



301 W. Main St.
Town Hall
Carrboro, NC 27510

Town of Carrboro

Meeting Minutes

Town Council

Tuesday, March 10, 2020

7:00 PM

OWASA Community Room

Present: Mayor Lydia Lavelle, Council Member Barbara Foushee, Council Member Susan Romaine, Council Member Damon Seils, Council Member Sammy Slade

Absent: Council Member Jacquelyn Gist, Council Member Randee Haven-O'Donnell

Also Present: David Andrews, Town Manager; Cathy Dorando, Town Clerk; Brady Herman, Town Attorney

POETRY READING

Fred Joiner, the Carrboro Poet Laureate, read a poem by Tsitsi Ella Jaji called, "Tell Me Something Good."

PROCLAMATION – WOMEN'S HISTORY MONTH

Mayor Lavelle proclaimed the month of March as "Women's History Month" in the Town of Carrboro.

CHARGES ISSUED TO RECENTLY APPOINTED ADVISORY BOARD MEMBERS

The Town Clerk issued charges to Pamela Atwood, a recent appointee to the Affordable Housing Advisory Board, and Margaret Funkhouser, a recent appointee to the Recreation and Parks Commission.

REPORT ON MONITORING AND TOWN OF CARRBORO RESPONSE TO COVID-19, CORONAVIRUS

Fire Chief Schmidt provided the Council with an update on what staff is doing to prepare and respond to COVID-19 virus.

David Andrews, Town Manager, also provided a briefing on the Town's monitoring and plans for the COVID-19 response.

APPROVAL OF MINUTES FROM FEBRUARY 11 AND FEBRUARY 25, 2020

MOTION WAS MADE BY COUNCIL MEMBER SEILS, SECONDED BY COUNCIL MEMBER SLADE, TO APPROVE THE MINUTES FROM FEBRUARY 11 AND 25, 2020, AS AMENDED. VOTE: AFFIRMATIVE FIVE, ABSENT TWO (GIST, HAVEN-O'DONNELL)

ADOPTION OF THE NC CULTURAL RESOURCES RECORDS RETENTION AND DISPOSITION SCHEDULE

The purpose of this item was to adopt the most current version of the NC Cultural Resources Records Retention and Disposition Schedule.

A motion was made by Council Member Seils, seconded by Council Member Slade, that the following resolution be approved:

A RESOLUTION APPROVING THE NORTH CAROLINA RECORDS SCHEDULE FOR LOCAL GOVERNMENT AGENCIES ACCORDING TO N.C. GENERAL STATUTES CHAPTERS 121 AND 132

BE IT RESOLVED by the Board of Aldermen of the Town of Carrboro that the Board adopts the North Carolina General Records Schedule for Local Government Agencies, as updated by the N.C. Department of Cultural Resources in accordance with N.C. General Statutes Chapters 121 and 132 dated March 1, 2019.

This the 10th day of March 2020.

Ayes: Mayor Lydia Lavelle, Council Member Barbara Foushee, Council Member Susan Romaine, Council Member Damon Seils, Council Member Sammy Slade

Absent: Council Member Jacquelyn Gist, Council Member Randee Haven-O'Donnell

ESTABLISH RESERVATION FEES FOR DR. MARTIN LUTHER KING JR. PARK

The purpose of this item was for the Town Council to approve park rental fees for the newly constructed park.

The Council discussed the possibility of allocating fees for the Recreation and Parks rentals specifically for the upkeep and maintenance of the parks but did not make a decision to do that since the fees are already available for that purpose from the General Fund.

A motion was made by Council Member Romaine, seconded by Council Member Foushee, that the following resolution be approved:

A RESOLUTION APPROVING PARK FEES FOR DR. MARTIN LUTHER KING JR. PARK

WHEREAS, the Town Council has established a usage fee for certain facilities and/or premises in Town Parks; and,

WHEREAS, the Miscellaneous Fee schedule for FY 2019-20 was adopted by the Town Council on June 18, 2019; and,

WHEREAS, the newly constructed Dr. Martin Luther King, Jr. Park is now available for community use; and,

WHEREAS, no usage fee has been established for the use of the Dr. Martin Luther King, Jr., Park;

NOW, THEREFORE, the Town Council for the Town of Carrboro established the following fee schedule for use of Dr. Martin Luther King, Jr. Park:

Section 1: Picnic Shelters/Amphitheater

Small shelter \$35 per 0-4 hours
 \$45 above 4 hours

Large shelter \$50 per hour – Two hour minimum

Amphitheater \$50 per hour

Section 2. Amenities

Party Trailer Rental \$150 if used with any pavilion/shelter rental. (Includes five tables, 30 chairs, outdoor games and coolers.)

