

Minutes
Town of Chadbourn, North Carolina
Chadbourn Council Regular Meeting
Tuesday, May 5, 2026

The Regular Council Meeting of the Chadbourn Town Council was held Tuesday, May 5, 2026, at 7:00 pm, in the Council Meeting Room.

Members Present: Phillip C. Britt Mayor, Councilmembers: Rashad J. Roberts Sr., Danny W. Clewis, Sr., and Avala Nealy.

Members Absent: Mayor Pro Tempore Tony C. Jordan and Councilmember Colene Kelly Faulk

Others Present: John Bauer, Interim Town Manager and RaMonda L. Crosby, Town Clerk

Absent: Steven Price, Public Works Director and Kenneth Elliott, Police Chief

Call to Order and Roll Call: Mayor Britt called the meeting to order at 7:00 pm. RaMonda L. Crosby, Town Clerk, took roll call.

Invocation: Rudolph Yates led the assembly in prayer.

Pledge of Allegiance: Mayor Britt led the assembly in the Pledge of Allegiance.

Approval of Agenda: Mayor Britt shall request a motion/second to approve the Agenda as presented.

Employee Recognitions: RaMonda Crosby: Columbus County Municipal Association Event
Steven Price & Chief Kenneth Elliott & Public Works and Police Dept. Employees

Special Presentation: W. Greene, PLLC.; Independent Auditor's Report for Town of Chadbourn Independent Audit Report for Fiscal Year Ending June 30, 2025

APPROVAL OF AGENDA & CONSENT AGENDA

1. Approval - Agenda & Consent Agenda (Tab 1)
 - A. Town Council Minutes – Emergency Meeting: February 21, 2026
Regular Meeting: March 3, 2026
Regular Meeting: April 7, 2026
Special Meeting: April 27, 2026
 - B. Budget Amendment **25/26-01** for Civil Asset Forfeiture from Previous Budget Year and Current Received Funds: \$2,606.41
 - C. Budget Amendment **25/26-06** to Receive/Expense Insurance Claim Reimbursement for Totaled Police Vehicle and Vehicle Damages: \$19,369.87
 - D. Budget Amendment **25/26-07** Receive/Expense Funds from the 2026 Police Calendar Program: \$620.00
 - E. Budget Amendment **25/26-08** to Receive/Expense Alcohol Education Funds: \$2,326.00
 - F. Budget Amendment **25/26-03** to Receive/Expense Funds from the USDA Downtown Master Plan Grant: \$20,500.00
 - G. Budget Amendment **25/26-02** for Unexpected Repair Expense at Town Hall – HVAC System: \$12,000
 - H. Purchase Order: Independent Auditor Contract for FY 25-26: \$16,500.00

After further discussion, Councilmember Roberts made a motion to approve the Agenda and Consent Agenda with moving agenda item #3 (Budget Work Session) to May 11, 2026 at 5:30pm.

Motion by: Roberts
Seconded by: Clewis
Votes: 3-0
APPROVED

ACTION AGENDA

2. Action Agenda (Tab-2)

A. Budget Amendment 25/26-04 for Vacation/Comp Buy Back Policy - July 2025: \$55,441.63

Fund Balance	10-3990-0000 increase \$ 39,754.20
Fund Balance	30-3990-0000 increase \$ 15,687.43

Background

On December 21, 2021, Council reviewed the Compensatory and Vacation Time Policy. The policy has been updated several times over the past years with change of management. Council discussed the policy and has revised it as stated below:

Compensatory Time can be cashed out for over 160 hours per year

Vacation time can be cash out in any amount over 40 hours up to 160 hours per year

Buy outs can be twice per year in July and December of each year

After further discussion, Councilmember Roberts made a motion to approve the Budget Amendment 25/26-04 for Vacation/Comp Buy Back Policy - July 2025

Motion by: Roberts
Seconded by: Clewis
Votes: 3-0
APPROVED

B. Budget Amendment 25/26-05 for Vacation/Comp Buy Back Policy-December 2025: \$77,219.74

Fund Balance	10-3990-0000 increase \$ 55,675.60
Fund Balance	30-3990-0000 increase \$ 21,544.14

Background

On December 21, 2021, Council reviewed the Compensatory and Vacation Time Policy. The policy has been updated several times over the past years with change of management. Council discussed the policy and has revised it as stated below:

Compensatory Time can be cashed out for over 160 hours per year

Vacation time can be cash out in any amount over 40 hours up to 160 hours per year

Buy outs can be twice per year in July and December of each year

After further discussion, Councilmember Roberts made a motion to approve the Budget Amendment 25/26-05 for Vacation/Comp Buy Back Policy - December 2025

Motion by: Roberts
Seconded by: Clewis
Votes: 3-0
APPROVED

C. Budget Amendment 25/26-10 for the Interim Town Manager Appointment: \$15,000

Fund Balance	10-3990-0000 increase \$ 15,000.00
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Purchase Order: Interim Town Manager

Background: The Council offered John Bauer the opportunity to serve as Interim Town Manager on 07 APR 2026. He agreed to serve in this capacity, working physically in Chadbourn two days a week and remotely as well, billing the Town \$65 per hour plus mileage reimbursement at the standard federal rate. He began serving on 13 APR 2026. He serves at the pleasure of Council and his services can end at any time by either party.

