

MINUTES
YANCEYVILLE TOWN COUNCIL
June 5th, 2018
7:00 PM

The meeting of the Town Council was held in the Council Chambers at the Yanceyville Municipal Services Building on June 5th, 2018 7:00 PM.

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

Council Member absent: Margie Badgett-Lampkin

Staff: Brian Collie- Town Manager/Clerk, Kamara Graves-Assistant Town Clerk, and Ryan Strader- Finance Officer

Item 1: Call to Order

Mayor Alvin Foster called the meeting to order at 7:00 PM. 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 with the additions of Economic Development Commission Incentive Policy between items four and five, Contract to Audit Accounts Stout, Stuart, McGowen and King, LLP between items five and six, Yanceyville Fire Department- Fire Truck, and First Avenue Parking Discussion between items eleven and twelve. Mayor Pro Tem Gwynn made a motion to adopt the agenda with said changes. The motion was seconded by Councilman Massey and passed with a unanimous vote.

Item 3: Consent Agenda- May 1st, 2018 Minutes

Mayor Foster asked Town Council to review the minutes from the May 1st, 2018 Town Council Meeting. After a short review, Councilman Massey made a motion to adopt the minutes from the May 1st, 2018 Town Council Meeting as presented. The motion was seconded by Councilman Tatum and passed a unanimous vote.

Item 4: Public Comment

Mayor Foster announced that Luke Burris with the Caswell Messenger is present tonight.

Item 5: Economic Development Commission Incentive Policy

Mayor Foster explained that the Town of Yanceyville Economic Development Incentive Policy was developed by the Economic Development Commission, and Mrs. Cori Lindsay, Economic Developer/Small Business Director for Piedmont Community College in Caswell County. Mayor Foster explained that the EDC and Mrs. Lindsay have been working on this policy for several months. Mayor Foster noted that he is also the Chairman of the EDC. He said that in Caswell County because of our economic conditions we don't have many resources, especially monetary. He explained that potential businesses always inquire about incentives does the Town and or County offer.

Mayor Foster explained the Town of Yanceyville Economic Incentive Policy as follows; The Town of Yanceyville Economic Development Incentive Policy provides a framework for evaluation economic development projects including, but not limited to, establishments of new businesses in the Town and expansions of existing businesses. By utilizing a point system to grade each development project. The number of points that a project scores shall be used to determine that value of the financial incentive grant that the Town may award to that specific project. The monetary value of each financial incentive grant shall be directly determined by the amount of investment by the company, jobs created, wage levels, and business characteristic. The grant is determined by the projects score. Grants awards are only made after the company has paid its annual Town (and County if applicable) property tax, utility bills, and/or other fees owed to the Town. Mayor Foster noted that the Town of Yanceyville Economic Development Incentive Policy gives Mrs. Lindsay another tool to work with when negotiating with a potential business wanting to locate here in Caswell County.

Mayor Foster asked for a motion to adopt the Town of Yanceyville Economic Development Incentive Policy as a Town Policy to work in conjunction with Caswell County's incentive policy, which will multiply the effect if a business comes to the Town of Yanceyville. Mayor Pro Tem Gwynn made a motion to adopt the Town of Yanceyville Economic Development Incentive Policy. The motion was seconded by Councilman Massey and passed with a unanimous vote.

Mayor Foster added that there is no budgetary appropriation. Mrs. Lindsay stated that each project would have to be brought before Town Council on a case by case basis. This policy is just a guideline and tool to use.

