

**TOWN OF ROBBINS  
REGULAR BOARD MEETING  
October 10, 2020  
Town Hall-101 N. Middleton Street**

<b>Call to Order</b>		Mayor English
<b>Invocation</b>		Mayor English
<b>Pledge of Allegiance</b>		Mayor English
<b>Approval of Agenda</b>		
<b>Approval of Consent Agenda</b>	<p><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></p> <ul style="list-style-type: none"> <li>• September 2020 Regular BOC Meeting Minutes</li> <li>• Surplus Resolution</li> </ul>	
<b>Public Address to the Board of Commissioners</b>	<p><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></p>	
<b>Presentations</b>		
<b>Reports</b>	<ul style="list-style-type: none"> <li>• Managers' Report</li> <li>• Finance Report</li> <li>• Code Enforcement Report</li> </ul>	<p>Jon Barlow Jon Barlow Police Dept</p>
<b>Public Hearings</b>		
<b>New Business</b>	<ul style="list-style-type: none"> <li>• Appearance Committee Appointments</li> <li>• USDA Legal Services Agreement</li> </ul>	
<b>Discussion and Possible Action</b>	<ul style="list-style-type: none"> <li>• Old Police Department Committee</li> <li>• USDA Police Building Renovation Project</li> <li>• Request for Cemetery Landscaping Bids Proposals</li> <li>• Town Hall Reopening Plan</li> </ul>	
<b>Comments by Commissioners</b>	<ul style="list-style-type: none"> <li>• <i>Limited to 5 Minutes</i></li> </ul>	
<b>Closed Session</b>	<ul style="list-style-type: none"> <li>• Pursuant to G.S. 143-318.11(a)(3) to preserve attorney-client privilege</li> <li>• Pursuant to G.S 143-318.11(a)(6) to discuss personnel matters</li> </ul>	
<b>Adjournment</b>		



## Town of Robbins Board Commissioners Meeting

101 N. Middleton Street  
Robbins NC 27325  
[www.townofrobbins.com](http://www.townofrobbins.com)  
Lonnie English, Mayor  
Jon Barlow, Interim Town Manager  
**Regular Meeting**

### ~ Minutes ~

Thursday, September 10, 2020

6:00 PM

Hybrid Meeting

#### Call to Order

The meeting was called to order at 6:00 PM by Mayor Lonnie English  
In attendance were commissioner Boswell, Bradshaw, Philips, and Stewart.  
Commissioner Holt was not present.

#### Approval of the Agenda

**Motion to:** Approve the agenda.

<b>RESULT</b>	<input type="checkbox"/> Approved	<input type="checkbox"/> REJECTED	<input type="checkbox"/> TABLED	<input type="checkbox"/> OTHER	
<b>VOTE</b>	4 In Favor	1 Absent	___ Abstain	<input type="checkbox"/> Unanimous	
<b>MOVER</b>	<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
<b>IN FAVOR</b>	<input checked="" type="checkbox"/> Joey Boswell	<input checked="" type="checkbox"/> Nikki Bradshaw	<input type="checkbox"/> Terri Holt	<input checked="" type="checkbox"/> Brandon Phillips	<input checked="" type="checkbox"/> Kevin Stewart
<b>DECENTERS</b>	<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
<b>ABSENT</b>	<input type="checkbox"/> Joey Boswell	<input type="checkbox"/> Nikki Bradshaw	<input checked="" type="checkbox"/> Terri Holt	<input type="checkbox"/> Brandon Phillips	<input type="checkbox"/> Kevin Stewart

