

MINUTES OF THE MEETING OF THE CITY COUNCIL HELD  
SEPTEMBER 8, 2020

**WORK SESSION**

The City Council of the City of Goldsboro, North Carolina, met in a Work Session in the Large Conference Room, City Hall Addition, 200 North Center Street, at 5:00 p.m. on September 8, 2020 with attendance as follows:

Present: Mayor Chuck Allen, Presiding  
Councilmember Antonio Williams  
Councilmember Taj Polack (Joined via Webex)  
Councilmember Brandi Matthews  
Councilmember David Ham  
Ron Lawrence, City Attorney  
Tim Salmon, City Manager  
Melissa Capps, City Clerk

Absent: Mayor Pro Tem Bill Broadaway  
Councilmember Gene Aycock

**Call to Order.** The meeting was called to order by Mayor Allen at 5:00 p.m.

**Adoption of the Agenda.** Upon motion of Councilmember Williams, seconded by Councilmember Ham and unanimously carried, Council adopted the agenda.

**2020 Street Resurfacing Discussion.** Mr. Marty Anderson provided Council with a copy of the proposed 2020 Street Resurfacing list. Mr. Anderson stated there is one not on the list you received, the city manager recommended that Walnut Street between John and William Street be added. The two streets that Councilmember Matthews asked about have been added. I was asked about Holly Street that has been paved from one end to Madison. The proposed list is estimated at \$1.8 million, \$1.5 is budgeted.

Council consensus was staff could proceed with placing the project out to bid.

**Union Station Benchmark Planning.** Mr. Jason Epley with Benchmark joined by Webex and reviewed the following information:

Goldsboro Union State Building Reuse Feasibility Study

- Project Objectives
- Project Approach
- Project History
- Existing Site Conditions
- Existing Building Conditions
- Listening Sessions/Focus Groups
- Listening Sessions – Interview Summaries
- Listening Sessions – Ideas & Uses
- Potential Building Reuse Scenarios
  - Building Stabilization
  - Office Use
  - Destination Restaurant
  - Event Venue
  - Entrepreneurial Space
  - Cultural & Civic Space
  - Community Grocery / Market
- Expanding the Footprint / Supporting Uses
- Development Costs & Financial Strategies
- Partnerships / Strategies
- Financing Strategies

- Surrounding Area – Redevelopment Strategies
- Next Steps

Mayor Allen thanked Mr. Epley for the presentation.

**CARES Act/Coronavirus Relief Fund (CRF).** Mr. Octavius Murphy presented the following information:

CARES Act

- The Federal Coronavirus Aid, Relief, and Economic Security (CARES) Act included over \$4 billion to North Carolina.
- NC General Assembly passed Session Law 2020-4, as amended by SL2020-80, allocated \$300 million to counties and requires counties to pass at least 25% to their municipalities.
- Wayne County received from the NC Coronavirus Relief Fund (CRF) \$4.6M and allocated \$967K to the City of Goldsboro.

North Carolina Pandemic Recovery Office (NCPRO)

- The North Carolina Pandemic Recovery Office (NCPRO) was established under Session Law 2020-4 of House Bill 1043 as a temporary office to oversee and coordinate funds made available under COVID-19 Recovery Legislation which includes Coronavirus Relief Fund (CRF). This Office shall also provide technical assistance and ensure coordination of federal funds received by State agencies and local governments and ensure proper reporting and accounting of all funds

City CRF Plan

- The City’s CRF plan was submitted to NCPRO on Friday, August 28, 2020 through Wayne County to meet the NCPRO September 1, 2020 deadline.
- Municipalities are responsible for maintaining adequate documentation to support expenditures. If estimates are being used the methodology must be documented and defensible.

CARES Act Constraints

- Provides that payments from the Fund may only be used to cover costs that:
  - Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID 19);
  - Were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and
  - Were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.
- A municipality is liable for ineligible expenditures.
  - The funding can be pulled back by NCPRO.

CRF Plan Expenditure Categories

- #1 – Medical expenses
- #2 – Personal Protective Equipment
- #3 – Payroll Expenses
- #4 – Public Health Measures
- #5 – Public Economic Support
- #6 – Impact on Residential REFUSE & Recycle Collections
- #7 – Grants to Nonprofits

Medical Expenses (ME)

- Public hospitals, temporary public medical facilities and testing sites.
- None to report

Personal Protective Equipment (PPE)

- Expenses for protective supplies, including face mask, gloves and sanitizing products for all departments.
- \$36,363.00

### Payroll Expenses

- For public safety and similar employees whose services are substantially dedicated to mitigating or responding to the COVID 19 public health emergency.
  - \$196,692.00 – Police and Fire Departments

