

PEMBROKE CITY COUNCIL MEETING MINUTES
March 14, 2016

The monthly meeting of the Pembroke City Council was held on Monday, March 14, 2016 at 7:00 p.m. in the City Hall Council Chambers with the following members present: Mayor, Judy B. Cook; Councilmembers; Diane Moore, Tiffany Walraven, Ernest Hamilton, Johnnie Miller and Karen Lynn. Also in attendance: City Clerk, Betty Hill and City Attorney, Thomas Branch.

CALL TO ORDER, INVOCATION & PLEDGE The meeting was called to order by Mayor Cook; the invocation was given by Ms. Betty Harris; the pledge was led by students from Lanier Elementary Schools 2nd Grade SEEK Program. These students recently held a mock city council meeting at City Hall.

ADOPTION OF MINUTES The motion to adopt the minutes of the February 8, 2016 council meeting was made by Tiffany Walraven, seconded by Diane Moore and agreed upon by all.

PUBLIC COMMENTS The SEEK students thanked the Mayor for having them at the meeting.

TENT REVIVAL PERMIT A request was submitted by Northside Baptist Church seeking to hold a tent revival on May 8-13, 2016 at the “old elementary school playground property” which is now owned by the City. A motion to approve the request was made by Tiffany Walraven, seconded by Ernest Hamilton and agreed upon by all.

FIRE DEPARTMENT

1. Volunteer Awards – Chief Waters recognized Paul Rigo as Fire Fighter of the Year, Dalton Cook as Fire Officer of the Year and Matthew Fleming was awarded the Chief’s Choice Award.
2. Agreement – Having reviewed an agreement between Alex Floyd, Thomas Floyd and the City of Pembroke to use Parcel #0121 048 on Rogers Road as a controlled fire burn area for training and exercises, a motion was made by Tiffany Walraven to authorize the Mayor to sign the agreement as presented. The motion was seconded by Diane Moore and carried unanimously.

URBAN REDEVELOPMENT PLAN

1. Resolution Adopting the Finding of Necessity Report – Sharroll Fanslau read aloud the resolution (see attached) to adopt the report in order to create an urban redevelopment plan. A motion was made by Tiffany Walraven to adopt the resolution as presented. Johnnie Miller seconded the motion that carried unanimously.
2. Board Appointment – Butler Replacement – The Mayor reported that Jackie Butler has resigned from URP Board as she has taken a full-time employment and will not be able to attend daytime meetings. A motion was made by Johnnie Miller to appoint Hattie Marie Allen to the board as Ms. Butler’s replacement. Tiffany Walraven seconded the motion that was agreed upon by all.

USDA WELL & TANK PROJECT

1. Legal Service Agreement - A motion was made by Johnnie Miller to enter into the USDA Legal Services Agreement with Callaway, Braun, Riddle & Hughes P. C. / Thomas E. Branch III to upgrade/install the City’s water well and tank system. Diane Moore seconded the motion that carried unanimously.
2. Owner/Engineer Agreement - Tiffany Walraven made a motion to approve the agreement with P.C. Simonton & Associates for professional services to design and plan the City’s water well and tank system. Ernest Hamilton seconded the motion that was approved by all.

PLANNING & ZONING – Conditional Use/Home Occupation Permit The Planning Commission reviewed and recommended for approval a Conditional Use application submitted by Felicia Pierce, requesting a Home Occupation Permit. The request is to set up a non-profit organization (office only) to assist displaced women transitioning back into society. The residence is located at 93 Front Run and is listed on the Bryan County Tax Digest as P06-17-003-10. The meeting was opened for public comments on the matter. Hearing none, a
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motion was made by Johnnie Miller to approve the recommendation of the Planning Commission. The motion was seconded by Diane Moore and agreed upon by all.

Budget Amendment Resolution FY 2015 A motion was made by Tiffany Walraven and seconded by Ernest Hamilton to adopt the resolution amending the 2015 Budget (see attached) to provide for the SAMHSA Drug Free Communities Grant. The motion to adopt was agreed upon by all.

USDA BONDS – Refinancing In an effort to reduce the debt for the Proprietary Fund the city is considering refinancing bonds at a lower rate. Johnnie Miller made a motion to authorize the Mayor to move forward and seek an offer from Stifel, Nicolaus, & Company, Inc. Karen Lynn seconded the motion that carried unanimously.

STREETLIGHT APPROVALS Following some onsite visits, Mr. McCoy recommended that the council approve streetlights on Gorham at Oak St., Gorham at T. Fields St. and Garrison at Lucious St. A motion to move forward with the streetlights was made by Johnnie Miller, seconded by Ernest Hamilton and approved by all.

CLERK POSITION The Clerk announced she would be retiring in July and that her position has been advertised and 9 applications have been received and ready for review. Diane Moore made a motion that the Human Resource Committee conduct interviews and present their candidates back to the city council.

DEPARTMENT REPORTS Larry Todd reported on concerns of the ZIKA virus spread by mosquitoes addressed at a class he recently attended. He stated that the street department will be placing briquettes in ditches and begin spraying for mosquitoes in the morning and evenings in different areas of town once every ten days as recommended.

Chief Alexander reported that he is in receipt of 120 community surveys responses with 110 of them being favorable. He also reported that Daniel Defense donated weapons to the department and training would begin next month. Councilman Miller requested officers to monitor high speed vehicles at Poplar St. and Hwy 280.

Ms. Fanslau reminded everyone of the city wide Easter Egg Hunt on March 19, 2016 at 10:00 a.m. The second grade students will tour city facilities on March 22nd and a representative of Senator Carter’s office will be at City Hall that day. Councilman Miller announced that the Bryan County Senior Citizen Program has an extra bus that the city can use.

Dain Reams reported on his activities including the CDBG surveys. He currently has 380 surveys and needs another 40 to be considered randomized. He will be going door to door to obtain these.

The Clerk reminded the Council to remit their reservations for the Annual conference and District 12 Listening Session if they plan to attend.

COMMITTEE REPORTS No reports submitted.

MAYOR’S REPORT The Mayor reported that a workshop was held prior to the council meeting and items will be forthcoming.

EXECUTIVE SESSION – Land Acquisition A motion was made by Tiffany Walraven to enter into executive session to discuss land acquisition. This was seconded by Diane Moore and agreed upon by all.

Following the executive session, a motion was made by Tiffany Walraven to come out of the executive session and enter back into the open council meeting. The motion was seconded by Johnnie Miller and approved by all.

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DEPARTMENT REPORT Mr. McCoy stated that he forgot to mention that there are some trees that need to be removed. They are located on Smith, Ware, Benton and Railroad Streets. Following some discussion the Attorney recommended that the City contact the DOT and Railroad of the pending removal of the tree that may possibly be in their right of way. Tiffany Walraven made a motion to direct Mr. McCoy to take care of the four trees. Diane Moore seconded the motion that carried.

ADJOURNMENT The motion to adjourn the meeting was made by Diane Moore, seconded by Tiffany Walraven and agreed upon by all.

ATTEST

Betty K. Hill
Betty K. Hill, City Clerk

Judy B. Cook
Judy B. Cook, Mayor