

MINUTES OF THE MEETING OF THE BOARD OF ALDERMEN, TOWN OF CHAPEL HILL, NOV. 12, 1930.

BOOK 6, PAGE ~~61~~. 61.

The regular monthly meeting of the Board of Aldermen of the Town of Chapel Hill was held Wednesday November 12, 1930, at 8:00 O'clock P. M., Mayor Council presiding, and the following Aldermen present, to wit: Messrs. P. L. Burch, M. E. Hogan, Clyde Eubanks and Attorney Sawyer. The visitors present were Messrs Louis Graves and E. Lanier of the College Y. M. C. A .

The special committee appointed by the Mayor, consisting of Messrs Burch and Thompson, reported that they had investigated the Chevrolet and Ford Trucks, and were of the opinion, considering the price, that the Ford was better suited to the needs of the Town.

Upon motion of Alderman Hogan, seconded by Alderman Eubanks, the report of the Committee was accepted, and the Manager was instructed to purchase a Ford Truck. All the Aldermen present voted in the affirmative therefor.

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Mr. Thompson made a report for the Street Committee, recommending that three 30-inch pipes be installed on West Rosemary Street in front of the home of S. W. Andrews, to take care of the storm water that now overflows the street. Upon motion of Alderman Burch, seconded by Alderman Hogan, the recommendation of the Committee was approved and accepted, and the manager was instructed to install the culvert. All the Aldermen present voted in the affirmative therefor.

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The Town Manager stated that the Auditor had not yet completed the financial statement for the past fiscal year, but that he would like to present his annual report at this time, minus the financial statement. Said report being as follows:

(Copy of the Annual Report attached  
to next page of this Minute Book)

MINUTES OF THE MEETING OF THE BOARD OF ALDERMEN, TOWN OF CHAPEL HILL, Nov. 12, 1930.

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Book 6  
Page 62.

REPORT OF THE TOWN OF  
CHAPEL HILL, N. C.

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For the Fiscal Year Ending June 1, 1930.

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John M. Foushee.  
City Manager.

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# LIABILITIES AND RESERVES

	Total	General Fund	Improve-ment Fund	Debt Service Fund	School Fund	Capital Fund
Notes Payable	\$14,500.00	\$ 14,500.00				
Revenue Deferred						
Prepaid 1926 St. Installments	5,418.69			\$ 5,418.69		
Prepaid 1928 St.	9,361.84			9,361.84		
Sundry	51.70	51.70				
Total Revenue Deferred	\$14,832.23	\$ 51.70		\$14,780.53		
Bonds Payable	363,500.00					\$363,500.00
Reserves						
For Deferred Installments						
Receivable	\$64,659.27			\$64,659.27		
For Sinking Funds Reqs.	13,750.00			13,750.00		
For Treasurer So. Fund	4,535.86				\$4,565.86	
Total Reserves	\$82,975.13			\$78,409.27		
Total Liabilities and Reserves	\$475,807.36	\$ 14,551.70		\$93,189.80	\$4,565.86	\$363,500.00
Surplus						
Excess of Assets over Liabilities	\$ 75,796.53	\$ 1,670.08	\$2,221.25	\$ 3,504.80		\$ 68,400.00



