



Minutes of the Roanoke Rapids City Council

A regular meeting of the City Council of the City of Roanoke Rapids was held on **Tuesday, November 19, 2024, at 5:30 p.m.** in the Council Chambers at the Lloyd Andrews City Meeting Hall.

Present: Emery G. Doughtie, Mayor
Sandra W. Bryant, Mayor Pro Tem

Andy Jackson)
Curtis Strickland)

Council Members

Kelly Traynham, City Manager
Geoffrey Davis, City Attorney
Traci Storey, City Clerk
Shane Guyant, Police Chief
Carmen Johnson, Finance Director
Christina Caudle, Human Resources Director
Jason Patrick, Fire Chief
Kristyn Anderson, Planning & Development Director
Kelly Daughtry, Parks & Recreation Director
Larry Chalker, Public Works Director

Absent: Councilman Rex Stainback
Councilman Keith Bell

Mayor Doughtie called the meeting to order at 5:30 p.m. and provided the invocation.

The Pledge of Allegiance was recited.

Adoption of Business Agenda

Mayor Doughtie asked Council members if there were any known conflicts of interest with respect to the matters before them this evening.

There being no conflicts, motion was made by Councilman Jackson, seconded by Mayor Pro Tem Bryant, and unanimously carried to adopt the business agenda as presented.

Special Recognitions

Fire Department

Fire Chief Patrick introduced Chris Boykins. He graduated from the Nash Community College Fire Academy December of 2023 and began working with the department in April 2024. He is currently serving at Station 1 on C-Shift working with Lieutenant Ramah Long. His girlfriend Shyanne Bryce pinned his badge.

Chief Patrick introduced Jacob Felhauer. He has been with the Roanoke Rapids Fire Department for 2 years. He was in the first group of firefighters they sent through the Nash Community College Fire Academy where he graduated in December 2022. He has been promoted to Driver/ Engineer. Jacob is currently assigned as Engineer for Lt. Turner at Fire Station 2 on C-Shift. His girlfriend Emily Yeager pinned his badge.

Chief Patrick introduced Vincent Mollicone. He has been with the City of Roanoke Rapids for 5 years. He has been promoted to Driver/ Engineer. Vincent is currently assigned as Engineer for Johnathan Woodall at Fire Station 2 on B-Shift. His wife Taylor Mollicone pinned his badge.

Police Department

Police Chief Guyant introduced the two newest police officers Cody Cooke and Jakota Snider. He said both officers grew up here and graduated here. It is nice for young men and women to grow up here and decide to enter a noble profession such as law enforcement.

He said Cody Cooke recently completed BLET and started his 12-week field training last week. Jakota Snider came to the City from Halifax County Sheriff Office. He will have an abbreviated field training process because he has experience.

Mayor Doughtie recognized Police Chief Guyant since this was his last official Council meeting. He asked Chief Guyant to come forward. He believed in the last year and a half Chief Guyant had brought a lot to the community in the short time he had been here. He wrote down a few words: stability, integrity, honesty, strong-willed. He has been future-oriented in some of the programs and ideas he has tried to put here at Roanoke Rapids. One of the most impressive things to him was that he always professed as being a Christian. That means a lot to a lot of people. He wished him luck in the future and thanked him for serving.

Chief Guyant thanked City Manager Traynham for hiring him. He has become really close with his fellow department heads. He thanked City Council for having faith in him. He loves his team and is going to miss them a lot. He always did things the right way. They may not have been what everyone wanted to happen, but it was the right way. He can stand here and hold his head up high and tell them his whole career he did things the right way. He was proud of what they had accomplished at the police department, it was not him, it was a concerted team effort. He thanked them for their patience with them and for supporting them. Please continue to support what the police department does in the City. They have some outstanding men and women who work there. This was one of the hardest things he had to do. He did the right thing through prayer and feels like he is doing the right thing for his family.

Approval of City Council Minutes

Motion was made by Councilman Jackson, seconded by Mayor Pro Tem Bryant, and unanimously carried to approve the November 6, 2024, Regular City Council Meeting minutes as drafted.

