



Minutes
Town of Chadbourn, North Carolina
Chadbourn Council Regular Meeting Minutes
Tuesday, February 3, 2026
7:00 PM

The Regular Council Meeting of the Chadbourn Town Council was held Tuesday, February 3, 2026 at 7:00 pm in the Council Meeting Room.

Members Present: Phillip C. Britt Mayor, Mayor Pro Tempore Tony C. Jordan
Council Members: Avala Nealy, Danny W. Clewis, Sr., Colene Kelly Faulk and Rashad J. Roberts, Sr.

Members Absent: None

Others Present: J. Jason Robinson, Town Manager; RaMonda Crosby, Town Clerk; Steven Price, Public Works Director; Mike Stephens, Town Attorney and Chief Ken Elliott, Police Department.

Call to Order and Roll Call: Mayor Britt called the meeting to order at 7:02 pm. RaMonda 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 & CONSENT AGENDA

1. Approval - Agenda & Consent Agenda (Tab-1)

A. Town Council Minutes – January 6, 2025

Council Member Jordan made a motion to approve the Agenda and Consent Agenda.

Motion by: Jordan

Seconded by: Clewis

Votes: 5-0

APPROVED

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 February 20th for the March 3rd meeting.

TOWN HALL ANNOUNCEMENTS

- Planning and Zoning Board will meet on February 17th at 6:30 pm

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 7:05pm

Jeff Krauss – Thank you to Mayor, Town Council and everyone who helped to take care of this town. Especially, a big Thank You to Steven and his crew for keeping our roads clear. I am really impressed. We have great leadership. It starts with the leaders, and it trickles down. I brought with me today some representatives from the Deciders. Columbus County Deciders. They are here, Brittany and her mom, and they are co-captains. There are only two chapters here in North Carolina, but they have some information that they can share with you later on. It's just an effort that we are trying to do here in North Carolina to get everybody the first \$45,000 of income earned, untaxed and that would be great. Again, thanks and God bless y'all.

Closed 7:07pm

PUBLIC HEARING

None

ACTION AGENDA

2. Personnel Policy Rewrite – Consideration of Adoption (Tab 2) Sandra Gregory Piedmont Triad Council of Government

Background

In January, Town Council were given the draft version of the proposed personnel policy to review and make suggestions. Ms. Gregory will review any changes from January.

After further discussion, Council Member Roberts made a motion to approve document with recommended revisions:

- removal of residency requirement
- leave internal and external chain of communication command in place

Motion by: Roberts

Seconded by: Jordan

Votes: 5-0

APPROVED

3 LKC Engineering---Ben Wibbens, LKC Engineering (Tab-3)

Background

LKC has three items to bring before Town Council. The first item has to deal with the sewer collection system grant. There is a change order to realign sewer on Crawford Street and an amendment to the Engineering Services Agreement in order to add the additional work on Crawford Street and the sewer pump station on Institute Street into the agreement. The second item has to do with the water distribution system grant to add replacement of waterline on North Wilson Street and an amendment to the Engineering Services Agreement in order to add the additional work on North Wilson Street into the agreement. The third items is something that depends on the bid opening earlier in the day on February 3rd. If the low bid is within the budget, then LKC will have the bid award ready for the meeting. If it is not within the budget, the engineers are going to have to do something different.

- a. Sewer Collection System Improvements (SRP-W-ARP-0246)
 - o Change Order #3, Crawford Street Gravity Sewer Realignment
 - o Engineering Service Agreement Amendment #1, Institute Pump Station Rehabilitation

After further discussion, Council Member Faulk made a motion to move forward with the SRP-W-ARP-0246 Change Order #3, Crawford Street Gravity Sewer Realignment and Engineering Service Agreement Amendment #1, Institute Pump Station Rehabilitation with correction to Amendment #1 section III. Engineering Services – Construction Management and Inspection Total Current Amount to state \$253,000.00 not \$355,000.00.

Motion by: Faulk

Seconded by: Roberts

Votes: 5-0

APPROVED

- b. Water Distribution System Improvements (SRP-D-ARP-0321)
 - o Engineering Service Agreement Amendment #3, N Wilson Street Waterline Replacement

After further discussion, Council Member Jordan made a motion to move forward with the Water Distribution System

Improvements (SRP-D-ARP-0321)SRP-D-ARP-0321 Engineering Service Agreement Amendment #3, N Wilson Street Waterline Replacement with correction to Amendment #3 section II. Engineering Services – Design and Permitting Total Current Amount to state \$313,000.00 not \$315,000.00.

Motion by: Jordan
Seconded by: Roberts
Votes: 5-0

APPROVED

- c. WWTP Aeration Basin #1 Replacement (SRP-W-ARP-0350)
 - o Tentative Award to Low Bidder

Unable to have open bid due to weather. This has been moved to Thursday, February 5, 2026.

