancey Drive; Non-Contiguous; 32.21 acres; PIN #: 1775042139

Item Title:

Receive the Clerk’s certificate of sufficiency of a contiguous annexation for 1 parcel totaling 7.45 acres [PIN #1793-03-4587] located at 1425 Hollybrook Road and schedule the Public Hearing.

Report to the Board of Commissioners:

January 13, 2020 – Resolution passed directing the clerk to investigate the petition.

June 22, 2020 - Receive Certificate of Sufficiency and set Public Hearing

Specific Action Requested:

That the Board of Commissioners receives the Clerk’s certificate of sufficiency and schedule the public hearing for this petition for Monday, July 13, 2020 by adopting the attached resolution.

Item Summary:

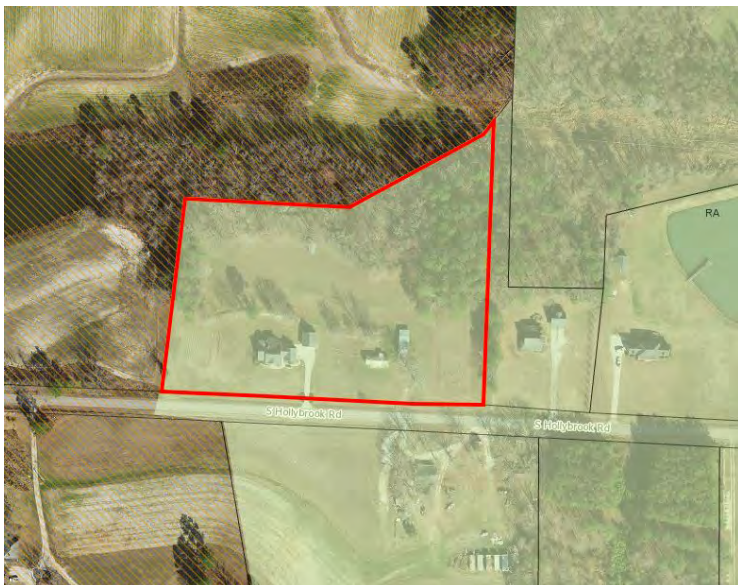
Franceline Price submitted an annexation request for 1 contiguous parcel totaling 7.45 acres [PIN #1793-03-4587] located at 1425 Hollybrook Road.

The Town Clerk has certified the petition’s sufficiency. A resolution setting the date of the public hearing for July 13, 2020 is attached for approval.

Zoning District:

The property is currently located within the Town of Wendell extraterritorial jurisdiction and is zoned RA.

Location Map:



Attachments:

- A. Certificate of Sufficiency
- B. Resolution setting the date of the public hearing



TOWN OF WENDELL

NORTH CAROLINA

CERTIFICATE OF SUFFICIENCY

To the Town Board of the Town of Wendell, North Carolina:

I, Megan Howard, Town Clerk, do hereby certify that I have investigated the petition attached hereto and have found as a fact that said petition is signed by all owners of real property lying in the area described therein, in accordance with NC G.S. 160A-31.

In witness whereof, I have hereunto set my hand and affixed the seal of the Town of Wendell, this 22 day of June 2020.

Megan Howard,
Town Clerk

DESCRIPTION/ADDRESS A-19-08:

1425 S. Hollybrook Road Contiguous; 7.45 acres; PIN #: 1793034587



TOWN OF WENDELL

NORTH CAROLINA

**RESOLUTION FIXING DATE OF PUBLIC HEARING ON QUESTION OF
ANNEXATION PURSUANT TO NC GS 160A-31
RESOLUTION NO.: R-16-2020**

WHEREAS, a petition requesting annexation of the area described herein has been received;
and

WHEREAS, the Town Board has by resolution directed the Town Clerk to investigate the
sufficiency of the petition; and

WHEREAS, certification by the Town Clerk as to the sufficiency of the petition has been made.

NOW, THEREFORE, BE IT RESOLVED by the Town Board of the Town of Wendell, North
Carolina that:

SECTION 1. A public hearing on the question of annexation of the area described
herein will be held at the Wendell Town Hall, Board Room, at 7:00 p.m. on Monday, July 13,
2020.

