



Town of Franklinton

Board of Commissioners
Town Hall 101 N. Main St.
March 21, 2023, 7:00 PM

MINUTES

Those who Attended: Mayor Art Wright, Commissioners John Allers, Anita Fuller, Alvin Holden, Judy McArn, and Latasha Wilder, Town Manager Zach Steffey, Town Attorney Brian Pridgen, and Town Clerk Lauren Chandler

Others who Attended: Public Works Director Brad Kearney, Parks and Recreation Director Shumara Thomas, Town Planner Chris George, Chief of Police James Davis, Jr., Carey Johnson with The Franklin Times, and citizens.

Mayor Wright called the Board of Commissioners meeting to order. Commissioner Holden led the Pledge of Allegiance.

Approval of Agenda

Commissioner Wilder made a motion to approve the agenda. Commissioner Allers seconded the motion. The motion was approved by a vote of 5-0.

Approval of Minutes

Commissioner McArn made a motion to approve the following minutes: February 21, 2023 Regular Meeting and February 21, 2023 Adjustment Meeting. Commissioner Holden seconded the motion. The motion was approved by a vote of 5-0.

Consent Agenda

a. Personnel Policy Updates

Commissioner Allers made a motion to approve the Consent Agenda. Commissioner McArn seconded the motion. The motion was approved by a vote of 5-0.

Public Comments

Bernie Meader, 601 E Green St, gave an update on the Franklinton Community Garden. The green house donated by the school is up and in use. Mr. Meader asked the Board of Commissioners to consider approving to provide water and electricity to the green house. Mr. Meader asked the Town to underwrite this project. He also mentioned that the Public Works crew has helped with the drainage around garden. Mr. Meader stated that he has not used any other Town resources for the community garden thus far. Mr. Meader invited the Commissioners to come to the garden and look around at the progress. Commissioner McArn congratulated Mr. Meader on getting Citizen of the Year. This was awarded by the American Legion, and Mr. Meader accepted the honor on behalf of all the volunteers that have worked alongside him.

Agenda Items

a. Annexation of 406 and 408 South Main Street Parcel ID 007620 and 033824

i. Presentation of Annexation

Zachary Steffey

This is the second meeting for this annexation. The requested action from the Board of Commissioners is to hold a Public Hearing, voting to open and close the Public Hearing, and to consider approving the Annexation Ordinance for Parcels 033824 & 007620.

ii. Vote to open Public Hearing

Board of Commissioner

Commissioner Allers made a motion to open the Public Hearing. Commissioner McArn seconded the motion. The motion was approved by a vote of 5-0.

iii. Vote to close Public Hearing

Board of Commissioners

Commissioner Allers made a motion to close the Public Hearing. Commissioner Holden seconded the motion. The motion was approved by a vote of 5-0.

iv. Vote on Annexation

Board of Commissioners

Commissioner McArn made a motion to approve the Annexation of 406 and 408 South Main Street Parcel ID 007620 and 033824. Commissioner Wilder seconded the motion. The motion was approved by a vote of 5-0.

b. Annexation of Property Owned by the Town of Franklinton at 582 and 584 South Main Street Parcel IDs 024199 and 008512

i. Presentation of Annexation

Zachary Steffey

This is the second meeting in the series of meetings for the annexation of these two parcels also known as Evergreen Cemetery. The requested action from the Board of Commissioners is to hold a Public Hearing, vote to open and close the Public Hearing, and to consider approving the Annexation Ordinance for 024199 and 008512.

ii. Vote to open Public Hearing

Board of Commissioners

Commissioner Wilder made a motion to open the Public Hearing. Commissioner Fuller seconded the motion. The motion was approved by a vote of 5-0.

iii. Vote to close Public Hearing

Board of Commissioners

Commissioner Holden made a motion to close the Public Hearing. Commissioner Allers seconded the motion. The motion was approved by a vote of 5-0.

iv. Vote on Annexation

Board of Commissioners

Commissioner McArn made a motion to approve the Annexation of Property Owned by the Town of Franklinton at 582 and 584 South Main Street Parcel IDs 024199 and 008512. Commissioner Allers seconded the motion. The motion was approved by a vote of 5-0.

