



TOWN OF ROBBINS
BOARD OF COMMISSIONERS REGULAR MEETING
THURSDAY, FEBRUARY 13, 2025 – 6:00 PM
ROBBINS FIRE DEPARTMENT

AGENDA

- I. CALL TO ORDER**
- II. INVOCATION** – Mayor
- III. PLEDGE OF ALLEGIANCE** – Mayor
- IV. PUBLIC COMMENT PERIOD NC G.S. 160A-81, 160A-81.1**
- V. CONFLICT OF INTEREST** – *Does any Commissioner have a conflict of interest concerning agenda items the Board will address in this meeting?*
- VI. APPROVAL OF CONSENT AGENDA**
All items below are considered routine and will be enacted by one motion. No separate discussion will be held except on request of a member of the Board of Commissioners.
 - A. Resolution Prohibiting viewing of Pornography on Town Networks and Devices
 - B. Approval of December Board of Commissioners Minutes 2024
- VII. RECOGNITIONS**
 - A. Lieutenant Jody Dunlap
- VIII. PRESENTATIONS**
 - A. Wooten Sewer AIA Results
- IX. PUBLIC HEARINGS**
 - A. Call to Public Hearing for Text Amendment of UDO 152.029
 - B. Call to Public Hearing of Conditional Rezoning of PAR ID 11204, PAR ID 98000558, PAR ID 20060697 1.36 acres at 120 N Rockingham Street from R-10 to TBD-CZ for Food Establishment
 - C. Call to Public Hearing Conditional Rezoning I (Instructional) to R-8 -CZ of Par ID 00008769 and Par ID 990000409 3.90 acres on 250 E Hemp Street R-8-CZ
- X. OLD BUSINESS**
 - A. Discussion of Code Enforcement
 - B. Sign Water Purchase Contract with Montgomery County
 - C. Budget Amendment 6

XI. NEW BUSINESS

A. Sewer Capital Improvement Plan Adoption
Wooten Co

Hard copy available upon request

B. Budget Timeline 2025-2026

XII. MANAGER'S REPORT

A. January 2025 Report

XIII. COMMISSIONER'S COMMENTS

XIV. CLOSED SESSION *(if needed)*

XV. COMMISSIONER'S UPCOMING MEETING/EVENTS



MEMORANDUM TO THE BOARD OF COMMISSIONERS

FROM: Clint Mack
DATE: 12/31/2024
SUBJECT: NC Gen. Stat. § 143-805.
PRESENTER: Clint Mack

REQUEST:
Adopt the resolution addressing the enacted legislation governing *Pornography on Government Networks and Devices*.

BACKGROUND:
This resolution stemmed from the passing of § 143-805, (see attached) NOT any specific incident within the local government.

IMPLEMENTATION PLAN:
Adopt and add to Robbins Personnel Policy.

FINANCIAL IMPACT STATEMENT:
None

RECOMMENDATION SUMMARY:
Request motion to adopt the resolution addressing the enacted legislation governing *Pornography on Government Networks and Devices*.

SUPPORTING ATTACHMENTS:



**RESOLUTION PROHIBITING VIEWING OF PORNOGRAPHY ON
TOWN NETWORKS AND DEVICES**

WHEREAS, N.C.G.S. § 143-805, effective October 1, 2024, states that a public agency shall not permit the viewing of pornography by its employees on a network of that public agency, and no public agency shall permit an employee, elected official, or appointee of that public agency to view pornography on a device owned, leased, maintained, or otherwise controlled by that public agency; and

WHEREAS, N.C.G.S. § 143-805 requires public agencies to adopt a policy governing the use of its network and devices owned, leased, maintained, or otherwise controlled by that public agency.

NOW, THEREFORE, BE IT RESOLVED that the following policy shall apply in the Town of Robbins;

1. No employee of the Town shall view pornography on any computer network owned, leased, maintained, or otherwise controlled by the Town, whether on a device controlled by the Town or on a privately owned, leased, maintained, or otherwise controlled device.
2. No employee, elected official, or appointee of the Town shall view pornography on a device owned, leased, maintained, or otherwise controlled by the Town.
3. Any employee, elected official, or appointee of the Town who has saved pornography to a device owned, leased, maintained, or otherwise controlled by the Town shall remove, delete, or uninstall the pornography no later than January 1, 2025.
4. Paragraphs 1, 2, and 3 shall not apply to an official or employee if the use falls under the provisions of N.C.G.S. § 143-805(d), but this use shall follow the recommendations for appropriate viewing of pornography issued by the State Chief Information Officer for the purposes under N.C.G.S. § 143- 805(d).
6. The terms used herein shall be defined as set forth in N.C.G.S. § 143-805(g).
7. Starting annually in 2025, no later than August 1, and in the format required by the State Chief Information Officer, the Town Clerk shall report information to the State Chief Information

Officer on the number of incidents of unauthorized viewing or attempted viewing of pornography on the Town's network.

8. Any employee of the Town who becomes aware of a violation of any provision of this policy shall report the violation to the Town Manager. If the violation was by an appointee of the Board of Commissioners, the Town Manager shall report the violation to the Board of Commissioners unless the appointee first resigns from the position held.

8. Any employee of the Town who violates any provision of this policy shall be subject to disciplinary action under Article VIII of the Town's personnel policy.

9. Any appointee of the Town who violates any provision of this policy shall be subject to removal by the Board of Commissioners.

10. This resolution shall be in full force and effect upon its passage.

This is _____ of February, 2025.

Cameron Dockery, Mayor

Jessica Coltrane, Town Clerk, CMC



MEMORANDUM TO THE BOARD OF COMMISSIONERS

FROM: Clint Mack

DATE: 02/04/2025

SUBJECT: Board of Commissioners December Minutes.

PRESENTER: Clint Mack

REQUEST:

Request to approve December Minutes

BACKGROUND:

Minutes from December, noting that January meeting was cancelled and no minutes were recorded.

IMPLEMENTATION PLAN:

Board of Commissioners Minutes to be reviewed and approved

FINANCIAL IMPACT STATEMENT:

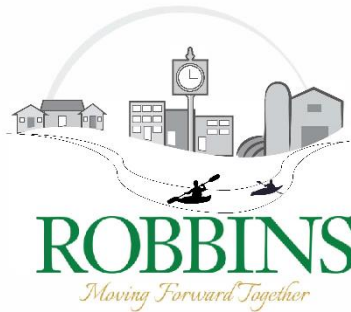
None

RECOMMENDATION SUMMARY:

Approved December Minutes from Board of Commissioners Meeting

SUPPORTING ATTACHMENTS:

Attachments



TOWN OF ROBBINS
Board of Commissioners Regular Meeting
Thursday, December 12, 2024 – 6:00 PM
Robbins Fire Department

I. CALL TO ORDER

PRESENT

- Mayor Cameron Dockery
- Mayor Pro Tem Nikki Bradshaw
- Commissioner Brandon Phillips
- Commissioner Jody Britt
- Commissioner Kevin Stewart
- Commissioner Lonnie English

II. INVOCATION – Mayor

III. PLEDGE OF ALLEGIANCE – Mayor

IV. PUBLIC COMMENT PERIOD NC G.S. 160A-81, 160A-81.1

None

V. CONFLICT OF INTEREST – *Does any Commissioner have a conflict of interest concerning agenda items the Board will address in this meeting?*

Presentations Added

Mayor Dockery added some needed presentations. We want to recognize Linda Sheffield for her 40 years of service with the fire department and Harold Hussey for his 50 years of service. We would like to say thank you for that, and let's give them a hand. Mr. Hussey shares that he appreciates helping the community out and is excited to see a lot of growth since 1974. The Pilot newspaper took pictures. Kevin Stewart was recognized for 40 years as well.

No Conflict of Interest

VI. APPROVAL OF CONSENT AGENDA

All items below are considered routine and will be enacted by one motion. No separate discussion will be held except on request of a member of the Board of Commissioners.

- A. November Minutes of Board of Commissioners Meeting

Motion made by Mayor Pro Tem Bradshaw.