Section 3. This resolution is effective this the 10th day of March 2020.

Section 4. Within five (5) days after this amendment is adopted, the Town Clerk shall file a copy of this ordinance with the Finance Director.

This the 10th day of March 2020.

The motion carried by the following vote:

Ayes: Mayor Lydia Lavelle, Council Member Barbara Foushee, Council Member Susan Romaine, Council Member Damon Seils, Council Member Sammy Slade

Absent: Council Member Jacquelyn Gist, Council Member Randee Haven-O'Donnell

STORMATER UTILITY MONTHLY REPORT

The purpose of this item was to provide the monthly update regarding Stormwater Utility projects and initiatives.

MOTION WAS MADE BY COUNCIL MEMBER FOUSHEE, SECONDED BY COUNCIL MEMBER SEILS, TO ACCEPT THE REPORT. VOTE: AFFIRMATIVE FIVE, ABSENT TWO (GIST, HAVEN-O'DONNELL)

AMENDMENT TO PROJECT ORDINANCE FOR A STREAM RESTORATION PROJECT AT PUBLIC WORKS

The purpose of this agenda item was for the Town Council to appropriate additional funding from the Stormwater Enterprise Fund to complete construction for a stream restoration project at Public Works.

A motion was made by Council Member Seils, seconded by Council Member Slade, that the following ordinance be approved:

**STORMWATER UTILITY ENTERPRISE FUND
CAPITAL PROJECT ORDINANCE AMENDMENT
FOR STREAM RESTORATION AT PW FACILITY SITE
Ordinance No. 15/2019-20**

WHEREAS, the Town Council of Carrboro on June 18, 2019 adopted a Capital Project Ordinance appropriating \$80,000 for preliminary engineering for Stream Restoration at the Public Works Facility site; and,

WHEREAS, it is now necessary to obtain construction and construction engineering services to complete the project, estimated at \$265,000;

NOW THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF CARRBORO THAT:

Section 1: Funding for the Stream Restoration at the Public Works Facility Site Capital Project is authorized to be increased from \$80,000 to \$345,000 for this project until all activity is completed.

Section 2. The funding in Section 1 above is appropriated from the Stormwater Utility Enterprise Fund Operating Budget to the Storm Water Utility Enterprise Capital Project Fund. It is Council's understanding that if FEMA Public Assistance funding is made available to the Town, the Town will seek reimbursement for any and all funds expended for this project.

Section 3: All other conditions and expectations set forth in the original capital project ordinance of June 18, 2019 continue to be in effect.

Section 4. Within five (5) days after this amendment is adopted, the Town Clerk shall file a copy of this ordinance with the Finance Director.

This the 10th day of March 2020.

The motion carried by the following vote:

Ayes: Mayor Lydia Lavelle, Council Member Barbara Foushee, Council Member Susan Romaine, Council Member Damon Seils, Council Member Sammy Slade

Absent: Council Member Jacquelyn Gist, Council Member Randee Haven-O'Donnell

REQUEST TO AUTHORIZE THE TOWN MANAGER TO NEGOTIATE AND AWARD A CONTRACT FOR PROFESSIONAL PLANNING SERVICES FOR THE IMPLEMENTATION OF A TOWN-WIDE COMPREHENSIVE PLANNING PROCESS

The purpose of this item was for the Town Council to authorize the Town Manager to negotiate and award a contract for planning services for the development of a Town-wide Comprehensive Plan.

A motion was made by Council Member Seils, seconded by Council Member Slade, that the following resolution be approved:

A RESOLUTION AUTHORIZING THE TOWN MANAGER TO NEGOTIATE AND
EXECUTE A CONTRACT FOR COMPREHENSIVE PLANNING SERVICES
THE TOWN COUNCIL OF THE TOWN OF CARRBORO RESOLVES:

Section 1. The Town Council hereby authorizes the Town Manager to negotiate and execute a contract with TESKA ASSOCIATES, INC., for comprehensive planning services in an amount not to exceed \$200,000

Section 2. Within five (5) days after this resolution is adopted, the Town Clerk shall file a copy of this resolution with the Finance Director.

Section 3. This resolution shall become effective upon adoption.

This the 10th day of March 2020.