### Public Health Measures

- Expenses for food, distance learning, technology improvements in connection with school closings, broadband, paid sick and paid family leave.
- \$387,737.00
  - Broadband Connectivity: \$150,000
  - Temperature reading cameras, terminals, and hand-held devices: \$72,000
  - FFCRA and eFMLA: \$66,000
  - Touchless water faucets and water fountains: \$60,000
  - Laptops, Desk, Copier, Headsets, and 65” TV’s: \$36,537

### Public Economic Support (PES)

- Expenses associated with the provision of economic support in connection with COVID 19 public health emergency:
- \$100,000.00
  - Small Business Grant
  - Parameters and recipients TBD

### Impact on REFUSE and Recycle Collections

- Expenses reasonably necessary to the function of government that satisfy the Fund’s eligibility criteria.
- \$45,897.00
  - Refuse increase: \$35,000
  - Recycle increase: \$11,000

### Grants to Non-Profits

- Expenses to provide food, rent, utilities, supplies, case management & facility accommodations for CDC recommendations to adjust for virtual learning and social distancing.
- \$200,000.00
  - WAGES: \$50,000
  - Salvation Army: \$50,000
  - Boys and Girls Club of Wayne County: \$25,000
  - Three is One Family Center: \$25,000
  - A lot of Direction Love & Affection (ADLA) \$25,000
  - Wayne Uplift Resource Center: \$25,000

### City Expenditures

#1 – Medical expenses: \$0  
#2 – Personal Protective Equipment: \$36,363  
#3 – Payroll Expenses: \$196,692  
#4 – Public Health Measures: \$387,737  
#5 – Public Economic Support: \$100,000  
#6 – Impact on Residential REFUSE & Recycle Collections: \$45,897  
#7 – Grants to Nonprofits: \$200,000  
Total: \$966,688

## Appropriated Coronavirus Relief Fund Contracting Process



Council discussed payroll expenses, small business grants and non-profits. Additional discussion included:

Mr. Salmon stated the list of non-profits was a recommendation from the Community Relations Director and Octavius Murphy, after talking to these non-profits, as to how this money could best be spent. Roughly 20% of the funding we will receive, if Council has a better idea of how to, we can adjust accordingly.

Councilmember Williams stated I would like to see other non-profits have an opportunity to get these resources.

Councilmember Matthews stated if you originally had 9 to 10 on the list, me personally, I think it would be a greater impact to give money to all those on the list. I would love to see if there was a way to contribute to each on the list or give an opportunity for other non-profits to submit some type of documentation asap.

Council and staff discussed the timeframe in which these documents must be submitted and when funds have to be expended and the list of non-profits.

Councilmember Williams stated I think if you have people you have done business with in the past, non-profits, we have already vetted them, I think that is a quicker transition being that you are on a timeframe. I think if you can look into non-profits we have already done business with they already have a track record for what they have done in the community and it is COVID related, I think we should take that route.

Council discussed small business grants and outsourcing the review of applications. Mayor Allen asked if everyone was ok with the breakdown as is.

Councilmember Matthews stated I guess we have to make the decision if we are going to add the other non-profits that were on the list.

Mayor Allen stated but you are going to add to with the money that is out of that column, right. Councilmember Matthews stated yes, the \$200,000 right.

Mayor Allen stated so you are going to take some money from somebody and give to somebody else.

Councilmember Matthews stated so that is what we are clear on.

Mr. Salmon stated we will do some more research.

Amounts for small business loans were discussed.

Upon motion of Councilmember Williams, seconded by Councilmember Ham and unanimously carried, Council adopted a Resolution Authorizing the Mayor and Finance Director to Execute an Interlocal Agreement with the County of Wayne for the Management of Funds from the

Coronavirus Relief Fund (CRF) Established by the Coronavirus Aid, Relief, and Economic Security (CARES) Act.

RESOLUTION NO. 2020-54 “Resolution Authorizing the Mayor and Finance Director to Execute an Interlocal Agreement with the County of Wayne for the Management of Funds from the Coronavirus Relief Fund (CRF) Established by the Coronavirus Aid, Relief, and Economic Security (CARES) Act”

**Consent Agenda Review.** Each item on the Consent Agenda was reviewed. Additional discussion included:

**Item B. Accept or Reject Initial Bid and Authorize Finance to Advertise for Upset Bids for 619 and 621 Slaughter Street from Edna Burns.** Council consensus was to accept the bids on 619 and 621 Slaughter Street from Edna Burns.

Councilmember Ham asked for an update on the procurement position. Ms. Catherine Gwynn provided an update.

Councilmember Williams asked about the discretionary funds that were included in the budget, \$20,000. Ms. Gwynn stated I recall a discussion, as far as I know it got taken out, per my notes, is that not correct Mr. Manager. Mr. Salmon stated that is my recollection. Ms. Gwynn stated she would look at her handwritten notes.

**Closed Session Held.** Upon motion of Councilmember Ham, seconded by Councilmember Matthews, Council convened into Closed Session to discuss a personnel matter.

