

**MINUTES**  
**YANCEYVILLE TOWN COUNCIL**  
**April 3<sup>rd</sup>, 2018**  
**7:00 PM**

The meeting of the Town Council was held in the Council Chambers at the Yanceyville Municipal Services Building on April 3<sup>rd</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, 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 added Agenda Item 4b: Proclamation Pearson Chapel AME Church, strike Agenda Item 6: Public Hearing -Town Charter Amendment of Mayor Term Limit and replace with Closed Session General Statues 143.318.11- Economic Development on the Agenda. Mayor Foster asked Council for a motion to approve the agenda with the amendments. Mayor Pro Tem Gwynn made a motion to adopt the agenda with said amendments. The motion was seconded by Councilman Tatum and passed with a unanimous.

**Item 3: Consent Agenda- March 6<sup>th</sup>, 2018 Minutes**

Mayor Foster asked Council to review the minutes from the March 6<sup>th</sup>, 2018 Town Council Meeting. After a short review, Mayor Pro Tem Gwynn made a motion to adopt the minutes from the March 6<sup>th</sup>, 2018 Town Council Meeting as presented. The motion was seconded by Councilman Tatum and passed a unanimous vote.

Mayor Foster asked Council to review recessed minutes from March 20<sup>th</sup>, 2018 Town Council Meeting. After a short review, Councilman Massey made a motion to adopt the minutes from the March 20<sup>th</sup>, 2018 Town Council Meeting as presented. The motion was seconded by Councilman Tatum and passed a unanimous vote.

**Item 4: Public Comment**

Mayor Foster asked, Town Manager Collie did anyone sign-up for Public Comments? Town Manager Collie, replied yes. Mayor Foster acknowledged, Mr. Greg Percell. Mr. Greg Percell of Inframark, LLC Plant Supervisor Water Treatment Plant /Waste Water Treatment Plant, announced that Inframark has completed their first quarter. He stated that Inframark has been very successful here in Yanceyville. Mr. Purcell stated that there has been a lot of positive changes at both plants. He explained that the numbers are better in the water distribution system, and they will continue to keep working hard. He also stated that they are at a 100% compliance.

**Item 4 b. Proclamation Pearson Chapel African Methodist Episcopal Church**

*Proclamation  
Pearson Chapel African Methodist Episcopal Church  
150<sup>th</sup> Anniversary  
March 18<sup>th</sup>,2018*

**WHEREAS, Pearson Chapel African Methodist Episcopal Church**, Yanceyville North Carolina is commemorating its 150<sup>th</sup> Church Anniversary on March 18<sup>th</sup>, 2018 with members and friends coming together to Celebrate the Journey; Strength from the Past, and Faith for the Future; and

**WHEREAS, Pearson Chapel African Methodist Episcopal Church**, has remained as a beacon light in the Town of Yanceyville; and

**WHEREAS**, for the past 150 years the auxiliaries and programs of **Pearson Chapel African Methodist Episcopal Church** have been maintained by its committed and dedicated members and the vision of each pastor to improve and enrich the church family; and

**WHEREAS**, currently **Pearson Chapel African Methodist Episcopal Church** has members from the Town of Yanceyville and surrounding areas and has continued to grow and advance their ministries under the current leadership of Rev. Barrington B. Ross. The church continues to provide spiritual guidance through the Holy Spirit.

NOW, THEREFORE BE IT PROCLAIMED BY THE TOWN COUNCIL, that we  
congratulate and honor the **150<sup>th</sup> Anniversary of  
Pearson Chapel African Methodist Episcopal Church, Yanceyville North Carolina**

Mayor Foster asked Town Council for a motion. Councilman Tatum made a motion to adopt the Proclamation of Pearson Chapel AME 150<sup>th</sup> Church Anniversary. The motion was seconded by Mayor Pro Tem Gwynn and passed a unanimous vote.

## **Item 5: CDBG Waste Water Treatment Plant Project Assessment of Fair Housing Review and Adoption**

Town Manager Collie updated Town Council on the Community Development Block Grant received by the Town to fund the Waste Water Treatment Plant Rehabilitation Project. The Grant Administrator for the CDBG Grant is Piedmont Triad Regional Council. Anna Leonard, representative with PTRC is assisting the Town with the WWTP Project. Town Manager Collie explain to Town Council that adopting the Assessment of Fair Housing is another vital step in starting the WWTP Rehabilitation Project.

Town Manager Collie noted that the web- link for the Assessment of Fair Housing document was emailed to Town Council, *Addendum: A* was added to the to the Agenda packet. Town Manager Collie introduced Ms. Anna Leonard, Piedmont Triad Regional Council to Town Council. He stated, that Ms. Leonard will provide a summary of what the Assessment of Fair Housing consist of and answer any questions or concerns.

