



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

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Town of Carrboro

Meeting Minutes

Town Council

Tuesday, January 18, 2022

6:00 PM

Remote Meeting

Present: Mayor Damon Seils, Council Member Barbara Foushee, Council Member Susan Romaine, Council Member Danny Nowell, Council Member Sammy Slade, Council Member Randeé Haven-O'Donnell

Also Present: Richard White, Town Manager; Mary Bryant, Interim Town Clerk

POETRY READING

Fred Joiner, the Carrboro Poet Laureate, read a poem by Lucille Clifton called, "birth-day."

APPROVAL OF DECEMBER 7, 2021 MEETING MINUTES

The minutes were postponed until the following meeting.

AFFORDABLE HOUSING UPDATE

The purpose of this item was for the Council to receive an update on the Town's Affordable Housing activities.

MOTION WAS MADE BY COUNCIL MEMBER SLADE, SECONDED BY COUNCIL MEMBER ROMAINE, TO ACCEPT THE REPORT. VOTE: AFFIRMATIVE ALL

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POLICE DEPARTMENT MONTHLY REPORT

The purpose of this item was to provide Town Council with a brief overview of the monthly calls for service.

MOTION WAS MADE BY COUNCIL MEMBER SLADE, SECONDED BY COUNCIL MEMBER ROMAINE, TO ACCEPT THE REPORT. VOTE: AFFIRMATIVE ALL

STORMWATER UTILITY MONTHLY REPORT

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

MOTION WAS MADE BY COUNCIL MEMBER SLADE, SECONDED BY COUNCIL MEMBER ROMAINE, TO ACCEPT THE REPORT. VOTE: AFFIRMATIVE ALL

POLICE DEPARTMENT SWORN OFFICER MARKET SALARY ADJUSTMENT

The purpose of this item was to request a market salary adjustment for sworn police officers to address turnover and recruitment issues.

A motion was made by Council Member Slade, seconded by Council Member Romaine, to approve the following resolution:

RESOLUTION ADOPTING CHANGES TO TOWN OF CARRBORO SWORN POLICE OFFICER POSITION CLASSIFICATION AND PAY PLAN

WHEREAS, the Town of Carrboro is dedicated to providing high quality municipal services within our diverse community in a friendly, professional, and efficient manner in order to promote the safety, health, and quality of life of residents and employees; and,

WHEREAS, the Carrboro Police Department like many other local law enforcement agencies is at a crucial juncture in staffing due to high turnover among sworn Police Officers, a high number of vacancies, and difficulty recruiting due to the decline in the labor force as well as the decline in applicants; and,

WHEREAS, informal surveys with law enforcement agencies in the local labor market by the Police Chief and Human Resources Director indicate that the Town’s compensation plan currently lags the market by approximately \$4,000 annually; and,

79 WHEREAS, law enforcement agencies in the local labor market are taking steps to
80 increase the minimum starting salary for sworn law enforcement officers to at least
81 \$46,000 annually; and,

82
83 WHEREAS, the Town Manager has identified salary adjustments necessary to allow the
84 Town to be more competitive within the local labor market for sworn police officers.

85
86 NOW, THEREFORE, THE TOWN COUNCIL OF THE TOWN OF CARRBORO
87 RESOLVES:

88
89 Section 1. The Position Classification and Pay Plan minimum salary for sworn police
90 officers is hereby modified as follows:

91
92
93

| <u>Position</u> | <u>Salary Grade</u> | <u>Current Minimum Salary</u> | <u>New Minimum Salary</u> | <u>% Increase</u> |
|--------------------|---------------------|-------------------------------|---------------------------|-------------------|
| Police Trainee | 6 | \$ 33,393 | \$ 37,393 | 12.0% |
| Police Officer I | 11 | \$ 42,878 | \$ 46,878 | 9.3% |
| Police Officer II | 12 | \$ 45,020 | \$ 49,020 | 8.9% |
| Police Officer III | 13 | \$ 47,175 | \$ 51,175 | 8.5% |
| Police Sergeant | 14 | \$ 49,636 | \$ 53,636 | 8.1% |
| Police Lieutenant | 16 | \$ 54,723 | \$ 58,723 | 7.3% |
| Police Captain | 19 | \$ 63,348 | \$ 67,348 | 6.3% |
| Police Chief | 24 | \$ 80,851 | \$ 84,851 | 4.9% |

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104 Section 2. All other provisions of the Position Classification and Pay Plan remain unchanged.

105 Section 3. The Human Resources Director shall revise the Position Classification and Pay
106 Plan to reflect the changes in Section 1 above.

