

**YANCEYVILLE TOWN COUNCIL
MEETING MINUTES
JUNE 4TH 2019
7:00 PM**

The meeting of the Town Council was held in the Council Chambers at the Yanceyville Municipal Services Building on Tuesday, June 4th, 2019 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, Lee Farmer- Town Attorney, Ryan Strader- Finance Officer, and Kamara Graves- Town Clerk

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 with the addition of Discussion of Inframark Contract between Agenda Item Seven and Item Eight. 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 7th, 2019 Minutes

Mayor Foster asked Town Council to review the minutes from the May 7th, 2019 Town Council Meeting. After a short review, Mayor Pro Tem Gwynn made a motion to adopt the minutes from the May 7th, 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: Budget Amendment I- FY 2018-2019

Finance Officer Strader updated Town Council on the Budget Ordinance Amendment I for FY 2018-2019 as follows:

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, 2019:

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

	<u>Decrease</u>	<u>Increase</u>
WATER REVENUES		\$90,000
SEWER REVENUES		\$54,000

This will result in a net increase of \$144,000 in the revenues of the Enterprise Fund Budget.

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

	<u>Decrease</u>	<u>Increase</u>
DISTRUBUTION		\$90,000
COLLECTION		\$54,000

This will result in a net increase of \$144,000 in the expenditures of the Enterprise Fund Budget.

Section 3. To amend the Wastewater Treatment Plant Enterprise Rehab Fund Budget, revenues are to be changed as follows:

	<u>Decrease</u>	<u>Increase</u>
GRANT REVENUE		\$166,500

This will result in a net increase of \$166,500 in the revenues of the WWTP Rehab Fund Budget.

Section 4. To amend the Wastewater Treatment Plant Enterprise Rehab Fund Budget, expenditures are to be changed as follows:

	<u>Decrease</u>	<u>Increase</u>
ENGINEERING FEES		\$166,500

This will result in a net increase of \$166,500 in the expenditures of the WWTP Rehab Fund Budget.

THIS BUDGET ORDINANCE AMENDMENT ADOPTED THIS 4TH DAY OF JUNE, 2019.

Mayor Foster asked Town Council for a motion. Councilman Massey made a motion to adopted the Budget Amendment I for FY 2018-2019. The motion was seconded by Councilman Tatum and passed with a unanimous vote

Item 6: Public Hearing FY 2019-2020 Budget Ordinance Adoption

Town Manager Collie presented the Town of Yanceyville Budget Ordinance 2019-2020 as follows:

**TOWN OF YANCEYVILLE
BUDGET ORDINANCE
2019-2020**

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, 2019, and ending June 30, 2020 in accordance with the chart of accounts heretofore established for this Town:

Governing Board	\$32,600.00
General Government	342,100.00
Fire Department	187,050.00
Police Department	20,000.00
Public Works	109,000.00
Municipal Services Operating	30,000.00
Recreation Department	16,500.00
Budgetary Appropriations	75,000.00
Capital Improvement Plan	26,550.00

	\$838,800.00

Section 2. It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020 to meet foregoing appropriations:

Ad Valorem Taxes	\$329,000.00
Other Taxes	300,100.00
Fees	87,500.00
Other Revenue Sources	122,200.00

	838,800.00

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, 2019, and ending June 30, 2020, in accordance with the chart of accounts heretofore approved for the Town:

Operating	\$1,277,362.00
Budgetary Appropriations	65,000.00
Debt Service	325,448.00
Capital Improvement Plan	0

	\$1,667,810.00

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, 2019 and ending June 30, 2020. These projections reflect a 0% rate increase for the water and sewer rates.

Water Revenues	\$930,000.00
Sewer Revenues	677,100.00
Reconnect Fees	5,000.00
Tappage Fees	5,000.00
Other Operating Revenues	50,310.00

	\$1,667,810.00

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, 2019, and ending June 30, 2020 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, 2019, 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 4th day of June, 2019.

Mayor Foster asked Town Council for a motion to go into Public Hearing for Fiscal Year 2019-2020 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?

After the discussion, Mayor Foster asked Town Council for a motion to go out of Public Hearing for Fiscal Year 2019-2020 Budget Ordinance Adoption. Mayor Pro Tem Gwynn made a motion to go out of Public Hearing. The motion was seconded by Councilman Massey and passed with a unanimous vote.

