

TOWN OF ROBBINS
REGULAR BOARD MEETING
October 10, 2019
Town Hall-101 N. Middleton Street

Call to Order		Mayor English
Invocation		Mayor English
Pledge of Allegiance		Mayor English
Approval of Agenda		
Approval of Consent Agenda	<i>All items listed here are considered routine and will be enacted by one motion. No separate discussion will be held, except upon request from a member of the Board of Commissioners.</i>	
	<ul style="list-style-type: none">September Regular BOC MinutesBudget Amendment #6Road Closure Resolution- Christmas ParadeResolution to Surplus Police Equipment	
Public Address to the Board of Commissioners	<i>Any individual or group who wishes to address the Board shall make a request to be on the agenda to the Town Clerk or chief administrative officer. Any and all public addresses to the Board shall be limited to five minutes.</i>	
Presentations		
Reports	<ul style="list-style-type: none">Managers' ReportCode Enforcement Report	David Lambert Brandon Emory
Public Hearings		
New Business	<ul style="list-style-type: none">Building Inspections ResolutionBuilding Inspection AgreementBrownfields Asbestos Abatement ContractBrownfields Debris Consolidation ContractResolution Establishing a Parking Advisory Committee2018 Water System Improvement project- The Wooten Company Contract Amendment No. 1FEMA Project- The Wooten Company Contract Amendment No. 1	
Discussion and Possible Action	<ul style="list-style-type: none">Purchase Order Requisition	
Comments by Commissioners	<ul style="list-style-type: none">Limited to 5 Minutes	
Closed Session	<ul style="list-style-type: none">Pursuant to G.S. 143-318.11(a)(3) to preserve attorney-client privilegePursuant to G.S 143-318.11(a)(6) to discuss personnel matters	
Adjournment		



Town of Robbins Board Commissioners Meeting

101 N. Middleton Street
Robbins NC 27325
www.townofrobbins.com
Lonnie English, Mayor
David Lambert, Town Manager
Regular Meeting

~ Minutes ~

Thursday, September 12, 2019

6:00 PM

Robbins Town Hall

Call to Order

The meeting was called to order at 6:00 PM by Mayor Lonnie English
In attendance were commissioner Boswell, Bradshaw, Holt, Philips, and Stewart.

Invocation

Mayor Lonnie English gave the invocation.

Pledge of Allegiance

Mayor Lonnie English led the recitation of the Pledge of Allegiance to the American flag.

Approval of the Agenda

Motion to: Approve the agenda as amended, to reflect the addition of the text amendment to discussion and possible action.

RESULT	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> REJECTED	<input type="checkbox"/> TABLED	<input type="checkbox"/> OTHER	
VOTE	_____ In Favor	_____ Absent	_____ Abstain	<input checked="" type="checkbox"/> Unanimous	
MOVER	<input type="checkbox"/> Joey Boswell	<input checked="" type="checkbox"/> Nikki Bradshaw	<input type="checkbox"/> Terri Holt	<input type="checkbox"/> Brandon Phillips	<input type="checkbox"/> Kevin Stewart
DECENTERS	<input type="checkbox"/> Joey Boswell	<input type="checkbox"/> Nikki Bradshaw	<input type="checkbox"/> Terri Holt	<input type="checkbox"/> Brandon Phillips	<input type="checkbox"/> Kevin Stewart
ABSENT	<input type="checkbox"/> Joey Boswell	<input type="checkbox"/> Nikki Bradshaw	<input type="checkbox"/> Terri Holt	<input type="checkbox"/> Brandon Phillips	<input type="checkbox"/> Kevin Stewart

Consent Agenda

Motion to: Approve the Consent Agenda.

RESULT	<input checked="" type="checkbox"/> APPROVED	<input type="checkbox"/> REJECTED	<input type="checkbox"/> TABLED	<input type="checkbox"/> OTHER	
VOTE	_____ In Favor	_____ Absent	_____ Abstain	<input checked="" type="checkbox"/> Unanimous	
MOVER	<input type="checkbox"/> Joey Boswell	<input type="checkbox"/> Nikki Bradshaw	<input type="checkbox"/> Terri Holt	<input type="checkbox"/> Brandon Phillips	<input checked="" type="checkbox"/> Kevin Stewart
DECENTERS	<input type="checkbox"/> Joey Boswell	<input type="checkbox"/> Nikki Bradshaw	<input type="checkbox"/> Terri Holt	<input type="checkbox"/> Brandon Phillips	<input type="checkbox"/> Kevin Stewart
ABSENT	<input type="checkbox"/> Joey Boswell	<input type="checkbox"/> Nikki Bradshaw	<input type="checkbox"/> Terri Holt	<input type="checkbox"/> Brandon Phillips	<input type="checkbox"/> Kevin Stewart

Items on Consent Agenda:

- August Regular BOC Meeting Minutes
- August Special BOC Minutes
- Budget Amendment #4 Depot Repair Service
- Budget Amendment #5 Salaries

- Resolution Approving Road Closure for NMHS Homecoming Parade
- Resolution Approving Road Closure for Harvest Festival

Overview of the Rules and Procedures for the Public Forum

The overview of the rules and procedures for the public forum was omitted since no one chose to speak at the public forum.

Public Forum

No one spoke during the public forum.

Presentation

None.

Town Manager's Report

Investing FORWARD

- **CDBG-** We have made several payments and the construction is ongoing. They are currently working around Robbins Elementary School.
- **Chemical Pump Station-** We have been working on acquiring the easement and that should be ready for the Boards approval at the September Meeting.

Hurricane Florence and FEMA Response:

- **FEMA-** We have been keeping track of time, and costs, and we will be submitting that soon.
- **NC Office Of Recovery and Resiliency Grants-**

Other Updates:

Brownfields: I have a meeting with Joe Morici on 4/11/19 to discuss the status. I have not had an update on the project in a while.

Budget Updates: *Robbins has \$500K NCORR grant, but the Town limited on the scope of what the grant can be used for:* In 2018 the North Carolina Office of Recovery and Resiliency (NCORR) awarded a grant to Robbins in the amount of \$500,000. The application required us to anticipate specific equipment and other items and submit them for approval up to a maximum of \$1,000,000. The NCORR approved every proposed expense, but only to the grant award of \$500,000. Therefore, we are bound to only purchase items that were submitted in the application, but we cannot purchase everything.

Robbins is making long-term investments with this grant money but needs to maintain flexibility during uncertain budget times: As a result, we have developed a plan where we prioritize equipment and maximize impact of these dollars. We wanted to make long-term investments in capital needs, but also provide short-term flexibility during uncertain budget years.

The FY 19-20 was passed prior to significant administrative turnover, thereby making budget amendments necessary to address increased costs, but the grant has a way to assist in service value and decrease reliance on fund balance: The FY 19-20 Budget was passed during significant administrative transitions as multiple staff in key leadership positions resigned from their position. When turnover occurs, additional strain is added to town resources. There will be various budget amendments necessary to address position advertisement costs, variations in salaries, and salary lapses. After Hurricane Florence the Assistant Public Services Director position was eliminated and an entry-level position was filled. As we begin the recovery process, the administrative workload has increased, and it is necessary to refill this position. The costs of this

position were eligible to be covered by the grant (salary, benefits, other costs) for a maximum of three years. Robbins can maintain this position out of the general fund in future years.

The grant will allow us to use grant dollars to cover expenses for Assistant Public Services Director position which will, by effect, allow us to absorb increased costs caused by the transition: By bringing back the Assistant Public Services Director position we will increase the expertise necessary as we recover from the storm and improve normal operations. This will also positively affect the operational budget as it will allow the salary from the entry-level position to cover any increases caused from the transition and potentially allow to cover the cost of increased contracting expenses this year.

Local Government Commission: The Board received copies of the letter from the Local Government Commissions asking for an explanation for our tardy audit report. I explained that we changed auditors and Hurricane Florence negatively impacted this return. They also asked for us to take a closer look at our revenues for our Water Sewer Fund to ensure that they will meet expenses and debt service in the coming years. As you know, we have made progress in meeting these challenges, but staff are reviewing all options.

Staffing: The Public Services Department is overloaded with work as they must start cutting grass. We had been awarded up to five positions from an NC WORKS grant. They advertised and had had a two-day job fair. They had no applicants. We held off on hiring someone with the possibility of at least one or two people being hired in the Public Services Department, but we can no longer do this. We are advertising for the position currently. We will be adjusting next year's budget figures to account for this.

May the FORTH be with you!: Robbins will be hosting a moving night in the Greenspace on September 27th. The Fire & Rescue Department will be serving food. Bring your lawn chair or blanket!

Budget: Staff are still working on the budget numbers. We were anticipating a 3% revenue increase based on the county's initial projections. When we received the valuations, we have approximately 10% increase in valuations. We are working to adjust revenue projections and account for expenses not covered by grants or other programs in the budget.

Fire ISO: Robbins was to have an inspection for insurance rating this summer. It was pushed back because of all the conflict we were going to have with the CDBG construction this summer. The Fire Department are still completing annual testing and they are ready for the inspection at any time. After the CDBG project we should have much better fire flows.

Planning/Zoning: Robbins has 3 different conditional use applications that we are awaiting submittal.

- **REMC-** use of the old schoolhouse as a location for parking trucks- awaiting application
- **NMFRC-** SCC classrooms—long time discussions, but we are awaiting application.
- **Old Ithaca Building-** conditional use of recycling- Made contact. Indicated he would submit application

IEDC: When the IEDC were here in March they submitted economic development options for Robbins. I am working with getting a few more volunteers back so we can move forward on a few. I am also meeting with Triangle J on hosting options. I have attached the report to this month's Managers Report.

Big Cedar Creek: I have provided Mickey Brown the contract and indicated the timeline preferences of the Board. At this writing, I have not got any signed contract.

Highfalls Dam: There are discussions about the closure of the Highfalls Dam. Robbins was initially concerned but it appears that these changes would not impact our water/sewer discharge options. Robbins has been asked to participate in discussions on how the area could be used after the removal of the dam. I will update the Board as I have more information.

