

**YANCEYVILLE TOWN COUNCIL
MEETING MINUTES
Tuesday, February 1st, 2022, at 7:00pm**

The meeting of the Town Council was held remotely in the Yanceyville Museum of Art at the Yanceyville Municipal Services Building and the meeting was also conducted electronically through WebEx on Tuesday, February 1st, 2022, at 7:00 pm.

Council Members present in person: Mayor- Alvin Foster

Council Member present electronically via WebEx: Mayor Pro Tem- Odessa Gwynn, Brian Massey, and Keith Tatum

Council Member absent: Margie Badgett-Lampkin

Staff present in person: Kamara Barnett-Town Manager/Clerk, and Lee Farmer-Town Attorney

Staff present electronically via WebEx: Bradley Davis, Planning and Zoning Services

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 Contractual and Litigation to Item 10: Closed Session. After a brief review, Mayor Pro Tem Gwynn made a motion to adopt the Agenda. The motion was seconded by Councilman Massey and passed with a unanimous vote.

Item 3: Consent Agenda

- A. Town Council Meeting Minutes from Thursday, January 20th, 2022

Mayor Foster asked Town Council to review the Consent Agenda. After a brief review, Mayor Pro Tem Gwynn made a motion to adopt the Consent Agenda as presented. The motion was seconded by Councilman Massey and passed with a unanimous vote.

Item 4: Public Comment

None

Item 5: Water and Wastewater Treatment Facilities Update- Gregory Ryland, Inframark, Regional Manager

Mayor Foster introduced Mr. Greg Ryland, Inframark Regional Manager. Mr. Ryland updated Town Council. Mr. Ryland presented the monthly update as follows:

Yanceyville Water Treatment Plant

- No excursions occurred for the month of January 2022 (Still awaiting results for this week)
- Water flushing occurred on dead ends and MRTs around town
- Started four-week Chemical Trial on a new coagulant. Seeing if helps water plant operation better in colder weather
- Cleaned out Sedimentation Basin # 1 and returned to service

Yanceyville Wastewater Treatment Plant

- To date, there hasn't been any excursions for the month of January. We are still awaiting results for the last week of the month.
- Passed Quarterly Toxicity & Metals testing.
- Underwood removed 2 mixers from SBR Basins for repairs on Wed 01-19-22.
- Maintenance repaired broken water line valve at the WWTF that split due to freezing.
- Maintenance Repaired Sulfur Dioxide feed line.

Mayor Foster thanked Mr. Ryland for a detailed report.

Item 6: Update Public Safety Memorial- Fred Smith

Mayor Foster asked Mr. Fred Smith to provide an update.

I am Fred Smith, I live at 820 NC Hwy 62 North, Blanch NC. I would also like to say that I served eight years as a Yanceyville Town Council Member and many years on the Planning Board. I was proud of my time serving Yanceyville .

I would first like to thank the Council for the opportunity to speak tonight, I am Co Chairman of the Caswell County Veterans Memorial Committee. For over six years our committee worked to raise the funds, plan the Veterans Memorial, and bring the project to the stage it is now, about 99% completed. When we get the final statement on the costs of the camera, we will close out most of the committee. The Veteran's Memorial was built without any tax dollars we are to share in the cost of the camera, it will serve both the Veterans Memorial and also the Public Safety Memorial.

I would like to thank the Town of Yanceyville for the cooperation over these six plus years beginning with Mayor Davis and continuing until now, all Caswell County residents should be proud of the Veterans Memorial for if it wasn't for the Town of Yanceyville we would not have

a Memorial that honors all Veterans that gave their lives for our freedom , that honors all Veterans past and the Veterans now serving all over the world to protect our freedoms.

After the completion of the Veterans Memorial, I was asked to ask the Public Safety Memorial, a Memorial that should have been built years ago to honor all those men and women who serve this county, I worked with Mr. Farmer, Mayor Foster, and Kamara Barnett, Town Manager. My main part was to be the liaison with the South Boston Memorials, the concrete contractor, and the flagpole contractor.

In January I was somewhat taken back while on vacation in Georgia when I received a telephone call about the flags at the Public Safety Memorial. The three flags erected were the North Carolina state Flag the Town of Yanceyville Flag, and the United States of American Flag, all three flags are great especially the America. Myself, Mayor Foster, and Mrs. Barnett had discussed on several occasions that we need only one American Flag to be flying in the Yanceyville Merial Park, we three has agreed to that, My Veterans Committed has asked me several times if only one American Flag would be flying in the park, and I always said yes that it had been discussed. After talking with Mayor Foster upon my return he told me that the entire Town Council had made the decision about the flags. You the Council have that authority; I just offer my suggestions and comments. With the Veterans memorial on one end of the property and the Town of Yanceyville Public Safety Memorial on the other end most would think that one American Flag would be okay. From one end of the property to the other is only 126 ft. One American Flag should be enough which is located on the Veterans Memorial.

