

207 West Second Street  
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**November 10, 2025 – 7:00 p.m.  
Regular Town Council Meeting  
Minutes**

**COUNCIL PRESENT:**

Herbert Hales II, Mayor  
LaWanda Neal, Council Member  
Keith Davis, Council Member  
Mark Smith, Mayor Pro Tem

**STAFF PRESENT:**

Tony Sears, Interim, Town Manager  
Tymeeka Williams, Town Clerk  
Marcus Burrell- Town Attorney  
James Ayers- Police Chief  
John Pitts- Public Works Director  
Leigh Gotshall- Librarian  
Bonita Renfrow- Utilities Clerk  
Christopher Batten: Parks & Rec Director

**COUNCIL ABSENT:**

Beverly Knight, Council Member

**1. CALL TO ORDER**

- Call to Order – *Mayor Herbert Hales, II*
- Invocation – *Council Member Keith Davis*
- Pledge of Allegiance – *Mayor Herbert Hales, II*

**Mayor Hales called the meeting to order at 7:00 p.m. Council Member Davis offered the Invocation and Mayor Hales led everyone in the Pledge of Allegiance.**

**2. PUBLIC COMMENT**

*This portion of the meeting is an opportunity for citizens to speak on any issue concerning the Town of Kenly. Please note that each citizen is limited to a total of 3 minutes\*. Please direct all comments/concerns to the entire council rather than individual members. Further, it should be noted that the Town Council reserves the right to not act on items first presented at this meeting.*

1. Tracey Chamberlin (500 S Alford)- Water Assistance Program for low-income residents. Help with late fees and payments. Would like to have a better explanation/ understanding of the \$50 cut off fee for the water bill.

2. Ted Godwin (JOCO Commissioner)- On Tuesday Nov 11th @ 11am at Smithfield Selma High School there will be a Veteran's Day Program in the Gym. There will be a Regional meeting hosted by Central Pines Council of Governments scheduled for Thursday Nov 12<sup>th</sup> at 9 a.m. in Durham regarding regional water systems, he will attend and report back the findings.

*\*This time may be adjusted based on the number of citizens who wish to speak.*

**3. ADJUSTMENT/ADOPTION OF THE AGENDA**

a. Adjustments to the Agenda

**NO ADJUSTMENTS MADE TO THE AGENDA**

b. Adoption of the Agenda

**NONE**

**ACTION:** Adoption of Agenda

Motion: Council Member Smith

Second: Council Member Davis

Vote: 3-0 (PASS)

#### 4. CONSENT AGENDA

*(Items on the consent agenda are considered routine in nature or have been thoroughly discussed at previous meetings. Any member of the Board may request to have an item removed from the consent agenda for further discussion.)*

- a. Draft Minutes
  - October 08, 2025– Regular Session

**ACTION:** Adoption of Consent Agenda as Presented

Motion: Council Member Davis

Second: Council Member Neal

Vote: 3-0 (PASS)

#### 5. INTRODUCTIONS AND SPECIAL PRESENTATIONS

- a. ➤ **NONE**

#### 6. PUBLIC HEARINGS

- a. Text Amendment – **UNIFIED DEVELOPMENT ORDINANCE**

- SECTION 3-103-3\_ PERMITTED LAND USE

Ordinance – #2025-11-01

Presenter: *Tony Sears, Interim Town Manager*

**ACTION:** Council to Recess Regular Session and Enter Public Hearing

Motion: Council Member Smith

Second: Council Member Davis

Vote: 3-0

- Jimmy Taylor- Bartlett Engineering has requested an UDO text amendment to allow automotive/truck repair as a permitted use in B-3, noting it is allowed in B-2 and its omission from B-3 was likely an oversight.
- Context involved a property at Woodard and Hershey Drive (near the old truck wash) seeking truck repair use; rezoning was avoided to maintain B-3 zoning. The applicant supported aligning the ordinance with typical practice. Council noted existing UDO standards would regulate operational details

**ACTION:** Council Voted to Close Public Hearing

Motion: Council Member Davis

Second: Council Member Neal

Vote: 3-0 (PASS)

**ACTION:** Adoption of Ordinance #2025-11-01; Approve Text Amendment

Motion: Council Member Smith

Second: Council Member Neal

Vote: 3-0 (PASS)

#### 7. NEW BUSINESS

- a. **TOK NCDOT Road Closure Ordinances- Christmas 2025**
  - a. Ordinance 2025-11-02 (Christmas Parade)
  - b. Ordinance 2025-11-03 (Christmas on Main)

*Presenter: Tony Sears, Interim Town Manager*

- Christmas Parade: Request to NCDOT to close portions of Alfred Avenue, Pope, SR 222, and SR 301 on Thursday, December 4, from 5:30 to 9 p.m.; additional closures on Second Street from South Wilson to North Englewood from 4 to 9 p.m.
- Christmas on Main: Closures on Saturday, December 6, including First Street, Garner Avenue, SR 222 to SR 301, Corbett Street, and Railroad Avenue from 6 a.m. to 5:30 p.m.

