



TOWN OF ROBBINS BOARD OF COMMISSIONERS

THURSDAY, MAY 12, 2022

REGULAR MEETING 6:00 P.M.

CALL TO ORDER

INVOCATION-MAYOR CAMERON DOCKERY

PLEDGE OF ALLEGIANCE-MAYOR CAMERON DOCKERY

I. PUBLIC COMMENT PERIOD NC G.S. 160A-81, 160A-81.1

CHAIRMAN-*Does any Commissioner have a conflict of interest concerning agenda items the Board will address in this meeting?*

II. APPROVAL OF CONSENT AGENDA

All items listed below are considered routine and will be enacted by one motion. No separate discussion will be held except on request of a member of the Board of Commissioners.

A. Minutes April 14, 2022, Regular Meeting

III. PRESENTATIONS

A. 2022-2023 Budget Presentation

IV. OLD BUSINESS

A. Food Truck Ordinance Discussion

V. NEW BUSINESS

A. Contract Approval to record to Kakouras Holdings LLC

B. Forest Heights Paving Bids

C. Review of Planning Board Applicants

VI. PUBLIC HEARING

A. The Board of Commissioners will hold a public hearing to approve Budget for 2022/2023 year on Meeting June 9, 2022

VII. MANAGER'S REPORT

VIII. COMMISSIONER'S COMMENT

IX. CLOSED SESSION

X. § 143-318.11. Closed sessions.

(a) Permitted Purposes. - It is the policy of this State that closed sessions shall be held only when required to permit a public body to act in the public interest as permitted in this section. A public body may hold a closed session and exclude the public only when a closed session is required:

Commissioners Upcoming Meeting/Events:

- June 9, 2022 Budget Public Hearing and Regular Board Meeting 6:00 p.m. Robbins Fire Department



Town of Robbins Board of Commissioners
Thursday, April 14, 2022
Regular Meeting

The Town of Robbins Board of Commissioners convened for Regular Meeting at 6:00pm, Thursday, April 14, 2022, in the Conference Room of the Robbins Fire Department, 101 Branson Circle, Robbins, North Carolina.

Commissioners Present:

Mayor Cameron Dockery, Mayor Pro Tem Nikki Bradshaw, Brandon Phillips, Kevin Stewart, Lonnie English, Jody Britt.

Mayor Dockery called the meeting to order at 6:00pm

Invocation - Mayor Cameron Dockery

Pledge of Allegiance – Mayor Cameron Dockery

Public Comment Period - Charlie Smoak-Thank the Town for successful cruise in. Thank you Chief Brown for being there that day. Charlie has started Pathfinders, 501 (c3) and they want any money raised to stay in upper end of Moore County and Charlie is running for Carthage Commissioner. “Gonna represent the unknowns and we are the unknowns. “

Mayor Cameron Dockery asked whether any commissioner had a conflict of interest concerning agenda items the Board would address in the meeting and there was none.

Approval of the Agenda -Approval of the Consent Agenda

Upon motion made by Commissioner Nikki Bradshaw the board voted 5-0 to approve the following consent agenda and agenda items:

- Minutes, April 14, 2022, Regular Meeting

Presentation: Town Manager, Clint Mack

Economic breakdown of how our decisions affect our Town and what is important about competition and regulations. Go over economic factors and we are a Market.

I. OLD BUSINESS-none no motion needed

II. NEW BUSINESS-Motion to go into New Business by Commissioner Britt 5 aye and 0 no

- a. New Logo updated and added paddlers to embrace the outdoor spirit of Robbins. Shirts were made for the Commissioners to show support. Adding this to Town Logo. (no motion needed)
- b. Resolution for 2022 Drinking Water Dist System-Replace water lines -Motion made by Commissioner Stewart 5 Aye 0 no
- c. Resolution for 2022 Wastewater System Rehab- Replace sewer lines - Motion to approve by Commissioner Britt 5 aye 0 no
- d. Resolution for 2022 Drinking Water Dist for Distressed communities -Motion to approve Commissioner Phillips 5 Aye 0 no
- e. Resolution for 2022 Wastewater System Rehab Distressed communities - Motion to approve Nikki Bradshaw 5 Aye 0 no
- f. Discussion of Business Licenses – TC went over General Statute was presented to legislatures and voted on in 2015 that municipalities are not required to collect privilege licenses. Gen Statute attached- Commissioners want to see a business directory of businesses coming on the town listed on website.
- g. Food Truck Ordinance- Mayor opened with 56 names on petition supporting Food Trucks in Robbins and sample ordinances were given to commissioners. Discussion was tabled.

VI. MANAGER REPORT

Clint Mack, Town Manager

-Finance Report Go over Budget vs Actual Summary Breakdown and go over upcoming budget amendments to reflect increase in chemical prices, revenue adjustments and interfund transfers.

-Clint went over Headworks in the final phases and should be cleaned up completed. Also, the main pump and we can kill the bypass and run on new with the catwalk installed by June. Manager Report was presented.

VII. COMMENTS FROM COMMISSIONERS

NONE

Motion to go into closed session by Commissioner Bradshaw - anonymous ayes

VIII. CLOSED SESSION

§ 143-318.11. Closed sessions.

(a) Permitted Purposes. - It is the policy of this State that closed sessions shall be held only when required to permit a public body to act in the public interest as permitted in this section. A public body may hold a closed session and exclude the public only when a closed session is required:

(1) To prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes.

(3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged

(7) To plan, conduct, or hear reports concerning investigations of alleged criminal misconduct.

Out of Closed Session

Motion to come out of Closed session by Commissioner Phillips at 7:06pm All in Favor

Motion to go back into Open Session by Commissioner Stewart at 7:07pm All in Favor

VIX. ADJOURNMENT

There being no further business, upon motion made by Commissioner Britt to adjourn at 7:08 pm

Cameron Dockery, Mayor

Jessica C Coltrane, Town Clerk

Accepted into record _____.

In Favor _____ Against _____

**BUDGET
PRESENTATION
AT MEETING**

TOWN OF ROBBINS FOOD TRUCK ORDINANCE

WHEREAS, pursuant to N.C.G.S. § 160A-174, the Town is authorized, by ordinance, to define, prohibit, regulate, or abate acts, omissions, or conditions, detrimental to the health, safety, or welfare of its citizens and the peace and dignity of the city, and may define and abate nuisances.

