

**YANCEYVILLE TOWN COUNCIL
RECESS MEETING MINUTES
Tuesday, December 15th, 2020 at 7:00 PM**

The Recess Meeting of the Town Council was held remotely in the Yanceyville Museum of Art at the Yanceyville Municipal Services Building and due to COVID-19 the meeting was also conducted electronically through Zoom on Tuesday, December 15th, 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 Clerk- Kamara Graves and Town Attorney- Lee Farmer

Staff present electronically: Town Manager- Brian Collie

Call to Order: Mayor Alvin Foster called the Town Council Recess Meeting to order at 7:00 PM.

Mayor Foster asked Town Council for a motion to reconvene the Recess Town Council Meeting. Mayor Pro Tem Gwynn made a motion reconvene the Recess Town Council Meeting. The motion was seconded by Councilwoman Badgett-Lampkin and passed with a unanimous vote

Mayor Foster moved Closed Session to the first item on the Agenda, and added 6a. Wi-Fi CARES ACT Funding, and 6b. Discussion of Storage Building for Town Christmas Decorations. Mayor Foster asked Town Council for a motion to adopt the Agenda with said changes. 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.

1. Closed Session- G.S. 143-318.11 Real Estate & Contractual

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 and Contractual. The motion was seconded by Councilman Massey 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 Massey made a motion to come out of Closed Session. The motion was seconded by Councilman Tatum and passed with a unanimous vote.

Mayor Foster asked Town Council for a motion to go back into Regular Session. Mayor Pro Tem Gwynn made motion to go back to into Regular Session. The motion was seconded by Councilman Massey and passed with a unanimous vote.

Mayor Foster noted that while in Closed Session Town Council discussed several items that need to be addressed in Regular Session. He explained that the Town of Yanceyville has being gifted a certain parcel of land (23.18 acres)

W. Maynard Gregory, Trustee, shall grant and convey by gift to the Town of Yanceyville a certain parcel of land containing 23.18 acres. All that certain tract of land, containing 23.18 acres, more or less lying and being on the West side of U.S. Hwy. No. 158 in Yanceyville Township, Caswell County, North Carolina, bounded now or formerly as follows: North by the lands of the W. Maynard Gregory Revocable Trust; East by the lands of Caswell Mennonite Church, Town of Yanceyville, Prospect United Methodist Church, and Airport Road(State Road No. 1382); South by the lands of the W. Maynard Gregory Revocable Trust; and West by the lands of the W. Maynard Gregory Revocable Trust; said tract of land being more particularly described according to plat of survey for W. Maynard Gregory Revocable Trust and the Town of Yanceyville dated September 25, 2020, by Alley, Williams, Carmen and King, Inc., which plat of survey is duly recorded in the Caswell County, N.C. Registry in Map Book 17, page 566, and is by reference incorporated herein as a part of this description: subject to deed restriction and conditions

Mayor Foster asked for a motion. Mayor Pro Tem Gwynn made a motion to accept the 23.18 acres of land subject to deed restrictions and conditions. The motion seconded by Councilman Tatum and passed with a unanimous vote.

Mayor Foster also noted that during Closed Session Real Estate was discussed. He explained that an appropriation of \$11,100 for purchase of 5.55 acres from the Prospect United Methodist Church.

Mayor Foster asked for a motion. Mayor Pro Tem Gwynn made a motion to appropriate \$11,100 for purchase of 5.55 acres from the Prospect United Methodist Church. The motion seconded by Councilman Massey and passed with a unanimous vote.

Mayor Pro Tem Gwynn amended the previous motion to include funding coming from Fund Balance. Mayor Foster asked for a motion. Mayor Pro Tem Gwynn made a motion to appropriate \$11,100 for purchase of 5.55 acres from the Prospect United Methodist Church from Fund Balance. The motion seconded by Councilman Massey and passed with a unanimous vote.

Mayor Foster also noted that during Closed Session Town Council discussed the Public Wi-Fi Project and technology infrastructure upgrade for the Municipal Building. He explained that the contract between Brooks Network Services, LLC and the Town of Yanceyville needed to be executed subject to funding with CARES ACT funding restrictions under the preview of the Town Manager and the Assistant Town Manager.

Mayor Foster asked for a motion. Councilman Massey made a motion to accept the contract with Brooks Networking Services and the Town of Yanceyville for the Public

Wi-Fi Project and technology infrastructure upgrades for the Municipal Building. The motion was seconded by Councilman Tatum and passed with a unanimous vote.