Mayor Foster asked Town Council for a motion to adopt the Budget Ordinance for Fiscal Year 2019-2020. Mayor Pro Tem Gwynn made a motion to adopt the Budget Ordinance for Fiscal Year 2019- 2020. The motion was seconded by Councilman Massey and passed with unanimous vote.

Item 7: Public Hearing- Request for Voluntary Annexation -Oakes Property

Town Attorney Farmer stated that Town Council would have to convene to Public Hearing.

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

Attorney Farmer explained that in August of 2018 the Oakes Family file a petition with the Town of Yanceyville for Voluntary Annexation of property. The two parcels of land are located on NC Highway 62 behind Ace Hardware Store on the edge of the Town's limit. He added that the Oakes Family plans to market the property in the future as being in the Town of Yanceyville with possibility of public water/sewer. Attorney Farmer explained that the necessary legal notice had been posted and published by the Caswell Messenger Newspaper as required by Law. The Town Clerk executed the Certificate of

Sufficiency. Attorney Farmer stated at this time Town Council can proceed if so desired with the Voluntary Annexation of the Oakes Property.

Mayor Foster asked if there were questions or comments at this time?

Mayor Foster asked Town Council for a motion to come out of Public Hearing. Mayor Pro Tem Gwynn made a motion to come out Public Hearing. The motion was seconded by Councilman Massey and passed with a unanimous vote

Mayor Foster asked Town Council for a motion to accept the Voluntary Annexation of the Oakes Property. Councilman Massey made a motion to accept the Voluntary Annexation of the Oakes Property. The motion was seconded by Mayor Pro Tem Gwynn and passed with a unanimous.

Item 8: Discussion of Inframark Contract

Town Manager Collie updated Town Council on the Inframark Contract. He explained that in the March Town Council Meeting, Town Council went into Closed Session with Inframark to discuss an amendment of the Water and Wastewater System Operation and Maintenance Agreement. He explained that based upon the CPI formula in the original contract Inframark adjusted the cost in the Town's favor. He added that the change was discussed in great detail. Town Manager Collie asked if anyone had any questions or comments? He noted that two Inframark representatives were present and able to answer any questions in reference to the Inframark Contract.

Mayor Foster asked what is the term of the contract? Town Manager Collie requested that Town Council table Item 8 Discussion of Inframark Contract and revisit after Closed Session.

Mayor Foster asked Town Council for a motion to table Item Eight Discussion of Inframark Contract and revisit after Closed Session. Councilman Massey made a motion to table Item Eight Discussion of Inframark Contract and revisit after Closed Session. The motion was seconded by Mayor Pro Tem Gwynn and passed with a unanimous.

Item 9: Caswell Economic Development Commission- Town of Yanceyville Appointment

Mayor Foster explained that the Economic Development Commission of Caswell consists of three members from each Municipality Yanceyville, Milton and Caswell County. The terms of the EDC members are staggered (one- year, two- year, and three- year terms). Mayor Foster added that he would like to remain as an appointee/representative for the Town of Yanceyville.

Mayor Foster asked Town Council for a motion. Mayor Pro Tem Gwynn made a motion to re-appoint Mayor Foster to the Economic Development Commission as a

appointee/representative of Yanceyville. The motion was seconded by Councilman Massey and passed a unanimous vote.

Mayor Foster thanked Town Council for the re-appointment.

Item 10: Discussion of Town of Yanceyville Economic Development Incentive Policy

Mayor Foster updated Town Council on the Town of Yanceyville Economic Development Incentive Policy. Mayor Foster explained the Town of Yanceyville Economic Incentive Policy as follows;

The Town of Yanceyville Economic Development Incentive Policy provides a framework for evaluating economic development projects including, but not limited to, establishment 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 the 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 characteristics. All companies need to be considering other business locations outside of the state of North Carolina as a part of their search process. The grant is determined by the projects score, as detailed below. Grant awards are only made after the company has paid its annual Town (and Town if applicable) property tax and utility bills or other fees owed the Town.

