

**MINUTES  
YANCEYVILLE TOWN COUNCIL  
May 1<sup>st</sup>, 2018  
7:00 PM**

The meeting of the Town Council was held in the Council Chambers at the Yanceyville Municipal Services Building on May 1<sup>st</sup>, 2018 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/Clerk, 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 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 to review agenda for adoption. After a short review, Mayor Pro Tem Gwynn made a motion to adopt the agenda. The motion was seconded by Councilman Massey and passed with a unanimous.

**Item 3: Consent Agenda- April 3<sup>rd</sup>, 2018 Minutes**

Mayor Foster asked Town Council to review the minutes from the April 3<sup>rd</sup>, 2018 Town Council Meeting. After a short review, Councilman Tatum made a motion to adopt the minutes from the April 3<sup>rd</sup>, 2018 Town Council Meeting as presented. The motion was seconded by Mayor Pro Tem Gwynn and passed a unanimous vote.

**Item 4: Public Comment**

None.

**Item 5: Public Hearing- Town Charter Amendment of Mayor Term Limit**

Mayor Foster asked for a motion to go into Public Hearing for Town Charter Amendment of Mayor Term Limit. 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 stated that Town Council has discussed amending the Town's Charter for the term of office of Mayor in the past several times. Mayor Foster stated when the Town was first incorporated all Town Council Members served a four-year term. He explained that at some point it was decided to go to a two-year term for the office of Mayor. Mayor Foster stated that he felt that no elected office should have to run every two years. He also explained that all five members sitting on the Town Council of Yanceyville are all equal, and have only one vote, so all office terms should be uniform at four years.

Mayor Foster opened the floor for questions and or comments. Mr. Gilbert Anderson asked, when the Town of Yanceyville was incorporated? Mayor Foster replied, 1986. Mr. Anderson stated that the term of Mayor went to a two-year term because of charter change correct. Mayor Foster stated that the term of office of Mayor went to a two-year term, because Town Council during that time wanted to change the Charter term for the office of Mayor. Mr. Anderson stated doesn't the Charter change have to be approved by the North Carolina General Assembly? Attorney Farmer stated that the Charter doesn't have to be approved, by the current General Statutes. Mr. Anderson stated so it has to be approved by Town Council. Mayor Foster stated, yes, but you have to go through a step by step process. Mr. Anderson stated so there is no referendum. Mayor Foster replied no. Town Manager Collie explained that you have to adopt a resolution which was adopted at the previous Town Council Meeting on April 3<sup>rd</sup> 2018, and the date for the public hearing is noted in the Resolution. Mr. Anderson asked, Mr. Mayor will you be recused since you are voting on your own term. Mayor Foster stated no, it will not affect my current term. The Charter change will not be effective until 2019 election. Mayor Pro Tem Gwynn added that Town Council has discussed the Charter change several times. She noted that the current term will not be affected and citizens will understand that when they cast their vote in the 2019 Election they are voting on a four-year Mayoral Term. Mr. Anderson stated that he felt accountability is enhanced with more elections. He felt more accountability was better than less accountability. Mayor Foster thanked Mr. Anderson. Mayor Foster asked if there were any other questions.

After the discussion Mayor Foster asked, for a motion to go out of Public Hearing for Town Charter Amendment of Mayor Term Limit. Mayor Pro Tem made a motion to go out of Public Hearing. The motion was seconded by Councilman Tatum and passed with a unanimous vote.

#### **Item 6: Consideration & Adoption of an Ordinance Amending the Town Charter- Mayor Term Limits**

Mayor Foster asked for a motion for consideration of Town Charter Amendment of Mayor Term Limit. Councilman Massey made a motion to amend the Charter of the Town of Yanceyville of the office of Mayor for a four-year term effective with the Municipal Election held in 2019 and will apply to the term of office of the Mayor elected in such election and thereafter. The motion was seconded by Councilwoman Badgett-Lampkin and passed with a unanimous vote

**TOWN OF YANCEYVILLE  
AN ORDINANCE AMENDING THE TOWN CHARTER  
TO PROVIDE A FOUR-YEAR TERM FOR THE OFFICE OF MAYOR**

Whereas the term of office for the office of Mayor is currently set by the Town Charter at two (2) years and the terms of office for Town Council Members is four (4) years; and

Whereas under the form of government of the Town, the Mayor votes on all matters before the Town Council; and

Whereas it is the opinion of the Town Council that the best interests of the Town and its Citizens would be served by making all the terms of office uniform;

Now, Therefore, be it ordained by the Town Council of the Town of Yanceyville that the Charter of the Town of Yanceyville is hereby amended to provide the office of Mayor shall be selected by qualified voters of the Town for a term of four (4) years and shall have the right to vote on all matters before the Town Council as provided in North Carolina General Statutes Section 160A-101(8) (a).

