



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

Town of Carrboro

Meeting Minutes

Town Council

February 1, 2022

7:00 PM

Remote Meeting

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

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

Also Present: Richard White, Town Manager; Mary Bryant, Deputy Town Clerk; Brady Herman, Town Attorney

ITEM ADDED TO AGENDA-RESOLUTION TO HONOR CATHY DORANDO

Motion was made by Council Member Barbara Foushee, seconded by Council Member Susan Romaine to amend the agenda, to add a resolution honoring Cathy Dorando, Carrboro Town Clerk.

This the 1st day of February, 2022.

The motion carried by the following vote:

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

RESOLUTION – A RESOLUTION HONORING TOWN CLERK CATHY DORANDO

Mayor Damon Seils read a resolution to honor Cathy Dorando and her time as Clerk for the Town of Carrboro.

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

A RESOLUTION HONORING TOWN CLERK CATHERINE DORANDO

WHEREAS, when Catherine (“Cathy”) Dorando began her service as clerk for the Town of Carrboro in October 2010, her duties included providing administrative support for the Town Council; preparing agendas and minutes for council meetings; updating the Town Code; maintaining official Town records; responding to public records requests; accepting statements of domestic partnership (including that of then-Alderman Lydia Lavelle on the Town’s one-hundredth anniversary); developing and maintaining budgets for the clerk’s office, the Town Council, and the advisory boards; and coordinating Town-sponsored events; and

WHEREAS, Cathy took on additional responsibilities over time, including management of the advisory board recruitment and appointment process, development of advisory board policy documents, and a system to monitor the diversity of the advisory board applicant pool; and

WHEREAS, Cathy worked with Town staff to complete a comprehensive revision of the Town Code to use gender-neutral language, and she was invited by the University of North Carolina’s Frank Porter Graham Child Development Institute to share lessons from that process at a summit examining the use of language in inclusive, just workplaces; and

WHEREAS, Cathy further expanded the role of the clerk by facilitating and reporting on the Town’s biennial Community Survey; serving as the Town Council’s legislative liaison on police body cameras, environmental reforms, social and economic justice, tree protection regulations, nutrient pollution management, LED street lights, and the Jordan Lake Rules; attending local government lobbying days at the General Assembly; and developing relationships with key state and federal officials to help advance concerns of community members, including those submitting applications to the Federal Emergency Management Agency for stormwater hazard mitigation; and

WHEREAS, in her role as staff representative to the North Carolina League of Municipalities and the North Carolina Metropolitan Mayors Coalition, Cathy monitored legislation affecting the Town and kept the Town Council informed and the community’s interests at the forefront during their consideration; and

WHEREAS, Cathy served as the staff liaison to the Truth Plaque Task Force; the Pride Subcommittee; the Citizens Academy, which she helped launch in 2018; and the mayor’s Youth

Advisory Board, which planned and coordinated the Town's first-ever youth-led Martin Luther King, Jr. Day celebration, now a popular, community-wide annual event; and

WHEREAS, Cathy shined in her role interfacing with the public, fielding questions from community members and directing them to appropriate resources, always in a friendly, timely, and professional manner; and

WHEREAS, as a reflection of her well-honed managerial skills, on multiple occasions Cathy was selected to serve as acting town manager, including during Hurricane Florence in 2018; and

WHEREAS, Cathy holds the Master Municipal Clerk designation from the International Institute of Municipal Clerks, the highest level of certification that can be earned by a municipal clerk based on rigorous educational and professional requirements; and

WHEREAS, Cathy brought exceptional professionalism to her work as town clerk, as captured in these comments from council members:

- Council Member Barbara Foushee wrote, "Catherine has always been an exemplary Town of Carrboro employee! I have found her to be friendly, professional, and always eager to help out. Catherine has provided strong, solid support to our council and has been instrumental in the execution of the youth led MLK Day celebrations and advisory board recruitment to name a few. Words can't truly express the gratitude that I have for her and all that she has brought to the town clerk role. She will be missed."
- Council Member Randee Haven-O'Donnell wrote, "Catherine Dorando is a thoughtful and caring individual whose smile and laughter infectiously warm up the room. She strives for excellence in every aspect of her work. Cathy understands public service and has been dedicated to it. Her tenure has reimaged and redefined what it means to be Carrboro's town clerk. That is the gift she has given us and for which we have the deepest appreciation and gratitude."
- Council Member Danny Nowell wrote, "I've only had a short time to work with Cathy, but it's clear from her warm and thorough welcome to the town government that she's played a massive role in building our community, and that her presence will not be fully replaceable. Since she's the first town clerk I've ever gotten to work with, I've pretty much been given the impression that a clerk's role is almost everything to do with the Town. As I learn more, though, I suspect that's not so much a clerk's role as it has been the role Cathy has taken on. I'm so grateful to have gotten her help onboarding into this new role, and I wish her the very best in her next chapter."

