

Minutes Regular Meeting  
Board of Aldermen--Chapel Hill, N. C.  
June 28, 1954

The regular meeting of the Board of Aldermen was held in the Town Hall on June 28, 1954 at 7:30 o'clock p.m.

Present were Mayor Lanier, Aldermen Wager, Davis, Burch, Cornwell, Putnam and Robinson, Town Attorney LeGrand and Town Auditor Peacock and Town Manager Rose.

The minutes for the regular meeting of May 24, 1954 were approved as read.

The minutes for the public hearing and the regular meeting of June 14, 1954 were approved as read.

Mr. Frank Umstead came before the Board, stating that he would like to install a sewer line on his property just north of Bolin Creek, west of the Airport Road, and connect to the Town's sewer line with an agreement similar to the contract the Town now has with Greenwood. He was instructed to go ahead and draw up the contract.

Members of the Junior Chamber of Commerce, represented by Mr. Robert Cox, presented a Resolution to the Board, which was passed at a regular meeting of the group on June 3, 1954. The Resolution, released to the Town all responsibility of the street markers, which the Junior Chamber of Commerce erected. Mr. Cornwell moved the Town accept the offer. Mr. Robinson seconded the motion and it was passed unanimously.

A petition from the residents of Jones Street and Hill Street, requesting street lights be installed on these two streets was read by Mr. Rose. Mr. Burch moved the request be granted. Mr. Wager seconded the motion and it was passed unanimously.

A petition was presented by the property owners of the settlement known as Clark Court, requesting the drive be surfaced with asphalt and gravel. Mr. Burch moved the matter be referred to the Street Committee for study and recommendation. Mr. Cornwell seconded the motion and it was passed unanimously.

Mayor Lanier read a letter from Mr. Benjamin Swalin, Director of the N. C. Symphony Orchestra, requesting the Town to contribute funds to the Orchestra for 1954-55. Mr. Cornwell moved the matter be referred to the Finance Committee for its recommendation. Mr. Putnam seconded the motion and it was passed unanimously.

Mr. E. A. Brown came before the Board, stating that he would like for the Town to make some attempt to keep the prisoners in the Town jail quiet. The matter was discussed and no action was taken.

A letter from Mr. Robert G. Winsor, requesting the Board to endorse his application as a Justice of the Peace was read by Mayor Lanier. Mr. Putnam suggested that we acknowledge receipt of the letter and state that the Board took no action.

A petition for the Town to make a study of the advisability of annexing the Knolls Development was presented. Mr. Robinson moved that the petition be studied by the Town Manager as his time permits. Mr. Wager seconded the motion and it was passed unanimously.

Mr. Peacock gave the Auditor's report for the month of May. He brought up the matter of the uncollected taxes on Chapel Hill Motors and Ogburn Furniture Company, which are now out of business. Mr. Rose stated that a claim has been filed for Chapel Hill Motors and one will be filed for Ogburn Furniture Company.

Mr. Rose presented the Health Department report for the month of May.

The Clerk of Court and Police Department reports were presented.

Mr. Lanier stated that the Town Attorney has secured from Charlotte, N. C. and from Hickory, N. C. copies of their ordinances dealing with the use of trailers for residential purposes. Town Attorney LeGrand thinks it would be well for him, the Town Manager and the Building Inspector to make further study of these ordinances, after which they will draw up a proposed Chapel Hill ordinance and present it to the Board for its consideration. Mr. Putnam moved the matter be referred to the Special Committee for its study and recommendation. Mr. Cornwell seconded the motion and it was passed unanimously.

Mr. Rose stated that he has had a request from Mrs. S. J. Brockwell that she not have to pay sewer rent on six toilets owned by her, which are not being used. Mr. Rose was instructed to inform her that where the toilets have not been disconnected there is still a sewer rent charged and the Board of Aldermen feels it cannot make an exception.

Mr. Cornwell stated that the Finance Committee, along with the Mayor on May 26th authorized the Town Manager to sell \$10,000 U. S. Government Bonds, and that \$10,084 was received from the sale. Mr. Cornwell moved the action of the Finance Committee approving the sale of the Bonds be approved and recorded in these minutes. Mr. Putnam seconded the motion and it was passed unanimously.

Mr. Rose brought up the matter of the alley in the rear of stores from Eubanks Drug Company to the Post Office. Mr. Cornwell moved that the Town Attorney and Town Manager find out the status of the alley, such as to ownership. Mr. Putnam seconded the motion and it was passed unanimously.