Council came out of closed session.

There being no further business, the meeting recessed until the 7:00 p.m. meeting.

### **CITY COUNCIL MEETING**

The City Council of the City of Goldsboro, North Carolina, met in regular session in the Large Conference Room, City Hall Annex, 200 North Center Street, at 7:00 p.m. on September 8, 2020 with attendance as follows:

Present: Mayor Chuck Allen, Presiding  
Councilmember Antonio Williams  
Councilmember Taj Polack (Joined via Webex)  
Councilmember Brandi Matthews  
Councilmember David Ham

Absent: Mayor Pro Tem Bill Broadaway  
Councilmember Gene Aycok

The meeting was called to order by Mayor Allen at 7:00 p.m.

Mr. Timothy Salmon, City Manager provided the invocation. The Pledge of Allegiance followed.

**Approval of Minutes.** Councilmember Ham made a motion to approve the Minutes of the Work Session and Regular Meeting of July 13, 2020. The motion was seconded by Mayor Allen. Mayor Allen, Councilmembers Polack and Ham voted in favor of the motion. Councilmembers Williams and Matthews voted against the motion. The motion passed 3:2.

**Public Comment Period.** Mayor Allen opened the public comment period and the following people spoke:

1. Sharon Matthews provided a copy of a complaint against Mayor Allen to the Council. She stated she would be submitting it to Ms. Dove, the HR Director.

2. Bevan Foster provided a copy of a reparations resolution adopted by Asheville. Mr. Foster stated I would like to see the City adopt a resolution as well.

Councilmember Williams stated I would like to make a motion to pass this resolution supporting reparations for blacks in Goldsboro. Mayor Allen asked can we put off until the whole Council is here. Councilmember Williams agreed.

No one else spoke and the public comment period closed.

**Consent Agenda - Approved as Recommended.** City Manager, Timothy Salmon, presented the Consent Agenda. All items were considered to be routine and could be enacted simultaneously with one motion and a roll call vote. If a Councilmember so requested, any item(s) could be removed from the Consent Agenda and discussed and considered separately. In that event, the remaining item(s) on the Consent Agenda would be acted on with one motion and roll call vote. Councilmember Williams moved the items on the Consent Agenda, Items B, C, D, E, F, G, H, I and J be approved as recommended by the City Manager and staff. The motion was seconded by Councilmember Polack and a roll call vote resulted in all members voting in favor of the motion. The items on the Consent Agenda were as follows:

**Accept or Reject Initial Bid and Authorize Finance to Advertise for Upset Bids for 619 and 621 Slaughter Street from Edna Burns. Resolution Adopted.** Staff has received an offer to purchase city/county owned property. Council must either accept or reject the offer, and if accepted authorize advertisement for upset bids (G.S. 160A-266 and 160A-269).

The following offers have been received for the sale of surplus real property under **Negotiated offer, advertisement, and upset bid process (G.S. §160A-266(a) (3))**

619 Slaughter Street – City Owned

Offeror: Edna Burns  
Offer: \$1,750.00  
Bid Deposit: \$175.00  
Parcel #: 0050834 Pin #: 3509127054  
Tax Value: \$3,450.00 Zoning: R-6

The offer is at least 50% of the tax value of the property. The bid deposit of 5% has been received in the form of a personal check.

621 Slaughter Street – City/County Jointly Owned

Offeror: Edna Burns  
Offer: \$1,655.00  
Bid Deposit: \$163.00  
Parcel #: 0050833 Pin #: 3509127050  
Tax Value: \$3,310.00 Zoning: R-6

The offer is at least 50% of the tax value of the property. The bid deposit of 5% has been received in the form of a personal check.

It is recommended that the City Council, by motion:

1. ACCEPT offer on 619 Slaughter Street.
2. ACCEPT offer on 621 Slaughter Street.
3. Adopt the following entitled resolution(s) authorizing Finance to advertise for upset bids. Consent Agenda Approval. Williams/Polack (5 Ayes)

RESOLUTION NO. 2020-55 “RESOLUTION AUTHORIZING UPSET BID PROCESS”

RESOLUTION NO. 2020-56 “RESOLUTION AUTHORIZING UPSET BID PROCESS”

**Establishing a Grant Project Fund Ordinance – FEMA Assistance to Firefighters Grant for Source Capture System Installation for Fire Stations 1, 2, 3 and 5 (EMW-2019-GF-0443) (R1104). Ordinance Adopted.** The City applied for the FEMA Assistance to

Firefighters Grant for a Source Capture System for Fire Stations 1, 2, 3 and 5 in March 12, 2020 and received notification of award on July 24, 2020. Council accepted the award of \$202,083.00 by resolution on August 17, 2020. The grant will be spent to upfit the four stations with a vehicle exhaust removal system.

