

**YANCEYVILLE TOWN COUNCIL  
MEETING MINUTES**

Tuesday, December 3<sup>rd</sup>, 2024, 6:00pm

The meeting of the Town Council was held in the Yanceyville Town Council Chambers at the Yanceyville Municipal Services Building located at 158 East Church Street, Yanceyville, NC and streamed through the Webex platform on Tuesday, December 3<sup>rd</sup>, 2024, at 6:00pm.

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

**Staff present in person:** Kamara Barnett-Town Manager/Clerk, Miranda Harrelson- Deputy Town Clerk, Harmon Crutchfield- Deputy Finance Officer, and Kathryn Hinton-Administrative Assistant

**Item 1: Call to Order**

Mayor Alvin Foster called the Town Council Meeting to order at 6:01pm. The meeting opened with a prayer remembering those individuals affected by the hurricane in Western North Carolina. 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. Mayor Foster stated that it is the policy of the Yanceyville Town Council to allow 15 minutes during each monthly meeting for public comment. Individuals will be called in the order signed up to speak. There is a three-minute time limit for everyone.

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

Mayor Foster asked Town Council to review the Agenda. After a brief review, there are no additions or deletions to the agenda. Mayor Foster added Attorney Client Consultation to Item 9: Closed Session North Carolina General Statues 143-318 and Financial Statement Update to Item 7: Town Manager Updates.

**Item 3: Consent Agenda**

a. Minutes from November 12<sup>th</sup>, 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 Councilman Massey and passed with a unanimous vote.

**Item 4: Public Comment**

Mayor Foster asked if anyone signed up for public comment? Ms. Hinton, Administrative Assistant indicated no one signed up for public comment.

**Item 5: Water and Wastewater Treatment Facilities Update: Adam Brooks- Operations Manager, Inframark**

Mayor Foster introduced Mr. Adam Brooks, Inframark Operations Manager, to Town Council. Mr. Brooks presented the monthly update below.

**Yanceyville Water Treatment Plant**

Water Treatment Plant operated in full compliance during the month of November.

(Waiting on the last set of results)

A larger diameter line was installed on Carbon Pump system to prevent plugging issues.

Clearwell level indicator is still out of service. A replacement unit has been ordered.

Operators are reading manual gauge on the side of the tank.

Unidirectional flushing was completed November 12<sup>th</sup>, 2024.

Leak on Fluoride Feed System was repaired by Maintenance Tech.

**Yanceyville Wastewater Treatment Plant**

The Wastewater Treatment Plant operated in full compliance during the month of November.

(Waiting for the final set of results).

Sludge Pump on SBR #2 was unclogged, cleaned, and returned to service.

Underwood repaired Mixer #1 for SBR #1 and returned to service. Underwood picked up

Aerator #1 for SBR #1 and Mixer #3 for SBR #2, they are taking offsite to repair.

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

**Item 6: Consideration and Re-Appointment of Mayor Alvin Foster for Rural Planning Organization Representative (RPO) and Council of Government Delegate/Executive Committee Designee**

Mayor Foster asked Town Council for a motion. Councilman Massey made a motion to reappoint Mayor Alvin Foster to serve as the Rural Planning Organization Representative (RPO) and Council of Government Delegate/Executive Committee Designee on behalf of the Town of Yanceyville. The motion was seconded by Mayor Pro Tem McLean and passed with a unanimous vote.

**Item 7: Consideration and Re- Appointment for Mayor Pro Tem Darrell McLean for Alternate Council of Government Delegate/Executive Committee Designee**

Mayor Foster asked Town Council for a motion. Councilman Tatum made a motion to reappoint Mayor Pro Tem Darrell McLean to serve as the Rural Planning Organization Representative (RPO) and Council of Government Delegate/Executive Committee Designee alternate on behalf of the Town of Yanceyville. The motion was seconded by Councilman Darnell and passed with a unanimous vote.

**Item 8: Town Manager Updates - Kamara Barnett**

The Tree Lighting Ceremony will take place on Friday December 6<sup>th</sup>, 2024. The Street surrounding the Town Square will be temporarily closed beginning at 5:30pm Until 9:00pm

Christmas Parade Theme- The Christmas Spirit will take place in Saturday December 7<sup>th</sup>, 2024 preparation beginning at 8:00am in the Student Parking Lot of BYHS Parade to start a 10:00am ending at the Yanceyville Rehabilitation Facility.

Town Hall will be closed December 24<sup>th</sup>, December 25<sup>th</sup>, December 26<sup>th</sup> Tuesday- Thursday for the holidays.