WHEREAS, the Town of Robbins does not currently have an ordinance in place regulating the operation of food truck within the Town; and

WHEREAS, the Town Council of the Town of Robbins, North Carolina wishes to establish a Food Truck Ordinance within the Town to promote the health, safety, and welfare of its citizens, and to promote diversification of economic employment opportunities.

THEREFORE, BE IT ORDAINED by the Town Council of the Town of Robbins, North Carolina that the TOWN OF ROBBINS FOOD TRUCK ORDINANCE be added to the Town of Robbins's Code of Ordinance by inserting the following language:

§ 6.25. Findings and Intent

- (a) The Town of Robbins finds that allowing food truck businesses to operate in Robbins would promote diversification of the Town's economic employment opportunities and would support incubation and entrepreneurial growth consistent with the principals of the Town's Comprehensive Plan.
- (b) North Carolina General Statute 160A-174 grants cities the power to define, prohibit, regulate, acts, omissions or conditions, detrimental to the health, safety or welfare of its citizens and the peace and dignity of a city through the creation of ordinances.
- (c) Food Truck businesses bring benefits to communities they also bring unique regulation challenges.

§ 6.26. Definitions

Food Truck: A readily movable trailer or motorized vehicle, currently registered with the N.C. Division of Motor Vehicles, designed and equipped to serve food as defined in NCDHHS 15A NCAC 18A.2601.

Regulatory Fee: A fee assessed to cover the cost of regulating a business activity that is assessed to the business being regulated.

§ 6.27. Authorized locations and location restrictions for food truck sales

- (a) Food Trucks may operate from _____ at _____ location per day within Town Limits and Extraterritorial Jurisdiction (ETJ).

- (b) Food trucks may only conduct business in the following locations:
1. On privately owned non-residential property, out of the public right of ways in Zoning Districts CBD, THB, NB and I, subject to the approval of the property owner. A food truck may not be located in any portion of a parking lot when and where such location prevent the use of parking spaces during the regular hours of operation of the primary businesses on the lot, unless the vendor provides documentation that the property owner permits an alternative location involving the parking spaces lost. The vending location shall not otherwise interfere in a significant way with the movement of motor vehicles.
 2. On privately owned non-residential property in the commercial section of a Mixed Use Planned Development, subject to approval by the property owner.
- (c) The food truck shall be positioned at least _____ from the customer entrance of an existing restaurant during its hours of operation, unless the food truck vendor provides documentation that the restaurant owner supports a closer proximity.
- (d) The food truck shall be positioned on designated parking spaces and shall not block drive aisles, other access a to loading/service areas, or emergency access and fire lanes. The food truck must also be positioned at least 15' away from fire hydrants, any fire department connection, driveway entrances, alleys, handicapped parking spaces, tree trunks and vegetation.
- (e) This article and its requirements, rights or privileges shall not apply in any respect to food vending at any market, festival or activity, arts and crafts exhibit or event sanctioned by the Town.

§ 6.28. Public Safety and Nuisance Prevention

- (a) Food truck vendors shall provide documentation of approval from the Health Department of the county in which the food truck's associated commissary restaurant is located.
- (b) Food truck vendors shall provide Proof of an insurance policy issued by an insurance company licensed to do business in North Carolina, protecting the permittee and the Town of Robbins from any and all claims for damages to property and bodily injury, including death, which may arise from operations under or in connection with the permit. Such insurance shall name the Town as an additional insured and shall provide that the policy shall not terminate or be cancelled prior to the expiration date without thirty (30) days advance written notice to the Town. Such insurance shall afford minimum limits of \$100,000.00 per person for bodily injury, \$300,000.00 per occurrence for bodily injury, and \$25,000.00 per occurrence for property damage.

- (c) Food truck vendors shall provide Proof of Commercial automobile insurance.
- (d) Food truck vendors shall provide Proof of Workers' compensation insurance.
- (e) Each food truck vendor shall fully indemnify, hold harmless, and defend the Town of Robbins, its directors, councilors, officers, officials, agents, employees, and volunteers from and against any and all claims, damages, awards, demands, actions, suits, liabilities, losses, settlements, judgments, costs, and expenses, including attorneys fees, which arise out of or relate to the operation of the vending or food truck business by executing an Indemnification Agreement.
- (f) Temporary connections to potable water are prohibited. All plumbing and electrical connections shall be in accordance with the State's Building Code.
- (g) Grease must be contained and disposed of in an approved grease receptacle located at the associated commissary.
- (h) Grey water must be contained and disposed of in an approved grease receptacle located at the associated commissary.
- (i) Food trucks must have the following fire extinguisher on board during hours of operation: minimum Class 2A, 10B, and C rated extinguisher. If food preparation involves deep frying, a Class K fire extinguisher must also be on the truck. Fire extinguishers shall be maintained pursuant to National Fire Protection Association (NFPA) standard 10.
- (j) A food truck vendor shall not operate the food truck as a drive-in window.
- (k) The noise level from the food truck motor and generator must comply with the Town's Noise Ordinance.
- (l) A trash receptacle shall be provided for customers.
- (m) If the food truck is proposed to operate after dark, the food truck vendor shall provide appropriate lighting.
- (n) No signage shall be allowed other than signs permanently attached to the motor vehicle and a portable menu sign no more than 6 square feet in display area on the ground in the customer waiting area.

§ 6.29. Permitting

- (a) A Vendor must obtain both an annual business registration and a Food Truck Permit in order to operate a Food Truck.
- (b) A maximum of _____ Food Truck Permits will be issued for the entire Town of Robbins's Corporation Limits and ETJ. Changes to the limit must be authorized by Town Council.
- (c) In addition to the business registration and food truck permit, a Vendor must also provide the Town with a Federal EIN.
- (d) Each vendor will be subject to an annual regulatory fee in the amount of _____ that will be assessed to cover the costs associated with regulation of Food Truck businesses. The amount of the regulatory fee will be reviewed and adjusted as necessary on an annual basis. The Food Truck Permit will not be issued until this regulatory fee has been paid at the Town Hall.
- (e) A food truck will be inspected by the Town prior to the issuance or renewal of an annual Food Truck Permit.
- (f) Upon issuance of the annual Food Truck Permit, the vendor will also receive a certification sticker that must be placed upon the Food Truck in a location where permits are displayed.
- (g) The Food Truck Permit and County Health permit must be displayed during the Food Truck's hours of operation.