New Business

Consideration of Amendment to the City Personnel Policy

Human Resources Director Caudle reported as part of HB97, Article 84 of Chapter 143 of the NC General Statutes that includes a new section that prohibits local governments, state agencies, judicial branch and legislative branch from allowing pornography to be viewed on government networks and devices. The law which can be found at Section 7 of Session Law 2024-26 establishes a deadline for government employees and officials to delete any pornography from their government devices, creates reporting requirements for unauthorized viewing or attempted viewing of pornography and requires public agencies including units of local government to adopt policies governing the use of their networks and devices. It also contains some very important exceptions for employees and officials that may need to view pornography as part of their official duties which for the City would include the CID in the police department.

She stated that although these amended sections went into effect October 1, 2024, the City and all other local governments are required to comply by no later than January 1, 2025. To comply, the City will need to complete the following items by the end of the calendar year 2024:

1. Ask all employees and elected officials with pornography saved to a device owned, leased, maintained, or otherwise controlled by the City to remove, delete, or uninstall the pornography.
2. Ask City Council to amend the personnel policy to address the new requirements.
3. Work with IT contractor to begin monitoring networks for unauthorized viewing/ attempting viewing of pornography material on city network and city-issued devices.

Human Resources Director Caudle stated by no later than August 2025, the City will also be required to start reporting incidents of viewing or attempted viewing to the State Chief Information Officer annually. Therefore, the next item on the agenda is a budget amendment that Finance Director Johnson will present to purchase a software subscription that will allow the City to monitor and block this potential activity. According to the City's IT vendor, the annual subscription cost is approximately \$4,000.

She said she wanted to go on record to say that to their knowledge there has been no actual incidents of City employees or City of Roanoke Rapids officials viewing or attempting to view pornography. This is simply the City trying to comply with the new state law that went into effect October 1, 2024.

Human Resources Director Caudle presented the following resolution amending Article V, Section 15 and Article IX, Section 5 of the Personnel Policy.

RESOLUTION NO. 2024.10

Resolution to Amend the City of Roanoke Rapids Personnel Policy

Whereas, the Mayor and City Council of the City of Roanoke Rapids, recognizing the importance of its municipal employees in meeting the service needs of the City residents, adopted Resolution No. 2024.05 which adopted the current City Personnel Policy; and

Whereas, it is the desire of the Mayor and City Council to continue to maintain a municipal work force composed of qualified, competent and dedicated employees, and to maintain equitable rates of pay and reasonable conditions of employment for its workforce; and

Whereas, it has been necessary over the years to amend the City's Personnel Policy by City Council action; and

Whereas, amendments are being proposed to amend Article V, Section 15 and Article IX, Section 5 of the City of Roanoke Rapids Personnel Policy as follows:

ARTICLE V. CONDITIONS OF EMPLOYMENT

Section 15. Technology Policy

All technology ~~and~~, electronic communication devices, ~~and~~ sources, networks and devices owned, leased, maintained, or otherwise controlled by the City used for City business are the property of the City and, as such, may be monitored, audited, and reviewed for proper use. An employee's access to the internet is a function of the business need of their position and is not a general employee benefit.

Employees shall not make any intentional use of the Internet, email or other electronic communications devices or sources that is illegal, malicious, inappropriate or obscene. ~~An employee's access to the internet is a function of the business need of their position and is not a general employee benefit.~~

Moreover, employees shall not use devices or networks owned or provided by the City to view, access, save or store pornography, or any material depicting sexual activity as defined in N.C. Gen. Stat. § 14-190.13, unless one of the following exceptions apply in the course of that employee's official duties:

- 1) In the course of the employee's official duties, the employee is investigating or prosecuting crimes, or offering or participating in law enforcement training, or performing actions related to other law enforcement purposes.
- 2) In the course of the employee's official duties, the employee is identifying potential security or cybersecurity threats.
- 3) In the course of the employee's official duties, the employee is protecting human life.
- 4) In the course of the employee's official duties, the employee is establishing, testing, and/or maintaining firewalls, protocols, and otherwise implementing the policy contained in this article.

All technology resources and all information transmitted by, received from, or stored on City systems are the property of the City of Roanoke Rapids and, as such, are subject to inspection by the City Manager. The City may enter, review, record, and monitor all information on City systems.

Improper use of the Internet, Email and other City electronic business devices or sources will subject the employee to disciplinary action up to and including dismissal.