The project cost was approved at \$202,083.00, requiring a 10% local match of \$18,371.18 which will be funded by the General Fund. The period of performance is July 31, 2020 through July 30, 2021.

Federal grant requirements call for the City to establish a means of tracking the expenditures for Single Audit purposes so that external auditors can verify compliance with the various Federal and State grant guidelines in the compliance supplements. The purpose of this project qualifies as a grant project under G.S. § 159-13.2, and staff requests that the Council appropriate expenditures in the amount of \$202,083.00. This will be funded with a combination of Federal grant revenue and a transfer from the General Fund.

It is recommended the following entitled Grant Project Ordinance for the FEMA Assistance to Firefighters Grant for Source Capture System Installation for Fire Stations 1, 2, 3 and 5 (EMW-2019-GF-0443) (R1104) be adopted for \$202,083.00. Consent Agenda Approval. Williams/Polack (5 Ayes)

ORDINANCE NO. 2020-20 “AN ORDINANCE ESTABLISHING THE GRANT PROJECT FUND FOR THE FEMA ASSISTANCE TO FIREFIGHTERS GRANT FOR SOURCE CAPTURE SYSTEM INSTALLATION FOR FIRE STATIONS 1, 2, 3 AND 5 (EMW-2019-GF-0443) GRANT PROJECT FUND (R1104)”

**Operating Budget Amendment FY20-21. Ordinance Adopted.** As part of the FY20-21 Budget Ordinance, the City includes a provision to allow for unfulfilled purchase orders to be carried over and appropriated in the new fiscal year. (G.S. §159-13).

The ordinance amends the annual operating budget for fiscal year 2021 for the amount of appropriations necessary to re-establish encumbrances for the individual outstanding purchase orders as of June 30, 2020 that we intend to honor in the new fiscal year (FY 2021). Also, enclosed is a purchase order rollover listing by fund and includes a brief description of the items/services. Departments must submit rollover requests in late July after submitting final invoices for June 30 to allow Finance a chance to clear out prior year bill payments. It was requested that rollover requests should be more than \$5,000.

Also, please find attached a fund balance appropriated analysis reflecting the Purchase Order Rollovers.

Items/services on the list represent construction contracts or service contracts that require significant time to completion or implementation which extends beyond the boundaries of the annual operating budget year from July 1 through June 30.

Purchase orders for **project funds** are presented for informational purposes only and are not included in the attached ordinance as they are not annual operating type funds.

The Local Government Commission of the State Treasurer’s Office recommends following the method of Reserve for Encumbrances that the City uses above. The other acceptable method offered requires the City to hold open the prior fiscal year to account for encumbrances. Although it is an acceptable method, the LGC does not recommend the use of this method.

Also, included is an amendment to transfer funds for the FEMA Assistance to Firefighters Grant for Source Capture System Installation for Fire Stations 1, 2, 3 and 5 (EMW-2019-GF-0443) (R1104) capital project fund which requires a 10% local match of \$18,371.18. This will be funded with a reduction of expenditures in the City Manager’s budget of \$15,000.00 and appropriation of General Fund fund balance in the amount of \$3,371.18.

**Analysis of Purchase Order Rollovers by Fund (FY20 to FY21)**

General Fund	\$ 434,324.93
Utility Fund	142,936.74
Downtown Municipal Service District	20,000.00
<b>Total Operating Funds</b>	<b><u>\$ 597,261.67</u></b>
Herman Park Center	\$ 735,950.00
Police Evidence & Fire Station Renovation	31,201.11
JAG Grant	29,282.48
TIGER 2016 Streetscape Project	670,336.44
Phase IV Sewer Rehab SRF	3,006,539.20
Sewer Rehab SRF W-17-0110	15,697.60
Golden Leaf Stormwater & Sewer Infrastructure	516,722.10
Water Lines/Booster Pump SRF WIF-1938	14,629.00
Plate Settlers Project SRF	1,403,612.37
CDBG	29,875.00
<b>Total Project Funds</b>	<b><u>\$ 6,453,845.30</u></b>
<b>Total All Fund Types</b>	<b><u>\$ 7,051,106.97</u></b>

**Analysis of Appropriated Fund Balance (Operating Funds Only)**

**GENERAL FUND**

<u>Date</u>	<u>Description</u>	<u>Adopted</u>
6/17/2020	Ord 2020-16 FY20-21 Adopted Budget (Cemetery Mower \$12,964)	\$ 12,964.00
	Current Year Appropriations	<u>\$ 12,964.00</u>
9/8/2020	FY19-20 Purchase Order Rollovers	\$ 434,324.93
9/8/2020	Transfer for FEMA AFG Grant R1104	3,371.18
	Proposed	\$ 437,696.11
	Current Year with Proposed	<u>\$ 450,660.11</u>

