

**MINUTES  
YANCEYVILLE TOWN COUNCIL  
May 3rd, 2016  
7:00 PM**

The meeting of the Town Council was held in the Council Chambers at the Yanceyville Municipal Services Building on May 3<sup>rd</sup>, 2016 at 7:00 PM.

**Council members present:** Alvin Foster, Mayor, Odessa Gwynn, Mayor Pro Tem, Margie Badgett-Lampkin, Brian Massey, and Keith Tatum.

**Staff:** Brian Collie, Town Manager, Lee Farmer, Town Attorney, & Ryan Strader, Finance Officer.

**Item 1: Call To Order**

Mayor Alvin Foster called the meeting to order at 7:00 PM. Meeting opened with silent prayer. He asked all to stand for the pledge of allegiance. Mayor Foster also stated that copies of the Town's Rules and Procedures were available if anyone needed a copy.

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

Mayor Foster welcomed the Bartlett Yancey High school Civics class. Mayor Foster then asked Council for a motion to approve the agenda as presented. Mayor Pro Tem Gwynn made a motion to approve the agenda as presented. The motion was seconded by Councilman Massey and passed with a unanimous vote.

**Item 3: Consent Agenda- April 5<sup>th</sup>, 2016 Minutes**

Mayor Foster asked Council to review the minutes from the April 5<sup>th</sup>, 2016 Town Council Meeting. After review Councilman Tatum made a motion to adopt the consent agenda for April 5<sup>th</sup>, 2016 as presented. The motion was seconded by Mayor Pro Tem Gwynn and passed with a unanimous vote.

**Item 4: Public Comment**

Mayor Foster stated that no one had sign up to speak during public comments, and asked the audience if anyone would like to approach Council for comments.

**Item 5: Public Hearing- Solar Facility Special Use Permit App.**

\*\*Official Transcript inserted in\*\*

**Item 6: FY 2015-2016 Budget Amendment**

Finance Officer, Ryan Strader approached Council and stated that after meeting with our auditor on Wednesday, April 27, 2016, we determined that we need to do a few budget amendments to the fiscal year ending June 30, 2016 Budget. The Budget Amendments needed are as follows:

To record final amounts to Fire Station Building.

10-00-3850-8906	1,000,000	
10-10-5300-2525		1,000,000

To record economic development costs for land.

Dan River Foundation Grant	25,000	
Economic Development Costs		25,000

To record final amounts on Emergency Water Line Project.

61-91-1241-0165	75,000	
61-91-7100-7625		75,000

To set-up new Special Revenue Fund for the Cemetery Fund.

Revenue - Danville Regional Foundation		4000
Lot sales	0	
Maintenance	4000	

To set-up new Water and Sewer Capital Project Fund for WWTP Rehabilitation Fund.

Grant Revenue	81900	
Construction	0	
Engineering Fees	81,900	

After review and discussion Councilwoman Badgett-Lampkin made a motion to approve the fiscal year 2015-2016 budget amendments as presented. The motion was seconded by Councilman Massey and passed with a unanimous vote.

## **Item 7: FY 2016-2017 Budget Message**

Manager Collie read the below fiscal year 2016-2017 Budget Message for the Town.

“To The Town of Yanceyville Mayor, Council and Citizens:

I am pleased to present the recommended budget for the fiscal year 2016-2017. The budget was prepared in accordance with G.S. 159.17, the North Carolina Local Government Budget and Fiscal Control Act. All funds within the proposed budgets are balanced, and all revenues and expenditures are identified for the fiscal year 2016-2017.

The budget is presented with no changes in the current ad valorem tax rate, water rate, or sewer rate. For 2016-2017, a conservative approach was used in preparing projections for all six statewide revenue sources: Beer and Wine Tax, Utility Franchise Tax on Electric Service, Sales Tax on Telecommunications, Piped Natural Gas Excise Tax, Local Option Sales Tax and Powell Bill revenues. The Town has developed a conservative budget that seeks to maintain current service levels, while also addressing infrastructure needs to maintain our current assets to allow for prolonged use and efficiency.