#### Consent Agenda

**Motion to:** Approve the Consent Agenda.

<b>RESULT</b>	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> REJECTED	<input type="checkbox"/> TABLED	<input type="checkbox"/> OTHER	
<b>VOTE</b>	4 In Favor	1 Absent	___ Abstain	<input type="checkbox"/> Unanimous	
<b>MOVER</b>	<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
<b>IN FAVOR</b>	<input checked="" type="checkbox"/> Joey Boswell	<input checked="" type="checkbox"/> Nikki Bradshaw	<input type="checkbox"/> Terri Holt	<input checked="" type="checkbox"/> Brandon Phillips	<input checked="" type="checkbox"/> Kevin Stewart
<b>DECENTERS</b>	<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
<b>ABSENT</b>	<input type="checkbox"/> Joey Boswell	<input type="checkbox"/> Nikki Bradshaw	<input checked="" type="checkbox"/> Terri Holt	<input type="checkbox"/> Brandon Phillips	<input type="checkbox"/> Kevin Stewart

#### Items on Consent Agenda:

- August 2020 Regular BOC Minutes

#### 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

None

---

**Town Manager's Report**

---

**USDA Paving Project-** Attached for your information is an updated list of streets to be paved and the associated cost estimates. The estimated cost to repair and pave approximately 8,000' of Town streets is \$493,090. The plan is to submit a grant request for \$500,000. These grants are funded at a maximum of 75%. Thus, the Town's share would be \$125,000. A majority of our share would be from accumulated Powell Bill reserves. The remaining local match could come from a small USDA loan or fund balance. This determination will be made at a later date.

The immediate concern is submitting the grant prior to the end of the Federal fiscal year which is October 1. USDA representatives have informed us the funds they have available for a paving project will likely not be available next fiscal year. There is quite a bit of work left to do to assemble all the required documents for submission.

Mayor English: Is the \$67,000 for Engineering cost correct, and does that go to The Wooten Company? All engineering fees go to The Wooten Company.

**CDBG Fall Income Surveys-** A second round of mailings went out last week to the residents in the proposed project area (see attached map). Although some surveys have been returned, there are many that have not responded. In the coming weeks it is likely that we will have to team up to canvass the neighborhood in an effort to get the surveys completed.

**Solar Farm Conditional Use Permit-** I have enclosed a copy of the conditional use permit that was granted by the Town Board in 2017. The request to review the permit centered around compliance with the Conditions listed in the permit. The 8 conditions can be found on pages 4-5. To my knowledge the training listed in condition #8 has not been conducted.

**Management Intern Recognition-** Miranda Smith is joining us as a managerial intern. The Town is pleased to add her to the team.

---

**Code Enforcement Report**

---

**Previous Month Closed Cases**

- OCA #20080086 – Date Reported: 07/30/2020 – 235 705 HWY

**Update:** On Thursday September 3<sup>rd</sup>, 2020 at approximately 2:40 p.m., I completed a follow up on Mr. Flores' property. Mr. Flores had mowed his property within the 30 days given. He is no longer in violation of the town ordinance.

- OCA #20080089 – Date Reported: 08/05/2020- 431 Virginia Street

**Update:** On Thursday September 3<sup>rd</sup>, 2020 at approximately 2:04 p.m., I left a message on Mr. Robinson's phone advising him that I have closed the case against him. On this day, I have witnessed the yard mowed and in compliance with the town ordinance.

**Active Cases**

- OCA #20060205 – Date Reported: 06/07/2020 – 140 North Rockingham Street

**Update:** On Thursday September 2<sup>nd</sup>, 2020 at approximately 2:00 p.m., I was informed by a Moore County Assistant District Attorney that Mr. Sink was given time until his next court date to have the property in compliance with the town ordinance.

- OCA #24110500/ 19052027 – Date Reported: 08/05/2020 – 440 Lindale Drive

**Update:** On Thursday September 3<sup>rd</sup>, 2020 at approximately 1:40 p.m., I inspected the property of 440 Lindale Drive and noticed improvements. The owner had made significant progress in bringing the property in compliance with the town ordinance.

➤ OCA #20090092 – Date Reported: 09/03/2020 – 320 Cross Street

On Thursday September 3<sup>rd</sup>, 2020 at approximately 1:48 p.m., I met with John David Gwyn to inspect his property regarding an ordinance complaint of junk/ debris on property. Mr. Gwyn

was given 30 days to bring the property in compliance with the town ordinance.