Town Manager Barnett mentioned that the sidewalk alongside the CoSquare building on Main Steet be closed December 2- December 23, 2024, for painting of Mural if weather permits.

Town Manager Barnett stated as you all are aware, the Town of Yanceyville in collaboration with Cooperative Extension and the Caswell Food Council received a \$500,000 grant from the NC Tobacco Commission specifically for building a shelter for the Farmer's Market. This cover will provide cover for the farmers, the produce, the shoppers; as well as provide a covering for First Friday attendees and other community events.

The TOY was able to secure a small planning grant from the Danville Regional Foundation to pay for the planning of the project as the grant did not allow project planning to be a part of the expenditure of the funds.

Alley Williams Carmen and King, Town Engineers have worked with me to get the plan in place that you all were able to see earlier this year.

Due to the cost of material increasing ( 900, 0000), the cost exceeded \$500,000 awarded by the grant.

At this time, we are seeking additional funding to assist with the balance required to complete the building as planned. I have a meeting scheduled with a potential funder next week.

I have been in contact with the NC Tobacco Trust Commission, and they are aware of the efforts/ progress on the additional funding.

- a. Consideration and Amendment to Contract to Audit Accounts with Cobb, Ezekiel & Loy Company, P.A.

Town Manager Barnett explained that due to needing additional information to complete audit she recommends that Town Council amend/ extend the contract to Audit Accounts with Cobb, Ezekiel & Loy Company, P.A to January 31, 2025. to make sure all agreements and contracts have been reviewed properly.

Mayor Foster asked Town Council for a motion. Councilman Tatum y made a motion to amend/ extend the contract to Audit Accounts with Cobb, Ezekiel & Loy Company, P.A. to January 31, 2025. The motion was seconded by Councilman Darnell and passed with a unanimous vote.

- b. 2025 Town of Yanceyville Holiday and Meeting Schedule

Town Manager Barnett presented Town Council the proposed Holiday and Regular Meeting schedule for the 2024 calendar year. Town Manager Barnett mentioned that the proposed calendar would follow the same Holiday schedule as the state of North Carolina, the Town Council Regular Meetings would be held on the first Tuesday of each month with the exceptions of the following months: September, and November they are scheduled for the second Tuesday due to holidays Municipal Elections. The Town Council Meetings will start at 6pm. She also noted that the Planning Board Regular Meetings would be held on the third Wednesday of each month at 5:15pm. All meetings are held at the Yanceyville Municipal Services Building.

Mayor Foster asked the Town Council for a motion. Councilman Darnell made a motion to adopt the Town of Yanceyville 2025 Holiday and Meeting Schedule Calendar as presented. The motion was seconded by Councilman Tatum and passed with a unanimous vote.

- c. Consideration of Budget Amendment I for Fiscal Year Ending June ,30, 2025- Harmon Crutchfield, Deputy Finance Officer

Mayor Foster asked Town Council for a motion. After no further discussion, Councilman Tatum made a motion to adopt Budget Amendment I for Fiscal Year Ending June ,30, 2025. The motion was seconded by Councilman Massey and passed with a unanimous vote.

*\*see attached*

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

Attorney Farmer was not present at the Town Council Meeting.

#### **Item 10: Closed Session North Carolina General Statutes 143-318.11- Contractual**

Mayor Foster asked the Town Council for a motion. Councilman Darnell made a motion to go into Closed Session General Statues 143-318.11 Contractual. The motion was seconded by Mayor Pro Tem McLean and passed with a unanimous vote. (Went into Closed Session at 6:15pm)

After the Town Council returned from Closed Session, Mayor Foster asked for a Town Council motion to come out of Closed Session. Councilman Darnell made a motion to come out of Closed Session. The motion was seconded by Mayor Pro Tem McLean and passed with a unanimous vote. (To come out of Closed Session at 6:37pm)

Mayor Foster asked the Town Council for a motion to return to Regular Session. Councilman Darnell made a motion to return to Regular Session. The motion was seconded by Councilman Tatum and passed with a unanimous vote. (Returned to Regular Session at 6:38pm)

Mayor Foster stated there was nothing to bring forth to the public at this time.

**Item 11: New Business**

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 December 3<sup>rd</sup>, 2024, Town Council Meeting. The motion was seconded by Councilman Darnell and passed with a unanimous vote. The meeting ended at 6:39pm.

*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:

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Alvin Foster, Mayor

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Kamara Barnett, Town Clerk

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Miranda Harrelson, Deputy Town Clerk