1. Discussion and Acceptance of W. Maynard Gregory Property

Attorney Farmer read aloud the Acceptance, Acknowledgement, and Receipt Agreement: In consideration of the charitable gift and grant of a certain parcel of land to the Town of Yanceyville

W. Maynard Gregory, Trustee, shall grant and convey by gift to the Town of Yanceyville a certain parcel of land containing 23.18 acres. All that certain tract of land, containing 23.18 acres, more or less lying and being on the West side of U.S. Hwy. No. 158 in Yanceyville Township, Caswell County, North Carolina, bounded now or formerly as follows: North by the lands of the W. Maynard Gregory Revocable Trust; East by the lands of Caswell Mennonite Church, Town of Yanceyville, Prospect United Methodist Church, and Airport Road(State Road No. 1382); South by the lands of the W. Maynard Gregory Revocable Trust; and West by the lands of the W. Maynard Gregory Revocable Trust; said tract of land being more particularly described according to plat of survey for W. Maynard Gregory Revocable Trust and the Town of Yanceyville dated September 25, 2020, by Alley, Williams, Carmen and King, Inc., which plat of survey is duly recorded in the Caswell County, N.C. Registry in Map Book 17, page 566, and is by reference incorporated herein as a part of this description.

Mayor Foster asked for a motion. Mayor Pro Tem Gwynn made a motion to accept the 23.18 acres of land subject to deed restrictions and conditions. The motion seconded by Councilman Tatum and passed with a unanimous vote.

2. Review and Adopt Comprehensive Declaration of Easement Use and Maintenance Agreement between the Town of Yanceyville and VFW Post Number 7316

This Comprehensive Declaration of Easements, Use and Maintenance Agreement, made and entered into this the 15th day of December 2020 by and between the Town of Yanceyville and VFW Post Number 7316.

Mayor Foster made a motion to adopt the Comprehensive Declaration of Easement Use and Maintenance Agreement between the Town of Yanceyville and VFW Post Number 7316. The motion seconded by Councilman Tatum and passed with a unanimous vote.

3. Review and Discussion Memorandum of Understanding between Piedmont Community College and the Town of Yanceyville

Memorandum of Understanding -MOU is made and entered into by and between Piedmont Community College whose address is 1715 College Drive, Roxboro NC, and the Town of Yanceyville, who address is 158 East Church Street Post Office Box 727, Yanceyville, North Carolina 27379.

Mayor Foster made a motion to adopt the Memorandum of Understanding between the Town of Yanceyville and Piedmont Community College. The motion was seconded by Councilman Massey and passed with the unanimous vote.

4. Discussion of Emergency Alert System for the Town

Town Clerk Graves explained that Mayor Pro Tem Gwynn had made contact inquiring about an Emergency alert system for the Town. Town Clerk Graves explained that in the last two weeks the Town has experienced two major water main breaks that have caused the water in Town to be discolored. She noted that at this time the Town does not have an alert system. She explained the alert system would help notify residents as well as businesses of water issues or any emergencies that the Town experiences. She explained that at this time she has research Harris Local Government Operating Software -Alert Mass Connection System.

Mayor Pro Tem Gwynn suggested that the alert system should include everyone in Town with water service. She indicated that her water is still discolored., and the weekly paper is certainly not coverage enough for ones who are experiencing water issues (ex: laundry mat). Mayor Pro Tem Odessa Gwynn noted that if you are paying your water bill you need to be informed. Town Clerk Graves explained a lot of water bills go to the property owners therefore the alerts would do go the person we have documented in the system for the account. She explained that Town Staff will need to encourage customers who come in to pay their water bills to provide contact information. She added that Town Staff will place urgent messages on the Town's website, Facebook page, and newsletters to make sure that the public is aware of issues. Mayor Pro Tem Gwynn felt that not alerting water customers of issues with water could potentially be a liability for the Town.

Mayor Alvin Foster added that due to the water main breaks it has caused sediments to be stirred up in the Town's water system. He added that if anyone sees wet spots, they need to notify the Town. Town Manager Collie added that water main breaks on older infrastructure will happen with a shift in temperatures and ground movement. He added that there is no rhythm or reasons it just happens.

Mayor Foster agreed that the emergency alert system is needed.

Town Clerk Graves explained that the quote given to Town Council includes the eBill notifications and Online Utility Portal from Harris Local Government Operating System Total \$4060. Essentially upgrading the system with technical support included.

Mayor Foster asked for a motion. Councilman Tatum made a motion to accept the quote from Harris Local Government operating system which includes includes the eBill notifications and Online Utility Portal for \$4060. The motion was seconded by Councilman Massey and passed with a unanimous vote.

5. 2021 Holiday and Meeting Schedule Adoption

Town Manager Collie presented the 2021 Town Staff Holiday schedule, Town Council and the Yanceyville Planning Board Meeting schedule as follows:

Holiday	Observance Date	Day of Week
New Year’s Day	January 1, 2021	Friday
Martin Luther King, Jr. Day	January 18, 2021	Monday
Good Friday	April 2, 2021	Friday
Memorial Day	May 31, 2021	Monday
Independence Day	July 5, 2021	Monday
Labor Day	September 6, 2021	Monday
Veterans Day	November 11, 2021	Thursday
Thanksgiving Day	November 25 &26, 2021	Thursday and Friday
Christmas	December 23, 24, & 27, 2021	Thursday, Friday & Monday

