

**YANCEYVILLE TOWN COUNCIL
MEETING MINUTES
Tuesday, December 1st, 2020 at 7:00 PM**

The meeting of the Town Council was held remotely in the Yanceyville Museum of Arts at the Yanceyville Municipal Services Building and due to COVID-19 the meeting was also conducted electronically through Zoom on Tuesday, December 1st, 2020 at 7:00 PM.

Council Members present in person: Mayor- Alvin Foster, Keith Tatum, and Brian Massey

Council Members present electronically: Mayor Pro Tem- Odessa Gwynn and Margie Badgett-Lampkin

Staff present in person: Town Manager- Brian Collie and Town Attorney- Lee Farmer

Staff present electronically: Town Clerk- Kamara Graves

Item 1: Call to Order

Mayor Alvin Foster called the Town Council Meeting to order at 7:00 PM. The meeting opened with a prayer. He asked all to stand for the pledge of allegiance. Mayor Foster also stated that the Yanceyville Town Council rules and procedures reflect the revisions of the North Carolina open meeting law of the North Carolina General Statutes, a copy of the Yanceyville Town Council rules and procedures are available upon request. Yanceyville Town Council also has rules and procedures for electronic meetings that reflect the revisions of the North Carolina open meeting law of the North Carolina General Statutes, a copy of the Yanceyville Town Council rules and procedures are available upon request.

Item 2: Review and Adoption of Agenda – Mayor & Council

Mayor Foster added Item 5a. Review and Discussion of Town Water/Sewer- Line Extension Policy. He asked Town Council for a motion to adopt the Agenda with said changes. After a short review, Mayor Pro Tem Gwynn made a motion to adopt the Agenda with said changes. The motion was seconded by Councilman Tatum and passed with a unanimous vote.

Item 3: Consent Agenda

a.) Minutes from October 6th, 2020 Town Council Meeting

Mayor Foster He asked Town Council to review the Consent Agenda. After a short review, Mayor Pro Tem Gwynn made a motion to adopt the Consent Agenda with said changes. The motion was seconded by Councilman Massey and passed with a unanimous vote.

Item 4: Public Comments

None

Item 5: Review and Discussion of Town Water and Sewer- Cutoff (Temporary Disconnection)

Town Manager Collie explained in March 2020 Town Council made the decision to suspend the cutoff policy for water customers due to the Global Pandemic COVID-19 for non-payment and the Town would not assess any late fees until further notice. He noted that the Town is still operation under that decision. Town Manager Collie explained that Town Council will need to decide on whether to enact the current policy or continue with the suspended policy (not disconnecting and not accessing late fee on customers' accounts). He noted that several customers have not made payments toward their accounts. Town Manager Collie suggested setting up a repayment plan.

Councilman Tatum asked how many accounts are delinquent? Town Clerk Graves answered around or about 60 accounts are delinquent. Councilman Tatum asked are businesses/commercial accounts included? Town Manager Collie explained that business accounts are included. Town Manager Collie recommended that the Town allow water customers who have not paid their bill six-months to pay the past due balance as well as continue to pay their current balance without assessing any late fees. Mayor Foster noted that he does not want to create or impose a hardship for customers to pay their current bill and pay a payment on the past due balance. He suggested a 12-month repayment plan for all delinquent customer to pay their bill without assessing late fees. A letter would be mailed to all customers that are delinquent explaining the repayment plan. Mayor Pro Tem agreed the 12-month repayment plan and no late fees.

Mayor Foster made a motion for the Town to set up a 12- month repayment plan for water customer who have a delinquent account without assessing any late fees due to COVID -19. The water customers will be required to pay the current bill and a payment towards the delinquent balance before the 10th day of the month to avoid disconnection of water service. The motion was seconded by Mayor Pro Tem Gwynn and passed with a unanimous vote.

Item 5a: Review and Discussion of Town Water and Sewer- Line Extension

Mayor Foster explained that the Town doesn't have a clear policy on the extension of water/sewer lines that would give Town Administrative Staff guidance. He explained that at this time a family would like to put a house on Kimbro Road. He noted that the water line would have to be extended. He added that the Town is at an advantage because on the opposite side of the road it is prime property for development and extending the water line would entice future developments. Currently the Town owes the property owners who own the land five free hook ups because they gave the Town the land that the Kimbro Lift station is located on.

Mayor Foster suggested amending the Water/Sewer Policy by adding a Water/Sewer Extension Policy. That the Town will extend water/sewer line at a cost up to \$40,000 if the extension opens other parcels to development, contingent upon funds being available in the Enterprise Fund, the Town has the discretion to increase this amount if the development's value to the Town warrants it. If the amount exceeds \$40,000 and the property owner would like to pay the remaining balance, then they can do so.