Voting Yea: Commissioner Phillips, Commissioner Britt, Commissioner Stewart,

Commissioner English

VII. OLD BUSINESS

- A. Budget Amendment for Aqualis Contract Budget Amendment 5
For the Elm Street project, the monies went back into the general fund in between two fiscal years. This money is just reallocated. Stewart mentions the paving part and Mack assures Horner Paving company will be professionally fixing this.
Motion made by Commissioner Stewart.
Voting Yea: Mayor Pro Tem Bradshaw, Commissioner Phillips, Commissioner Britt, Commissioner English

VIII. NEW BUSINESS

- A. FEMA Budget Amendment 6 Allocation
Bradshaw makes a motion to open discussion. Mack goes over forced labor accounts through FEMA. Most of the additional monies which will be at the discretion of the leadership to appropriate are from forced labor accounts from the FEMA project, not completely equitable to what was done, but, basically you can use your town employees and get reimbursed for it. During the FEMA project, the Town utilized the Robbins Fire, and Police for security detail. Public works were utilized, and we were able to apply for reimbursement. The project called for a manager over the project and with Mack's contract experience, he was reimbursed as the co-manager of the project. This has computed to working for free for the last three years. FEMA reimbursed \$75,000 for managing those projects. Town Hall has had a recent breakdown of the furnace hence why the door is open; the current furnace is oil based and smells like diesel fuel in the whole building and the plan includes a replacement to be a propane heat pump. The Spending plan also includes police vehicle payoff. Mack met with Economic Development and they suggested developing a concept plan for the Brownfield Development. Longitude Designs will develop a conceptual design for the Brownfield mixed-use development. Also, happy to announce with the help of Tammy, we will be cutting a check for \$1.6 million and if this budget amendment is approved it is nearly one-sixth from the \$572,000 earned from hard work from the Town to be put into the general fund to be appropriated. Dockery thanks the Town for their work. Britt and Bradshaw opposed and questioned the vehicle cost of \$48,000 listed on the spending plan allocated for zoning/admin/Town personal vehicle. Mack states that he is driving his own personal vehicle onto private property, and he stores various Town items used throughout his day and a stroller. Bradshaw suggested instead of purchasing a new one, using a decommissioned police vehicle. Bradshaw wants to ensure the taxpayers are in agreement with how we use these their funds. Mack remarks that the quality of a decommissioned vehicles is not ideal. Mack states FEMA did reimburse for mileage but he declined to take money from the taxpayers. Bradshaw states we could do that now. Mack states the catalyst that sparked this is driving his personal vehicle on private property doing zoning inspections, and setback requirements. Also, citizens get weary when they see a blue jeep pull up when setbacks are being measured or zoning approved. It is felt at this time that in the future we will have decommissioned vehicles coming up we could utilize and everyone will have new vehicle and decommissioning

them exactly. Mack reviews 3 years ago how 100 people stood in the room upset with \$100,000 to be used for police vehicles and today there is no significant impact to the police budget. We have a chance to really get ahead and on funds that we weren't even sure we were getting. Stewart states we had admin vehicle for years. Phillips mentions the cost of the vehicle of insurance, gas, Mack said it wouldn't be a large amount. Bradshaw inquires why do we need a dodge ram truck, is there something better on gas? Mack just took off a vehicle under our \$50,000 threshold on the state website. Phillips asked if there was a timetable on this and table this one purchase.

Dockery asks does any other commissioner have any issues. It's stated its a one-time expense, and paying mileage is cost effective to our citizens. If the manager needs to go out of town then use a decommission vehicle or rent a vehicle. She requests to put on hold and come back to it.

Commissioners were asked due to a motion to table the \$48,000 admin vehicle. Motion to table by Bradshaw, Britt and Phillips with Stewart and English voting in favor of admin vehicle.

Town Attorney Bensoff interrupts to state that a motion had not been made correctly for the FEMA budget amendment. Bradshaw states that a motion to table the \$48,000 of the \$100,000 budget amendment for 30 days.

Motion made by Mayor Pro Tem Bradshaw.

Voting Yea: Commissioner Phillips, Commissioner Britt

Voting Nay: Commissioner Stewart, Commissioner English

B. Ellie Jean Concept Design Park Estimate

Bradshaw suggests Millikin park due to the ready terrain and points out that grading is not in the conceptual cost if we place the handicapped accessible design at Tracy Brown park. The conceptual design excluded grading, equals roughly \$300,000. Dockery says legislative leaders tentatively committed to donate \$200,000 once the budget passes in early Spring 2025. Stewart would like to approve the design. Mack says this is just a cost estimate asked for by the Board. We have \$48,000 from fundraising and the Ellie Jean donation; we have put in for several grants but after the new year we will attack again. It's over the threshold so we would have to follow procurement and put it up for public bid. Mack states that when we are financially ready, we can put in the staff work to ask for bids. Asking for bids and then tabling is not recommended, it ruins our credibility with bidders. Phillips wants to wait until Raleigh decides in the Spring round if we get \$200,000 and push it across the goal line then. Stewart wants a site prep as early as January. Mack wants to see full board support before any further work is done. There was further discussion on a motion action. Britt reiterates I want the park, and I think everyone here wants the park. We just need the money.

Motion to move forward if we get appropriations. Table this until Spring.

Motion made by Commissioner Stewart.

Voting Yea: Mayor Pro Tem Bradshaw, Commissioner Phillips, Commissioner Britt, Commissioner Stewart, Commissioner English

C. Code Enforcement from Central Pines Council of Government Quote

Mack reviews the recommendation. Dockery asks the question of doing it ourselves versus outsourcing it. Mack states that time, emotion and the follow-up and these can often become court cases that can be time extensive. A code enforcement company is

knowledgeable and focused on just this task and they would do all the paperwork and spend the time for us. Engagement with the prior code enforcement company was not encouraged. Bradshaw did suggest hiring someone to train for code enforcement 1 day a week to work the civil side and at the criminal level it could go to police. Mack states we are short on police officers and will need someone to help with court cases. Bradshaw's goal is to get it on the front side. Bradshaw comments that she would rather see someone hired and work under the Town Manager than contract out the position. Dockery questions if it is more cost effective and Britt states the pay plan if we contract it out. Further discussion is had among commissioners. English states that in the time he has been here since 2012, and we aren't big but we don't have our problem fixed yet. Britt questions if we have to sign a contract, Mack states through Central Pines Regional Council through North Carolina League of Municipalities we will sign a month to month contract.

Stewart motions to table through the holidays for 60 days. Phillips requests to see more quotes.

Motion made by Commissioner Stewart

Voting Yea: Mayor Pro Tem Bradshaw, Commissioner Phillips, Commissioner Britt, Commissioner English

D. Holiday Resolution and Board Schedule

Motion made by Commissioner Phillips.

Voting Yea: Mayor Pro Tem Bradshaw, Commissioner Britt, Commissioner Stewart, Commissioner English

Item E Land Use discussion of manufactured homes in our ETJ.

Bradshaw says we have a situation where a citizen purchased a doublewide home and questions on how things were done on her side. Bradshaw confirms the Extraterritorial Jurisdiction by stating right now, we go to Holmes Builders, Timber Lane, Fentress Road south side and north side isn't in our ETJ jurisdiction. Bradshaw wants Planning Board to look at what county has and advise because times have changed since 2017. Some of the doublewides are nicer than some of our houses here.

Town attorney makes a suggestion to pivot towards the Planning Board and ask them to make a recommendation back to the Board of Commissioners. The Planning Board would need to know exactly what their charge is from the Board.

Bradshaw makes motion to the Planning Board to review and advise with the specifics coming from the Town Manager.

Motion made by Mayor Pro Tem Bradshaw.

Voting Yea: Mayor Pro Tem Bradshaw, Commissioner Britt, Commissioner English

Voting Nay: Commissioner Phillips, Commissioner Stewart

IX. MANAGER'S REPORT

A. December 2024 Manager Report

Adding Economic Incentives to agenda from Closed Session. Board needs to review economic incentives within the next 60 days.

Manager reviews his report.

X. COMMISSIONER'S COMMENTS

Stewart: n/a

Phillips: Very entertaining parade and merry Christmas to everybody and good turn out here tonight.

Bradshaw: Thank you for everybody for what you have done this year and merry Christmas to everyone

Dockery: Parade was great, I would suggest those who judge, we bring a fuel fire heater because it's really cold.

Britt: n/a

English: n/a

XI. CLOSED SESSION *(if needed)*

Not needed

Motion to adjourn at 7:10pm

Motion made by Mayor Pro Tem Bradshaw.

Voting Yea: Commissioner Phillips, Commissioner Britt, Commissioner Stewart, Commissioner English

A. G.S. 143-318.1 (4)

XII. COMMISSIONER'S UPCOMING MEETING/EVENTS

This the _____ day of January, 2025.

Cameron Dockery, Mayor

Jessica Coltrane, Town Clerk, CMC



MEMORANDUM TO THE BOARD OF COMMISSIONERS

FROM: Clint Mack

DATE: 02/04/2025

SUBJECT: Review of Ordinance 152.09 definition of manufactured home in ETJ.