Mr. Rose stated that Mr. Louis Hobbs on Gimghoul Road would like to divide his property to make three lots. A map of the subdivision was presented and Mr. Rose stated that it has been approved by the Planning Board. Mr. Cornwell moved it be approved. Mr. Putnam seconded the motion and it was passed unanimously.

Mr. Wager gave the report for the Finance Committee on the new salary scale for policemen and firemen, and explained the following ordinance and pay scale: (Copy of ordinance and scale attached *hereto as a part of these minutes.*)

AN ORDINANCE RELATING TO THE PAYMENT OF FIREMEN  
AND POLICEMEN IN THE TOWN OF CHAPEL HILL

BE IT ORDAINED by the Board of Aldermen of the Town of Chapel Hill:

Section 1. In order to further the economical use of Town funds by improving employee morale and efficiency, a pay plan is hereby established as a means of providing equal pay for equal work. The pay plan consists of a minimum salary, a maximum salary, and an appropriate number of intervening steps. Each rate of pay reflects the current rates of pay of employees in comparable positions and differences in duties and responsibilities. The maximum salary and intervening steps between the minimum and maximum permit a recognition of variations in employee performance.

Section 2. Each year prior to the adoption of the annual budget, the Town Manager shall direct an investigation of the general level of salaries and wages in the community, the salaries and wages in comparable employment in neighboring towns, any change in the cost of living in the area during the fiscal year, and the general financial condition of the Town of Chapel Hill. Based on his findings, the Town Manager shall recommend such increases, reductions, or amendments to the pay plan as he considers necessary. All amendments of the pay plan must be approved by the Board of Aldermen. When an amendment or revision of the pay plan causes an employee's salary to fall between salary steps, the employee's salary shall be increased to the step immediately above his prior rate of pay.

Section 3. All employees shall be appointed at the minimum entrance salary for the position to which they are appointed.

Section 4. Employees hired at the minimum entrance salary shall be granted automatic salary increases after the completion of 6 and/or 12 months of satisfactory service as provided by the pay plan.

75 ✓ Section 5. Salary increases above the second step for the first two pay grades and the first step for the other pay grades will only be granted in recognition of superior or improved performance. No merit increment shall be granted except upon the recommendation of the supervisor and with the approval of the Town Manager. Ordinarily, salary increments will be limited to one established pay range step. An employee whose performance is outstanding may be granted more than one salary increment at any one time or may be granted an earned salary increment twice during a fiscal year with the approval of the Town Manager.

Section 6. All regular full-time members of the Fire and Police Departments of the Town of Chapel Hill shall be allocated by the Town Manager with the approval of the Board of Aldermen to positions in the classification which follows:

<u>Classes of Positions</u>	<u>Pay Grade</u>
Fireman	1
Policeman	2

Classes of PositionsPay GradeCaptain (Fire Department)  
Identification Officer

3

Sergeant

4

Assistant Fire Chief  
Captain (Police Department)

5

Chief of Police

6

Section 7. All regular full-time members of the Fire & Police Departments of the Town of Chapel Hill shall be compensated according to the following pay plan:

(Annual Salaries are on the same line as the number of the pay grade. Monthly Salaries are enclosed within parentheses immediately below the annual rate.)

Pay Grade	Minimum	1 (6 months)	2 (12 months)	3 4 5 (Only granted for improved performance or superior service)		
1	\$2,280 (190)	\$2,400 (200)	\$2,520 (210)	\$2,640 (220)	\$2,760 (230)	\$2,880 (240)
2	2,520 (210)	2,640 (220)	2,760 (230)	2,880 (240)	3,000 (250)	3,120 (260)
3	2,880 (240)	--	3,000 (250)	3,120 (260)	3,240 (270)	3,360 (280)
4	3,120 (260)	--	3,240 (270)	3,360 (280)	3,480 (290)	3,600 (300)
5	3,600 (300)	--	3,720 (310)	3,840 (320)	3,960 (330)	4,080 (340)
6	4,080 (340)	--	4,200 (350)	4,320 (360)	4,440 (370)	4,560 (380)

Section 8. This ordinance shall be in full force and effect from and after the 1st day of July, 1954.

Mr. Rose stated that the plan has his approval. Mr. Cornwell, speaking for the Finance Committee moved the Ordinance be adopted. Mr. Putnam seconded the motion and it was passed unanimously, by roll call.

Mr. Cornwell, Chairman of the Finance Committee, moved that a Budget of \$240,072.89, with a tax rate of 95¢, 75¢ to go to General Fund and 20¢ to Debt Service, be adopted. Mr. Putnam seconded the motion and it was passed unanimously, by roll call.