TOWN OF CHAPEL HILL N.C.  
CONSOLIDATED BALANCE SHEET  
May 31, 1930

ASSETS

	Total	General Fund	Improvement Fund	Debt Service Fund	School Fund	Capital Account
Cash Balance or * Overdraft	\$2,279.33	\$ 149.32	\$2,142.78	\$*4,569.29	\$* 2.14	\$
Current Receivables:						
Town Taxes Receivable	15,689.36	6,581.25		4,688.24	4,419.87	
Certificates or Sale	19,333.73	5,075.15		12,884.98	1,373.60	
Current Installment Assessments	8,588.35	4,580.62		4,007.73		
General Accounts Receivable	7,856.97	7,856.97				
Total Current Receivables	\$51,468.41	\$24,093.99		\$21,580.95	\$5,793.47	
Less Reserve for Doubtful Receivables considered good	10,051.75	8,046.53		779.75	1,225.47	
Deferred Installments Receivable	\$41,416.66	\$16,047.46		\$20,801.20	\$4,568.00	
1926 Street Assessments	\$13,836.38			\$13,836.38		
1928 Street Assessments	50,822.89			50,822.89		
Total Deferred Receivables	\$64,659.27			\$64,659.27		
Bond Sinking Fund						
Savings Acct. Bank of Chapel Hill	\$10,277.40			\$10,277.40		
Accrued and unpaid interest	68.52			68.52		
Total Bond Sinking Fund	\$10,345.92			\$10,345.92		
Deferred Expense						
Bond Payment	\$ 5,457.50			\$ 5,457.50		
Advance to City Manager	25.00	25.00				
Culbert Pipe	78.47					
Total Irepaid Expense	\$ 5,560.97	\$ 25.00	\$ 78.47	\$ 5,457.50		
Property Owned						
Equipment	\$49,304.93					\$49,304.93
Real Estate & Buildings	20,098.23					20,098.23
Local Improvements	362,497.24					362,497.24
Total Property Owned	\$431,900.40					\$431,900.40
Total Assets	\$551,603.89	\$16,221.78	\$2,221.25	\$96,694.60	\$4,565.86	\$431,900.40

10. Pave Sidewalk, erect White Way, and plant trees on the South Side of Franklin Street.
11. Eliminate the Bad Drainage at the Bus Station Alley.
12. Make strenuous efforts to collect back taxes, and to eliminate the errors due to faulty system of listing the taxes.
13. Promote better Traffic Conditions.
14. Erect Street Signs for the entire City at cost of \$1200.00
15. Study accounting systems of cities similar to Chapel Hill, with the idea of adopting a slightly different one, inasmuch as the present system was designed by the auditor for use with a tabulating machine; provided that the new system be worked out with the co-operation and approval of the auditor.

Respectively submitted.

John M. Foushee, City Manager.



Vital Statistics for the year (does not include births or deaths of Chapel Hill, occurring outside of the Town Limits):

White births	17
Colored	23
Total.....	40

White deaths	13
Colored "	20
Total.....	33

Upon the opening of the Public School and the University this year the Health Officer, Dr. Nathan vaccinated all students who had not previously been vaccinated.

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Before concluding this brief resume of the activities of the town government for the past year, I would like to state briefly a few of the activities that I would recommend the town to undertake for the next fiscal year.

#### OUTLOOK FOR 1930-1931

1. Surface-treat all streets now having Cement Curb & Gutters, thus eliminating expensive repairs of graveling the streets, and to eliminate the necessity of watering the streets, when dusty.
2. Install a culvert below S. W. Andrews' place on Rosemary Street.
3. Use Mechanical Street Sweeper and clean Franklin Street from Columbia Street to Carrboro's limits, and Columbia Street from the Fire Station to the Carolina Inn daily.
4. Trim all the trees in Town that need attention.
5. Sow grass on the bare spots in Town.
6. Repair Fordson Tractors and use one one-man Grader.
7. Crush our own stone and use on grades where the slope is too steep for gravel.
8. Personally supervise the Street Force.
9. Co-ordinate the Fire Department and Inspector Work.

DIVISION OF HEALTH.

This Division consists of Dr. S. A. Nathan, Health Officer, and the Colored Nurse. Under this department comes the sanitation of dairies, restaurants, markets, privies and sewage, garbage and the sanitation of the University and the Public Schools, and the functions of nursing, quarantine, vital statistics, medical service and assistance to the town physicians.

There are 5 Grade "A" raw milk dairies, two Grade "A" pasteurizing plants, and eight Grade "B" raw milk plants supplying the pasteurizing plants. For the fiscal year 51 employees of the dairies were examined, and 395 cows were tested for tuberculosis. Samples of milk were taken from each dairy and bacterial counts were made. All dairies are required to comply with the State Standard Milk Ordinance.

All of the eating establishments are regularly inspected, and all food-handling employees are given a medical examination for typhoid, tuberculosis and venereal diseases. 219 food-handlers were examined during the past year.

All persons unable to connect with the town sewerage system were required to build privies according to the State Board of Health specifications. This work was done with the co-operation with a State Inspector from the State Board of Health.

