BURNSVILLE TOWN COUNCIL
AGENDA
Regular Meeting - Thursday, November 4, 2021, 6pm
Burnsville Town Center

1. Adoption of Agenda

2. Public Comment

3. Consideration of Minutes
   a. Regular meeting held on October 7, 2021

4. Public Hearings

5. Presentations
   a. GIS presentation - High Country Council of Governments
   b. Alan Cook - Mayland Small Business Center

6. Manager's Update - Heather Hockaday
   a. FEMA process update
   b. SOC with DEQ update
   c. West Main sewer interceptor grant update
   d. Town Hall elevator project update
   e. Consideration of Water Quality Labs contract amendment
   f. High Country re/appointment for RPO - Denise Collier
   g. Tax Report - Pursuant to G.S. 105-369(a), *Tax Delinquent Report* dated October 31, 2021 is provided as an update of uncollected revenues.

7. Department Updates
   a. Public Works - Shane Dale
      i. Charlie Brown Rd. update
      ii. Westover Dr. update

   b. Finance - Leslie Crowder
      i. Budget vs. Actual dated October 31, 2021, previously provided to Council
      ii. Budget amendment(s)
      iii. Line item transfer
      iv. Project ordinance updates

   c. Fire Department - Niles Howell
      i. Operations
      ii. Building project update
      iii. DOT funding update
      iv. Consideration of Interlocal Agreement with County
      v. Ribbon cutting on 11/9?

   d. Police Department - Brian Buchanan

   e. Zoning/Code Enforcement - Brian Buchanan

   f. Burnsville Town Center - Corbin Cooper

8. Council Members' Reports
    a. Theresa Coletta
        i. High Country Council of Governments
        ii. Yancey Theater

9. Updates from Advisory Boards and Non-Profits
    a. Consideration of Planning Board alternate - Teresa Bryant Brown

    b. Economic Development Commission - Jamie McMahan
        i. Discussion of small business entrepreneurial loan program

10. Closed Session

11. Next Town Council Meeting - December 2, 2021

12. Adjourn

BURNSVILLE TOWN COUNCIL
Regular Meeting - Thursday, October 7, 2021

On Thursday, October 7, 2021, the Burnsville Town Council with Mayor Theresa Coletta, members Bunnie McIntosh, Russell Fox, and Denise Collier present, held a regular meeting at the Burnsville Town Center. Also in attendance were Town staff members Heather Hockaday, Brian Buchanan, Leslie Crowder, Chad Fox, and Corbin Cooper; and visitors Christy Jones, Jody Higgins, Joe Ventrice, Dylan Wilson, and Mike Hoskins, among others. Mayor Coletta, who presided, called the meeting to order at 6:01pm and stated that the purpose of the meeting was to conduct regular business for the month of October 2021. The meeting was streamed live for the public on the Burnsville Town Center's YouTube Channel.

Adoption of Agenda
Mayor Theresa Coletta requested to add a proclamation to her report. Councilor Judy Buchanan moved to approve the agenda with the amendment. Councilor Bunnie McIntosh seconded the motion, which carried.

Public Comment

- Dylan Wilson informed the council about a halloween show he is organizing for October 30th. Originally scheduled for the Town Center, he wants to move the show to the parking lot near the old post office for safety reasons. He feels that with COVID, the show should be outdoors. He talked about the need for a stage and insurance sponsorship.
- Joe Ventrice from the American Red Cross was available to update the Council on recent activities, including supply donations to fire departments. He also mentioned that the next blood drive is October 19th at Higgins Methodist.

Consideration of Minutes
Minutes from a special meeting held on August 31, 2021, a regular meeting held on September 2, 2021, and a special meeting held on September 24, 2021 were considered. Judy Buchanan made a motion to approve the three sets of minutes as presented. Councilor Russell Fox seconded the motion, which carried. All were in agreement. Consideration of minutes from a closed session held on September 2, 2021 were moved to the Mayor's report.

Public Hearing - There was no public hearing.

Presentations

1. Michelle Ball with the High Country Council of Governments was available to explain the process and documents involved with the West Main sewer interceptor project
    a. CDBG-I administration contract - Mrs. Ball went over the agreement between the Town and High Country which includes High Country's assistance with preparation of the application, an environmental review, and maintaining compliance with the CDBG and US Department of Labor. Russell Fox moved to approve the agreement. Bunnie seconded the motion, which carried.
    b. CDBG-I compliance policies - Mrs. Ball explained the required compliance documents. These policies, similar to ones that have been adopted in the past, contain only minor changes. Judy Buchanan made a motion to approve all of the CDBG-I compliance policies. Bunnie McIntosh seconded the motion, which carried. The executed policies are attached to these minutes.