Mayor Foster made a motion amending the Water/Sewer Policy by adding a Water/Sewer Extension Policy. That the Town will extend water/sewer line at a cost up to \$40,000 if the extension opens other parcels to development, contingent upon funds being available in the Enterprise Fund, the Town has the discretion to increase this amount if the development's value to the Town warrants it. If the amount exceeds \$40,000 and the property owner would like to pay the remaining balance, then they can do so. The motion was seconded by Councilman Massey and passed with a unanimous vote.

Item 6: Review and Discussion of Town Public Safety Memorial

Town Clerk Graves explained that she included the potential prayer that would be etched on the Public Safety Memorial which would include Law Enforcement, Firefighters, and Emergency Services. She noted that they are templates they can be changed.

Town Clerk Graves noted that she would like Mr. Fred Smith Project Manager of the Veterans Memorial to Co-Chairman with the Town's Public Safety Memorial if Town Council agreed. She explained that Mr. Smith expressed that he would like to work with the Town to complete the Memorial Park.

Mayor Foster noted that he would like for Mr. Smith to Co – Chairman with Town Clerk Graves on the Town of Yanceyville Public Safety Memorial. Councilman Massey suggested having three flag poles around the Town's Public Safety Memorial to include the United States Flag, the North Carolina Flag, and the Town of Yanceyville Flag.

Mayor Foster asked for a motion to appoint Mr. Fred Smith as Co- Chairman of the Town of Yanceyville Public Safety Memorial Project. Councilman Massey made a motion to appoint Mr. Fred Smith as Co- Chairman of the Town of Yanceyville Public Safety Memorial Project. The motion was seconded by Mayor Pro Tem Gwynn and passed with a vote.

Item 7: Review and Discussion of Town Cemetery Use Policy

Mayor Foster explained that the fee for each burial plot is \$600 for a Town resident and \$1,000 for a Nonresident. The same fees apply whether the burial plot will be used for an interment or cremation, in addition to the burial plot fee, a \$300 deposit is required for a standard grave marker (20 by 10 by 4 inches) upon purchase of each burial plot. The Town will place a proper grave marker on the burial plot if a proper grave marker has not been installed within one year after burial which will only include the name, date of birth, and death date of the deceased. If a proper grave marker as identified within this policy

has been installed within the allotted time frame after burial the deposit will be refunded. Mayor Foster explained that there has been some discussion of what, so we do about burial plots that were purchased before the Town acquired the Cemetery. He noted that the Town could request /encourage persons who have brought burial plots prior to the Town acquiring the property to place a grass marker, grave maker, or paver, etc. He suggested that even with cremations something needs to be place on the burial plot. Mayor Foster indicated that 100 years from now love ones may be trying to locate a burial plot. He suggested that the Town place a paver to include name, date of birth, and death date of the deceased on the burial plot.

Town Clerk Graves explained the records retained from the church are not clear and it's impossible to know if graves has been opened or who is in the grave. She explained that we do have a cemetery map. Mayor Foster asked Attorney Farmer could the Town pay for the pavers out of the cemetery fund /Danville Regional Foundation if we do not touch the principle? Attorney Farmer replied yes it would be considered maintenance. Mayor Pro Tem Gwynn agreed that we do not need to let this issue to continue we need to encourage ones who have purchased burial plots prior to the Town to place a grass maker on the grave and if not, the Town would place a paver.

Mayor Foster asked for a motion. Mayor Pro Tem Gwynn made a motion for the Town to place pavers on graves of persons who purchased burial plots prior to the Town acquiring ownership. The pavers would be purchased out of the cemetery fund /Danville Regional Foundation if the Town does not touch the principal balance in the account. The motion was seconded by Councilwoman Badgett- Lampkin and passed with a unanimous vote.

Item 8: Review and Discussion of Town Zoning Proposed Amendment - Parking

Town Manager Collie explained that there have been several discussions about parking issues around the square. He noted that the signage has been placed around the square at this time. The signs indicate 2 -Hour parking Monday- Friday 8am-5pm. For the Town to enforce the signage legally there will have to be a text amendment to the Town of Yanceyville Zoning Ordinance Off Street Parking and Loading section.

Chapter 8: Off Street Parking and Loading

Sec 8.1 Scope.