§ 6.30. Taxation

Food Truck vendors shall comply with all local, county, and state retail sales tax regulations, including food and beverage tax regulations.

§ 6.31. Suspension and Revocation of Permit

- (a) The permit issued for the Food Truck business may be revoked if the vendor violates any of the provisions in this Article.
- (b) The Town Manager may revoke a permit if he or she determines that the Food Truck vendor's operations are causing parking, traffic congestion, or litter problems either on or off the property where the use is located or that such use is otherwise creating a danger to the public's health or safety.

- (c) The Town Manager reserves the right to temporarily suspend Food Truck permits during times of special events in the downtown area.

§ 6.32. Penalties and Enforcement.

- (a) Any violations of Sections 6.27 and 6.28 shall constitute a civil violation and subject the violator to a civil penalty in the amount of fifty dollars _____. Each day that a violation continues uncorrected shall constitute a separate violation. In addition, these violations subject the vendor to permit revocation as outlined in section 6.31 of this Article.
- (b) The Code Enforcement Officer and/or his/her designees are authorized to determine the existence of the violations and to assess the civil penalties established by this Article by issuing a citation to the person determined to be in violation or by sending a letter to the vendor responsible for the violation. Any such notice or citation shall state the nature of the violation and the procedures available for review of the penalty imposed.
- (c) Any violation and penalty assessed under this Article may be appealed to the Town Manager provided such appeal is filed with the Town Manager's office with fifteen (15) days after notice of said penalty. If an appeal is timely filed, the Manager or his/her designee shall conduct an administrative hearing; shall consider any information the party assessed the penalty presents; and shall render a decision on the appeal within ten (10) days of the conclusion of the hearing. If no appeal is filed, the determination of the Code enforcement Officer or his/her designee shall be final.
- (d) Any penalty not paid within thirty (30) days assessment or conclusion of any appeals taken under the provisions of this section may be recovered by the Town in a civil action in the nature of a debt. In addition to the penalties and remedies provided by this section, the Town's manager may institute any appropriate action or proceedings to prevent, restrain, correct or abate a violation of this article.

This ordinance shall be effective upon adoption this 10 day of December, 2020.

Adopted this the 10th day of December, 2020.

Adopted by motion of Council Member _____, seconded by Council Member _____, and approved by vote of ____ in favor and ____ against.

Mayor

Attested to:

Town Clerk



Agenda Item: V.A
Meeting Date: 5/12/22

MEMORANDUM TO THE BOARD OF COMMISSIONERS

FROM: Clint Mack

DATE: 5/6/2022

SUBJECT: Amendment to Contract of Real Property

PRESENTER: Clint Mack/ TC Morphis

REQUEST: To sign and record contract and deed for Ray Building sale agreed upon November 18, 2018

BACKGROUND: Contract was signed on November 18, 2018, however Deed was not recorded in Moore County Register of Deeds. Owner is now requesting the deed be recorded but in an alternate LLC.

IMPLEMENTATION PLAN: Commissioners to sign contract to grant authorization to draft new deed in new LLC name.

FINANCIAL IMPACT STATEMENT: Cost of recording the deed to ensure it is on record and completed. The cost to record the deed is \$26

RECOMMENDATION SUMMARY: To sign contract and our Town Attorney record the deed at Moore County Register of Deeds and finalize the transaction.

SUPPORTING ATTACHMENTS:

**AMENDMENT TO A CONTRACT FOR THE
PURCHASE OF REAL PROPERTY**

THIS AMENDMENT TO A CONTRACT FOR THE PURCHASE OF REAL PROPERTY (the "Amendment"), is executed this ____ day of May, 2022, entered into by the Town of Robbins, a North Carolina municipal corporation (the "Town"), and Kakouras Holdings, LLC ("Kakouras"), a North Carolina limited liability corporation.

RECITALS

WHEREAS, on November 8, 2018 the Town and CFC Robbins, LLC entered into a Contract for the Purchase of Real Property by which the Town sold to CFC Robbins, LLC the property commonly known as the "Ray Building Lot," which is more precisely described as follows:

"0.136 acres located at the address of 181 South Middleton Street in Robbins, N.C. The exact location of the Property being a corner lot fronting Middleton Street forty-one feet (41 ft.) and running back with and parallel to Salisbury Street one hundred feet (100 ft.) and being the Southwest portion of lot No. Twenty-three (23) in Block J as laid out on the plan or map of the Town of Robbins," and having the Moore County Par ID Moore County Par ID 00010554.";

WHEREAS, CFC Robbins, LLC never recorded the deed, and the corporation has since been administratively dissolved;

WHEREAS, Kakouras is the successor in interest to CFC Robbins, LLC and has requested that the Town issue a new deed for the Ray Building Lot made out to Kakouras Holdings, LLC;

NOW THEREFORE, in consideration of the foregoing recitals, the mutual promises made herein, and for other good and valuable consideration, the sufficiency of which is hereby acknowledged, the parties agree as follows:

1. The 2018 deed to CFC Holdings, LLC is void and of no effect. The parties agree that the 2018 deed may not be used for any purpose whatsoever, including but not limited to financing, establishing a chain of title, and/or as proof of ownership.
2. Upon full execution of this Amendment, the Town shall execute a deed conveying the Ray Building Lot to Kakouras Holdings, LLC in substantially the form shown in the attached Exhibit A. The Town shall record the deed and shall provide the recorded original to Kakouras.
3. Kakouras agrees to take the Ray Building Lot in "AS IS" and "WHERE IS" condition, and Kakouras hereby assumes any and all liabilities arising from or in correction with the Ray Building Lot.
4. Except as amended herein, the 2018 Contract for the Purchase of Real Property remains in effect and shall be binding upon the parties and their successors in interest.

