

**TOWN OF ROBBINS
REGULAR BOARD MEETING
August 19, 2021
TOWN HALL 101 N MIDDLETON STREET, ROBBINS, NC**

Call to Order		Mayor Pro-Tem Bradshaw
Invocation		Mayor Pro-Tem Bradshaw
Pledge of Allegiance		Mayor Pro-Tem Bradshaw
Approval of Agenda		
Approval of Consent Agenda	<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>	
	<ul style="list-style-type: none"> • July 2021 Regular Board Meeting Minutes • Resolution Accepting ARPA Funds 	
Public Address to the Board of Commissioners	<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>	
Presentations		
Reports	<ul style="list-style-type: none"> • Managers' Report • Finance Report 	Clint Mack Clint Mack
Public Hearings		
New Business	<ul style="list-style-type: none"> • 2018 Water System Improvement Project Amendment No. 3 	
Discussion and Possible Action		
Comments by Commissioners	<ul style="list-style-type: none"> • <i>Limited to 5 Minutes</i> 	
Closed Session	<ul style="list-style-type: none"> • Pursuant to G.S. 143-318.11(a)(3) to preserve attorney-client privilege. 	
Adjournment		



Town of Robbins Board Commissioners Meeting

301 Branson Circle
Robbins NC 27325
www.townofrobbins.com
Jonathan Barlow, Town Manager

**Regular Meeting
Public Hearing**

~ Minutes ~

Thursday, July 8, 2021

6:00 PM

Robbins Fire Department

Call to Order

The meeting was called to order at 6:00 PM by Commissioner Holt.
A motion was made to appoint Commissioner Stewart as the meeting chair in the absence of Mayor Pro-tempore Bradshaw
This motion was approved by all in attendance.
In attendance were commissioner Holt, Philips, and Stewart.

Invocation

Charlie Smoak gave the invocation.

Pledge of Allegiance

Commissioner Stewart recited the Pledge of Allegiance.

Approval of the Agenda

Motion to: Approve the agenda.

RESULT	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> REJECTED	<input type="checkbox"/> TABLED	<input type="checkbox"/> OTHER	
VOTE	3 In Favor	2 Absent	___ Abstain	<input type="checkbox"/> Unanimous	
MOVER	<input type="checkbox"/> Joey Boswell	<input type="checkbox"/> Nikki Bradshaw	<input type="checkbox"/> Terri Holt	<input checked="" type="checkbox"/> Brandon Phillips	<input type="checkbox"/> Kevin Stewart
DECENTERS	<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
ABSENT	<input checked="" 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

Consent Agenda

Motion to: Approve the Consent Agenda.

RESULT	<input checked="" type="checkbox"/> APPROVED	<input type="checkbox"/> REJECTED	<input type="checkbox"/> TABLED	<input type="checkbox"/> OTHER	
VOTE	3 In Favor	2 Absent	___ Abstain	<input type="checkbox"/> Unanimous	
MOVER	<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
DECENTERS	<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
ABSENT	<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

Items on Consent Agenda:

- June 2021 Regular Board Meeting Minutes
- June 2021 Special Meeting Minutes
- June 2021 Joint Public Hearing Minutes
- June 2021 Special Meeting Minutes
- Surplus Resolution

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

Charlie Smoak of Charthage, NC: Charlie commented that he loved the Town of Robbins and wanted to welcome the new Town Manager.

David Lambert 140 W. Cornelius Drive Robbins, NC: David wanted to praise the Board for their prompt response to the broken drain pipe the runs through his property at 140 West Cornelius.

Presentation

Town Manager's Report

PROJECTS

1. FEMA Hurricane Florence Recovery Projects (2)
 - a. Monthly progress meetings were held on June 7th at Robbins Town Hall.
 - (1) *Main Pump Station*- Supply chain issues are plaguing Terry's Plumbing and preventing them from starting project. Some materials may arrive late this month, however, start date looks to be late August. Working with FEMA rep for extension and APOP adjustments due to increasing cost of materials.
 - (2) *Wastewater Treatment Plant*- Progress was made this month and expecting grading of slab, dumpster pad installation, and headworks installation to begin this month. Minor delays thus far, expected completion date TBD.

DEPARTMENT REPORTS

1. ADMINISTRATIVE

- a. Transition of Town Manager complete and initial in-brief from Department Chiefs conducted. Manager will meet every town employee by next week.
- b. Jobs posted for Town Clerk and Finance Officer positions.

2. FIRE

- a. Annual inspection by state conducted this week. Results will be posted next month.
- b. Continuing Farmers Day Preparation

3. Police

- a. Manning issues being addressed, manager has discussed with RPD their priority duties until positions are filled.
- b. Manager can address individual events as needed dependent on confidentiality of event.

4. Public Works

- a. Town main water line damaged on July 4th. PWD spent 11 hours repairing the line. It has been assessed that the 4-mile line is the inappropriate material, grade, and strength for long term main line dependability. Manager will research the contractor and attempt to resolve or estimate the cost to fix the problem. (See images pg.3)

Code Enforcement Report

No oral report was given.

