

Pembroke City Council Minutes  
October 12, 2020

The Pembroke City Council held their monthly meeting in the J Harry Owens Council Chamber at Pembroke City Hall on October 12, 2020. Present were mayor Judy B. Cook, council members Diane Moore, Tiffany Walraven, Ernest Hamilton, Karen Lynn and Johnnie Miller, Administrator Alex Floyd and Attorney Dana Braun. Alex Floyd acted as clerk. No member was absent. The meeting was called to order at 7:30.

**Invocation** was made by Councilman Miller.

**The Pledge of Allegiance** was led by Councilwoman Walraven.

**Minutes** from the September 14<sup>th</sup> workshop and meeting were presented. A motion was made by Councilwoman Lynn to accept the minutes as presented with a second by Councilwoman Moore. Vote was unanimous.

**Public Comment:** The floor was opened for Public Comment and Mrs. Diane Miller-Brown gave a presentation about Cancer Survivors' Month and a proposed Survivors' Walk on October 17<sup>th</sup> either in the Camellia Drive-Lewis Street area or in DuBois Square. Mayor Cook advised Mrs. Miller-Brown that no state routes could be closed with short notice. Mr. Floyd advised that the survivors would utilize the sidewalk along Camellia Drive. Mr. Floyd also advised that DuBois Square would be much easier to coordinate, provide more parking and a majority of the route would be on sidewalk. Mrs. Miller-Brown's request for coordination was approved pending route details to be decided with Chief Collins. Mr. Carey Smith voiced concern about survivors with limited mobility that may not be able to complete the route without the aid of a cart. Mr. Smith was advised to relay his concern to Mrs. Miller-Brown as it would be her committee's responsibility if transportation was needed.

**Audit:** The audit of the 2019 fiscal year was presented for approval. Copies had been presented for inspection to each Councilmember the previous week. A motion was made by Councilwoman Walraven to approve the 2019 audit with a second by Councilwoman Moore. Vote was unanimous.

**Bid Opening:** The sign-in sheet and tabulation sheet from the City Hall project bid opening was presented with the apparent low bidder noted. A motion was made by Councilwoman Walraven for the City of Pembroke to enter into a contract and negotiations with the apparent low bidder Lavender and Associates and authorize the Mayor and the Attorney to execute said contract for the construction of the new Pembroke City Hall, the renovation of the existing City Hall as a Police Station, the addition of offices to Fire Station No. 1 and the installation of a natural gas generator at the Maintenance Shop/Well No. 1 with a second by Councilman Miller. Vote was unanimous.

**Road Closure Request:** A request was made by Mr. Jeff Hodges on behalf of Bryan County Schools to host a 5k-Color Run on Payne Drive-Waters Circle on October 31 from 9:00-10:30 AM and for coordination with the police officer on shift. A motion to

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approve the street closure was made by Councilman Miller with a second by Councilwoman Moore. Vote was unanimous.

As the requested closure of Lewis Street had already been discussed in Public Comment and an alternative suggested, this item was passed over.

**Planning and Zoning:**

1. Mr. Floyd presented the application of Mr. Colleen Doyle for a Home Occupation Permit for a lawncare business home office at 805 N Main Street Parcel # 0121085. The Planning and Zoning commission has recommended approval. A motion for approval of the permit was made by Councilman Miller with a second by Councilwoman Walraven. Vote was unanimous.
2. Mr. Floyd presented the request of Mr. Michael Taylor for placement of a modular home at 650 Harry Hagan Rd (parcel number not yet assigned). A map of the surrounding area and a photograph of the home on the dealership lot were presented. Councilwomen Walraven and Moore expressed concern that the home appeared mobile not modular and requested more information. A motion to table the request was made by Councilwoman Walraven with a second by Councilwoman Moore. Vote was unanimous.
3. The appeal of Mr. Kevin Smith for placement of a mobile home at 984 W Bacon Street Parcel # 012007 was tabled. Vote was unanimous.

**Dept Reports:** Reports were presented and accepted by the Council.

**Committee Reports:** Human Resources Committee (Councilwoman Walraven and Councilman Miller) presented the updated employee salary scale for approval. A motion for approval of the salary scale as presented was made by Councilwoman Walraven with a second by Councilman Miller. Vote was unanimous.

The Human Resources Committee also presented a job description for the position of 'Street Maintenance Worker I' to make the Street Dept promotion system compatible with the Water Dept promotion system which has a Water/Wastewater Tech I and II. A motion for approval of the new position and description as presented was made by Councilwoman Walraven with a second by Councilwoman Lynn. Vote was unanimous.

**Executive Session:** A motion was made by Councilwoman Walraven to go into Executive Session to discuss pending litigation, personnel and real estate with a second by Councilwoman Moore. Vote was unanimous.

1. **Personnel:** After executive session, Council returned to open session. A motion was made by Councilwoman Walraven to confirm the termination of former City Clerk Sharroll Fanslau with a second by Councilwoman Moore. Vote was unanimous.
2. **Real Estate:** In previous executive session, the Council agreed to accept the offer of \$125,000 from Mr. Randy Jones of Select-Precast to purchase the former oxidation pond site in the J Dixie Harn Industrial Park (Parcel #012 087). At this

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time a motion was made by Councilwoman Walraven to allow the City Attorney Mr. Braun to prepare a contract with Select Precast for the sale of the property and authorize Mayor Cook and Mr. Braun to execute the contract for \$125,000 with \$2,500 earnest money with a second by Councilman Miller. Vote was unanimous.

***Note:** Mr. Jones insisted on granting the City \$10,000 earnest money and delivered it to Mr. Floyd at City Hall the following morning.*

**Adjournment:** At 9:00, a motion was made by Councilman Miller to adjourn with a second by Councilwoman Walraven. Vote was unanimous.

The next meeting of the Pembroke City Council is scheduled for 7:30 PM, Monday, November 9<sup>th</sup> in the J Harry Owens Council Chamber, Pembroke City Hall with a workshop preceding the meeting at 6:30 PM.

ATTEST:

Judy B. Cook, Mayor

Cathy, Clerk