

**YANCEYVILLE TOWN COUNCIL
MEETING MINUTES
Thursday, January 11th, 2024
5:00pm**

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 Thursday, January 11, 2024, at 5:00pm.

Council Members present: Mayor- Alvin Foster, Mayor Pro Tem- Darrell McLean, Kenneth Darnell, Brian Massey, and Keith Tatum

Staff present Kamara Barnett-Town Manager/Clerk, Miranda Harrelson- Deputy Clerk, Lee Farmer- Town Attorney, and Kathryn Hinton-Administrative Assistant

Also present virtually: Franz Holt, Alley William Carmen & King, Town Engineer and Emily Snyder & David Hyder, Stantec Consulting Services Inc

Item 1: Call to Order

Mayor Alvin Foster called the Town Council Meeting to order at 5:02 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 to review the agenda. After a short review, Councilman Massey made a motion to adopt the agenda as presented. The motion was seconded by Mayor Pro Tem McLean and passed with a unanimous vote.

Councilman Tatum stepped out of the meeting for an emergency phone call.

Item 3: Consent Agenda

- a.) Minutes from December 12th, 2023, Town Council Meeting.
- b.) 2024 Holiday/Meeting Schedule

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

Item 4: Public Comment

Mayor Foster asked Mr. Matthew Fair to come to the podium and state his name and address for the record. Mr. Matthew Fair, 53 West Main St. Yanceyville, NC. 27379. Mr. Fair indicated he wanted to bring some attention to meeting rules and procedures. He noted that at the previous Town Council Meeting during the Town Attorney report presented by Lee Farmer regarding the resolutions to NC DOT (NC Hwy 86 safety). He noted that it was a suggestion to take action/motion on both resolutions without a discussion. He explained that although both resolutions would be beneficial to the Town through his reading of the meeting rules and procedures the motions/action were out of order. He indicated that those resolutions were not on the agenda at the beginning of the meeting. He indicated that in his opinion the resolutions should have been placed on next month's agenda for action and for public inspection. He noted that the rules and procedures should be followed to ensure items on the agenda are handled correctly.

Mayor Foster thanked Mr. Fair and added that Town Council will take his concern under advisement.

Councilman Tatum returned to the meeting.

Item 5: Water and Wastewater Treatment Facilities Update: Matthew Malone, Regional Manager Inframark –

Mayor Foster introduced Mr. Matthew Malone Regional Manager to Town Council. Mr. Malone presented the monthly update as follows:

Yanceyville Water Treatment Plant

No violations were recorded

Cleaned out sedimentation Basin #2 and returned service December 1st.

Completed Flushing of entire distribution system December 15th

Yanceyville Wastewater Treatment Plant

No violations were recorded

Pumped out Raw Wet Well

Underwood installed repaired #2 SBR #1 Aerator and returned to service December 27th.

Underwood still had #2 SBR #1 Mixer offsite waiting on parts for repairs.

Mayor Foster thanked Mr. Malone for providing an update to Town Council.

Item 6: Review and Discussion of Water and Sewer System Development Fees Study System: Emily Snyder & David Hyder, Stantec Consulting Services Inc and Franz Holt, AWCK

Mayor Foster introduced Mrs. Emily Snyder and David Hyder of Stantec to Town Council.

Mrs. Snyder explained that In June 2017, the North Carolina General Assembly ratified House Bill 436 “An Act to Provide for Uniform Authority to Implement System Development Fees for Public Water and Sewer Systems in North Carolina and to Clarify the Applicable Statute of Limitations”,

thus amending Chapter 162A of the General Statutes by adding “Article 8, System Development Fees.” This is commonly referred to as the SDF Act.

Mrs. Snyder presented a PowerPoint presentation on Water and Sewer System Development Fee study for the Town of Yanceyville (attached). Mrs. Snyder indicated that prior to adopting the calculated system development fees, the Town must provide the public with an opportunity to review and provide comment for a minimum of 45 days.

Item 7. Town Attorney Report- Lee Farmer

None

Item 8. Closed Session - Contractual & Attorney Client Consultation

Mayor Foster asked the Town Council for a motion. Councilman Tatum made a motion to go into Closed Session General Statutes 143-318.11 Contractual and Attorney Client Consultation. The motion was seconded by Mayor Pro Tem McLean and passed with a unanimous vote.

After the Town Council returned from Closed Session, Mayor Foster asked for a Town Council motion to come out of Closed Session. Mayor Pro Tem McLean made a motion to come out of Closed Session. The motion was seconded by Councilman Massey and passed with a unanimous vote.

Mayor Foster asked the Town Council for a motion to return to Regular Session. Councilman Massey made a motion to return to Regular Session. The motion was seconded by Councilman Darnell and passed with a unanimous vote.

Mayor Foster noted that while in Closed Session, Town Council has nothing to bring forth to Regular Session at this time.

Item 9: Town Manager Report- Kamara Barnett

Town Manager Barnett provided several announcements, updates and reminders to Town Council as follows:

Yanceyville Municipal Services Building will be closed on Monday, January 15th, 2024, for Martin Luther King’s Birthday

Also, on Thursday, February 15th Yanceyville Town Council will host the Joint Council Meeting here at Town Hall with the Town of Milton Commissioners and the Caswell County Board of Commissioners.

Town Manager Barnett indicated that Mayor Foster, Councilman Darnell, and Mayor Pro Tem McLean will have to complete an Ethics Training mandated by NC State Law within a year of being elected to Town Council. She explained that once she receive confirmation from the North Carolina League of Municipalities with updates to our membership roster she will register each for the training.

She noted that to provide updates to the website she would like each Town Council Member to get Kathryn Hinton, Administrative Assistant to take updated photo to add to the Town of Yanceyville Website.

Town Manager Barnett noted that the Town Council is currently accepting applications for appointment to the Planning Board. She explained that the appointee will serve until December 2025. As member of the Planning Board serve staggered terms 2 or 3 years. People who are interested should apply. Applications can be obtained from the front office here at Town Hall or send an email to Miranda Harrelson, Deputy Clerk, or myself. To be considered for an appointment you must be a resident of the Town of Yanceyville.

She added that the Town also has a vacancy on the Caswell Economic Development Commission Board. Which is also an appointment by Town Council. Interested persons should contact Miranda Harrelson, Deputy Clerk or Myself via email or phone call. A letter of interest will need to be submitted. After appointment by Town Council, the appointee you will complete a Caswell County Advisory, Commission, and Board Form and submit to Carla Smith, Clerk to the Board.

Town Manager Barnett also mentioned that is it incumbent among us as leaders of Yanceyville to provide citizens and businesses with updates of what's happening in Town in efforts to be more proactive rather than reactive. The last week of each month, she noted that she will be submitting a brief update to the Caswell Messenger Newspaper on Yanceyville Matters.

Item 10: Adjournment

Mayor Foster asked Town Council for a motion to adjourn. After no further discussion, Councilman Tatum made a motion to adjourn the January 11th, 2024, Town Council Meeting Mayor Pro Tem McLean seconded the motion that passed with a unanimous vote. The meeting ended at 6:58pm.

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:

Alvin Foster, Mayor

Kamara Barnett, Town Clerk

Miranda Harrelson, Deputy Town Clerk