After further discussion, Councilmember Clewis made a motion to approve the Budget Amendment 25/26-10 for the Interim Town Manager Appointment

RESOLVED, By the Chadbourn Town Council that the attached Budget Ordinance Amendment in the Amount of \$15,000 and Purchase Order Contract with John Bauer, in the Amount of \$15,000 for Interim Town Manager Contracted Services **IS APPROVED.**

Motion by: Clewis
Seconded by: Nealy
Votes: 3-0

APPROVED

- D. Budget Amendment 25/26-11 for Unexpected Repair Expense at Town Hall-HVAC System: \$15,000
Fund Balance 10-3990-0000 increase \$15,000.00
Purchase Order: HVAC Emergency Replacement : Town Hall

Background: The heat pumps failed April 21, 2026. They are more than ten years old. Repairing them was not deemed feasible.

After further discussion, Councilmember Clewis made a motion to approve the Budget Amendment 25/26-11 for Unexpected Repair Expense at Town Hall-HVAC System

RESOLVED, By the Chadbourn Town Council that the attached Budget Ordinance Amendment in the Amount of \$15,000 and Purchase Order Contract with Fairfax Heating & Cooling, Inc. in the Amount of \$14,896.00 for Emergency Replacement of Two Heat Pumps at Town Hall **IS APPROVED.**

Motion by: Clewis
Seconded by: Nealy
Votes: 3-0

APPROVED

- E Discussion/Possible Selection Town Attorney

Background: This is Placeholder for receipt of any responses to the Request for Proposals which had a deadline of Monday, 04 May 2026 by 5 pm

After further discussion, Councilmember Clewis made a motion to approve entering into hiring contract with selected Attorney for Town Attorney position.

RESOLVED, By the Chadbourn Town Council that is selected as the Town's Attorney **IS APPROVED.**

Motion by: Clewis
Seconded by: Nealy
Votes: 3-0

APPROVED

ANNOUNCEMENTS – Staff / Community Announcements

- To have a public announcement on the agenda or request to be on the agenda, call RaMonda L. Crosby at Town Hall at 910-654-4148 before May 22nd for the June 2nd meeting.

TOWN HALL ANNOUNCEMENTS

- Water Line Outage : May 4th through May 9th from 8 pm to 5 am
- Planning and Zoning Board will meet on Tuesday, May 19th at 6:00 pm
- Special Town Council Meeting: FY26-27 Fiscal Year Public Hearing on the Budget Tuesday, May 19th at 7:00 pm
- Memorial Day Town Hall Closed : May 25, 2026

PUBLIC COMMENTS (NCGS § 160A-81.1)

Anyone seeking to speak under Public Comments must complete a comment card and submit it to the Town Clerk prior to the start of the Town Council Meeting. When you come up to speak, you will need to state your name, address, what organization that you represent and your topic of concern.

Open 7:29p

Cynthia Ellis – Youth Entrepreneur Event being held May 16, 2026 in Chadbourn, NC. Free and open to everyone. Need the youth to come out, volunteers to assist and potential sponsors to support the event and cause.

Close 7:30pm

PUBLIC HEARING

None Scheduled

8. Monthly Reports

Interim Town Manager – Two Public Hearing Notices, Project Summary
Admin/Finance/HR/Grants – RaMonda Crosby
Police Department – Ken Elliott
Public Works – Steven Price

9. Items From Mayor and Council Members

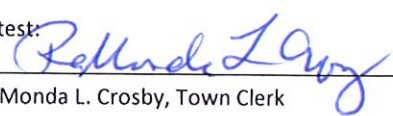
10. Adjournment

Councilmember Roberts made a motion to recess the Council Meeting until Monday, May 11, 2026 at 5:30pm to discuss the Budget Work Session at 7:44 pm.

Motion by: Roberts
Seconded by: Clewis
Votes: 3-0
APPROVED



Attest:


RaMonda L. Crosby, Town Clerk


Phillip C. Britt, Mayor