Ms. Leonard stated that she is the Grant Administrator, for the Yanceyville Waste Water Treatment Plant Rehabilitation Project. Ms. Leonard stated that the Assessment of Fair Housing was created by PTRC in 2014 specifically for projects such as the Yanceyville WWTP for rural Towns and Counties that PTRC represent in an effort to be able to apply easily for CDBG-I and other grant sources. Ms. Leonard explained that the affirmatively further fair housing rule was created to standardize the process of fair housing to ensure significant actions are designed and reasonably achieved to create materials that create further affirmatively fair housing. Ms. Leonard explained to Town Council that the Assessment of Fair Housing document received by email is a regional document created by PTRC, which covers their 12 County Region. Ms. Leonard stated that *Addendum A* was added, which was requested by DEQ Division of Infrastructure to include specific goals for Yanceyville. Ms. Leonard stated that PTRC pulled State Fair Housing issues. Private and Public Sectors are identified from the census information. Ms. Leonard explained that the Town of Yanceyville and Caswell County have opportunities that can be strengthen, and PTRC created goals and strategies to assist. Ms. Leonard explained that PTRC will fulfill the requirements, which include the Fair Housing activities that have to be submitted quarterly to ensure that people know about the Fair Housing Assessment and the rules.

Mayor Foster stated, does anyone have any questions for Ms. Leonard? Councilwoman Badgett-Lampkin asked, is this the latest data gathered? Ms. Leonard replied yes, it was collected from the 2010 census, and will be updated accordingly.

Mayor Foster asked Town Council for a motion. Councilman Massey made a motion to adopt the CDBG-I Waste Water Treatment Plant Project Assessment of Fair Housing. The motion was seconded by Mayor Pro Tem Gwynn and passed with a unanimous vote.

**Item 6: Closed Session General Statues 143-318.11- Economic Development**

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

Mayor Foster invited Cori Lindsay, Caswell County Economic Developer into Closed Session.

Mayor Foster asked Town Council for a motion to recess the Closed Session until Friday April 6<sup>th</sup>,2018 2:00pm with the Caswell County Board of Commissioners at the Yanceyville Municipal Building for the purposes of Economic Development: General Statues 143-318.11. Mayor Pro Tem Gwynn made a motion to recess the Closed Session until Friday April 6<sup>th</sup>,2018 2:00pm with the Caswell County Board of Commissioners at the Yanceyville Municipal Building for the purposes of Economic Development: General Statues 143-318.1. The motion was seconded by Councilman Tatum with a unanimous vote.

Mayor Foster asked Town Council for a motion to go back into Regular Session. Mayor Pro Tem Gwynn made a motion to go back into Regular Session. The motion was seconded by Councilman Massey 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 7: Adoption of Resolution of Intent to Amend the Town's Charter -Mayor Term Limit**

Mayor Foster stated that Town Council has discussed amending the Town's Charter; the term of office of Mayor in the past. He explained that a Resolution of Intent to Consider and Ordinance Amending Town Charter would have to be adopted before a Public Hearing can take place. He stated that the Resolution would have to be adopted before the Public Hearing can be scheduled for the next regular Town Council Meeting.

Town Manager Collie clarified the Resolution of Intent to Consider an Ordinance Amending Town Charter as follows:

WHEREAS, the term of office of Mayor of the Town of Yanceyville is currently set by the Town Charter at two (2) years, and the term of office of Council Members of the Town of Yanceyville is currently set by the Town Charter at four (4) years and

WHEREAS, under the form of government of the Town of Yanceyville, the Mayor votes on all matters before Council: and

WHEREAS, it is considered the opinion of Council that the best interest of the Town and its Citizens would be served by making all terms of office uniform; and

NOW THEREFORE, BE IT RESLOVED by the Town Council of the Town of Yanceyville, North Carolina that the Council consider the adoption of an amendment to the Charter of the Town of Yanceyville, which said amendment will provide that the office of Mayor of the Town of Yanceyville 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 Council as provided in North Carolina General Statues Section 160A-101(8)(a).

Consistent therewith, and as provided in North Carolina General Statues Section 160A-102, the Town Council shall hold a Public Hearing on the proposed charter amendment at its regular monthly meeting on May 1<sup>st</sup>, 2018 at 7:00pm.

The Town Clerk is hereby directed to give notice of the Public Hearing as required by law, which said notice be published at least ten (10) days prior to the date set for public hearing.