The Health Officer has direct charge of the mosquito eradication work, such as oiling and weed-cutting. The work of the Colored Nurse ministers directly to the Colored Population, and indirectly the white population, as over 50% of the colored families have a representative working either in the homes, eating establishments, or in the University dormitories. The nurse instructs the negroes in sanitary methods. There is bed-side nursing, promotion of clinics and baby shows. She assists the Welfare Department in preparing patients for hospitals and institutions, and accompanys the patients to the hospital. She administers toxins, antitoxins, typhoid and small-pox vaccine in the Colored Schools. She was successful in combating an outbreak of Itch in the Colored Schools last January. Through co-operation with local charitable organizations, she supplied milk to under-nourished school children.

During the past year the Health Officer made the following quarantines in the town:

Influenza,	8	Pneumonia	12
Syphilis	46	German Measles	24
Gonorrhea	18	Measles	3
Chicken-pox	45	Whooping Cough	22
Diphtheria	5	Scarlet Fever	8
Pellagra	10		



SEWER.

The Screen Chamber at the Disposal Plant is cleaned daily, and a general cleaning of the plant is made about twice each month.

DIVISION OF STREETS.

The maintenance of the gravel streets is at best a temporary proposition. Pot-holes must be constantly filled and washouts must be repaired after each rain. One Truck is inadequate to keep the streets in proper condition and also collect garbage.

PUBLIC UTILITIES.

The Town has the use of fifty-one Fire Hydrants, for which is paid a monthly rental of \$2.00 per month per Hydrant. The Town has one hundred and sixteen street lights, for which a rental of \$1.00 per month per light is paid.

FIRE.

This division is headed by John L. Foister as Chief, and two firemen, and consists of two paid truck divers and seventeen volunteer firemen. The quarterly inspection of the business district is made by the Fire Chief and the two paid firemen.

For the fiscal year the Fire Department has made a good record, answering fifty-eight calls, with a fire loss of \$24,500.

Most of the alarms have been for automobile fires. The low property loss is due to strict inspection of the business district and of the fraternity buildings.

POLICE.

The Division of Police is headed by L. B. Lloyd, Chief. He is assisted by two patrolmen. Each officer is on duty 12 hours each day and has one day off every three weeks. Constant effort is made by the officers to enforce the laws and to prevent crime. The alertness of the force has prevented much petty larceny.

CEMETERY.

An addition to the White and the Colored Cemeteries has been made. 550 plots have been added. The revenue derived from the sale of these lots will be invested, and the interest used for permanent maintenance of the Cemetery. One man is now employed full time to maintain these cemeteries in good condition.

DIVISION OF RECORDER.

This Division is made up of C. P. Hinshaw, Judge, B. D. Sawyer Prosecuting Attorney, and Miss Josephine Osborne, Clerk. The Attorney assists the Police Department in the preparation of presentation of evidence. The Clerk signs the warrants for the police and assists them in drawing up the charges. Over 500 cases were tried during the fiscal year, and the revenue from the Court for the year was over \$1000.00.

All forms and records used in the Court were devised by a committee consisting of the judge, the prosecuting attorney and the Town Manager, after a careful study of the records used by other Recorder's Courts.

THE DIVISION OF AUDITOR.

This Division is headed by L. E. Rogerson, Auditor, who supervises and maintains all control accounts. The detail accounts are kept at the Town Office, but for check by the Auditor.

TREASURY.

The problem in the Division of Treasury is to keep just enough cash on hand in the Bank to meet current obligations, and to keep Tax-Anticipation Notes at as low a figure as possible. All Bond Maturities and Bond Coupons must be met promptly when due.

SANITATION.

Two hours are required each day to collect the garbage from the business houses of the town, and two days are required to collect from the residential district. The garbage list has to be constantly revised, to keep track of people who move from house to house.

Street Sprinkling is necessary about eight months of the year. This work requires the services of a Ford Sprinkler and one man.

Street Cleaning in the business district is accomplished by one man giving his entire time to the sweeping of this street.

In Mosquito-e radication work, two improvements of a permanent nature have been made. The Frog Pond near the Firemen's Club House, and the Gravel Pit has been drained. During the summer months temporary relief is procured by oiling all places holding water. The oil is given to the town by the Standard Oil Company, but this refuse oil must be hauled from Durham.



