



Minutes
Town of Chadbourn, North Carolina
Chadbourn Council Regular Meeting
Tuesday, January 6, 2026
7:00 PM

The Regular Council Meeting of the Chadbourn Town Council was held Tuesday, January 6, 2026 at 7:00 pm in the Council Meeting Room.

Members Present: Phillip C. Britt Mayor, Mayor Pro Tempore Tony C. Jordan (arrived at 8:57pm)
Councilmembers: Avala Nealy, Danny W. Clewis, Sr., and Rashad J. Roberts, Sr.

Members Absent: Council Member Colene Kelly Faulk

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 7:00 pm. RaMonda Crosby, Town Clerk took roll call.

Moment of Silence: Moment of Silence held to honor of the passing of the father of Council Member Colene Kelly Faulk.

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 – December 2, 2025

Councilmember Clewis made a motion to approve the Agenda and Consent Agenda.

Motion by: Clewis

Seconded by: Nealy

Votes: 3-0

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 January 23rd for the February 3rd meeting.

TOWN HALL ANNOUNCEMENTS

- Town Hall will be closed Monday, January 19th in observance of the Martin Luther King, Jr. Holiday
- Planning and Zoning Board will meet on January 20th at 6:30 pm
- Annual Martin Luther King, Jr. Day program to be held at First Missionary Baptist Church at 505 S. Wilkes Street in Chadbourn will take place on that Monday, January 19, 2026 starting with a walk at 8am with program to follow.

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.

None

PUBLIC HEARING

None

ACTION AGENDA

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

Background

Cape Fear Council of Governments contacted regarding helping to rewrite our personnel policies which had not been updated fully since 2004. The Cape Fear Council of Governments stated that they were in partnership with The Piedmont Triad Regional Commission for projects such as this. The Town Manager has been working with Ms. Sandra Gregory over the last several months to update the Town's personnel policies. Ms. Gregory will present them to the council.

Presentation was an introduction to the current update and revision suggestions of the Town of Chadbourne's Personnel Policy. This will allow the Town Council and Administration to review the key updates and recommendations. Please note that this is a fluid document that allows for policy additions, updates, and removals subject to the needs of policy changes.

Informational

3. Funding Request (Tab 3)
No Representative Present

Background

The West Columbus High School Cheer Team is raising money to compete in the ACC National Cheerleading Championship in Orlando. They dropped off their flyer for sponsorship.

After further discussion, Mayor Britt Called for the motion.

Call for the motion –

- 1.
- 2.
- 3.

Hearing no motion – item is Dead on Merit

4. Vacation/Compensatory (Comp) Time Buyback Policy (Tab-4)
Jason Robinson, Town Manager

Background

Currently employees can have up to 160 each of vacation time and comp time to be bought back each year. An employee has to maintain at least 40 hours of vacation time. This is done twice each year in July and December. It was requested that council evaluate and discuss this policy.

After further discussion, Council Member Clewis made a motion to discuss this item during the upcoming Budget Meeting for the next Fiscal Year.

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

APPROVED

5. Elected Officials Travel Budget (Tab-5)
Jason Robinson, Town Manager

Background

The current budget has an appropriation in the Governing Body department of \$22,000 for travel for elected officials. It was requested that council evaluate and discuss this policy.

After further discussion, the following motions were presented –

Council Member Roberts made a motion to move item to the upcoming Budget Meeting for the next Fiscal Year.

Mayor Britt Called for the motion

Call for the motion –

- 1.
- 2.
- 3.

Hearing no motion – Motion is Dead on the Floor

Council Member Clewis made motion to Table item to next meeting.

Motion by: Clewis
Seconded by: Nealy
Votes: 2-1

APPROVED

6. Check signatories (Tab-6)
Jason Robinson, Town Manager

Background

With the election of a new Mayor Pro-Tem, the signatories for the check signers need to be updated at the bank. Currently, the check signatories are the mayor, the Mayor Pro-Tem, the Town Manager, and the Finance Officer. The bank would need the council to approve the new Mayor Pro-Tem to sign checks.

After further discussion, Council Member Clewis made a motion to add new Mayor Pro-Tem, Jordan and replace Council Member Faulk.

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

APPROVED

Items from Staff (Tab-7)

- Admin/Finance/HR/Grants – RaMonda Crosby

Audit is complete and submitted. Will report back at next meeting with possible update from Accountant.

- Police Department – Ken Elliott – No Report

- Public Works – Steven Price

Working with contractor to secure a date for water shut down.

- Town Manager – Jason Robinson

Town of Chadbourn will host the Intergovernmental Meeting on Monday, January 26, 2026 at 6pm within the Chadbourn Train Depot. Our first time hosting in over five (5) years. Mr. Patrick Woody CEO of NC Rural Center is the guest speaker.

8. Closed Session—NCGS 143-318.11(a)(4) To discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations, or to discuss matters relating to military installation closure or realignment. And NCGS 143-318.11(a)(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.

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

Open Session Closed at 8:34pm

Open Session Re-Opened at 9:12p

8a Gary Lanier – CDBG Grant

Instruction to have Mr. Gary Lanier to move forward with a CDBG Grant for land in the Downtown Project.

Council Member Clewis made a motion to instruct Mr. Lanier to move forward on to the CDBG Grant.

Motion by: Clewis
Seconded by: Jordan
Votes: 4-0
APPROVED

8b Obtaining an Attorney for services for negotiations on economic development.

Council Member Lewis made a motion to obtain an attorney for negotiations for economic development.

Motion by: Clewis
Seconded by: Nealy
Votes: 4-0
APPROVED

9. Adjournment

Councilmember Roberts made a motion to adjourn the Council meeting at 9:14 pm.

Motion by: Roberts
Seconded by: Jordan
Votes: 4 – 0
APPROVED

Attest


RaMonda L. Crosby, Town Clerk


Phillip C. Britt

