

PEMBROKE CITY COUNCIL
MEETING MINUTES
September 14, 2020

The monthly meeting of the Pembroke City Council was held on Monday, September 14, 2020 at 7:00 p.m. with the following members present: Mayor Judy B. Cook; Councilmembers Ernest Hamilton, Karen Lynn, Johnnie Miller, Diane Moore and Tiffany Walraven. City Administrator Alex Floyd and Utility Clerk Lawquina Gilliard were also present.

CALL TO ORDER . . . The meeting was called to order by Mayor Cook.

INVOCATION . . . The invocation was given by Alex Floyd.

PLEDGE OF ALLEGIANCE . . . The Pledge of Allegiance was given by council.

ADOPTION OF MINUTES . . . A motion to approve the August 10, 2020 minutes as presented was made by Diane Moore; seconded by Tiffany Walraven and agreed upon by all.

PUBLIC COMMENTS . . . None

NEW WELL ISSUES AND CDBG GRANT . . . Water superintendent Keith Cook appeared before mayor and council to discuss the discoloration water complaints. He presented a report and recommendation from James Tyson of Tyson services that will address the issue. Mr. Cook advised the council that a cleaning of the distribution system is needed which will soften the settlement. This followed by a full system directional flush will result in the cleaning of the system. Notices will be sent to the water customers advising them of the process.

PUBLIC HEARING . . . None

JOB DESCRIPTION-DDA/MAINSTREET . . . A motion was made by Diane Moore, seconded by Tiffany Walraven to adopt the job description for DDA/main street. It was agreed upon by all.

CHIP UPDATE-Tiffany Walraven . . . Councilmember Tiffany Walraven advised the council that appraisals for the Camellia Row homes have come in, and with analyzing pricing along with the grant funds, we have been able to reduce pricing on all four homes to below \$150,000. New pricing will now fall between \$144,000 and \$149,000. She advised that plans are being discussed for phase two of the CHIP grant funding.

PLANNING & ZONING-Alex Floyd

Fee Schedule... Mr. Floyd advised that application fees need to be increased for planning and zoning applications to recover associated cost.

Kevin Smith...Mr. Floyd stated that Mr. Smith had inquired into placing a mobile home on his property at 984 W. Bacon Street. After discussion, it was decided not to allow a mobile home at this location.

DEPARTMENT REPORTS

Police . . . Chief Collins reported SGT. Ross with the JROTC made a request to utilize the teen center for K-5 tutoring. More details will be forthcoming.

Alex . . . Mr. Floyd presented census report from DCA and advised that the census closes on September 30th, 2020. He and Renee will be identifying those with zero occupancy.

School Crosswalk-Payne Road. . . Due to the type of paving material used on Payne Road, special materials for crosswalk would need to be used. We will include this crosswalk on our next paving project.

WRITTEN REPORTS. . . Submitted by Fire Dept., Water Dept., Street Dept., Mechanic Shop, and Downtown Development Authority.

COMMITTEE REPORTS . . . None

EXECUTIVE SESSION . . . (if needed)

ADJOURNMENT . . . Having no further business to come before the City Council, a motion to adjourn the meeting was made by Karen Lynn, seconded by Ernest Hamilton and agreed upon by all.

ATTEST:

Paul A. Floyd, City Administrator

Judy B. Cook, Mayor