ARTICLE IX. DISCIPLINARY ACTIONS

Section 5. Administrative Guidelines

As mentioned above, the City will determine the appropriate level of discipline for both unsatisfactory job performance and conduct issues. Examples of both unsatisfactory job performance and improper personal conduct which could result in discipline are listed below.

(B) Improper Personal Conduct

An employee who engages in a single act of improper personal conduct is subject to dismissal from employment with the City of Roanoke Rapids regardless of whether the employee has previously received a warning of any kind during his/her career with the City. The following list is illustrative, and is not an exhaustive or exclusive list, of the types of improper personal conduct that will lead to an employee's dismissal from the City:

- 25) Violation of the City's policies prohibiting sexual harassment, unlawful discrimination, retaliation, workplace violence, ~~and/or~~ substance abuse, ~~and/or~~ pornography;

Now, Therefore, Be It Resolved that the Roanoke Rapids City Council approves the foregoing amendments to the City of Roanoke Rapids Personnel Police as presented to City Council on November 19, 2024, to become effective immediately.

Adopted this 19th day of November 2024.

Emery G. Doughtie, Mayor

ATTEST:

Traci V. Storey, City Clerk

Attorney Davis reemphasized that this is not in response to any issues they ever had with the City of Roanoke Rapids. This new policy incorporates the language and redrafts it with the new law in mind. He reported the Town of Weldon has just passed

theirs. Every local government agency is going to be taking this up to make sure their policy conforms to the new state law.

Mayor Doughtie asked why would they give employees to the end of the year to take anything off their devices to comply with it. Attorney Davis replied it is an accountability provision and the way the law was worded when it came from the legislature. They passed this law, and it applies to the whole state. They do not want somebody after the deadline to say this came up and they didn't know. It comes straight from the House Bill. They are not saying they have until then to use City-owned devices to view pornography, they have never been able to do that.

City Manager Traynham added that the date is added for compliance with the law, but the amendments to the personnel policy are effective immediately upon adoption.

Councilman Jackson asked what kind of software it was and what does it do. Human Resources Director Caudle replied basically it will be placed on all the City's network servers across City facilities. It will essentially monitor what is coming in and out through requests on certain IP addresses and if it is viewed as a form of pornography, it is supposed to be blocked. It doesn't mean all things will get blocked; therefore, it should still identify if things get accessed. Human Resources will be the point department where if an employee accesses pornography or attempts to, that data from the subscription software will be submitted to the department. For the City to comply with the new law, they will be reporting that information to the State Chief Information Officer by August of every year.

Mayor Doughtie asked if the City was required by law to buy the software subscription or is it just a recommendation. Human Resources Director Caudle said they have done a lot of research and with the City's current infrastructure, this is the only option they have to monitor. They met with a federal agency today and there may be some opportunity to make some changes going forward. They cannot do that fast enough to comply with the law. Staff will continue to evaluate those opportunities and potentially come back to Council after this year's subscription is up and request to do it in a different manner.

Mayor Doughtie asked if they have talked with any other municipality or entity that already has it and been using it. Human Resources Director Caudle replied this has been a "curve ball" to all municipalities. The City is a member of the NC League of Municipalities human resources professionals membership where there is a listserv. Also, the UNC School of Government has a professional listserv and none of the participants were prepared for this and are doing the same thing the City is doing right now. They are all amending policies and trying to determine how best to monitor

this. They are still waiting on some definitions from the state in how far they needed to go with what is considered pornography, but they still have a deadline they need to comply with. She thinks they will see a lot of communities doing what they are requesting tonight.

Attorney Davis stated because the monitoring aspect is such a new thing and all municipalities are going through this right now, he characterizes it as a stop gap for this first year to get them covered to comply with the law as is. He suspects there will be a lot of reassessments since it has essentially created a market or expanded a market for the companies that provide these software services for monitoring. There will probably be some sorting out over the next year on what records need to be kept and how they need to be kept. When they are looking at budgets later there may be something better, or the situation may be different as far as what the City's monitoring needs are.

Human Resources Director Caudle said they did evaluate a lot of different options. This was the least expensive option that got the job done. Also, it will not only block what is considered pornography but will block other things that would be of the utmost importance not to come through the City's network. It is a good investment in cyber security as well. It could be something they would want to further evaluate in the upcoming fiscal year budget.