**UTILITY FUND**

<u>Date</u>	<u>Description</u>	<u>Adopted</u>
6/17/2020	Ord 2020-16 FY20-21 Adopted Budget	\$ -
	Current Year Appropriations	<u>\$ -</u>
9/8/2020	FY19-20 Purchase Order Rollovers	\$ 142,936.74
	Proposed	\$ 142,936.74
	Current Year with Proposed	<u>\$ 142,936.74</u>

**DOWNTOWN MUNICIPAL SERVICE DISTRICT FUND**



<b>Date</b>	<b>Description</b>	<b>Adopted</b>
6/17/2020	Ord 2020-16 FY20-21 Adopted Budget	\$ -
	Current Year Appropriations	\$ -
9/8/2020	FY19-20 Purchase Order Rollovers	\$ 20,000.00
	Proposed	\$ 20,000.00
	Current Year with Proposed	\$ 20,000.00

It is recommended the City Council adopt the following entitled FY20-21 Operating Budget amendment. Consent Agenda Approval. Williams/Polack (5 Ayes)

**ORDINANCE NO. 2020-21 “AN ORDINANCE AMENDING THE BUDGET ORDINANCE OF THE CITY OF GOLDSBORO FOR THE 2020-21 FISCAL YEAR”**

**US Dept. of Justice: Edward Byrne Memorial Justice Assistance Grant (JAG) Formula Program: Local Solicitation. Resolution Adopted.** The Goldsboro Police Department has been notified that Federal grant funds are available from the 2020 Edward Byrne Memorial Justice Assistance Grant (JAG). This is the same grant that was applied for in 2019.

The total amount of the grant is \$34,766.00. As in 2019, the Grant requires that the application be filed on behalf of both the Goldsboro Police Department and the Wayne County Sheriff’s Office. The Goldsboro Police Department will be eligible to receive \$20,859.60 and the Wayne County Sheriff’s Office will be eligible to receive \$13,906.40.

The grant requires the application be submitted to the City Council for review only, no fewer than 30 days prior to the application submission, or before the grant will be awarded.

The Goldsboro Police Department has proposed to purchase crowd control protective equipment for officers and the Wayne County Sheriff’s Office has proposed to purchase a vehicle.

It is recommended the following entitled resolution be adopted supporting the Police Department applying for this grant. Consent Agenda Approval. Williams/Polack (5 Ayes)

**RESOLUTION NO. 2020-57 “A RESOLUTION SUPPORTING THE 2020 EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG) APPLICATION”**

**Approve the Application for Asset Inventory and Assessment Grants. Resolution Adopted.** Asset management is the process of developing, operating, and maintaining assets. Correctly identifying and classifying assets is critical to the survival of a water and sewer utility, specifically its solvency and risk. An asset is a resource, operated by the City of Goldsboro, with future economic benefits for our systems.

The City of Goldsboro submits applications for clean water and drinking water state revolving funding and grants biannually. Scoring on applications for “system management” have traditionally been zero (0), having no approved capital improvement plan, asset management plan, and the affordability of water and sewer services.

In order to make the City of Goldsboro more competitive during application awards, create system integrity, and create cost savings, Public Utilities staff is working on developing best management practices through asset management.

Public Utilities has budgeted monies in fiscal year 20-21 for asset management and looks to leverage opportunities for additional funding by applying for a grant which requires a match.

It is recommended the City Council approve the following entitled Resolution authorizing the Mayor to approve application for asset inventory and assessment grants. Consent Agenda Approval. Williams/Polack (5 Ayes)

AREOLUTION NO. 2020-58 RESOLUTION AUTHORIZING THE APPLICATION FOR ASSET INVENTORY AND ASSESSMENT GRANTS

**Adopt and Approve the Water and Sewer System Capital Improvement Plan.**

**Resolution Adopted.** A capital improvement plan is a short-range plan, usually five to ten years, which identifies capital projects and equipment purchases, provides a planning schedule and identifies options for financing the plan.

The City of Goldsboro submits applications for clean water and drinking water state revolving funding and grants biannually. Scoring on applications for “system management” have traditionally been zero (0), having no approved capital improvement plan, asset management plan, and the affordability of water and sewer services.

In order to make the City of Goldsboro more competitive during application awards, an approved plan of at least five years is necessary. The Utility Master Plan and forecasted capital improvements have not been updated by professional engineering firms since 2008, however utility fund staff has created an internal working plan for approval.

It is recommended the City Council approve the following entitled Resolution authorizing the Mayor to approve the water and sewer system capital improvement plan. Consent Agenda Approval. Williams/Polack (5 Ayes)

RESOLUTION NO. 2020-59 “RESOLUTION TO ADOPT AND APPROVE THE WATER AND SEWER SYSTEM CAPITAL IMPROVEMENT PLAN”

**SITE-17-20 Site and Landscape Plans- Precision Franchising, Inc. (Precision Tune Autocare). Approved.** Subject property is located on the south side of Spence Ave. between N. Hillcrest Dr. and Cashwell Drive.