**Resolved by the Yanceyville Town Council, this the 3<sup>rd</sup> day of April, 2018.**

Mayor Foster asked Town Council for a motion. Councilwoman Badgett-Lampkin made a motion to adopt the Resolution of Intent to Consider and Ordinance Amending Town Charter. The motion was seconded by Councilman Massey and passed with a unanimous vote.

**Item 8: Water Tank Antenna Removal Estimate Review**

Town Manager Collie updated Town Council on the water tank antenna removal. 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 are 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.

Mayor Pro Tem Gwynn asked if this is the only proposal gathered for this service. Town Manager Collie explained that the Town has only used this particular company in the past. He stated that Utility Service Co, Inc is the sole provider for North Carolina and many other States that provides this type of service. Town Manager Collie recommended that the Town remove the antennas that are disconnected and installed incorrectly at the cost of about or around \$9500-\$11500, and in the future possibly installing the corral to house the existing and future antennas as well as charging an annual lease fee. Town Manager Collie also recommended having a security fence installed around the water tank. Mayor Foster suggested getting a price quote for a messenger type assembly to secure the cables of the three working antennas in addition to removing the antennas that are disconnected.

### **Item 9: Caswell County Animal Welfare and Control Ordinance Review & Discussion**

Town Manager Collie updated Town Council on the Caswell County Animal Welfare and Control Ordinance. He explained that Caswell County over the course of two (2) years has completed an amendment overhaul of their Animal Control Ordinance. The Caswell County Animal Welfare and Control Ordinance was adopted February 5<sup>th</sup>, 2018 by the Caswell County Board Commissioners. Town Manager Collie explained that the Town of Yanceyville does not have an Animal Control Department. The Town currently has an interlocal agreement with Caswell County that states through summary that the Caswell County Animal Control Department will enforce their ordinance within the Town of Yanceyville. Town Manager Collie explained that the Town of Yanceyville residents pay county taxes to support these types of services just as others who reside in the County. Town Manager Collie stated that the Town of Yanceyville was approached at the Joint Meeting by Caswell County after they re-adopted the Animal Welfare and Control Ordinance. Town Manager Collie explained that the County Attorney has advised the Caswell County Board of Commissioners, and the County Manager that there needed to be an updated interlocal agreement with the Town of Yanceyville and, the Town of Milton that relates to the ordinance adoption.

Town Manager Collie states as follows a memorandum from the County Manager, Bryan Miller to the Caswell County Board of Commissioners.

Commissioners,

Included are two Interlocal Agreements. One agreement for the Town of Yanceyville and one for the Town of Milton. I am providing the following information in an effort to inform the Board of the different cost structures that may be used in determining the annual payment amount from each municipality. Of course, the Board may set any cost it deems appropriate for the service. The calculations provided are for informational purposes.

Animal Control Annual Budget: \$94, 179

<b>Per Capita</b>	<b>Population</b>	<b>Annual Cost/Payment</b>
Caswell County	22,941	\$85,300.75
Town of Yanceyville	2,002	\$8,218.06
Town of Milton	161	\$660.19
		<hr/>
		94,179

<b>Square Miles</b>	<b>Square Miles</b>	<b>Annual Cost/Payment</b>
Caswell County	424.92	\$92,869.25
Town of Yanceyville	5.52	\$1,223.39
Town of Milton	.39	\$86.36
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		94,179

Town Manager Collie noted that the Current Interlocal Agreement doesn't require the Town of Yanceyville to pay for this service. He stated he wanted to update and review with Town Council the updated ordinance and discuss the current interlocal agreement.

**Item 10: Caswell County Inter Local Agreement for Animal Control Enforcement**

Mayor Foster explained that in the interlocal agreement there is a blank to write in a specific amount to pay for the Animal Control Services. He suggested a zero-dollar contribution. He explained that this is a County Ordinance, and the Town of Yanceyville is not requiring any additional enforcement services than the County is currently providing. Mayor Foster noted that the previous interlocal agreement did not require payment for this service in the past.

Mayor Foster made a motion to adopt the proposed Interlocal Agreement for the Animal Control Enforcement from Caswell County with a zero-dollar contribution. The motion was seconded by Councilman Tatum and passed with a unanimous vote.

**Item 11: Town Manager Report**

Town Manager Collie updated Town Council on Backflow Prevention Enforcement. Town Manager Collie explained that Town's waterlines are connected to private waterlines that provides water, which creates a cross connection. The cross connection on certain connections requires a backflow device. Having the backflow device limits chemicals and other contaminates from contaminating Town's water supply. Town Manager Collie explained that the State has a generated a list of every facilities that is mandated to have a backflow device.