Library: The fire alarm system at the Library is not up to date and needs to be replaced. We have quoted the cost of updating the system and the cost is \$5,400.00 and \$34.00 a month service fee. This has not been budgeted and may not be

necessary. The town clerk has been in contact with the deputy Fire Marshall to see what is required for the library fire alarm system.

Security Cameras: We will be placing security cameras on the outside as well as on the inside of Town Hall. We have been looking at few different companies. This was not budgeted, but it is something that we can find money with the budget for. We need this to make sure our evidence is secure.

Suez: I have reached out to Suez for a few different solutions for the public services, and WWTP options. I wanted to compare what they can offer to the Town and what we can find as far as hired positions through the Town's search.

Recover and Resiliency Grant: You can reference the spreadsheet for what has been spent and what will be spent through 2020.

New Business

1. Resolution to Approve Asbestos Abatement Services

Motion to: 1. To approve the resolution allowing the town manager to negotiate and execute contracts up to \$5,000.00 for asbestos abatement.

RESULT	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> REJECTED	<input type="checkbox"/> TABLED	<input type="checkbox"/> OTHER	
VOTE	<input type="checkbox"/> In Favor	<input type="checkbox"/> Absent	<input type="checkbox"/> Absent	<input checked="" type="checkbox"/> Unanimous	
MOVER	<input checked="" type="checkbox"/> Joey Boswell	<input type="checkbox"/> Nikki Bradshaw	<input type="checkbox"/> Terri Holt	<input type="checkbox"/> Brandon Phillips	<input type="checkbox"/> Kevin Stewart
DECENTERS	<input type="checkbox"/> Joey Boswell	<input type="checkbox"/> Nikki Bradshaw	<input type="checkbox"/> Terri Holt	<input type="checkbox"/> Brandon Phillips	<input type="checkbox"/> Kevin Stewart
ABSTAIN	<input type="checkbox"/> Joey Boswell	<input type="checkbox"/> Nikki Bradshaw	<input type="checkbox"/> Terri Holt	<input type="checkbox"/> Brandon Phillips	<input type="checkbox"/> Kevin Stewart

2. Budget Amendment #3

Motion to: Approve budget amendment #3 to appropriate funds for the new police vehicle. .

RESULT	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> REJECTED	<input type="checkbox"/> TABLED	<input type="checkbox"/> OTHER	
VOTE	<input type="checkbox"/> In Favor	<input type="checkbox"/> Absent	<input type="checkbox"/> Absent	<input checked="" type="checkbox"/> Unanimous	
MOVER	<input type="checkbox"/> Joey Boswell	<input checked="" type="checkbox"/> Nikki Bradshaw	<input type="checkbox"/> Terri Holt	<input type="checkbox"/> Brandon Phillips	<input type="checkbox"/> Kevin Stewart
DECENTERS	<input type="checkbox"/> Joey Boswell	<input type="checkbox"/> Nikki Bradshaw	<input type="checkbox"/> Terri Holt	<input type="checkbox"/> Brandon Phillips	<input type="checkbox"/> Kevin Stewart
ABSTAIN	<input type="checkbox"/> Joey Boswell	<input type="checkbox"/> Nikki Bradshaw	<input type="checkbox"/> Terri Holt	<input type="checkbox"/> Brandon Phillips	<input type="checkbox"/> Kevin Stewart

3. Resolution Authorizing Town Manager to Execute Financial and Purchase Agreements for Police Vehicle

Motion to: Approve the Town Manager to execute all agreements for the financing of the new police vehicle, as well as the purchase agreements.

RESULT	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> REJECTED	<input type="checkbox"/> TABLED	<input type="checkbox"/> OTHER	
VOTE	<input type="checkbox"/> In Favor	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain	<input checked="" type="checkbox"/> Unanimous	
MOVER	<input type="checkbox"/> Joey Boswell	<input checked="" type="checkbox"/> Nikki Bradshaw	<input type="checkbox"/> Terri Holt	<input type="checkbox"/> Brandon Phillips	<input type="checkbox"/> Kevin Stewart
DECENTERS	<input type="checkbox"/> Joey Boswell	<input type="checkbox"/> Nikki Bradshaw	<input type="checkbox"/> Terri Holt	<input type="checkbox"/> Brandon Phillips	<input type="checkbox"/> Kevin Stewart
ABSENT	<input type="checkbox"/> Joey Boswell	<input type="checkbox"/> Nikki Bradshaw	<input type="checkbox"/> Terri Holt	<input type="checkbox"/> Brandon Phillips	<input type="checkbox"/> Kevin Stewart

4. 2018 Water Improvement Project- Easement Agreement- Vanderbilt Minerals

Motion to: approve the easement as presented.

RESULT	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> REJECTED	<input type="checkbox"/> TABLED	<input type="checkbox"/> OTHER	
VOTE	<input type="checkbox"/> In Favor	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain	<input checked="" type="checkbox"/> Unanimous	
MOVER	<input checked="" type="checkbox"/> Joey Boswell	<input type="checkbox"/> Nikki Bradshaw	<input type="checkbox"/> Terri Holt	<input type="checkbox"/> Brandon Phillips	<input type="checkbox"/> Kevin Stewart
DECENTERS	<input type="checkbox"/> Joey Boswell	<input type="checkbox"/> Nikki Bradshaw	<input type="checkbox"/> Terri Holt	<input type="checkbox"/> Brandon Phillips	<input type="checkbox"/> Kevin Stewart
ABSENT	<input type="checkbox"/> Joey Boswell	<input type="checkbox"/> Nikki Bradshaw	<input type="checkbox"/> Terri Holt	<input type="checkbox"/> Brandon Phillips	<input type="checkbox"/> Kevin Stewart

5. Resolution to initiate negotiations.

Motion to: Approve the resolution to grant Town Manager authority to negotiate debris removal services.

RESULT	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> REJECTED	<input type="checkbox"/> TABLED	<input type="checkbox"/> OTHER	
VOTE	<input type="checkbox"/> In Favor	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain	<input checked="" type="checkbox"/> Unanimous	
MOVER	<input checked="" type="checkbox"/> Joey Boswell	<input type="checkbox"/> Nikki Bradshaw	<input type="checkbox"/> Terri Holt	<input type="checkbox"/> Brandon Phillips	<input type="checkbox"/> Kevin Stewart
DECENTERS	<input type="checkbox"/> Joey Boswell	<input type="checkbox"/> Nikki Bradshaw	<input type="checkbox"/> Terri Holt	<input type="checkbox"/> Brandon Phillips	<input type="checkbox"/> Kevin Stewart
ABSENT	<input type="checkbox"/> Joey Boswell	<input type="checkbox"/> Nikki Bradshaw	<input type="checkbox"/> Terri Holt	<input type="checkbox"/> Brandon Phillips	<input type="checkbox"/> Kevin Stewart

6. Neo Corporation Contract for Asbestos Abatement

RESULT	<input type="checkbox"/> Approved	<input type="checkbox"/> REJECTED	<input checked="" type="checkbox"/> TABLED	<input type="checkbox"/> OTHER	
VOTE	<input type="checkbox"/> In Favor	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain	<input checked="" type="checkbox"/> Unanimous	
MOVER	<input checked="" type="checkbox"/> Joey Boswell	<input type="checkbox"/> Nikki Bradshaw	<input type="checkbox"/> Terri Holt	<input type="checkbox"/> Brandon Phillips	<input type="checkbox"/> Kevin Stewart
DECENTERS	<input type="checkbox"/> Joey Boswell	<input type="checkbox"/> Nikki Bradshaw	<input type="checkbox"/> Terri Holt	<input type="checkbox"/> Brandon Phillips	<input type="checkbox"/> Kevin Stewart
ABSENT	<input type="checkbox"/> Joey Boswell	<input type="checkbox"/> Nikki Bradshaw	<input type="checkbox"/> Terri Holt	<input type="checkbox"/> Brandon Phillips	<input type="checkbox"/> Kevin Stewart

7. Resolution to adopt a new fee schedule

Motion to: adopt the resolution, putting in place a new fee schedule to be effective October 1, 2019.

RESULT	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> REJECTED	<input type="checkbox"/> TABLED	<input type="checkbox"/> OTHER	
VOTE	<input type="checkbox"/> In Favor	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain	<input checked="" type="checkbox"/> Unanimous	
MOVER	<input checked="" type="checkbox"/> Joey Boswell	<input type="checkbox"/> Nikki Bradshaw	<input type="checkbox"/> Terri Holt	<input type="checkbox"/> Brandon Phillips	<input type="checkbox"/> Kevin Stewart
DECENTERS	<input type="checkbox"/> Joey Boswell	<input type="checkbox"/> Nikki Bradshaw	<input type="checkbox"/> Terri Holt	<input type="checkbox"/> Brandon Phillips	<input type="checkbox"/> Kevin Stewart
ABSENT	<input type="checkbox"/> Joey Boswell	<input type="checkbox"/> Nikki Bradshaw	<input type="checkbox"/> Terri Holt	<input type="checkbox"/> Brandon Phillips	<input type="checkbox"/> Kevin Stewart

8. Resolution designating FEMA Grant representative.

Motion to: approve the resolution designating Hannah Hungerford, town clerk, as the FEMA Grant representative.

RESULT	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> REJECTED	<input type="checkbox"/> TABLED	<input type="checkbox"/> OTHER	
VOTE	_____ In Favor	_____ Absent	___ Abstain	<input checked="" type="checkbox"/> Unanimous	
MOVER	<input checked="" type="checkbox"/> Joey Boswell	<input checked="" type="checkbox"/> Nikki Bradshaw	<input type="checkbox"/> Terri Holt	<input type="checkbox"/> Brandon Phillips	<input type="checkbox"/> Kevin Stewart
DECENTERS	<input type="checkbox"/> Joey Boswell	<input type="checkbox"/> Nikki Bradshaw	<input type="checkbox"/> Terri Holt	<input type="checkbox"/> Brandon Phillips	<input type="checkbox"/> Kevin Stewart
ABSENT	<input type="checkbox"/> Joey Boswell	<input type="checkbox"/> Nikki Bradshaw	<input type="checkbox"/> Terri Holt	<input type="checkbox"/> Brandon Phillips	<input type="checkbox"/> Kevin Stewart

9. Resolution to adopt account write off resolution.

Motion to: approve the resolution writing off certain utility accounts that should have been written off during the 2017 conversion.