Frontage: 155.89 ft.  
Depth: 350 ft.  
Area: 54,561 sq. ft. or 1.25 acres  
Zoning: General Business (GB)

The property is currently clear and vacant and is located between two existing restaurants. West of the site is a Burger King and east of the site is Jay’s Kitchen.

Nonresidential developments on parcels that disturb greater than one acre shall be approved by Goldsboro City Council.

The submitted site plan indicates a two-story, brick-veneer commercial building consisting of approximately 7,017 sq. ft. Applicant proposes to use the facility as an automobile inspection, repair and service center.

A floor plan has been provided which consists of a waiting room, laptop/internet bar, kid zone, offices, parts/supply storage area and restrooms for customers and employees of the business on the first floor of the facility fronting Spence Avenue. In addition, ten (10) garage bays are located at the rear of the facility for automobile inspection, service and repair.

The second floor consists of a mezzanine used for heating and air equipment including mechanical exhaust systems and miscellaneous storage.

Hours of Operation: Monday-Friday: 8am-6pm  
Saturday: 8am-5pm  
Employees: 12

Access to the site will be provided from a 24 ft. wide driveway cut off of Spence Avenue. Since Spence Avenue is a NCDOT state-maintained road, a driveway permit will be required and approved in accordance with NCDOT standards.

A total of 47 paved parking spaces have been provided including 2 handicap accessible parking spaces. 17 spaces will be located in front of the facility along Spence Avenue to include 2 handicap accessible parking spaces. 27 parking spaces will be located along the western property line. 3 parking spaces will be located adjacent to the principle building in close proximity to the main entrance.

Applicant has been informed that auto repair facilities and all outdoor storage areas for vehicles other than customer parking shall be screened from public view in accordance with the City's Unified Development Code. Applicant has informed staff that there will be no outside storage of automobiles after business hours.

6 ft. wide interior sidewalks and handicap ramps have been provided for access by customers and employees from the parking lot to building entrances.

Exterior sidewalks are not shown on the site plan. According to the Unified Development Code, exterior sidewalks are required for new development. Staff and NCDOT officials are working with the applicant to secure proper permits for the construction of sidewalks along the property frontage and within the public right of way.

The site plan indicates a proposed Type A, 10 ft. wide landscape buffer along the western, southern, and eastern property lines. A total of 4 street trees are proposed along Spence Avenue. Vehicular surface area plantings, vehicular surface buffers and landscape islands are not indicated on the plan. Applicant is working with staff to ensure that the site meets the City's landscape ordinance.

A storm water retention pond is shown at the rear of the property. It will be required to be screened with evergreen shrubs.

The proposed automobile inspection, repair and service center's exterior building materials consists of brick-veneer walls, exterior insulation finishing systems (stucco), metal awnings and copings and aluminum framed-metal windows and doors with tinted glazing. Staff is working with the applicant to ensure that the parapet wall located over the ten garage bays features three dimensional cornice treatments and not be of a constant height for longer than one hundred feet.

Commercial lighting plans have not been submitted, however, staff will work with the applicant to ensure that proposed lighting is compliant with the City's commercial lighting ordinance.

Interconnectivity has been provided on the submitted site plan at the front and rear of the property adjacent to the eastern property line.

The property is not located within a Special Flood Hazard area. City water and sewer are available to serve the site.

Storm water calculations, grading and drainage plans have been submitted. The applicant will be required to meet City Engineering standards before construction permits are released.

An enclosed commercial dumpster area with a concrete pad is shown at the rear of the site and adjacent to the storm water infiltration area. The dumpster enclosure will match the elevations of the proposed auto service center and will be screened in accordance with City standards. The Planning Commission, at their meeting held on August 31, 2020, recommended approval of the Site and Landscape Plan with the requested modifications.

It is recommended Council accept the recommendation of the Planning Commission and approve the site and landscape plan with the following modifications.

- (1) Modification to install City sidewalks due to the existing site conditions and recommendation from NCDOT to refrain from installation due to future road improvements.
- (2) Pay a fee in lieu of sidewalk construction in the amount of \$2,380.00. Consent Agenda Approval. Williams/Polack (5 Ayes)

**S-6-20 Habitat for Humanity of Goldsboro-Wayne Inc. (Preliminary Subdivision Plat). Approved.** The applicant has recently acquired nine (9) existing private parcels located on the south side of W. Grantham Street between N. Alabama Avenue/W. US 70 Hwy. and the west side of N. Georgia Avenue.

The applicant intends to recombine and divide portions of previously subdivided and recorded lots for the purpose of sale and residential development.

