

**YANCEYVILLE TOWN COUNCIL
MEETING MINUTES
June 2, 2020
7:00 PM**

The meeting of the Town Council was held remotely in the Council Chambers at the Yanceyville Municipal Services Building and due to COVID-19 the meeting was also conducted electronically through Zoom on Tuesday, June 2nd, 2020 at 7:00 PM.

Council Members present in person: Mayor- Alvin Foster, Keith Tatum, and Brian Massey

Council Members present electronically: Mayor Pro Tem- Odessa Gwynn

Council Members absent: Margie Badgett-Lampkin

Staff present in person: Town Manager- Brian Collie, Town Attorney- Lee Farmer, and Town Clerk- Kamara Graves

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. Yanceyville Town Council also has rules and procedures for electronic meetings that 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 Item 3b, Resolution Discussion, Item 4a. Community Development Block Grant -Infrastructure 16-I-2930 Addendum to Citizen Participation Plan for WWTP Upgrade Project, and Item 4b. Budget Amendment I FY 2019-2020. 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 March 10th, 2020 Town Council Meeting-
Mayor Foster asked Town Council to review the Consent Agenda. After a short review, Mayor Pro Tem Gwynn made a motion to adopt the Consent Agenda as

presented. The motion was seconded by Councilman Tatum and passed a unanimous vote.

b.) Resolution Discussion-

Mayor Foster stated he felt that a Resolution should be created in lieu of the issues happening in Minneapolis Minnesota with the injustice, and the need for peaceful protest. He stated he felt the citizens of Yanceyville needed to know where the Yanceyville Town Council stands. He added that once the resolution was created a draft copy would be circulated to Town Council. Town Council agreed.

Item 4: Review and Discussion of Town of Yanceyville Website- Leniece Lane, Small Town Soul

Mayor Foster introduced Mrs. Leniece Lane, Small Town Soul Consultant. Mrs. Lane presented information on the Town website to Town Council. She presented a draft of the website to Town Council explaining the new graphics and capabilities of site. She noted that the site would potentially be ready to launch by mid-July. Mrs. Lane added that she would links to Town Manager Collie for review.

She asked for questions, concerns, and or comments. Mayor Foster thanked Mrs. Lane for her hard work and time producing the new website.

Item 4 a: Community Development Block Grant -Infrastructure 16-I-2930 Addendum to Citizen Participation Plan

Town Clerk Graves presented the Addendum to Citizen Participation Plan to Town Council regarding the current CDBG-I for the Waste Water Treatment Plant Project. Town Clerk Graves stated this addendum is to supplement the previously adopted citizen participation. The addendums purpose is to grant new flexibilities related to virtual hearings for the lifetime of the Town of Yanceyville's current CDBG-I Grant. Addendum follows:

Plan addendum date: June 02, 2020

Plan addendum period: June 02, 2020 – June 30, 2020

Virtual Hearings:

During a declaration of a state of emergency by the Governor or General Assembly, and if a local unit of general government is concerned about significant public health risks and/or public risk that may result from holding an in-person public hearings, the local unit of general government may undertake a virtual public hearing (alone, or in concert with an in-person hearing) if:

- It allows questions in real time, with answers coming directly from the elected representatives to all “attendees.” Therefore, members of the public must be entitled to participate and address the governing body during any telephonic or video-conference meeting.

- The governing body must post a written notice that gives the public a way to participate remotely, such as a toll-free dial-in number, and that includes an electronic copy of any agenda packet that officials will consider at the meeting.
- As with an in-person hearing, the grantee must select a virtual hearing method or platform that provides accessibility for persons with disabilities and limited English proficiency (LEP) to the greatest extent possible. These accommodations must be free to these populations.
- A governing body must provide the public with access to a recording of any telephonic or videoconference meeting.
- The local unit of government must document its efforts and the reason for them.
- Additional specific communication requirements and requirements for conducting remote meetings can be found in Article 1A of Chapter 166A and Article 33C of Chapter 143 of the General Statutes.

Mayor Foster asked Town Council to review the Addendum to Citizen Participation Plan. After a short review, Councilman Tatum made a motion to adopt Addendum to Citizen Participation Plan. The motion was seconded by Councilman Massey and passed a unanimous vote.

Item 4b: Budget Amendment I FY 2019-2020

Town Clerk Graves updated Town Council on the Budget Ordinance Amendment I for FY 2019-2020 as follows:

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 30, 2020:

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

	<u>Decrease</u>	<u>Increase</u>
GRANT REVENUE		2,129,895

This will result in a net increase of \$2,129,895 in the revenues of the WWTP Rehab Fund Budget.