Item 6: Public Hearing- Fiscal Year 2018-2019 Budget Adoption

Town Manager Collie presented a PowerPoint slideshow to summarize the Town of Yanceyville Budget Ordinance 2018-2019 as follows:

**TOWN OF YANCEYVILLE
BUDGET ORDINANCE
2018-2019**

BE IT ORDAINED by the Governing Board of the Town of Yanceyville, North Carolina:

Section 1. The following amounts are hereby appropriated in the General Fund for the operation of the town government and its activities for the fiscal year beginning July 1, 2018, and ending June 30, 2019 in accordance with the chart of accounts heretofore established for this Town:

Governing Board	\$25,200.00
General Government	338,200.00
Fire Department	183,550.00
Police Department	20,000.00
Public Works	109,500.00
Municipal Services Operating	27,000.00
Recreation Department	16,000.00
Budgetary Appropriations	75,000.00
Capital Improvement Plan	23,400.00

	\$817,850.00

Section 2. It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2018 and ending June 30, 2019 to meet foregoing appropriations:

Ad Valorem Taxes	\$339,600.00
Other Taxes	304,300.00
Fees	46,750.00
Other Revenue Sources	127,200.00

	817,850.00

Section 3. The following amounts are hereby appropriated in the Water and Sewer Enterprise Fund for the operation of the water and sewer utilities for the fiscal year beginning July 1, 2018, and ending June 30, 2019, in accordance with the chart of accounts heretofore approved for the Town:

Operating	\$1,222,000.00
Budgetary Appropriations	65,000.00
Debt Service	327,910.00
Capital Improvement Plan	0

	\$1,614,910.00

Section 4. It is estimated that the following revenues will be available in the Water and Sewer Enterprise Fund for the fiscal year beginning

July 1, 2018 and ending June 30, 2019. These projections reflect a 0% rate increase for the water and sewer rates.

Water Revenues	\$910,000.00
Sewer Revenues	646,100.00
Reconnect Fees	5,000.00
Tappage Fees	5,000.00
Other Operating Revenues	48,810.00

	\$1,614,910.00

Section 5.

The following amounts are hereby appropriated in the Special Revenue Fund for the operation of restricted revenue sources such as Powell Bill Revenues and grant awards for the fiscal year beginning July 1, 2018, and ending June 30, 2019 in accordance with the chart of accounts heretofore established for this Town:

Powell Bill – Restricted	\$41,000.00
Cemetery Maintenance	4,000.00

	\$45,000.00

Section 6. It is estimated that the following revenues will be available in the Special Revenue Fund for the fiscal year beginning July 1, 2018 and ending June 30, 2019 to meet foregoing appropriations:

Powell Bill – Restricted	\$41,000.00
Cemetery Fund	4,000.00

	\$45,000.00

Section 7. There is hereby levied a tax at the rate of thirty-three cents (.33) per hundred dollars (\$100) valuation of property listed for taxes as of January 1, 2018, this reflects no increase in the tax rate for this fiscal year. This rate is based on a total valuation of property located in Yanceyville by the Caswell County Tax Department for the purposes of taxation and estimates a rate of collection of 98.5%.

Section 8. The Finance Officer is hereby authorized to transfer appropriations as contained herein under the following conditions:

- a. The Finance Officer may not transfer any amounts between funds, except as approved by the Governing Board in the Budget Ordinance as amended.

Section 9. Copies of this Budget Ordinance shall be furnished to the Town Manager and to the Finance Officer to be kept on file by them for their direction in the disbursement of funds.

THIS ORDINANCE ADOPTED this 5th day of June, 2018.

Mayor Foster asked for a motion to go into Public Hearing for Fiscal Year 2018-2019 Budget Ordinance Adoption. Mayor Pro Tem Gwynn made a motion to go into Public Hearing. The motion was seconded by Councilman Massey and passed with a unanimous vote.

Mayor Foster asked for questions or comments?

Ms. Kim Monroe ask, what is the Police Start-up Fund? Mayor Foster explained that over the last three years the Town started reserving money to start-up additional police protection for the Town of Yanceyville, whether it be the Town creating a small police department or collaboration with the Caswell County Sheriff's Department. He explained that the main expenses for the Police Start-up Fund includes but not limited to equipment, cars, and etc.