Manager's Update - Heather Hockaday
COVID-19 Update - Town Manager Heather Hockaday updated the council on recent COVID case numbers.

FEMA process update - Meetings with the project manager and the State grant representative have begun. Town staff has been working on damage inventory, setting up grant portal access, and navigating the procurement policies of FEMA, to ensure that the proper steps are taken. Six possible projects are to be submitted by December 4th with the primary issue being culvert damage. The Town will have 18 months to complete the projects.

West Main sewer interceptor grant update - Mrs. Hockaday reported that procurement procedures were completed and the Town began negotiations with Withers-Ravenel for professional engineering services. Mrs. Hockaday explained the selection process and the reasons for choosing Withers-Ravenel. Russell Fox moved to approve Withers-Ravenel's contract proposal for professional engineering services for the West Main Sewer Interceptor project. Judy Buchanan seconded the motion, which carried. Russell Fox then moved to authorize Heather Hockaday to sign the contract proposal. Judy Buchanan seconded, motion carried.

Water line extension to Little Leaf Farms update - An RFQ committee selected CDC Engineering as the engineer for the extension project. Yancey County is using them for the Little Leaf Farms site and highly recommended them. Mrs. Hockaday also mentioned that applications for funding have gone out and that the Council could expect a contract proposal from CDC Engineering soon.

Municipal parking lot electric car charging unit update - French Broad had recently updated the Town saying that the unit had been used for 12 out of the 20 days since installation.

Town Hall elevator project update - Mayor Coletta, IT Technician Janice McKinney, and Mrs. Hockaday met recently with the architect to discuss relocating the IT office, cables, and servers. Mrs. Hockaday expects the design drawings by October 18th.

N. Main fire station/IDEXlab rehab update - ASU students met with Town staff for a project kick-off session on September 24th. After introductions and a discussion about the project, Chief Niles Howell led a tour of the facility. The students then divided into groups that focused on measurements, documentation, and the needs of the Police and Public Works departments.

Bicycle and Pedestrian Planning grant update - The Town was awarded the $35,000 grant.

New Fire Station paving - A NCDOT engineer contacted the Town recently saying that they would like to resubmit the request for funding. If granted, the funding would be up to $25,000 for paving the street leading up to the new fire station.

Consideration of McGill contract amendment for Water Treatment Plant project - After efforts to bid the project failed, the Town requested and was awarded additional funds to help complete the project. The amendments to McGill's agreement for engineering services was presented to the Council and described changes in the scope of work. Mrs. Hockaday said that all of the amendments are covered by the additional funding. Judy Buchanan made a motion to approve and authorize Mayor Coletta to sign the amendment. Denise Collier seconded the motion, which carried.

Pavement Conditions Survey - A proposal for a pavement condition assessment from J.M. Teague Engineering & Planning was made available to the Council. The proposal included an inspection of 11 miles of Town maintained roads, ranking their condition, and recommending treatments to maximize pavement life with cost estimates. The results will be provided in a way that is consistent with budgetary constraints and also be GIS accessible. Mrs. Hockaday said the assessment would

give the Town a way to objectively select projects. The cost for the service would be $6,100 with a presentation to the Council or $5,400 without. Bunnie McIntosh said the proposal was a systematic approach and reflected a serious effort to address the top pavement maintenance concerns. Russell Fox encouraged efforts to explore more ways to increase paving funding other than Powell Bill. Mayor Coletta felt that an action plan based on need is essential to getting the work done. Denise Collier moved to approve the *Pavement Condition Assessment* by J.M. Teague. Bunnie McIntosh seconded and the motion carried.

Sewer ORC contracting - Contracts for two services, lab testing and sewer ORC (Operator responsible in charge) were discussed. Since a possible in-house option was not ready, Mrs. Hockaday said that the two options were to put out an RFP, or as she recommends, extend the contract with Water Quality Lab for another 12 months. She mentioned that WQL is one of the only options in our area. Russell Fox moved to continue with Water Quality Lab for testing and ORC services for another twelve months. Judy Buchanan seconded the motion, which carried.

