

MINUTES
YANCEYVILLE TOWN COUNCIL
December 6th, 2016
7:00 PM

The meeting of the Town Council was held in the Council Chambers at the Yanceyville Municipal Services Building on December 6th, 2016 at 7:00 PM.

Council members present: Alvin Foster, Mayor, Odessa Gwynn, Mayor Pro Tem, Margie Badgett-Lampkin, Brian Massey, and Keith Tatum.

Staff: Brian Collie, Town Manager, Lee Farmer, Town Attorney, and Kamara Graves, Assistant Town Clerk

Item 1: Call To Order

Mayor Alvin Foster called the meeting to order at 7:00 PM. Meeting opened with 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.

Item 2: Review and Adoption of Agenda – Mayor & Council

Mayor Foster then asked Council for a motion to approve the agenda as presented with any additions or deletions. Councilman Massey made a motion to approve the agenda. The motion was seconded by Mayor Pro Tem Gwynn and passed with a unanimous vote.

Item 3: Consent Agenda- November 1st, 2016 Minutes

Mayor Foster asked Council to review the minutes from the November 1st, 2016 Town Council Meeting. Mayor Pro Tem Gwynn made a motion to adopt the consent agenda from November 1st, 2016 as presented. The motion was seconded by Councilman Massey and passed with a unanimous vote.

Item 4: Public Comment

Mayor Foster stated “that for tonight’s public comments we have two signed up, first is Mr. John Satterfield, Clerk of Court”. Mr. John Satterfield stated, “Mr. Mayor may I ask Judged Osmond Smith to join me on public comments”. Mayor Foster replied “yes”.

Mr. Satterfield stated, “well Mr. Mayor and Council members we are here on behalf of the Court System of the state of North Carolina County of Caswell wanting to express our appreciation to each one of you for all of your assistance during our time of need, as you well know during the summer the Board of Commissioners approved a major renovations I should call it with the Caswell County Courthouse with the replacing of its heating, air conditioning, and ventilation system, and of course the loss of air conditioning during some of the hottest months of the summer. And so, with this Council, and your Town Manager, and other staff members were so kind to accommodate us as we continued with the operations of the court system in this county. So, we are here tonight to thank you. I particular want to note particularly with your Town Manager. I know that he is the person that keeps the day to day operations going here in the town, but he was a pleasure to work with, and accommodated us in whatever need we needed particularly in the matters of Grand Jury, so I thank him personally for that.”

Town Manager Collie replied, “well thank you”.

Judge Osmond Smith stated, “you often hear from us when we got something to ask of you, or come begging, or asking for a favor, or asking for help. We thought that it would be worthwhile to come and express our appreciation to you. You kept our court system running, when we would have been shut down, with respect to all of you. Even though some of the guests we brought might not have been the ones you would like to see come to Town Hall. You served us well and we do appreciate it sincerely. So, you served the County, you served the State of North Carolina and we sincerely appreciate it.”

Mayor Foster replied, “you know you’re most welcome. Just like I told yall before as far as we are concerned we are all in this together, and whatever makes this County and this Town run smoother we will work with you in any way that we can.”

Mr. Satterfield and Judge Smith replied “that’s reciprocal and we feel the same way, so thank you.”

Town Manager Collie replied, “Thank yall, and we appreciate it.

Item 5: Introduction of Assistant Town Clerk – Kamara Graves

Town Manager Collie stated “without further due, this has been on the docket here for a while, I would like to introduce Ms. Kamara Graves as the new Assistant Town Clerk. It took a while to find someone who was well suited for the position. This is Ms. Graves beginning of her second

week with the Town. She has been deemed to be very useful in helping me as well as the Town in functioning properly and more efficiently. Welcome. Town Council this is Ms. Kamara Graves.

Assistant Town Clerk, Graves stated “First I would like to thank you all for the opportunity to serve and work with the Town, and I hope I can be of assistance to you all, thank you.”

Town Manager Collie stated “she will have to take an oath of office which will be administered by Mayor Alvin Foster.

Town Manager Collie asked Assistant Town Clerk Graves to come and place her right hand on the Bible.

Mayor Foster administered the oath of office to Assistant Town Clerk Graves

Mayor Foster stated, “Congratulations and Welcome aboard.”