The proposed budget for the General Fund is approximately 1 % higher than the 2015-2016 fiscal year (up from \$754,528 in 2015-2016 to \$762,800 in 2016-2017); primarily due to an increase in ad valorem tax collection for 2016-2017.

The Enterprise Fund is approximately 4.5% lower than the respective budget for the 2015-2016 fiscal year (down from \$1,617,972 in 2015-2016 to \$1,546,760 in 2016-2017). This decrease is primarily due to the water & sewer revenues lost with the closing of Sky Valley and Walmart Express.

The Town will allocate 3% of all water revenues to the repayment of the USDA loan that has allowed the Town to pursue an emergency water line connection with the City of Danville, Va. The Town anticipates the revenues collected from the 3% of water revenues to allow the Town to pay off the debt taken on by the project much sooner.

The Special Revenue Fund will be used to track all monies awarded from Powell Bill funds, which are allocated from the State annually and are restricted for use on pedestrian and side-walk projects only, and to track all monies used to help maintain the town's new cemetery. The Special Revenue Fund will be tracked as a stand-alone fund, and will be shown on

the financial statements separate from the General Fund. The Special Revenue Fund's budget is \$45,000 for FY 2016-2017.

The total budget amount for all funds in 2016-2017 is \$2,354,560, compared to \$2,573,850.18 in 2015-2016 (a total decrease of 1.09%).

There will be no proposed use of un-appropriated fund balance to balance the budget this year. The Town has made strong efforts to increase the un-appropriated fund balance of the Town, and has done so over the past six budget cycles.

The proposed budget for 2016-2017 will include the addition of one (1) full time Assistant Town Clerk position. The purpose of this position is to perform administrative and clerical work in assisting the Town Manager/Clerk in discharging the duties of the office; and all other related work as required. The Assistant Town Clerk will be responsible for maintaining and improving upon the efficiency & effectiveness of all areas under his/her direction and control.

The Town does intend to continue working with third-party contractors for Water and Wastewater Management and Operations, Code Enforcement needs, legal needs, and extensive water/sewer repair needs.

Some of the major items in this year's budget are outlined below:

- Completion of the re-codification of the Town Code
- Completion of updating the Town's Zoning map
- Sidewalk/Multi-use path project (North Ave./Firetower Rd.)
- Museum Artwork Rehabilitation
- Maintenance Contracts for water and sewer equipment maintenance/repair
- Chemicals for water and sewer plant
- Dredging of lagoons at both the Water and Wastewater Plants
- Zoning Code Enforcement services
- Wi-Fi Network Expansion
- Town Hall Updates and Maintenance
- Security/surveillance systems for town owned buildings
- Continued repair/replacement of aging water/sewer infrastructure

**Grant Projects:**

We will be re-applying for \$2 million in CDBG grant money from the NC Division of Water Infrastructure to improve and enhance the operations of our wastewater treatment facility. We also anticipate on applying to the recently created CDBG program set up to fund town's needing existing infrastructure studies completed. I think we are a prime candidate and it would be very helpful to the town if we had an updated study completed

on our aging infrastructure so that we can make educated decisions on what areas need to be repaired first.

**Budget Format:**

This year's budget format presents the revenues and expenditures in a line item format. The budget is designed to function as a work plan in guiding departmental operations, in an attempt to accomplish all the goals and objectives outlined by Town Council. The operating budget is divided into the General Fund, Enterprise Fund, and Special Revenue Fund. A description of these funds is included with the proposed budgets.

**Manager's Message:**

The proposed 2016-2017 budget balances revenues with expenditures in accordance with state statutes. The proposed budget substantially address' the goals and objectives established by the Town Council. The recommended budget provides the financial resources necessary to continue improving the current level of Town services.

On behalf of all our outstanding Town employees, I want to express our gratitude to the Mayo and Town Council for their strong leadership and dedication to the community. And to the dedicated Town employees, thank you for the continued devotion to providing outstanding service to the Town and the citizens of our community.”