The motion carried by the following vote:

Ayes: Mayor Lydia Lavelle, Council Member Barbara Foushee, Council Member Susan Romaine, Council Member Damon Seils, Council Member Sammy Slade

Absent: Council Member Jacquelyn Gist, Council Member Randee Haven-O'Donnell

ECONOMIC DEVELOPMENT REPORT FOR THE MONTH OF MARCH

The purpose of this agenda item was to update the Council on economic development activity within the Town.

MOTION WAS MADE BY COUNCIL MEMBER SEILS, SECONDED BY COUNCIL MEMBER SLADE TO ACCEPT THE REPORT. VOTE: AFFIRMATIVE FIVE, ABSENT TWO (GIST, HAVEN-O'DONNELL)

REQUEST TO REFER LAND USE ORDINANCE TEXT AMENDMENT RELATING TO THE HISTORIC ROGERS ROAD NEIGHBORHOOD TO THE AFFORDABLE HOUSING ADVISORY COMMISSION (AHAC)

The purpose of this agenda item was to request the Town Council's authorization to refer the draft ordinance establishing the HR-MU District to the AHAC for review.

A motion was made by Council Member Seils, seconded by Council Member Slade, that the following resolution be approved:

A RESOLUTION REFERRING AN ORDINANCE AMENDING THE CARRBORO
LAND USE ORDINANCE PROVISIONS RELATED TO THE HISTORIC ROGERS
ROAD NEIGHBORHOOD TO THE CARRBORO AFFORDABLE HOUSING
ADVISORY COMMISSION

WHEREAS, the Town Council seeks to provide ample opportunities for the public to comment on proposed amendments to the Land Use Ordinance;

NOW, THEREFORE BE IT RESOLVED the draft ordinance is referred to the Carrboro Affordable Housing Advisory Commission for review prior to the specified public hearing date.

This the 10th day of March 2020.

The motion carried by the following vote:

Ayes: Mayor Lydia Lavelle, Council Member Barbara Foushee, Council Member Susan Romaine, Council Member Damon Seils, Council Member Sammy Slade

Absent: Council Member Jacquelyn Gist, Council Member Randee Haven-O'Donnell

DISCUSSION OF CONNECTOR ROADS POLICY

The purpose of this item was to provide the Town Council with an opportunity to discuss policies and regulations related to street connections.

Tina Moon, the Town's Planning Administrator, provided the staff report.

Trish McGuire, the Town's Planning Director, also provided staff information to the Town Council.

The Town Council discussed this item in detail and asked that staff come back with the following:

1. A process in which to discuss Connector Roads that provides measurable parameters for the Town Council to make any exceptions.
2. Any connector road decision would be made independently of other development considerations or conditions.
3. Bring back the 2003 map overlaid with what has been approved to date (showing exceptions).

No formal action was taken by the Town Council.

EAST MAIN STREET OPERATIONAL ANALYSIS AND RESTRIPIING PLAN

UPDATE

The purpose of this agenda item was to provide the Town Council with an update on the status of the East Main Street Operational Analysis and an opportunity to review a conceptual design of a restriping plan prior to public engagement.

Zach Hallock, the Town’s Transportation Planner, provided the staff report and was directed to contact all businesses along the route to let them know of upcoming changes.

A motion was made by Council Member Seils, seconded by Council Member Slade, that the following resolution be approved:

A RESOLUTION RECEIVING AN UPDATE ON EAST MAIN STREET OPERATIONAL ANALYSIS AND RESTRIPIING PLAN

WHEREAS, the Town Council has received presentations about proposed modifications to transportation facilities in Town prior to beginning public outreach; and

WHEREAS, Town staff will request Council input on transportation design projects at key milestones in the process; and

WHEREAS, Staff have provided the Council with a proposed timeline for public outreach.

NOW, THEREFORE, BE IT RESOLVED by the Carrboro Town Council that the Council receives this update on the East Main Street Operational Analysis.

This the 10th day of March 2020.

The motion carried by the following vote:

Ayes: Mayor Lydia Lavelle, Council Member Barbara Foushee, Council Member Susan Romaine, Council Member Damon Seils, Council Member Sammy Slade

Absent: Council Member Jacquelyn Gist, Council Member Randee Haven-O’Donnell

APPOINTMENTS TO THE GREENWAYS COMMISSION

This item was tabled until the March 17, 2020 meeting at the request of Council Members Haven-O’Donnell and Gist, via email.

APPOINTMENTS TO THE HUMAN SERVICES COMMISSION

The purpose of this item was for the Town Council to make appointments to the Human Services Commission.