THE TOWN OF ROBBINS

KAKOURAS HOLDINGS, LLC

By: _____
Cameron Dockery, Mayor

By: _____
Print Name: _____
Title: _____

Attest: _____
Jessica Coltrane,
Town Clerk

Attest: _____
Print Name: _____
Title: _____

Exhibit A

NORTH CAROLINA SPECIAL WARRANTY DEED

Excise Tax	Recording Time, Book and Page
Parcel <u>862114439126 (Moore County LRK# 10554)</u>	

Mail after recording to CFC Robbins, LLC; P.O. Box 378, Robbins, NC 27325

This instrument was prepared by Brady Herman, The Brough Law Firm, PLLC (without benefit of title examination)

Brief description for the Index	Ray Building, 181 S. Middleton St., Robbins, North Carolina.
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THIS DEED _____ day of _____, 2022, by and between

GRANTOR	GRANTEE
Town of Robbins, a North Carolina municipal corporation	Kakouras Holdings, LLC, a North Carolina limited liability company
P.O. Box 296, Robbins, NC 27325	3777 NC Hwy 22, Carthage, NC 28327

The designation Grantor and Grantee as used herein shall include said parties, their heirs, successors, and assigns, and shall include singular, plural, masculine, feminine, or neuter as required by context.

WHEREAS, in 2018 Grantor and Grantee entered into a Contract for the Purchase of Real Property (the "Contract") for the real property described below, and Grantor executed a Deed for said property. Upon information and belief, however, the Deed was never recorded and is now lost; and

WHEREAS, the Grantee has consented to the issuance of a new deed in full satisfaction of the Contract

WITNESSETH, that the Grantor, for a valuable consideration paid by the Grantee, the receipt of which is hereby acknowledged, has and by these presents does grant, bargain, sell and convey unto Grantee in fee

Exhibit A

0.136 acres located at the address of 181 South Middleton Street in Robbins, N.C. The exact location of the Property being a corner lot fronting Middleton Street forty-one feet (41 ft.) and running back with and parallel to Salisbury Street one hundred feet (100 ft.) and being the Southwest portion of lot No. Twenty Three (23) in Block J as laid out on the plan or map of Town of Robbins. The Property is commonly referred to as the "Ray Building" lot.

The property hereinabove described was acquired by Grantor by instrument record in Deed Book 3920, Page 489, Moore County Registry. This property does not include the primary residence of the Grantor.

TO HAVE AND TO HOLD the aforesaid lot or parcel of land and all privileges and appurtenances thereto the Grantee in fee simple.

And the Grantor covenants with the Grantee, that Grantor has done nothing to impair such title as Grantor received, and that Grantor will warrant and defend the title against the lawful claims of all persons claiming by, under or through Grantor, except for the exceptions hereinafter stated.

Title to the property hereinabove described is hereby conveyed subject to all valid and subsisting restrictions, reservations, covenants, conditions, rights-of-way and easements properly of record, if any and current year ad valorem taxes.

IN WITNESS WHEREOF, the Mayor and Clerk of the Town of Robbins, as and for the act of Grantor, have caused this Deed to be executed by its duly authorized officers and its seal to be hereunto affixed, the day and year first above written.

TOWN OF ROBBINS, a North Carolina
Municipal Corporation

(SEAL)

ATTEST:

Jessica Coltrane, Town Clerk

Cameron Dockery, Mayor

STATE OF NORTH CAROLINA
COUNTY OF _____

I, _____, a Notary Public in and for said County and State, do hereby certify that Jessica Coltrane, with whom I am personally acquainted, personally appeared before me, and being duly sworn, says that she is the Clerk of the Town of Robbins and that she knows the common seal of the Town of Robbins, a North Carolina municipal corporation, and is acquainted with Cameron Dockery, Mayor of the Town of Robbins, and that she saw said Mayor sign the foregoing instrument and she affixed the common seal of said Town of Robbins affixed to said instrument, and that she as Town Clerk signed her name in attestation of said instrument by Cameron Dockery.

My commission expires: _____

, Notary Public

DISCUSSION OF BIDS

TOWN OF ROBBINS

2022 PAVING IMPROVEMENTS

DRAFT

ROBBINS, NORTH CAROLINA

BIDS RECEIVED APRIL 28, 2022

TWC PROJECT 3113-Q

I. INTRODUCTION

The Project was advertised on March 27, 2022, in the *Courier-Tribune* for a bid opening of April 28, 2022. The Advertisement for Bids was emailed to 23 contractors and Bid Documents were emailed to the following plan rooms on March 28, 2022: McGraw Hill Dodge Company, Construct Connect, and Construction Journal.

Plans and Specifications (Bid Documents) were sent to three (3) contractors.

No Addenda were issued on this project.

The Bid Opening for the Robbins 2022 Paving Improvements project was held at 2:00 p.m. on Thursday, April 28, 2022, and two (2) bids were received.

The Bid Opening results are the subject of this Discussion of Bids.

II. PROPOSAL REQUESTED

The following construction proposal was requested:

Base Bid:

Forest Heights Neighborhood: Streets included are Forest Dr, Timber Ln, Dogwood St, and Pine St. Total street length is approximately 3,840 LF with varying street widths of 16' to 22' wide. Work includes pavement base repair, asphalt surface treatment (AST), resurfacing, minor ditch work, traffic control, minor shoulder work, and seed and mulch.

Elm Street: Total street length is approximately 380 LF, width varies from 20' to 34' wide, with parking lane. Work includes pavement base repair, asphalt surface treatment (AST), and resurfacing.

The Project offers Contractors an alternate bid, Alternate Bid #1, option for improvements:

Alternate Bid #1

Forest Heights Neighborhood: Streets included are Forest Dr, Timber Ln, Dogwood St, and Pine St. Total street length is approximately 3,840 LF with varying street widths of 16' to 22' wide. Work includes full-depth reclamation (FDR), resurfacing, minor ditch work, traffic control, minor shoulder work, and seed and mulch.