PRESENTER: Clint Mack

REQUEST:

Request to make recommendations clerical error of 152.09 page 2 to correct manufactured home to modular home to stay in consistency with UDO.

BACKGROUND:

Clerical error in codification.

IMPLEMENTATION PLAN:

Planning Board approved change.

FINANCIAL IMPACT STATEMENT:

None

RECOMMENDATION SUMMARY:

Approved to move forward with Public Hearing to change in UDO clerical error.

SUPPORTING ATTACHMENTS:

Attachments

hearing, as discussed in § 152.029(F), the Planning Board will consider the planner's recommendation, written public comment and testimony during the public hearing. The Planning Board shall then prepare and submit a written recommendation to the Board of Commissioners as soon as practical, but not later than 35 days following the date of the Planning Board public hearing. Failure of the Planning Board to submit a recommendation to the Board of Commissioners within the prescribed time limit shall be construed as a favorable recommendation.

(H) *Board of Commissioners action.* At its first monthly meeting following receipt of the recommendations from the Planning Board, the Board of Commissioners will approve, deny or table each request of application for amendment of this chapter. The Board will consider the Planning Board's recommendation, written public comment, and testimony during the public hearing, and the planner's recommendations, in its decision. Additional testimony, not presented at the public hearing, will be considered at the Mayor's discretion.

(I) *Effect of denial or withdrawal on subsequent applications.* When the Board of Commissioners shall have denied an application for an amendment or the application shall have been withdrawn by the applicant by written notice after the publication of the first public hearing required, the Town Planner shall not accept another application for the same or similar amendment affecting the same property or portion thereof, until the expiration of a 12-month period extending from the date of denial or withdrawal as appropriate. Nothing in this section, however, shall prohibit the Board of Commissioners or Planning Board from initiating an amendment for any property at any time.

(J) *Protests.* In case, however, of a protest against the change, signed by the owners of 20% or no more either of the area of the lots included in a proposed change, or of those immediately adjacent thereto either in the rear thereof or on either side thereof, extending 100 feet there from, or of those directly opposite thereto extending 100 feet from the street frontage of the opposite lots, an amendment shall not become effective except by favorable vote of three-fourths of all the members of the Board of Commissioners. The foregoing provisions concerning protests shall not be applicable to any amendment which initially zones property added to the territorial coverage of the ordinance as a result of annexation or otherwise.

(K) *Protest petition form, requirements, time for filing.* No protest against any change in or amendment to a zoning ordinance or zoning map shall be valid or effective unless it be in the form of a written petition actually bearing the signatures of the requisite number of property owners and stating that the signers do protest the proposed change of amendment, and unless it shall have been received by the Town Clerk in sufficient time to allow the town at least two normal work days, excluding Saturdays, Sundays and legal holidays, before the date established for a public hearing on the proposed change or amendment to determine the sufficiency and accuracy of the petition. The Board of Commissioners may by ordinance require that all protest petitions be on a form prescribed and furnished by the town, and the form may prescribe any reasonable information deemed necessary to permit the town to determine the sufficiency and accuracy of the petition.

(L) *Manufactured Home Park Ordinance.* All future manufactured home communities shall have a minimum lot size of 10,000 square feet for each lot and a maximum density of four units per acre. House numbers shall be posted on each unit. All Manufactured homes located on existing nonconforming lots shall be grandfathered. If a grandfathered Manufactured home park is sold by the existing owner, the park will remain grandfathered.

(M) *Older Manufactured home units.* All Manufactured homes located within the town's jurisdiction, older than 1976, shall require a special use permit.

(N) *Residential units allowed per building lot.* There shall be no more than one principal residential building on a lot except as may be defined in § 152.084 on planned unit developments, and the Agricultural Residential Zone as provided for as follows:

(1) Two detached principle residential units may be situated on one lot provided:

Modular

(a) At least one of the units is a ~~manufactured~~ dwelling and one of the units is a single-family detached home (built according to State Building Code standards);

(b) The lot is at least two acres in area; and



January 28, 2025

To: Robbins Board of Commissioners

From: Lance Mauldin, Planning Board Chairman

Thru: Clint Mack, Town Manager

Re: Planning Board Agenda Item Recommendation

The Robbins Planning Board convened publicly on January 28th, 2025, to review and consider four (4) agenda items.

1. Regarding Text Amendment of UDO 152.029 Page 22 Scribner's error. The Town of Robbins RECOMMENDS approval to correct manufactured to modular in section 152.029(N)(1)(a).
2. Regarding the request from Robbins Food Park LLC Parcel 11204, 980005558, 20060697 zoned R-10 to change to TBD (Thoroughfare Business District) designed to accommodate a mixture according to the TOPU (Table of Permissible Uses). The Town of Robbins Planning Board RECOMMENDS approval with conditions as follows:
 - a. Maximize Parking
 - b. Provide a Dumpster for Trash
 - c. Look at increasing hours to allow for lunchtimes
3. Regarding the request from QBA Management LLC to Conditional Rezone from (I) Instructional to R-8 CZ of Parcel 00008769 and 99000409 to build multi-family homes. The Town of Robbins Planning Board RECOMMENDS approval with condition as follows:
 - a. Board of Commissioners to consider density
4. Regarding the request from Board of Commissioners for Planning Board to review Land Use Ordinance 152.09. The Town of Robbins Planning Board RECOMMENDS no change to the Land Use Ordinance of 152.09.



MEMORANDUM TO THE BOARD OF COMMISSIONERS

FROM: Clint Mack

DATE: 02/04/2025

SUBJECT: Call to Public Hearing of Conditional Rezoning of PAR ID 11204, PAR ID 980000558, PAR ID 2006067; 1.36 acres at 120 N Rockingham Street from R-10 to TBD -CZ for Robbins Food Park.

PRESENTER: Clint Mack

REQUEST:

Request to Conditional Rezone parcel IDs above from R-10 to TBD-CZ.

BACKGROUND:

3 Parcels owned by Robbins Food Park LLC, members Daltina Peele and William McDuffie to be used for Food Truck Park

IMPLEMENTATION PLAN:

Planning Board approved the conditional zoning.

FINANCIAL IMPACT STATEMENT:

None

RECOMMENDATION SUMMARY:

Approved to move forward with Public Hearing to change with proof of community meeting to be held on February 20th, 2025 at 6pm at Town Hall.

SUPPORTING ATTACHMENTS:

Attachments



**APPLICATION FOR ZONING COMPLIANCE PERMIT
PLEASE TYPE OR PRINT**

APPLICATION NUMBER: _____

SUBMIT TO: TOWN OF ROBBINS
PO BOX 296
ROBBINS, NC 27325

- 1. Applicant: ROBBINS FOOD PARK LLP
- 2. Address: 120 N. ROCKINGHAM ST. ROBBINS, NC
- 3. Phone Number: 984-315-0086
- 4. Owner of Property: (DALINA PEELE/WILLIAM M. DURIE) ROBBINS FOOD PARK LLP
- 5. Owner's Address: 1001 COOL SPRINGS RD ← DALINA SANFORD, NC 27330
- 6. Phone Number: (BUS) 984 315-0086 (CELL*) 919 770-0627
- 7. Location of Property: 120 N. ROCKINGHAM ST WILLIAM'S CELL # 910-783-695
 - a. Street & House: _____
 - b. Township: 10
 - c. LRK #: 11204, 98000558, 20060697
 - d. Deed Book & Page #: 2024 E Pg 558
- 8. Acreage of Property: 1.37 ACRES
- 9. Present Zoning: R-10

10. Type of Project (new build, fence, addition etc.):

GRAVELED PARKING AREA
 PICNIC TABLES
FOOD PARK - FOR 4-6 TRUCKS
- PARKING FOR FOOD TRUCKS DURING
TOWN EVENTS OR STAND ALONE
FOOD TRUCK RODEOS
PICNIC AREA, FARMERS MARKET, ETC

Attach two (2) copies of a plan or map showing the following in sufficient detail to enable the Zoning Administrator to ascertain whether the proposed activity is in conformance with the zoning ordinance.

SUCH PLAN OR MAP SHALL:

1. Be: (a) In black and white (b) on 8 1/2 X 11" paper (c) drawn to scale
2. The shape and dimensions of the lot on which the proposed building or use is to be erected or conducted
3. The location of said lot with respect or adjacent right-of-way
4. The shape, dimensions, and location of all buildings, existing and proposed, on the said lot
5. The nature of the proposed use of the building or land, including the extent and location of use on the said lot
6. The location and dimensions of off-street parking and loading space and the means of ingress and egress to such space; and
7. Any other information which the Administrative Officer may deem necessary for consideration in enforcing the provisions of the Ordinance.