➤ OCA #20090116 – Date Reported: 09/04/2020 – 301 E. Salisbury Street

On Friday September 4th, 2020 at approximately 2:43 p.m., Officer noticed a violation of the town ordinance at 301 E. Salisbury Street reference 90. 02 nuisance conditions (junk/ debris/ high grass/ weeds). Officer contacted owner of said property for her to gain compliance with the town ordinance. She was given 30 days and a verbal warning. (Residence is unoccupied)

➤ OCA #20090117 – Date Reported: 09/04/2020 – 245 Virginia Street

On Friday September 4th, 2020 at approximately 2:30 p.m., Officer noticed a violation of the town ordinance at 245 Virginia Street reference 90. 02 nuisance conditions (junk/ debris). As of 09/08/2020 officer was unable to contact owner of said property for him or her to gain compliance with the town ordinance. (Residence is occupied)

➤ OCA #20090118 – Date Reported: 09/04/2020 – 381 E. Salisbury Street

On Friday September 4th, 2020 at approximately 11:00 a.m., Officer noticed a violation of the town ordinance at 381 E. Salisbury Street reference 90. 02 nuisance conditions (junk/ debris). As of 09/08/2020 officer was unable to contact owner of said property for him to gain compliance with the town ordinance. (Owner moved out of town. Residence is unoccupied.)

➤ OCA #20090192 – Date Reported: 09/08/2020 – 135 E. Salisbury Street

On Tuesday September 9th, 2020 at approximately 2:25 p.m., Officer noticed a violation of the town ordinance at 135 E. Salisbury Street reference 90. 02 nuisance conditions (junk/ debris). Later that afternoon, Officer was able to contact owner of said property for her to gain compliance with the town ordinance. Owner was given 14 day to gain compliance. (Owner lives out of town. Residence is unoccupied.)

➤ OCA #20090193 – Date Reported: 09/08/2020 – 161 W. Elm Street

On Tuesday September 9th, 2020 at approximately 3:05 p.m., Officer noticed a violation of the town ordinance at 161 W. Elm Street reference 90. 02 nuisance conditions (junk/ debris). As of 09/08/2020 Officer was unable to contact owner of said property for him or her to gain compliance with the town ordinance. (Residence is occupied)

**Public Hearing**

None.

**New Business**

- 2016 CDBG Contract Amendment No. 4

**Motion to:** approve amendment No. 4 to the 2016 CDBG Contract for water system improvements.

<b>RESULT</b>	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> REJECTED	<input type="checkbox"/> TABLED	<input type="checkbox"/> OTHER	
<b>VOTE</b>	4 In Favor	1 Absent	_____ Abstain	<input type="checkbox"/> Unanimous	
<b>MOVER</b>	<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
<b>IN FAVOR</b>	<input checked="" type="checkbox"/> Joey Boswell	<input checked="" type="checkbox"/> Nikki Bradshaw	<input type="checkbox"/> Terri Holt	<input checked="" type="checkbox"/> Brandon Phillips	<input checked="" type="checkbox"/> Kevin Stewart
<b>DECENTERS</b>	<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
<b>ABSENT</b>	<input type="checkbox"/> Joey Boswell	<input type="checkbox"/> Nikki Bradshaw	<input checked="" type="checkbox"/> Terri Holt	<input type="checkbox"/> Brandon Phillips	<input type="checkbox"/> Kevin Stewart

**Commissioners Comments**

- Phillips:**
- Boswell:**
- Stewart:**
- Bradshaw: Policies for the Public Works safety and training.**
- Holt:**
- English:**

**Enter into Closed Session**

Commissioner Boswell made a motion to enter into closed session with Town attorney, manager, and clerk at 6:53 PM pursuant to G.S. 143-318.11(a)(3) to preserve attorney-client privilege. Unanimously approved.