Mr. Albert Tardy stated, being in such close proximity to the Caswell County Sheriff Department doesn't the Town have a little more police presence than the County. Mayor Foster stated yes, by default because of our location. Ms. Ruby Graves stated just because the Sheriff Deputies are in Town and completing paperwork doesn't mean that the Town has any more access than other parts of the County. Mr. Tardy noted that having a police presence is a huge factor in deterring crime.

After the discussion, Mayor Foster asked, for a motion to go out of Public Hearing for Fiscal Year 2018-2019 Budget Adoption. Mayor Pro Tem Gwynn made a motion to go out of Public Hearing for Fiscal Year 2018-2019 Budget Adoption. The motion was seconded by Councilman Tatum and passed with a unanimous vote.

Mayor Foster asked for a motion to set the tax rate at .33 cent per \$100, which is the current tax rate. Mayor Pro Tem Gwynn made a motion to set the tax rate at .33 cent per \$100. The motion was seconded by Councilman Tatum passed with a unanimous vote. Mayor Foster asked for a motion to adopt the Fiscal Year 18-19 Budget Ordinance. Councilman Tatum made a motion to adopt the Fiscal Year 18-19 Budget Ordinance. The motion was seconded by Councilman Massey Tatum and passed with unanimous vote.

Item 7: Audit Contract Stout Stuart McGowen & King, LLP

Town Manager Collie stated that the Town has been with Stout Stuart McGowen and King, LLP for the last several years. He noted the Town has a good working relationship with Stout Stuart McGowen and King, LLP as well. Town Manager Collie stated that the audit contract is for one year (fiscal year 2018-2019). The total cost for services \$17,000.

Mayor Foster asked for a motion. Councilman Massey made a motion to approve Audit Contract with Stout Stuart McGowen & King, LLP for Fiscal Year 2018-2019. The motion was seconded by Mayor Pro Tem Gwynn and passed with unanimous vote.

Item 8: Water Tank Antenna Removal Estimate

Town Manager Collie updated Town Council on the Water Tank Antenna Removal Estimate. He explained that the Town has discussed this item several times in the past. He explained that there are several antennas located on the Town's Water Tank. Town Manager Collie stated that all of the antennas were installed incorrectly according to state standards. Currently there is only three (3) antennas that are in use at this time. The other remaining antennas have been disconnected, and the Town has no record of who they belong to. Town Manager Collie insisted that the remaining antennas need to be removed, due to safety issues and tank maintenance. Town Manager Collie noted at the previous Town Council Meeting, Mayor Foster requested an estimate from Utility Service Co. Inc for the removal of disconnected antennas, and the installation of a messenger pipe. Town Manager Collie stated the estimated cost to install a messenger pipe with cluster brackets, dismantle all non-operable antennas, coaxials, mounts, and touch up of water tank is \$18,500. Town Manager Collie explained that Utility Service Co. Inc would be able to get this project done by the end of the fiscal year if Town Council approves. He explained that the Town has monies in the General Fund that could cover the cost of the removal of existing antennas and installing the messenger pipe. Town Manager Collie added that he was contacted by Verizon Wireless in reference to co-locating an antenna on the Town's Water Tank.

Mayor Foster made a motion to move forward with the water tank removal of disconnected antennas, and installation of a messenger pipe to house remaining working antennas at the cost of \$18,500. The motion was seconded by Councilman Tatum and passed with a unanimous vote.

Item 9: Wi-Fi Grant Project Completion

Town Manager Collie stated that the Wi-Fi Grant Project consisted of the Town receiving a grant from the Piedmont Electric Membership Corporation of \$10,000 which was completed last Friday. Wi-Fi antennas were added inside and outside of Town Hall projecting toward the Town Pavilion and Court Square. The Yanceyville Fire Department also had Wi-Fi antennas added which also project towards Court Square. Town Manager Collie noted that you can connect your smartphone, tablet, laptop, and etc.to the Yanceyville Free Public Wi-Fi and it doesn't require a password.