The requirement set forth in this chapter shall apply to all districts except the B-1 district. (Central Business)

Below is the proposed amendment:

Aside from any Town administered Monday through Friday 8:00am – 5:00pm parking sign (unmetered). It shall be a civil violation to park a vehicle in such are during the hours indicated fir ore than two (2) hours.

Councilwoman Badgett-Lampkin asked who will be checking, ticketing, and documenting violators? Town Manager Collie indicated that the Caswell County Sheriff's Deputy designated to the Town of Yanceyville would handle violators.

Mayor Foster asked for any questions or concerns.

Councilman Tatum asked what is B-1? Town Manager Collie answered Central Business. Councilman Tatum asked if this amendment is passed will it allow the designated Sheriff's Deputy to write tickets in other areas where persons are park illegally?

Mayor Foster explained that the designated Sheriff Deputy can write tickets now under the Off-Street Parking and Loading ordinance. Councilman Tatum noted that the designated Sheriff's Deputy should ride along First Avenue because there are still issues with parking and loading. He added that the Town went through a lot of trouble of making that street one-way, and there are still safety challenges when traveling along that street.

Mayor Foster asked Town Council for a motion to set the date for a Public Hearing for a text amendment to Chapter Eight: Off Street Parking and Loading at the next regular meeting on Tuesday, January 5th, 2021. Mayor Pro Tem Gwynn made the motion to set a date for the Public Hearing for a text amendment to Chapter Eight: Off Street Parking and Loading at the next regular meeting on Tuesday, January 5th, 2021. The motion was seconded by Councilman Tatum and passed with a unanimous vote.

Item 9: Town Attorney Report- Lee Farmer

None

Item 10: Town Manager Report- Brian Collie

Town Manager Collie read aloud a letter/request from Denise Burnette, Executive Director Caswell Council for the Arts,

The Caswell Council for the Arts is currently looking for spaces to hang some of permanent collection. There are three different paintings of the Courthouse that were commissioned by the Arts Council years ago that the Council owns the original of. Prints of these three paintings were made and sold by the Arts Council. The Prints are currently still available for sale at out gallery. The paintings are:

Caswell County Courthouse by Russel Watlington
Courthouse in Spring by Paul Minnis
Courthouse in Fall by Paul Minnis

Currently, there is a copy of the Prints of "Caswell County Courthouse" by Watlington and "Courthouse in the Fall" by Paul Minnis hanging in the museum, and a copy of

“Courthouse in Spring” by Paul Minnis hanging in the lobby of the Town Municipal Building. The Council would like to ask if the Town of Yanceyville would consider hanging the original pieces of art in the museum and the lobby of the Municipal Building in their place. These pieces are significant to our community and should be hung somewhere visible where they can be seen and enjoyed. The Arts Council would retain ownership of these pieces but would loan them to the Town indefinitely so that they could be appreciated by viewers to the Museum.

Mrs. Burnette explained that the Caswell Council of Arts has a huge permanent selection of Artwork and are trying to find more appropriate homes to hang the artwork that would better serve the community. Mayor Foster stated that the Town can hang the prints that are currently in the museum in administrative offices and the original prints in the Yanceyville Museum of Art.

Mayor Foster asked Town Council for a motion. Mayor Pro Tem Gwynn made a motion to accept the original artwork prints from the Caswell Council of Arts to replace the prints that the Town currently have hanging in the Yanceyville Museum of Art. The Arts Council would retain ownership of these pieces but would loan them to the Town indefinitely so that they could be appreciated by viewers to the Museum. The motion was seconded by Councilwoman Badgett – Lampkin and passed with a unanimous vote.

Town Manager Collie updated Town Council on the Town Water Plant. He explained that the Water Plant has four water filters, and filter two is out of commission at this time. He indicated that all the filters will need to be replaced eventually, but at this time filter two needs to be replaced as soon as possible. He added that at this time we are waiting on a quote from Inframark on the cost to replace the filter. Mayor Foster stated that because this is a maintenance item in the Enterprise Fund and if the funds are not available then a budget amendment will have to be done. Town Manager Collie explained that this issue needs to be address immediately. He added that when he receives the quote from Inframark for the water filter it will be forwarded to Town Council.

Town Manager Collie explained that the Town had a major water main break that was causing discoloration of water, and the Town was losing about 300,000 gallons a day over what the Town makes and consumes. The break was located on Main Street across from the Brian Center Nursing Facility. He added that due to rain and the water running into a covert side dich it was hard finding the leak.

Town Clerk Graves updated Town Council on the submission of the PARFT Grant application. She explained that the Town submitted the application on June 1, 2020. With deep regret the Town did not receive the grant, but we will continue to critique the application and re-apply next year.

