

# PEMBROKE CITY COUNCIL MEETING MINUTES

## December 12, 2016

The monthly meeting of the Pembroke City Council was held on Tuesday, November 14, 2016 at 7:00 p.m. in the City Hall Council Chambers with the following members present: Mayor Judy B. Cook; Councilmembers Tiffany Walraven, Ernest Hamilton, Karen Lynn, Diane Moore and Johnnie Miller. Attorney Dana Braun and City Clerk, Sharroll Fanslau were also present.

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

**INVOCATION & PLEDGE . . .** Jesse France, Pembroke Police Auxiliary Chaplain gave the invocation and led the pledge.

**ADOPTION OF MINUTES . . .** A motion to adopt the minutes as presented of the November 14, 2016 council meeting was made by Karen Lynn, seconded by Diane Moore and agreed upon by all.

**PUBLIC COMMENTS . . .** There was a request for public comment by Jacob Chassereau. Mr. Chassereau was given the opportunity to comment. He stated that on December 3, 2016 there was a dove hunt close to his home. He called the police department, which Officer McElveen responded. The officer advised him that this was a legal hunt. Mr. Chassereau stated his desire for Mayor and Council to consider changing the current ordinance which allows the legal hunt.

**KEEP AMERICA BEAUTIFUL . . .** A proclamation for "Bring One for the Chipper" was presented and read by Mayor Cook designating December 31, 2016 as the official Bring One for the Chipper Day.

**FY 2017 MEETING SCHEDULE . . .** A calendar for 2017 Council Meetings was presented by the City Clerk. A motion for adoption of calendar as presented was made by Diane Moore, seconded by Karen Lynn and agreed upon by all.

**PLANNING AND ZONING / PUBLIC HEARING . . .** The Mayor called for any public comments, hearing none, the public hearing was closed. A motion was made to Amend Section 7-5 by Karen Lynn, seconded by Johnnie Miller and agreed upon by all. This constitutes the first reading.

**FIRE DISTRICT ESTABLISHMENT . . .** A motion to approve the Fire District as presented with the exception of fire fee amounts which will be set by council at a later date, was made by Diane Moore, seconded by Karen Lynn and agreed upon by all. This constitutes the 2<sup>nd</sup> reading and adoption of the Fire District.

**BRYAN COUNTY MARCHING BAND BOOSTERS . . .** A request for Bucket Brigade on December 17, 2016 from 8:00 a.m. until 1:00 p.m. was made. A motion to approve was made by Johnnie Miller, seconded by Ernest Hamilton and agreed upon by all.

**FIRE DEPARTMENT . . .** A request to surplus and dispose of scrap metal located at the burn site and also at the city yard was made by Chief Waters. A motion to approve was made by Diane Moore, seconded by Karen Lynn and agreed upon by all.

**AMENDMENT OF TITLE 7, CHAPTER 3: ALCOHOLIC BEVERAGES . . .** Attorney Braun explained that the liquor sales approved in November did not include Sunday sales and the need for a separate vote citywide. It was further explained that the Board of Education will be holding a vote on March 21<sup>st</sup> for ESPLOST and will allow us to place Sunday sales on the ballot at that time. Mr. Braun

**CITY COUNCIL MINUTES (continued)**

**December 12, 2016**

**PAGE 2 OF 2**

specifically addressed the following sections: 7-3-5; 7-3-6; 7-3-9; 7-3-17; 7-3-42; 7-3-44; and 7-3-50. A motion was made to dispense with the reading of the amendment and allow this as 1<sup>st</sup> reading by Johnnie Miller, seconded by Karen Lynn and agreed upon by all. This constitutes the 1<sup>st</sup> reading.

**DEPARTMENT REPORTS**

Street – Deadline for debris pickup from Hurricane Matthew will be January 3, 2017 per Larry Todd and by recommendation of the Street Committee, Diane Moore and Ernest Hamilton.

Surplus – The Street department requested that they be allowed to list a mower on GovDeals for sale. 2014 Exmark Lazer S-series zero turn; Model LZS740EKC60RD; S/N 314633517; 27 Horsepower; Rear discharge; 1077 hours. A motion to approve the surplus sale was made by Johnnie Miller; seconded by Karen Lynn and agreed upon by all.

Downtown Development Authority – Alex Floyd reported that the Andy’s IGA downtown had sold and that Sawmill Landing was beginning to take applications. There will be a wrap up meeting on Thursday at 1:00 p.m. at city hall for the parade and tree lighting.

Police – no additional report.

Project Manager – Ricky McCoy reported that the school now had the lights flashing. Diane Moore remarked that the lights were flashing early at 2:30 but they have been contacted and should be adjusted now. They will be adjusted to the dismissal bell at school. It was also noted that teachers start around 7:30 and lights may need to be set earlier. Mr. McCoy also informed the mayor and the council that the Ash Branch Rd. project should be completed by January 1<sup>st</sup>.

**COMMITTEE REPORTS**

Finance Committee – Diane Moore made a motion that it was the recommendation of the committee to approve end-of-year salary adjustments for the employees. Karen Lynn seconded the motion and it was agreed upon by all.


Water Committee – Pembroke Christian Church requested a 1” tie-in to their new youth center. It was the recommendation of Keith Cook that it be changed to a 2” pipe off Burkhalter St. A motion was made by Johnnie Miller, second by Ernest Hamilton and agreed upon by all.

Human Resources – Karen Lynn made a motion to approve the human resources director job description. A second was made by Diane Moore and agreed upon by all.

**EXECUTIVE SESSION . . . . .** (if needed) Discussion, Personnel, Litigation, Real Estate - None needed

**ADJOURNMENT . . . . .** Having no further business to come before the City Council, a motion to adjourn the meeting was made by Diane Moore, seconded by Johnnie Miller and agreed upon by all.

**ATTEST:**

  
Sharroll Fanslau, City Clerk

  
Judy B. Cook, Mayor