**Item 8: Bartlett Yancey High School Water Leak Discussion**

Manager Collie stated that as you will recall from our last meeting the water meter serving the gym at BYHS experienced an underground leak that apparently started in September of 2014 and was not fixed until March 2016. The school system was notified of the high usage but he said that he did not know which school representative was given this information. He stated that an attached formal request to adjust the sewer portion from this meters bill from September 2014 to March 2016 from Superintendent, Douglas Barker received on April 12, 2016.

The water leak lasted 19 months with a total bill during that time of \$73,975.79. The average bill for 19 months reflecting past history on this meter should be around \$10,877.50. He stated that the monthly bill average before the leak was approximately \$575 and during the 19 month water leak the monthly average was approximately \$3,500.

The total sewer allocation for the 19 month leak period is \$32,319.83. However they were still using a portion of that sewer during the 19 months so if you take the average monthly sewer charge for the meter (\$246) and multiply it by 19 the total gives you approximately what the school actually used towards sewer for that meter (\$4,674). Mr. Collie

suggested taking the approximate sewer average used (\$4,674) and subtracting that from the total sewer billed for those 19 months (\$32,319.83) and crediting/refunding the school \$27,645.83 for account # 1074.

Mayor Foster then read Superintendent, Dr. Barker's letter aloud. Mayor Pro-Tem Gwynn stated that making phone calls for high water usage was a good thing for the town to continue and asked if we could also send letters so that we have a record of who had been contacted. Finance Officer Strader stated that the town currently makes a phone call and sends letters to the customers with high usage.

After further review of the town's water policy and discussion Councilman Massey stated that the town has a water policy in place and that we need to follow that policy in making this decision. Councilman Massey then made a motion to give an account # 1074 a leak adjustment based upon the guidelines set forth in the town's water & sewer policy. The motion was seconded by Councilman Tatum and passed with a 4 to 1 vote. Mayor Pro-Tem Gwynn, voting no.

#### **Item 9: Town Attorney Report**

Attorney Lee Farmer stated that he did not have anything to report at this time.

#### **Item 10: Town Manager Report**

Manager Collie stated that he is meeting with a security and surveillance company next week to look into getting Town owned building security/surveillance systems. He stated that it is a much needed service to keep the town's assets and employees safe.

He then stated that the May 6<sup>th</sup> First Friday event will start at 7:00 p.m. and the band coming to play was Cruize Control. He encouraged everyone to come out to the free event. He then stated that the League of Municipalities annual Town Hall Day will be held in June and if any Council member wanted to attend to please let him know so that they could be registered.

He then stated that Billing & Collections Clerk, pam Durham would be attending the UNC School of Government Billing & Collections course the second week of May.

Mr. Collie then gave an update on the recently acquired Town Cemetery and the progress of the Veterans memorial site.

**Item 11: Informal Discussion/Public Comment- Discussion & Comments must directly relate to agenda items**

Kim Monroe asked if the solar application was tabled & if we have any documentation of how the school looked into the 19 month leak. Mayor Foster stated that the solar application was tabled until next month's meeting and that we were not sure how the school system addressed the issue.

Ruby Graves on the schools 19 month leak and stated that when the town makes phone calls and sends letters in these situations that it is a courtesy to the customers. Albert Tardy spoke and stated that he thought Councilman Massey's opinion on the water leak situation was right on the money.

**Item 12: Adjournment**

After no further discussion Councilwoman Badgett-Lampkin made a motion to adjourn. Councilman Tatum seconded the motion which passed with a unanimous vote.

Brian Collie, Town Manager/Clerk, prepared the above minutes. They represent a brief description of those matters that were addressed at this meeting. A detailed account of this meeting is available for review on tape at the Yanceyville Municipal Services Building.

Respectively Submitted:

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Alvin Foster, Mayor

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Brian Collie, Town Clerk