III. REVIEW OF PROPOSALS

The following bids were received:

Waugh Asphalt, Inc., Franklinville, NC	
Base Bid	\$261,300.97
Alternate No. 1	\$363,015.02
Fred Smith Company, Inc., Carthage, NC	
Base Bid	\$310,353.86
Alternate No. 1	\$414,437.87

IV. PROJECT COST AND FUNDING

Considering the low bid price submitted and other known expenses, we provide the following summary of project costs based on the base bid:

Low Base Bid	\$261,300.97
5% Contingency	\$13,070.00
Study and Report Phase	\$12,000
Final Design	\$18,500
Bidding & Negotiation	\$5,500
Construction Administration	\$12,000
Construction Observation	<u>\$19,100</u>
Paving Improvements Project Cost Base Bid	\$341,470.97

The Alternate Bid provides for Full Depth Reclamation of the road base. This means the whole road and base down about 10 inches will be removed and replaced with ground up material mixed with cement. Base bid repairs the base only in areas that are showing signs of poor base. The following is a summary of the Project Costs using the Alternate #1 bid

Low Alternate #1 Bid	\$363,015.02
5% Contingency	\$18,150.00
Study and Report Phase	\$12,000
Final Design	\$18,500
Bidding & Negotiation	\$5,500
Construction Administration	\$12,000
Construction Observation	<u>\$19,100</u>
Paving Improvements Project Cost Alt Bid	\$448,265.02

For the type of residential traffic that will be using these roads, base bid project should be suitable. We like to include the FDR as an alternate to see if the costs are close, as it can make a better project.

Originally, we were trying to develop a project that would be approximately \$500,000. The latest Cost Opinion for this project was \$662,796.50, so these bids are well below this and well under the \$500,000 original goal. After the Town awards the Bid to the Low Bidder, the Town can discuss if they are willing to add other paving work to the project.

INFORMATION ON LOW BIDDER

Waugh Asphalt, Inc. included with their Bid the required E-Verify Affidavit and Bid Bond. Attached is a copy of the License Detail for Waugh Asphalt, Inc. from the NC Licensing Board for General Contractors. They are a paving contractor located in Franklinville, NC and have done work in the area for many years.

V. CONCLUSION

Based on all information included in this Discussion, The Wooten Company offers no objection to the award of the 2022 Paving Improvements Contract to:

Waugh Asphalt, Inc.
3795 Hardin Ellison Rd.
Franklinville, NC 27248

in the Base Bid amount of \$261,300.97.

This Discussion of Bids is respectfully submitted this 3rd day of May 2022.

John C. Grey, P.E.

Attachments: Licensing Details



Agenda Item: V.A
Meeting Date: 5/12/22

MEMORANDUM TO THE BOARD OF COMMISSIONERS

FROM: Clint Mack

DATE: 5/6/2022

SUBJECT: Planning Board

PRESENTER: Clint Mack

REQUEST: To review bylaws and decide on planning board applicants for 2022-2023 members.

BACKGROUND: Commissioners vote on members based on applications received.

IMPLEMENTATION PLAN: Advertised for board members for planning board needed by April 30th.

FINANCIAL IMPACT STATEMENT: none

RECOMMENDATION SUMMARY: To vote and makeup of planning board for 2022-2023.

SUPPORTING ATTACHMENTS:

TOWN OF ROBBINS PLANNING BOARD BYLAWS

ARTICLE I – TITLE

The title shall be the Town of Robbins Planning Board

ARTICLE II – MISSION, POWERS, AND DUTIES

The Town of Robbins Planning Board is established as an advisory board to the Board of Commissioners. The powers and duties of the Planning Board are as follows:

- A. To provide information and advice to the Board of Commissioners on zoning and land use issues.
- B. To conduct studies of the Town and its surrounding areas, relevant to Zoning.
- C. To review the initial zoning ordinance and review all zoning amendments.
- D. To help to identify objectives to be sought in the development of the Town.
- E. To identify options for achieving these objectives in a coordinated and efficient manner.
- F. To conduct research and provide information regarding advantages and disadvantages of various Zoning options.
- G. To perform other related duties as may be assigned by this article or by other ordinances.

ARTICLE III – ESTABLISHMENT

The Planning Board was established on June 17, 2008, by the Board of Commissioners, under the authority granted by NCGS 160A-361 and 160A-362.

ARTICLE IV – COMPOSITION AND MEMBERSHIP

- A. The Planning Board shall consist of five (5) voting members. Three (3) members shall be residents of the Town and shall be appointed by the Town Board of Commissioners, pursuant to Rule Thirty-one (31) of the Town of Robbins Rules of Procedure. Two (2) members shall be residents of the area of the Extraterritorial Jurisdiction (ETJ) and shall be appointed by the Moore County Board of Commissioners upon recommendation by the Town Board of Commissioners.
- B. All members shall serve terms of three (3) years, except for the initial appointments. Upon initial appointment, two (2) members shall be appointed for one (1) year terms, two (2) members shall be appointed

for two (2) year terms, and one (1) member shall be appointed for a three (3) year term.

- C. Vacancies shall be filled for the unexpired portions of the terms in the same manner as the initial appointment.
- D. The term for each appointed member shall begin on the effective date of the adoption of this ordinance.
- E. Members may be appointed for any number of successive terms.

ARTICLE V. MEETINGS

- A. Regular meetings shall be held monthly.
- B. Meetings shall be held in Conference Room at Town Hall, unless circumstances deem otherwise and proper public notice is given.
- C. Attendance is mandatory. Un-excused absence from 3 consecutive meetings shall be cause for termination of membership.
- D. All meetings shall comply with NC Open Meetings Law.
- E. Robert's Rules of Order Revised shall govern meetings.
- F. Special Meetings may be called at the request of the Chairman or a majority of the members of the Planning Board. The Chairman may designate, in advance, special meetings for various purposes.
- G. Action: The Planning Board shall not make quasi-judicial or legislative decisions, except as may relate to its own rules and functions, not inconsistent with this and other Town Ordinances, Policies, or Rules. During the transaction of Planning Board business, any action shall require a concurring vote of a majority of the voting members.
- H. Order of Business: The Secretary shall prepare an agenda and order of business for each meeting.
- I. Motions: Motions shall be restated by the Chairman before a vote is taken. The member making the motion shall have his/her name recorded in the minutes.
- J. Voting: Voting shall be by voice and the minutes shall reflect the results of each vote.
- K. Abstaining: When a board member wishes to abstain from consideration on any issue, he/she shall make a formal request to the Chairman. During the meeting, the Chairman shall ask if there is any opposition to the request. Abstention will be allowed only with a consenting vote of a majority of the board.