- Council Member Susan Romaine wrote, “As much as her Town Clerk position grew over the years, Cathy never lost sight of the importance of the details: offering detailed instruction to ensure a community member could comment at a virtual council meeting, inviting a guest speaker to a Youth Advisory Board meeting to explain why they were drawn to public service, adding signage at the new Bim Street polling site to make it more visible to voters, or ordering Black Lives Matter and LGBTQ flags to fly at Town Hall. Cathy’s decency, humanity, and dedication to public service are an inspiration to me and so many others.”
- Council Member Sammy Slade wrote, “Cathy went above and beyond with self-initiative that expanded the town clerk role. Examples include her work as liaison to the NC League of Municipalities and her creation of the town’s citizen academy.”
- Mayor Damon Seils wrote, “Cathy brought a level of professional knowledge and skill to her work that helped modernize and raise the profile of the clerk's office in ways that will serve her successors well for many years to come—all while contributing to a sense of community in Town Hall and building countless lasting friendships.”

NOW, THEREFORE, BE IT RESOLVED that the Town Council hereby expresses its heartfelt gratitude to Cathy for her more than a decade of service, professionalism, and friendship to the Town of Carrboro, and wishes all the best for Cathy, her wife Melissa, and their growing family.

This the 1ST day of February, 2022.

The motion carried by the following vote:

Aye: Mayor Damon Seils, Council Member Susan Romaine, Council Member Barbara Foushee, Council Member Randee Haven-O’Donnell, Council Member Sammy Slade, and Council Member Danny Nowell

PROCLAMATION-BLACK HISTORY MONTH

Mayor Damon Seils proclaimed February 2022 as “Black History Month” in the Town of Carrboro. The proclamation was presented to James Williams, Chair of the NC Commission on Racial and Ethnic Disparities.

POETRY READING

Fred Joiner, the Town's Poet Laureate, read a poem by Nicolás Guillén, called "What Color?" Mr. Joiner dedicated the poem to Langston Hughes, who was born on February 1, 1902.

APPROVAL OF PREVIOUS MEETING MINUTES OF DECEMBER 7, 2021

**MOTION WAS MADE BY COUNCIL MEMBER SLADE, SECONDED BY COUNCIL MEMBER NOWELL TO APPROVE THE MINUTES OF DECEMBER 7, 2021.
VOTE: AFFIRMATIVE ALL**

AMENDMENT TO INDEPENDENT AUDIT CONTRACT FOR FISCAL YEAR ENDING JUNE 30, 2021

The purpose of this item is to amend the Town's audit contract to extend the deadline for submission of the audit to the Local Government Commission.

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

A RESOLUTION TO AMEND CONTRACT WITH INDEPENDENT AUDIT FIRM

BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF CARRBORO THAT:

Section 1. The audit contract for the fiscal year ending June 30, 2021 with Dixon Hughes Goodman LLP is extended from October 31, 2021 to January 24, 2022.

Section 2. All other terms and conditions of the original contract are unchanged.

Section 3. This resolution shall become effective upon adoption.

This the 1st day of February in 2022.

The motion carried by the following vote:

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

2022 STREET RESURFACING CONTRACT AUTHORIZATION

The purpose of this item is to provide the Council with the bid results of the 2022 Resurfacing

Project and to authorize the award of the project to the lowest responsive, responsible bidder.

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

A RESOLUTION FOR AWARDING THE CONTRACT FOR THE 2022 STREET RESURFACING PROJECT

WHEREAS, the Town has advertised and received three (3) formal bids for the 2022 Street Resurfacing project; and,

WHEREAS, bidding and advertising were performed in compliance with state and federal requirements including steps taken to reach Historically Underutilized Businesses (HUBs); and,

WHEREAS, staff have identified Daniels Inc. of Garner as the lowest cost responsive and responsible bidder and recommend that they be awarded the contract;

NOW, THEREFORE, BE IT RESOLVED that the Carrboro Town Council authorizes the Town Manager to award Daniels Inc. of Garner the contract for the 2022 Street Resurfacing Improvement Project in the amount of \$563,192.40.

This the 1st day of February in 2022.

The motion carried by the following vote:

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

REQUEST TO AUTHORIZE TOWN MANAGER TO EXECUTE CONTRACT AMENDMENT WITH STANTEC TO UPDATE BIKE LOOP DETECTOR CONSTRUCTION DOCUMENTS

The purpose of this agenda item is to request that the Town Council authorize the Town Manager to execute a contract amendment with Stantec to update the construction documents for the bike loop detector project (TIP# U-4726-DF) so that the project can be readvertised for bid.