A vote by paper ballot was conducted with the following results:

Maria Victoria Cruz-Camargo – 4 votes (Lavelle, Seils, Slade, Romaine,
Quinton Harper – 5 votes (Foushee, Lavelle, Seils, Slade, Romaine)
Wes Knepper – 4 votes (Foushee, Lavelle, Seils, Slade)
Samantha Luu – 2 votes – (Foushee, Romaine)

A motion was made by Council Member Slade, seconded by Council Member Romaine, that the following resolution be approved:

A RESOLUTION MAKING APPOINTMENTS TO THE
HUMAN SERVICES COMMISSION

THE TOWN COUNCIL HEREBY APPOINTS THE FOLLOWING APPLICANT(S) TO THE HUMAN SERVICES COMMISSION:

Appointee	Term Expiration
Maria Victoria Cruz-Camargo	2/2023
Quinton Harper	2/2023
Wes Knepper	2/2023

This resolution shall become effective upon adoption.

This the 10th day of March 2020.

The motion carried by the following vote:

Ayes: Mayor Lydia Lavelle, Council Member Barbara Foushee, Council Member Susan Romaine, Council Member Damon Seils, Council Member Sammy Slade

Absent: Council Member Jacquelyn Gist, Council Member Randee Haven-O'Donnell

APPOINTMENTS TO THE PLANNING BOARD

The purpose of this item was to allow the Town Council to select appointees to the Planning Board.

A vote by paper ballot was conducted with the following results:

Ben Berolzheimer – 5 votes (Foushee, Lavelle, Seils, Slade, Romaine)

Catherine Fray – 5 votes (Foushee, Lavelle, Seils, Slade, Romaine)
 Kristen Leloudis – 4 votes – (Foushee, Lavelle, Seils, Romaine)
 Elmira Mangum – 5 votes (Foushee, Lavelle, Seils, Slade, Romaine)
 Peter Matischak -2 votes (Foushee, Slade)
 Eliazar Posada – 5 votes (Foushee, Lavelle, Seils, Slade, Romaine)
 Bruce Sinclair – 4 votes (Lavelle, Seils, Slade, Romaine)

Recommendation for BOCC Appointment:
 Susan Poulton – 5 votes (Foushee, Lavelle, Seils, Slade, Romaine)

A motion was made by Council Member Seils, seconded by Council Member Foushee, that the following resolution be approved:

A RESOLUTION MAKING APPOINTMENTS TO THE PLANNING BOARD

Appointee	Term Expiration
Ben Berolzheimer	2/2023
Catherine Fray	2/2023
Kristen Leloudis	2/2022
Elmira Mangum	2/2022
Eliazar Posada	2/2022
Bruce Sinclair	2/2024

This the 10th day of March 2020.

The motion carried by the following vote:

Ayes: Mayor Lydia Lavelle, Council Member Barbara Foushee, Council Member Susan Romaine, Council Member Damon Seils, Council Member Sammy Slade

Absent: Council Member Jacquelyn Gist, Council Member Randee Haven-O’Donnell

A motion was made by Council Member Slade, seconded by Council Member Romaine, that the following resolution be approved:

The Carrboro Town Council requests that the Board of Commissioners reappoint as follows:
 (Susan Poulton was the only applicant that met the residency requirement for this seat.)

Appointee	Seat	Term Expiration
Susan Poulton	ETJ Seat (BOCC)	2/2023

This the 10th day of March 2020.

The motion carried by the following vote:

Ayes: Mayor Lydia Lavelle, Council Member Barbara Foushee, Council Member Susan

Romaine, Council Member Damon Seils, Council Member Sammy Slade

Absent: Council Member Jacquelyn Gist, Council Member Randee Haven-O'Donnell

CLOSED SESSION

MOTION WAS MADE BY COUNCIL MEMBER SLADE, SECONDED BY COUNCIL MEMBER FOUSHEE TO ENTER INTO CLOSED SESSION PURSUANT TO N.C.G.S. 143-318.11(A)(1)&(6). VOTE: AFFIRMATIVE FIVE, ABSENT TWO (GIST, HAVEN-O'DONNELL)

ADJOURNMENT

MOTION WAS MADE BY COUNCIL MEMBER SEILS, SECONDED BY COUNCIL MEMBER FOUSHEE, TO ADJOURN THE MEETING. VOTE: AFFIRMATIVE FIVE, ABSENT TWO (GIST, HAVEN-O'DONNELL)

Town Clerk

Mayor