A fee, set by the Town of Robbins Board of Commissioners, shall be charged for the processing of such application. The adopted fee schedule shall be posted in the Town Clerk's Office.

How would you prefer the completed permit to be delivered? Please circle or annotate.

- In-Person pickup
- Email (Please provide email address) _____
- Certified Mail to: _____

The following acreage/scale comparisons will give the applicant an idea about the scale needed to show various sized parcels on 8 1/2 X 11" paper.

- 10 acres or less - 1" = 400'
- Between 10 acres and 30 acres - 1" = 600'
- 30 acres or more - 1" = 1000'

11. The proposed building/mobile is to be used for: FOOD TRUCK PARKING
PICNIC MEA, PARK SETTING 4-6 TRUCKS

12. Accessory Building: _____

13. Other: _____

I, hereby certify that I, the undersigned, making an application on behalf of and with the full authority of ROBBINS FOOD MARKET owner(s), of property and that the statements herein are true and correct to the best of my knowledge.

[Signature]
Applicant

11/21/24
Date

DISCLOSURE: Most zoning related permits will require the Town Manager/Zoning Official to complete an on-site inspection to conduct property measurements when completing the zoning compliance verification. This does NOT give unrestricted access to your private property. However, the inspection will entail the reasons applied for permitting unless an immediate threat of danger, life, or public safety is witnessed by inspector. If there is any protest to a properly credentialed inspector entering your private property, it must be stated in writing by the property owner and attached this application so alternative arrangements can be made.

Office Use Only:
Date Received: _____
Date Approved: _____
Approved By: _____
Zoning Permit Number: _____



January 28, 2025

To: Robbins Board of Commissioners

From: Lance Mauldin, Planning Board Chairman

Thru: Clint Mack, Town Manager

Re: Planning Board Agenda Item Recommendation

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 - a. Board of Commissioners to consider density
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MEMORANDUM TO THE BOARD OF COMMISSIONERS

FROM: Clint Mack

DATE: 02/04/2025

SUBJECT: Call to Public Hearing of Conditional Rezoning of PAR ID 00008769, PAR ID 990000409; 3.90 acres at 250 E Hemp Street from I (Instructional) to R-8-CZ for multi-family housing.

PRESENTER: Clint Mack

REQUEST:

Request to Conditional Rezone parcel IDs above from I to R-8-CZ.

BACKGROUND:

Request made by QBA Management, LLC and owner Eric Williams to build 47 residential units.

IMPLEMENTATION PLAN:

Planning Board approved the conditional zoning with a condition that Board of Commissioners to review the density.

FINANCIAL IMPACT STATEMENT:

None

RECOMMENDATION SUMMARY:

Approved to move forward with Public Hearing to review density and with proof of community meeting.

SUPPORTING ATTACHMENTS:

Attachments



Town of Robbins

101 N. Middleton St.
PO Box 296
Robbins, NC 27325
(910) 948-2431

For office use only:
Application No. _____
Date Received: _____
Amount Received: _____

APPLICANT INFORMATION:

Applicant: QBA Management, LLC

Phone No. 9109447453 Cell No. — Email: homeforautoday@hotmail

Applicant's Address: 335 Fields Drive, Aberdeen, NC, 28315

Property Owner: Eric Williams

Owner's Address: 144 Chalfinch Rd, Robbins, NC, 27325

Property Location Address: 250^E Hemp Street LRK# 00008769;

99000409

SPECIAL USE OR CONDITIONAL USE REQUEST:

A. Existing Zoning: I - industrial

B. Existing land use on property: vacant

C. Requested land use: multi-family

THE BOARD OF ADJUSTMENT OR BOARD OF COMMISSIONERS MUST MAKE THE FOLLOWING FINDINGS OF FACT IN ORDER TO APPROVE A CONDITIONAL USE PERMIT. PLEASE PROVIDE INFORMATION TO SUPPORT THE FOLLOWING STATEMENTS:

STATEMENT OF JUSTIFICATION:

A. The use, if completed as proposed, will not materially endanger the public health or safety:
NO

B. The use, if completed as proposed, will not substantially injure the value of adjoining or abutting property:
NO

C. The use, if completed as proposed, will be in harmony with the area in which it is located:

yes

D. The use, if completed as proposed, will be in conformity with the Town of Robbins Official Zoning Map, land use plan, thoroughfare plan or other plans officially adopted by the Board of Commissioners:

yes

E. Adequate utilities, access road, drainage and/or necessary facilities have or are being provided:

yes

F. Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets:


yes

G. The use, if completed as proposed, conforms in all other respects to the applicable regulations of the district in which it is located:

yes

I certify that I have enclosed all information requested in the attached Appendix A.

Acceptance of this application does not imply approval of this request. I realize that this application may be denied or that conditions may be attached to this request to assure compliance with applicable Robbins Unified Development Ordinance requirements.


Applicant's Signature

11/7/25
Date

Eric J. Williams
Property Owner's Signature

1-7-2025
Date



January 28, 2025

To: Robbins Board of Commissioners
From: Lance Mauldin, Planning Board Chairman
Thru: Clint Mack, Town Manager
Re: Planning Board Agenda Item Recommendation

The Robbins Planning Board convened publicly on January 28th, 2025, to review and consider four (4) agenda items.

1. Regarding Text Amendment of UDO 152.029 Page 22 Scribner's error. The Town of Robbins RECOMMENDS approval to correct manufactured to modular in section 152.029(N)(1)(a).
2. Regarding the request from Robbins Food Park LLC Parcel 11204, 980005558, 20060697 zoned R-10 to change to TBD (Thoroughfare Business District) designed to accommodate a mixture according to the TOPU (Table of Permissible Uses). The Town of Robbins Planning Board RECOMMENDS approval with conditions as follows:
 - a. Maximize Parking
 - b. Provide a Dumpster for Trash
 - c. Look at increasing hours to allow for lunchtimes
3. Regarding the request from QBA Management LLC to Conditional Rezone from (I) Instructional to R-8 CZ of Parcel 00008769 and 99000409 to build multi-family homes. The Town of Robbins Planning Board RECOMMENDS approval with condition as follows:
 - a. Board of Commissioners to consider density
4. Regarding the request from Board of Commissioners for Planning Board to review Land Use Ordinance 152.09. The Town of Robbins Planning Board RECOMMENDS no change to the Land Use Ordinance of 152.09.



MEMORANDUM TO THE BOARD OF COMMISSIONERS

FROM: Clint Mack

DATE: 02/04/2025

SUBJECT: Code Enforcement (tabled from December meeting)

PRESENTER: Clint Mack

REQUEST:

Request to choose a Code Enforcement contract.

BACKGROUND:

Code Enforcement is the process local governments use to ensure compliance with laws, codes, and ordinances.

IMPLEMENTATION PLAN:

Board of Commissioners reviewed code enforcement contracts from tabled session in December and to choose a contract that best fits the needs and budget of the Town of Robbins.

FINANCIAL IMPACT STATEMENT:

Code Enforcement Contract price will impact budget 2024-2025 remaining year. Commissioners to decide what fund to be used.

RECOMMENDATION SUMMARY:

Approve contract that best fits needs of Robbins.

SUPPORTING ATTACHMENTS:

Attachments



“Your Source for Top Quality Professional Services”

I. **Current Code** - Ordinance Hosting Services.

- Annual Fees – Starting as low as \$600 per year.
- Ordinances always in Compliance with State Regulations and Laws.
- Amendments - LIVE on Your Website within 14 Days.

II. **Planning Services**

- Our Team of planners has Over 250 Years Experience in serving local governments in North Carolina. *Led by our Land Use Attorney Mr. Dave Owens.*
- Fulfill the temporary or supplemental Planning Services needs of local governments.
- Write and Update General & Development Ordinances & Land Use Plans
- GIS Mapping

III. **Code Enforcement**

- Minimum Housing Violations
- Non-Residential Maintenance Standards
- Nuisance: Vehicles, Overgrown lots, Junk and Debris, Outdoor Storage, Zoning, Illegal Signs, Etc.

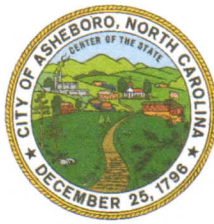
IV. **IT and Security Services**

- Implement New IT Strategies
- Train Staff on how to use software
- Cloud Migration
- Improving Cyber Security
- Management Services for Devices – Servers, PC’s, and Phones
- Collaboration Services for Meetings

V. **Nuisance Abatement**

- Mowing Overgrown lots
- Junk Removal
- Demolition

JOHN N. OGBURN, III
City Manager



Tel: 336-626-1210 Section X, Item A.