The backflow devices are installed for a sudden drop in pressure. For example, if there is a fire and water is needed from a fire hydrant at a high rate and the pressure on the Town's main line drops below the normal water pressure on the private lines it creates a suction that potentially pulls anything from the private lines into the Town's water system. If there is a contaminate that's not safe for human consumption then the Town has a problem. So, the backflow device is installed to stop the back feed of the suction. It's to protect the Town's water supply from outside contaminates. Town Manager Collie explained that Town has an Ordinance that reads and follows state guidelines in Backflow Enforcement. Town Manager Collie stated that over the past two years the Town has been trying to get every required customer to have the backflow device installed. He explained that it is the property's owner responsibility to have the device installed. Town Manager Collie stated that several letters have been mailed to every required customer who is authorized to have the backflow device. He explained that customers were advised in the letters to contact the Town in an effort to help assist with moving forward in getting the backflow devices installed, tested, and approved. Town Manager Collie stated that we didn't receive a great response from customers needing the device after the first letter. Town Manager Collie stated that since, March 2017 a second letter was generated, and a number of customers have installed backflow devices, but there is still a number who have not. He added that Junior Strader, Town of Yanceyville Public Works Department employee is enforcing and assisting customers through the backflow device process. Mr. Strader is certified through the state of North Carolina for Backflow Enforcement and Cross Connection. Town Manager Collie clarified that having backflow devices installed, tested, and approved has to be enforced across the Town to maintain and keep the Town's water supply contaminate free. Town Manager Collie stated that he will be sending a third letter to every customer who has not complied with the backflow devices being installed, tested, and approved. He stated that he would be giving a 30 or 60-day notice to customers that have yet to get the backflow device installed. He stated that by not having backflow devices installed there is a high safety risk, and liability to the Town, and the water system. He explained that the letter will consist of a time receipt, and if the customer is non-complaint or hasn't made contact with the Town, the Town will be forced to disconnect water until the backflow device is installed, tested, and approved. Town Manager Collie explained to Town Council that 100% compliance among required customer isn't going to be an easy process, but it is necessary. Mayor Pro Tem Gwynn noted to make sure that all required customers in need of the backflow device has been made aware of the policy. Town Manager Collie explained that the Public Works Department has made contact with customers who are required to install the backflow device. He also suggested he that he send certified letters to ensure that the customer receives the notification.

Town Manager Collie updated Town Council on the Building Use Policy. He stated that the Policy has fees attached to reserving the meeting room. He emphasized that over the last two years Building Use request has increased. He noted that non-profit and political organizations reserved the meeting room frequently, and per the policy a Town Staff person has to be present. The Town is having to pay Town Staff. So, in the future the Town will have to enforce the Building Use Policy Fee.

Assistant Town Clerk Graves 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. Assistant Town Clerk Graves noted that the Caswell County Republican Party would like to reserve the meeting room for Tuesday, April 17, 2018 from 7- 8:30pm. She also stated that the Caswell County Democratic Party would like to reserve the meeting room for Saturday April 7<sup>th</sup>, 2018 from 1pm-4:30pm.

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, April 17, 2018 from 7- 8:30pm and also allow the Caswell County Democratic Party to reserve the meeting room for Saturday April 7<sup>th</sup>, 2018 from 1pm-4:30pm. The motion was seconded by Councilman Massey and passed with a unanimous vote.

Town Manager Collie noted that the Town of Yanceyville agrees to allocate \$25 an hour for the services of the Caswell County Sheriff's Department to provide an officer at Town Council Meetings and First Friday events.

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

Mayor Foster asked did anyone one have any question?

Ms. Ruby Graves asked would the meeting with the Caswell County Board of Commissioners be a Closed Session Meeting. Mayor Foster replied yes, but there will be no action taken in this meeting.

Ms. Graves inquired about the Caswell County Sheriff's Department deputy that was present at this meeting, shouldn't she still be present. Town Manager Collie replied, yes and he stated he would speak to the Sheriff's Department about the matter.

Ms. Melody Badgett addressed Item 8 Water Tank Antennas Removal. Ms. Badgett asked what are the antennas are used for? Mayor Foster stated that the antennas were placed on the water tank over the years. Ms. Badgett asked was any of the antennas on the water tank to help facilitate high speed internet. Town Manager Collie replied no, most of the equipment is obsolete and outdated.

**Item 13: Recess**

Mayor Foster asked Town Council for a motion to recess the Town Council Meeting until April 6<sup>th</sup>, 2018 at 2pm. After no further discussion, Mayor Pro Tem Gwynn made a motion to recess the Town Council meeting until April 6<sup>th</sup>, 2018 at 2pm. 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:

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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