ARTICLE VI. DUTIES OF OFFICERS

- A. Chairman: The Chairman shall:
 - 1. Preside at all meetings
 - 2. Serve as liaison to the Town Manager
 - 3. Submit minutes of each meeting to the Town Manager within four days following a meeting

4. Perform other such related duties as directed by the Board of Commissioners or the Ordinance Establishing the Planning Board
5. Vice-Chairman: The Vice-Chairman shall act in the capacity of the Chairman in his/her absence.

B. Secretary: The Secretary shall:

1. Publish an agenda for each meeting
2. Take accurate minutes of each meeting
3. Execute such documents as may be authorized by the Planning Board

ARTICLE VII. ELECTION OF OFFICERS

- A. At the regular meeting in July, of each year, the Planning Board shall elect a Chairman and Secretary from its membership.
- B. The Officers shall be elected to serve a term of one (1) year. Officers may be elected for additional terms.
- C. In the event a vacancy occurs during the term of an office, the Planning Board shall elect a replacement.

ARTICLE VIII. REMUNERATION

Members shall serve without pay. If the Board of Commissioners directs the Planning Board to perform duties where expenses are incurred, the expenses may be reimbursed. Reimbursement requires that the expenses be approved, by the Town Manager or his/her designee, prior to the expenses being incurred. Requests for reimbursements require the completion of the appropriate Town forms and the submittal of receipts.

ARTICLE IX. REORGANIZATION, DISSOLUTION, AND REMOVAL OF MEMBERS

- A. The Board of Commissioners can reorganize or dissolve the Planning Board, at any time, without advance notice.
- B. Any member of the Planning Board may be removed, by the Board of Commissioners, at any time, without notice, by a four-fifths (4/5) majority vote.

Approved by the Town of Robbins Board of Commissioners this 11th day of September, 2008.

Mayor

ATTEST:

Clerk



**TOWN OF ROBBINS
COMMITTEE APPLICATION**

The Robbins Board of Commissioners encourages participation in local government through service on various advisory boards and committees. The purpose of these boards is to assist the Town Commissioners in making effective decisions concerning local issues and projects which will improve the quality of life in our community. If you would like to be considered for appointment to a board/committee, please complete this form and return to Town Hall or mail to: ATTN: Town Manager, P.O. Box 296, Robbins, NC 27325.

More information can be obtained at www.townofrobbins.com or by calling 910.948.2431. Please note that the information you submit may be public record. Please check the following boards/committees on which you are interested in serving. If you are interested in more than one, please numerically rank.

- Planning Board 1
- Appearance Committee 2
- Fire Commission

Name: Amy Owens

Physical Address: 650 E. Forest Dr. Robbins, N.C. 27325

Mailing Address (If different from Physical):
P.O. Box 92 Robbins, N.C. 27325

Home Phone: (910) 948-2301

Work Phone: (910) 638-1291 (use this first)

Email: AmyOwens@embarqmail.com

Occupation: Registered Nurse

Background and Qualifications:

I have worked as a Registered Nurse for 30 years - I attend Robbins First Wesleyan Church. I have lived in Robbins all my life. I want to see Robbins grow & give our young people an incentive to stay here. I am concerned about the appearance of our town & greatly interested in beautification. I would appreciate the opportunity to serve our town on this committee.

Signature: Amy Owens

Date: 03/14/22



**TOWN OF ROBBINS
COMMITTEE APPLICATION**

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- Planning Board
- Appearance Committee
- Fire Commission

Name: Brandon Phillips

Physical Address: 251 N Green St Robbins, NC 27325

Mailing Address (If different from Physical):

Home Phone: (336) 465-4486

Work Phone: (910) 295-1392

Email: bmanphillips@yahoo.com

Occupation: Police officer

Background and Qualifications:
Life long resident of Robbins, Have been a town commissioner for five years. Have a associate's degree in Criminal Justice from Randolph Community College. I am also a Police Sergeant with the town of Taylortown.

Signature: Brandon Phillips

Date: 12/20/21



**TOWN OF ROBBINS
COMMITTEE APPLICATION**

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- Planning Board
- Appearance Committee
- Fire Commission

Name: Dianne Wyatt

Physical Address: 595 Bellview Rd Robbins, NC 27325

Mailing Address (If different from Physical): P.O. Box 1133 Robbins, NC 27325

Home Phone: (910) 948-4419

Work Phone: ()

Email: diannewyatt30@gmail.com

Occupation: Retired

Background and Qualifications: Retired from Division of prison - worked at Moore County School as teacher Asst and now as a sub teacher. I help coach Middle School ball.

I have helped plan several conferences for Division of Prisons, I am fairly open minded, know the community

Signature: Mary Dianne Wyatt

Date: 9-7-2022



**TOWN OF ROBBINS
COMMITTEE APPLICATION**

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- Planning Board
- Appearance Committee
- Fire Commission

Name: Valerie W. Freeman

Physical Address: 1211 Tarry Church Rd Star, NC 27356

Mailing Address (If different from Physical):

Home Phone: (910) 428 1008

Work Phone: (910) 977 8815

Email: valrw55@gmail.com

Occupation: Situs ARC

Background and Qualifications:
See attached resume.

Signature: Valerie W. Freeman

Date: 3/14/22



To: Robbins Board of Commissioners

From: Clint Mack, Town Manager

Subject: Manager Report

Date: MAY 6th, 2022

PROJECTS/EFFORTS

1. FEMA Hurricane Florence Recovery Projects (2)

- a. Monthly progress meetings were held on March 2nd at Robbins Town Hall.
 - (1) *Main Pump Station*- Wet Well testing, SCADA work, fence, and gate installation.
 - (2) *Wastewater Treatment Plant*- Project complete and certificate of substantial work completion issued. Final follow-up inspection and administrative closeout over the next 60 days.