Item 6: Appoint RPO Representative

Mayor Foster said he currently sits as the RPO representative. He then stated that he has spoken with the Milton Mayor and that he is fine with him remaining the RPO representative.

Mayor Foster asked Council for a motion to continue to serve as RPO representative. Councilman Massey made the motion to approve appointment. The motion was seconded by Councilman Tatum and passed with a unanimous vote.

Item 7: Appoint Council of Government Delegate/Executive Committee Designee

Mayor Foster stated “that he is also the current delegate for the Executive Committee, and that both positions meet on the same day.

Mayor Foster asked Council for a motion to continue to serve as Government Delegate/ Executive Committee Designee. Mayor Pro Tem Gwynn made the motion to approve appointment. The motion was seconded by Councilwoman Badgett-Lampkin and passed with a unanimous vote.

Item 8: Appoint Planning Board Members

Town Manager Collie, “stated that council needs to reappoint all five Planning Board seats at tonight’s meeting. The Town has advertised for the positions over the past two months. The Town received the five current member’s letters of interest to continue to serve on the Planning Board; Fred Smith, Chairman, Patricia Price- Lea, Co-Chairwoman, Darrell McLean, Sylvia Johnson, and Layton Everitt. Mr. Collie said that the Town did not receive any other letters of interest for membership to the Planning Board.

Town Manager Collie suggested that the membership be staggered. Town Manager Collie, “stated myself and Mayor Foster talked briefly before the meeting tonight on how we should possibly do this.

Mayor Pro Tem Gwynn asked if all members are actively attending the meetings?”

Town Manager Collie stated “The Planning Board bylaws represent that you cannot miss more than three consecutive meetings, but yes all of the members do attend the meetings regularly.”

Mayor Pro Tem Gwynn stated “I just want to make note of that.”

Town Manager Collie stated, “My recommendation would be to stagger the terms two years and four years, being that there are five members, I recommend that two members serve two- years, and three members serve four- years. And in the motion, at the next Planning Board meeting the names of the members would be placed in a hat to make it fair and equal, and the first three members names drawn will be the three members who serve four years, and the other two members would serve for two years.

Town Manager Collie stated, “I think that would be equal and fair”.

Mayor Foster stated “it would eliminate bias.”

Mayor Foster ask for a motion to re-appoint the five Planning Board members and in that motion, incorporate the stagger terms that the first three members would be the members who serve the four-year terms, and the other two members would serve the two-year terms.

Mayor Pro Tem Gwynn made the motion that the current five Planning Board members be re-appointed to the Planning Board with staggered terms which will be implemented at the next Planning Board meeting with the first three members who draw from the hat would be the members who serve the four-year terms, and the other two members would serve the

two-year terms. The motion was seconded by Councilman Massey and passed with a unanimous vote.

Item 9: 2017 Holiday and Meeting Schedule Adoption

Town Manager Collie stated “this is the schedule for the 2017 Holiday and Regular Meeting Schedule for the Town Council, Planning Board, and the North Carolina Governmental Staff Holiday Schedule.

Mayor Foster stated, “the schedule for November meeting would need to be changed, due to off year elections, which will be our elections. It would have to be moved to the next Tuesday which would be November 14th, 2017.”

Town Manager Collie stated, “we moved the meeting date back for July because it fell on July 4th, 2017. Both conflicts will be pushed back to the next Tuesday of the month.”

Mayor Foster asked for the motion to adopt the 2017 Holiday and Regular Meeting schedule. Mayor Pro Tem Gwynn made the motion that the schedule for the 2017 Holiday and Regular Meeting Schedule for the Town Council and Planning Board Schedule be approved with the amendment of November 7th, 2017 Election Day to November 14th, 2017 be approved as presented. The motion was seconded by Councilman Tatum and passed with a unanimous vote.

Item 10: Annual Curbside Pickup Proposal Discussion

Town Manager Collie stated, “this was something a resident proposed to me, and I don’t think that it is a bad idea. I think that it could clean up the Town a bit. An annual curbside pickup would help elderly people who are unable to pick up certain furniture items and old appliances that they have replaced which, or people who don’t have access to a truck, and are unable to remove the items. Often times these items may end up in the yard, because they are unable to get the unwanted items to the dump. The Town would pick the items up after the resident has sat the items out that they aren’t using any longer and the town would discard the items in the landfill. The County currently has a “free dump day” twice a year. And if the Town decides to do this we can take items to the County landfill for free, and get rid of them.”