4. Regional Hazard Mitigation Consideration and Adoption---Jason Robinson, Town Manager (**Tab-4**)

Background

Every 5 years Bladen, Columbus, and Robeson Counties have to update their regional hazard mitigation plan. All the local governments within those three counties have to adopt the plan in order to be eligible for hazard mitigation funds. The resolution of adoption is attached.

After further discussion, Council Member Faulk made a motion to accept the Regional Hazard Mitigation Plan.

Motion by: Faulk
Seconded by: Clewis
Votes: 5-0

APPROVED

5. Budget Calendar---Jason Robinson, Town Manager (**Tab-5**)
Jason Robinson, Town Manager

Background

Attached is a proposed budget calendar for the 2026-27 budget preparation.

After further discussion, Council Member Roberts made a motion to approve the 2026-2027 budget preparation calendar.

Motion by: Roberts
Seconded by: Jordan
Votes: 5-0

APPROVED

6. Elected Officials Travel Budget (**Tab-6**)

Background

This item was tabled from January. A breakdown by fiscal year for the last four years is attached to the memo.

After further discussion, Council Member Roberts made a motion to postpone and discuss this item in Budget Meeting coming in the next few weeks.

Motion by: Roberts
Seconded by: Faulk
Votes: 2-3

FAILED

After further discussion, Mayor asked for a vote to table item.

Votes: Yes – 2 Roberts, Faulk
No – 3 Clewis, Jordan, Nealy

FAILED

Mayor asked if there is a recommended amount to bring the current line item down to.

After further discussion, Council Member Clewis made a motion to reduce total Elected Officials Travel Budget to \$7,500,

which will include the current \$4,000 or \$5,000 spent.

Motion by: Clewis
Seconded by: Jordan

During discussions the Finance Officer made a recommendation to not reduce the Elected Official Travel Budget mid fiscal year as there are trainings that the newly elected council member has not attended. There are some conferences that council members and the Mayor are currently registered, but the hotel charges do not hit until after the event. This is conference and training season and fees have gone up. These events are more expensive, and not all have the same flat fees. There are charges that still need to be added into the budget, and it would be in the best interest of council to wait until the end of the current fiscal year to get an accurate number of expenses. If this reduction is approved, council will be over budget and I will have to request Budget Amendments to account for the expenditures.

After further discussion, Council Member Clewis made a motion to rescind the previous motion.

Motion by: Clewis
Seconded by: Jordan
Votes: 5-0

APPROVED

After further discussion, Council Member Jordan made a motion to leave the item until Budget Session.

Motion by: Jordan
Seconded by: Clewis
Votes: 5-0

APPROVED

7. Items from Staff (Tab-7)

- Admin/Finance/HR/Grants – RaMonda Crosby – No Report

- Police Department – Ken Elliott – Police Department was able to service the community during the Winter Storm. The Chadbourn Police Department assisted with EMS on calls, and the Police Department had the honor of assisting with the final transportation of the US Army Veteran Paul Meadows from his home out in the county to Worthington Funeral Home. Nobody had a vehicle to get out to him and “Thanks” to Chadbourn Town Council and the Police Department for allowing us to participate in the Military Surplus Program, we had a vehicle to go out and help his family.

- Public Works – Steven Price – No Report

- Town Manager – Jason Robinson

Ms. Gregory texted me and let me know that on the motion for the approval of the Personnel Policy there needs to be an effective date for that Personnel Policy and it needs to give the employees a thirty (30) day notice of the change in our Personnel Policy. Thirty days from Friday (February 6, 2026) to allow her to make the changes incorporated.

Mayor – Do we need a motion for this?

Town Manager – Yes.

Mayor – What’s the pleasure of the Council?

Council Member Faulk – Mr. Mayor, I make a motion that we adopt the request for the final document of the Personnel Policy revision giving 30-day notice for our Town of Chadbourn employees from Friday, February 6, 2026.

Motion by: Faulk
Seconded by: Jordan
Votes: 5-0

APPROVED

Mayor – This is a bit unorthodox for us, but in a situation like this, with it being someone who was just here, we had to take action on this.

Town Manager – One other thing, I will be taking applications for one (1) member of the ABC Board and one (1) member of the Planning Board to bring back to you next month. That will be due to expiring terms.

8. Closed Session— NCGS 143-318.11(a)(6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee.

Council Member Jordan we move not to take action at this time and to postpone.

Motion by: Jordan

Seconded by: Clewis

Votes: 5-0

APPROVED

9. Adjournment

Council Member Faulk made a motion to adjourn the Council meeting at 7:51 pm.

Motion by: Faulk

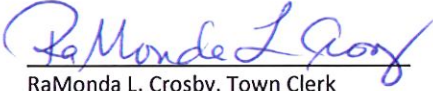
Seconded by: Jordan

Votes: 5 – 0

APPROVED


Phillip C. Britt

Attest


RaMonda L. Crosby, Town Clerk