Yanceyville Town Council – Regular Meeting Schedule

Each meeting held on the first Tuesday, at 7:00 pm	
January 5 th ,2021	July 13 th ,2021
February 2 nd . 2021	August 3 rd ,2021
March 2 nd , 2021	September 14 th , 2021
April 6 th , 2021	October 5 th , 2021
May 4 th , 2021	November 9 th 2021
June 1 st , 2021	December 7 th , 2021

Yanceyville Planning Board Schedule

Each meeting held on the third Wednesday, at 5:15 pm	
January 20 th ,2021	July 21 st ,2021
February 17 th , 2021	August 18 th ,2021
March 19 th , 2021	September 15 th , 2021
April 7 th , 2021	October 20 th , 2021
May 5 th , 2021	November 17 th , 2021
June 16 th , 2021	December 15 th , 2021

Mayor Foster asked Town Council to review the 2021 Holiday and Meeting schedule. After a short review, Mayor Pro Tem Gwynn made a motion to adopt the 2021 Holiday and Meeting schedule as presented. The motion was seconded by Councilman Tatum and passed a unanimous vote.

6. Appoint Rural Planning Organization Representative

Mayor Foster asked for a motion. Mayor Pro Tem Gwynn made a motion for Mayor Alvin Foster to continue appointment as the RPO- Rural Planning Organization Delegate representing the Town of Yanceyville. The motion was seconded by Councilman Massey and passed with a unanimous vote. Mayor Foster thanked Town Council for the appointment, and their confidence in him to represent the Town of Yanceyville.

6a. Wi-Fi CARES Act Funding

Mayor Foster asked for a motion. Councilman Massey made a motion to accept the contract with Brooks Networking Services and the Town of Yanceyville for the Public Wi-Fi Project and technology infrastructure upgrades for the Municipal Building. The motion was seconded by Councilman Tatum and passed with a unanimous vote.

6b. Discussion of Storage Building for Town Christmas Decorations

Mayor Foster explained that the Town has been storing Christmas decorations at the Guilford Mills building owned by Caswell County and a lot of the decorations have been damaged due to rodents. He added that we are adding to the collection every year. We need a storage building to storage decorations. He noted that a quote for a storage building was included in the agenda packet. Councilman Tatum felt that the quote was a bit expensive and he would shop around to find a better price. Mayor Foster recommended Councilman Tatum to shop around. Mayor Foster explained that Town Council can authorize the purchase of a storage building for Christmas Decorations and instruct Councilman Tatum and Town Staff to find a storage building at a reasonable price.

Mayor Foster made a motion to purchase a storage building to store Christmas decorations and instruct Councilman Tatum and Town Staff to find a storage building at a reasonable price: rodent, mildew, moth, and waterproof. The motion was seconded by Councilwoman Badgett-Lampkin.

7. Appoint Council of Government Delegate/ Executive Committed Designee

Mayor Foster asked for a motion. Mayor Pro Tem Gwynn made a motion for Mayor Alvin Foster to continue appointment as the Council of Government Delegate/ Executive Committee Designee representing the Town of Yanceyville. The motion was seconded by Councilman Tatum and passed with a unanimous vote. Mayor Foster thanked Town Council for the appointment, and their confidence in him to represent the Town of Yanceyville.

8. Informal Discussion/Public Comment- Discussion & Comments must directly relate to agenda items

Mayor Pro Tem Gwynn suggested that all Town Staff be required to wear a face covering while conducting Town business. She noted that the COVID -19 cases are increasing countywide as well as nationally. Face covering should be worn in all common areas such hallways, breakrooms, etc. She added that while Town Staff is in their office if someone enters the office you should have on a face covering. She explained that the Town should want public to know that we are concerned about each other as well as those entering the Municipal Building to conduct business. Mayor Foster added that he did not have an issue with requiring Town Staff to wear a face covering. Town Manager Collie explained that we are a small staff, and he has spoken with each employee about wearing a face covering. He added that the lobby is open, but no other areas of the Municipal Building is open to the public. He noted that if Town Council feels that Town Staff should be required to wear face covering outside of their offices and personal space that it can be enacted to do so. Mayor Pro Tem Gwynn suggested that Town Staff should wear facing coverings while conducting Town Business. She added that we are the face of the Town, and we see the increasing numbers of COVID -19 daily. Face coverings should be readily available.

Town Manager Collie agreed that Town Staff can wear mask. Mayor Pro Tem Gwynn stated that face coverings for Town Staff should be enacted immediately. This global pandemic is a dangerous issue that we are faced with at this time. She indicated that we need to make people feel comfortable if customers are wearing a face covering coming in the building the Town staff should be wearing a face covering in the building. As well as elected officials when they are conducting Town business at the Municipal Building.

Mayor Foster noted that since this item was not added to the agenda allow Town Manger Collie to address this issue administratively as a recommendation from Town Council. Mayor Pro Tem Gwynn noted that this needs to be in writing. Town Council agreed

9. Adjournment

Mayor Foster asked Council for a motion to adjourn. After no further discussion, Councilman Tatum made a motion to adjourn. Councilman Massey seconded the motion that passed with a unanimous vote

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