c. ABC Board Appointments

Each Commissioner selected a candidate for appointment by ballot. Jennifer Johannson was selected to fill the vacancy on the Town of Franklinton ABC Board. Commissioner Allers made a motion to appoint Jennifer Johannson to serve on the ABC Board. Commissioner McArn seconded the motion. The motion was approved by a vote of 5-0.

d. Tree Committee Appointments

Each Commissioner selected 5 candidates for appointment by ballot. The following candidates were selected to serve on the Tree Committee: Thomas McCray Harris, Rhonda Carper, Shelia Allers, Kristine Jone, and Judy McArn. Commissioner Wilder made a motion to appoint the selected candidates to serve on the Tree Committee. Commissioner Fuller seconded the motion. The motion was approved by a vote of 5-0.

e. Special Events Committee Appointments

Each Commissioner selected 5 candidates for appointment by ballot. The following candidates were selected to serve on the Special Events Committee: Judy McArn, Roxanne Hudson, Maurice Hargraves, Quantess Randle, and Kristine Jones. Commissioner Holden made a motion to appoint the selected candidates to serve on the Special Events Committee. Commissioner McArn seconded the motion. The motion was approved by a vote of 5-0.

Reports

i. Staff Reports (included in packet)

1. Archer + Pratt had their ribbon cutting this month. We are excited to have them in Downtown Franklinton. Thank you to everyone who came to that event.
 2. The Public Works department completed the sidewalk project on North Main Street. Public Works installed the ADA mats and concrete sidewalk portions for the crosswalk on North Main Street. NCDOT has painted the stripes for the crosswalk. We appreciate the cooperation with NCDOT on this project and we thank our Public Works crew for a job well done. This will be a helpful addition to our walking community. This creates a safer 1-mile walking loop that encompasses our downtown and North Main Street.
 3. We are celebrating Woman's History Month. We want to thank our staff who go above and beyond and want to recognize them this month.
 4. The Town also recognizes its Leprechaun and his contributions to Fridays in Franklinton. We had a good turnout. We also want to recognize DJ Q Focus with Porte Noire Gardens who sponsored Fridays in Franklinton.
 5. Chief got to spend some time with Zach the service/therapy dog.
 6. We would like to recognize Alexander Sparrow for getting the Coca-Cola mural fixed back to its original condition.
 7. We are still in the 5&7 East Mason Street bidding process. The bidding process closes April 6th at 4:00 PM. It's an exciting time to invest in our downtown.
 8. We had our 2nd Franklinton Chamber of Commerce Meeting. We want to thank 4 North for allowing the Franklinton Chamber to use their space. We had a great turn out for that meeting and productive conversations. We will be scheduling another one for the month of April.
 9. The Town will be partnering with Franklin County's Easter egg hunt on April 1st at 11:00 am. It will be at the Franklinton Park and there will be around 12,000 Easter eggs.
 10. Our next Fridays in Franklinton is March 31st. The Easter Bunny should make an appearance and there will also be an Easter Egg hunt. We want to thank Sugar Grinders for their contribution to this event.
 11. Congratulations to Cutchin's Funeral Home in celebrating their 85th anniversary.
 12. Mayor Wright mentioned the Town's surplus items are for sale on www.govdeals.com
 13. Commissioner Wilder mentioned the Flag Football sign-ups coming up and to thank Ms. Thomas for the great ending to the Basketball season.
- f. Advisory Board Reports (included in packet)

Upcoming Meetings and Events

- a. March 31, 2023 – Fridays in Franklinton 5:00 PM – 8:00 PM
- b. April 1, 2023 – Easter Egg Hunt at Franklinton Park at 11:00 AM
- c. April 6, 2023 – Final Bids for 5&7 East Mason St. until 4:00 PM
- d. April 7, 2023 – Town Hall closed in observance of Good Friday
- e. April 10, 2023 – Planning Board Meeting 6:00 PM -7:00 PM at Town Hall
- f. April 18, 2023 – Board of Commissioners Meeting 7:00 PM at Town Hall

Adjournment

Commissioner Allers made a motion to adjourn the Board of Commissioners meeting. Commissioner McArn seconded the motion.