A motion was made by Council Member Slade, seconded by Council Member Nowell, to approve the following ordinance:

AN ORDINANCE AUTHORIZING THE TOWN MANAGER TO EXECUTE A CONTRACT AMENDMENT WITH STANTEC TO UPDATE CONSTRUCTION DOCUMENTS FOR THE BICYCLE LOOP DETECTORS PROJECT (U-4726-DF)

WHEREAS, the Carrboro Town Council has adopted a Capital Improvement Project Ordinance for the installation of Bicycle Detectors at signalized intersections in the downtown and has appropriated \$57,500 for this project; and,

WHEREAS, the Town of Carrboro has executed a municipal agreement with the North Carolina Department of Transportation for the design and installation of bicycle detectors in four locations; and

WHEREAS, the Town advertised the project for bid on October 8, 2017 and July 21, 2019 and did not receive any bidders with either advertisement; and

WHEREAS, NCDOT has informed the Town that construction documents must be updated to reflect current NCDOT standards before the project can be advertised again; and

WHEREAS, the Town has received a project proposal from Stantec, an engineering firm on the DCHC MPO's current On-Call list, for which the Town currently has under contract for engineering services, to complete this work; and

WHEREAS, the contract with Stantec Consulting Services needs to be increased.

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

1. Contract with Stantec Consulting Services be amended for additional services at a cost no more than \$40,000; thereby increasing total amount of contract to \$127,500.
2. Total funding for this project is appropriated from the existing project budget.
3. The funding in Section 1 above is authorized until all project activity is completed.
4. Within five (5) days after this ordinance is adopted, the Town Clerk shall file a copy of this ordinance with the Finance Director.

This is the 1st day of February, 2022.

The motion carried by the following vote:

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

ANNUAL COMPREHENSIVE FINANCIAL REPORT (ACFR) AND INDEPENDENT AUDIT FOR FISCAL YEAR ENDED JUNE 30, 2021

The purpose of this agenda item is for the Town's independent auditor, Dixon Hughes Goodman

LLP, to present to the Town Council the Annual Comprehensive Financial Report (ACFR) and audit for the fiscal year ended June 30, 2021.

A motion was made by Council Member Foushee, seconded by Council Member Haven-O'Donnell, to approve the following resolution:

A RESOLUTION ACCEPTING THE ANNUAL COMPREHENSIVE FINANCIAL REPORT AND INDEPENDENT AUDITOR'S REPORT FOR THE FISCAL YEAR ENDING JUNE 30, 2021

WHEREAS, the Carrboro Town Council have received the Annual Comprehensive Financial Report including Independent Auditors' opinion and Report to the Town Council for fiscal year ending June 30, 2021; and

WHEREAS, the Town Council have been informed by the Town's independent auditors, Dixon Hughes Goodman LLP, that the Town's financial statements are free of material misstatement and that the audit tests conducted by the firm did not uncover any material weaknesses;

NOW THEREFORE, THE CARRBORO TOWN COUNCIL;

Section 1: Accepts the Annual Comprehensive Financial Report with Independent Auditors' Report and Report to the Council for fiscal year ending June 30, 2021.

This the 1st day of February in 2022.

The motion carried by the following vote:

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

ONE ORANGE RACIAL EQUITY FRAMEWORK UPDATE

The purpose of this agenda item is to request that the Town Council adopt the county-wide One Orange Racial Equity Framework and to share an update on the town's efforts in advancing racial equity.

A motion was made by Council Member Haven-O'Donnell, seconded by Council Member Foushee, to approve the following resolution:

RESOLUTION ADOPTING THE ONE ORANGE RACIAL EQUITY FRAMEWORK

WHEREAS, the Town of Carrboro is dedicated to advancing racial equity; and

WHEREAS, the Town Council supported the development of the One Orange Racial Equity Framework along with Orange County Board of Commissioners, Hillsborough Board of Commissioners and Chapel Hill Town Council; and

WHEREAS, the Town Council supports the One Orange Mission Statement: One Orange is a commitment by Orange County leaders and staff to uncover and address implicit racial biases in our institutions to ensure that race can no longer be used to predict life outcomes in our community; and

WHEREAS, the One Orange Task Force worked with sub-committees comprised of employees from all jurisdictions in Orange County for the past 13 months; and

WHEREAS, employees during the above timeframe engaged and listened to the community, delved into available information, and developed a framework that aligns with County and Municipal values; and

WHEREAS, the framework will provide guidance in town governance; and

WHEREAS, the framework presented is being considered for adoption.