107
108 Section 4. This resolution shall become effective upon adoption.

109 This the 18th day of January in 2022.

110
111 **Ayes:** Mayor Damon Seils, Council Member Susan Romaine, Council Member Barbara
112 Foushee, Council Member Randee Haven-O'Donnell, Council Member Sammy Slade, Council
113 Member Danny Nowell

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115
116 **STORMWATER UTILITY MONTHLY REPORT**

117
118 The purpose of this item was to provide the monthly update regarding Stormwater Utility
119 projects and initiatives.

120
121 **MOTION WAS MADE BY COUNCIL MEMBER SLADE, SECONDED BY COUNCIL**
122 **MEMBER ROMAINE, TO ACCEPT THE REPORT. VOTE: AFFIRMATIVE ALL**

123
124 *****

125
126 **ECONOMIC DEVELOPMENT MONTHLY REPORT**

127
128 The purpose of this item was to provide a regular monthly activities and status report.

129
130 **MOTION WAS MADE BY COUNCIL MEMBER SLADE, SECONDED BY COUNCIL**
131 **MEMBER ROMAINE, TO ACCEPT THE REPORT. VOTE: AFFIRMATIVE ALL**

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133 *****

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135 **FY 2021-22 SECOND QUARTER BUDGET STATUS REPORT**

136
137 The purpose of this item was to provide a budget status report to Town Council for all funds.

138
139 **MOTION WAS MADE BY COUNCIL MEMBER SLADE, SECONDED BY COUNCIL**
140 **MEMBER ROMAINE, TO ACCEPT THE REPORT. VOTE: AFFIRMATIVE ALL**

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142 *****

143
144 **QUARTERLY REPORT (2021 Q4) AND 2021 ANNUAL REPORT FOR THE TOWN OF**
145 **CARRBORO'S CDBG-CV GRANT NO. 20-V-3525**

146
147 The purpose of this item was to receive the fourth quarter report, and an annual report for
148 calendar year 2021, for the Town of Carrboro's Community Development Block Grant -
149 Coronavirus (CDBG-CV) from the NC Department of Commerce.

150
151 **MOTION WAS MADE BY COUNCIL MEMBER SLADE, SECONDED BY COUNCIL**
152 **MEMBER ROMAINE, TO ACCEPT THE REPORT. VOTE: AFFIRMATIVE ALL**

153
154 *****

155
156 **RESOLUTION SUPPORTING AN APPLICATION FOR TRIANGLE J COUNCIL OF**
157 **GOVERNMENT'S FY23 TRANSPORTATION DEMAND MANAGEMENT GRANT**
158 **PROGRAM, TRIANGLE TRANSPORTATION CHOICES, IN PARTNERSHIP WITH**
159 **CHAPEL HILL**

160
161 The purpose of this agenda item was for the Town Council to consider a resolution authorizing
162 the submittal of an application for Triangle J Council of Government's FY23 Triangle
163 Transportation Choices grant program in partnership with the Town of Chapel Hill. The Town of
164 Carrboro has participated in the TDM grant program as a subrecipient of The Town of Chapel
165 Hill since FY11.

166
167 **A motion was made by Council Member Slade, seconded by Council Member Romaine to**
168 **approve the following resolution:**

169 **A RESOLUTION SUPPORTING AN APPLICATION FOR TRIANGLE J COUNCIL OF**
170 **GOVERNMENT’S FY23 TRANSPORTATION DEMAND MANAGEMENT PROGRAM,**
171 **TRIANGLE TRANSPORTATION CHOICES, IN PARTNERSHIP WITH THE TOWN**
172 **OF CHAPEL HILL**

173 WHEREAS, Transportation Demand Management (TDM) is a set of strategies designed to
174 encourage alternative choices for travel and daily commuting such as biking, walking, public
175 transit, telework, or some combination, to reduce the environmental impacts of driving alone,
176 particularly during peak periods; and

177 WHEREAS, the Durham-Chapel Hill-Carrboro Metropolitan Planning Organization (DCHC-
178 MPO), the Capital Area Metropolitan Planning Organization (CAMPO), and the North Carolina
179 Department of Transportation (NCDOT) have provided funding to the Triangle J Council of
180 Governments (TJCOG) to support Transportation Demand Management activities in the region;
181 and

182 WHEREAS, TJCOG has updated the TDM program, changing the name to Triangle
183 Transportation Choices and adding a new emphasis on race and equity; and

184 WHEREAS, the Town of Carrboro has participated in TJCOG’s TDM grant program as a
185 subrecipient of the Town of Chapel Hill, since FY11; and

