

**MINUTES
YANCEYVILLE TOWN COUNCIL
NOVEMBER 12th, 2019
7:00PM**

The meeting of the Town Council was held in the Council Chambers at the Yanceyville Municipal Services Building on Tuesday, November 12th, 2019 7:00 PM.

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

Staff: Town Manager- Brian Collie and Town Clerk- Kamara Graves

Item 1: Call to Order

Mayor Alvin Foster called the Town Council Meeting to order at 7:00 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.

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

Mayor Foster asked Town Council for a motion to adopt the Agenda. Mayor Pro Tem Gwynn made a motion to adopt the Agenda. The motion was seconded by Councilman Massey and passed with a unanimous vote.

Item 3: Consent Agenda

(a.) Minutes from October 1st, 2019

Mayor Foster asked Town Council to review the minutes from the October 1st, 2019 Town Council Meeting. After a short review, Councilman Massey made a motion to adopt the minutes from the October 1st, 2019 Town Council Meeting as presented. The motion was seconded by, Councilman Tatum and passed a unanimous vote.

Item 4: Public Comment

None

Item 5: Community Development Block Grant (CDBG-I- 16-2930) Fair Housing Quarterly Activity- David Putman

Mayor Foster introduced Mr. David Putnam, Piedmont Triad Regional Council. He explained that Mr. Putnam is the Grant Administration of Community Development Block Grant that the Town received to for the Waste Water Treatment Plant Upgrades. Mr. Putnam thanked Town Council for the opportunity to update them on the Grant. Mr.

Putnam explained that this item on the agenda is to fulfill the quarterly Fair Housing Activity that the Town has to complete for the Community Development Block Grant. Mr. Putnam passed out the Fair Housing Brochure to Town Council and asked them to review. He went over the Table of Contents: The Fair Housing Act, What Housing is Covered? What Is Prohibited? Additional Protection If You Have a Disability, Housing Protection for Families with Children, If You Think Your Rights Have Been Violated What Happens When You File a Complaint, What Happens If I'm Going to Lose My Housing Through Eviction or Sale? What Happens After A Complaint Investigation?

Mayor Foster asked Town Council did they have any questions for Mr. Putnam?

Item 6: Discussion to Schedule Date for Town Council Retreat/Work Session

After a brief discussion, Town Council scheduled a Retreat/Work Session for Thursday February 20, 2020 10:00am- 2:00 pm at Yanceyville Municipal Services Building. Town Manager Collie explained that the Retreat/Work Session will be advertised to satisfy the North Carolina General Statutes for Public Meetings.

Item 7: Discussion of Public Safety/Veterans Memorial Sidewalk

Town Manager Collie noted that at this time he has not received an updated map from Mr. Franz Holt of Alley, Williams Carmen, & King- Engineer Firm. He explained that when he receives the final draft, he will drop a copy off to all Town Council Members to review if there are no major changes, the project will move forward with the pouring for the fittings.

Item 8: Review and Discussion of Cemetery Use Policy

Town Manager Collie updated Town Council on the Town of Yanceyville Municipal Cemetery Use Policy. He asked Town Council to review Purchase of Burial Rights- Cemetery Rates on page three of the policy. The current policy states:

Purchase of Burial Rights - Cemetery Rates: Cemetery Rates are defined by the Town Council. The fee for each burial plot is \$600 for a Town resident and \$1,000 for a nonresident. The same fees apply whether the burial plot will be used for an interment or cremation. A Certificate of Burial Right will be issued to the person who purchases a burial right. The certificate identifies the purchaser and the specific lots and plots to which the certificate applies. Proposed Additional Information: In addition to the above described burial plot fee, a (\$-??) deposit is required for a grave marker upon purchase of each burial plot. The Town will place a proper grave marker on the burial plot if a proper grave marker has not been installed within ___??__ months after burial. If a proper grave marker as identified within his policy has been installed within the allotted time frame after burial the deposit will be refunded.