SECTION 2. The area proposed for annexation is described as follows:

A 7.35-acre tract located off S. Hollybrook Road addressed as 1425 S. Hollybrook Road, PIN #
1793-03-4587 and is available in Deed Book 15-E, Page 1696, Wake County Registry;

SECTION 3. Notice of the public hearing shall be published in the Wake Weekly, a
newspaper having general circulation in the Town of Wendell, at least ten days prior to the date
of the public hearing.

Duly adopted this 22 day of June 2020, while in regular session.

Virginia R. Gray,
Mayor

ATTEST:

Megan Howard,
Town Clerk

DESCRIPTION/ADDRESS A-19-08:
1425 S. Hollybrook Road Contiguous; 7.45 acres; PIN #: 1793034587

Item Title:

Appointments to the Town of Wendell Tree Board.

Specific Action Requested:

Take action to appoint citizens to serve on vacant positions for the Tree Board.

Item Summary:

Recruitment for the Town of Wendell's Citizen Advisory Boards began in February 2020 and closed at the end of April . Communication efforts included the following:

- Advertising posted on the Town's website's calendar, News Feed, Events, and Citizen Advisory Board Pages.
- An E-Board Post on Wendell Blvd.
- Social Media Marketing launched throughout the months on Facebook and Instagram.
- A PSA video posted on the Town's Social Media pages.
- Advertising posted in *When in the Dell*

The Citizen Advisory Board recruitment process was adjusted to provide safe social distancing at Town Hall during COVID-19. Staff requested on Tuesday, May 12, 2020 that the Board of Commissioners review the applications sent via email for the Planning Board and Economic Development Committee and follow up with applicants on any questions concerning their application.


The Tree Board has five (5) vacancies with terms lasting for three years. The Parks and Recreation Commission has two (2) vacancies with terms lasting for 3 years for adults, 1 year for youth.


Due to the results of the previous Citizen Advisory Board recruitment, the Town now has zero applications to be considered for the Parks and Recreation Commission and one application to consider for the Tree Board.

Attachments: None

Item Title:

Update on board committee(s) by Town Board members.

 CAMPO – Mayor Virginia Gray

 Technical Review Committee – Mayor Pro Tempore John Boyette

Specific Action Requested:

None

Attachments:

None

Item Title:

Commissioners' Reports.

Specific Action Requested:

None

Attachments:

None

Item Title:

Mayor's Report.

Specific Action Requested:

None

Attachments:

None

Item Title:

Closed Session [NC GS 143-318.11].

Specific Action Requested:

Will be called if necessary for one or more of the following within NC GS 143-318.11(a):

- (1) To prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes.
- (2) To prevent the premature disclosure of an honorary degree, scholarship, prize, or similar award.
- (3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged. General policy matters may not be discussed in a closed session and nothing herein shall be construed to permit a public body to close a meeting that otherwise would be open merely because an attorney employed or retained by the public body is a participant. The public body may consider and give instructions to an attorney concerning the handling or settlement of a claim, judicial action, mediation, arbitration, or administrative procedure. If the public body has approved or considered a settlement, other than a malpractice settlement by or on behalf of a hospital, in closed session, the terms of that settlement shall be reported to the public body and entered into its minutes as soon as possible within a reasonable time after the settlement is concluded.
- (4) To discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations, or to discuss matters relating to military installation closure or realignment. Any action approving the signing of an economic development contract or commitment, or the action authorizing the payment of economic development expenditures, shall be taken in an open session.
- (5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract.
- (6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. General personnel policy issues

may not be considered in a closed session. A public body may not consider the qualifications, competence, performance, character, fitness, appointment, or removal of a member of the public body or another body and may not consider or fill a vacancy among its own membership except in an open meeting. Final action making an appointment or discharge or removal by a public body having final authority for the appointment or discharge or removal shall be taken in an open meeting.

(7) To plan, conduct, or hear reports concerning investigations of alleged criminal misconduct.

(8) To formulate plans by a local board of education relating to emergency response to incidents of school violence or to formulate and adopt the school safety components of school improvement plans by a local board of education or a school improvement team.

(9) To discuss and take action regarding plans to protect public safety as it relates to existing or potential terrorist activity and to receive briefings by staff members, legal counsel, or law enforcement or emergency service officials concerning actions taken or to be taken to respond to such activity.

(10) To view a recording released pursuant to G.S. 132-1.4A.

Attachments:

None