Boswell to go out of closed session and go into open session. 7:05 pm

**Adjournment**

The meeting was closed at 7:07 PM on a motion made by Commissioner Boswell. Unanimously approved.

\_\_\_\_\_  
Lonnie English, Mayor

\_\_\_\_\_  
Town Clerk

Accepted into the record

\_\_\_\_\_ on a motion

made by \_\_\_\_\_. In favor: \_\_\_\_\_; Against \_\_\_\_\_.

# 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:

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ol style="list-style-type: none"><li>1. GMC Sewer Truck<ol style="list-style-type: none"><li>a. Vin #: 1GDT7H4J4WJ504995</li><li>b. WWTP</li><li>c. Approximate value: \$5000</li></ol></li><li>2. EEI Fire Truck<ol style="list-style-type: none"><li>a. VIN #: IGBL7DIEXFVI08555</li><li>b. Public Works</li><li>c. Approximate value: \$8000</li></ol></li><li>3. 1990 Ford Ranger<ol style="list-style-type: none"><li>a. VIN #: IFTCRIOA5LUCOI407</li><li>b. Public Works</li><li>c. Approximate value: \$200</li></ol></li><li>4. 2007 Ford Ranger<ol style="list-style-type: none"><li>a. VIN #: IFTYRIOD37PA36784</li><li>b. Public Works</li><li>c. Approximate value: \$250</li></ol></li><li>5. 1989 GMC Pickup Truck <sup>3</sup>/<sub>4</sub> Ton</li></ol> | <ol style="list-style-type: none"><li><ol style="list-style-type: none"><li>a. VIN #: 1GCGK24K6KE189887</li><li>b. Public Works</li><li>c. Approximate Value: \$400</li></ol></li><li>6. 1986 Chevy Blazer Custom Deluxe<ol style="list-style-type: none"><li>a. VIN #: 168ED1807GF193102</li><li>b. Public Works</li><li>c. Approximate Value: \$250</li></ol></li><li>7. Triple Axle Steel Trailer<ol style="list-style-type: none"><li>a. VIN #: N/A</li><li>b. Public Works</li><li>c. Approximate Value: \$300</li></ol></li><li>8. Ingersoll Rand Air Compressor w/<br/>Jackhammer &amp; 1" Airline<ol style="list-style-type: none"><li>a. VIN #: N/A</li><li>b. Public Works</li><li>c. Approximate Value: \$400</li></ol></li></ol> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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 \_\_\_\_\_, 2020.

\_\_\_\_\_  
Mayor, Lonnie B English

ATTEST:

\_\_\_\_\_  
Town Clerk, Hannah Hungerford



TO: Members of the Robbins Town Council  
FROM: Jon Barlow, Interim Town Manager  
SUBJECT: Town Manager's Report for Town Board Meeting  
DATE: October 8 , 2020

---

- **USDA Paving Project Update**

Last month the Board was advised that the USDA grants funds available for funding paving project will not be available after the close of the Federal fiscal year on October 1. Thanks to the efforts of Town staff and the Wooten Company we were able to get all the required material submitted except for the Town's fiscal year ended June 30 financial data. We are preparing an unaudited report for them that will satisfy the requirement.

- **CDBG Fall Income Surveys**

It does not appear that the second-round mailing income surveys to residents in the proposed project area yielded high return rates. In fact, only 21 surveys out of a possible 113 have been returned. Monica Chevalier with the Wooten Company has provided us a spreadsheet of the 92 residents we need to contact in an effort to get as many income surveys completed as possible. It will take an effort from all of us to get these surveys completed and returned prior to October 12.

- **Solar Farm Conditional Use permit**

Last month, the Board requested staff to contact the owner of Mustang Solar farm to follow up on several conditions listed in the conditional use permit have not been completed. I have mailed a letter to the corporate office address that is listed with the Secretary of States office.

- **Water Purchased vs Water Billed**

I will present some data at the Town Board meeting to show the amount of water billed annually versus the amount of water purchased. Last night, there was a request to see how much water goes unaccounted for annually.