Fax: 336-626-1210

E-mail: jogburn@ci.asheboro.nc.us

City of Asheboro

146 North Church Street
Post Office Box 1106
Asheboro, North Carolina 27204-1106

November 12, 2013
Letter of Recommendation

I am pleased to write this letter of recommendation for State Code Enforcement. They have provided excellent code enforcement actions for the City of Asheboro which has allowed our full-time Code Enforcement Officer to focus on more complex code issues, in essence State Code Enforcement has been a force multiplier for our organization. I fully anticipate that this will be a long term best solution for Asheboro's Code Enforcement efforts. State Code Enforcement has focused on signage violations and compliance, nuisance abatement, and even provided enforcement support on weekends and after hours.

In closing, let me write that State Code Enforcement is an excellent value and I heartily recommend their services.

Sincerely,

John N. Ogburn, III
City Manager

cc: Dennis Pinnix, State Code Enforcement
Ed Brown, Asheboro Code Enforcement



Town of Siler City

Planning and Community Development

February 8, 2021

Subject: Recommendation for State Code Enforcement, Inc. (SCEI)

To Whom It May Concern:

The Director of Planning and Community Development is responsible for the oversight of the Town's ordinance enforcement operations. SCEI came highly recommended when the Town began their search for an ordinance enforcement contractor. The Town of Siler City entered into contract with SCEI in May of 2019 to provide ordinance enforcement services for forty (40) hours per week.

SCEI offers highly trained professional ordinance enforcement services that include nuisance abatement, zoning enforcement, and minimum housing services. SCEI brings a wealth of experience and knowledge in the fields of ordinance enforcement, fire safety, and real estate. Since the Fall of 2019 and during the pandemic, we have abated 18 minimum housing violations. The Town did not spend any funds on the abatement of those 18 dwellings.

The Town contracted with SCEI to replace an ordinance enforcement officer that accepted another position. The Town has not advertised for the open position primarily because of the capability and progress of SCEI. It is my pleasure to write this letter of recommendation for SCEI. If you have any further questions, please feel free to contact me.

Sincerely,
Town of Siler City

Jack Meadows, Planning and Community Development Director

Jack Meadows
Planning and Community Development Director
PO Box 769 • 311 N Second Avenue
Siler City, NC 27344-0769

jmeadows@silercity.org
919-742-2323
www.silercity.org

Randy Hemann
ASSISTANT CITY MANAGER



December 9, 2016

To whom this may concern:

It is my pleasure to write this letter of recommendation for State Code Enforcement, Inc. They have provided invaluable code enforcement services for the City of High Point North Carolina during a time when we transitioned leadership and ramped up activities in our local code enforcement area. State Code Enforcement, Inc. provided three highly trained professional code enforcement officers that has keep on top of all nuisance complaints, removed illegal signs from the highway right of ways and assisted with the backlog of nuisance cases. They have worked with staff and the citizens of High Point in a very professional and courteous manor while being able to achieve positive results at the same time. They have been willing to work weekends or after hours when needed.

State Code Enforcement, Inc. has proven to be a very professional and cost effective resource for the City of High Point North Carolina. They have been a positive force with the City's efforts in creating a cleaner and safer city for the citizens of High Point.

If you are in need of additional assistance or are considering contracting out code enforcement activities, I recommend considering State Code Enforcement, Inc. to meet those needs.

Sincerely,

A handwritten signature in black ink that reads "Randall W. Hemann".

Randall W. Hemann
Assistant City Manager

Code Enforcement Services for the Town of Robbins

About Us

Central Pines Regional Council, formally Triangle J Council of Governments, is a resource and support hub for local governments, community members, and partners across Chatham, Durham, Johnston, Lee, Moore, Orange, and Wake counties. Our work is rooted in the belief that our region thrives when we come together with a common vision and plan for the future. We advance this goal through the support of regional policy, collaboration, and technical assistance.

On any given day, CPRC works with our partners to provide support in the following areas:

- Aging & Human Services
- Community & Economic Development
- Environment & Resilience
- Housing
- Member Support & Strategy
- Mobility & Transportation

Scope of Work

CPRC has executed a memorandum of understanding for intergovernmental services cooperation with the Mid-Carolina Regional Council. The staff of the CPRC and Mid-Carolina work cooperatively to deliver planning services. Working cooperatively, the CPRC and the MCRC are referred to as the “the Councils” in this proposal.

The Councils Responsibilities

The Councils will provide the following activities:

- A Code Enforcement Officer (CEO) to the Town on an hourly basis, as requested by the Town. The CEO will be responsible for:
 - Nuisance abatement according to the Town’s code of ordinance to include but not be limited to tall grass, junk vehicles, and junk debris.
 - Housing Code Enforcement. The CEO will work with the appropriate building code officials to enforce the building regulations to include but not be limited to minimum housing, condemnation, and commercial maintenance code.
 - Solid waste ordinance enforcement.
 - The CEO will investigate all complaints, send the appropriate violation letters, conduct follow-up, abate violations, and close all cases (if applicable).
- Provide a Zoning Enforcement Officer (ZEO) to the Town on an hourly basis, as requested by the Town.

Town Responsibilities

- Ensure Councils staff have access to relevant information that will be necessary for day-to-day tasks.
- Communicate regularly with Councils staff to share feedback and priorities.

Your Support Team

Key personnel are subject to change. All changes will be communicated proactively to the Town for planning and continuity.

Haley Hogg

Planning Director, Mid-Carolina Regional Council

Samantha Wullenwaber

Deputy Executive Director, Mid-Carolina Regional Council

Tony Porter

Code Enforcement Officer, Mid-Carolina Regional Council

Lindsay Whitson

Community and Economic Development Director, Central Pines Regional Council

Proposed Fee

The Town of Robbines will pay CPRC for the work stipulated in the outline of CPRC responsibilities. CPRC will send a detailed invoice at the end of each month for services provided.

- *Personnel: \$70 per hour of services provided.*
- *Travel/Milage: Mileage for travel from Mid-Carolina Council of Government offices and within the town will be reimbursed based at the current IRS rate.*

Acceptance

The Councils' staff will begin work as soon as we are notified of your acceptance. This confirms your intention to accept the scope of work as indicated in the proposal presented by the Councils and otherwise meet the responsibilities outlined, and you are confirming the encumbrance of funds sufficient to pay the fees for services rendered.

Questions and acceptance of proposal can be sent to:

Lindsay Whitson
Community and Economic Development Director
lwhitson@centralpinesnc.gov

If the Town of Robbins would like to proceed with this proposal, please accept the proposal by signing below.

IN WITNESS WHEREOF, the parties hereto cause this agreement to be executed in their respective names.

_____ *ATTEST* _____ *Title*
Signature

_____ *Date*

_____ *Title*

_____ *Date*

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

(Signature of Finance Director)

CODE ENFORCEMENT QUOTES

N Focus, 315 s Main Street Suite 200, Kannapolis, NC Contact: Patti

[N-Focus | local government services | 315 South Main Street, Kannapolis, NC, USA](#)

\$81-85/ hour 6 month rotation 1 day and 2 days per week in Summer

	<u>Wks</u>		<u>Total Hrs</u>	<u>\$81</u>	<u>\$85</u>
Fall/Winter	26	8	208	\$16,848.00	\$17,680.00
Spring/Sum	26	16	416	\$33,696.00	\$35,360.00
Annual					\$53,040

TCOG

The contract with Mid-Carolina COG who has a code enforcement person on staff. Waiting to hear back.

State Code Enforcement, 1451 S Elm-Eugene Street, Greensboro, NC

Edward -familiar with Robbins GSO [State Code Enforcement](#)

Jessica, our hourly rate is \$65.00 per hour for the work hours but at a reduced rate of \$45.00 per hour for travel and like I said on the phone we will only need 12 to 16 hours per week to address the issues in Robbins. 16 hours per week will only be during the grass growing season. I have attached some other information for you as well. Hope we have the pleasure of helping Robbins again with your code enforcement needs.

	<u>Wks</u>	<u>Travel</u>	<u>Total Hrs</u>	<u>Travel Rate \$45</u>	<u>Hrly Rate\$65</u>	<u>Total w/ travel</u>
Fall/Winter	26	52	312	\$2,340.00	\$20,280.00	\$22,620.00
Spring/Sum	26	52	416	\$2,340.00	\$27,040.00	\$29,380.00
Annual						\$52,000



MEMORANDUM TO THE BOARD OF COMMISSIONERS

FROM: Clint Mack

DATE: 02/04/2025

SUBJECT: Water Purchase Contract with Montgomery County

PRESENTER: Clint Mack

REQUEST:

Request to execute final Water Purchase Contract with Montgomery County.