X



Arthur Wright
Mayor

X



Lauren Chandler
Town Clerk

Signature page for March 21, 2023 Board of Commissioners meeting minutes.



Town of Franklinton

Board of Adjustment
Town Hall 101 N. Main St.
March 21, 2023, 7:00 PM

MINUTES

Those in Attendance: Mayor Art Wright, Commissioners John Allers, Anita Fuller, Alvin Holden, Judy McArn, and Latasha Wilder, Town Manager Zach Steffey, Town Attorney Brian Pridgen, and Town Clerk Lauren Chandler

Others in Attendance: Public Works Director Brad Kearney, Parks and Recreation Director Shumara Thomas, Town Planner Chris George, Chief of Police James Davis, Jr., Carey Johnson with The Franklin Times, and citizens.

Mayor Wright called the Board of Adjustment meeting to order.

Approval of the Board of Adjustment Agenda

Commissioner Allers made a motion to approve the Board of Adjustment Agenda. Commissioner Holden seconded the motion. The motion was approved by a vote of 5-0.

Agenda Items

- a. Consideration of a Special Use Permit application for 5 South Main Street Parcel ID 010058 for a Mixed-Use Residential and Commercial Development located in the C-2D Zoning District of the Town.

- i. Presentation of Special Use Permit

Zachary Steffey

Mr. Steffey asked if anyone was present on behalf of the applicant for this project. The applicant was absent from the meeting and no other representative was present. In the absence of the applicant, Mr. Steffey asked the Board of Adjustment to table or continue this item until the Board of Adjustment meeting in April.

Commissioner Allers made a motion to continue this item at the April 18, 2023 Board of Adjustment meeting. Commissioner McArn seconded the motion. The motion was approved by a vote of 5-0.

- ii. Applicant Presentation and Comments

Mr. Hurt

- iii. Vote to Open Evidentiary Hearing

Board of Adjustment

- iv. Vote to Close Evidentiary Hearing

Board of Adjustment

- v. Vote on Special Use Permit

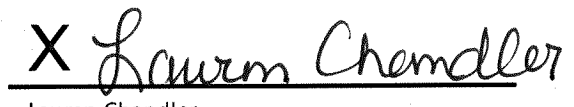
Board of Adjustment

Adjournment

Commissioner Holden made a motion to adjourn the Board of Commissioners meeting. Commissioner McArn seconded the motion. The motion was approved by a vote of 5-0.

X 

Arthur Wright
Mayor

X 

Lauren Chandler
Town Clerk

Signature lines for Board of Adjustment meeting March 21, 2023.



Town of Franklinton

Special Meeting
Town Hall 101 N. Main St.
March 29, 2023, 7:00 PM

MINUTES

Those in Attendance: Mayor Art Wright, Commissioners John Allers, Anita Fuller, Alvin Holden, Judy McArn, and Latasha Wilder, Town Manager Zach Steffey, Town Attorney Brian Pridgen, and Town Clerk Lauren Chandler

Others in Attendance: Chief of Police James Davis Jr., Carey Johnson with The Franklin Times

Mayor Wright called the Special Meeting to order. Commissioner McArn led the Pledge of Allegiance.

Approval of Agenda

Commissioner Wilder made a motion to approve the Special Meeting agenda. Commissioner Fuller seconded the motion. The motion was approved by a vote of 5-0.

Agenda Items

- a. Closed Session pursuant to NCGS § 143-318.11 (3) attorney client privilege and § 143-318.11 (6) personnel.

i. Vote to enter into Closed Session

Board of Commissioners

Commissioner McArn made a motion to enter into Closed Session. Commissioner Allers seconded the motion. The motion was approved by a vote of 5-0.

ii. Vote to come out of Closed Session

Board of Commissioners

Commissioner Allers made a motion to come out of closed session. Commissioner Fuller seconded the motion. The motion was approved by a vote of 5-0.

- b. Budget Workshop

i. Discussion of Budget for FY2023-2024

Zachary Steffey

Mr. Steffey presented a progress update for the Fiscal Year 2023-2024 budget. The proposed revenues are \$2,603,081.00.

Mr. Steffey included a breakdown of these revenues in his presentation. The expenditures are balanced at \$2,603,081.00.