Town Manager Collie said, I really didn’t want a vote tonight I just want a consensus to continue to look into information on the curbside pickup, and confirm that this is something that the Council would like to do in the future.”

Mayor Foster replied, “so basically if we do this with our personnel all we are asking is a little overtime for our staff and gas.

Councilman Massey stated, he thought the county “free dump day” is held during the spring.

Mayor Pro Tem Gwynn, asked would there be a policy for the Annual curbside pickup.

Town Manager Collie stated, “yes there would be a policy on the curbside pick-up. We would need to narrow it down as to what we will pick up, because I could foresee it getting out of hand if we didn’t have something in place.”

Mayor Foster also asked, did the county have some type of area for hazardous chemicals.

Town Manager Collie stated, yes, he thought the county did have an area for hazardous chemicals.

Mayor Foster stated that he thinks it is a great idea, and if we can do anything to clean up our Town it is positive.

Item 11: Water/Sewer Connection Policy Discussion

Town Manager Collie stated that he had submitted a memo to Council on the Water /Sewer Connection Policy.

He stated that the policy was last amended in 2005. The connection policy is intended to provide customers with a connection price that covers the Town's cost to install the service however the Town is losing money in the ¾ inch water tap fee. It is the only water line size that charges a flat rate instead of our cost plus a designated percent. The set rates are too low in many instances by several hundred to over on thousand dollars.

Town Manager Collie stated that he thinks we need to consider making the cost for ¾ inch water taps the same as all the other sizes. The attempt is not to make a profit, but to only cover the town's cost of installation. Which is cost + 10%.

Mayor Foster asked for a motion that the ¾ water tap fee be cost +10 % inside and cost +100% outside. Councilman Tatum made the motion that the ¾ water tap fee be cost +10 % inside and cost +100% outside. The motion was seconded by Councilman Massey and passed with a unanimous vote.

Item 12: Cemetery Fee Adoption

Town Manager Collie compiled a list of plot fees from 15 Towns with municipal owned cemeteries. In the list the average cost for a town resident is \$783.00 and for non-resident is \$1257.00 for one cemetery plot without perpetual use fees. Town Manager Collie made a recommendation of \$600.00 for town residents and \$800.00 for non-residents. He stated which is below the average of the list complied. This money would be placed into the cemetery fund, and would only be used for the maintenance and upkeep of the cemetery. He stated that some counties go as low as \$400.00 for residents and others are high as \$1500.00 for residents.

Mayor Pro Tem Gwynn, stated \$600.00 for residents of the Town is fine, but for it to be more in line with the average for non-residents, what about \$1000.00?

Town Manager Collie stated, "My first thoughts were to make the cost a flat rate, but after more research I decided that the cost for non-residents of the Town needed to be a higher.

Mayor Foster stated, that's part of the general fund operation. When there is not enough money in the foundation where the money is invested to cover maintenance.

Attorney Farmer stated, the Town cemetery fund is with the Danville Regional Foundation, and has about \$111,860.00, and assuming they give the Town four to five percent each year, it will be a valuable asset.

Mayor Foster asked council for motion on cemetery fees. Mayor Pro Tem Gwynn made a motion on cemetery fees for residents \$600.00 and \$1000.00 for non-residents on a single plot. The motion was seconded by Councilman Massey and passed with a four to one vote. Councilwoman Badgett- Lampkin opposing. Councilwoman Badgett-Lamkin stating that she thinks \$1,000 for non- resident is too high.

Item 13: Cemetery Use Policy Review

Town Manager Collie, stated that cemetery use policy is simply for review. We need to have a policy in place in order for the cemetery to operate properly. Each plot is a flat rate fee. Each plot that was done on the site plan map by the church in 1962 is still accurate and up to date.

Each burial plot is limited to one of the following:

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The interment of one human body
The interment of one human body and one cremation urn
The interment of no more than four cremation urns

Town Manager Collie stated that whether you buy one plot or fifty plots that flat rate will be \$600.00 for residents and \$1000.00 for non-residents. I would like to discuss it in more depth with possible adoption at next month's meeting.

Mayor Foster asked, did anyone have any questions for Mr. Collie?