Mr. LeGrand brought up the matter of the adoption of Schedule B. Privilege License rates for 1954-55. Mr. Cornwell moved the Board adopt the Privilege License Ordinance that was in effect for 1953-54 for 1954-55. Mr. Putnam seconded the motion and it was passed unanimously.

Mr. Rose stated that there are reserved four cemetery lots on which nothing has been paid, and that he has been unable to locate the owners. He would like to be authorized to put the lots up for sale. Mr. Cornwell moved that four lots in the Chapel Hill cemetery for which no owner can be found, under the action of the Board on October 28, 1953, be declared open for sale. Mr. Burch seconded the motion and it was passed unanimously.

Mr. Rose presented bids for street re-surfacing. Mr. Cornwell gave a report of bidders and moved, as Chairman of the Finance Committee, that the contract be awarded to low bidder William Muirhead Construction Co., and that money come from Powell Bill and other funds effective as of July 1, 1954. Mr. Putnam seconded the motion and it was passed unanimously.

Mr. Davis, Chairman of the Street Committee stated that the Committee recommends that Bill Simpson's request to erect wire across McCauley Street be denied. Mr. Davis moved that the Committee's recommendation be approved. Mr. Cornwell seconded the motion and it was passed unanimously.

Mr. Burch gave the report of the Special Committee concerning the request of John T. O'Neil for repair to two steps and a fence on the wall in front of his home on Westwood Drive. He stated the Committee recommends that the Town Manager be authorized to put in one additional step at each place and replace a section of the fence. Mr. Burch moved the Committee's recommendation be approved. Mr. Putnam seconded the motion and it was passed unanimously.

Mr. Robinson brought up the matter of the asphalt needing repair on Patterson Place, and stated that there are bad places in the street at the end of McDade Street.

Mr. Davis brought up the matter of having traffic lane signs overhead. No action was taken.

Mr. Putnam presented a map drawn up by the Merchants Association, of Chapel Hill and surrounding areas. The Merchants Association request that the Town contribute \$100 toward the map. Mr. Cornwell moved action be deferred until more data is gotten, as to the distribution of the map. Mr. Burch seconded the motion and it was passed unanimously.

Upon motion by Aldermen Putnam, seconded by Alderman Burch and unanimous consent the meeting was adjourned at 10:00 o'clock p.m.

After hearing the minutes for the meeting of June 28, 1954, read on motion made by Alderman Put, seconded by Alderman Rob., the minutes were approved by vote of the Board of Aldermen, this the 12th day of July, 1954.

Elmer J. Lauer Mayor

Dorothy D. Wabak Town Clerk

June 28, 1954

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July 10, 1954

Mayor Ed S. Lanier  
Town of Chapel Hill

Dear Ed:

Since our last communication with you concerning the work of the Cemetery Committee, this Committee has met a number of times. The Mayor and Town Manager have been with us at several of these meetings in order for them to give us their views and for them to see what we are doing.

At the last report our Committee recommended, and the Board approved, the appointment of Mr. R. D. Tillson, Landscape Architect and Engineer, to lay out and design the Cemetery. The Town Manager made a contract with Mr. Tillson as per your Board's decision. Since that time we have been over the work with Mr. Tillson and he has made plans and revised them twice. We expect him to be at the Board meeting on July 12 with the final plans for your consideration.

Mr. Tillson will explain this plan in detail for you and he will have a complete layout of the whole cemetery area and then a detail for enough lots to take care of the demands for several years to come. In doing this we recommended that the drives be put around the areas to be used now and if possible a through-drive to the main highway.

We believe that this plan will permit the Town Manager to take his forces and have the area finished and ready for use within a month if necessary. Of course, if two or three lots were needed, they could be laid out earlier and used before the first part is finished.

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We make the following recommendations, part of which were covered in our preliminary report:

1. Name - (Chapel Hill Memorial Cemetery) or Chapel Hill Memorial Park.

We have asked through the Chapel Hill Weekly and other sources for names and we have gotten practically no response.

2. The Town should use every effort to dispose of the new Colored Cemetery to Colored Churches or other such groups so the Town will be relieved of all responsibilities and maintenance of this cemetery.
3. A good section of the White cemetery as shown on the plans should be given for the use of Colored people. This should have the same quality of maintenance and appearance as the White's area.

Colored persons should pay the same prices per lot as everyone else. In this way there can be no discrimination between the races.