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

	<u>Decrease</u>	<u>Increase</u>
CONSTRUCTION		1,600,986
ENGINEERING FEES		353,909
GRANT ADMIN FEES		175,000

This will result in a net increase of \$2,129,895 in the expenditures of the WWTP Rehab Fund Budget.

Section 3. To amend the General Fund Budget, revenues are to be changed as follows:

	<u>Decrease</u>	<u>Increase</u>
YFD FEMA GRANT		175,705
YFD FEMA SAFER GRANT		19,636
NC FORESTRY GRANT		8,945

This will result in a net increase of \$204,286 in the revenues of the General Fund Budget.

Section 4. To amend the General Fund Budget, expenditures are to be changed as follows:

	<u>Decrease</u>	<u>Increase</u>
YFD FEMA GRANT		175,705
YFD FEMA SAFER GRANT		19,636
NC FORESTRY GRANT		8,945

This will result in a net increase of \$204,286 in the expenditures of the General Fund Budget.

THIS BUDGET ORDINANCE AMENDMENT ADOPTED THIS 2nd DAY, OF JUNE 2020.

Mayor Foster asked Town Council to review the Budget Amendment I. After a short review, Councilman Tatum made a motion to adopt the Budget Ordinance Amendment. The motion was seconded by Councilman Massey and passed a unanimous vote.

Item 5: Budget Message for Fiscal Year 2020-2021

Town Manager Collie presented the Town of Yanceyville Budget Message for Fiscal Year 2020-2021 as follows:

I am pleased to present the recommended budget for the fiscal year 2020-2021. 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 2020-2021.

The budget is presented with no changes in the current ad valorem tax rate, water rate, or sewer rate. For 2020-2021, 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 Powell Bill 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 0.3 % higher than the 2019-2020 fiscal year (up from \$838,800 in 2019-2020 to \$841,700 in 2020-2021). Some of the significant changes include increased expenditures going towards an interlocal agreement with the County Sheriff's Department, a decrease in estimated interest income and an increase in recovery of NC sales tax.

The Enterprise Fund is approximately 4.8 % higher than the respective budget for the 2019-2020 fiscal year (up from \$1,667,810 in 2019-2020 to \$1,748,310 in 2020-2021). This increase is primarily due to a projected increase in water & sewer revenues.

The Town will allocate 3% of all water revenues to the repayment of the USDA loan that allowed the Town to install an emergency water line connection/pump station 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.

The Special Revenue Fund will be used to track all monies awarded from Powell 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 Fund's budget is \$44,000 for FY 2020-2021.

The total budget amount for all funds in 2020-2021 is \$2,590,010 compared to \$2,506,610 in 2019-2020 (an increase of 3.32 %)

There will be no proposed use of un-appropriated fund balance 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 "full service" operation of our Water and Wastewater plants, Code Enforcement needs, legal needs, engineering fees, 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
- Museum Artwork Rehabilitation
- Full-service operation of Water & Sewer Plants
- Zoning Code Enforcement services
- Wi-Fi Network Expansion
- Town Hall Updates and Maintenance
- Water Tank Maintenance
- Security/surveillance systems for town owned buildings
- Continued repair/replacement of aging water/sewer infrastructure
- Capital Improvements
- Sheriff's Department Contract

Grant Projects:

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

project should end before the beginning of this fiscal year. The Town plans on submitting an application in this fiscal year for CDBG funds to go toward further needs concerning our water and sewer infrastructure. The Town also received a grant from North Carolina Department of Commerce to help aid our web presence to enhance the Town’s website and what we provide. The Town plans on re-submitting a grant application to the NC Parks and Recreation Trust Fund to help aid the construction of the proposed downtown park.

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 2020-2021 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 Town employees, thank you for the continued devotion to providing outstanding service to the Town and the Citizens of our Community.

Item 6: Budget Ordinance Presentation for Fiscal Year 2020-2021

Town Manager Collie presented the Town of Yanceyville Budget Ordinance for Fiscal Year 2020-2021 as follows:

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, 2020, and ending June 30, 2021 in accordance with the chart of accounts heretofore established for this Town:

Governing Board	27,700.00
General Government	344,400.00
Fire Department	204,050.00
Police Department	43,000.00
Public Works	108,000.00
Municipal Services Operating	19,000.00
Recreation Department	16,500.00
Budgetary Appropriations	75,000.00
Capital Improvement Plan	4,050.00
	\$841,700.00

Section 2. It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021 to meet foregoing appropriations:

Ad Valorem Taxes	327,500.00
Other Taxes	319,500.00
Fees	57,500.00
Other Revenue Sources	137,200.00
	\$841,700.00

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, 2020, and ending June 30, 2021, in accordance with the chart of accounts heretofore approved for the Town:

Operating	1,352,050.00
Budgetary Appropriations	65,000.00
Debt Service	231,812.00
Capital Improvement Plan	99,448.00
	\$1,748,310.00

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, 2020 and ending June 30, 2021. These projections reflect a 0% rate increase for the water and sewer rates.