BACKGROUND:

Water Purchase contract was presented in October to Board preliminary. Montgomery County has executed their part of the contract. Request for Board of Commissioners to execute.

IMPLEMENTATION PLAN:

Board of Commissioners to execute Water Purchase Contract with Montgomery County.

FINANCIAL IMPACT STATEMENT:

Contract is same as previous, no new financial impact.

RECOMMENDATION SUMMARY:

Approve and execute water purchase agreement.

SUPPORTING ATTACHMENTS:

Attachments

**MONTGOMERY COUNTY
WATER PURCHASE CONTRACT**

This contract for the sale and purchase of water (the "CONTRACT") is entered into as of the ____ day of _____ 2025, between the County of Montgomery, a body politic and corporate, Post Office Box 425, Troy, NC 27371, hereinafter referred to as the "Seller"; and the Town of Robbins, 101 N. Middleton Street, Robbins, N.C., a North Carolina municipal corporation, hereinafter referred to as the "Purchaser."

WITNESSETH:

- Whereas,** the Purchaser, pursuant to N.C. General Statutes Chapter 160A, has the authority to construct and operate a public water supply distribution system serving water users within the area described in plans now on file in the office of the Purchaser, and to accomplish this purpose, the Purchaser will require a supply of treated water; and
- Whereas,** the Seller owns and operates a public water supply distribution system with a capacity currently capable of servicing the present customers of the Seller's system and the estimated volume of water to be supplied by the said Purchaser as shown in the plans of the system now on file in the office of the Purchaser; and
- Whereas,** by majority vote of the Montgomery Board of County Commissioners on the 21st day of January, 2025, the sale of water to the Purchaser, in accordance with the terms set forth in this Contract was approved, and the execution of said Contract by the Chair of the Montgomery County Board of Commissioners and attested to by the Clerk to Montgomery Board of County Commissioners, was duly authorized; and
- Whereas,** by vote of the Town of Robbins Board of Commissioners on the _____ day of _____, 2024, the purchase of water from the Seller, in accordance with the terms set forth in this Contract, was approved, and the execution of this contract by the Mayor of the Town of Robbins and attested to by the Town Clerk was duly authorized:

Now therefore, in consideration of the foregoing and the mutual agreements hereinafter set forth:

A. The Seller Agrees:

1. (Quality and Quantity) To furnish the Purchaser at the point of delivery hereinafter specified during the term of this contract or any renewal or extension thereof, potable treated water meeting applicable purity standards of the State of North Carolina - Rules Governing Public Water Systems - NCAC 15A in such quantity as may be required by the Purchaser to meet its demands up to 7,500,000 gallons per month averaged over the period of 30 days and also not to exceed 250,000 gallons per day averaged per a 24-hour day. The average daily flow shall not exceed 250 gallons per minute with a peak flow-rate not exceeding 360 gallons per minute. Additionally, the Seller agrees to negotiate, in good faith, with the Purchaser in the event that additional water supply above 7,500,000 gallons per month is needed. Other than the stated minimum and maximum monthly supply amount, the Seller further agrees to not discriminate or to treat the Purchaser differently than any of its other municipal bulk buyers. This includes restricting water supply pursuant to any mandatory water conservation measures.
2. (Point of Delivery and Pressure) That water will be furnished at a reasonably constant pressure calculated at approximately 70 pounds per square inch (psi) from an existing twelve-inch main supply at a point located at the intersection of Hogan Farm Road and Spies Road. If a greater pressure than that normally available at the point of delivery is required by the Purchaser, the cost of providing such greater pressure shall be borne by the Purchaser. Emergency failures of pressure or supply due to main supply line breaks, power failure, flood, fire and use of water to fight fire, earthquake or other catastrophe shall excuse the Seller from this provision for such commercially reasonable period of time as may be necessary to restore

service. The previous readings of any meter disclosed by test to be inaccurate shall be corrected for the two months previous to such test in accordance with the percentage of inaccuracy found by such tests. If any meter fails to register for any period, the amount of water furnished during such period shall be deemed to be the amount of water delivered in the corresponding period immediately prior to the failure, unless Seller and Purchaser shall agree upon a different amount. The metering equipment shall be read on 15th of each month. An appropriate official of the Purchaser at all reasonable times shall have access to the meter for the purpose of verifying its readings.

3. (Billing Procedure) To furnish the Purchaser at the above address not later than the last working day of each month, with an itemized statement of the amount of water furnished the Purchaser during the preceding month.

B. The Purchaser Agrees:

1. (Rates and Payment Date) To pay the Seller, not later than the 15th day of each month, for water delivered in accordance with the following schedule of rates:
 - a. \$2.99 per 1,000 gallons for water
2. To pay the Seller for a minimum purchase each month for 3,900,000 gallons, regardless of usage.
3. To pay all cost associated with any new connections to Seller's water system including installation of all metering equipment and connections to the purchaser's water system.

C. It is further mutually agreed between the Seller and the Purchaser as follows:

1. (Term of Contract) That this contract shall extend for a term of 5 years from the date of the initial delivery of any water as shown by the first bill submitted by the Seller to the Purchaser and, thereafter participation in this Contract will be allowed by amendments allowing for a change of name and responsibilities of the Purchaser and therefore relieving the Town of Robbins as the primary Purchaser. The new Purchaser will be subjected to the same terms as outlined in this binding Contract. This change in name of the Purchaser may be executed after the first year of operation under this Contract and shall be done as a Formal Amendment to the Contract or using other mutually agreed upon methods
2. (Failure to Deliver) That the Seller will, at all times, operate and maintain its system in an efficient manner and will take such action as may be necessary to furnish the Purchaser with quantities of water required by the Purchaser as outlined in this Contract. Temporary or partial failures to deliver water shall be remedied with all possible dispatch. In the event of an extended shortage of water, the Seller shall reduce the delivery of water to the Purchaser pro-rated to proportional and consistent with the reduction to all municipal purchasers (based upon the percentage of water each municipal purchaser acquires based on the total amount purchased by all municipal purchasers for the preceding 12 months) until such time that the Seller has sufficient supply to furnish normal delivery of water to all purchasers. During the period of discontinuing service to the Purchaser the Seller shall agree that the minimum purchase volume and charge shall also be discontinued until such time the normal service has resumed. Purchaser is subject to the Montgomery County Water Shortage Response Ordinance attached herewith.
3. (Modification of Contract) The provisions of this contract pertaining to the schedule of rates to be paid by the Purchaser for water delivered are subject to modification at the end of every one-year period. The rate to the Purchaser may only be adjusted on or after the anniversary date of this Contract. Any rate change shall be consistent with all other municipal purchasers.
4. (Regulatory Agencies) This Contract is subject to such rules, regulations, or laws as may be applicable to similar agreements in this State, and the Seller and Purchaser will collaborate in obtaining such permits, certificates, or the like, as may be required to comply therewith. This subsection places no financial responsibility or cost on the Purchaser (Town) unless approved in advance by the Robbins Board of Commissioners.
5. (Successor to the Purchaser)
 - a. That in the event of any occurrence rendering the Purchaser incapable of performing under this

contract, any successor of the Purchaser, whether the result of legal process, assignment, or otherwise, shall succeed to the rights of the Purchaser hereunder.

b. In the event that the Purchaser determines that it will no longer operate a public water supply distribution system, the Purchaser shall have the right to assign this Contract to any successor entity, whether private, governmental, or quasi-governmental in nature.

6. (Right to Terminate): In addition to any other rights set forth in this Contract, the Purchaser and the Seller shall each have the right to unilaterally terminate the Contract, without penalty upon one (1) year written notice to the other party.

In witness whereof, the parties hereto, acting under authority of their respective governing bodies, have caused this contract to be duly executed in 3 counterparts, each of which shall constitute an original.

Seller: COUNTY OF MONTGOMERY

ATTEST:

By: Steve Hovee
Chairman, Board of Commissioners

Misty H. Coffin
Clerk to the Board

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

[Signature]
County of Montgomery, Finance Director

Purchaser: Town of Robbins

ATTEST:

By: _____
Cameron Dockery, Mayor

Jessica Coltrane, Town Clerk

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

Town of Robbins, Finance Director



MEMORANDUM TO THE BOARD OF COMMISSIONERS

FROM: Clint Mack
DATE: 12/31/2024
SUBJECT: Budget Amendment 6 (old business).
PRESENTER: Clint Mack

REQUEST:
Adopt the previously tabled Budget Amendment 6 in its entirety.