The breakdown of these expenditures was also included on Mr. Steffey's presentation.

The largest of the expenses goes to the Police Department at \$960,196, followed by General Administration at \$447,000 and Public Works at \$441,000. Some of the highlights in the budget:

- It is a balanced budget.
- There is no tax increase proposed for FY23-24
- The budget includes a cost-of-living adjustment for all full-time employees.
- The budget includes funding for training and professional development across all departments.
- We have forecasted for the possible departure of some of our employees that may be retiring within the next year. Salaries have been adjusted in the budget to reflect this possible change.

- This budget includes two vehicles through the Enterprise Fleet Management Program for the Police Department and one vehicle for the Public Works Department.
- We have put together a list of Capital Improvement Projects to begin to plan for the Town's future. Mr. Steffey stated he did not think the Town would be able to set aside funds this year for these projects, but the Town can proceed with identifying priorities and objectives that the Town should plan to budget for in the future. This would include large projects the Town has not been able to do in the past.
- Staff Appreciation line item was added to the budget for Christmas Bonuses and other ways to recognize staff throughout the year for high performance.
- The Town plans to research the Flock Cameras contract. This contract runs out in July 2023, so the Town may consider discontinuing this contract. T This is a \$50,000 a year obligation.
- Mr. Steffey and Chief Davis discussed having more officers on the road and focusing on retention and remaining competitive by making sure our employees are well compensated. The Town did a mid-year 6% increase and has added the 3% COLA for the FY2024 budget. Officers employed on or before July 1, 2023 that remain employed through January 2024 will receive a 3% mid-year increase in January 2024. This incentivizes our current officers to stay with the Town of Franklinton. Hopefully with the FY 2024-2025 reevaluation process, the Town will see an increased availability of funding. The Town has put in for two grants to help fund police officer positions: one a Federal grant and one through the Governor's Highway Safety Program. If either of the grants are awarded, then the Town would do a budget amendment to reflect the Town's matching obligations.

The Board would like to focus on core sports which includes: flag football, baseball, soccer, and basketball. The Senior Walking Club has no known costs but also needs to be investigated further for any liability concerns. The Board discussed the Cheerleading, Martial Arts, and Dance programs. Commissioner Wilder was not sure if the Town had a cheerleading program. Commissioner McArn said that there was a social media post on cheerleading in the past. The Board agreed to include only baseball, soccer, basketball, and flag football as core sports programs in the FY23-24 Budget.

Mr. Steffey mentioned that the Town events for the remainder of the calendar year would be the same as what was included on the events calendar that was previously submitted to the Board of Commissioners. This would only include our core events and represents about two events a month.

Mr. Steffey presented the draft Capital Improvement Projects list. He will be going through the projects and assigning estimated costs for each project so that the Town will be able to see how much needs to be set aside each year to reach our goals. Some of these projects may be 10 years out.

- Sidewalk repairs and new sidewalk installation
- Street Resurfacing (using the cost per linear foot and the previously completed road condition survey)
- Backhoe replacement (This equipment is newer so a replacement may not be needed until a later date)
- Street Sweeper
- Garbage Trucks (Contract runs out in 2024 – we may ask for a 1-year contract extension with GFL to further evaluate the best options for the Town)
- Community Center (potential YMCA)
- Cedar Creek Park (A park on the land donated to the Town)
- Franklinton to Novozymes Rail Trail (\$75,000 from a dedicated fund for the next 5 years)
- Downtown Streetscape Project (actively pursuing grants on this item but some may have a Town match requirement)
- Franklinton Passenger Rail Station

- Public Works mower replacement
- Improving area around Town Hall with the creation of a Town Hall Park
- Downtown parking paving project for the lot behind the Pocket Park
- Public works facility paving
- Pedestrian Safety improvements

Items discussed to add to the Capital Improvement Projects List:

- Cemetery surveying (we may be able to do this during the current fiscal year if funding is available)
- Town Hall parking lot with lighting improvements (Commissioner Wilder)
- Cameras in Downtown (Commissioner McArn) Currently the Town is using Ring cameras and it is cost effective and gives a comprehensive view of what is going on in town. More Ring cameras are planned to be added with new businesses coming into Town.
- Address parking within the Town – Mr. Steffey informed the Board that the staff has already looked into adding additional handicap parking spots (4-5 more spots) and looking for more parking down Water St. (changing to a one-way street which will allow for additional parking spaces)
- Cultural and Performing Arts Center
- Mr. Steffey also mentioned that the LGC requires at least 8% to remain in the Town general fund balance and that the Town should not drop below this minimum threshold. The Town would like to start putting funds toward increasing that percentage to give even more of a cushion for the future economic downturns or emergencies.
- Expand the Recreation Department with more activities. Partnerships within the community may be available to aid in the development of this item.

Commissioner Allers asked about the additional streets coming in with new developments and whether these would be included in the Powell Bill grant funding. Mr. Steffey answered that the Town received quotes for updating the Powell Bill streets map of the Town to submit for the Powell Bill Funds. This map will include any additional streets at the time of the survey. This new map is due in July. The Wooten Company is the firm that the Town will be going with to complete the survey.

Commissioner Wilder asked to include installing street signs that are missing throughout the Town. Mr. Steffey had increased the budgeted amount for the line item to help with those missing or damaged signs. Some of the streets mentioned were the intersection of Chavis Street and College Street, the end of Howard Harris Road, and Parkers Way. It was also mentioned that the Dunston Street sign is misspelled.

The budget is broken out similar to last years' budget with a few exceptions:

- The property liability and workers compensation amounts are broken out to each department instead of falling all under one department.
- We have the line item included in the budget for the Rails to Trails Project. We have budgeted for our \$75,000 yearly contribution, and those funds will be coming from that Capital Improvement Project fund on the revenues side of the budget.
- Mr. Steffey explained that he has conservatively adjusted the sales tax revenue projection by reducing it by 15%. This should provide some level of cushion in the event we enter into a recession within the next year.
- The Town will no longer be receiving ARPA funds and all of these funds have been fully expended or utilized.
- The Town has paid off all outstanding debt service.

The Board of Commissioners indicated they were in favor of the projected budget. Mr. Steffey stated he would send the budget in the Excel format to the Board of Commissioners.

There may be a few adjustments that are made as information comes in about insurance and other amounts where costs change each fiscal year. However, come June, this budget should be close to being the same as what has been presented this evening.

c. Acceptance of Donation of Real Property

i. Presentation of Donation

Zachary Steffey

The Town has received an offer for the donation of two pieces of real property in Town. The representatives of the property owners have reached out to the Town about this donation. The properties are located near the railroad tracks where the Coca-Cola mural is located. The addresses are 103 and 105 East Mason Street. The requested action of the Board of Commissioners is to authorize the Town Manager in consultation with the Town Attorney to complete the documentation needed to complete the transaction and to accept the donation of these two parcels. This is an exciting donation, and the Town is appreciative to the property owners. This is a valuable piece of property that gives the Town future opportunities and also allows the Town to preserve the existing mural.

Commissioner McArn asked if any Town staff have been in the buildings. Mr. Steffey answered that we have not been inside the building. The Town will have to evaluate the condition of the structure once we can get inside the buildings. Mr. Pridgen stated that his firm would do a thorough title search and make sure everything is correct in receiving this property. The Town has received a letter of intent from the property owner.

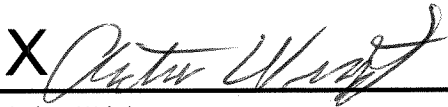
ii. Vote to accept Donation

Board of Commissioners

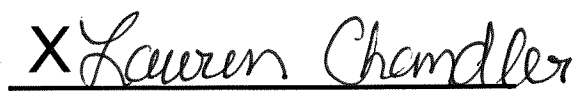
Commissioner Allers made a motion to accept the Donation of Real Property, 103 and 105 E Mason Street, Franklinton, NC 27525. Commissioner McArn seconded the motion. The motion was approved by a vote of 5-0.

Adjournment

Commissioner Allers made a motion to adjourn the Special Meeting. Commissioner McArn seconded the motion. The motion was approved by a vote of 5-0.

X 

Arthur Wright
Mayor

X 

Lauren Chandler
Town Clerk