Motion was made by Councilman Strickland, seconded by Mayor Pro Tem Bryant, and unanimously carried to adopt Resolution No. 2024.10 amending Article V, Section 15 and Article IX, Section 5 of the City of Roanoke Rapids Personnel Policy.

Consideration of Budget Ordinance No. 2024.35 - (NCGS 143-805)

Finance Director Johnson stated pursuant to Human Resources Director Caudle's presentation, she requested City Council consider the following budget ordinance to purchase subscription software to comply with NCGS 143-805:

**Ordinance No. 2024.35
CITY OF ROANOKE RAPIDS
BUDGET AMENDMENT**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ROANOKE RAPIDS:

SECTION 1. The following additional amounts are hereby appropriated for the operation of City Government and its activities for the fiscal year beginning July 1, 2024 and ending June 30, 2025, according to the following schedule:

SCHEDULE A – PROJECT FUND REVENUES

Fund Balance – NCGS 143-805 Prohibit Viewing of Pornography on Government Networks and Devices

Project Revenues – NCGS 143-805 Prohibit Viewing of Pornography on Government Networks and Devices

\$4,000.00

FUND PROJECT TOTAL

\$4,000.00

SECTION 2. The following additional revenues and reductions in appropriations are available for the fiscal year beginning July 1, 2024 and ending June 30, 2025, in order to meet the foregoing appropriations, according to the following schedule:

SCHEDULE B – PROJECT FUND EXPENDITURES

Funding to General Fund – NCGS 143-805 Prohibit Viewing of Pornography on Government Networks and Devices
Project Expenditures – NCGS 143-805 Prohibit Viewing of Pornography on Government Networks and Devices

\$4,000.00

FUND PROJECT TOTAL

\$4,000.00

SECTION 3. This ordinance shall become effective upon adoption.

Emery G. Doughtie, Mayor

Motion was made by Mayor Pro Tem Bryant, seconded by Councilman Jackson and unanimously carried to adopt Ordinance No. 2024.35 in the amount of \$4,000 to purchase subscription software to comply with NCGS 143-805.

Consideration of Budget Ordinance 2024.36 - Library State Fiscal Recovery Funds

Finance Director Johnson stated the library received an additional \$631 of State Fiscal Recovery Funds. They have received a total of \$44,884 since the American Rescue Plan was enacted. She presented the following budget ordinance for their consideration:

**Ordinance No. 2024.36
CITY OF ROANOKE RAPIDS
BUDGET AMENDMENT**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ROANOKE RAPIDS:

SECTION 1. The following additional amounts are hereby appropriated for the operation of City Government and its activities for the fiscal year beginning July 1, 2024 and ending June 30, 2025, according to the following schedule:

SCHEDULE A – PROJECT FUND REVENUES

Fund Balance – Library State Fiscal Recovery Funds

Project Revenues – Library State Fiscal Recovery Funds

\$631.00

FUND PROJECT TOTAL

\$631.00

SECTION 2. The following additional revenues and reductions in appropriations are available for the fiscal year beginning July 1, 2024 and ending June 30, 2025, in order to meet the foregoing appropriations, according to the following schedule:

SCHEDULE B – PROJECT FUND EXPENDITURES

Funding to General Fund – Library State Fiscal Recovery Funds	
Project Expenditures – Library State Fiscal Recovery Funds	\$631.00
FUND PROJECT TOTAL	\$631.00

SECTION 3. This ordinance shall become effective upon adoption.

Emery G. Doughtie, Mayor

Motion was made by Mayor Pro Tem Bryant, seconded by Councilman Strickland and unanimously carried to adopt Ordinance No. 2024.36 in the amount of \$631 for Library State Fiscal Recovery Funds.

