

**YANCEYVILLE TOWN COUNCIL  
MEETING MINUTES  
Tuesday, May 12<sup>th</sup>, 2020  
7:00 PM**

The meeting of the Town Council was held remotely in the Council Chambers at the Yanceyville Municipal Services Building and due to COVID-19, also known as the meeting will be conducted electronically through Zoom on Tuesday, May 12<sup>th</sup>, 2020 at 7:00 PM.

**Council Members present in person:** Mayor- Alvin Foster and Brian Massey

**Council Members present electronically:** Mayor Pro Tem- Odessa Gwynn, Margie Badgett-Lampkin, and Keith Tatum

**Staff present in person:** Town Manager- Brian Collie, Town Attorney- Lee Farmer, 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. Councilman Massey made a motion to adopt the Agenda. The motion was seconded by Mayor Pro Tem Gwynn and passed with a unanimous vote.

**Item 3: Consent Agenda**

- a.) Minutes from March 10<sup>th</sup>, 2020 Town Council Meeting
- b.) Minutes from March 11<sup>th</sup>, 2020 Special Town Council Meeting
- c.) Minutes from April 23<sup>rd</sup>, 2020 Special Town Council Meeting

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

**Item 4: Review and Discussion of Town of Yanceyville Website- Leniece Lane, Small Town Soul**

Town Clerk Graves explained that Leniece Lane, Small Town Soul is the Consultant that is working with the Town on two major projects. She noted that the Town received a grant from the North Carolina Department of Commerce to assist the Town in maximizing Search Engine Optimization. Town Clerk Graves explained that after starting the SEO project Mrs. Lane suggested that the Town's website be upgraded. The Town of Yanceyville, Caswell County, and the Chamber of Commerce received another grant through the Danville Regional Foundation to collectively upgrade all websites. Town Clerk Graves explained that Ms. Lane will continue to work on the website for the Town and will send links to Town Manager Collie to review and present a draft to Town Council at the June Town Council Meeting.

**Item 5: Budget Message for Fiscal Year 2020-2021**

Town Manager Collie stated that the Budget Message is normally presented at the May Town Council Meeting but was not included in the Agenda Packet because Town needs to address a potential contract in reference to Policing in the Town of Yanceyville. He stated that the Budget Message and Budget Ordinance will be presented at the June Town Council Meeting. He noted that there will be more details addressed during Closed Session.

**Item 6: Discuss Suspension of Water/ Sewer Cut- Off Policy During COVID-19, also known as a Coronavirus**

Mayor Foster explained that at this time the Town of Yanceyville has suspended the Town of Yanceyville Water and Sewer Cut Off Policy. Town Manager Collie noted that Town Council made a general consensus to suspend the Policy in March. Town Manager Collie recommended that Town Council vote on suspending the Water Sewer Cutoff Policy until further notice. He explained at this time the cut off listing for April includes 45 customers and 16 customers were reoccurring from the previous month. He recommended that the Town not suspend/terminate water and sewer services until the policy is rescinded. Once the policy is rescinded the bill will still have to be paid. He noted that the Town will have to enact an amendment to the Water /Sewer Cutoff Policy to set up a payment to assist customers in paying their bill. Mayor Foster stated that he agreed. He added that most person that are affected are the marginal members of the community and the Town will have to workout a payment plan so that customers will be able to make their payments.

Town Manager Collie stated that he would like Town Council to vote on continuing the suspension of the Water/Sewer Cutoff Policy and give Town Staff direction on drafting an amendment. He explained that a payment plan will need to be in place when the Policy is rescinded. He added that there is a payment plan outline in the current policy, but it only addressed leaks/leak adjustments over \$500.

Mayor Foster made a motion to continue the suspension of the Water/Sewer Cutoff Policy and direct Town Staff to begin drafting an amendment to the policy which will include a payment plan to assist customers in paying their bill. The amendment will be effective until Town Council rescinds the suspension of the Water/Sewer Cutoff Policy. The motion was seconded by Councilman Tatum and passed with a unanimous vote.