Town Manager Collie updated Town Council on the Free Public Wi-Fi Project using CARES Act Funding. He noted that the Town was allocated \$200,989 and at this point the Town has expended around about \$62,000. He explained that the Town is working with Steve Brooks, Brooks Networking to execute the Wi-Fi project. Currently Mr.

Brooks is confident that they will be helping to perform the job needed to complete this project. He explained that Mr. Brooks will update the technology infrastructure here at Town Hall as well as the Free Public WIFI here in the Town. He explained that the Wi-Fi will help school age children who don't have access to internet complete their lessons being that school at this point is totally virtual.

Town Manager Collie updated Town Council on the Public Works Department vacancy. He added that he is in the process of interviewing for the position at this time. He noted that two interviews were conducted today.

Town Manager Collie updated Town Council on the Bartlett Yancey High School Project. He explained that the BYHS is making a new water connection with a six-inch water tap. The Town received an estimate from the private contractor that the Town uses for larger projects the total includes the Town (connection fee) \$61, 685. He added that the Town's Water and Sewer Policy states that the six-inch water tap fee cost \$20,000. Town Manager Collie explained that the Project engineer on the project changed several details on the project. Town Manager Collie explained that the Project Engineer over the project contacted him after receiving the 2nd quote for the water connection totaling \$93,390 which includes the water tap connection fee. The Project Engineer wanted to know could the Town work with him on adjusting the water tap connection fee. Town Manager Collie noted that at the previous meeting Town Council wanted to know what did the Caswell County School System have in their project budget for water connections? If the Town were to alleviate the connection fee is the school system going to receive the money or would the contractor receive the money? Town Manager Collie noted that he felt the Project Engineer/Contractor was negligent. The Project Engineer/ Contractor had \$43, 000 in the line item for the water tap connection. If the Town waived the fee the School System would receive the \$20,000. Mayor Foster explained that the connection fees are implemented to improve and expand the infrastructure in the water/sewer system, and felt that the Town should not waive the fee. Town Council agreed.

Town Clerk Graves updated Town Council on the Town's website. She explained that the website has not been launched at this time. There are a couple of details that must be fine tuned before we can make the website site live. Town Staff is in the process of backing up all Town used email addresses.

Item 11: Closed Session- G.S. 149-318.11 Real Estate, Economic Development, and Personnel

Mayor Foster asked Town Council for a motion. Mayor Pro Tem Gwynn made a motion to go into Closed Session General Statues 143-318.11 Real Estate, Economic Development, and Personnel. The motion was seconded by Councilman Tatum and passed with a unanimous vote.

After Town Council returned from Closed Session, Mayor Foster asked for a Town Council motion to come out of Closed Session. Councilman Tatum made a motion to

come out of Closed Session. The motion was seconded by Mayor Pro Tem Gwynn and passed with a unanimous vote.

Mayor Foster asked Town Council for a motion to go back into Regular Session. Councilwoman Badgett- Lampkin made a motion to go back to into Regular Session. The motion was seconded by Councilman Tatum and passed with a unanimous vote.

Mayor Foster noted that while in Closed Session Town Council has two items that needs to be addressed. The Town is eliminating the part- time position of Grounds Maintenance Technician as February 1, 2021 and creating a full- time Maintenance Technician position in the Public Works Department.

Mayor Foster asked Town Council for a motion. Mayor Pro Tem Gwynn made a motion to rift the part time position of Grounds Maintenance Technician as February 1, 2021 and create a full- time Maintenance Technician position in the Public Works Department. The motion was seconded by Councilwoman Badgett- Lampkin and passed with a unanimous vote.

Mayor Foster stated that \$25, 000 needed to be appropriated for future Economic Development Projects which will be announced in the next few months.

Mayor Foster asked for a motion. Councilman Massey made a motion to appropriate \$25,000 for future Economic Development projects. The motion was seconded by Councilwoman Badgett- Lampkin and passed with a unanimous vote.

Item 12: Informal Discussion/ Public Comment – Discussion & Comments must directly relate to agenda items

None.

Mayor Foster asked Town Council for a motion to recess the meeting until December 15th, 2020 at 7:00pm. Councilman Tatum made a motion to recess the December Town Council meeting until December 15th, 2020 at 7:00pm. The motion was seconded by Councilman Massey.

Kamara Graves, Town Clerk prepared the above minutes. They represent a brief description of those matters that were addressed at this meeting.

Respectively Submitted:

Alvin Foster, Mayor

Kamara Graves, Town Clerk