Under this incentive policy, companies may qualify for, but are not guaranteed, a financial incentive grant. The Town reserves complete discretion in determining which eligible projects warrant a financial incentive grant. The Town will use criteria outlined in this document and other policy documents to accept, reject or modify the grant amount. This policy only addresses one form of incentive that the Town may offer: financial grant awards determined by property tax amounts. The Town may, at its discretion, offer other kinds of incentives to companies in addition to, or instead of, this type of financial incentive. The total value of incentives, cash and otherwise, will not exceed the amounts in this policy unless approved by the Town.

Payment Process: For purposes of any incentive grant, the all eligibility factors shall be assessed by Town of Yanceyville on January 1 following the first full year of project completion. Financial incentive grants will be paid in agreed upon annual installments. The first of the annual installments will be paid 30 days after the taxpayment for the then-current year has been received by Town of Yanceyville (if located within the Town) and after the entity notifies the Town of and establishes its compliance with all of the terms and conditions of such incentive grant. Notwithstanding the foregoing, any annual grant installment may be delayed or withheld if the grant recipient is delinquent in the payment to the Town of any taxes, utility bills, or other fees owed the Town.

Mayor Foster made a motion to adopt the amendment to the Town of Yanceyville Economic Development Incentive Policy. The motion was seconded by Councilman Massey and passed with a unanimous vote.

Item 11: Interlocal Agreement for Inspections Services

Town Manager Collie updated Town Council on the Interlocal Agreement for Inspection Services. He explained that the Town of Yanceyville utilizes Caswell County's building inspectors and Fire Marshal to provide building inspection and fire inspection services, including all building, electrical, plumbing, mechanical and fire inspections within the jurisdiction of the Town of Yanceyville. There is no payment for this service

He noted that the Town of Yanceyville has a pre-existing Interlocal Agreement for Inspection Services with Caswell County. At this time the County needs the Town of Yanceyville to adopt the updated Interlocal Agreement for Inspections Services to continue to provide services within the Town of Yanceyville.

Mayor Foster asked Town Council for a motion. Mayor Pro Tem Gwynn made a motion to adopt the updated Interlocal Agreement for Inspection Services. The motion was seconded by Councilman Massey and passed a unanimous vote.

Item 12: Letter of Support of Work-Based Learning Legislative Funding

Mayor Foster updated Town Council on Work-Based Learning the North Carolina Legislative Funding Eastern Triad Initiative Expansion. He explained as follows, North Carolina Legislature approved \$3.2 million in funding for The Eastern Triad Workforce Initiative (ETWI), for four Piedmont Triad Counties; Alamance, Guilford, Randolph and Rockingham. The funding was designated for the support of costs associated with work-based learning and apprenticeship activities. Costs include training materials, apprenticeship employment compensation and tuition, outreach and awareness efforts. The four counties have existing apprenticeship consortia consisting of employers, community college and K-12 education partners. Davie, Rockingham and Surry Counties have existing apprenticeship consortia. For these counties, the focus of this funding would be 3-fold; Continue, Increase and Expand. 1. Continue the collaborative work among partners. 2. Increase exposure of the programs. 3. Expand the programs so that additional populations and employers are included. We would expect to see a 10-15% growth rate in the number of participating companies and a 20-25% growth rate in the number of participants completing training programs and earning credentials for each year of the 24-month funding cycle. Caswell, Davidson, Forsyth, Montgomery, Stokes and Yadkin Counties will benefit from the funds being used to offset employer costs associated with work-based learning activities, such as tuition and wages. Additionally, we plan to provide staff to act as an industry liaison and to help facilitate the details involved in establishing work-based learning programs. Employer interest and participation will be elevated knowing that they have both financial and administrative support for their efforts.

The funds will allow us an opportunity to leverage Federal Workforce funding to provide employer and participant support. This innovative response is an example of the local Workforce Board expanding our scope and addressing all factors that promote a robust economy.

ACTION REQUESTED:

Request the NC Legislature approve \$4.6 million in 2-year funding to support work-based learning activities for nine additional counties (Caswell, Davie, Davidson, Forsyth, Montgomery, Rockingham, Stokes, Surry and Yadkin) within the Piedmont Triad region.

Mayor Foster added that the Town of Yanceyville has no obligation it's simply a letter stating that the Town of Yanceyville supports the expansion of the Eastern Triad Workforce Development Initiative and two-year legislative funding in the amount of \$4.6 million.