186 WHEREAS, the Town of Carrboro has partnered with the Town of Chapel Hill and the
187 University of North Carolina at Chapel Hill to coordinate TDM activities for the last several
188 years; and

189 WHEREAS, The Town of Carrboro is working with its partners to develop a set of activities,
190 outreach and events as part of the upcoming FY23 TDM grant application; and

191 WHEREAS, the grant, if awarded, would provide up to a 50% match of approved activities; and

192 WHEREAS, the TDM grant application requires a resolution of support from the Town Council.

193 NOW, THEREFORE, BE IT RESOLVED by the Carrboro Town Council that the Town Council
194 supports continued participation in the regional transportation demand management program and
195 authorizes staff to submit an application for Triangle J Council of Government's FY23
196 Transportation Demand Management Program, known as Triangle Transportation Choices, as a
197 subrecipient of the Town of Chapel Hill.

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

200 This resolution shall be effective upon adoption by the Carrboro Town Council.

201 This is the 18th day of January, 2022.

202 **Ayes:** Mayor Damon Seils, Council Member Barbara Foushee, Council Member Randee Haven-
203 O'Donnell, Council Member Susan Romaine, Council Member Sammy Slade, Council Member
204 Danny Nowell

205 *****

206
207 **REQUEST TO AUTHORIZE THE TOWN MANAGER TO APPROVE A CONTRACT**
208 **AMENDMENT RELATED TO PROFESSIONAL PLANNING SERVICES FOR THE**
209 **IMPLEMENTATION OF A TOWN-WIDE COMPREHENSIVE PLANNING PROCESS.**

210
211 The purpose of this item was for the Town Council to authorize the Town Manager to approve a
212 contract amendment to extend the contract term and to increase the contracted amount for this
213 project.

214
215 **A motion was made by Council Member Slade, seconded by Council Member Romaine, to**
216 **approve the following resolution:**

217
218 A RESOLUTION AUTHORIZING THE TOWN MANAGER TO EXECUTE A CONTRACT
219 AMENDMENT FOR COMPREHENSIVE PLANNING SERVICES

220
221 THE TOWN COUNCIL OF THE TOWN OF CARRBORO RESOLVES:

222 Section 1. The Town Council hereby authorizes the Town Manager to execute an amendment
223 to its professional services contract with TESKA ASSOCIATES, INC., for comprehensive
224 planning services, executed on June 5, 2020, to:

- 225 a. Extend the term of the contract to January 31, 2023, and;
226 b. Increase the payment to the contractor in an amount specified as not to
227 exceed \$ 230,000.

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

230
231 Section 3. This resolution shall become effective upon adoption.

232 This the 18th day of January in 2022.

233
234 **Ayes:** Mayor Damon Seils, Council Member Susan Romaine, Council Member Barbara
235 Foushee, Council Member Randee Haven-O'Donnell, Council Member Sammy Slade, Council
236 Member Danny Nowell

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238 *****

239
240 **EPA 319 GRANT AWARD AND ORDINANCE**

241

242 The purpose of this agenda item was to authorize the Town Manager to accept an EPA 319 grant
243 award and adopt an ordinance in support of a collaborative effort to stabilize streams and reduce
244 erosion in an 11-acre drainage area in the Bolin Forest neighborhood.

245
246 **A motion was made by Council Member Slade, seconded by Council Member Romaine, to**
247 **approve the following ordinance:**
248

249 GRANT PROJECT ORDINANCE FOR BOLIN CREEK WATERSHED RESTORATION

250
251 WHEREAS, a Bolin Creek Watershed Restoration Plan was completed in 2012 which is
252 the basis for the Town to continue to be eligible for 319 grant funding; and

253
254 WHEREAS, the Town Council approved the submittal of a new 319 grant application on
255 April 6, 2021; and

256
257 WHEREAS, the North Carolina Department of Environmental Quality (NCDEQ) Division of
258 Water Resources (DWR) has approved a grant for watershed restoration work in the Bolin
259 Creek Watershed; and,

260
261 WHEREAS, the grant is federally funded through the US Environmental Protection Agency
262 (EPA) and is commonly referred to as an EPA 319 Grant; and,

263
264 WHEREAS, NCDEQ has awarded \$150,000 to the Town of Carrboro to stabilize streams
265 and reduce erosion in an 11-acre drainage area in the Bolin Forest neighborhood; and,

266
267 WHEREAS, Bolin Forest Phase 2 HOA, Bolin Forest Phase 3 HOA, Forest Court HOA, and
268 Friends of Bolin Creek will each enter into a memo of understanding to provide various in-
269 kind services for this project, along with cash contributions of \$6,500, \$5,000, \$5,000, and
270 \$1,500 respectively; and,