Duties of the Secretary-Clerk:

To act as assistant Tax Collector, collecting Poll Taxes, Town Taxes, School Taxes, Street Assessments and Sewer Rent. The system of allowing partial payments of tax accounts increases the number of receipts issued by 50%.

The secretary issues also Motor Licenses, Business Licenses, Dog Licenses, Building Permits, Electrical Permits and Plumbing Permits. When the inspections are made, she files the certified copy of the inspection for future reference.

She must compute tax penalties and discounts on tax, collect Garbage Fees and account for all Court Fines, and Court charity Funds. These receipts and cash are balanced daily.

As Secretary to the Town Manager, she takes care of all incoming telephone calls not requiring the attention of the Manager, does the necessary writing and filing of correspondence, checks, notes, reports, bonds, coupons, insurance policies, cancelled checks, documents and bank statements. The Secretary makes up the weekly payroll checks and all salary checks, makes all the bank deposits, undertakes all typing that becomes necessary in the office, and answers all correspondence not requiring special dictation. Also, makes up such work-order sheets that are necessary for the street force doing special jobs, all purchase orders for supplies or equipment, the check vouchers necessary for making payment of the accounts payable from this office.

All receipts are made in triplicate, the original is given to the citizen, and shows the application of his money in detail by code numbers that correspond to code numbers for items enumerated on the bill. The second copy of the receipt is attached to the office copy of the bill, and when the bill is paid in full, the bill is removed to the "Paid File" for all future reference. Great care must be taken in the handling of partial payments, and in the filing of all bills. The third copy of the receipt is kept for the auditor for the purpose of checking the Town account.

At the end of the month a re-capitulation of all receipts, bills, credit memorandums and debit memorandums is made. The Clerk must be courteous to all citizens who come to the Town Hall, regardless of their business.

As Secretary to the Board of Aldermen, the minutes are carefully reported, and after being condensed by the Town Manager, are re-written and bound in a permanent Minute Book. All Petitions, Contracts, Ordinances and Resolutions are indexed for future reference.

5. Appoint and remove all heads of departments, superintendents, and other employees of the Town, unless otherwise provided herein.

Besides the duties as defined by the Charter, the City Manager has been appointed by the Board of Aldermen as Tax Collector.

The matter of collecting taxes could easily employ one man's full time, to see that personal taxes are levied on or garnished, that Certificates of Sale are foreclosed at the proper time. He must be constantly alert to see that all persons living in the community have made returns of their property for taxation. Former records must be compared to find parcels of property omitted by citizens when making their returns. The collector must eliminate duplications of listings, as this causes the budget to be made up on an inflated valuation, with a consequent shortage of revenue. Last year the Tax Collector was able to add sufficient valuation on the tax books, after the budget estimate was made, to increase our income more than \$2,000.00 over the estimated income.

The Manager, by taking discounts on supplies, and buying material only absolutely necessary, was able to buy a new Ford for the Police Department, and to end the year with a Budget Expense Balance of over \$2,000.00. This gives the Town a surplus of \$4,000.00 for the fiscal year's operations. This surplus will be used in wiping out old accounts which have gotten on the books through error, accounts that are out of date that have been uncollectible, and on personal accounts where the parties are either deceased, unknown, or have left the State.

Briefly, your Manager plans and supervises the financial operations of the Town, the collection of refuse, the sprinkling of the streets, street cleaning, mosquito eradication work, the maintenance of the streets and of the sewer system; the fire department with inspection and fire-prevention work; the Police Department with its Law-enforcement and traffic problems; the upkeep of the local cemetery, and the health and general welfare of the community.

Besides the above routine duties, the Manager is available at all times to all citizens to discuss and listen to all matters pertaining to the community. All complaints, just or unjust, are given due consideration.

Due to limited clerical assistance, the Manager must of necessity do a great amount of clerical work. Your Manager will average more than three nights a week working at the Town Office, dictating letters, and Board Minutes, and preparing reports for the State Departments, doing engineering drafting and computing, and the planning of future work.

Miss Josephine Osborne, besides acting as Town Clerk and Clerk of the Recorder's Court, is assistant to the Town Manager. Her duties are as follows:



Gas:

Supplied by the Durham Gas Co., and distributed by highpressure system.

