

**YANCEYVILLE TOWN COUNCIL  
MEETING MINUTES  
Tuesday July 11<sup>th</sup>, 2023, 6:00pm**

The meeting of the Town Council was held in the Yanceyville Museum of Art at the Yanceyville Municipal Services Building located at 158 East Church Street, Yanceyville, NC and streamed through the WebEx platform on Tuesday, July 11<sup>th</sup>, 2023, at 6:00pm.

**Council Members present:** Mayor- Alvin Foster, Mayor Pro Tem- Odessa Gwynn Brian Massey, and Keith Tatum

**Staff present in person:** Kamara Barnett-Town Manager/Clerk, Miranda Harrelson- Deputy Clerk, Lee Farmer- Town Attorney, Franz Holt-Town Engineer, Bradley Davis- Planning & Zoning Consultant, and Kathryn Hinton-Administrative Assistant **Also present:** David Hyder, Stantec

**Item 1: Call to Order**

Mayor Alvin Foster called the Town Council Meeting to order at 6:03 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 asked Town Council for a motion. After a brief review, Mayor Pro Tem Gwynn made a motion to adopt the agenda as presented. The motion was seconded by Councilman Tatum and passed with a unanimous vote.

**Item 3: Consent Agenda**

- a.) Minutes from May 2<sup>nd</sup>, 2023, Town Council Meeting.
- b.) Minutes from June 20<sup>th</sup>, 2023, Town Council Meeting
- c.) Minutes from June 27<sup>th</sup>, 2023, Town Council Meeting

Mayor Foster asked Town Council to review the Consent Agenda. After a short review, Councilman Tatum made a motion to adopt the Consent Agenda as presented. The motion was seconded by Councilman Massey and passed with a unanimous vote.

#### **Item 4: Public Comment**

Mayor Foster asked all persons signed up for Public Comment to please state their name and address for the record. Mayor Foster called on Mr. John Claggett.

Good evening, my name is John Claggett and I reside at 108 Jaye Lane, Providence, NC. I would like my comments recorded verbatim. Mr. Claggett stated, The Regional Economic Development Commission is comprised of representatives of Caswell County, Town of Yanceyville, and Town of Milton so I'm assuming that a Joint Resolution exists establishing this Commission, which would be a requirement. I'm asking you, Mr. Mayor as the Chairperson of this Commission where access to meeting minutes can be obtained by the public? The public has been informed that these minutes are to be posted to the Regional Economic Development web page by the Secretary of this Commission. This hasn't been the case, and there isn't any contact information offered. Mayor Foster thanked Mr. Claggett for his comments.

#### **Item 5: Introduction of Deputy Town Clerk/ Administration of Office for Ms. Miranda Harrelson**

Town Manager Barnett introduced Ms. Miranda Harrelson as the new Deputy Town Clerk of the Town of Yanceyville. Town Manager Barnett noted that Ms. Harrelson will have to take an oath of office which will be administered by Mayor Alvin Foster.

Mayor Foster asked Deputy Town Clerk Harrelson to place her right hand on the Bible.

Mayor Foster administered the oath of office to Deputy Town Clerk Miranda Harrelson

#### **Item 6: Water and Wastewater Treatment Facilities Update: Gary Stainback, Inframark Representative**

Mayor Foster introduced Mr. Gary Stainback, Inframark. Mr. Stainback presented the monthly update as follows:

##### Yanceyville Water Treatment Plant

- Disinfection by Product (DBP) samples, which consist of Trihalomethanes (THM) and Haloacetic Acids (HAA) are compliant with the limitations for each sample site.
- Total Organic Carbon (TOC) sample results have improved with the optimization of the Carbon feed system. TOC reduction is compliant with the state limitations.
- Staff collects distribution water quality samples throughout the week and collaborates with Public Works on specific hydrant flushing needs. Sample results have indicated compliance with parameters such as turbidity, iron, manganese, pH and bacteriological.
- Removed solids and cleaned the sedimentation tank.
- Presented water hydrant flushing plan to the Town on June 28<sup>th</sup>. Anticipate hydrant flushing to begin in August, 2023.
- Meeting with staff to plan water hydrant flow testing on July 11<sup>th</sup>. Hydrant flow testing to be completed in July-August.

## Yanceyville Wastewater Treatment Plant

- Treatment process is compliant with permit limitations.
- Repaired sludge wasting pump on SBR Treatment System.
- Inframark maintenance team were on site to evaluate corrective control measures to use both lagoon pumps.
- Maintenance made corrections to Influent pump control float switches.
- Shared initial equipment information with Town Staff on possible mechanical bar screen replacement options.
- Wastewater Manager passed Sludge Land Application Exam.
- Met with Public Works Director to discuss approach to cutting back line of trees behind wastewater treatment system to prevent limbs from falling into tank.