Attorney Farmer stated that he would like to suggest one change in the format from Certificate of Ownership to Cemetery Deed, correct it before next meeting.

Councilman Massey stated on decorative items you have between March 1st and November 1st that basically nothing can be put on the ground like vases or whatever, but you have people who celebrate Father's Day and Mother's Day and they may want to put things on their parent's graves.

Town Manager Collie stated that a majority of the time places allow you to put out flowers on the tops of grave markers. This is a maintenance issue; they have to be able to provide upkeep. This policy basically states what other Towns, require as their cemetery policy as well. This policy is basic although other Towns have stringent policy on cemetery use. The policy is a set of terms that we will need to follow. If issues arrive with decorative items, then it will have to be addressed. It will not be with a malicious attempt to take items off of grave makers that individuals place on them. We have to have something in place that can be used if and when we have issue that needs to be addressed.

Item 14: Town Manager Report

Town Manager Collie stated, that he has been trying to find out where the green wayfinding signs came from like the ones on Highway 86. He said we have a couple of places like the Animal Protection Society and the Caswell Council for Arts that would like wayfinding signs. Town Manager Collie stated "I was able to go back far enough and the Town did pay for the wayfinding signs. The signs were put up with grant money from NC Step. It was sanctioned through the Town. After talking to the Department of Transportation, if this is something that the Town would like to do, the signs could be made through the Department of Corrections here at a fairly cheap rate. I have talked briefly with the Department of Corrections and the cost wouldn't be over \$500.00, but it depends on how many signs we would be requesting.

He asked Council if this is something that we want to pay for? Or are we going to look for the Animal Protection Society and the Caswell County Council for Arts to pay for these signs, and we just have them installed. The Animal Protection Society has voiced that they will buy their own signs. You are only permitted to have three locations on one wayfinding sign so if we decide to do this I would like for the future signs to be uniform with current signs (size, consistency, and color). Both of these agencies are nonprofit organizations so if the Town pays for it, we will run into issues with other nonprofit organization that pop up and may come before the council requesting that the two purchase the signs. If we agreed, we will be setting a precedent. Therefore, we need to make efforts to make these places known to people who are unaware of their locality.”

Town Manager Collie, stated if these two agencies pay for their signs, could I be the administrator of having the signs placed properly?

Council agreed yes that Town Manager Collie could be the administrator.

Town Manager Collie stated that construction has begun for the Habitat for Humanity House in Yanceyville. The Habitat for Humanity House office is in Alamance County. The representative said they would be accepting volunteers starting the first full week in December.

You can work shift(s) noted below:

7:30am- 11:30 am

12:30pm- 3:30 pm

7:30am-3:30 pm

Town Manager Collie stated, “If anyone would like to volunteer you are able to go onsite or get with me and I will contact the Habitat for Humanity House office. I think this is a good deed. At this point I’m not sure of the family that has been selected.”

Town Manager Collie stated the Town Christmas Dinner, December 15, 2016 at 7:00 pm for council and staff.

Mayor Pro Tem Gwynn inquired about joint meeting with Milton, she stated the meeting will be held in Milton.

Mayor Foster thanked, Town Manager Collie for Manager’s report.

Item 15: Informal Discussion/Public Comment- Discussion & Comments must directly relate to agenda items

Community Stakeholder Kim Monroe asked, “Who were the Planning Board members other than Fred Smith and Patricia Price- Lea?”
Town Manager Collie replied “Darrell McLean, Sylvia Johnson, and Layton Everitt.

Community Stakeholder Ruby Graves commended the Town on the Annual Curbside Pickup proposal. She thinks that it is a great idea. Ms. Graves stated, “Because last time it was at Town Hall, but people could not bring the materials here, but they could get them to their front porch, and they came to pick them up. So, if the older people can get them to the front porch would that be sufficient?”

Mayor Foster replied, “yes that would be sufficient.”

Town Manager Collie stated, “I will have to look further into this and write- up specifics on how far to go onto the resident’s property to get items. I don’t think it would be a good idea to go inside resident’s home; we would get the items from the front yard. We will need to narrow it down on what items we can pick-up. It will also be something that we will need to bring before Council to get approval before we can start to initiate anything solid.”

Community Stakeholder Ruby Graves also stated that she thinks the figures for the Town Cemetery at \$600.00 for residents and \$800.00 for non-residents were great figures. She felt the \$1000.00 for non -residents was too expensive.

