

**MINUTES  
YANCEYVILLE TOWN COUNCIL  
February 4<sup>th</sup>, 2020  
7:00PM**

The regular meeting of the Town Council was held in the Town Council Chambers at the Yanceyville Municipal Services Building on Tuesday, December 3<sup>rd</sup>, 2019 7:00 PM.

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

**Council member absent:** Margie Badgett-Lampkin

**Staff:** Town Clerk- Kamara Graves, Ryan Strader- Finance Officer and Administrative Assistant- Kathy Hinton

**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 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 amendments on Item Eight: Closed Session G.S. 143-318.11: Personnel and Real Estate. Mayor Pro Tem Gwynn made a motion to adopt the Agenda with said amendments. The motion was seconded by Councilman Massey and passed with a unanimous vote.

**Item 3: Consent Agenda**

**a.) Minutes from January 7<sup>th</sup>, 2020**

Mayor Foster asked Town Council to review the minutes from the January 7<sup>th</sup>, 2020 Town Council Meeting. After a short review, Mayor Pro Tem Gwynn made a motion to adopt the minutes from the December 3<sup>rd</sup>, 2019 Town Council Meeting as presented. The motion was seconded Councilman Tatum by and passed a unanimous vote.

**Item 4: Public Comment**

None

**Item 5: Fiscal Year 2018-2019 Financial Report- Patricia Rhodes: Stout, Stuart McGowen & King LLP.**

Mayor Foster introduced Patricia Rhodes from Stout, Stuart, McGowen, and King LLP to come before Town Council and discuss the Town's 2017-2018 audit financial reports. Mrs. Rhodes thanked Town Council for allowing her to present information to them. She also introduced Mr. Joey Ferguson from Stout, Stuart, McGowen, and King LLP who assist with the audit also. Mrs. Rhodes stated that she would like to provide Town Council a summary of the report, and then answer any questions that Town Council may have. After giving a brief summary, she directed Town Council to turn to page three, and she went over the Independent Auditors Report. Mrs. Rhodes informed Town Council that the Town received an un-modified opinion, which is the best and cleanest opinion that can be received. She asked Town Council to turn to page six the Management Analysis Report, in which she spoke very highly of the job Town Staff had performed. Mrs. Rhodes stated that in this fiscal year revenues exceeded expenditures in both the General Fund \$163,173 and Water/Sewer fund \$212,124. She stated the Town's solvency ratio is 136% above the average percentage required by the Local Government Commission and is very high compared to similar towns in the state of North Carolina.

Finally, Mrs. Rhodes went over two letters one concerning the segregation of duties and the other indicating that the auditors had no problems nor disagreement with Town Management while performing the audit.

Mrs. Rhodes asked are there any questions on the reports? Councilman Tatum what is the balance for the Enterprise Fund? Mrs. Rhodes referred to page 17 that the total net position of the Enterprise Fund is \$ 8,680,229. Councilman Tatum asked what is the actual cash? Mrs. Rhodes referred to the top of page 17 that the cash and cash equivalents is \$ 1,890,688.

Mrs. Rhodes added that there are some recent changes that deal with governmental auditing standards referring to auditor's and their independence. The revised standards address that the auditors preparing financial statement for a client in its entirety creates a significant threat to independence. Auditors must remain independent. In short, the auditor is auditing their own work. Most small municipalities don't not have the staff to prepare the financial statements and keep up with day to day task. To address the problem some municipalities are hiring two accounting firms. One firm performs the audit of financial records and the other to assist with year-end close out, preparation of audit work papers, preparation of financial statements and any other accounting assistance that the Finance Officer needs. Mrs. Rhodes noted that Stout, Stuart, McGowen, and King LLP would only be able to perform one or the other task mentioned above.

Mrs. Rhodes thanked Town Council for allowing her company to be the auditors for the Town in the past years. Mrs. Rhodes thanked Town Council, Town Manager Brian Collie, Finance Officer Ryan Strader, and other Town Staff for their assistance during the audit. Mayor Foster thanked Mrs. Rhodes for her work.