**ACTION: Adoption of Ordinance #2025-11-02**

Motion: Council Member Neal  
Second: Council Member Davis  
Vote: 3-0 (PASS)

**ACTION: Adoption of Ordinance #2025-11-03**

Motion: Council Member Neal  
Second: Council Member Davis  
Vote: 3-0 (PASS)

c. **2026 TOK Holiday & Council Meeting Resolutions**

- a. Resolution 2025-0801 (TOK Council Meeting Schedule)
- b. Resolution 2025-0802 (TOK Holiday Schedule)

*Presenter: Tony Sears, Interim Town Manager*

- Council reviewed and moved to adopt the annual town council meeting schedule and holiday observance schedule. The town follows the State of North Carolina's holiday schedule.

**ACTION: Adoption of Ordinance #2025-0801**

Motion: Council Member Smith  
Second: Council Member Davis  
Vote: 3-0 (PASS)

**ACTION: Adoption of Ordinance #2025-0802**

Motion: Council Member Smith  
Second: Council Member Davis  
Vote: 3-0 (PASS)

d. **Capital Project Ordinance- SRP-W-ARP-0099 Sewer: Pump Station and Sanitary Sewer Rehabilitation Water System Improvements: Ordinance #2025-11-04**

*Presenter: Tony Sears, Interim Town Manager*

- A capital project ordinance was presented to cover sewer, complementing an already adopted water project ordinance, consolidating both under one ordinance (including 0-100 and 0-0-99 references).
- Tony Sears reported active work: fire hydrant installations, water line extensions, galvanized line replacements, and work at the wastewater treatment plant. Typical construction issues have arisen (unexpected subsurface conditions); staff assisted contractors on tie-ins and field coordination.

**ACTION:** Approval of Ordinance #2025-11-04

Motion: Council Member Smith

Second: Council Member Davis

Vote: 3-0 (PASS)

## **8. OLD BUSINESS**

### **a. NO OLD BUSINESS PRESENTED**

## **9. TOWN MANAGER / STAFF REPORTS**

### **a. Town Manager**

- *Utility Bill Adjustment Document*

**M.A.R: 255 Richardson Drive-** water bill adjustment was approved due to an outside speaker left running causing water to run outside; a public works employee discovered and stopped the flow and notified staff, who then contacted the customer.

**ACTION:** Approval of Adjustment Requested

Motion: Council Member Davis

Second: Council Member Neal

Vote: 3-0 (PASS)

- Christmas Events Committee Update- The Christmas committee has met regularly and completed much planning. Council members were asked to confirm parade participation and vehicle needs; coordination assistance will be provided.
- December 2 will be the Reception at Legion Hall to honor Grand Marshal Mr. George Arrant at 6:00pm, followed by tree lighting at 7:30 at town hall. The Jazzy Cats will sing; hot chocolate and small treats will be provided.
- Parade scheduled for Thursday December 4th, consistent with first-Thursday tradition.

c. Municipal Election Results- Next Steps

- The town contracts with Johnston County and Wilson County Boards of Elections to run elections and does not manage results. Due to inquiries about fluctuating results, the town emphasized directing questions to the appropriate county Board of Elections. Results are not final until certified by the State of NC
- The next regular board meeting is on December the 8th. Old business will be handled by the current body; new business will occur after the seating of the new board.
- Each elected member will have an individual swearing-in by authorized officials (judges, magistrates, register of deeds, clerks). Personal or family Bibles may be used.
- The meeting room will open early for mingling; refreshments will be provided. The meeting will pause for swearing-in, then business will continue.

b. Town Clerk- Employee Christmas Party December 2025

- An email will be sent to collect top three date preferences, looking after the 11th due to carriage rides for the community by the library

c. Town Attorney- Closed Session hearing to be held

d. Police Department-

- 22 incidents; two 911 hang-up calls; one sexual assault case; five investigation follow-ups.
- 63 citations issued; Officer Reed issued 18 citations with 27 charges, including two stoplight violations at the main light.
- 69 business checks; 25 residence checks.
- Felony arrests corrected from 13 to 14; civil papers served: two.
- 13 drug arrests; photos of arrestees recorded on the third page of the report.
- Community Engagement:
  - October 19: Officer Hicks received the Danny Henson Award.
  - October 23: Received two large boxes of candy; connected with the Chamber of Commerce and Fluster Club Farm.
  - October 27: Participated in the North Carolina Governor Highway Safety Halloween Program with assistance from Selma PD, Wilson Mills PD, and ALE; cited a clerk and a youth for underage alcohol sale and purchase.