Mayor Foster thanked Mr. Stainback for presenting a detailed report.

### **Item 7: Presentation of Water and Sewer System Development Fees Study -Franz Holt, alley Williams Carmen & King, and Davis Hyder, Stantec**

Mayor Foster introduced Mr. Franz Holt and David Hyder to Town Council. Mr. Holt and Mr. Hyder presented content on water and sewer development fees.

- See attached copy of slide presentation.
- See attached copy of proposal from Stantec to conduct water and sewer development fee study.

After no further discussion, Councilman Tatum made a motion to approve Stantec Consulting Services Inc proposal to conduct a Water and Sewer System Development Fee Study in the amount of \$26,885. Mayor Foster seconded the motion that passed with a unanimous vote.

### **Item 8: Approval of NCDOT Certification of Municipal Declaration to Repeal Speed Limits and Request for Concurrence within corporate limits of the Town.**

Mayor Foster asked the Town Council for a motion. After no further discussion, Councilman Massey made a motion to approve the NCDOT Certifications of Municipal Declaration to Repeal Speed Limits and Request for Concurrence within corporate limits of the Town with amendments to sections 63, 64, and 67. The motion was seconded by Councilman Tatum and passed with a unanimous vote.

- See attached Certifications.

### **Item 9: Town Attorney Report- Lee Farmer**

Town Attorney Farmer noted that the closing on the remaining Woodlawn Drive property is scheduled for the first week of August.

Town Attorney Farmer also indicated that with the help of Town Manager Barnett and Admin Assistant Hinton we are collecting all documents concerning the IT company that the Town has consulted with in the past.

**Item 10: Town Manager Report- Kamara Barnett**

Town Manager Barnett indicated that she had a several announcements.

On Friday, August 4<sup>th</sup>, 2023, Matthew Boswell will be providing entertainment at our First Friday Event. Food will be available for purchase and Cruise-in welcoming all cars trucks, motorcycles, etc. Please invite someone and come out and enjoy the local talent.

Town Manager Barnett reported that the Municipal Services Building (Town Hall) roof has reached the end of its useful life. She noted that in recent years, the roof has leaked on numerous occasions causing damage to the interior, including the Yanceyville Museum of Art Featuring Maud Gatewood. The cost of continuous repairs and maintenance are going to continue to increase if left in its current condition. Town Manager Barnett explained that this would be a Capital Project, replacing and installing a new commercial roof. She indicated that this project was not included in the current budget therefore a budget amendment would need to be drafted if Town Council is inclined to replace the roof. Town Manager Barnett added that she would like authorization from Town Council to create a Request of Proposal- invitation to bid- Town Hall Roof Replacement.

Mayor Foster asked the Town Council for a motion. Councilman Massey made a motion to authorize Town Manager Barnett to create a Request of Proposal- invitation to bid- Town Hall Roof Replacement. The motion was seconded by Councilman Tatum and passed with a unanimous vote.

Town Manager Barnett introduced Mr. Bradley Davis, Planning and Zoning Consultant, to Town Council. Mr. Davis provided a Planning/Zoning, and Code Compliance update to Town Council on recent inquiries by Town citizens related to what enforcement actions are being taken against owners of properties that are clearly considered dilapidated, most of which have been abandoned. In addition, a neighbor complained of snakes coming from two abandoned residences next to her property at the corner of the School Dr. and Dillard School Dr. Mr. Davis mentioned that certified letters have been sent to the owners of record with these two parcels during the last 5 years. Either the letters were sent back "undeliverable" or no response. Mr. Davis noted that he contacted Caswell County Tax Office to verify GIS had the correct owner's record. He indicated that during this time he was informed that both parcels in question had not paid property taxes for years (2009, 2016). Shortly thereafter, Sylvia Johnson a former Planning Board member and GIS Specialist for Caswell County Tax records and Maps provided a list of 39-46 Parcels from (2020-2022) that have not paid their property taxes.

After a lengthy discussion, Town Council agreed to have Town Manager Barnett contact the County Manager's office and the County Tax Office to schedule a meeting to discuss why delinquent taxes have not been collected on behalf of the Town of Yanceyville.

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

None

**Item 12: Adjournment**

Mayor Foster asked Town Council for a motion to adjourn. After no further discussion, Councilman Tatum made a motion to adjourn the July 11<sup>th</sup>, 2023 Town Council Meeting Councilman Massey seconded the motion that passed with a unanimous vote. The meeting ended at 7:26pm.

*Kamara Barnett, Town Clerk and Miranda Harrelson, Deputy Town Clerk prepared the above minutes. They represent a brief description of those matters that were addressed at this meeting.*

Respectively Submitted:

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Alvin Foster, Mayor

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Kamara Barnett, Town Clerk

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Miranda Harrelson: Deputy Town Clerk