Consideration of Budget Ordinance No. 2024.37 – Seniors Health Insurance Information Program (SHIIP) Grant

Finance Director Johnson reported that the Jo Story Senior Center has been awarded the Seniors’ Health Insurance Information Program (SHIIP) Grant. SHIIP is a consumer information division of the North Carolina Department of Insurance that assists people with Medicare, Medicare Part D, Medicare supplements, Medicare Advantage, and long-term care insurance questions. She presented the following budget ordinance for their consideration:

**Ordinance No. 2024.37
CITY OF ROANOKE RAPIDS
BUDGET AMENDMENT**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ROANOKE RAPIDS:

SECTION 1. The following additional amounts are hereby appropriated for the operation of City Government and its activities for the fiscal year beginning July 1, 2024 and ending June 30, 2025, according to the following schedule:

SCHEDULE A – PROJECT FUND REVENUES

Fund Balance – SHIIP Grant for Jo Story Senior Center	
Project Revenues – SHIIP Grant for Jo Story Senior Center	\$5,102.00
FUND PROJECT TOTAL	\$5,102.00

SECTION 2. The following additional revenues and reductions in appropriations are available for the fiscal year beginning July 1, 2024 and ending June 30, 2025, in order to meet the foregoing appropriations, according to the following schedule:

SCHEDULE B – PROJECT FUND EXPENDITURES

Funding to General Fund – SHIIP Grant for Jo Story Senior Center	
Project Expenditures – SHIIP Grant for Jo Story Senior Center	\$5,102.00
FUND PROJECT TOTAL	\$5,102.00

SECTION 3. This ordinance shall become effective upon adoption.

Emery G. Doughtie, Mayor

Motion was made by Councilman Jackson, seconded by Councilman Strickland and unanimously carried to adopt Ordinance No. 2024.37 in the amount of \$5,102 for the SHIIP Grant for the Jo Story Senior Center.

Consideration of Policies, Resolutions and Plans for 2023 CDBG Neighborhood Revitalization Program

City Manager Traynham reminded City Council that during the last meeting they approved the City entering into a contract for Administrative Services with the CDBG Neighborhood Revitalization program. That contract was awarded to Insight Planning & Development. Mr. Chris Hilbert is present to move the City forward with that grant.

Mr. Hilbert with Insight Planning & Development stated the City was awarded a \$950,000 CDBG grant. The City received the grant agreement in April and it was returned to the NC Department of Commerce, Rural Economic Development Division. The grant is for housing otherwise known as an affordable housing project. There is reconstruction and rehabilitation of homes. There are seven (7) homes in this project. He reported they were in the process of closing out the last grant that reconstructed two homes, rehabilitated one home and provided restrooms facilities at Chaloner Park.

He presented Resolution No. 2024.11 for the administrative guidelines and policies of the new project. He read the fifteen plans and policies listed within the resolution and stated most of them were required by HUD.

City Manager Traynham clarified that these policies apply to the life of the grant program.

Mr. Hilbert said they were a little behind, but they were just getting started. They were set up to complete the environmental review by the end of February. That is why they went ahead and got these ready for them right away. They would like to get some of this up to the State office so they can get the release of funds as soon as possible in order to get to work on some homes.

Mayor Doughtie asked if the applicants had already been approved. Mr. Hilbert replied the applicants were approved during the application process last year. They held two public hearings during the process and accepted applications to the City at that time.

Mayor Pro Tem Bryant asked if the homes were located throughout the city. Mr. Hilbert said they were very scattered around the city. There are two on Washington Street, one on Jefferson Street, Powell Street, Love Street, Southgate Drive and Charles Circle.

Resolution No. 2024.11

**CITY OF ROANOKE RAPIDS, NORTH CAROLINA
2023 CDBG NEIGHBORHOOD REVITALIZATION (CDBG-NR) PROGRAM
GRANT #22-C-4130**

Resolution Approving Administrative Guidelines and Policies

WHEREAS, the City of Roanoke Rapids wishes to carry out its 2023 Community Development Block Grant Neighborhood Revitalization (CDBG-NR) Program in accordance with established state and federal administrative guidelines.

NOW, THEREFORE, the City of Roanoke Rapids City Council hereby collectively adopts the following resolutions, guidelines, plans and policies, and resolves that they be utilized during the administration of the City of Roanoke Rapids 2023 CDBG-NR Program:

1. Project Budget Ordinance
2. Financial Management Resolution
3. Housing Assistance Policy
4. Housing Construction Contract Award Policy
5. Citizen Participation Plan
6. Residential Anti-displacement and Relocation Assistance Plan
7. Local Jobs Initiative (Section 3) Plan
8. Temporary Relocation Policy
9. Code of Conduct
10. Fair Housing Policy
11. Excessive Force Policy
12. Procurement Standards Policy/Plan
13. Equal Opportunity Plan
14. Language Assistance Plan (Providing Meaningful Communication with Persons with Limited English Proficiency)
15. Recipient's Plan to Further Fair Housing

Adopted this 19th day of November 2024.