Further ordained that the Charter amendment adopted herein shall be effective with the Municipal Election held in 2019 and shall apply to the term of office of the Mayor elected in such election and hereafter.

The Town Clerk is hereby directed to give notice of adoption of this Charter amendment as required by law, which said notice be published within ten (10) days from this date.

**Adopted this the 1<sup>st</sup> day of May, 2018.**

**Item 7: Water Tank Antenna Removal Estimate Approval**

Town Manager Collie updated Town Council on the Water Tank Antenna Removal that was discussed at the previous Town Council Meeting on April 3<sup>rd</sup>, 2018. He explained that there are approximately 21 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. Those include the Yanceyville Fire Department, Caswell County Services EMS, and Caswell County Services 911. 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.

Town Manager Collie discussed the proposed estimate from Utility Service Co. Inc as follows:

- Install Industry Standard 12 post Corral
- Install Industry Standard shroud & bowl brackets.
- Install standard catwalk penetration with shoe box stiffen.
- Install messenger pipe with cluster brackets.

- Remove 17-21 existing antennas and mounts.
- All new steel attachments must receive coat pain system per SSPC Standards prior to installation

Total: \$ 49,500.00

Town Manager Collie explained that the Water Tank has to be serviced and cleaned annually. The antennas attached to the ladder of the Water Tank causes high safety risk, which increases the cost of inspections annually. Town Manager Collie stated that as discussed at the previous Town Council meeting the cost of the water tank antenna removal is very expensive. Town Manager Collie recommended that the Town remove the antennas that are disconnected and install a messenger pipe that would house the other antenna that are in use to connect to the power source. The cost would be about or around \$15000-\$17000. Town Manager Collie stated that he would like justification from Town Council on adding this project to the budget, because at this time it is not listed on the Town's Budge for this fiscal year. Town Manager Collie noted that a Budget Amendment will need to be approved at the next Town Council meeting. Town Manager Collie added that he was contacted by Verizon Wireless in reference to co-locating an antenna on the Town's Water Tank. Verizon discussed a lease agreement as well. He explained to Town Council that this is sort of an incentive to get this project done immediately. Town Attorney Farmer urged Town Council on moving forward with the project as well. Town Manager Collie also recommended having a security fence installed around the water tank in the future.

Mayor Foster asked Town Council for a motion. Councilman Tatum made a motion to move forward with the water tank antenna removal, installing a messenger pipe to house remaining working antennas with spending funds up to \$17000. The motion was seconded by Councilwoman Badgett-Lampkin and passed with a unanimous vote.

### **Item 8: Budget Message for FY 18-19**

Town Manager Collie read aloud to Town Council and Citizens the Budget Message for fiscal year 2018-2019. The message went as follows:

“I am pleased to present the recommended budget for the fiscal year 2018-2019. The budget was prepared in accordance with G.S. 159-17, the North Carolina Local Government Budget and Fiscal Control Act. All funds within the proposed budgets are balanced, and all revenues and expenditures are identified for the fiscal year 2018-2019. The budget is presented with no changes in the current ad valorem tax rate, water rate, or sewer rate. For 2018-2019, a conservative approach was used in preparing projections for all six statewide revenue sources: Beer and Wine Tax, Utility Franchise Tax on Electric Service, Sales Tax on Telecommunications, Piped Natural Gas Excise Tax, Local Option Sales Tax and Power revenues. The Town has developed a conservative budget that seeks to maintain current service levels, while also addressing infrastructure needs to maintain our current assets to allow for prolonged use and efficiency.

The proposed budget for the General Fund is approximately 12.5% higher than the 2017-2018 fiscal year (up from 726,850 in 2017-2018 to 817,850 in 2018-2017); primarily due to increase in the County's Fire Department tax and an increase in the County' sales tax.

The Enterprise Fund is approximately 3.27% higher than the respective budget for 2017-2018 fiscal year (up from 1,563,810 in 2017-2018 to 1,614,910 in 2017-2018). This increase is primary due to a projected increase in water revenues.

The Town will allocate 3% of all water revenues to the repayment of the USDA loan that has allowed the Town to pursue an emergency water line connection with the City of Danville, VA. The Town anticipates the revenues collected from the 3% of water revenues to allow the Town to pay off the debt taken on by the project much sooner.

The Special Revenue Fund will be used to track all monies awarded from Power Bill funds, which are allocated from the State annually and are restricted for use on pedestrian and side-walk projects only, and to track all monies used to help maintain the Town's new cemetery. The Special Revenue Fund will be tracked as a stand-alone fund, and will be shown on the financial statements separate from the General Fund. The Special Revenue's Budget is \$ 45,000 for FY 2018-2019.