New Business

1. N. Broad Street Right of Way Agreement

Motion to: approve the agreement with Moore County Schools for the N. Broad Street right of way.

RESULT	<input checked="" type="checkbox"/> APPROVED	<input type="checkbox"/> REJECTED	<input type="checkbox"/> TABLED	<input type="checkbox"/> OTHER	
VOTE	3 In Favor	2 Absent	___ Abstain	<input type="checkbox"/> Unanimous	
MOVER	<input type="checkbox"/> Joey Boswell	<input type="checkbox"/> Nikki Bradshaw	<input type="checkbox"/> Terri Holt	<input checked="" type="checkbox"/> Brandon Phillips	<input type="checkbox"/> Kevin Stewart
DECENTERS	<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
ABSENT	<input checked="" 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

Discussion and Possible Action

1. May 18, 2021, Special Meeting Minutes Amendment

Motion to: approve the change in the May 18, 2021, special meeting minutes.

RESULT	<input checked="" type="checkbox"/> APPROVED	<input type="checkbox"/> REJECTED	<input type="checkbox"/> TABLED	<input type="checkbox"/> OTHER	
VOTE	3 In Favor	2 Absent	___ Abstain	<input type="checkbox"/> Unanimous	
MOVER	<input type="checkbox"/> Joey Boswell	<input type="checkbox"/> Nikki Bradshaw	<input type="checkbox"/> Terri Holt	<input checked="" type="checkbox"/> Brandon Phillips	<input type="checkbox"/> Kevin Stewart
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ABSENT	<input checked="" 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

2. Fire Department Engine Purchase:

Motion to: approve the purchase of a new fire engine for the Robbins Fire Department.

RESULT	<input checked="" type="checkbox"/> APPROVED	<input type="checkbox"/> REJECTED	<input type="checkbox"/> TABLED	<input type="checkbox"/> OTHER	
VOTE	3 In Favor	2 Absent	___ Abstain	<input type="checkbox"/> Unanimous	
MOVER	<input type="checkbox"/> Joey Boswell	<input type="checkbox"/> Nikki Bradshaw	<input type="checkbox"/> Terri Holt	<input checked="" type="checkbox"/> Brandon Phillips	<input type="checkbox"/> Kevin Stewart
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ABSENT	<input checked="" 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

Commissioners Comments

Phillips: Congratulations to our new Town Manager, Clint Mack. A lot of hard decisions have been made recently.

Stewart: Welcome to the new Town Manager, Clint Mack.

Holt: Welcome to the new Town Manager, Clint Mack.

Enter into Closed Session

Commissioner Phillips made a motion to enter into closed session at 6:24 PM Pursuant to G.S 143-318.11(a)(6) to discuss personnel matters. Motion was approved by all Commissioners in attendance.

Commissioner Phillips made a motion to go out of closed session at 6:36 PM. Unanimously approved.
Commissioner Phillips made a motion to into open session at 6:36 PM. Unanimously approved.
Not action was taken.

Adjournment

The meeting was closed at 6:37 PM on a motion made by Commissioner Phillips. Unanimously approved.

Nikki Bradshaw, Mayor Pro-Tempore

Hannah Hungerford, Town Clerk

Accepted into the record _____ on a motion

made by _____. In favor: _____; Against _____.

RESOLUTION ACCEPTING AMERICAN RESCUE PLAN ACT (ARPA) FUNDS

WHEREAS, the Town of Robbins is eligible to receive funding from the Coronavirus State and Local Fiscal Recovery Funds of H.R. 1319 American Rescue Plan Act of 2021 (CSLRF) directly from the US Treasury Department currently estimated in the total amount of \$389,129; and

WHEREAS, all funding received under the CSLRF must be accounted for in a separate fund and not co-mingled with other revenue for accounting purposes, and must also be spent only for certain purposes specifically authorized by the CSLRF (including applicable regulations and guidance of the US Treasury Department), and also in compliance with the laws and applicable regulations of the State of North Carolina and

WHEREAS, in accordance with the foregoing, The Town of Robbins must comply with all applicable budgeting, accounting, contracting, reporting, and other compliance requirements for all CSLRF funds; and

WHEREAS, the Board of Commissions is required to take formal action through the passage of this Resolution to formally approve the application for and formally accept the CSLRF funds.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Robbins as follows:

1. That the Town Manager and Finance Officer are designated and directed to take all actions deemed reasonably necessary on behalf of the Board of Commissioners to apply for, receive, and administer the CSLRF funds in accordance with all applicable federal and state laws, regulations, and guidance; and
2. That the previously submitted application for eligible CSLRF funding submitted by the Manager and Finance Officer on behalf of the Town of Robbins is hereby ratified and approved; and
3. That all such CSLRF funding for which the Town of Robbins is eligible which has been or will be distributed by the US Treasury Department and which is received by the Town of Robbins is hereby accepted subject to all applicable federal and state laws, regulations, and guidance; and

Adopted this ___ day of _____, 2021.