271
272 WHEREAS, Carrboro’s Stormwater Advisory Commission, OWASA, Orange County, the
273 North Carolina Cooperative Extension Service, the UNC Institute for the Environment, the
274 Bolin Forest Phase 1 and Ironwoods HOAs, and Stefan Klakovich from Carrboro High School
275 have also provided letters of support; and

276
277 WHEREAS, the total project amount, including cash and in-kind support, equals \$258,036; and,

278
279 WHEREAS, the Town will pursue public right of way improvements estimated at \$20k, and
280 provide Town staff for grant administration, as part of the local match for this grant; and,

281
282 WHEREAS, NCDEQ requires the Town to enter into a grant agreement to govern the receipt
283 and use of these awards; and,

284
285 WHEREAS, the Town Council for the Town of Carrboro deems this activity to be a worthy
286 and desirable undertaking;

287

288 NOW, THEREFORE PURSUANT TO N.C.G.S 159-13.2, BE IT ORDAINED BY THE
289 TOWN COUNCIL OF THE TOWN OF CARRBORO THAT:
290

291 1. The Town Council accepts the EPA 319 Grant from the NCDEQ for the Bolin Creek
292 Watershed Restoration project and authorizes use of these grant funds to be used for
293 eligible purposes as approved in the Grant Application, Excluding in-kind services,
294 total revenues for the Bolin Creek Watershed Restoration project are as follows:
295

| | |
|--|---------------------|
| NC Department of Environmental Quality (NCDEQ) | \$150,000.00 |
| Bolin Forest 2 HOA contribution | \$ 6,500.00 |
| Bolin Forest 3 HOA contribution | \$ 5,000.00 |
| Forest Court HOA contribution | \$ 5,000.00 |
| Friends of Bolin Creek | <u>1,500.00</u> |
| Total | <u>\$168,000.00</u> |

- 296
- 297 2. The Town and other partners listed above will provide a matching contribution of in-
298 kind services, consisting of grant administration, project site work, and volunteer time.
299 The value of these services is \$90,036, which includes 1700 volunteer hours valued at
300 \$15.00 per hour per NCDEQ grant guidelines.
301
- 302 3. The funds in Section 2 and 3 above shall be available for expenditure until completion
303 of the project.
304
- 305 4. The Town Manager is authorized to execute the required Grant Agreement(s) and
306 any other required documents or certifications with NCDEQ for the receipt and use
307 of these awards.
308
- 309 5. The Town Manager is authorized to negotiate and enter into agreement(s) with
310 other project parties that have committed a cash donation or in-kind services.
311
- 312 6. All watershed restorations activities shall comply with the terms of the agreement.
313
- 314 7. The grant agreement expires on September 30, 2025.
315
- 316 8. The Finance Officer is authorized to make the necessary and appropriate transfer of
317 funds identified in Section 2 above.
318
- 319 9. Upon adoption, the Town Clerk shall file a copy of this ordinance with the
320 Finance Director within five (5) days of adoption.
321
- 322 10. This project ordinance is effective immediately.
323

324 The foregoing ordinance having been submitted to a vote received the following vote and
325 was duly adopted this 18th day of January 2022.
326

327 **Ayes:** Mayor Damon Seils, Council Member Susan Romaine, Council Member Barbara
328 Foushee, Council Member Randee Haven-O'Donnell, Council Member Sammy Slade, Council
329 Member Danny Nowell

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333 **CLOSED SESSION**

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335 **MOTION WAS MADE BY COUNCIL MEMBER SLADE, SECONDED BY COUNCIL**
336 **MEMBER ROMAINE TO ENTER INTO CLOSED SESSION PURSUANT TO N.C.G.S.**
337 **143-318.11(A)(6) VOTE: AFFIRMATIVE ALL**

338 *****

339
340 **OPEN SESSION**

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342 **MOTION WAS MADE BY COUNCIL MEMBER HAVEN-O'DONNELL, SECONDED**
343 **BY COUNCIL MEMBER FOUSHEE TO ENTER BACK INTO OPEN SESSION VOTE:**
344 **AFFIRMATIVE ALL**

345 *****

346
347 **ADJOURNMENT**

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349 **MOTION WAS MADE BY COUNCIL MEMBER NOWELL, SECONDED BY**
350 **COUNCIL MEMBER HAVEN-O'DONNELL, TO ADJOURN THE MEETING. VOTE:**
351 **AFFIRMATIVE ALL**

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357 **Town Clerk**

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361 **Mayor**

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