Telephone:

Automatic System, Southern Bell Telephone Co.

Streets:

Miles of Paved Streets,.....  
Miles of Concrete Curb & Gutter  
with disintegrated Gravel Surfacing,.....

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Activities for the past year can best be described by an outline, briefly of the various departments, and their duties.

LEGISLATION.

The Division of Legislation is headed by Mayor Zeb. P. Council, who calls meetings of the Board of Aldermen when necessary, acts as exofficio member of all committees and is the ceremonious head of the City Government.

The Division of Attorney is headed by B. D. Sawyer, who attends all meetings of the Board of Aldermen, sees that ordinances and resolutions are drawn up in proper form, and advises with the Town Manager on all important questions of a legal nature.

MANAGEMENT.

The division of Management is headed by the City Manager, J.M. Foushee. The administrative and clerical work for all departments is charged to this Division, thus making the overhead for this Department seem unusually large.

The duties of your City Manager are; as defined by the Town Charter, as follows:

1. Be the administrative head of the municipal government.
2. See that within the Town the laws of the State, and the Ordinances, Resolutions and regulations of the governing body are faithfully executed.
3. Attend all meetings of the Board of Aldermen, and recommend for adoption such measures as he shall deem expedient.
4. Make reports to the governing body from time to time upon the affairs of the Town, keep the governing body fully advised of the Town's financial condition and its future financial needs .

Banks: Bank of Chapel Hill, Bank of Carrboro.  
Total assets \$1,500,000.

Loan Associations: Chapel Hill Building & Loan Asso.  
Assets \$300,000.00 with over  
\$600,000. loaned to Home Builders.

Clubs and Lodges:

Community Club, Rotary Club, Kiwanis Club, American Legion,  
Junior Order American Mechanics, Knights of Pythias,  
Masonic Order, Fifty Collegiate Fraternities, with property  
valuation of \$500,000.00.  
Kings Daughters, Red Cross Society (And Others)

Government:

Council-Manager Form, in effect Six Years.

Schools:

Chapel Hill Graded School  
Chapel Hill Business School  
University of North Carolina, Valuation 8,500.000

Climate:

Cool Summers and Mild Winters.

Parks:

Battle Park, 1,000 Acres.  
The Arboretum.

Water:

Pure fresh water from protected water-shed, System  
owned by the University of North Carolina.

Electricity:

Supplied by the Duke Power Co., and the University of  
North Carolina.  
Distribution owned by the University of North Carolina.

Sewer System:

Modern Gravity Separate System, now spending \$35,000 to  
enlarge and improve the treatment works.



Attorney	Finance	Public Works	Pub. Utilities	Public Safety.
(a) Motor Vehicle Operation			Rental of (a) Lights (b) Hydrants	1. Fire 2. Police 3. Inspector Svc. (a) Plumbing (b) Electrical (c) Building.
(b) Sanitation, Garbage collec- tion Sprinkling Streets Cleaning Sts. Mosquito Eradica- tion			Public Welfare 1. Cemetery 2. Health 3. Charity	
(c) Sewers				
(d) Street Maintenance.				

Zoning Board of Adjustment:

R. E. Coker, Chairman,  
Carl Durham,  
Clarence Pickard,  
A. W. Hobbs,  
Louis Graves.

School Board Trustees:

A. W. Knight,  
E. A. Abernathy,  
W. S. Roberson,  
M. E. Hogan,  
Mrs. W. D. Toy,  
R. E. Coker.

CHAPEL HILL, NORTH CAROLINA

A Residential Community,- Non-Industrial.

STATISTICS.

Population:.....2700 in the Town  
.....2700 Students

Assessed Valuation of Property, \$3,680,000.00  
Non-assessed Property (U.N.C.) 8,500,000.00  
Bonded Indebtedness, 394,100.00

Tax Rate for 1930;..... Town .92 per \$100.  
School .48 " "  
Total, 1.40

Location: Piedmont North Carolina, 12 miles west of Durham.  
Elevation 500 ft. above sea level.

Transportation: Southern Railway, and Carolina Coach Co.

Churches: Presbyterian, Christian, Baptist, Methodist,  
Episcopalian, Catholic (lot only)