Monuments and Markers

- Lot owners shall contact the Town regarding procedures prior to ordering any grave marker or monument.
- All burial plots require a proper grave marker within __??__ months of burial
- No monument or marker can be placed on any site except under the supervision of and according to the instructions of the Town.
- Markers may be installed by the Town or an approved private contractor. Monuments are only installed by private contractors.
- All private contractors performing makers or monument work within the Cemetery must be preapproved by the Town.
- Installation of markers by private contractors shall require a written permit and payment of a recording fee prior to placement of the marker.
- Only one marker and monument are allowed at each grave.
- Grave space markers must be composed of a marble or granite base, and must be a maximum size of 52 inches by 18 inches (double) and 28 inches by 16 inches (single). No markers composed of a brick or concrete base or border will be permitted.
- If any monument or marker in the town's cemetery becomes unsafe, unsightly or in need of repair or resetting, the town will attempt to notify the owner of the relevant Certificate of Burial Right and request that the needed repairs be made under the town's supervision. The town is not obligated to place, replace or repair any monument or marker in the Town Cemetery, although case-by-case repairs are considered.

Citizens should not contact the town to mark gravesites or monuments. Funeral homes and monument companies are responsible for making these arrangements.

Mausoleums

Mausoleums or vaults above ground and underground vaults covered above the ground by raised slabs are not permitted.

Town Clerk Graves noted that after researching several Municipal and County Cemeteries the time frame requiring a purchaser to place a proper grave marker on a burial plot was between six months to one year after burial. After a short discussion, Town Manager Collie made a recommendation to Town Council to set the required time at one year of burial to place a proper grave marker on a burial plot. Town Manager Collie explained that the Town would purchase a standard grave marker (20 by 10 by 4 inches which would only include name, date of birth, and death date) for a burial plot if a proper grave marker has not been placed on the grave within a year of burial. At the time

of the purchase the purchase will be asked to complete a form stating name, date of birth, and death date of the deceased. Mayor Foster suggested that Town Council set a fee for the deposit for a grave marker upon purchase of each burial plot, and the cost thereafter will be made at the discretion of the Town Manager/Cemetery Administrator to align the fee with the cost of material for grave marker at that time. Mayor Foster directed staff to create and include specific language in regards to dimension of standard grave marker in policy to bring back before Town Council at the December meeting.

Item 9: Town Attorney Report

None

Item 10: Town Manager Report

-Joint Council Meeting Held tomorrow Wednesday November 13, 2019 hosted by the Town of Milton at the Thomas Day Tavern 6:00pm

-Holiday Dinner is scheduled for Thursday December 12, 2019 at the Homestead 7pm. Town Council, Town Staff, and Planning Board.

-Annual Tree and Winter Lights Event Friday, December 6th, 2019 6:30-9:00pm

-Annual Christmas Parade Saturday, December 7th 10:00am (Theme: 12 days of Christmas)

Town Manager explained that during the last Planning Board meeting the Planning Board reviewed, discussed, identified, and three potential parcels that needed to be rezoned. They recommended that parcels 00Y6C001, 0067 014, and 0067 015 be rezoned. The Planning Board recommended that the change would be beneficial to the Town of Yanceyville newly adopted zoning map. The motion was passed with a (5-0) unanimous vote.

Mayor Foster asked Town Council for a motion to schedule a date for a public hearing on possible amendments to the Yanceyville Zoning Map. Councilman Massey made a motion to schedule the public hearing for the January 7th, 2020 Town Council Meeting. The motion was seconded by Mayor Pro Tem Gwynn and passed with a unanimous vote

Item 11: Informal Discussion/ Public Comment – Discussion & Comments must directly relate to agenda items

Mr. Jerry Shoot, Inframark Representative introduced Mr. Dale Hammey as the new ORC of the Water Plant. Mr. Hammey stated that he is excited about working with the Town of Yanceyville.

Item 12: Adjournment

Mayor Foster asked Town Council for a motion to adjourn the Town Council Meeting. After no further discussion, Councilman Tatum made a motion to adjourn the Town Council. Councilwoman Badgett- Lampkin seconded the motion that passed with a unanimous vote.

Respectively Submitted:

Alvin Foster, Mayor

Brian Collie, Town Manager

Kamara Graves, Town Clerk

Brian Collie- Town Manager and Kamara Graves-Town Clerk prepared the above minutes. They represent a brief description of those matters that were addressed at this meeting.