Emery G. Doughtie, Mayor

ATTEST:

Traci V. Storey, City Clerk

Motion was made by Mayor Pro Tem Bryant, seconded by Councilman Strickland and unanimously carried to adopt Resolution No. 2024.11 collectively adopting the following resolutions, guidelines, plans and policies for utilization during the administration of the 2023 CDBG Neighborhood Revitalization Program.

City Manager's Report

City Manager Traynham reported today they received a visit from Rob Main, the regional representative of the Cybersecurity and Infrastructure Security Agency or CISA. The topics were primarily making them aware of programs available at no cost to the City to move forward in doing things to assess needs and infrastructure, promote best practices, build some capacity, educate and increase awareness of cybersecurity risks, and coordinate other potential response efforts. She stated the meeting was arranged by Chief Guyant and twenty-five employees participated in this overview of training. They look forward to being a working group to increase cybersecurity and protect the City's interests. The risks are out there and every day they receive emails that look suspicious and so forth. Those are the type of things that can make a system insecure and vulnerable to threats.

She announced the following activities:

- Jo Story Senior Center Annual Stew Sale is tomorrow at Kirkwood Adams – Quarts are \$10 each. They've had an outstanding presale.
- Audit by state representatives of the 2020 CDBG-NR grant tomorrow.
- Turkey Hoop Shoot at TJ Davis ages 7-12 – Friday, November 22nd.
- Dedication and Open House of Library in Memory of City Attorney Gilbert Chichester – Saturday, November 23rd at 1:00 p.m.
- Police Club Christmas for the Kids Fundraiser at Applebee's – Wednesday, November 27th.
- Thanksgiving holiday/Offices Closed – Thursday, November 28th and Friday, November 29th.
- Public Works is actively collecting loose leaves on city streets.

- Christmas decorations were starting to go up around the city.
- Christmas on the Avenue with activities at the Chamber of Commerce – Friday, December 6th.
- Christmas at the Canal – Saturday, December 7th.
- Christmas Parade – Sunday, December 8th at 2 p.m.

City Manager Traynham reported the public works department is preparing a street resurfacing bid document to receive bids as part of the City's current fiscal year budget.

She said October 31st was the closing date for registration for youth basketball. About 200 kids in the community have registered to play youth basketball. That is 20 teams, 20 volunteer coaches at a minimum because most have an assistant or someone else helping. Games will begin in December and go through the end of January. The archery classes will be announced in December.

City Manager Traynham announced that following Chief Guyant's retirement effective December 1st, Captain Harold Phillips will serve as Interim Chief until a permanent chief is selected. They are moving forward with that process. Five candidates will move forward to the final assessment centers in the first week of December. By the middle of December they should have a candidate identified as the next Police Chief.

Finance Director's Report

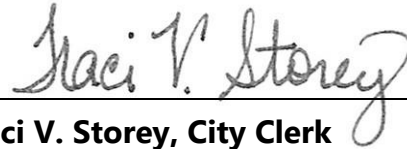
Finance Director Johnson presented the financial report for the period ending October 31, 2024. General Fund year-to-date receipts totaled \$8,679,823.60. General Fund year-to-date expenditures totaled \$7,046,474.44. Year to date revenues exceeded expenditures by \$1,633,349.16. After the month of October 34.5% of the budget year has been completed. During the month of October, the City received the following revenue:

- Prior Year Ad Valorem Tax
- Motor Vehicle Tax
- Hold Harmless Revenue
- Commercial Solid Waste Fees
- Interest Revenue (Still doing well)
- Grants & Donation Funds
- Other Revenues

She stated the City was in good financial standing for the month of October which is a normal trend for the City. The City must remain cautious about staying within the budget and not overspend.

Adjournment

There being no further business, motion was made by Mayor Pro Tem Bryant, seconded by Councilman Jackson and unanimously carried to adjourn. The meeting adjourned at 6:15 p.m.



Traci V. Storey, City Clerk

Approved by Council Action on: December 3, 2024