Item 10: Surplus Real Property Discussion

Town Manager Collie stated as discussed during the Manager's Report at the previous Town Council Meeting, Town Council needs to declare any property as surplus before

attempting to sale. He explained that he attached the property descriptions of the two parcels of real property owned by the Town.
Parcel, one located on Dillard School Drive just beyond Yanceyville Baptist Church
Parcel, two located on Seventh Street just off of Main Street

Town Manager noted that there are three ways a Town can dispose of real property

- 1- Competitive sale by public auction
- 2- Sealed bids
- 3- Upset Bid

Town Manager Collie recommended that the Town sale the properties by sealed bid. He explained that it would have to be to advertise for a certain amount of time per General Statutes. A date would need to be scheduled to receive the seal bids, after which the highest bid could be accepted, if so desired.

Item 11: Resolution Authorizing the Sale of Certain Real Property by Sealed Bid

**TOWN OF YANCEYVILLE RESOLUTION
AUTHORIZING THE SALE OF CERTAIN
REAL PROPRTY BY SEALED BID**

WHEREAS, the Town Council of the Town of Yanceyville desires to dispose of certain real property of the Town in accordance with NC GS 160A-269; and

WHEREAS, as Town Council of the Town of Yanceyville is not in need of the property and desires to declare it surplus; and

WHEREAS, as Town Council of the Town of Yanceyville desires to utilize the sale through advertisement for sealed bids.

WHEREAS, the Town of Yanceyville owns parcel number 00Y8A009,.176 acres located at off Dillard School Drive and recorded in the office of the Register of Deeds of Caswell County, NC in Deed Book number 500, at page 647; and

WHEREAS, the Town of Yanceyville owns parcel number 00YB001,.344 acres located at the corner of Main Street and Seventh Avenue and recorded in the office of the Register of Deeds of Caswell County, NC in Deed Book number 465, at page 72; and

NOW THEREFORE, BE IT RESLOVED by the Town Council of the Town of Yanceyville that the property identified above is declared surplus.

Adopted this the 5th day of June 2018.

Mayor Foster asked Town Council for a motion. Councilman Tatum made a motion to adopt the resolution Authorizing the Sale of Certain Real Property by Sealed Bids. The motion was seconded by Councilman Massey and passed with a unanimous vote.

Item 12: Budget Amendment I- Fiscal Year 2017-2018

Town Manager Collie updated Council on the Budget Ordinance Amendment I

BE IT ORDAINED by the Yanceyville Town Council that the following amendment be made to the Budget Ordinance for the fiscal year ending June 30th, 2018:

Section 1. To amend the General Fund Budget Ordinance, the expenditures are to be changed as follows:

YFD County Funding	<u>Decrease</u>	<u>Increase</u>
		\$56,587.77

This will result in a net increase of \$56,587.77 in the expenditures of the General Fund Budget.

Section 2. To amend the General Fund Budget Ordinance, the revenues are to be changed as follows:

YFD County Funding	<u>Decrease</u>	<u>Increase</u>
		\$56,587.77

This will result in a net increase of \$56,587.77 in the revenues of the General Fund Budget.

THIS BUDGET ORDINANCE AMENDMENT ADOPTED THIS 5TH DAY OF JUNE, 2018.

Mayor Foster asked Town Council for a motion. Mayor Pro Tem Gwynn made a motion to adopted the Budget Ordinance Amendment I. The motion was seconded by Councilman Massey and passed with a unanimous vote.

Item 13: Town Manager Report

Town Manager Collie explained that he had researched several Town and County owned cemetery policies addressing mausoleums. Town Manager Collie noted that at the previous Town Council Meeting Mayor Foster asked Councilmembers to view other cemeteries with Mausoleums an update Council on thoughts.

Mayor Foster asked where there any additional thoughts or suggestions on the Mausoleums? Mayor Foster explained that the Town Cemetery is set up in sections, and if the Town allows Mausoleums they should be located on the perimeter of the Cemetery so that other headstones can't be blocked or limit view. Mayor Pro Tem Gwynn suggested that the Town Cemetery not allow Mausoleums, Councilmembers agreed.