BACKGROUND:
The manager requests to appropriate funds from *Fund 85* to purchase a vehicle for administration, staff, public works director, and zoning inspection employees, to reduce legal liability and discretionary costs to employees by using their privately owned vehicles for the purpose of official local government business.

IMPLEMENTATION PLAN:
Managed by town hall daily duties and SOP.

FINANCIAL IMPACT STATEMENT:
-As reported in October’s meeting; this request does NOT stem from FEMA reimbursements directly; it’s funded by the unbudgeted \$108,000.000 in interest earned on the money market project account initiated by the staff throughout the FEMA project management process.

-The alleged reimbursement funds for project manager salary referenced in November by the BOC can be more accurately categorized as completely “unrestricted” due to the reimbursement rate being 29.59% higher than the town manager’s contracted salary, resulting in a net unrestricted gain of \$58,000.00 to the town.

-The annual cost of fuel and insurance will fall within the blanket insurance plan and public works fuel line and do not foresee increases to overall budget.

-The town staff has thus far collected \$0 in reimbursements for milage/fuel throughout the projects even though authorized by personnel/finance policy.

RECOMMENDATION SUMMARY:

Request motion to fully adopt Budget Amendment #6

SUPPORTING ATTACHMENTS:

NC Fleet vehicle pricing sheet available upon request.

Expense Description	Estimate type	Proposed Cost	BA Recomed
Minhas Tank Repairs	email USG water	\$ 8,752.00	\$ 10,000.00
Fire Department Storage Facility	estimate from luminte buildings	\$ 18,975.00	\$ 20,000.00
Zoning/Admin/Town Truck	website (dodge ram)	\$ 48,000.00	\$ 48,000.00
Brownsfield concept design	estimate from planner	\$ 2,500.00	\$ 2,500.00
RPD vehical payoff	debt service	\$ 12,500.00	\$ 12,500.00
Town Hall Central Heater Repair	estimate	\$ 7,000.00	\$ 7,000.00
Total Recommended BA			\$ 100,000.00



MEMORANDUM TO THE BOARD OF COMMISSIONERS

FROM: Clint Mack
DATE: 02/04/2025
SUBJECT: Sewer Capital Improvement
PRESENTER: Clint Mack

REQUEST:

To review and accept the wastewater system asset management plan prepared by Wooten.

BACKGROUND:

This Asset Management Plan (AMP) is provided to present a summary of data on the wastewater (sewer) system that serves the Town of Robbins, NC. The document is structured in compliance with the NCDEQ Division of Water Infrastructure recommended format as follows: Section 1 – System Asset Inventory Section 2 – Condition Assessment Section 3 – Capital Improvements Plan Section 4 – Operation and Maintenance Manual The Town of Robbins sewer system includes approximately 74,200 feet of sewer lines ranging from 6 to 18-inch in diameter, 299 manholes, and 3 sewer pumps stations. The Robbins Sewer System, which currently collects and treats approximately 195,000 gallons per day of raw sewage, was initially built in the late 1930s to serve the growing industry and residents. As with any aging infrastructure, it is imperative that accurate evaluations of the system are performed at regular intervals to assess shortcomings and determine where funds and labor can best be allocated within the system. In an effort to facilitate these evaluations as well as encourage utility owners to increase their system viability and be more proactive in the management and financing of their systems, the Department of Water Infrastructure offers grant funding specifically to perform Asset Inventory and Assessment (AIA) studies. As result of this AIA grant, The Wooten Company was tasked with completing an updated summary and condition assessment of the sewer system for the Town of Robbins and providing recommendations for future capital improvements based on a priority ranking system. The assessment of the sewer system focused primarily on identifying potential sources of infiltration and inflow (I/I) into the collection system through field investigations such as smoke testing, manhole inspections, i-tracker studies and robotic and manual TV line inspections. A general assessment of the Town’s wastewater treatment facilities was also conducted as part of this AIA study. After completion of the field investigations, the findings were combined with available data such as line size, age and material as well as maintenance records in order to prioritize capital improvement projects based on the areas of most concern. The Capital Improvement Plan (CIP) enclosed herein elaborates on the recommended priority of these work areas and the anticipated costs over the next 20 years, with a particular focus on the next 10 years of work. A rate study has also been included as part of this document that ties the CIP into the

Town's utility rate structure so as to promote long-term utility viability. An Operations and Maintenance Manual has also been provided as part of this document in order to assist the Town with maintenance and operational tasks on their sewer infrastructure.

IMPLEMENTATION PLAN:

See Page 21-33 of the Wastewater Management Plan

FINANCIAL IMPACT STATEMENT:

Unknown

RECOMMENDATION SUMMARY:

Approve recommendations from Wootens Asset Wastewater System Asset Management Plan.

SUPPORTING ATTACHMENTS:

Draft of Wastewater System Asset Management Plan



MEMORANDUM TO THE BOARD OF COMMISSIONERS

FROM: Clint Mack

DATE: 02/04/2025

SUBJECT: Budget Timeline 2025-2026

PRESENTER: Clint Mack

REQUEST:

To review and accept Budget Timeline for budget year 2025-2026 meeting schedule.

BACKGROUND:

IMPLEMENTATION PLAN:

Approve dates of Budget Timeline to discuss budget year 2025-2026

FINANCIAL IMPACT STATEMENT:

None

RECOMMENDATION SUMMARY:

Approve 2025-2026 Budget Timeline

SUPPORTING ATTACHMENTS:

Budget Timeline

25-26 Budget Session Timeline

- January 30th** **Monthly Department Meeting 10:00am TM Office (Department Chiefs)**
- Initial budget guidance to Department Chiefs
 - February 27th Deadline for list of major proposed expenditures in FY 2025
- February 27th** **Deadline for list of major proposed expenditures in FY 2025**
- *March 27th** **Budget Kickoff RFD Board Room 6:00-8:00 (BOC)**
- Strategic Town Goals Review
 - Previous year review
 - Debt schedule
 - Grant money revenue
 - Debate and discussion for FY 2025-26 Fiscal Goals
- April 1st** **Department Work Session (Police Chief @ 10:00am/ Fire @ 1:00pm)**
- Subscriptions
 - Any other not budgeted 2024 items
- April 2nd** **Department Work Session (Street @ 10:00am/Public Works @ 11:00am)**
- Roger/Billy -Chemical/Subscriptions
 - Roger -Maintenance needs
- April 11th** **All Department Budgets Due to Town Manager!**
- April 17th** **Department Work Session (if needed)**
- Department update online: email the Manager before the 17th your status of progress
- *April 24th** **Budget Work Session RFD Board Room 6:00pm-8:00pm (BOC)**
- Tax projection brief (pending them issued from county)
 - Analysis of tax projection
 - Proposed FY2025-26 Utility Rates table presentation
 - Tentative draft presentation/initial review
- May 1st** **Last Day for Department FY 2024-25 Purchase Order Requests**
- *May 8th** **May BOC Regular Meeting 6:00pm (BOC)**
- Draft Budget Presentation @ Board Meeting
- June 2nd** **FY 2024-25 Finance books locked, no new purchases without authorization**
- *June 12th** **June BOC Regular Meeting 6:00pm (BOC)**
- Public Hearing for Budget FY 2025-2026
 - Regular Board Meeting to follow
- *June 19th** **Budget Work Session (if Budget not approved)**

25-26 Budget Session Timeline

Board of Commissioners

- *March 27th** Budget Kickoff RFD Board Room 6:00-8:00 (BOC)

- April 24th** Budget Work Session RFD Board Room 6:00pm-8:00pm (BOC)

- May 8th** May BOC Regular Meeting 6:00pm (BOC)

- *June 12th** June BOC Regular Meeting 6:00pm (BOC)

- *June 19th** Budget Work Session (if Budget not approved)



To: Robbins Board of Commissioners
From: Clint Mack, Town Manager
Subject: Manager Report
Date: 05 February 2025

PROJECTS/EFFORTS

2022 Water System Improvements:

- The surveyor was contracted through Wooten for easement mappings. Awaiting state permits approval. Completed progress meeting for January.

DEPARTMENT REPORTS

1. ADMINISTRATIVE

- a. Permitting and staff assistance meetings for land use.
- b. Multiple citizen complaints concerning the Christmas Lights on main street this year. Currently, only 6 lights are the newer brighter brand version. 41 total were hung this year. We have many catalogs showing replacements being \$1500-\$4000 each. Recommend establishing a decoration committee and a recommended budget or alternate decoration options.
- c. Awaiting contract from Terracon engineering firm to complete “vapor testing” as a requirement to submit new packet for potential residential redevelopment on site and complete residential redevelopment application.
- d. Primary heaters also replaced in town hall in January.
- e. Annual audit update given and sent to commissioners. Following up with Nic Wicker in a couple weeks.
- f. Playscape Design meeting to assess and get another quote for Ellie Jean playpark.
- g. Initial planning for wastewater funding packet for Fall 2025 round of grants based off completed sewer AIA.
- h. Initial inbrief for FEMA Tropical Storm Debby claims; exploratory meetings with FEMA later this month.