- October 25: Operation Medicine Drop collected 6.4 pounds of prescription medication.
- Emphasis on balanced enforcement and proactive community connection.

e. Library Report

- Door count: 841, attributed to Friday family night, Star Christian Academy visits, and bathroom remodeling activity.
  - Computer usage increased versus July; more patrons doing online classes and resumes. Copy volume increased over summer months.
  - PBS selected the library for a free, play-based learning corner for early literacy and school readiness, recommended by three patrons
  - October 3: Poe Centre led a resiliency training
  - October 6: Library affiliates meeting; met Abby, the new Four Oaks Library director; Princeton Library expects a new building by end of November.
  - Bathroom remodeling completed mid-October; both patron bathrooms are ADA compliant via an ALA grant under the Accessible Small and Rural Communities Initiative.
  - Star Christian Academy brings students every Monday and Tuesday; a reading initiative began for 3rd–5th graders.
  - JCI continues monthly adult client visits; North Johnston High School will bring a small group every Wednesday.
  - Bookseller Baker and Taylor went bankrupt; the library is seeking a new supplier and expects to go with Ingram.
  - October 24 Friday family night brought in new families; Petra 95 (Chip Dillon) supplied free pizza; activities included reading “Are You Scared, Darth Vader” and lantern crafts. No family programs in November; planning for December horse and carriage rides on December the 11th (10-minute rides, no charge; sign-up toward end of November; crafts and hot chocolate for those waiting).
- f. Parks & Recreation-
- Youth volleyball and youth t-ball concluded; co-ed volleyball started. Sign-ups held for youth basketball and youth cheerleading.
  - Fields rented most weekends; Top Gun Baseball has been a frequent renter.
- Converting existing tennis courts to pickleball courts. Two

contractors engaged; a basic layout was received; awaiting a quote from Buck Horse. Targeting construction around the turn of the year, site aligns with prior PARTF grant obligations and supports a future grant application; hope to fit six courts.

- Parks received master plan and PARTF information from Raleigh; staff will analyze inventory and prepare proposals

g. Public Works - Water, Sewer, and Infrastructure Projects

- 10 hydrants replaced in the current effort; combined with a prior project of 35 hydrants. The area “down from the tracks” expected to be completed before Thanksgiving.
- Upcoming work on 6th, 7th, Lincoln, Englewood, and Kenly Court to install valves and reroute for improved circulation and reduced outage impact. Temporary shutoffs will be necessary; communication and coordination planned.
- Eaglewood completed; tie-in at Piggly Wiggly done. Installed 920 feet of 2-inch line on Corbett and alleys; boring under 301 to connect those lines is underway.
- On Gardner between Grady and Goldsboro, nine-point repairs were identified; decision made to replace the entire sewer line due to deterioration. Additional point repairs on First Street, Wilson Street, and near Grady Park; work also occurred on Corley and adjacent areas. Roads are impacted; surface restoration deferred to spring.
- Eight generators ordered approximately 1.5–2 years ago are expected to arrive soon. Electronic boards for the plant have been ordered and require build time before delivery.

**10. OTHER BUSINESS**

- a. Informal Discussion

**NONE**

- b. Council Member Comments

**NONE**

**11. CLOSED SESSION**

**§ 143-318.11. (a) (3)**

**ACTION:** Council to Enter into Closed Session

Motion: Council Member Davis

Second: Council Member Neal

Vote: 3-0 (PASS)

**ACTION:** Council to Exit out of Closed Session  
Motion: Council Member Smith  
Second: Council Member Davis  
Vote: 3-0 (PASS)

**12. ADJOURNMENT**

- a. Adjourn the Meeting

**ACTION:** Motion to Adjourn  
Motion: Council Member Smith  
Second: Council Member Neal  
Vote: 3-0 (PASS)

Duly adopted this the 8<sup>th</sup> day of December, 2025 while in regular session.

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Herbert L Hales II  
Mayor: Town of Kenly