Nikki Bradshaw, Mayor Pro Tempore

Hannah Hungerford, Town Clerk

Manager's
report will be
given out in a
supplemental
packet.

Fire Department
July 2021 report
will be sent out in
a supplemental
packet

Police
Department
report will be
given out in a
supplemental
packet.

July 2021

Monthly Report – Robbins Area Library – Sue Aklus

Programs: Zoom Virtual Meetings: Misty Clark Book Club-Autumn’s Promise & Christmas in Sugarcreek by Shelley Shepard Gray, Rachel Brower Book Club-Sold on a Monday, Robbins Kids Show & Tell, Shark Contest
Moore County Library Facebook: Thursday Morning Storytime, Wednesday Summer Reading-You Don’t Know Jack (Special Guest-Clara Bernicken)

	2021	ATTENDANCE
Days Open	22	
REFERENCE QUESTIONS	264	
Volunteer Hours	4	
Computer Use	45	
Front Door Pick-Up & Walk-ins	988	
ADULT PROGRAMS VIA ZOOM:	4	16
Misty Clark Virtual Book Club Seasons of Sugarcreek #3 Autumn’s Promise	2	6
Misty Clark Virtual Book Club Shelley Shepard Gray Seasons of Sugarcreek Series #4 “Christmas in Sugarcreek”	1	4
Rachel Brower Book Club “Sold on A Monday” by Kristina McMorris	1	6
JUVENILE PROGRAM VIA ZOOM:	1	4
Show & Tell	1	4
JUVENILE PROGRAMS Summer Reading Moore County Library Facebook	1	137

You Don't Know Jack with Miss Clara	1	137
Take & Make Bags	4	100
Pre School Story Time Recorded Stories shown on Moore County Library Facebook Page in July	2	135
Chicken to the Rescue	1	73
Five Busy Beavers	1	62
YA Take & Make Bags	1	15
Additional Views from Previous Recorded Stories	60	189

Upcoming Programs for August:

- Summer Reading Programs can be viewed on Moore County Library Facebook June 8-August 25. (children's programs every Tuesday-Friday)
- Craft Kits are available weekly for K-6 Grades while supplies last.
- Teen Craft Kits are available monthly while supplies last.
- Thursday Storytime can be viewed on Moore County Library Facebook @ 10AM
- Misty Clark Book Club "Hopeful" Return to Sugar Creek Series by Shelley Shepard – Tuesday, August 31 @ 4PM via Zoom
- Book Sales have resumed.
- We are open as of June 1, 2021 with the following hours:
Sunday/Monday Closed, Tuesday 9AM-7PM, Wed-Fri 9AM-6PM (Closing for lunch 1-2PM), Saturday 10-2PM
- Rachel Brower Book Club "Through the Needle's Eye" by Linda Bledsoe Date: T.B.A. via Zoom
- Robbins Kids Book Club will be reading "Love, Ruby Lavender" By Deborah Wiles. We will meet via Zoom, Sept. 1 @ 1PM
- Saturday Morning Show & Tell via Zoom, August 21 @ 9AM

- Robbins Library Committee will be meeting Thursday, August 19 @ 11AM.

AMENDMENT NO. 3
TO THE
ENGINEERING SERVICES CONTRACT
BETWEEN
THE TOWN OF ROBBINS
AND
THE WOOTEN COMPANY
DATED
JUNE 14, 2018
FOR
2018 WATER SYSTEM IMPROVEMENTS
TWC PROJECT NO. 3113-L

The following Amendment shall become a part of the Contract Agreement.

1. SECTION 2.02 Basis of Payment:

Increase Estimated Maximum for Construction Administration by **\$3,403** due to increase in construction completion time.

2. SECTION 2.05 Fee Summary with Amendment No. 3 included:

Description	Payment Method	Fee
Preliminary Design	Lump Sum	\$14,000.00
Final Design	Lump Sum	\$26,900.00
Design & Property Survey	Hourly Rate	\$5,500.00
Bidding Services	Lump Sum	\$5,000.00
Construction Administration	Hourly Rate	\$24,703.00
Construction Observation	Hourly Rate	\$6,600.00
Grant Administration	Lump Sum	\$6,674.00
Total Project Fee:		\$89,377.00

3. Backup documentation for this amendment is as follows:

- Amendment No. 2 extended Engineering services to 12/23/2020
- Actual Completion date estimated to be June 11, 2021
- Current Project Cost = \$620,837
- Project Budget = \$624,240 leaving \$3,403 in contingency
- Actual Engineering Services overrun due to construction time extension exceed this amount, but willing to accept this increase to keep the project within budget.

4. SIGNATURES


IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by duly authorized officials, this Agreement in duplicate on the respective dates indicated below.

TOWN OF ROBBINS

**LE WOOTEN & COMPANY dba
THE WOOTEN COMPANY**

Nikki Bradshaw
Mayor

Date



W. Brian Johnson, PE
Vice President

5/26/21

Date