Mayor Foster asked Town Council for a motion. Councilman Massey made a motion to submit a letter of support on the behalf of the Town of Yanceyville to support the expansion of the Eastern Triad Workforce Development Initiative and two-year legislative funding in the amount of \$4.6 million. The motion was seconded by Mayor Pro Tem Gwynn and passed with a unanimous vote.

Item13: Town Attorney Report

None

Item 14: Town Manager Report

Town Manager Collie announced that the August Town Council will be re-scheduled to Tuesday, August 13th, 2019 at 7pm.

He added that the Joint Council Meeting (Town of Yanceyville, Town of Milton, and Caswell County) will be held on Thursday August 15th, 2019 at 6pm hosted by the Town of Yanceyville and will convene in the Maud Gatewood meeting room at the Municipal Services Building.

Town Manager Collie noted that the "Adult Gaming Establishment" and regulations were added to the Town of Yanceyville Zoning Ordinance. The Zoning Ordinance was re-adopted in full at the May 7th Town Council Meeting. He explained that at this time the Town has not enforce the added material of the Adult Gaming Establishments, but a letter has been drafted with direct regulations from the Zoning Ordinance to make sure that all property owners, managers, and tenants are aware of changes.

Town Manager Collie explained that during this time of year there are several code violators for "tall grass". He noted that the Code Enforcer sent out 20 letters specifically addressing tall grass violators and chronic violators.

Town Manager Collie announced that First Friday will take place Friday June 7th, 2019 at 7pm featuring the Cruize Control at the Yanceyville Pavilion in case of rain it will take place in in the Maud Gatewood meeting room at the Municipal Services Building. Food will be available for purchase.

Town Clerk Graves updated Town Council on the Downtown Strong Initiative. She noted that the final Community Meeting with the North Carolina Department of Commerce took place on May 30th. During that meeting the Town received a workplan to use as a tool to assist with the two strategies chosen by the Community. The Town was also awarded a Local Capacity Grant from the North Carolina Department of Commerce to improve Search Engine Optimization for all of Yanceyville destinations public and private. Small Town Soul will work with the Town on this project. The Town is encouraging all local business and residents to attend the educational and training sessions once they are scheduled.

Town Manager Collie also noted that a copy of the Audit Contract for Stout, Stuart, McGowen and King, LLP was added to the agenda packet. He added that he would like to discuss changes with contract during Closed Session.

Town Manager Collie recommended that Town Council make a motion to amend Item 15: Closed Session by adding Contractual to discuss the Audit Contract for Stout, Stuart, McGowen, & King LLP and Inframark Contract

Item 15: Closed Session- G.S. 143-318.11- Real Estate, Contractual Attorney/ Client and Consultation

Mayor Foster asked Town Council for a motion. Mayor Pro Tem Gwynn made a motion to amend Item 15: Closed Session by adding Contractual. The motion was seconded by Councilman Massey and passed with a unanimous vote.

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 Real Estate, Attorney/ Client Consultation, and Contractual. 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 Town Council 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. Councilman Massey a motion to go back to into Regular Session. The motion was seconded by Mayor Tem Gwynn and passed with a unanimous vote.

Mayor Foster noted that items were discussed that Town Council tabled to revisit after Closed Session. The Audit Contract with Stout, Stuart, McGowen and King, LLP was

reviewed. The audit contract is for one year (fiscal year 2019-2020). The total cost for services \$17,500 an increase of \$500 from the previous year.

Mayor Foster asked Town Council for a motion. Councilman Massey made a motion to approve the Audit Contract with Stout Stuart McGowen & King, LLP for Fiscal Year 2019-2020. The motion was seconded by Mayor Pro Tem Gwynn and passed with unanimous vote.

Mayor Foster added that the Inframark Contract was reviewed and clarified. He explained that the formula (CPI Index) used for loading at the Sewer Plant was amended. The contract includes a 3% yearly increase rather than 125% increase. Town Manager Collie explained that the initial term with Inframark is effective for two-years, after the initial term the agreement shall be automatically renewed for successive three-year periods.

Mayor Foster asked Town Council for a motion. Councilman Tatum made a motion to approve the Inframark Contract with said amendment. The motion was seconded by Mayor Pro Tem Gwynn and passed with unanimous vote.

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

None

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 and Kamara Graves-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

Kamara Graves, Town Clerk