DEPARTMENT REPORTS

1. ADMINISTRATIVE

- a. Attended county development and real estate round table.
- b. Completed \$10 million in packets for sewer and water submissions to the spring round of *VUIP ARPA* funding deadline May 2nd.
- c. Completing internal audit of utilities billing accounts. (90% complete)
- d. Auditors on site twice this month for 202—21 Audit.
- e. L.U.P, zoning and mapping updates.
- f. Budgetary process.
- g. Growler contract agreed upon and drawing up.
- h. Conducted bid opening for paving contract.

2. FIRE

- a. Swift water rescue training at Brooks reservoir and Lake Auman.
- b. See report

3. POLICE

- a. See report



4. PUBLIC WORKS

- a. 30 work orders resolved.
- b. Another major leak on Virginia St. repaired.
- c. Mowing season commences.

MAJOR CODE VIOLATIONS:

FOLLOW UP:

CLINT E. MACK
Town Manager
Robbins, NC.



Robbins Fire Rescue
PO Box 987
Robbins, NC 27325

April 2022 Fire Rescue Report

Medical Calls - 26

Outside Fires - 3

Over Dose - 2

Fire Alarms - 2

Structure Fires - 4

Vehicle Accidents - 7

Storm Damage - 8

Service Calls - 3

Explosion - 1

Vehicle Fire - 2

Gas Leak - 1

Electrical Hazard - 3

Total Calls - 62

The paid staff is doing daily training and station duties.

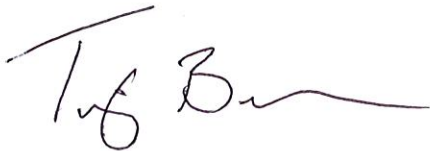
We are work on Farmers Day entertainment.

We are doing the swift water class so Robbins Fire Rescue will have its own water rescue team.

Me and Jarius are working on our 2023 budget

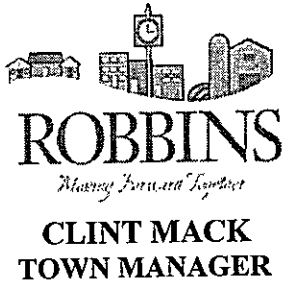
Respectfully Submitted,

Timmy Brown

A handwritten signature in black ink, appearing to read "Timmy Brown". The signature is written in a cursive style with a long horizontal flourish at the end.

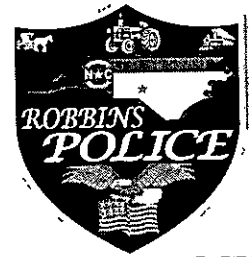
Fire Chief

Robbins Fire Rescue



Robbins Police Department

101 North Middleton Street
P.O. Box 687
Robbins, North Carolina 27325
(910) 948-3549
FAX: (910) 948-3981



BEN HADDOCK
CHIEF OF POLICE

ORDINANCE VIOLATION

- **333 N.C. 705-** The Residence Owner/Renter was sent certified mail in reference to several ordinance violations. Awaiting compliance and return service on the certified letter.
- **331 N.C. 705-** The Residence Owner/Renter was sent certified mail in reference to several ordinance violations. Awaiting compliance and return service on the certified letter.
- **277 EAST HEMP STREET-** The Residence Owner/Renter was sent certified mail in reference to several ordinance violations. Awaiting compliance and return service on the certified letter.
- **310 EAST HEMP STREET-** The Residence Owner/Renter was sent certified mail in reference to several ordinance violations. Awaiting compliance and return service on the certified letter.
- **340 EAST HEMP STREET-** The Residence Owner/Renter was sent certified mail in reference to several ordinance violations. Awaiting compliance and return service on the certified letter.
- **440 EAST HEMP STREET-** The Residence Owner/Renter was sent certified mail in reference to several ordinance violations. Awaiting compliance and return service on the certified letter.
- **301 EAST HEMP STREET-** The Residence Owner/Renter was sent certified mail in reference to several ordinance violations. Awaiting compliance and return service on the certified letter.

I have spoken with The Town Manager and The Town Clerk; Madam Clerk has put together a form which we will start using for the minimum housing code ordinance violations. As soon as we can get the ordinance violations under control, we look to move right into minimum housing violations. Again, thank you for your continued support for the Town of Robbins.

Chief Benjamin Haddock

Clint Mack

Activity Log Event Summary (Cumulative Totals)

Robbins Police Department

(04/01/2022 - 04/30/2022)

Administrative Duty	44	Alarm Activation	1
Animal Complaint	8	Anti-Drug Patrol	10
Arrest	8	Assault	2
Assist EMS	9	Assist Fire/Rescue	2
Assist other Agency	1	Assist other Robbins Police Officer	17
Assist Sheriff	18	Assist Street Dept.	1
Attempted Larceny	1	Attempted to Serve Warrants	2
Business Check	65	Community Policing	113
Court	2	Direct Traffic	1
Disturbance	5	DWI	1
Escort	2	Follow up Investigation	15
Foot Patrol	1	Fraud	1
Gas Drive-Off	1	GHSP	32
Illegal Parking	1	Larceny	5
Open Door	1	Ordinance Violation	4
Public Assistance	8	Residence Check	1
Served Criminal Summons	3	Shoplifting	1
Store Closing	42	Structure Fire	2
Suspicious Person	2	Suspicious Vehicle	5
Traffic Stop	2	Trespassing	4
Unlock car	2	Vehicle Accident Property Damage	2
Vehicle Fire	2	Vehicle Maintenance	1
Vehicle Stop	73	Vehicle stop / Verbal Warning	4
Vehicle stop/ Written Warning	1	Warrants Served	12
Welfare Check	2		

Total Number Of Events: 543

Drug Summary Totals

Robbins Police Department

(04/01/2022 - 04/30/2022)

D - Heroin

Status:	Measurement:	Total Quantity:	Total Estimated Value:
6 - Seized	GM - Gram	2.000	\$0.00

E - Marijuana

Status:	Measurement:	Total Quantity:	Total Estimated Value:
6 - Seized	GM - Gram	11.900	\$10.00