According to the City of Goldsboro's Unified Development Code, the applicant is required to follow the City's subdivision approval process since the number of total number of existing lots will be increased from 9 to 12.

Totals Lots:	12
Total Area:	2.774 acres
Min. Lot Size:	6,746 sq. ft.
Max. Lot Size:	11,423 sq. ft.
Average Lot Size:	8,572 sq. ft. or 0.231 acres
Zoning:	R-6 (Residential)

Currently, all existing lots are vacant with the exception of Lot #9 which is occupied by an existing single-family dwelling. Applicant intends to demolish existing home on Lot#9 and replace with a new home meeting the requirements of the R-6 (Residential) zoning district.

As previously stated, the submitted preliminary plat contains a total of twelve (12) lots proposed for residential development.

Building setbacks for single-family dwellings within the R-6 zoning district are as follows:

Front:	25 ft.
Rear:	25 ft.
Side:	8 ft.
Side (Corner Lot):	16 ft.

No new streets are proposed for the subdivision. N. Alabama Avenue, Marshall Street and N. Georgia Avenue are existing City streets paved and maintained by the City of Goldsboro. City water and sewer are available to serve all lots within the proposed subdivision. The proposed subdivision is not located within a Special Flood Hazard Area.

The Planning Commission, at their meeting held on August 31, 2020, recommended approval of the Preliminary Subdivision Plat.

It is recommended Council accept the recommendation of the Planning Commission and approve the Preliminary Subdivision Plat. Consent Agenda Approval. Williams/Polack (5 Ayes)

**Adopting an Electronic Records and Imaging Policy for the City of Goldsboro. Resolution Adopted.** The City of Goldsboro utilizes modern electronic technology to efficiently and effectively deliver service to the public and document the city's operations. The City would like to transition to a more paperless digital system to reduce required storage space for original documents as well as provide easier access to documents. To ensure these records remain accessible over time, established guidelines are needed.

The Electronic Records and Imaging Policy reflects guidelines established by the North Carolina Department of Natural and Cultural Resources publication *Guidelines for Managing Trustworthy Digital Public Records*. All public records as defined by North Carolina G.S. § 132-1 are covered by this policy. This includes permanent and non-permanent records, including both confidential and non-confidential records. This policy serves as basic documentation of the procedures followed by the department in imaging, indexing, auditing, backing up, and purging electronic records in accordance with the disposition schedule, and in handling the original paper records, if applicable. This policy also serves to protect those records digitized by the city's in-house imaging system. The form provided in Section 10 of this document, *Request for Disposal of Original Records Duplicated by Electronic Means*, is completed and submitted to the

Department of Natural and Cultural Resources whenever this city wishes to dispose of a series of paper records that have been digitized. This policy will be re-evaluated at least every five years and updated as required.

It is recommended Council adopt the following entitled Resolution approving the Electronic Records and Imaging Policy. Consent Agenda Approval. Williams/Polack (5 Ayes)

**RESOLUTION NO. 2020-60 “RESOLUTION ADOPTING THE ELECTRONIC RECORDS AND IMAGING POLICY”**

**End of Consent Agenda.**

**City Manager’s Report.** Mr. Salmon provided information on the Governor’s Executive Order 163. Playgrounds are now open to the public. Parks and Recreation has a virtual camp for students.

**Mayor and Councilmembers’ Reports and Recommendations.**

Councilmember Williams stated at our last meeting of July 13<sup>th</sup> in lieu of transparency, I thought it was important that you the citizens were made aware that a settlement had been made with a department head. Our city attorney advised this council once we had the settlement, which was done in closed session that we would have to go in open session to report to the public and have entered into the minutes. We have had several Council meetings since July 13<sup>th</sup>, but there has been no mention of the settlement. So I asked our city attorney why we have not notified the public and that when his story switched. According to him, he consulted with some other attorneys and they felt it should not be disclosed to you the public even though taxpayer dollars had been used. Here is what is concerning to me and should be to you, why does our city attorney have to consult with other attorneys in order to find a way to hide something from you the public. Why can’t our city attorney just consult and read what the law says. According to some of the statutes I have read it suggest something different. This is deeply concerning because there have been quite a few other occasions where our city attorney has given inaccurate information which to me causes problems for us at the city. This has caused me to have to research statute and look to the School of Government on my own in order to get clarity and accuracy because of not feeling confident in some of the things the city attorney has presented. I believe in transparency. I believe that all of our citizens should know where the tax dollars are being spent that is why I have consistently asked for a forensic audit. As I have said before, it has come to our attention as a council that we have some financial entanglements in some of our departments and we do not know if it’s intentional or not but I feel it is making things difficult for us to move our city forward financially. We have had to take cuts in some departments and in some cases there been fees raised which are citizens absorbed, like 17% water hike. Remember it was reported by the finance director that the auditors who were serving us were not auditing but only doing bookkeeping, to me that is a red flag. I believe some of my fellow councilmen also felt the same way, that’s why at our September 23, 2019 Council meeting which was before the election Item M, for a forensic audit, was on the agenda. It was voted and supported by myself, Councilmember Ham, and former Councilmember Foster. Postelection it seems everyone has amnesia, we have since discussed the forensic audit during our 2020 budget session along with new councilmembers and a vote was put on the floor regarding a forensic audit. To me this is another concern I have with our attorney because why didn’t he advise council that when the motion came up in 2020 that we had already approved it in 2019. Well I asked that question and I’m still waiting for an answer. Usually when I have asked for certain things I have asked at meetings that a reasonable attorney should know or not know how quickly research our city attorney tells me he will have to research and get back to me. Sometimes that is a few weeks or not at all. It makes me feel at times more efforts are put into researching ways to either discount what I’m saying in order to make me look bad or block what I am trying to achieve for my community, however, I’ve seen our city attorney in some meetings with other boards and members and he shows his capabilities to readily access information that some may even deem some time to get that our city attorney will research the information while at the meeting and will get it to them before the meeting is over. I just wish we could all get equal treatment. Now back to this whole settlement thing, a local publication on August 24<sup>th</sup> wrote an article and pasted my face on the article that read “city denies liability but still paid \$25,000 settlement with department head for alleged discrimination.” To me this is a long-standing media game we have