- i. Meeting with Thone Labs Mobile Restrooms. (\$50k-\$60k annually per unit)
 - j. PRT meetings with Robbins Theater and Moore County.
 - k. Old Police Station update: organizations awaiting funding requests. No contract has been signed yet.
 - l. Planning Board conducted in January.
 - m. Meetings with USG Water about South Tank repairs and water meter purchases.
 - n. Annual Teir II chemical report submitted and approved.
 - o. US Army Civil Affairs planning meeting to host operation in March.
2. FIRE
- a. See report.
3. POLICE
- a. See report.
4. PUBLIC WORKS
- a. 16 Work orders completed.
 - b. A major leak completely flooded entire basement of old police station.

FOLLOW UP:

CLINT E. MACK
Town Manager
Robbins, NC.

Activity Log Event Summary (Cumulative Totals)

Robbins Police Department

(01/01/2025 - 01/31/2025)

911 Hang Up Call	3	Administrative Duty	6
Alarm Activation	2	Animal Complaint	2
Assist EMS	2	Assist Motorist	1
Assist Other Agency	1	Assist other Robbins Police Officer	10
Assist Sheriff Department	9	Attempted Warrant Service	4
Barring Notice	5	Business Check	1
Citation	1	Citizen Assist	4
Court	1	Damage to Personal Property	1
Direct Traffic	1	Disturbance	5
Drug Laws	4	Follow up Investigation	15
Foot Patrol	28	Found Property	1
Illegal Parking	1	Information	1
Larceny	3	Ordinance Violation	1
Park Check	3	Public Service (Phone Call Request)	2
Store Closing	2	Structure Fire	3
Suspicious Person	5	Suspicious Vehicle	2
Training	20	Trespassing	1
Unlock car	1	Vehicle Accident Property Damage	3
Vehicle Pursuit	2	Vehicle Stop	60
Warrants Served	5	Welfare Check	4

Total Number Of Events: 226

Drug Summary Totals

Robbins Police Department

(01/01/2025 - 01/31/2025)

D - Heroin

Status:	Measurement:	Total Quantity:	Total Estimated Value:
6 - Seized	GM - Gram	0.500	\$0.00

E - Marijuana

Status:	Measurement:	Total Quantity:	Total Estimated Value:
6 - Seized	GM - Gram	8.010	\$60.00

G - Opium

Status:	Measurement:	Total Quantity:	Total Estimated Value:
6 - Seized	DU - Dosage Unit/Items (Number of Capsules, Pills, Tablets, etc.)	35.500	\$510.00

K - Other Hallucinogens

Status:	Measurement:	Total Quantity:	Total Estimated Value:
6 - Seized	GM - Gram	3.000	\$100.00

L - Amphetamines/Methamphetamines

Status:	Measurement:	Total Quantity:	Total Estimated Value:
6 - Seized	GM - Gram	9.500	\$100.00

P - Other Drugs

Status:	Measurement:	Total Quantity:	Total Estimated Value:
6 - Seized	GM - Gram	1.000	\$0.00
6 - Seized	DU - Dosage Unit/Items (Number of Capsules, Pills, Tablets, etc.)	43.000	\$0.00

Incident Drug Totals By Status

Robbins Police Department (01/01/2025 - 01/31/2025)

6 - Seized

Type of Drug:	Description:	Type of Measurement:	Quantity:	Est. Value:	Inc. Date:	Incident Number:
D - Heroin	White powdery substance	GM - Gram	0.500		01/28/2025	25010202
E - Marijuana	Green Leafy Substance	GM - Gram	1.000		01/10/2025	25010084
E - Marijuana	Green Leafy Substance	GM - Gram	5.000	\$60.00	01/17/2025	25010114
E - Marijuana	Green Leafy Substance	GM - Gram	0.010		01/23/2025	25010157
E - Marijuana	Green leafy substance	GM - Gram	2.000		01/28/2025	25010202
G - Opium	Alprazolam	DU - Dosage Unit/Items (Number of Capsules, Pills, Tablets, etc.)	34.500	\$500.00	01/17/2025	25010114
G - Opium	Clonazepam	DU - Dosage Unit/Items (Number of Capsules, Pills, Tablets, etc.)	1.000	\$10.00	01/17/2025	25010114
K - Other Hallucinogens	Psychedelic Mushrooms	GM - Gram	3.000	\$100.00	01/17/2025	25010114
L - Amphetamines/Methamphetamines	White Crystal-Like Substance	GM - Gram	0.500		01/10/2025	25010084
L - Amphetamines/Methamphetamines	Crystal-Like Substance	GM - Gram	9.000	\$100.00	01/17/2025	25010114
P - Other Drugs	Blue Oval Pills (Alprazolam)	DU - Dosage Unit/Items (Number of Capsules, Pills, Tablets, etc.)	14.000		01/23/2025	25010157
P - Other Drugs	Buprenorphine and Naloxone Sublingual Films	DU - Dosage Unit/Items (Number of Capsules, Pills, Tablets, etc.)	29.000		01/23/2025	25010157
P - Other Drugs	Purple powdery substance	GM - Gram	1.000		01/28/2025	25010202
Totals: 100.510				\$770.00		

January 2025

Monthly Report – Robbins Area Library – Sue Aklus

Programs:

Children: Story Time with Miss Sue, Hope Academy Story Time, Find Baby Arnold/Daniel Tiger, Puzzles, Coloring Sheets/Crafts, Movie, Special Snowflake Craft

Adult: Crochet & Knitting Group, Chili Recipe Swap, Walking

	2024	Attendance
Days Open	18	
Reference Questions	74	
Volunteer Hours	0	
Computer Use	20	
Front Door Walk-ins & Pickups	856	
ADULT PROGRAMS IN THE LIBRARY:	12	48
Crochet & Knitting Group	4	29
Chili Recipe Swap	1	4
Walking 1-2-3 Miles	7	15
JUVENILE PROGRAMS IN THE LIBRARY:	19	335
Thursday Story time with Miss Sue	4	44
Wednesday/Friday Hope Academy Story Time with Miss Sue	7	117
Saturday Movie Time	1	5
Special Snowflake Craft	3	15

Puzzles	1	29
Coloring Sheet/Crafts	1	49
Find Arthur/Daniel Tiger	1	76
CONFERENCE ROOM	7	12
Tutor	7	12

Upcoming Programs for January 2025

- Valentine’s Day Crafts, Saturday, Feb. 1, 11AM-1PM
- Make A Special Valentine’s Day Card All month
- Black History Scavenger Hunt All month
- President’s Day Trivia Contest All month
- Blind Date with a Book All month
- Crochet/Knitting Group every Tuesday 2-4PM
- Hope Academy Pre-School Story time Wednesday from 9-11AM
- Preschool Story Time every Thursday 10AM
- Preschool Story Time Valentine’s Day Party, Feb. 13 @10AM
- Checker’s Match Every Friday 3-5PM
- Find Hazel the Hedgehog in the Children’s Area All Month
- Committee Meeting Thursday, February 6 @ 11:30AM
- Sweet Dessert Exchange, Saturday, Feb. 8, 11AM-1PM
- Saturday Movie Time, Feb. 15 @ 11AM
- Black History Month Bingo, Saturday, Feb. 22, 11:30AM-12:30PM
- Where The Heart Is Book/Movie Club, Tuesday, Feb. 25 @ 4:30PM

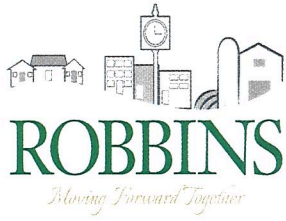


January 2025

To: Town of Robbins Board of Commisioners
Thru: Town Clerk and Manager
From: Timmy Brown, Robbins Fire Chief
Re: Monthly BOC Report

- Paid staff took down Christmas lights off the poles in town and put up the green flags.
- Paid staff are doing their daily duties (truck check off, equipment check).
- Robbins Fire Rescue is hosting the Fire I & II series of classes.

Timmy Brown
Fire Chief



Fire Alarms	2
Motor Vehicle Accidents	13
Medical assist, assist EMS crew	32
Storm Damage	2
Forest, woods or wildland fire	5
Structure Fires	4
Vehicle Fires	1
Total Calls	59