Mayor Foster stated that the Town of Yanceyville Cemetery Use Policy, would need to be amended, stating that Mausoleums are prohibited.

Town Manager Collie announced that Councilman Massey and Councilman Tatum completed their Ethics Training.

Assistant Town Clerk Graves updated Town Council on the First Friday: July 6th, 2018 the Town Presents the Megan Doss Band for Entertainment along with the Dancers from Gotta Dance, Dance Studio. Food for purchase by the Central Caswell Ruritan Club.

Item 14: Yanceyville Fire Department -Fire Truck

Mayor Foster stated the Town's contribution to the Yanceyville Fire department will remain the same as it is in the Budget. The total cost of the Fire Truck for the Yanceyville Fire Department \$293,667.00. Councilman Massey updated Town Council on the E-One Commercial Tanker Fire Truck which is replacing a 1971 Fire Truck that the Town purchased in 1971. The 1971 model Fire Truck will be donated or sold to the Caswell County School System for the Fire Fighting Class at Bartlett Yancey High School (grades 10th -12th). He stated that the High School has been using this truck to help the students get acclimated and familiar with how the fire truck operates. He noted that ISO ratings coming up in August- September are the ratings that the Fire Department receives from equipment to training, which determines the insurance on homes and businesses dwellings. He noted that Yanceyville has been fortunate to receive an ISO rating of a Class 5 rating which is the lowest that you can receive for residential. Councilman Massey stated that the Fire Truck is a necessary replacement for the safety of the men and women on the Yanceyville Fire Department.

Mayor Foster asked Town Council for a motion. Councilman Tatum made a motion to approve the purchase of the E-One Commercial Tanker Fire Truck for \$293,667.00. The motion was seconded by Mayor Pro Tem Gwynn and passed with a unanimous vote.

Item 15: First Avenue Parking Discussion

Mayor Foster addressed the First Avenue parking located between the American National Bank and Winstead Auction Building. Mayor Foster stated that he had spoken to the NC Department of Transportation in reference to the reoccurring parking issues on First Avenue. He stated that DOT suggested additional proposed parking restrictions signs on First Avenue.

Mayor Foster suggested potentially making First Avenue a One-Way Street from Main Street to West Main Street with no parking on street except for loading and unloading in front of the parking spaces on the right-side of the road (Winstead Auction Building). He noted that there are several parking places in front of the Winstead Auction Building.

Councilman Tatum noted that vehicles are parking behind the NO Parking Signs which causes the street to be blocked and congested especially on Wednesdays and Saturdays.

He stated a few years ago the Town asked NC DOT to install the no parking signs, but vehicles are still parking there illegally. Councilman Tatum noted that there has been no law enforcement for illegally parked vehicles. Councilman Tatum suggested telling the owner of Winstead Auction to ask customers not to park on the street, NCDOT put up additional no parking signage on both sides, and coordinate with the Caswell County Sheriff's Department in potentially ticketing vehicles illegally parked on street.

Item 16: Informal Discussion/ Public Comment – Discussion & Comments must directly relate to agenda items

Mayor Foster asked did anyone have any questions or concerns related to agenda items. Ms. Kim Monroe inquired about the Town's Water Tank in reference to the removal of the disconnected antennas and the messenger pipe costing \$18,500. What about the corral?

Town Manager Collie stated that the entire water tank project was estimated at \$49,500 which was a lot more than anticipated. He stated that in the future if the demand is high for collocating antennas then the Town may look into having corral installed. Town Manager Collie noted that the Town will be totally responsible for antenna collocating on the water tank.

Ms. Ruby Graves spoke in reference to the parking on First Avenue. She suggesting speaking with Sheriff Durden about having a Sheriff's Deputy available to enforce the No parking on First Avenue especially on Wednesdays and Saturdays.

Item 17: 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.

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 Manager / Clerk

Kamara Graves, Assistant Town Clerk