**Police Department  
and Code  
Enforcement Reports  
will be sent out next  
week via email.**



## Budget vs Actual (Summary)

TOWN OF ROBBINS  
10/2/2020 3:52:08 PM

Page 1 Of 2

Period Ending 6/30/2021

10 GENERAL FUND									
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent		
<b>Revenues</b>									
	1,296,200	0.00	0.00	0.00	21,012.37	(1,275,187.63)	2%		
Revenues Totals:	1,296,200	0.00	0.00	0.00	21,012.37	(1,275,187.63)	2%		
<b>Expenses</b>									
GOVERNING BODY	18,054	0.00	0.00	0.00	5,700.96	12,353.04	32%		
ADMINISTRATION	186,363	647.75	0.00	0.00	31,303.58	154,411.67	17%		
ELECTION	0	0.00	0.00	0.00	0.00	0.00			
LIBRARY	18,080	0.00	0.00	0.00	2,459.30	15,620.70	14%		
MOORE CO TAX COLLECTION FEE	12,000	0.00	0.00	0.00	0.00	12,000.00			
PROFESSIONAL SERVICE	50,000	0.00	0.00	0.00	5,491.00	44,509.00	11%		
PUBLIC BUILDINGS	0	0.00	0.00	0.00	0.00	0.00			
POLICE	398,977	582.75	0.00	0.00	101,874.05	296,520.20	26%		
FIRE	259,542	2,153.26	0.00	0.00	65,427.52	191,961.22	26%		
RECREATION	4,800	0.00	0.00	0.00	388.05	4,411.95	8%		
STREET	142,743	2,154.26	0.00	0.00	17,116.20	123,472.54	14%		
POWELL BILL	38,000	0.00	0.00	0.00	0.00	38,000.00			
SANITATION	66,283	0.00	0.00	0.00	10,908.94	55,374.06	16%		
CEMETERY	10,000	0.00	0.00	0.00	3,370.00	6,630.00	34%		
ECONOMIC DEVELOPMENT	1,500	0.00	0.00	0.00	454.00	1,046.00	30%		
DEBT SERVICE	89,858	0.00	0.00	0.00	0.00	89,858.00			
Expenses Totals:	1,296,200	5,538.02	0.00	0.00	244,493.60	1,046,168.38	19%		
10 GENERAL FUND	Revenues Over/(Under) Expenses:		0.00	0.00	(223,481.23)				
30 ENTERPRISE FUND									
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent		
<b>Revenues</b>									
	941,776	0.00	0.00	0.00	203,955.41	(737,820.59)	22%		
Revenues Totals:	941,776	0.00	0.00	0.00	203,955.41	(737,820.59)	22%		

## Budget vs Actual (Summary)

TOWN OF ROBBINS  
10/2/2020 3:52:08 PM

Period Ending 6/30/2021

30 ENTERPRISE FUND									
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent		
Expenses									
DEBT SERVICE	114,141	0.00	0.00	0.00	0.00	114,141.00			
WATER	469,465	3,079.93	0.00	0.00	96,414.06	369,971.01	21%		
WWTP	358,170	2,154.25	0.00	0.00	59,718.86	296,296.89	17%		
Expenses Totals:	941,776	5,234.18	0.00	0.00	156,132.92	780,408.90	17%		
30 ENTERPRISE FUND Revenues Over/(Under) Expenses:			0.00	0.00	47,822.49				
34 FIRE DEPT CAPITAL RESERVE (TRUCK/BUILDING)									
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent		
Revenues									
	0	0.00	0.00	0.00	0.00	0.00			
Revenues Totals:	0	0.00	0.00	0.00	0.00	0.00			
Expenses									
DEBT SERVICE	0	0.00	0.00	0.00	0.00	0.00			
Expenses Totals:	0	0.00	0.00	0.00	0.00	0.00			
34 FIRE DEPT CAPITAL RESERVE (TRUCK/BUILDING) Revenues Over/(Under) Expenses:			0.00	0.00	0.00				
38 ECONOMIC DEVELOPMENT RESERVE FUND									
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent		
Revenues									
	0	0.00	0.00	0.00	0.00	0.00			
Revenues Totals:	0	0.00	0.00	0.00	0.00	0.00			
Expenses									
DEBT SERVICE	0	0.00	0.00	0.00	0.00	0.00			
Expenses Totals:	0	0.00	0.00	0.00	0.00	0.00			
38 ECONOMIC DEVELOPMENT RESERVE FUND Revenues Over/(Under) Expenses:			0.00	0.00	0.00				