NOW, THEREFORE, THE TOWN COUNCIL OF THE TOWN OF CARRBORO RESOLVES:

Section 1. The framework is hereby adopted.

Section 2. This resolution shall become effective upon adoption.

This the 1st day of February in 2022.

The motion carried by the following vote

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

COMMUNITY INPUT ON THE FY2022-23 TOWN BUDGET

The purpose of this item is to receive comments from the public regarding the Town's budget for the upcoming fiscal year beginning July 1, 2022.

Shahad Mustafa, UNC-Chapel Hill student and Carrboro resident, addressed the Council regarding a proposed increase in police salaries. They would prefer to see more funding go

toward a crisis diversion facility.

Mayor Seils pointed out that a proposed increase in police salaries is not an item that is before Town Council during this meeting. He noted that Council had already approved an agenda item at a recent meeting to help make salaries of Carrboro police officers more competitive with nearby jurisdictions. He also pointed out that the Town has recently created a Community Safety Task Force that will be exploring “Public Safety” and how the Town can think about alternative models for Community Safety in Carrboro.

Louise Hoff, UNC-Chapel Hill student, addressed the Council to say that they agreed with Shahad Mustafa concerning the topic of raising police salaries.

Elizabeth Evans representing the Orange County Affordable Housing Coalition, read a letter asking that each jurisdiction in Orange County dedicate at minimum, 2 cents of the property tax in the Fiscal Year 22-23 budget for funding affordable housing, not including funds spent on local government staffing.

Robert Dow, member of the Town of Carrboro’s Transportation Advisory Board, addressed the Council and asked that the Town refocus spending on public safety using proactive rather than reactive measures. Mr. Dow would like to see infrastructure such as sidewalks, greenways and bicycle safety improved, especially as they benefit lower income communities in the Town.

Betty Curry, Affordable Housing Advisory Commission Representative with the Town of Carrboro, addressed the Council to say that they would like to see housing be made available in Carrboro to people in all income ranges and that it be made easier for the less fortunate to obtain income and housing.

Christine Abernathy representing the Jackson Center, addressed the Council to say that they appreciate the work the Town has already done and look forward to continuing to work with the Town on affordable housing solutions in the future.

Quinton Harper, member of the Inter-Faith Council for Social Service and the Affordable Housing Advisory Commission, addressed the Council to ask that they support the Orange County Affordable Housing Coalition’s request for 2 cents of the property tax be devoted to affordable housing in the FY 22-23 budget and to utilize the ARPA funding to support affordable housing for 30% AMI and below.

Delores Bailey, Executive Director of EmPOWERment and member of the Meeting of the Minds Planning Committee, addressed the Council to ask that they consider using the ARPA funding for affordable housing.

There were no further comments from the public.

MATTERS BY BOARD MEMBERS

Council Member Slade sat in on a presentation by the SWAG (Solid Waste Advisory Group) and would like for Council to receive a presentation from this group about the Zero Waste Initiative.

Council Member Haven-O'Donnell raised a concern about the Recycling Center in Chapel Hill closing and the need to replace it.

Town Manager Richard White agreed to check on the possibility of a presentation from the SWAG soon.

There were no further matters by Board members.

CLOSED SESSION

MOTION WAS MADE BY COUNCIL MEMBER HAVEN-O'DONNELL, SECONDED BY COUNCIL MEMBER ROMAINE, TO ENTER INTO CLOSED SESSION PURSUANT TO NCGS 143-318.11(A)(3). VOTE: AFFIRMATIVE ALL

OPEN SESSION

MOTION WAS MADE BY COUNCIL MEMBER FOUSHEE, SECONDED BY COUNCIL MEMBER HAVEN-O'DONNELL, TO ENTER INTO OPEN SESSION. VOTE: AFFIRMATIVE ALL

CONTRACT TO ENGAGE LEGAL SERVICES WITH MORNINGSTAR LAW GROUP

A contract to engage legal services with the Morningstar Law Group, signed by Bill Bryan was presented to the Town Council for approval.

MOTION WAS MADE BY COUNCIL MEMBER NOWELL, SECONDED BY COUNCIL MEMBER ROMAINE, TO AUTHORIZE THE TOWN MANAGER TO AGREE TO THE CONTRACT.

This the 1st day of February in 2022.

The motion carried by the following vote

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

ADJOURNMENT

MOTION WAS MADE BY COUNCIL MEMBER HAVEN-O'DONNELL, SECONDED BY COUNCIL MEMBER FOUSHEE, TO ADJOURN THE MEETING. VOTE: AFFIRMATIVE ALL

Town Clerk

Mayor