4. The standard plots are shown on the map as adequate size for four graves. A few plots will vary from this where areas are not equal. *no action*
  5. We recommend the cost be \$40.00 per grave space. This price is about average for municipal cemeteries in the State and much less than private cemeteries. *no action*
  6. The Town is going to have to maintain this cemetery in part or entirely from Town taxes; therefore, it is our opinion that people living out of the Town limits who do not own property within the Town limits should be required to pay 100% more than the people who are citizens of the Town or who own property in the Town limits. *needs classification*
  7. This cost should be paid as of the time the lot is purchased. Later, if the citizen moves in Town or moves out of Town, or buys property in Town, then there would be no reductions or additional charges. In other words, he buys it under the terms in effect when it is purchased and there is no further change or alterations in the terms.
  8. After visiting and corresponding with many municipal and private owned cemeteries, we recommend that no tombstones be permitted in the cemetery and the Town adopt a standard flat marker to be installed on grade with the cemetery lot. We recommend flat bronze markers instead of stone markers. These markers can have bronze vase attachments for flowers, but are detachable when mowing is done. If this section is adopted it will reduce the cost of the upkeep of the cemetery by more than half. 179
- The Town should adopt a uniform marker and require all users to use this type.
9. No wall or any other obstruction should be permitted in the cemetery except at designated areas for beautification purposes and this should be done by the Town so the cemetery can be mowed completely without obstructions.
  10. The Town should try to get a twenty foot strip of land on the east of the cemetery extending north to the corner so this east road can be widened in the future.
  11. The Town should arrange to have the well that is now on the property made ready for use by a small pump and run sufficient piping to supply water for flowers, etc., in the area that is to be finished.



We have secured quite a bit of information and deed forms for cemetery lots from a number of towns. We are now attempting to combine the good features of each one. We expect to have this proposed deed form ready for you by your next regular meeting.

It is our opinion that no lot should be sold until the proper deed can be executed with all the requirements set forth.

Yours very truly,

J. S. Bennett, Chairman  
Chapel Hill Cemetery Committee

JSB/js

"AN ORDINANCE DEFINING AND PROVIDING REGULATIONS FOR THE USE AND LOCATION OF HOUSE TRAILERS AND PROVIDING CERTAIN SANITARY REQUIREMENTS TO PROMOTE THE PUBLIC HEALTH AND SAFETY WITHIN THE TOWN OF CHAPEL HILL, NORTH CAROLINA"

Be it ordained by the Board of Aldermen of the town of Chapel Hill, North Carolina:

SECTION 1. DEFINITIONS

- A. Trailer Court is any plot of ground upon which is located one or more occupied trailers.
- B. Trailer is a vehicle with or without means of self-propulsion, licensable as a conveyance on public streets or highways, and which is constructed to permit occupancy as a dwelling or sleeping place for one or more persons.
- C. Trailer Space is a plot of ground within a trailer court designated for the accomodation and use of one trailer or one such other vehicle which is usually designated or known by the term "trailer".
- D. Service Building is a building housing communal toilet, laundry, and othersanitary facilities necessary for the health and convenience of the trailer occupants.

SECTION 2. LOCATION AND SPACING.

- A. It shall be unlawful for any person to place or maintain any trailer used for human habitation, or to use any trailer for living, sleeping or business purpose on any premises in the Town of Chapel Hill other than those contained within a trailer court duly permitted and maintained pursuant to the provisions of this ordinance.
- B. The parking of a trailer in any Residential or Business Zone shall be prohibited except that one (1) trailer may be parked or stored on any lot or plot, provided that no living quarters shall be maintained nor any business conducted therein while such trailer is so parked or stored. This is not intended to prohibit the operation of a trailer sales lot.
- C. (1) The minimum trailer space in a trailer court shall be twenty-five (25) by forty-five (45) feet and the same shall be defined by markers at each corner. Within this trailer space, no trailer shall be located so as to be within ten (10) feet of any other trailer. No trailer space shall be closer to any street or sidewalk than 20 feet or closer to any residence than 50 feet, so long as any trailer or house car shall be placed thereon for the purpose of living and sleeping therein and in no instance shall a trailer or house car be parked on any street in the Town of Chapel Hill or within 20 feet of any street or 50 feet of any residence, so long as the same is being used or occupied for living or sleeping purposes.  
  
(2) One off-street automobile parking space shall be constructed and maintained on the site of each trailer space therein. Such parking space shall be located in such a manner as to observe the clear unobstructed yard requirements of the court.