**Robbins Fire Rescue**  
**PO Box 987**  
**Robbins, NC 27325**

## **September 2020 Fire Rescue Report**

Medical Calls -24

Vehicle Accidents - 11

Outside Fires - 2

Service Calls - 4

Storm Damage - 2

Fire Alarms - 6

Total Calls - 49

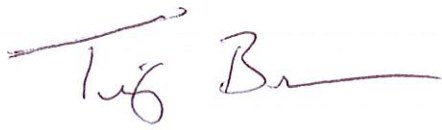
We helped the street department with replacing a fire hydrant.

We doing online training and some in house training to get ready for ISO inspection.

We helped with the funeral for Vance Lambert a 30+ year member of the Robbins Fire Rescue.

The paid staff continued doing there weekly and daily duties and training.

Respectfully Submitted,

A handwritten signature in dark ink, appearing to read "Timmy Brown". The signature is written in a cursive style with a long horizontal stroke extending to the right.

Chief Timmy Brown

Robbins Fire Rescue

Cell 910-690-4019



TO: Members of the Robbins Town Council  
FROM: Jon Barlow, Interim Town Manager  
SUBJECT: Appearance Committee Appointments  
DATE: October 8 , 2020

---

The following 5 names are being presented for consideration as members of the Town Appearance Committee:

Teresa Thomas

Laura Ann Brady

Karen Ritter

Marissa Ritter

Anna Derr

The Appearance Committee By-laws set full membership at 7 members. Thus, there are 2 seats remaining to be filled.

Recommended Action:

Appoint all 5 candidates to the Appearance Committee.



TO: Members of the Robbins Town Council  
FROM: Jon Barlow, Interim Town Manager  
SUBJECT: USDA Grant Application Legal Services Agreement  
DATE: October 8 , 2020

---

One of the required documents that must be submitted as part of the Town's USDA paving grant application is an agreement with an attorney to handle legal matters on behalf of the Town. Attached is an agreement for your consideration with Attorney T.C. Morphis.

Recommended Action:

Approve the legal services agreement with T.C. Morphis.

**UNITED STATES DEPARTMENT OF AGRICULTURE RURAL DEVELOPMENT**

**LEGAL SERVICES AGREEMENT**

THIS AGREEMENT MADE (the "Agreement") this 21<sup>st</sup> day of September, 2020, between The Town of Robbins, hereafter referred to as the "OWNER", and The Brough Law Firm, PLLC, hereafter referred to as the "ATTORNEYS":

WHEREAS, the Owner is a North Carolina municipal corporation location in Moore County, North Carolina, and intend to undertake a road paving project, hereinafter referred to as the "Project";

**WITNESSETH:**

That for and in consideration of the mutual covenants and promises between the parties hereto, it is hereby agreed:

**SECTION A – LEGAL SERVICES**

That the Attorneys will perform such services as are necessary to accomplish the above recited objectives including, but not limited to, the following:

1. Furnish advice and assistance to the governing body of the Owner in connection with (a) the notice for and conducting of meetings; (b) the preparation of minutes of meetings; (c) the preparation and enactment of resolutions as may be necessary in connection with the authorization, financing, construction, and operation of the project; (d) the preparation of such affidavits, publication notices, ballots, reports, certifications, and other instruments and advice as may be needed in the conduct of bond elections as may be necessary; (e) the preparation and completion of such bonds or other obligations as may be necessary to finance the project; (f) the completion and executions of documents for obtaining a loan made or insured or a grant made by the United States of America, acting through Rural Development, USDA; (g) entering into construction contracts; (h) preparation and adoption of By-Laws, Rules, and Regulations, and rate schedules; (i) such other corporate action as may be necessary in connection with the financing, construction, and initial operation of the system.
2. Review of construction contracts, bid-letting procedures, and surety and contractual bonds in connection therewith.
3. Preparation, negotiation, or review of contract(s) to purchase services or utilities.
4. Preparation, where necessary, and review of deeds, assessments and other rights-of-way documents, and other instruments for sites for water supply, pumping stations, treatment plants, and other facilities necessary to the project and to provide continuous rights-of-way there for; rendering title opinions with reference thereto; and providing for the recordation thereof.

5. Obtain necessary permits and certificates from county and municipal bodies, from State regulatory agencies, and from other public or private sources with respect to the approval of the system, the construction and operation thereof, pipeline crossings and the like.
6. Cooperate with the engineer employed by Owners in connection with the preparation of tract sheets, easement, and other necessary title documents, construction contracts, water supply contracts, health permits, crossing permits, and other instruments.
7. When applicable, secure assistance of and cooperate with recognized bond counsel in the preparation of the documents necessary for the financing aspects of the project. The Attorney shall pay all bond counsel fees in perfecting the financing aspects, assessment procedures and completion of documents. Where bond counsel is retained, the attorney will not be responsible for the preparation and approval of those documents pertaining to the issuance of the Owner's obligations.

Note: The Attorneys reserve the right to assign and delegate any and all portions of the legal work described herein to outside counsel, including but not limited to the assignment of real property title work and bond counsel work. The Attorneys shall at all times be responsible for supervision of the work performed by outside counsel, and the Owner shall have the right, for any reason whatsoever, to approve or reject any outside counsel proposed by the Attorneys. Unless this Agreement is amended to authorize a different fee schedule, outside counsel shall charge the Owner the same rates as the Attorneys.

#### SECTION B – COMPENSATION

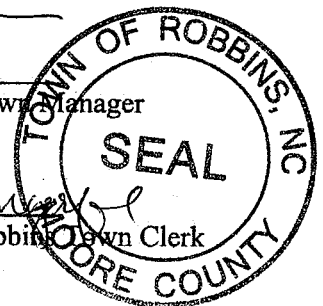
1. Owner will pay to the Attorneys for professional services rendered in accordance herewith, fees as follows: An hourly rate of \$190.00 per hour for Senior level attorneys, billed monthly. Work performed by Junior level attorneys may be billed at a lower hourly rate.
2. Notwithstanding the provisions set forth above, the maximum fees paid under this contract shall not exceed \$10,000.00.

TOTAL LEGAL FEES: \$10,000.00

By: T.C. Morphis, Jr.  
ATTORNEYS  
T.C. Morphis, Jr., Robbins Town Attorney

By: Jon Barlow  
OWNER  
Jon Barlow, Robbins Town Manager

ATTEST  
Hannah Hungerford  
Hannah Hungerford, Robbins Town Clerk



This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

Hannah Hungerford  
, Robbins Finance Officer



**AGENCY CONCURRENCE**

Concurred on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_.

---

USDA RURAL DEVELOPMENT

---

Title



TO: Members of the Robbins Town Council  
FROM: Jon Barlow, Interim Town Manager  
SUBJECT: Town Hall Reopening Plan  
DATE: October 8 , 2020

---

The purpose of this discussion is to receive guidance from the Town Board regarding the opening of Town Hall to walk in visitors and allowing individuals to attend Board meetings in person. Prior to making these changes there are several matters that need to be resolved. Examples include Guidelines limiting the number of individuals that can be in attendance and are masks going to be required inside Town facilities. Should physical changes within Town Hall such as partitions be installed to better protect staff during face to face contact is another topic for discussion.