RESULT	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> REJECTED	<input type="checkbox"/> TABLED	<input type="checkbox"/> OTHER	
VOTE	_____ In Favor	_____ Absent	___ Abstain	<input checked="" type="checkbox"/> Unanimous	
MOVER	<input checked="" type="checkbox"/> Joey Boswell	<input type="checkbox"/> Nikki Bradshaw	<input type="checkbox"/> Terri Holt	<input type="checkbox"/> Brandon Phillips	<input type="checkbox"/> Kevin Stewart
DECENTERS	<input type="checkbox"/> Joey Boswell	<input type="checkbox"/> Nikki Bradshaw	<input type="checkbox"/> Terri Holt	<input type="checkbox"/> Brandon Phillips	<input type="checkbox"/> Kevin Stewart
ABSENT	<input type="checkbox"/> Joey Boswell	<input type="checkbox"/> Nikki Bradshaw	<input type="checkbox"/> Terri Holt	<input type="checkbox"/> Brandon Phillips	<input type="checkbox"/> Kevin Stewart

10. Reimbursement Agreement Resolution

Motion to: approve the resolution adopting the new police reimbursement agreement allowing the Town to collect on new hire payouts if they leave before a three-year period.

RESULT	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> REJECTED	<input type="checkbox"/> TABLED	<input type="checkbox"/> OTHER	
VOTE	_____ In Favor	_____ Absent	___ Abstain	<input checked="" type="checkbox"/> Unanimous	
MOVER	<input checked="" type="checkbox"/> Joey Boswell	<input type="checkbox"/> Nikki Bradshaw	<input type="checkbox"/> Terri Holt	<input type="checkbox"/> Brandon Phillips	<input type="checkbox"/> Kevin Stewart
DECENTERS	<input type="checkbox"/> Joey Boswell	<input type="checkbox"/> Nikki Bradshaw	<input type="checkbox"/> Terri Holt	<input type="checkbox"/> Brandon Phillips	<input type="checkbox"/> Kevin Stewart
ABSENT	<input type="checkbox"/> Joey Boswell	<input type="checkbox"/> Nikki Bradshaw	<input type="checkbox"/> Terri Holt	<input type="checkbox"/> Brandon Phillips	<input type="checkbox"/> Kevin Stewart

Discussion and Possible Action

1. Raleigh WinWater- Zenner Pilot Program

Discussion: Commissioners questioned if the Town should go ahead and pursue the Zenner pilot program, because there was money returned to the Town from sales and use tax. Manager Lambert suggested a reasonable project timeline.

Motion to: direct the manager to instruct Raleigh WinWater to put together a timeline of pilot program for the Forest Heights area.

RESULT	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> REJECTED	<input type="checkbox"/> TABLED	<input type="checkbox"/> OTHER	
VOTE	<input type="checkbox"/> In Favor	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain	<input checked="" type="checkbox"/> Unanimous	
MOVER	<input type="checkbox"/> Joey Boswell	<input checked="" type="checkbox"/> Nikki Bradshaw	<input type="checkbox"/> Terri Holt	<input type="checkbox"/> Brandon Phillips	<input type="checkbox"/> Kevin Stewart
DECENTERS	<input type="checkbox"/> Joey Boswell	<input type="checkbox"/> Nikki Bradshaw	<input type="checkbox"/> Terri Holt	<input type="checkbox"/> Brandon Phillips	<input type="checkbox"/> Kevin Stewart
ABSENT	<input type="checkbox"/> Joey Boswell	<input type="checkbox"/> Nikki Bradshaw	<input type="checkbox"/> Terri Holt	<input type="checkbox"/> Brandon Phillips	<input type="checkbox"/> Kevin Stewart

2. Recovery and Resiliency Grant

Discussion: Covered in the manager's report.

3. Text Amendment

Discussion: Manager Lambert asked for some from the Board of Commissioners concerning a text amendment and Commissioner Holt's project on Middleton Street. Commissioner Boswell suggested tearing down the old police station and putting a parking lot for all the downtown area to use. Manager Lambert asked for specific direction pertaining to conditional use parking requirements. Commissioner Boswell suggested the appointment of a parking lot committee designated for this specific issue.

Commissioners Comments

Phillips: great to have the new police chief. He is doing a great job, even if it is a huge expense to the Town and its citizens, I have no doubt he will do a great job with the department.

English: mayor English commented on the absence of certain streetlights and suggested they be turned back on. He also asked where the new LED lights were that Duke Energy talked about.

Enter into Closed Session

Commissioner Bradshaw made a motion to enter into closed session at 7:24PM Pursuant to G.S. 143-318.11(a)(3) to preserve attorney-client privilege. Pursuant to G.S 143-318.11(a)(6) to discuss personnel matters.

Commissioner Boswell made a motion to close the closed session at 8:00 PM. This motion was unanimously approved.

Commissioner Bradshaw made a motion to reopen the open meeting session at 8:00 PM. This motion was unanimously approved.

Adjournment

The meeting was closed at 8:01 PM PM on a motion made by Commissioner Stewart. Unanimously approved.

Lonnie English, Mayor

Town Clerk

Accepted into the record
made by _____. In favor: _____; Against _____.

Town of Robbins
Robbins, NC
Budget Ordinance Amendment #6
2019-2020

BE IT ORDAINED by the Governing Board of the Town of Robbins, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2020:

Section 1. To amend the General Fund, Professional services line item and move funds from the fund balance to cover the expenses, as follows:

		<u>Increase</u>	<u>Decrease</u>
10-399-00	Appropriation GF Fund Balance	\$10,000	
10-470-04	Legal Professional Serv.	\$10,000	

Section 2. This Budget Ordinance Amendment will increase the expense line item for the cost of condemnation to acquire property. Funds will be moved from the general fund balance to cover the increase in expenses. This amendment is a replica of budget amendment #20 in the 2018-2019 budget year. The cost to acquire the property was not paid out in 2018-2019 so the funds went back into the fund balance. The expenses have been paid in this fiscal year.

Section 3. Copies of this budget amendment shall be furnished to the Clerk, to the Governing Board, and to the Finance Director for their direction.

Adopted this 10th day of October 2019.

Lonnie B. English
Mayor

Hannah Hungerford
Town Clerk

**AN ORDINANCE DECLARING A ROAD CLOSURE FOR THE TOWN OF ROBBINS
2019 CHRISTMAS PARADE**

WHEREAS, the Robbins Board of Commissioners wishes to provide a Christmas Parade for the citizens of Robbins and the surrounding community;

WHEREAS, the Town of Robbins wishes to co-sponsor Christmas parade along with the Robbins Fire and Rescue Squad;

WHEREAS, the Robbins Board of Commissioners acknowledges that the parade will require that NC Highway 705 be temporarily closed to all motor vehicle traffic;

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF ROBBINS THE FOLLOWING:

Section 1. Pursuant to authority granted by G.S. § 20-169, NC Highway 705 will be temporarily closed to all motor vehicle traffic from Emma Lane to Elm Street from 4:30 p.m. to 10:00 p.m. on December 5, 2019;

Section 2. A copy of this adopted ordinance shall be provided to the North Carolina Department of Transportation.

Section 3. All provisions of any town ordinance or resolution in conflict with this ordinance are repealed.

The foregoing ordinance, having been submitted to a vote, received the following vote and was duly adopted this ____ day of October 2019.

Ayes: _____

Noes: _____

Absent or Excused: _____

Lonnie B. English, Mayor

ATTEST:

Hannah Hungerford, Town Clerk

A RESOLUTION DECLARING CERTAIN PROPERTY SURPLUS AND AUTHORIZING ITS DISPOSITION

WHEREAS, THE Board of Commissioners of the Town of Robbins desires to dispose of certain surplus property of the Town; and

WHEREAS, G.S. 160a-266 authorizes the sale of personal property valued at less than \$30,000.00 by private negotiation, but the statute requires personal property valued at \$30,000.00 or more to be sold by one of three methods authorized by statute, including upset bids. Auction, and sealed bids;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF ROBBINS THAT:

Section 1. The following described property is hereby declared to be surplus:

1. Beretta Model 96
 - a. Serial #BER032442M
 - b. Approximate value: \$250.00
2. Beretta Model 96
 - a. Serial #BER032405M
 - b. Approximate value: \$250.00
3. Beretta Model 1201
 - a. Serial #A21670L
 - b. Approximate value: \$250.00

According to section 33.02 subsection A., the Town Manager is authorized to dispose of the described surplus property valued at less than \$500.00, whenever he or she determines, in his or her discretion.
This resolution shall become effective upon adoption.

The foregoing resolution having been submitted to a vote, received the following vote and was duly adopted this ____ day of _____, 2019.

Mayor, Lonnie B English

ATTEST:

Town Clerk, Hannah Hungerford

Manager report
to follow in a
supplemental
packet.



October 3, 2019

Ms. Norma Smith,

This is a follow up request to our July 25, 2019 request for extension. Per the email from Ms. Smith on October 3, 2019, Mr. Timothy Etson has requested additional justification and other information related to our request for Category B extension request.

As stated in our previous letter the emergency bypass machine is operating in place of the main pump station and its pumps. There is no power source at this facility and no means (other than the bypass pump) to pump the waste from the current location to the Waste Water Treatment Plant (256 Bear Ridge Road) where it can be treated and safely discharged. This emergency protective measure ensures the environmental health of our community and protects the health and property of homeowners. Without this measure in place the untreated waste would overflow onto the adjacent Bear Creek and overflow onto N.C. Highway 705. If not addressed immediately then homes in low lying areas will have sewage backup into their homes. Please see images on the following page.