If the three flags representing Emergency Management, Law Enforcement, Fire and Rescue the Town of Yanceyville would be honoring those men and women much more imagine riding by and seeing these three flags instead of the three you have hoisted now. Imagine at night as these men and women drive by looking at their flag flying and how proud they will feel. With the three flags now flying at the Public Safety Memorial you will not have the three-memorial noticed near s much.

My appeal to the Town Council tonight is to have this action changed with a motion to have the three service flags hoisted. Let us hoist these flags to give better honor to our EMS, Sheriff Department, and to our Firefighters.

Thank you for your time and consideration in this matter. It is time to have the three proper flags flying and it is time to select a dedication date and time.

Mayor Foster thanked Mr. Smith for presenting to Town Council.

Item 7: Review and Discuss Coronavirus Policy Discussion

Mayor Foster indicated that the Exposure to Communicable Disease- Covid -19 Policy and Resolution Authorizing Covid- 19 Sick Leave to Full- Time Town Staff were include in the Agenda Packet. After a short review, Mayor Foster asked for questions and or additions or deletions. Mayor Foster explained that as things continue to change with the Coronavirus Policy would have to be tailored as well.

Mayor Foster asked Town Council for a motion. Mayor Pro Tem Gwynn made a motion approve the Exposure to Communicable Disease- Covid -19 Policy. The motion was seconded by Councilman Massey and passed with 3 to 1 vote.

Mayor Foster asked Town Council for a motion. Mayor Pro Tem Gwynn made a motion approve the Resolution Authorizing Covid- 19 Sick Leave to Full- Time Town Staff. The motion was seconded by Mayor Foster and passed with 3 to 1 vote.

Councilman Massey asked would the sick leave be for 80 hours? Town Manager Barnett replied yes. He asked would the sick time addressed in the Resolution be cumulative at the end of the year or would it appear as Covid related, and will the sick leave be paid for out of the Cares Act Funding? Town Manager Barnett addressed the American Rescue Money as a source of paying sick time or administrative leave. She indicated that the sick leave would not be added to an employee's sick leave cumulative it would only be used if an employee has Covid related issues. Councilman Massey indicated that the Cares Act Funding would allow for payment of sick leave related to Covid-19. Mayor Foster indicated that if there is still money in the Cares Act Fund then that that funding should be used to pay for the sick time related to Covid- 19. Mayor Foster noted that he would not like to use the American Rescue Plan Funding to support the sick time related to Covid-19. He also mentioned that with a small staff he didn't think it would require a great deal of funding. Councilman Massey indicated that the funding should come from the appropriate fund rather than being paid from the bottom line from the Town.

Item 8: Town Attorney Report- Lee Farmer

None

Item 9: Town Manager Report- Kamara Barnett

Town Manager Barnett indicated that at the last meeting she was asked to bring information back regarding street lighting monthly fees for property on Kimbro Road. She indicated that before Duke Energy could propose a rate or monthly fee an engineer would need to assess the sight. The rate will depend on the light, wattage, etc. Town Manager Barnett that she would need to schedule a site visit. Mayor Foster indicated to move forward with the visit.

Town Manager Barnett presented the following financials to Town Council:

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, 2022:

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		2,231,929

This will result in a net increase of \$2,231,929 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		1,600,987
ENGINEERING FEES		460,942
GRANT ADMIN FEES		170,000

This will result in a net increase of \$2,231,929 in the expenditures of the WWTP Rehab Fund Budget.

Performance Grant Project Ordinance Number: 2022-1

BE IT ORDAINED by the Town Council of the Town of Yanceyville, North Carolina that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project ordinance is hereby adopted:

Section 1: This ordinance is to establish a budget to purchase an off-road fire and rescue apparatus by the Yanceyville Volunteer Fire and Rescue with oversight by the Town of Yanceyville, Town Manager. The Town of Yanceyville is projected to receive \$21,750 on behalf of Yanceyville Volunteer Fire and Rescue and expended by December 16, 2022. These funds may be, used in accordance with the requirements and special provision identified within the Performance Grant Agreement, and to the extent authorized by state law.

Section 2: The following amounts are appropriated for the project and authorized for expenditure:

Off-road fire and rescue apparatus	\$21,750
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Once determined the Town Council will amend this section to authorize appropriations for specific purpose

Section 3: The following revenues are anticipated to be available to complete the project:

Community Foundation of the Dan River Region	\$21,750
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Section 4: The Finance Officer is hereby directed to maintain sufficient specific detailed accounting records to satisfy the requirements of the grantor agency and the grant agreements.

