

**YANCEYVILLE TOWN COUNCIL
MEETING MINUTES
Tuesday, March 12th, 2024**

The meeting of the Town Council was held in the Yanceyville Town Council 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, March 12th, 2024, at 6:00pm.

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

Council Members absent: Keith Tatum

Staff present in person: Kamara Barnett-Town Manager/Clerk, Miranda Harrelson- Deputy Clerk, Harmon Crutchfield, Financial Consultant Kathryn Hinton-Administrative Assistant, and Elvis Strader, Public Works- Maintenance Technician

Item 1: Call to Order

Mayor Alvin Foster called the Town Council Meeting to order at 6:01 pm. The meeting opened with a silent 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 of Agenda – Mayor

Mayor Foster asked Town Council to review the Agenda. After a brief review, Mayor Foster added Item: 9a. Consideration of Budget Amendment III for Fiscal Year ending June 30th, 2024: Harmon Crutchfield- HECrutchfield & Associates, Financial Consultant. He asked are there were any additions or deletions to the agenda at this time.

Item 3: Consent Agenda

a.) Minutes from February 6th, 2024, Town Council Meeting.

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

None

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

Mayor Foster introduced Mr. Matthew Malone, Regional Manager, Inframark. Mr. Malone presented the monthly update as follows.

Yanceyville Water Treatment Plant:

No violations were recorded.

Cleaned Sedimentation Basin # 1 out and returned to service on February 27.

TOC sample collected on February 26 was required to have 45% removal for compliance and we achieved 68% removal. The addition of the new Carbon feed system continues to show great results.

The finished Water Flow meter was replaced on February 22, and annual calibrations were completed on both the Finished and Raw water meters.

Raw Water turbidity levels are still well above normal levels, currently staying around 90 NTU. Normally the Raw Water turbidity averages 10 NTU. This has caused the plant to be operated at a slower speed and uses more chemicals.

Yanceyville Wastewater Treatment Plant:

No Violations were recorded.

Rented a 4” pump the first week of February and pumped solids out of the Effluent Basins as well as Chlorine Contact Chamber

Trained new Operator in the Operations of the plant and the sample collection procedures.

Underwood re-installed # 2 Mixer on # 2 SBR but will not run consistently – still waiting on replacement shaft (May 2024 expected receipt date).

Underwood pulled # 2 Aerator from # 2 SBR for offsite troubleshooting.

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

Item 6: Consideration and Adoption of Budget Calendar for Fiscal Year 2024-2025

Town Manager Barnett explained that the Town of Yanceyville’s annual budget development process is the outline for communicating financial operational points and allocating resources to achieve those goals. She explained that due to being placed on the Unit Assistance List by the Local Government Commission the budget process requires a significant amount of detail compared to prior years. In January 2024, Mr. Harmon Crutchfield, Financial Consultant, submitted the six- month to actual budget to Ms. Ann Moore, Accounting and Financial Management Advisor with the State Treasurer’s Office. Mrs. Moore has been assigned to Yanceyville and will be doing onsite monitoring next month with the Finance Department to offer assistance and ensure that the budget process works effectively for the Town. Town Manager Barnett added that the Town has worked with Mrs. Moore in the past.

To assist everyone with coordination, a general calendar of activities is summarized below.

March

Administration presents FY 2024-25 Budget Status as of February 2024 and provides end of year financial projections.

Administration establishes FY 2024-25 budget goals with Town Council.

April

Financial Consultant provides FY 2025 revenue projections.

Administration develops FY 2024-25 Budget based upon established Town Council goals.

May

A preliminary budget is prepared and formally transmitted to the Town Council.

Preliminary budget is reviewed with Town Council at a special meeting.

June

The budget message is prepared by the Budget Officer Public hearing in accordance with state law. June 4th, 2024.

Town Council adopts the budget by June 25th, 2024.

*Administration – Town Manager and Financial Consultant

Detail processed listed below:

March 4 -11, 2024

Administration develops FY Budget Status Report as of February 29, 2024.