From the outset it was understood that this would be a measure that would be necessary throughout the entire recovery process and well into the construction of the new pump station. We have had now five PDMG's for this project. Mr. Mark Dominguez (a previous PDMG) submitted our needs for the Category B Pump Station through December—which has been obligated. Once Ms. Merriweather and Ms. Smith came on Board we discussed the needs of the bypass pump after December.

The Main Pump Station, Wastewater Treatment Plant Outfall Line, etc. have not been obligated by FEMA. Our engineers have provided all information necessary and the Moore County Planning Board provided the justification for moving the headworks of the main pump station in a timely matter. At this point, we are only waiting for FEMA's review. Zero percent has been completed at the time of review—other than the engineering plans submitted to FEMA's review. The Bypass pump has been in operation for a year and we desperately wish to move forward on this project.

Assuming that this project is obligated in October our Engineers, The Wooten Company, will start with the design phase in November (including surveying). The design phase should be completed in February 2020. From February to April we anticipate that we will be working on permitting matters. (However, if a No Rise is required, this may increase time). From May to July we will be bidding/contracting for the project. We anticipate that construction will take approximately six months. This would have us ending the project in January 2021.



Robbins wishes to move forward with this as quickly as possible and reduce our dependency on the bypass pump. If the bypass pump were to fail (or not be able to operate) it would be detrimental to public health. Again, from the outset the bypass pump has considered necessary until a new pump station was constructed. We are eager to begin the project. We respectfully ask that this extension be granted through the point of its current obligation and until the new facility is constructed.

Again, my last day with the Town of Robbins as its Town Manager is October 11, 2019. My hope is that we will have a resolution at that time.

Sincerely,

David Lambert, J.D., M.P.A., CZO

Enclosures: Pictures

CC: Lonnie English, Mayor
 Hannah Hungerford, Town Clerk
 Zaida Garcia, FEMA PDMG
 Scot Brooks, Moore County Emergency Manager
 John Grey & Kevin Wienhold, The Wooten Company
 Charles Edwards, Dorthy Henderson, NCDPS
 Timothy Etson & Karen Taylor, FEMA



Bypass Pump (started in September 2018)



Example of Headworks and untreated wastewater when Bypass pump was not in operation.



Arial View of the Pump Station (& Bear Creek and N.C. Hwy 705)

MH - Minimum Housing / **OL** - Overgrown Lot / **JV** - Junk Vehicle / **JP** - Junk Pile / **AWG** - Abandoned White Goods / **AC** - Animal Control / **ZV** - Zoning Violation / **Open Red** - Open Active Case / **Open Yellow** - Open Inactive Case / **Abated Green** - Case Closed & Cleared / **Unfounded Blue** - No Violation Found, Case Closed / **NOV** - Notice of Violation / **NOH** - Notice of Hearing / **FOF** - Finding of Fact

OCA		ADDRESS	VIOLATIONS	STATUS
103	201707001	700 Blk Hemp St Ext	MH/AWG	OPEN
<p>7/25/17 - Inspection & documentation of violations. I researched the properties & prepared case files. I then prepared, sent & posted the 1 NOV's. Violation(s) to wit: two trailers on the property are damaged/deteriorated with one being almost completely stripped. Additionally, there are large debris pile of junk creating a serious health & safety hazard. 8/24/17 - I met with the person who was performing the work on the property. He advised that he was doing it by himself, but would get it done. 9/7/17 - One of the trailers has had significant demo take place, but the violations are still present. I will be setting up a Hearing. 10/3/17 - NOH prepared, sent & posted. Hearing date set for 10/24/17. 10/24/17 - I held the Hearing, no one was present. I will be preparing the FOF Order. 11/7/17 - FOF prepared, sent & posted. 12/7/17 - I've spoken with the owner several times & I met with the property manager who is doing the cleanup. It is slow, but progress is being made. I will continue to monitor the progress to ensure work is completed. 1/2/18 - Progress is still being made, but the violations remain. 2/8/18 - I prepared & sent a courtesy letter to the owner(s) of the property advising them that no documented progress had been made in over a month and that if no progress was made by 3/1/18, I would be moving forward with the next step. 3/1/18 - I have not been able to identify any changes and will be moving forward with the penalty & Ordinance. 3/8/18 - I prepared, sent & posted the Penalty letter for all violations except for MH. I will be preparing an Ordinance for that violation. Official start date is 03/18/2018. 7/12/18 - Today I received the information for all of the interested parties, I will be setting up a new Hearing with all of them to ensure proper procedure has taken place, this will reset the penalty clock. At this time, to ensure all procedure & law is followed, the previous accrued penalty will be removed and a new penalty will start at the appropriate time following notification to all interested parties. The Hearing is set for 08/02/18 @ 1300. 8/2/18 - I've spoken with several parties that received the new NOH. The only party still interested in the property was Bobby Made whom I had previously been dealing with. He called me this morning and advised he would not be able to make the Hearing, but was actively working on abating the violations. He stated they removed 9 bags of trash and a lot of open storage. 8/16/18 - Work is actively being completed, but I will be preparing & sending the FOF. 11/30/18 - Improvement is still taking place. 1/2/19 - Reinspection was made today. Property remains in violation. I will continue to follow up with this case. 2/5/19 - The AWG violations have been abated and a lot of work has been completed on one of the trailers. The other trailer that requires demo has been stripped, but still remains in violation. 4/23/19 - Work still continues on the demo. 9/17/19 - Progress continues.</p>				
221	201902007	381 E. Salisbury St.	JP	OPEN

2/25/19 - This case I have opened for the amount of junk that is out on the yard and porch. I will be preparing and mailing the NOV for this case. **2/28/19** - I have prepared and mailed the NOV letter for this case. I will follow up the owner about the violation pending. **3/5/19** - I have reinspected this property today. This property is still in violation. **3/19/19** - Reinspection made on this case today. Some clean up has been made but there is still some junk on the front porch. Property is still in violation. **3/28/19** - Reinspection has been made on this property. There is still junk out on the porch and some on the yard. Property is still in violation. I will be moving forward with preparing a NOH for this case. **4/2/19** - NOH has been prepared and mailed regular and certified. Hearing is set for the 30th of April at 2PM. **4/16/19** - Follow up reinspection has been made on this case. There is still a bit of white goods on the front porch that have not yet been removed. This property is still in violation. **4/26/19** - Reinspection has been made on this property. No changes have been made. Hearing day is soon being held. **4/30/19** - I held the hearing and no one showed up. This property is still in violation. I will be moving forward with the FOF. **5/7/19** - Reinspection was made today. Property is still in violation. I have prepared and mailed the FOF. **5/14/19** - Follow up inspection has been made on this case. There is still junk/trash left on this property. **6/3/19** - Follow up inspection has been made on this case I have tried making contact with Mark but I got no answer. Junk on the porch still remains there, this property is still in violation. **7/2/19** - Follow up inspection has been made on this case. No changes have been made. Property is still in violation, I will be moving forward with preparing the penalty letter. **7/8/19** - Follow up inspection made on this property. No changes have been made. **7/15/19** - Reinspection made on this case, some trash has been removed. **7/19/19** - Follow up inspection made. Property is still in violation. **7/23/19** - Reinspection made on this case, no changes have been made. **7/29/19** - Reinspection made on this property. No changes made. **8/6/19** - Follow up inspection has been made. No changes have been made. **8/19/19** - Follow up inspection made, property is still in viol. **8/29/19** - No changes made. **9/3/19** - No changes made. **9/10/19** - Follow up inspection made on this case, no changes made. **9/24/19** - Reinspection made on this case, property is still in violation. **10/1/19** - No changes made.

250	201906003	580 E Park St	OL	ABATED
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6/24/19 - This case is being opened for this property being in violation for OL. **6/25/19** - I have prepared and mailed a NOV for this case. **7/2/19** - Follow up inspection made on this case. Mowing has not been made. This property is still in violation. **7/9/19** - Follow up inspection made on this case. Property is still in violation. **7/15/19** - I have spoken with the owner of this property. Owners advised they would mow the lot by this weekend. **7/19/19** - Follow up inspection made on this case. No changes have been made. **7/25/19** - Reinspection made on this case. Property is still in violation. **7/29/19** - Follow up inspection made, some mowing has been made on this property. I will continue to monitor for any changes. **8/6/19** - Follow up inspection has been made. Property is still in violation. I have prepared and mailed a NOH. Hearing date has been set for the 20th of Aug. **8/9/19** - Follow up inspection made, no changes made. **8/15/19** - Reinspection made on this case, progress made. **8/19/19** - Lot has been mowed. Case is closed and abated.

252	201906005	310 E. Hemp St.	JP/JV	OPEN
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6/24/19 - I have opened this case for this property being in violation for JP/JV. I have documented in my notes and I have prepared and mailed a NOV for this case. **7/1/19** - Follow up inspection has been made on this case. No changes have been made. I have tried making contact with the owner of this property but I have not gotten a response. I will continue to follow up with this case. **7/8/19** - Follow up inspection made on this case. No changes have been made. **7/15/19** - I have spoken with the owner today of this property and I explained in detail what needs to be removed/cleaned up for this case to be abated. Owner advised clean up will start this week. **7/18/19** - I have spoken with the owner of this property and I explained to him what needs to be done in order to abate. **7/22/19** - Follow up inspection has been made on this case. I was able to walk around the property with the owner and they understood what needs to be cleaned/removed from this property. **7/29/19** - Reinspection made on this case. Property is still in violation but some removal of junk has started. **8/6/19** - Follow up inspection has been made on this case. Property is still in violation. I have called the owner of this property and left a voicemail. **8/15/19** - Reinspection made on this case, piles of trash have been put together to be removed. **8/22/19** - Trash is being removed. **8/27/19** - Work is in progress. **9/3/19** - I have moved forward with preparing a NOH for this case. Hearing has been set for the 1st of Oct. **9/10/19** - Follow up inspection made on this case, no changes have been made. **9/17/19** - Reinspection made on this case, clean up is being made. **9/24/19** - Follow up inspection made on this case, work is in progress. **10/1/19** - Hearing was held today, I spoke with the owner on the phone. He said he is still working on removing junk from his property.