### **Item 6: Town Attorney Report**

Town Attorney Farmer presented an Annexation Petition on behalf of Bennie T. Cox requesting a non-contiguous voluntary annexation of Caswell County Tax Map No. 68, Parcel No. 52 containing and totaling 4.00 acres. The petition was executed on January 24<sup>th</sup>, 2020.

### **Item 7: Town Manager Report**

Town Clerk Graves updated Town Council on the following meetings.

Thursday February 13<sup>th</sup>, 2020 at 6:00 pm Joint Council Meeting at the E-911 Building hosted by Caswell County Board of Commissioners.

Thursday February 20<sup>th</sup>, 2020 10am-2pm Town Council Work-Session/Retreat Yanceyville Art Museum featuring Maud Gatewood

March Regular Town Council Meeting has been rescheduled to Tuesday March 10<sup>th</sup>, 2020 at 7pm due to Primary Election Day and voting will take place at the Municipal Services Building.

Town Clerk Graves explained the Yanceyville Planning Board reviewed and discussed the following two properties that were voluntarily annexed into the Town of Yanceyville. The Planning Board recommend the following zoning designations. The Planning Board voted unanimously on both properties.

Map and Parcel: 0066 090  
Owner: W MAYNARD GREGORY REV. TRUST  
Recommended Zone- Highway Business (HB)

Map and Parcel: 0082 035  
Owner: DOROTHY P & DOUGLAS OAKES L/E  
Recommended Zone- Restricted Residential (RR8)

Mayor Foster asked for a motion to approve the recommendation from the Yanceyville Planning Board for the initial zoning of the properties addressed. Councilman Massey made a motion for Map and Parcel: 0066 090 be zoned as Highway Business (HB) and Map and Parcel: 0082 035 be zoned as Restricted Residential (RR8) The motion was seconded Councilman Tatum by and passed a unanimous vote

Town Clerk Graves added that the Yanceyville Planning Board has two members that terms expired. She noted that Mr. Layton Everitt and Julian Williamson were interested in being reappointed to the Yanceyville Planning Board. The term would run 2020-2022. Both submitted letters of interest. Town Clerk Graves added that final action needs to be taken.

Mayor Foster asked Town Council for a motion. Mayor Pro Tem Gwynn made a motion reappoint Mr. Layton Everitt and Mr. Julian Williamson to the Yanceyville Planning Board. The motion was seconded by Councilman Massey and passed a unanimous vote.

Mr. Jerry Shupe, Inframark representative stated that he would like Mr. Charles Overby to give Town Council an update for the month of January on the operations of the Water and Waste Water Treatment Plants.

Charles Overby, Project Manager- Inframark LLC gave Town Council an update and summary on monthly activities of the Water Plant and Waste Water Plant

Mr. Overby stated at the Water Plant the water is colder and affecting coagulant dose. The filter run times has decreased to 30 hours, but is manageable. He added, we will be performing another coagulant trial in the near future. The first trial was successful but we there will be run another trial during the winter months to capture the colder water conditions from the reservoir. Mr. Overby noted that the Wastewater Plant has been performing well. Turner Murphy Construction Company is continuing construction on the upgrades to the WWTP. EMA resources has been delayed hauling sludge from the WWTP due to wet weather. At this time there are no compliance issues for the month. He indicated that Inframark has implemented LabCal along with Hach Wims to monitor and track all compliance samples and test results. He added that the fourth quarter disinfection Byproduct results are well within compliance.

Mr. Overby thanked Town Council for their time. Mayor Foster thanked Mr. Overby for the updates.

#### **Item 8: Closed Session G.S. 143-318.11- Contractual, Real Estate and Personnel**

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

After Town Council re-entered the chambers from Closed Session, Mayor Foster asked for a motion to come out of Closed Session. Mayor Pro Tem Gwynn made a motion to come out of Closed Session. The motion was seconded by Councilman Tatum and passed with a unanimous vote.

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

Mayor Foster made a motion to appoint Kamara Graves to Assistant Town Manager/ Clerk for the Town of Yanceyville. Mayor Pro Tem Gwynn seconded the motion that passed with a unanimous vote.

**Item 9: Informal Discussion/ Public Comment** – Discussion & Comments must directly relate to agenda items

None

**Item 10: 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 Meeting. Mayor Pro Tem Gwynn 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