all seen play out too often by some media who wants to consistently push the propaganda of the big black bad man. Shame on you all who willingly participates in things that push these stereotypes, especially wood what we see happening in our country. Doing this could get a person hurt this is disgusting. If you have truly followed the Williams Simpson – Carter saga as stated, their wording, they feel as if this is a soap opera, this is real life, me, my family and my community has been hurt by these untruths. See in my opinion the wrong individual received the money. We could have used those dollars to help children wood hotspots so they do not have to do school work downtown in the hot sun or took some money to help the homeless get off the street for a month or two. Again, let me state, I have not done anything to the community affairs director or any person working with the city of Goldsboro and what I have had to endure because these lies is downright shameful. I think it's important accurate information is put forth to stop some of the misleading information that is confusing our community, for example, this article states I violated the settlement details of confidentiality. This article would have you believe that I did not follow the confidentiality rules because I spoke to you the citizens and made you aware. Part of my job as city councilman is to keep you aware to the best of my ability. I think you all understand the sunshine laws. They are meant to shine light on municipalities and keep them free of corruption. Our city attorney, city manager, our clerk, and my fellow councilmembers had numerous closed session meetings pertaining to this settlement matter. Again our city attorney advised us once the settlement is agreed upon, we the Council must come out of closed session and vote to approve the process. To this day this has never happened. It appears to me we have failed the public meetings rule, remember \$10,000 of public funds were used towards the insurance deductible to settle the suit, it must make you wonder how many other settlement cases have the city incurred that has not been part of the public record. Councilmember Williams stated there are some inaccuracies in the article and hopes once the inaccuracies are discovered the publication will go back and make any necessary corrections. Councilmember Williams went on to share concerns about these publications not attacking his fellow white brothers and sisters. Councilmember Williams shared information regarding additional articles written by this publication. Councilmember Williams stated it is not a secret I have been consistently asking for public records and it's no secret that they have been blocking me from receiving public records. It has been costly to some seeking public records notice I said some, while others appear to get what they want at record speed. Perhaps I need to start asking Mr. Fine to request records for me and then maybe I can get them. Councilmember Williams shared information regarding confidentiality law and read North Carolina General Statute 132.1. Councilmember Williams stated according to North Carolina Public Records Act, provides liberal access to public records consistent with that purpose in the absence of clear statutory exemption or exception documents that fall within the definition of public records in the act must be made available for public inspection. I have 106 case notes that will help shine light on the scenario. Knowledge is power and the more you have the more you can become a threat for those who do work hard to keep you from the truth. Remember I at one point in time, they said someone like me was 3/5 of a man. Be careful of the information fed to you, it can starve your truth or feed your ignorance. God bless you, good night and thank you for your patience.

Councilmember Matthews stated no comment.

Councilmember Ham stated no comment.

Mayor Allen stated we loss a true pillar of the community, Mr. Charles Norwood. He is just as a good person you could ever meet. Mayor Allen shared he was on the board of the United Way, chairman of the Parks & Recreation Committee, chairman of Goldsboro City Schools, Friends of Willowdale, Community Soup Kitchen and St. Stephen's Church. He is survived by his wife of 62 years, Ms. Nancy Norwood and three kids, Sarah, Ann and John. I just want to tell them my heart is with them, the city's heart is with them and we are here if there is anything we can do.

There being no further business, the meeting adjourned at 7:25 p.m.

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Chuck Allen  
Mayor

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Melissa Capps, MMC/NCCMC  
City Clerk