253	201907001	571 E. Hemp St.	OL	ABATED
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7/15/19 - I have received a complaint on this property for a violation of OL. I have made the inspection and I have prepared and mailed the NOV for this case. I will continue to monitor this case for any changes. **7/19/19** - Follow up inspection made on this property. No changes have been made. **7/23/19** - Reinspection made on this case, property is still in violation. **7/29/19** - Follow up inspection made on this case. No changes made. **8/6/19** - A large amount of bamboo has been cut down. This property still remains in violation but work is being done to abate. **8/13/19** - Reinspection made on this case. Progress is being made. **8/20/19** - Case is now closed and abated. Bamboo has been cut down and removed.

254	201907002	271 E. Virginia St.	JP	ABATED
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7/12/19 - I have received a complaint today on this property for a violation of JP. I have made the inspection and prepared a NOV. **7/15/19** - NOV has been prepared and mailed. **7/19/19** - Follow up inspection made on this case, property is still in violation. **7/23/19** - Reinspection made on this case, no changes made. **7/26/19** - I have tried making contact with the occupants of this property but I did not get an answer when I knocked the door. I have left my business card on the door. **7/29/19** - Reinspection made on this case. Clean up has started. Work in progress. **8/6/19** - Reinspection made on this case, clean up has been made. There still remains items on the porch that needs to be removed. I will continue to monitor this property for an changes. **8/15/19** - Follow up inspection made on this case. Clean up is being made. **8/20/19** - Reinspection made on this case. Case is now closed and abated.

255	201907003	381 E. Virginia St.	OL	ABATED
7/29/19 - I am opening this case for this property being in violation of OL. I have prepared and mailed a NOV for this case. 8/6/19 - Follow up inspection made on this case. Property is still in violation. 8/15/19 - Reinspection made on this case, mowing has been started. 8/22/19 - Lot has been mowed. Case is now closed and abated.				
256	201907004	431 E. Virginia Ave.	OL	ABATED
7/29/19 - This property is in violation of OL. I have prepared and mailed a NOV for this case. 8/6/19 - Reinspection made on this property. No changes have been made. 8/15/19 - Follow up inspection made on this case. No changes have been made. 8/23/19 - Reinspection made on this case. Property is still in violation. 8/27/19 - I will be moving forward with a NOH for this case. 9/3/19 - Hearing has been set for the 1st of Oct. 9/10/19 - Follow up inspection made on this case, property is still in violation. 9/17/19 - Mowing has been started. 9/24/19 - Case is now closed and abated. Lot has been mowed.				
257	201907005	141 E. Salisbury St.	MH	OPEN
7/29/19 - I have received a complaint on this property for there being a MH issue. There are windows broken on this building. I have prepared and mailed a NOV for this case. 8/6/19 - Follow up inspection made on this case. No changes have been made. 8/12/19 - Reinspection made on this case. Property is still in violation. 8/22/19 - Follow up inspection has been made on this case. No changes have been made. 8/26/19 - Work is being made. 8/29/19 - Reinspection has been made on this case. I will be moving forward with a NOH for this case. 9/3/19 - I have prepared and mailed a NOH for this case. Hearing has been set for the 1st of Oct. 9/10/19 - Follow up inspection made on this case, work is being made. 9/17/19 - Work is in progress. 9/24/19 - I have tried coming in contact with the owner of this property but I did not get an answer. 10/1/19 - Hearing was held today, no show. I will be moving forward with this case on the FOF.				
258	201907006	620 E. Salisbury St.	JP	OPEN

7/29/19 - I am opening a case for this property for a violation of junk. There is a large amount of junk piled in the front of this property. I have prepared and mailed a NOV for this case. **8/6/19** - Follow up inspection has been made on this case. Property is still in violation. I knocked the door but I did not get an answer. **8/12/19** - Follow up inspection has been made on this case. No changes have been made. **8/16/19** - Reinspection made on this case, property is still in violation. **8/22/19** - Some items have been lined up and put in a pile. Clean up is being made. **8/30/19** - Follow up inspection made. I will be moving forward with a NOH. **9/10/19** - NOH has been prepared and mailed. Hearing date has been set for the Oct 8th. **9/17/19** - Follow up inspection made on this case, no changes have been made. **9/24/19** - Property is still in violation. **10/1/19** - Reinspection made on this case, some junk has been removed.

259	201907007	Timber Ln Apartments	JP	OPEN
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7/29/19 - I am opening a case for this property for a violation of junk. There is a large amount of junk piled around this property. I have prepared and mailed a NOV for this case. **8/6/19** - Follow up inspection has been made on this case. This property is still in violation. **8/13/19** - Follow up inspection made on this case, no changes have been made. **8/22/19** - Reinspection made on this case. Property is still in violation. **8/30/19** - Follow up inspection made on this case. No changes made. I will move forward with preparing a NOH for this case. **9/10/19** - NOH has been prepared and mailed regular/certified. Hearing has been set for the 8th of October. **9/17/19** - Follow up inspection made, property is still in violation. **9/24/19** - Reinspection made on this case, clean up is being made. **10/1/19** - Clean up is still being made. A large amount of junk has been removed.

260	201908001	381 S. NC HWY 705 (Silva's Shop)	JP	OPEN
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8/2/19 - I received a complaint on this property for a violation of junk. I have prepared and mailed a NOV/NOH for the removal of the tires accumulated on this property. **8/6/19** - Follow up inspection made on this case. Tires still remain on the property. Hearing date is Aug 20th. **8/13/19** - Follow up inspection made on this case. Property is still in violation. **8/16/19** - No changes have been made. **8/20/19** - Hearing was held today. No one showed up. I will be moving forward with a FOF. **8/27/19** - FOF has been prepared and mailed regular, certified and posted on property. **9/3/19** - Major clean up has been made. All the tires have been picked up and loaded on a truck for removal. **9/10/19** - Follow up inspection made on this case. Tires remain on the truck for removal. **9/17/19** - Reinspection made on this case, property is still in violation. **9/24/19** - No changes have been made. **10/1/19** - I spoke with Silva today, he advised the tires are being removed.

261	201908002	130 Shore Dr.	AC	ABATED
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8/15/19 - I have received a complaint on this property for a possible violation of AC. I have made the inspection and I have spoken with the owner/occupant of this property to remove the goats on this property. The owner was understanding and said he would get rid of the right away. **8/23/19** - Reinspection made today. The goats have been removed.

262	201908003	644 Forest Dr	JP	ABATED
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8/16/19 - A complaint was received for this property being in violation for JP. **8/19/19** - I have made the inspection and I found a large tree fallen in the back yard along with other trash scattered around the back yard. I knocked the door trying to make contact with the occupant of this property but I did not get an answer. **8/21/19** - I have prepared and mailed a NOV for this case. **8/27/19** - Follow up inspection has been made on this case, property is still in violation. **9/3/19** - Follow up inspection made on this case, clean up has been made. **9/10/19** - Clean up continues. **9/17/19** - Progress is being made. **9/24/19** - This case is now closed and abated.

263	201908004	644 Timber Ln	JP	OPEN
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8/19/19 - I am opening this case for this property being in violation for JP in the carport. I have prepared and mailed a NOV for this case. **8/27/19** - Follow up inspection made on this case. Property is still in violation. **9/3/19** - Reinspection made on this property. No changes have been made. I have tried making contact with the owner of this property but I have not gotten an answer. **9/10/19** - Follow up inspection made on this case, property is still in violation. **9/17/19** - No changes have been made. **9/24/19** - Reinspection made on this case, some items have been moved around the carport. **10/1/19** - Follow up inspection made on this case, there is still items on the property but work is being made.

264	201908005	231 S NC 705 HWY	MH	OPEN
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8/29/19 - This property is in violation for MH issues. There are windows broken and parts of the roof falling to the ground. **8/30/19** - I have prepared and mailed a NOV for this case. **9/3/19** - Follow up inspection made on this case, no changes have been made. **9/10/19** - Reinspection made on this case, property is still in violation. **9/17/19** - No changes have been made. **9/24/19** - Follow up inspection made on this case, MH issues still remain in violation. **10/1/19** - No contact from the owner has been made. No changes have been made. I will be moving forward with a NOH for this case.

265	201909001	281 E Hemp St	JP	OPEN
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9/10/19 - This case is being opened for this property being in violation of JP. I have prepared and mailed a NOV for this case. **9/17/19** - I have spoken with the owner of this property and they understood what needs to be removed to be in compliance with the code. **9/24/19** - Follow up inspection made on this case, no changes have been made. **10/1/19** - Reinspection made on this case. Some items have been removed.

266	201909002	106 S Kennedy St.	JP	OPEN
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9/24/19 - I am opening this case for this property being in violation for JP. There is a large amount of Junk put out on the side of the road that has not been removed. **9/26/19** - I have prepared and mailed a NOV for this case.

267	201909003	231 S NC HWY 705	OL	OPEN
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9/17/19 - This property is in violation for OL. I have prepared and mailed a NOV for this case. **9/27/19** - Follow up inspection made on this case, no changes have been made.

268	201909004	140 N Rockingham St.	JP	OPEN
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9/24/19 - A complaint was received on the property for a large amount of lawnmowers being stored out in the open. A NOV has been prepared and mailed for this case. **10/1/19** - Follow up inspection made on this case, no changes have been made.

269	201909005	140 S Green St.	JP	OPEN
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9/27/19 - Junk/Household Item were put out and have not been removed. I spoke with the owner of this property and she understood what needs to be done to abate.