H - Other Narcotics

Status:	Measurement:	Total Quantity:	Total Estimated Value:
6 - Seized	GM - Gram	1.000	\$0.00
6 - Seized	DU - Dosage Unit/Items (Number of Capsules, Pills, Tablets, etc.)	3.000	\$0.00

L - Amphetamines/Methamphetamines

Status:	Measurement:	Total Quantity:	Total Estimated Value:
6 - Seized	GM - Gram	5.600	\$0.00

P - Other Drugs

Status:	Measurement:	Total Quantity:	Total Estimated Value:
6 - Seized	GM - Gram	1.500	\$0.00
6 - Seized	DU - Dosage Unit/Items (Number of Capsules, Pills, Tablets, etc.)	1.000	\$0.00

U - Unknown Type Drug

Status:	Measurement:	Total Quantity:	Total Estimated Value:
6 - Seized	GM - Gram	1.000	\$0.00

Incident Drug Totals By Status

Robbins Police Department

(04/01/2022 - 04/30/2022)

6 - Seized

Type of Drug:	Description:	Type of Measurement:	Quantity:	Est. Value:	Inc. Date:	Incident Number:
D - Heroin	Brown Substance wrapped in clear baggie	GM - Gram	1.000		04/18/2022	22040311
D - Heroin	Brown Powder Substance	GM - Gram	1.000		04/26/2022	22040417
E - Marijuana	Green leafy substance	GM - Gram	1.000		04/06/2022	22040103
E - Marijuana	Green leafy substance	GM - Gram	1.000		04/11/2022	22040185
E - Marijuana	Suspected Marijuana	GM - Gram	2.000		04/24/2022	22040381
E - Marijuana	Green leafy substance	GM - Gram	6.900		04/25/2022	22040398
E - Marijuana	Marijuana	GM - Gram	1.000	\$10.00	04/27/2022	22040426
H - Other Narcotics	Buprenorphine/Naloxon Sublingual Films (8mg/2mg)	DU - Dosage Unit/Items (Number of Capsules, Pills, Tablets, etc.)	3.000		04/21/2022	22040343
H - Other Narcotics	White Powder Substance	GM - Gram	1.000		04/26/2022	22040417
L - Amphetamines/Methamphetamines	crystal-like substance	GM - Gram	1.000		04/02/2022	22040044
L - Amphetamines/Methamphetamines	Crystal-Like Substance	GM - Gram	1.000		04/06/2022	22040112
L - Amphetamines/Methamphetamines	Crystal-Like Substance	GM - Gram	1.000		04/06/2022	22040112
L - Amphetamines/Methamphetamines	White crystallized material	GM - Gram	0.100		04/12/2022	22040203
L - Amphetamines/Methamphetamines	white crystallized material	GM - Gram	0.500		04/19/2022	22040312
L - Amphetamines/Methamphetamines	Crystal-like substance	GM - Gram	1.000		04/25/2022	22040400
L - Amphetamines/Methamphetamines	Crystal-Like Substance	GM - Gram	1.000		04/26/2022	22040417
P - Other Drugs	white powdery substance	GM - Gram	1.000		04/02/2022	22040044
P - Other Drugs	white powder material	GM - Gram	0.500		04/19/2022	22040312
P - Other Drugs	Buprenorphine Sublingual Film	DU - Dosage Unit/Items (Number of Capsules, Pills, Tablets, etc.)	1.000		04/25/2022	22040398
U - Unknown Type Drug	White powdery substance	GM - Gram	1.000		04/11/2022	22040185
Totals: 27.000				\$10.00		

Arrest Felony Totals by Officer

Robbins Police Department

(04/01/2022 - 04/30/2022)

Arresting Officer:	Total Charges On All Felony Arrests:	Total Felony Charges:	Total Felony Arrests:
7037 - Lieutenant Jody A. Dunlap	15	6	4
7513 - Officer Corey Hurley	4	2	1
7513 - Officer Corey J. Hurley	31	19	8
7814 - Officer Cristian R. Rosas	7	2	2
Total:	57	29	15

Arrest Misdemeanor Totals by Officer

Robbins Police Department

(04/01/2022 - 04/30/2022)

Arresting Officer:	Total Charges On All Misdemeanor Arrests:	Total Misdemeanor Arrests:
6967 - Chief Benjamin D. Haddock	4	1
7037 - Lieutenant Jody A. Dunlap	8	3
7513 - Officer Corey Hurley	5	3
7513 - Officer Corey J. Hurley	16	6
7814 - Officer Cristian R. Rosas	7	4
3498 - Officer Kaleb A. Jarrell	3	1
Total:	43	18

Citation Totals by Officer

Robbins Police Department

(04/01/2022 - 04/30/2022)

Officer:	Number of Citations:	Number of Charges:
1553 - K. JARRELL	1	2
1554 - C. ROSAS	14	23
1555 - C. HURLEY	11	19
3498 - Officer Kaleb A. Jarrell	1	1
51041 - J. DUNLAP	11	13
7037 - Lieutenant Jody A. Dunlap	1	2
9726 - B. HADDOCK	12	21
Totals:	51	81

Citation Totals by Charge

Robbins Police Department

(04/01/2022 - 04/30/2022)

Charge:	Number of Charges:
Seat Belt	3
Improper Transportation Of Children	1
No Operator License	6
Driving While License Revoked	7
Expired Registration	8
Failure To Stop (Stop Sign/Flashing Red Light)	1
Possess/Consume Alcohol - Passenger	2
Other (Misdemeanor)	1
Other (Infraction)	22
Other (2nd Charge - Misdemeanor)	1
Other (2nd Charge - Infraction)	29
Total:	81

Activity Log Vehicle Summary

Robbins Police Department

(04/01/2022 - 04/30/2022)

Vehicle Number:	Vehicle Description:	Miles Driven:	Gas Used:	Oil Used:
12C	2012 Charger	59.0		
14E1	2014 Explorer	1,370.0	91.0	
14S	2014 Spare Explorer	1,742.0	113.5	
15E	2015 Explorer	1,754.0	133.0	
17C	2017 Charger	805.0	80.5	
19R	2019 Ram			
Vehicles:	6	Totals:	5,730.0	418.0

**LIBRARY
REPORT TO BE
INCLUDED IN
PACKET AT
MEETING**