Section 5: Copies of this grant project ordinance shall be furnished to the Budget Officer, the Finance Officer and to the Clerk to Town Council.

Section 6: This grant project ordinance expires on December 31, 2022, or when all the funds have been obligated and expended by the Town, whichever occurs sooner.

Town Manager Barnett introduced Harmon E. Crutchfield, President HE Crutchfield & Associates, LLC consultant working with Town in the Finance Department. Mr. Crutchfield indicated that he has been working with Town Manager Barnett for the past months with the overall finances for

the Town of Yanceyville, NC. Mr. Crutchfield stated, during this time, I have begun to develop an understanding of your financial system and specific processes to date. Currently, there are two areas that needs attention, procurement card and purchasing process. To further understand the financial picture for the Town of Yanceyville, I have developed a financial report of all activity for the last three years along with activity through December 31, 2021, of this fiscal year. Based upon my review, there is significant activity for fiscal year 2022 where input (payments and revenue received) that still required input within the General Ledger. Consequently, the overall financial report to date does not represent an accurate picture. Furthermore, as we have determined, there are significant unexpected costs that have occurred this fiscal year to date with no budget. Mr. Crutchfield recommended that Town Council needed to approved budget amendment I in the amount of \$2,231,929. He mentioned that he has discussed with Town Manager Barnett, the procurement card and purchasing process needs to have policies and procedures. It is important to implement to provide a roadmap of day-to-day operations. They ensure compliance with laws and regulations, give guidance for decision making, and streamline internal processes. The purpose of policies and procedures is to bring uniformity to town operations and therefore reduce the risk of an unwanted event, such as fraud or thief. Thus, I look forward to working with to development. Upon review of the financial information with the General Ledger, revenue and expenditures related to the WWTP Rehabilitation Fund have occurred within the 2021-2022 budget with no budget amount. Consequently, Budget Ordinance Amendment I for FY 2021-2022 has been prepared to complete the official close out of the project within the Budget. The policies and procedures have not immediate fiscal impact. However, they will provide Town increase measurement to safeguard the Town assets and employees. The budget amendment does not impose a fiscal impact since no funds from fund balance.

Mayor Foster asked Town Council for a motion. Councilman Massey made a motion to approve Budget Amendment I to the Budget Ordinance for the fiscal year ending June 30, 2022. The motion was seconded by Mayor Pro Tem Gwynn and passed with 3 to 1 vote.

Councilman Tatum asked how much money have we spent on trying to clean up the Finance Officer mess to move forward with hiring a Finance Officer? Town Manager Barnett indicated that she did not have this figure at this time. She indicated that all the expenditures and revenues for the month of January have not been finalized at this time, once completed she would provide a copy to Town Council. Councilman Tatum asked for a timeline on how long before we can have all the deficiencies cleared up in the Finance Department. Town Manager Barnett asked Mr. Crutchfield to provide his professional opinion. Mr. Crutchfield indicated that we could get the budget to actual by March, but there are several other formal processes that need to address such as procurement, credit card, and purchase order policies, and provide training to department directors on the policies. Mr. Crutchfield noted that he also has extensive budget experience to help assist the Town as we move toward the formal budget process.

Mayor Foster asked Town Council for a motion. Councilman Massey made a motion to approve the Performance Grant Project to establish a budget to purchase an off-road fire and rescue apparatus by the Yanceyville Volunteer Fire and Rescue in the amount \$21,750. The motion was seconded by Mayor Pro Tem Gwynn and passed with unanimous.

Item 10: Closed Session G. S. 143-318.11 Real Estate, Contractual and Litigation

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

After Town Council returned from Closed Session, Mayor Foster asked for motion to come out of Closed Session. Councilman Massey made a motion to come out of Closed Session. The motion was seconded by Mayor Pro Tem Gwynn and passed 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 to into Regular Session. The motion was seconded by Councilman Massey and passed with a unanimous vote.

Mayor Foster noted that while in Closed Session there is nothing to address in Regular Session at this time.

Item 11: Informal Discussion/Public Comment- Discussion & Comments must directly relate to agenda items

None

Meeting Recessed

Mayor Foster asked Council for a motion to recess the Town Council Meeting until Tuesday, February 8th, 2022, at 7pm. After no further discussion, Councilman Massey made a motion to recess the February Town Council Meeting until Tuesday, February 8th, 2022, at 7:00pm. Mayor Pro Tem Gwynn seconded the motion that passed with a unanimous vote. Meeting ended at 8:21pm.

Kamara Barnett, 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 Barnett, Town Clerk