Tuesday, March 12, 2024

FY Budget Status Report as of February 29, 2024, presented to Town Council

Friday, March 15, 2024

Fiscal Year 2022-23 Budget Status Report presented to Local Government Commission (LGC)

Tuesday, March 26, 2024, 6:00pm Budget Workshop I

Budget Status Report presented with end of year projection and Budget Goals discussed and established by Town Council

April 1 – 15

Administration develops FY Budget Status Report Through March 2024.

April 15 – 30

Revenues and Appropriations for FY 2024-25 are projected based upon established Town Council goals.

Tuesday, May 14, 2024, Budget Workshop II, 6:00pm

FY 2024-25 Preliminary Budget is presented to the Town Council.

Wednesday, May 15, 2024

FY 2023-24 Budget Status Report and FY 2024-25 Preliminary Budget presented to LGC.

Tuesday, May 21, 2024, Budget Workshop III, 6:00pm

Administration reviews the Preliminary Budget Changes identified by Town Council will be incorporated into the Final Budget.

Tuesday, June 4, 2024, Town Council Meeting, 6:00pm

Fiscal Year 2024-25 Budget Public Hearing/ Regular Town Council Meeting

Tuesday, June 25, 2024, Town Council Meeting, 6:00pm

Special Meeting: Town Council adopt FY 2024-25 Budget

Mayor Foster asked Town Council for a motion. After no further discussion, Councilman Massey made a motion to approve Budget Calendar for Fiscal Year 2024-2025. The motion was seconded by Mayor Pro Tem McLean and passed with a unanimous vote.

Item 7: Appoint Mayor Pro Tem Darrell McLean as Alternate to the Board of Delegates for Piedmont Regional Triad Council (PTRC)

Mayor Foster explained that in his absence Mayor Pro Tem McLean could attend the Board of Delegates for Piedmont Regional Triad Council (PTRC) and vote on behalf of the Town of Yanceyville.

Mayor Foster made a motion to appoint Mayor Pro Tem Darrell McLean as an alternate to the Board of Delegates for the Piedmont Regional Triad Council to serve on behalf of the Town of Yanceyville. The motion was seconded by Councilman Massey and passed with a unanimous vote.

Item 8: Town Manager Updates - Kamara Barnett

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

Town Manager Barnett provided an update on the North Carolina League of Municipalities: Municipal Accounting Services (MAS) Program using Black Mountain Software. She indicated that the tentative start date for the Town is July 2025. She noted that the NCLM will work with the Town to ensure that everything is set for a smooth transition. She explained that each of the towns in the program is assigned an Accounting Specialist to provide accounting assistance and mentoring, Judy Gallman is the specialist for Yanceyville. The first step to help with readiness is the completion of a financial assessment done by the NCLM. The assessment is not a test it is a tool to help determine the best way to prepare for the conversion and improve the Town's processes.

Town Manager Barnett explained that on Tuesday March 5th she attended the Training for Financial Management: A Guide to Obtaining and Maintaining Sustainable Financial management for your Local Government. In the recent Legislation Under Power and Duties of Manager A requirement was added that managers must receive a minimum of six hours of education of fiscal management and requirements of General Statues Chapter 159 within six months of the incurrence of any other the following requirements.

1. The LCG is exercising its authority under article 10 of Chapter 159 (dealing with default on debt)
2. The City/ Town has received a Unit Letter (now FPCI from the LGC dealing with a deficiency in complying with Chapter 159
3. The City/ Town has material weaknesses or significant deficiencies in the most recently completed audit.
4. The City/ Town is included on the most recent published Unit Assistance List (UAL) (formerly known as Unit Watchlist)

Town Manager Barnett noted that she has received the certification on behalf of the Town of Yanceyville.

She also provided a booklet titled: Ten Keys to Effective Governing Board oversight for Town Council written by one of the presenter Perry Jones, Senior Consultant, NCLM and CPA for each Town Council Member.