Mayor Foster replied, “I respect your opinion, but you have to look at it this way, the up keep of the cemetery falls on the General Fund and there is a little over \$100,000 that’s being invested in by the Danville Regional Foundation and the interest that comes off the money will go towards the up keep of the cemetery, but should it come to the point, and it has this year we have been paying it out of the general fund this year for this summer because the money has not brought any interest into the Town yet, and that comes out of the General Fund. If you are a resident of this Town, you contribute to the General Fund every year when you pay your property taxes. If you are not a property owner in this town you don’t contribute to the General Fund. So, if it gets to the point where what that money is earning doesn’t pay for the upkeep of the cemetery, then it will come from the property taxes that is paid in this town to look after the cemetery. That’s why I think it’s fair to charge a non-resident more than a resident because they are not contributing.”

Community Stakeholder Ruby Graves asked if someone in Town buys a plot for someone out of Town. Ms. Graves stated “If I’m living in Town and my nephew doesn’t, but I buy the plot.

Town Manager Collie stated, “That is discussed and addressed in the policy that we reviewed tonight, we will talk more in depth about it.

Community Stakeholder Albert Tardy asked, so what you are saying so I can’t buy a plot now, and decide to sell it to someone else?

Town Manager Collie stated you are able to sell it to someone or family, but you can’t make a monetary gain from it.

Mr. Tardy stated, “So they are not mine?”

Town Manager Collie stated, “No they are not yours. You can sell it for whatever you brought it for, but not for monetary gain. We will talk more in depth at the next meeting because this is just a draft and I didn’t want to cite this for spoken word.”

Mr. Tardy stated, “The only reason I asked that is because you pick up the newspaper and you see people selling their plots because times get hard.”

Mayor Foster asked for any other comment.

Ms. Monroe stated that she understood the cemetery policy use was just a draft but would it be some type of stipulation on how long the decorative items placed on the graves at the cemetery?

Town Manager Collie stated, “Yes, this policy is simple and I will give anyone a copy that would like one for review. It is not set in stone. We just have to nail down the specifics of what we need. If we run into issues that the policy doesn’t address then of course we can make amendments, just as any other Town Ordinance.”

Mr. Tardy stated, that maybe the Annual Curbside Pickup could be twice a year rather than once.

Item 16: Closed Session G.S. 143-318.11 Attorney Consultation and Personnel

Mayor Foster then asked Council for a motion to go into closed session General Statutes 143-318.11- Attorney Consultation and Personnel. Mayor Pro Tem Gwynn made a motion to go into closed session. The motion was seconded by Councilman Massey and passed with a unanimous vote.

Mayor Foster then asked Council for a motion to come out of close session General Statues 143-318.11- Attorney Consultation and Personnel. Mayor Pro Tem Gwynn made a motion to come out of close session. The motion was seconded by Councilman Massey and passed with a unanimous vote

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

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

Item 17: Adjournment

Attorney Farmer stated, “I have one item that I am going to give to Town Manager Collie, a petition for voluntary Annexation on some property, and I want to tell you some history of this. This is the Maud Gatewood home that was previously owned by Lee Fowlkes. Many years ago, when Lee bought the house he promised Maud that if he ever sold the home he would like for it to come into her town where she grew up. Of course, Lee has passed away so the executor has signed a petition, and he is asking the Town to annex Maud’s property by satellite annexation and it will become part of the Town next year if you all approve it.”

Mayor Pro Tem Gwynn asked, “Is this property out on Highway 86 where the bushes are?”

Attorney Farmer explained that it was two houses on the track.

Town Manager Collie stated that there is some property on the other side of the road that was close to that property.

Attorney Farmer stated, that he would start the process, and he would give the petition to Mr. Collie.

Mayor Foster replied, thank you sir.

Mayor Foster then 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.

Brian Collie, Town Manager/Clerk, and Kamara Graves, Assistant Town Clerk prepared the above minutes. They represent a brief description of those matters that were addressed at this meeting. A detailed account of this meeting is available for review on tape at the Yanceyville Municipal Services Building.

Respectively Submitted:

Alvin Foster, Mayor

Brian Collie, Town Clerk

Kamara Graves, Assistant Town Clerk