### SECTION 3. SANITATION.

- A. Cleared Lot Required. All trailer lots shall be kept free from all dense growth of bushes or weeds, or any poisonous weeds, and so graded as to insure rapid drainage during and following a rain.
- B. Water Supply. Where a public water supply is available, connection shall be made thereto. Where no public supply is available, an acceptable private supply shall be developed in keeping with Health Department requirements. There shall be a quantity of water sufficient to supply 125 gallons per day per trailer space.
- C. Toilet Requirements. Every trailer court shall have separate adequately lighted and ventilated toilet rooms for each sex, with the following minimum sanitary facilities, supplied with running water, provided for each sex.

(1) One adequately flushed water closet for every four (4) trailer spaces or fraction thereof up to forty (40), and one adequately flushed toilet for every eight (8) trailer spaces, or fraction thereof, over forty (40).

(2) One adequately flushed urinal in the men's toilet for every three (3) water closet bowls, or fraction thereof.

(3) One lavatory or wash basin for every water closet bowl.

(4) One shower for every six (6) trailer spaces, or fraction thereof, up to forty (40) and one shower for every twelve (12) trailer spaces, or fraction thereof, over forty (40).

The floors of the buildings or structures which house the sanitary facilities herein mentioned and the walls thereof to a height of four (4) feet shall be constructed of concrete or similar water-tight material. The floors shall be elevated not more than six (6) inches above the ground. All doors, windows or other openings shall be properly screened. Said buildings or structures shall be located at a distance not greater than 200 feet from the nearest point of any trailer space it is supposed to service. 182

(5) No flush toilet in a trailer shall be used except when in a trailer court and the discharge pipe or outlet is properly sealed and connected directly to a sewer. No dry or chemical toilets shall be used.

- D. Disposal of Refuse. At least one closed metal receptacle with a maximum capacity of 30 gallons shall be provided and conveniently located for every trailer space. The receptacle and all procedure involved in the disposal of refuse shall comply with Town garbage disposal procedure and regulations.

### SECTION 4. LAUNDRY FACILITIES.

- A. Washing Facilities. Every trailer court shall provide one laundry unit (laundry tray or washing machine) for the first ten (10) trailer spaces, or fraction thereof, and one additional unit for each twenty (20) additional trailer spaces, or fraction thereof. These units to be housed in a service building which may adjoin but shall be separated from the toilet rooms and shall have an exterior entrance only.

- D. Drying Facilities. Mechanical laundry drying equipment or laundry drying yards shall be provided. Laundry drying machines shall be located in service buildings. Where laundry drying yards are used they shall be located convenient to service buildings and have an area of fifty (50) square feet per trailer space.

#### SECTION 5. ELECTRICITY.

- A. Trailer Space Requirements. Every trailer court shall be provided with electric power. Two (2) or more electric circuits supplying 110-220 volts shall be provided for each trailer space. Adequate overcurrent protection shall be provided on all circuits. Service Drops to each trailer space shall be weatherproofed, insulated and no smaller than 2 #8 wires.
- B. Street and Yard Lights. Street and yard lights, sufficient in number and intensity to permit the safe movement of vehicles and pedestrians at night, shall be provided. Outdoor lighting shall be effectively related to buildings, trees, walks, steps and ramps.
- C. Inspection Required. All electrical installations must be approved by Fire Chief and Electrical Inspector.

#### SECTION 6. ACCESS REQUIREMENTS.

- A. General Circulation. Safety and convenience shall be major consideration in the layout of roads, walks, and parking areas within the trailer court. It is desirable that all roads be continuous.
- B. Servicing. Suitable vehicular access for fire-fighting equipment, delivery of fuel, removal of garbage and refuse, parking and unparking of trailers, and for other necessary services shall be provided. Main access roads, excluding parking, shall be adequately provided for without interfering with circulation within the lot.

#### SECTION 7. FIRE PROTECTION.

- A. Where the public water system is available to the trailer court, the recommendations of the Fire Chief shall be obtained relative to the installation of fire hydrants and other protective devices.
- B. Where the public water system is not available and a private source of water supply is used, the trailer court distribution system must provide fire protection. There shall be sufficient storage and pumping capacity and water mains shall be sized for the desired firesflow.

#### SECTION 8. EXCLUSIONS.

- A. This ordinance shall not affect or apply to trailers presently in use in the Town of Chapel Hill which have been installed under permits issued by the Town and are properly connected to the Town water and sewerage system on lots of a size which have been approved by the Town Planning Board of the Town of Chapel Hill.

SECTION 9. PENALTY

Each and every violation of this ordinance shall be punishable by fine of not more than \$25<sup>00</sup> and each day's violation shall be a separate offense.

This ordinance shall be in full force and effect from and after the 15<sup>th</sup> day of July, 1954.

All laws and clauses of laws in conflict herewith are hereby repealed.