### **Item 7: Review and Consideration of Town of Yanceyville Remote and Electronic Meeting Ordinance**

Town Attorney Farmer explained that the Town of Yanceyville Remote and Electronic Meeting Ordinance is very similar to what has been adopted across the State. He added that due to the uncertain circumstance and we are unclear as to how long this pandemic will last the Town needs to get a policy in place. He noted that the Ordinance will allow the Town to continue to conduct Town Council Meetings in a remote status when necessary. Town Attorney Farmer explained that the Town of Yanceyville Remote and Electronic Meeting Ordinance is self-explanatory. He noted that we have had several zoom meetings we need a Policy in place. He also stated that Town of Yanceyville Remote and Electronic Meeting Ordinance is in accordance with the Open Meetings Law and it spells out the necessary process. He asked are there any questions?

Mayor Foster asked Town Council for a motion to approve the Town of Yanceyville Remote and Electronic Meeting Ordinance. Councilman Tatum made a motion to approve and adopt the Town of Yanceyville Remote and Electronic Meeting Ordinance. The motion was seconded by Councilwoman Badgett-Lampkin and passed with a unanimous vote.

### **Item 8: Inframark Report**

None

### **Item 9: Town Attorney Report**

Town Attorney Farmer explained that the Governors Office is recommending that the Town of Yanceyville keep the Emergency Declaration in place until the end of the month. He noted that the Governor's Office is anticipated that North Carolina will begin the second phase towards the end of the month. He noted that we may need to rescind the Declaration at the end of the month or adjust it accordingly based on the Governor's decision.

### **Item 10: Town Manager Report**

Town Manager Collie updated Town Council on the cleaning of air ducts in the HVAC system at Town Hall. He explained that he requested that air quality and mold samples be taken on the side of Town Hall where the Administrative Offices are located. He explained that he received a report indicating that the offices needed to clean thoroughly.

There is no mold present in any other areas of the building. He noted that Justin Chandler, Public Works has been very proactive by working on issues with the HVAC system that the Town has been experiencing.

Town Manager Collie announced that the Veterans Memorial Contract has been completed. The contract was awarded to Quality Construction. They will start on the project in the upcoming week.

Town Manager Collie indicated that the Town is still waiting on a response from the North Carolina League of Municipalities in reference to insurance quotes for the Town. He noted that once he receives that information, he will disseminate it to Town Council.

Town Manager Collie stated that he had received a letter from a concerned property owner in Town refencing parking around the square. Specifically, around the Northeast side of the square. Apparently, there been continue ingress and egress violations on the sidewalk as well as vehicles been park for longer than they should be, and impeding on Handicap Parking. Town manager Collie explained that he would like some direction how to move forward with parking regulations. He noted that several Cities and Towns have signage with specific time limits for parking (Monday -Friday 8-5, two-hour parking). Councilman Tatum asked if we put the two-hour parking signage up and someone is parked for longer than two hours who will enforce it. Town Manager Collie answered that the Sheriff's Department will have to enforce the parking issues. Mayor Foster stated that NCDOT was contacted in reference to the parking around the square, and they indicated that the signage and time limits would need to be a decision of Town Council and the Sheriffs Department would have to enforce it. Councilman Tatum agreed that the Town should move forward with the placing signage and get with the Sheriff's Department to make sure that they are prepared to enforce the parking issues. Town Manager Collie asked if the signage should cover the entire Court Square? Councilman Tatum suggested do a trial run in the problem area at this point.

Town Manager Collie noted that he had received a quote to have security fencing placed around the Town's Water Tank in the amount of \$6,525. The fence will be 6 ft tall, chain-link with bob wire on the top with a gate 400ft of fencing. He noted that the Town has funding in the budget to move forward. Mayor Foster stated that Town Attorney Farmer indicated that not having a security fence around the water tank is a liability for the Town. Mayor Pro Tem Gwynn agreed that the Town move forward on getting the security fencing around the water tank.