Water Revenues	980,000.00
Sewer Revenue	710,000.00
Reconnect Fees	4,000.00
Tappage Fees	6,000.00
Other Operating Revenues	48,310.00
	\$1,748,310.00

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, 2020, and ending June 30, 2021 in accordance with the chart of accounts heretofore established for this Town:

Powell Bill – Restricted	40,000.00
Cemetery Maintenance	4,000.00
	\$44,000.00

Section 6. It is estimated that the following revenues will be available in the Special Revenue Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021 to meet foregoing appropriations:

Powell Bill – Restricted	40,000.00
Cemetery Fund	4,000.00
	<hr/>
	\$44,000.00

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 2nd day of June, 2020.

Item 7: Public Hearing Budget Message for Fiscal Year 2020-2021 Budget Ordinance

Mayor Foster asked Town Council for a motion to convene to Public Hearing for Fiscal Year 2020-2021 Budget Ordinance. Councilman Tatum 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, concerns, or comments?

After no discussion, Mayor Foster asked Town Council for a motion to go out of Public Hearing for Fiscal Year 2020-2021 Budget Ordinance. Councilman Tatum 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 convene to Regular Session. Councilman Tatum made a motion to convene to Regular Session. The motion was seconded by Councilman Massey 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. Councilman Massey 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 Town Council for a motion to adopt the Budget Ordinance for Fiscal Year 2020-2021. Councilman Tatum made a motion to adopt the Budget Ordinance for Fiscal Year 2020- 2021. The motion was seconded by Mayor Pro Tem Gwynn and passed with unanimous vote.

Item 8: Review and Discussion of Amendment to Water/ Sewer Cut- Off Policy due to COVID-19, also known as a Coronavirus

Town Manager Collie explained that Governor Cooper extended the Executive Order 124 which would supersede any amendment enacted by the Yanceyville Town Council. The Executive Order was issued on May 30th, 2020 by Governor Cooper, and extends for another 60 days. The Executive Order concerning utilities operated by local governments and public authorities. What does it mean to you as a provider of these services? You must continue to provide service to residential customers regardless of payment until the new order expires at 11:59pm on July 29th,2020. You may not charge late fees or any other fees that were not permitted under Executive Order 124. The six-month period during which residential customers must bring their accounts current will now begin on July 30th, 2020. Town Manager Collie recommended that the Town stay in accordance with Governor Cooper order. Town Council agreed.

Item 9: Inframark Report

None

Item 10: Town Attorney Report

Attorney Farmer updated Town Council at the request of Town Manager Collie on the draft of the Interlocal Agreement between the Town of Yanceyville and the Caswell County Sheriff's Department for Law Enforcement Services for the Town. He noted that Town Manager Collie would send a copy to each Town Council member for review.

Attorney Farmer also updated Town Council on the Emergency Declaration that Mayor Foster entered on March 27th, 2020 concerning COVID -19. He explained that Mayor Foster expressed that he would like to rescind the declaration. Attorney Farmer added that he prepared a new order for Mayor Foster to approve and execute.

Item 11: Town Manager Report

Town Manager Collie explained that he spoke with Utility Management (company that the Town contracts with annually for all maintenance of our water tank concerning Verizon's plans. He noted that he provided Utility Management with a copy of Verizon's preliminary plans so that their company could let their Engineers review them in order to make sure they are proposing the new antennae to be installed properly onto the water tank. Town Manager Collie indicated that he will bring the updated information back before Town Council at the next meeting.

Town Manager Collie announced that the Parks and Recreation Trust Fund Grant (Partf) was submitted on last week.

Town Manager Collie requested direction from Town Council in reference to the Public Safety Side of the Veterans Memorial concerning statues. He explained that he has been in contact with the same company as the Veterans Memorial Group use to purchase their statue to price check and review statues for the Town. Mayor Foster suggested that Town Manager Collie bring quotes and pictures back before Town Council at the next meeting.

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

None

Item 13: Recess

Mayor Foster asked Town Council for a motion to recess the Town Council Meeting until Tuesday June 16, 2020 at 7pm. After no further discussion, Councilman Tatum made a motion to recess the June Town Council Meeting until Tuesday, June 16th, 2020 at 7 pm. Councilman Massey 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:

Alvin Foster, Mayor

Kamara Graves, Town Clerk