The total budget amount for all funds in 2018-2019 is 2,477,760 compared to 2,336,660 in 2017-2018 (an increase of 6.04%)

There will be no proposed use of un-appropriated fund to balance the budget this year. The Town has made strong efforts to increase the un-appropriated fund balance of the Town, and has done so over the past seven budget cycles

The Town does intend to continue working with third-party contractors for Water and Wastewater Management and Operations, Code Enforcement needs, legal needs, and extensive water/sewer repair needs.

Some of the major items in this year's budget are outlined below:

- Completion of the re-codification of the Town Code
- Completion of updating the Town's Zoning map
- Museum Artwork Rehabilitation
- Full Service operation of Water & Sewer
- Zoning Code Enforcement Services
- Wi-Fi Network Expansion
- Town Hall Updates and Maintenance
- Security/surveillance system for Town owned buildings
- Continued repair/replacement of aging water/sewer infrastructure
- Capital Improvements
- Police Department Start-up Fund

**Grant Project:**

In 2016-2017 the Town was awarded \$ 2 million in CDBG grant money from the NC Division of Water Infrastructure to improve and enhance the operations of our wastewater treatment facility. This grant project will begin in this fiscal year and will greatly improve the wastewater treatment facility.

**Budget Format:**

This year’s budget format presents the revenues and expenditures in a line item format. The budget is designed to function as a work plan in guiding departmental operations, in an attempt to accomplish all the goals and objectives outlined by Town Council. The operating budget is divided into the General Fund, Enterprise fund, and Special Revenue Fund. A description of these funds is included with the proposed budgets.

**Manager’s Message:**

The proposed 2017-2018 budget balances revenues with expenditures in accordance with state statutes. The proposed budget substantially address’ the goals and objectives established by the Town Council. The recommended budget provides the financial resources necessary to continue improving the current level of Town services.

On behalf of all our outstanding Town employees, I want to express our gratitude to the Mayor and Town Council for their strong leadership and dedication to the community. And to the dedicated employees, thank you for the continued devotion to providing outstanding service to the Town and the Citizens of our Community.”

Town Manager Collie then stated that the public hearing for adoption of the budget will be held at the next Town Council Meeting on June 5<sup>th</sup>, 2018.

**Item 9: Cemetery Use Policy Amendment Review – Mausoleums**

Mayor Foster stated that he was addressed by a citizen inquiring about Mausoleums in the Town of Yanceyville Cemetery. Town Manager Collie explained that he had researched several Town and County owned cemetery policies addressing mausoleums. Town Manager Collie explained that he created a draft in reference to mausoleums in the Town Cemetery. It will need to be reviewed for consideration to be adopted into the Town of Yanceyville Cemetery Use Policy, as follows:

**IX.(A)**

If a mausoleum is to be erected, it must be so stated in the deed and adhere to the following requirements. All mausoleums shall be approved by Town Council and will be reviewed on a case by case basis.

1. No mausoleums will be constructed on any space less than two hundred (200) square feet. (200sq.ft.= Four (4) recorded burial plots)
2. All mausoleums will be constructed in the center of the lot and shall not exceed one hundred and fifty (150) square feet. All mausoleums will be entered within the 10x20 ft space

3. No portion of any mausoleums shall be constructed of any material other than cut stone or bronze.
4. Complete, detailed scale drawings for all proposed mausoleums shall be submitted to the Town Manager for approval thirty (30) days prior to construction date.
5. Approved designs for mausoleums shall not be altered in any way without consent of the Town Manager
6. Maximum height of all mausoleums shall be five (5) feet.
7. The Town of Yanceyville shall not be responsible for entombment
8. No utility services (electric/water) shall be allowed.
9. The Town of Yanceyville shall not be responsible for the maintenance of any structure; neither is the Town of Yanceyville responsible for any damages to any structure due to vandalism or weather.

Town Manager Collie stated that at this time a Grave in the Town of Yanceyville Cemetery for a person residing in Town the cost is \$600, and a person residing out of Town the cost is \$1000. Town Manager Collie recommended that Town Council not take a vote on the Cemetery Use Policy in reference to Mausoleums at this time. He explained that he would like to do some additional research. He noted that the Town doesn't have any request for Mausoleums at this time. Mayor Foster suggested to Town Council to review the policy, and if able view other cemeteries in surrounding areas.

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

Town Manager Collie reminded Mayor Foster, Councilman Massey and Councilman Tatum that they would have to complete the Ethics Training by November 2018. Town Manager Collie noted that an online Ethics training is offered by the School of Government on May 23, 2018 from 10am- 12 pm, if interested in signing up.