Town Manager Collie explained that he had sent an email out to Town Council from Caswell County Sheriff Durden. He explained at the previous meeting Town Council asked for peak times of the Town of Yanceyville specific crimes. He added that Sheriff Durden had coordinated with the 911 Director, Kent Everitt to gather the data sent out to Town Council. He noted that in speaking with Sheriff Durden he wasn't able to produced a specific peak time related to the Town of Yanceyville specific crimes due to how 911 records and gathers data. Councilman Tatum asked were the call generated on the email made in the Town Limits or the Yanceyville block patrol area. Town Manager Collie

answered that he specifically asked for data for inside of the Town Limits of Yanceyville. Councilman Tatum stated that the numbers are unclear. Councilwoman Badgett-Lampkin agreed that the numbers are unclear and the information provided is not exactly what we asked for. Town Manager Collie we will discuss this matter further in Closed Session.

Town Manager Collie stated that he has been looking into some amendments for the Personnel Policy and would some directive. He explained that one of the changes that he felt needed to be addressed per the State of North Carolina vacation time for any state employee on the State retirement System is up to 240 hours annually January to December. Any time over 240 hours goes away. He recommended that the vacation time for employees roll over to sick time. He added that a lot of Town employees who have been with the Town over a long period of time they just take the time off rather than losing it. Town Manager Collie state that the Personnel Policy should specifically state that any time over 240 hours of vacation time should roll over to sick time. He noted that a lot of state and local agencies allow the time to roll over. He stated that the Personnel Policy would be more transparent. Mayor Pro Tem suggested drafting a copy of the amendment in reference to vacation and sick time to review and discuss.

Town Manager updated Town Council on the estimates from the Town Engineer on the four water loop connections. He noted that School Drive is priority and the most expensive of the connections at \$169,781 to connect to the water line on NC Highway 62 South. It would complete the loop and improve fire capabilities at the High School and water pressure and quality to residents in the area. He added that during the budget workshops it was suggested that the Town seek potential funding from CDBG-Community Development Black Grant Water and Infrastructure. If the Town didn't receive the funding then supplement through the Town Fund Balance to pursue in the upcoming year. He added that the Town needs to continue discussion on the Water loop connections. Mayor Foster directed staff to seek and look into funding from the CDBG-I for the four-water connection project.

Town Manager Collie asked Town Council would they like for him to move forward with renewing the Town as a "Tree City". Town Council agreed.

Town Manager Collie recommend Finance Officer Ryan Strader ad the Supervising Official for IT and Justin Chandler as Facility Maintenance Lead. Town Council agreed.

### **Item 11: Closed Session- G.S. 143-318.11- Personnel and Contractual**

Mayor Foster asked Town Council for a motion. Councilman Tatum made a motion to go into Closed Session General Statues 143-318.11 Personnel and Contractual. The motion was seconded by Mayor Pro Tem Gwynn and passed with a unanimous vote.

After Town Council re-entered the chambers from Closed Session, Mayor Foster asked for a Town Council motion to come out of Closed Session. Councilman Massey made a

motion to come out of Closed Session. The motion was seconded by Mayor Pro Tem Gwynn and passed with a unanimous vote.

Mayor Foster asked Town Council for a motion to go back into Regular Session. Councilman Massey a motion to go back to into Regular Session. The motion was seconded by Councilman Tatum and passed with a unanimous vote.

Mayor Foster stated while in Closed Session Yanceyville Town Council doesn't have any information to present at this time.

**Item 12: Informal Discussion/ Public Comment** – Discussion & Comments must directly relate to agenda items

None

**Item 13: 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. Councilman Massey seconded the motion that passed with a unanimous vote.

*Kamara Graves, Town Clerk prepared the above minutes. They represent 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 Graves, Town Clerk