DAVID LAMBERT
TOWNMANAGER

Robbins Police Department

101 North Middleton Street
P.O. Box 687
Robbins, North Carolina 27325
(910) 948-3549
FAX: (910) 948-3981



LAWSON THOMAS
CHIEF OF POLICE

October 1, 2019

To: David Lambert
Town Manager

From: Lawson Thomas
Chief of Police

SUBJECT: Robbins Police Department September 2019 Monthly Report

- ☐ During the month of September, we made a conditional offer to fill the vacant police officer position. The candidate is in the background process of hiring with an anticipated hire date of November 1, 2019.
- ☐ Officer Jody Dunlap completed Field Training Officer school at the North Carolina Justice Academy. Officer Dunlap will use this training as he assists in training the newly hired officer. This training will be extremely beneficial for Officer Dunlap, as well as the Town of Robbins.
- ☐ During this month all required documents were submitted for a public safety grant through Firehouse Subs. This grant, if awarded, will be used to purchase a multi-use vehicle for the police department to be used at community events, patrolling parks and trails, and any other needs of the department. The expected award announcement is the first quarter of 2020.
- ☐ We renovated a utility closet at the police department, which will be used to store uniforms and equipment. This project only cost the department material expenses, as labor cost were gifted.
- ☐ The department hosted students from Elise Middle School. Officer Myrick provided the students a tour of the police department and displayed the various equipment used daily by police.

We would like to thank the citizens, town council, and town administration for their continued support of the department as we work to progress the department into the future to better serve and protect our town.



Robbins Fire Rescue
PO Box 987
Robbins, NC 27325

September 2019 Fire Rescue Report

Medical Calls – 27

Structure Fires – 3

Vehicle Accidents – 5

Fire Alarms – 4

Storm Damage – 2

Electrical Hazard – 1

Outside Fires – 4

Gas Leak – 1

Service Calls – 2

Smoke Investigation – 1

Total Calls – 50



Our station continues to have training classes with continuing education for our EMT'S and firefighters.

Staff has performed weekly truck and station check-offs. Also performed weekly station and truck cleaning along with bay floor washing. All fire reports were placed on firehouse.

Staff performed medical and driver training.

All air packs were flow tested.

All vehicles were yearly serviced.

All engines were pump tested.

All ground ladders were tested.

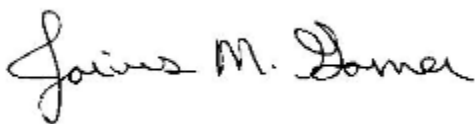
Generators for station were serviced.

Department planning for fire prevention week October 6 - 12, 2019. Staff will visit our local schools and daycares handing out fire prevention material for the kids and their parents. **(Plan and Practice your Escape)**

We filled some air bottles for our neighboring station 14 in Westmoore.

We want to thank the Town of Robbins, commissioners, manager, office personnel, police department and public works who support us daily.

Respectfully Submitted,

A handwritten signature in black ink that reads "Jarius M. Garner". The signature is written in a cursive, flowing style.

Chief Jarius M. Garner
Robbins Fire Rescue
Cell 910-690-1040

TOWN OF ROBBINS
CASH AND INVESTMENT BALANCES
as of SEPTEMBER 30, 2019

CASH DRAWER	200.00	
FIDELITY BANK CHECKING	183,651.27	
CAPITAL MANAGEMENT TRUST	554,309.20	
CAPITAL MANAGEMENT TERM	262,244.99	
CAP.MANAGE. FEMA RECOVERY & RESPONSE	1,614,653.44	
SUB-TOTAL	\$ 2,615,058.90	2,615,058.90

FIDELITY BANK CD- GENERAL FUND 6882	49,999.00	
FIDELITY BANK CD- FIRE DEPT 3775	65,793.27	
FIRST BANK CD- GENERAL FUND 4812	100,000.00	
FIRST BANK CD- ENTERPRISE 5291	100,000.00	
FIRST BANK CD- ENTERPRISE 5292	100,000.00	
SUB-TOTAL	\$ 415,792.27	415,792.27

TOTAL CASH		\$ 3,030,851.17
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RESTRICTED

DEPOT	\$ 632.38
POWELL BILL	65,485.21
ECONOMIC DEVELOPMENT RESERVE	27,269.27
FIRE DEPT (TRUCK/BUILDING) CAPITAL RESERVE	98,051.96
ORR STIMULUS GRANT	298,972.38
FEMA RECOVERY AND RESPONSE	1,600,000.00
	2,090,411.20

BALANCE REMAINING		<u>\$ 940,439.97</u>
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TOWN OF ROBBINS
MONTHLY FINANCIAL REPORT for FISCAL YEAR 2019-2020
MONTH ENDING SEPTEMBER, 30 2019

Budget vs. Actual 25% of Fiscal Year Completed

GENERAL FUND

	Description	Budget	MTD	YTD	Remaining	Percent
Expenditures						
410 GOVERNIN	\$	18,229	1,425	\$ 4,273	\$ 13,956	23%
420 ADMINIST	\$	203,051	13,498	\$ 56,703	\$ 146,348	28%
420 ECON.DEV.	\$	10,000	-	\$ 75	\$ 9,925	1%
450 LIBRARY	\$	20,925	\$ 65.00	\$ 3,270	\$ 17,655	16%
430 ELECTION	\$	3,600	\$ -	\$ -	\$ 3,600	0%
460 MOORE COLL	\$	12,000		\$ -	\$ 12,000	0%
470 PROFESSIONAL	\$	33,000	\$ 2,425	\$ 17,620	\$ 15,380	53%
510 POLICE	\$	360,397	\$ 16,412	\$ 81,257	\$ 279,140	23%
520 FIRE	\$	260,980	\$ 8,694	\$ 58,475	\$ 202,505	22%
550 RECREATION	\$	4,600	\$ 35	\$ 224	\$ 4,376	5%
560 STREET	\$	195,991	\$ 6,483	\$ 50,267	\$ 145,724	26%
570 POWELL	\$	33,300	\$ -	\$ -	\$ 33,300	0%
580 SANITATION	\$	65,000	\$ -	\$ 13,982	\$ 51,018	22%
590 CEMETERY	\$	7,500	\$ 625	\$ 2,227	\$ 5,273	30%
650 ECON.MEMB.	\$	2,500	\$ -	\$ 974	\$ 1,526	39%
660 DEBT	\$	89,355	\$ -	\$ 45,178	\$ 44,177	51%
Total Expenses	10 \$	1,320,428	\$ 49,662	\$ 334,525	\$ 985,903	25%

TOWN OF ROBBINS
MONTHLY FINANCIAL REPORT for FISCAL YEAR 2019-2020
MONTH ENDING SEPTEMBER, 30 2019

Budget vs. Actual		25% of Fiscal Year Completed						
ENTERPRISE FUND								
Description	Budget	MTD	YTD	Remaining	Percent			
Expenditures								
660 DEBT	\$ 114,143	\$ -	\$ -	\$ 114,143	0%			
810 WATER	\$ 446,545	\$ 8,401	\$ 129,634	\$ 316,911	29%			
811 WWTP	\$ 301,052	\$ 13,966	\$ 83,302	\$ 217,750	28%			
Total Expenses	30 \$ 861,740	\$ 22,367	\$ 212,936	\$ 648,804	25%			

Water and Sewer Revenue								over/under	
30-371-00	WATER	\$	486,000	\$	43,406	\$	125,058	\$	558.00
30-371-01	SEWER	\$	340,000	\$	26,355	\$	78,826	\$	(6,174.00)
	OTHER	\$	35,740	\$	1,763	\$	5,993	\$	(2,942.23)
						\$	209,877	\$	(8,558.23)

ENTERPRISE:	Revenue	\$209,877
	Expenses	<u>\$212,936</u>
	Net Difference	(\$3,059)

September 2019 Monthly Report – Robbins Area Library – Sue Aklus

Displays: Adult: Upcoming Programs, Dolly Parton ☺, New Books, Feature Authors: Toni Morrison & David McCullough, Hispanic Heritage Month, Puzzles, Canning, Banned Book Week

Juvenile: 2019/2020 Battle of the Books for Elementary & Middle School and High School, New Books, Upcoming Programs

Programs: Pre-School Story Time, Book Buddies, Knitting/Crocheting Group, Art Class With Addie, Charlotte's Web Book/Movie Club, D&D, Movies, Hope Academy Story Time, NC Works, Misty Clark Book Club, TAB, Checkers Match, LEGO Day, Board Games & Puzzles, Celebrate Hispanic Heritage Month with a Movie, A Dog's Purpose Book/Movie Club, SCC

	2019	ATTENDANCE
DAYS OPEN	20	
DOOR COUNT	1899	
REFERENCE QUESTIONS	488	
INTERNET USE	149	
PAGES FAXED	21	
PAGES SCANNED	78	
Volunteer Hours	13.5	
ADULT PROGRAMS:	12	39
Committee Meeting	1	8
Knitting & Crocheting Club	4	17
A Dogs Purpose Book/Movie Club	1	2
Misty Clark Book Club	1	2
SCC	4	10
NC Works	1	0
YA PROGRAMS:	3	19
D&D	2	13
TAB	1	6
JUVENILE PROGRAMS:	28	398
Hope Academy Pre School Story Time	12	202
Book Buddies	1	15
Pre School Story Time	4	102
Saturday Movie	2	4
Lego Day	1	5
Hispanic Heritage Month – Movies	2	5

Indian In The Cupboard Book/Movie Club	2	28
Art Class With Addie	1	21
Puzzles & Board Games	1	2
Checks Match Game	2	14
Conference Room (Non-Library)	6	22
DMV	1	12
Tutor	5	10
PATRONS ADDED	119	
CHECKOUTS/RENEWAL	1947	
HOLDS PLACED	255	

Upcoming programs:

- Knitting/Crocheting Group continues to meet from 2-5pm every Tuesday.
- Committee meeting will be Tuesday, Oct. 7 @ 10 AM
- Pre-School Story Time meets every Thursday Morning @ 10 AM
- Hope Academy Story Time every Wednesday @ 9:40AM/10:15AM/10:45AM Starting August 28.
- Art Class with Addie @ 10:30AM, 2nd Tuesday of each month
- Book Buddies 11:15 AM-12:15 PM, 2nd Thursday of each month.
- Book/Movie Club for Home Schoolers “Charlotte’s Web” Oct. 24 & 31.
- DMV-Tuesday, Oct. 15 from 10-4PM
- Sandhills Community College Basic Skills Computer Class Tuesdays – 5:30-7:30 PM, Saturdays 10AM-12 PM
- NC Works Career Center - 2nd & 4th Thursday each month- 2-5PM
- D&D YA Group Oct. 3 & 17 @ 4PM
- Every Saturday in October Halloween Movies @ 12:15PM
- TAB Meeting with Special Guest for Career Day Oct. 24 @ 4PM
- After School Checkers Match Game Oct. 11 from 3:30-5:30PM

Projects:

- Hung fliers around town and sent info to Town Hall for upcoming programs.
- Prepared Library Report and Schedule of Programs & Events.
- Borrowing Book Club Books from our SRLS Region for all our book clubs.
- Choosing Books for the next book clubs.
- Weeding old books/dvd's as new ones arrive.
- Issuing new library cards to all patrons.
- Changing out Bar Codes for new system Cardinal to begin in 1 Year.
- Making up fliers for all upcoming programs.
- Getting Prizes for Monthly Library Contests.
- Decorating the Library as seasons are changing. Setting up new displays.
- Display Case –Halloween
- Working with Tab Members who are volunteering for upcoming programs.
- Working with our community to utilize all that our Libraries offer.
- Putting together a Career Day for our TAB Group.



