



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

## Town of Carrboro

### Meeting Minutes

### Town Council

Tuesday, March 24, 2020

7:00 PM

Special Called Remote Meeting

**This meeting was held via Zoom teleconference and broadcasted live on cable television and the internet.**

**Present:** Mayor Lydia Lavelle, Council Member Barbara Foushee, Council Member Jacquelyn Gist, Council Member Randee Haven-O'Donnell, Council Member Susan Romaine, Council Member Damon Seils, Council Member Sammy Slade

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

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#### **POETRY READING**

Fred Joiner, the Carrboro Poet Laureate, read a poem by Lee Young Lee called, "Leaving."

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#### **OVERVIEW AND TEST OF ZOOM (REMOTE MEETING)**

Mayor Lavelle provided a brief overview of the remote meeting process.

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#### **OVERVIEW AND PROTOCOLS FOR EMERGENCY INCIDENTS**

Chief Dave Schmidt provided a summary of the current emergency and the communication protocols.

**CONSIDER A SMALL BUSINESS & NON-PROFIT COVID-19 EMERGENCY  
LOAN/GRANT FUND PROPOSAL**

The purpose of this item was for the Town Council to consider a proposal to create a Small Business & Non-Profit Loan/Grant Covid-19 Emergency Fund.

Annette Stone, the Economic Development Director, provided the staff report.

The Town Council discussed the proposal and directed staff via the resolution below.

**A motion was made by Council Member Haven-O'Donnell, seconded by Council Member Seils, that the following resolution be approved:**

NON-PROFIT LOAN/GRANT COVID 19 EMERGENCY FUND

WHEREAS, a State of Emergency has been declared by Federal, State and Town of Carrboro related to COVID 19 outbreak; and,

WHEREAS, restrictions have been put in place to close certain businesses to limit human contact as a means of limiting the spread of COVID 19; and,

WHEREAS, numerous local businesses, non-profits and the tourism industry have been negatively affected; and,

WHEREAS, local businesses and non-profits are in need of operating capital for short term reoccurring expenses to maintain and sustain operations; and,

WHEREAS, the Town Council of the Town of Carrboro desires to provide financial assistance to local businesses and non-profits during this emergency;

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

1. A Small Business & Non-Profit Loan/Grant COVID 19 Emergency Fund is hereby established for the purpose of providing financial assistance to local businesses and nonprofits in need of operating capital for short term reoccurring expenses to maintain and sustain operations as a viable business.
2. Funding for each applicant shall be limited to a maximum of \$25,000 at 0% interest.
3. Only businesses or non-profits that serve Carrboro residents shall be eligible to apply for these funds.
4. A Funding Committee shall be established. The Funding Committee shall be responsible for the review and evaluation of all applications. The Town Council authorizes the Funding

Committee to render a decision to award or not award emergency funds to an applicant. The Funding Committee shall be diverse in makeup, include the Town Council liaisons as not voting members, strive for membership representation from the Carrboro Business Alliance, the Tourism Development Authority, someone from the banking industry, and other representation as deemed appropriate by the Town Manager.

5. Funds in the amount of \$300,000 are authorized for transfer from the Revolving Loan Fund to the Small Business & Non-Profit Loan/Grant COVID 19 Emergency Fund. Funding from other sources may also be used to support this Fund.

6. The Town Manager and Finance Officer are authorized to take the required actions to implement this Fund immediately, including any required inter-fund transfers. Further, the Town Manager is authorized to execute an agreement with each applicant that is provided emergency funds.

7. Town staff shall explore collateral, such as, freeing up privately held parking for public use.

8. The loan application shall have a stipulation that funds are to be used to support the employees.

9. This Resolution shall be effective upon adoption.

This the 24th day of March 2020.

**Ayes:** Mayor Lydia Lavelle, Council Member Barbara Foushee, Council Member Jacquelyn Gist, Council Member Randee Haven-O'Donnell, Council Member Susan Romaine, Council Member Damon Seils, Council Member Sammy Slade

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**INFORMATION ON COMMUNITY RESOURCES FOR FOOD DISTRIBUTION DURING THE COVID-19 PANDEMIC**

Rebecca Buzzard, Housing and Community Services Director, provided the staff report. The Town Council asked that they be kept informed during the emergency.

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**ADJOURNMENT**

**MOTION WAS MADE BY COUNCIL MEMBER SEILS, SECONDED BY COUNCIL MEMBER SLADE, TO ADJOURN THE MEETING. VOTE: AFFIRMATIVE ALL.**

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**Town Clerk**

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**Mayor**