Town Manager Collie explained that the Town's Building Use Request, states if a political party or any political affiliation request use of the Yanceyville Municipal Building it will have to be approved by Town Council. Town Manager Collie noted that the Caswell County Republican Party would like to reserve the meeting room for Tuesday, May 15<sup>th</sup>, 2018 from 7- 8:30pm.

Mayor Foster asked Council for a motion. Mayor Pro Tem Gwynn made a motion to allow the Caswell County Republican Party to use the meeting room for Tuesday, May 15<sup>th</sup>, 2018 from 7- 8:30pm. The motion was seconded by Councilman Tatum and passed with a unanimous vote.

Town Manager Collie updated Town Council on the Quail Meadows Subdivision Road Project. He stated that the project is still set to start during the summer a specific date hasn't been set at this time.

Town Manager Collie updated Town Council that the Town did receive the \$10,000 grant from Piedmont Electric Membership Corporation. The funding will be used on the Wi Fi Project for Municipal Services Building and the Yanceyville Fire Department. He

explained that the equipment has been ordered and shipped to Brooks Networking Company, and they will begin the project in the next couple of weeks.

Town Manager Collie updated Town Council on the Consideration for selling two (2) parcels of land owned by the Town of Yanceyville. He explained that the property descriptions are attached to the agenda packet. Mayor Foster updated Town Council on the two (2) parcels owned by the Town.

Parcel, one located on Dillard School Drive just beyond Yanceyville Baptist Church  
Parcel, two located two on Seventh Street just off of Main Street

Mayor Foster explained that Town has acquired these parcels over the years and the Town doesn't have any use for the parcels. He explained that the parcels may be of some use to someone in the community. Mayor Foster stated that Town Manager Collie would explain the process if Town Council decides to sell the parcels owned by the Town.

Town Manager Collie recommended the seal bid process as a mean of selling the parcels. He explained that it would have to be to advertise for a certain amount of time per General Statues. A date would need to be scheduled to receive the seal bids, after which the highest bid could be accepted, if so desired. Town Manager Collie asked Town Council if they would like him to move forward with specific verbiage as far as advertisement for seal bids that can be approved at the next Town Council Meeting.

Attorney Farmer suggested that Town Council declare the properties as Surplus.

Mayor Foster instructed Town Manager Collie to proceed with the name parcels as well as the parcel on Cemetery Street owned by the Town with specific verbiage as far as advertisement for seal bids that. Town Manager Collie stated that on the Agenda for the next Town Council Meeting he would address Seventh Street, Dillard School Drive, and Cemetery Street parcels for Town Council to Declare as Surplus.

Town Manager Collie announced the NC League of Municipalities – Town and State Dinner, May 29<sup>th</sup>, 2018 5:30pm at the Raleigh Convention Center. He stated that if any Council Member is interested in attending please let him know so that he can make reservations accordingly.

Town Manager Collie announced that Town Council has been invited by the Caswell County Partnership for Children to attend their “Week of the Young Child Celebration” on May 8<sup>th</sup>, 2018 from 8:30am-10:30am. RSVP's are needed. He stated that if any Council Member is interested in attending please let him know so that he can make reservations accordingly.

Assistant Town Clerk Graves updated Town Council on the Annual First Friday and Saturday event of 2018.

Friday May 4<sup>th</sup> (7-9pm)-Unlimited Grace and The Legendary Sliver Stars

Friday June 1<sup>st</sup> (7-9pm) -Cruise Control

Friday July 6<sup>th</sup> (7-9pm) -The Megan Doss Band

Friday August 3<sup>rd</sup> (7-9pm) -Retro Band

Saturday September 1<sup>st</sup> (4-6pm) -The Rock Steady Band and Cruise-In

Saturday October 6<sup>th</sup> (4-6 pm) -Buttermilk Creek Bluegrass and Cruise -In

**Item 11: Closed Session- G.S 143-318.11- Personnel & Attorney Client**

Mayor Foster asked for a motion to go into Closed Session. A motion was made by Mayor Pro Tem Gwynn. The motion was seconded by Councilwoman Badgett-Lampkin and passed with a unanimous vote.

After 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 for a motion to go back into Open Session. Mayor Pro Tem Gwynn made a motion to go back to into open session. The motion was seconded by Councilman Tatum and passed with a unanimous vote.

Mayor Foster stated that nothing had been discussed during closed session that needed to be reported 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. Councilwoman Badgett-Lampkin 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:

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Alvin Foster, Mayor

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Brian Collie, Town Manager / Clerk

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Kamara Graves, Assistant Town Clerk