2019

Schedule of Programs & Events Robbins Area Library

Tues. Oct. 1	(2-5PM) Knitting/Crocheting Group (5:30-7:30PM) SCC Computer Class
Wed. Oct. 2	(9:40AM) Hope Academy Story Time (10:15AM) " " (10:45AM) " " (4PM) Celebrate Hispanic Heritage Month - Movie "Coco"
Thurs. Oct. 3	(10AM) Story Time - Leaves & Scarecrows (4PM) D & D
Fri. Oct. 4	No Programs
Sat. Oct. 5	(10AM-12PM) SCC Computer Class (12:15PM) Halloween Movie Casper

Mon. Oct. 7	(10AM) Committee Meeting
Tues. Oct. 8	(10:30AM) Art Class with Addie (2-5PM) Knitting/Crocheting Group (5:30-7:30PM) SCC Computer Class
Wed. Oct. 9	(9:40AM) Hope Academy Story Time (10:15AM) " " (10:45AM) " " (4PM) Celebrate Hispanic Heritage Month - Movie "McFarland USA"
Thurs. Oct. 10	(10AM) Story Time-Special Guest Miriam Davila from Sandhills Center "Cold Weather" Stay Safe (FEMA) (2-5PM) NC Works
Friday Oct. 11	(3:30-5:30PM) After School Checkers Match Game
Sat. Oct. 12	(10AM-12PM) SCC Computer Class (12:15PM) Halloween Movie Monsters, Inc.
Tues. Oct. 15	(10AM-4PM) DMV (2-5PM) Knitting/Crocheting Group (5:30-7:30PM) SCC Computer Class
Wed. Oct. 16	(9:40AM) Hope Academy Story Time (10:15AM) " " (10:45AM) " "
Thurs. Oct. 17	(10AM) Story Time - Spiders (10:30AM) Partners For Children Diane Atherton talks with Parents (4PM) D & D

Fri. Oct. 18	(4-5PM) After School Book Club "Babe" Craft & Discussion
Sat. Oct. 19	(10AM-12PM) SCC Computer Class (12:15PM) Halloween Movie Hotel Transylvania 3
Tues. Oct. 22	(2-5PM) Knitting/Crochet Group (5PM) Clara the Witch Wear Your Costume if you like
Wed. Oct. 23	(9:40AM) Hope Academy Story Time (10:15AM) " " (10:45AM) " "
Thurs. Oct. 24	(10AM) Story Time - Pumpkins (11AM-12PM) Charlotte's Web Book Club Activity & Discussion (2-5) NC Works (4PM) TAB - Career Day (4 Guests)
Fri. Oct. 25	(4-6PM) Book/Movie Club "Babe" View the Movie
Sat. Oct. 26	(10AM-12PM) SCC Computer Class (12:15PM) Halloween Movie Monster House
Tues. Oct. 29	(2-5PM) Knitting/Crocheting Group (5PM) The Joy Luck Club Book/Movie Discussion and view film. (5:30-7:30PM) SCC Computer Class
Wed. Oct. 30	(9:40AM) Hope Academy Story Time (10:15AM) " " (10:45AM) " "

Thurs. Oct. 31

(10AM) Story Time - Skeletons

Wear Your Costume if you like

(11AM) Charlotte's Web Book Club

View the movie

RESOLUTION APPROVING AN INTERLOCAL COOPERATION AGREEMENT FOR BUILDING
INSPECTION SERVICES BETWEEN THE COUNTY OF MOORE AND THE TOWN OF ROBBINS

WHEREAS the County maintains a building inspections department, provides building inspection services, and employs inspectors licensed and certified by the State of North Carolina, pursuant to G.S. 153A-351; and

WHEREAS the County provides such building inspection services within its territorial jurisdiction, excluding the Town; and

WHEREAS the duties of the County's building inspections department and of the inspectors in it are to enforce within the Town of Robbins jurisdiction State laws and regulations relating to the construction of residential and commercial buildings, and the installation of such facilities as plumbing systems, electrical systems, heating systems, refrigeration systems, and air conditioning systems; This agreement specifically excludes enforcement of the minimum housing code and condemnation proceedings. The County will not provide services connected with condemnation proceedings, unless in the course of other building inspection duties, there presents a need to condemn. In that instance, the Town will pay all costs associated with the condemnation and indemnify the County against any claims related to condemnation; and

WHEREAS, the Town of Robbins Board of Commissioners, by taking official action of approving said Interlocal Agreement (attached hereto as Exhibit A as if fully set forth) by its governing body, found that it would be in the public interest of the citizens of the Town for the County to assume responsibility for and perform building inspection services within the Town's territorial jurisdiction and has requested the Moore County Board of Commissioners, pursuant to G.S. 160A-413, 160A-461 and 160A-360(g), and as delineated in Exhibit A, to direct the County's building inspections department and the inspectors in it to exercise their powers within all of the Town's territorial jurisdictions.

NOW, THEREFORE BE IT RESOLVED that the Town of Robbins Board of Commissioners agrees by this Resolution to direct the County's building inspections department and the inspectors in it to exercise their powers within all of the Town's territorial jurisdiction, and that the same will be in the public interest as authorized by G.S. 160A-413; and

BE IT FURTHER RESOLVED that the Town of Robbins Board of Commissioners approve and authorize the Mayor to execute the attached Interlocal Cooperation Agreement for Building Inspection Services with Moore County.

This the ____ day of _____, 2019.

By: _____
Lonnie English
Town of Robbins, Mayor

ATTEST:

Hannah Hungerford
Town of Robbins, Clerk

**STATE OF NORTH CAROLINA
COUNTY OF MOORE**

**INTERLOCAL COOPERATION AGREEMENT FOR BUILDING
INSPECTION SERVICES**

THIS INTERLOCAL COOPERATION AGREEMENT, dated this 10th Day of October 2019, between the Town of Robbins North Carolina, a body politic and a municipal corporation [the “Town”], and the County of Moore, North Carolina, a body politic and a subdivision of the State of North Carolina [the “County”], for building inspection services.

RECITALS:

The County maintains a building inspections department, provides building inspection services, and employs inspectors licensed and certified by the State of North Carolina, pursuant to G.S. 153A-351; and

The County provides such building inspection services within its territorial jurisdiction, and currently provides the Town building inspection services pursuant to a prior Interlocal Cooperation Agreement; and

The duties of the County’s building inspections department and of the inspectors in it are to enforce within the Town of Robbins jurisdiction State laws and regulations relating to the construction of residential and commercial buildings, and the installation of such facilities as plumbing systems, electrical systems, heating systems, refrigeration systems, and air conditioning systems; This agreement specifically excludes enforcement of the minimum housing code and condemnation proceedings. The County will not provide services connected with condemnation proceedings, unless in the course of other building inspection duties, there presents a need to condemn. In that instance, the Town will pay all costs associated with the condemnation and indemnify the County against any claims related to condemnation; and

The Robbins Town Board finds that it would be in the public interest for the County to assume responsibility for and perform building inspection services within the Town’s territorial jurisdiction; and

The Robbins Town Board has requested the County of Moore Board of Commissioners, pursuant to G.S. 160A-413, to direct the County’s building inspections department and the inspectors in it to exercise their powers, as delineated in this agreement, within all of the Town’s territorial jurisdictions; and

The County of Moore Board of Commissioners has agreed by resolution to the Town’s request that the Board of Commissioners direct the County’s building inspections department and the inspectors in it to exercise their powers within all of the Town’s territorial jurisdiction pursuant to the terms of this Agreement ; and

The Town and the County find it desirable to enter into this Interlocal Cooperation Agreement, pursuant to G.S. 160A-413 and G.S 160A-461.

NOW, THEREFORE, in consideration of these recitals and the terms of this Agreement, the Town and the County agree as follows:

1. Beginning January 1, 2020, pursuant to the request of the Robbins Town Board, the County building inspections department and the inspectors in it shall exercise their powers within all of the Town's territorial jurisdictions, as authorized by G.S. 160A-413 and pursuant to the scope of this Agreement.
2. Within the scope of this Agreement, and within the Town's territorial jurisdiction, the County's inspectors shall exercise, to the full extent of their respective licensing and certification by the State of North Carolina, the authority conferred by G.S. 160A-411, perform the duties and responsibilities set forth by G.S. 160A-412, specifically excluding G.S. 160A-412(a)(3) , provided, however, that during the effectiveness of this Agreement, the County of Moore Board of Commissioners shall have full power and authority to enact reasonable and appropriate provisions governing the enforcement and performance of building inspection services within the Town's territorial jurisdiction.
3. All County inspectors providing building inspection services hereunder within the Town's territorial jurisdiction shall be appropriately licensed and certified by the State of North Carolina and shall maintain such licenses and certifications current and in full force and effect at all times that such inspectors are providing building inspection services under this Agreement.
4. The County shall provide and maintain for all County inspectors providing services hereunder errors and omissions and other insurance coverage in amounts reasonably acceptable to the Town of Robbins.
5. The Moore County Board of Commissioners shall fix reasonable fees for issuing permits, for inspections and for all other services of the County building inspections department provided under this Agreement within the Town's territorial jurisdiction. The County shall retain any and all fees collected pursuant to this Agreement.
6. Any appeal of a decision of a County inspector of a stop work order involving an alleged violation of the State Building Code or any approved local modification thereof shall be as provided by G.S 160A-421(b) and subject to the requirements of the statute; provided, however, that appeal of a stop work order involving an alleged violation of the Town of Robbins zoning ordinance shall be to the Town of Robbins Board of Adjustment as provided by G.S. 160A-421(c), subject to the requirements of that statute and any rules of procedure of the Town of Robbins Board of Adjustment; and further provided, that any appeal of an order under G.S. 160A-429 shall be to the Robbins Town Board, as provided by G.S. 160A-430 and subject to the requirements of that statute.
7. No building permit shall be issued from any construction, repair or improvement to any land or structure within the Town of Robbins unless and until the responsible

party shall first have obtained and been issued a valid zoning permit, or comparable approval evidencing that the work covered by such building permit complies with all applicable regulations and provisions of the Town of Robbins relating to planning and zoning, from the appropriate official of the Town of Robbins. Prior to the issuance of a Certificate of Occupancy, the County shall obtain approval of the Town.