Town Manager Barnett explained that at the February Town Council Meeting, Becky Loy, our Auditor presented the annual audited financial statements to the Town that indicated Financial Performance Indicators of Concern (FPICs). As a result under the North Carolina Administrative Code, if a unit's audited financial statements include FPICs, the governing body must develop a "Response to the Auditor's Findings, Recommendations, and Fiscal Matters" signed by a majority of the members of the governing body and submitted to the LGC within 60 days of the auditor's presentation. The Manager and Finance Officer sign the response to indicate their knowledge of the FPICs and agreement with the response and plan for implementation of corrective action. Town Manager Barnett noted that she will draft the letter to send to the LGC on behalf of the Town.

Town Manager Barnett indicated that she contacted State Code Enforcement, LLC regarding providing services for the Town. She noted that State Code Enforcement is conducting an assessment here in Town over the next two weeks to identify the areas of needs. She mentioned that if you see a white truck with Code Enforcement / SCEI driving slowly and taking pictures please don't be alarmed.

Town Manager Barnett also indicated that the Town received notification from Mr. Archer, Division Engineer – Highway Division Number Seven (7) Director of NCODT regarding safety along NC Hwy 86. She noted that the request for the installation of a traffic signal at the intersection of NC Hwy 86 and Old NC Hwy 86 based on traffic counts and analyses performed in December of 2023, this area still does not meet MUTCD traffic signal warrants that would support the installation of a traffic signal at this time. However, this intersection was submitted for improvements in Prioritization 7.0. Regarding the designation and posting of a consistent 45 mph speed limit on NC Hwy 86 within the corporate limits of the Town of Yanceyville, the request has been provided to the Division Traffic Engineering Department for review and evaluation. The Division will respond back to the Town accordingly once this review is complete.

Town Manager Barnett noted that the Town was successful in submitting the grant application to the North Carolina Department of Public Safety through the 2023 Appropriations Acts, Emergency Management Disaster Relief and Mitigation Fund for the Removal of the Yanceyville Water Supply Dam. Travis Cooke and Ben Carroll, Resource Environmental Solutions, LLC aided with the grant application. She further noted that the projects can be 100% funded with no cost share and are paid on a reimbursement basis. Town Manager Barnett indicated that she would keep the Town Council posted on updates.

Town Manager Barnett indicated that on Monday, March 25th, 2024, USG Water Solutions (formerly known as Utility Service) will be taking the elevated storage tank out of service for welding maintenance. She also noted that Mr. Elvis Strader, Public Works, is present to provide details on the process. Mr. Strader explained that the water tank was being taken out of service

due to some welding maintenance needed on the tank. He added that USG would be providing pressure relief valves to be installed in the distribution system to control pressure in the system. He noted that C& J Utilities, Sanford Electric and Inframark would be on standby to make sure we have a smooth transition from the water tower to the pumps directly from the Clearwell at the Water Plant. He indicated if all goes well the process should take 3-4 days.

Item 9: New Business

a. Consideration of Budget Ordinance Amendment III for Fiscal Year ending June 30th, 2024: Harmon Crutchfield- HECrutchfield & Associates, Financial Consultant

Mayor Foster introduced Mr. Harmon Crutchfield to the Town Council. Mr. Crutchfield presented the Budget Ordinance Amendment III for FY 23-24.

Mayor Foster asked the Town Council for a motion. After a brief review, Councilman Massey made a motion to adopt Budget Ordinance Amendment III for Fiscal Year ending June 30th, 2024. The motion was seconded by Mayor Pro Tem McLean and passed with a unanimous vote.

(attached)

Item 10: Adjournment

Mayor Foster asked the Town Council for a motion to adjourn. After no further discussion, Councilman Tatum made a motion to adjourn the March 13th, 2024, Town Council Meeting Councilmen Massey seconded the motion that passed with a unanimous vote. The meeting ended at 6:44pm.

Kamara Barnett, Town Clerk and Miranda Harrelson, Deputy Town Clerk prepared the above minutes. They present 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