8. That this Agreement shall continue until such time as either the Town or County resolves to discontinue the Agreement and presents six (6) months written notice to the other party of said termination or upon mutual agreement of both parties.
9. The Robbins Town Board and the Moore County Board of Commissioners shall approve and ratify this Agreement by resolution of each governing board and spread upon its respective minutes.

WHEREFORE, the Town and the County, intending to be bound and by authority duly given, have executed this Interlocal Cooperation Agreement for Building Inspections Services, and set their official seals, the day, month and year above written.

TOWN OF ROBBINS, NORTH CAROLINA

By: _____
Lonnie English, MAYOR

ATTEST:

Hannah Hungerford, Town Clerk

[SEAL]

COUNTY OF MOORE, NORTH CAROLINA

By: _____,Chair
Moore County Board of Commissioners

ATTEST:

Laura Williams
Clerk to the Board

[SEAL]

Brownfields Asbestos
Abatement Contract
with NEO Corp. to
follow in a
supplemental packet.

Brownfields Debris
Consolidation Contract
with KTF to follow in a
supplemental packet.

**A RESOLUTION OF THE TOWN OF ROBBINS BOARD OF COMMISSIONERS TO
ESTABLISH A PARKING ADVISORY COMMITTEE**

Whereas, parking is one of the basic elements in maintaining and preserving a viable downtown and facilitating economic development within a community; and

Whereas, the challenge is to balance the realities of automobile usage with the qualities of a livable community, including pedestrian health and safety; and

Whereas, in order to retain and hence the values of a “small town “ community environment the Town Council needs to understanding the existing supply and need for parking, predict future parking demand in the community, balance the needs of commercial parking and residential parking, and a be a partner in devising solutions to real and perceived parking problems;

NOW THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Town of Robbins the following:

That it is in the best interest of the Town to create an Ad Hoc Parking Advisory Committee to research, plan, and make recommendations relative to the need for improvements to the town’s parking policies, availability, design and use. The advisory committee shall be made up of five (7) members, appointed by the Town Council. One member must be a member of the Town’s Public Safety Departments, One member must be a member of the Town’s Planning Board or Administrative Planning Staff, the remaining members must own a business in the Downtown “L” (Salisbury Street and Middleton Street, from Rockingham Street to Elm Street).

Be It Further Resolved;

That the Advisory Committee shall be charged with submitting to the Town Planning Board a report and recommendations for parking regulations in the Unified Development Ordinance and any other parking improvements the committee feels are essential within five years. Such report and recommendation are expected to be delivered within one year of the date of this resolution. Upon acceptance of the report and recommendations by the Town Council, the Advisory Committee shall be dissolved.

The foregoing resolution, having been submitted to a vote, received the following vote and was duly adopted this 10th day of October 2019.

Ayes: _____

Noes: _____

Absent or Excused: _____

Lonnie B. English, Mayor

ATTEST:

Hannah Hungerford, Town Clerk

**AMENDMENT NO. 1
TO THE
ENGINEERING SERVICES CONTRACT
BETWEEN
THE TOWN OF ROBBINS
AND
THE WOOTEN COMPANY
DATED
JUNE 14, 2018**

The following Amendment shall become a part of the Contract Agreement.

1. SECTION 2.02 Basis of Payment
Increase Lump Sum Fee by \$5,000 due to addition of SCADA design. This has not been required in the past, and is due to DWI not allowing the use of an allowance since Robbins could not provide documentation on how SCADA service provider was procured
2. SECTION 2.04 Fee Summary

Description	Payment Method	Fee
Preliminary Design	Lump Sum	\$14,000.00
Final Design	Lump Sum	\$26,900.00
Design & Property Survey	Hourly Rate	\$5,500.00
Bidding Services	Lump Sum	\$5,000.00
Construction Administration	Hourly Rate	\$12,000.00
Construction Observation	Hourly Rate	\$6,600.00
Grant Administration	Lump Sum	\$5,000.00
Total Project Fee:		\$75,000.00

3. SIGNATURES

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by duly authorized officials, this Agreement in duplicate on the respective dates indicated below.

TOWN OF ROBBINS

**LE WOOTEN & COMPANY dba
THE WOOTEN COMPANY**

Lonnie English
Mayor

Date

W. Brian Johnson, PE
Director, Civil/Environmental Engineering

**AMENDMENT NO. 1
TO THE
ENGINEERING SERVICES CONTRACT
BETWEEN
THE TOWN OF ROBBINS
AND
THE WOOTEN COMPANY
DATED
FEBRUARY 15, 2019**

The following Amendment shall become a part of the Contract Agreement.

1. SECTION 2.02 Basis of Payment and 2.04 Fee Summary
Due to the unknowns at the time of preparing the initial Agreement, we could not accurately estimate the efforts required to complete the project. For Preliminary Engineering we have exceeded the budget by \$8,625. This is due to multiple revisions requested by FEMA and multiple meetings with FEMA and the Town to verify how the projects were to be structured and repair options.

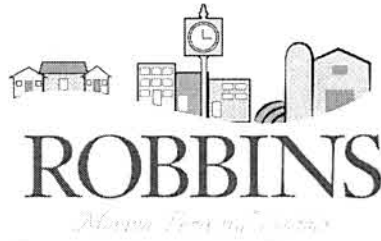
Since going through the Preliminary Engineering process we have gained knowledge of the needed repairs and can better estimate our fees for the rest of the project. The project is still based on the hourly rates and expenses with the revised amounts below for new anticipated maximums which will replace the table provided in the original Agreement.

<u>Description</u>	<u>FEMA #</u>	<u>Design</u>	<u>Bidding</u>	<u>CA</u>	<u>CO</u>	<u>TOTALS</u>
Preliminary Design						\$35,725.00
Culvert Repl	80715	\$20,200.00	\$3,250.00	\$6,250.00	\$13,350.00	\$43,050.00
Landslide Removal	80715	\$6,900.00	\$3,250.00	\$6,250.00	\$13,350.00	\$29,750.00
Main PS Repl	87537	\$91,500.00	\$1,625.00	\$9,550.00	\$25,275.00	\$127,950.00
Headworks Repl	87537	\$84,000.00	\$1,625.00	\$9,550.00	\$25,275.00	\$120,450.00
WWTP Repairs	70112	\$15,000.00	\$1,625.00	\$9,550.00	\$25,275.00	\$51,450.00
WWTP Outfall Repl	70112	\$43,000.00	\$1,625.00	\$9,550.00	\$25,275.00	\$79,450.00
		\$260,600.00	\$13,000.00	\$50,700.00	\$127,800.00	\$487,825.00

Notes:

1. The total Engineering services listed in the PER total \$528,100, so at this time we anticipate our efforts to be less than is being considered by FEMA.
2. The contract is set up on an hourly rate so if we can complete more efficiently, the Final Total fee will be less.

W. Brian Johnson, PE
Director, Civil/Environmental Engineering



MEMO

Date: October 3, 2019

To: Town Manager
Department Heads
Town Board

From: Kim Williams, Finance Director

Subject: Purchasing

The finance department will begin to require a purchase order be approved for any purchases of \$500.00 or more. This was at the recommendation of the Office of the North Carolina State Treasurer and will give us better control of staying within our budgeted expense line items and completion of the state required pre-audit.

We are currently working on a new procurement policy and will present that to the board for approval at a later board meeting.

The process is as follows:

1. The Department Head or designee will submit a PO Requisition form to the Finance Director (or the Town Manager in absence of the Finance Director) for approval as soon as they are aware of the need and to give the finance department time to process the requisition.
2. The Finance Director will verify that there are funds available in the department's budget, check PO for accuracy and then approve or disapprove the purchase order.
3. The Finance Director will then give the requisition to the accounts payable clerk to key into the FMS system and print out the completed Purchase Order and give to the requesting department head so that they can place the order.
4. The department head will then hold on to a copy of the purchase order until the goods or services are received in good condition.
5. The purchase order should be attached to the invoice and given to the accounts payable clerk to release the purchase order when paying the invoice.

This purchasing procedure will be effective immediately.

Attachment: PO Requisition Form

Town of Robbins
PO Box 296
Robbins, NC 27325
Telephone: 910-948-2431
Fax: 910-948-3981

Date _____

PO Requisition

Page No. _____

Vendor			
Name	_____		
Address	_____		
City	State	Zip	
Phone	_____		

Ship To			
Name	_____		
Address	_____		
City	State	Zip	
Phone	_____		

Item	Description	Qty	Unit Price	Total
1	Charge Code			
2	Charge Code			
3	Charge Code			
4	Charge Code			

Shipping Date _____

Subtotal

Shipping & Handling

Tax

Total

Approval	
Authorized By: _____	Date: _____
Authorized By: _____	Date: _____

Notes / Remarks

Office Use Only	
Requisition No. _____	Purchasing No. _____