Consideration of resolution to amend employee handbook to include a manager job description - Bunnie McIntosh moved to accept the amendment as presented. Judy Buchanan seconded the motion, which carried.

Tax Report - Pursuant to G.S. 105-369(a), *Tax Delinquent Report* dated September 30, 2021 was provided as an update of uncollected revenues - Jackie Hensley was commended for her assistance in achieving a collection rate of 99.1%.

Department Updates

1. Public Works - Shane Dale
    a. OMC Pump Station - Public Works Director Shane Dale reported that the pump station is complete. He is waiting on a change order for a pump that could tie into the East Yancey Sewer District.
    b. Water line for Pineola Fire Station
        i. An amendment to the Westover Dr. water line contract was considered - The amendment includes a $6,000 increase and ten extra days due to unforeseen taps that were missed. Judy Buchanan moved to approve the amendment. Russell Fox seconded the motion, which carried.
    c. Paving projects - Mr. Dale mentioned several paving projects that have been completed recently, including work at East Blvd., Ivy Street, Mountain View Drive, and Presnell Street.

2. Finance - Leslie Crowder
    a. A budget vs. actual dated September 30, 2021, was previously provided to the Council.
    b. Budget amendment - Finance Officer Leslie Crowder presented an amendment accounting for a transfer of funds from the Powell Bill savings to the operating budget and moving money from the Fire Tax savings to the operating budget. Judy Buchanan moved to approve the budget amendment. Bunnie McIntosh seconded the motion, which carried.
    c. Project Ordinance - Slight changes to the engineering, construction, and architecture lines prompted an update to the Burnsville Fire Department Project Ordinance. Russell Fox moved to approve the updates to the Burnsville Fire Department Project Ordinance. Denise Collier seconded, motion carried.

3. Fire Department - Niles Howell
    a. Operations - Fire Chief Niles Howell was not available but submitted a report attached to these minutes.
    b. Building project update - Manager Hockaday updated the Council saying that the building is basically done and that the walkthrough for final inspection is next Wednesday.

4. Police Department - Police Chief Brian Buchanan made activity logs available and reported that the new patrol car is now in service.

5. Zoning/Code Enforcement - Zoning Administrator Brian Buchanan said several smaller projects are coming in and that a larger project is expected to go before the Planning board at its next meeting.

6. Burnsville Events
    a. Events on the Town Square - Town Clerk Chad Fox updated the Council on recent requests for events around the Town Square.
        i. An ordinance for the "Halloween on the Square" road closure was approved by DOT and sent back to Council. Denise Collier moved to approve the ordinance. Bunnie McIntosh seconded, motion carried.
        ii. Dylan Wilson Halloween Show - Mayor Coletta moved to approve all three requests by Dylan Wilson including a closure of the old post office parking lot, stage request, and sponsorship for insurance purposes. Russell Fox seconded the motion, which carried.

    b. Burnsville Town Center - Town Center Manager Corbin Cooper updated the Council on upcoming events, saying that private event rentals have continued to be strong.

Council Members' Reports

- Mayor Coletta
    - Minutes from a closed session held on September 2, 2021 were considered. Russell Fox moved to approve the minutes as read. Denise Collier seconded the motion, which carried. All were in agreement.
    - Mayor Coletta presented a proclamation to *Paint the Town Pink 2021*. She hoped to join other local municipalities in approving it and helping to raise awareness about breast cancer. Judy Buchanan moved to approve the proclamation. Bunnie McIntosh seconded the motion, which carried.

Updates from Advisory Boards and Non-Profits

- The Council considered an application for Planning Board alternate submitted by Martin Stankus. Judy Buchanan moved to appoint Martin Stankus as an alternate to the Burnsville Planning Board. Denise Collier seconded the motion, which carried.

- Economic Development Commission - EDC Director Jamie McMahan was out of Town.

- Burnsville-Yancey Chamber of Commerce - Chamber Director Christy Jones updated the Council on the 2020 county economic impact numbers, citing an increase in tourism with Yancey County having the second highest increase in the state. She also mentioned a visit by travel writers, improvements to the visitors center, a presentation in Raleigh, updates on the leadership program and several upcoming events.

- High Country Council of Governments - There were no minutes available.

Closed Session - There was no closed session.

Next Town Council Meeting - November 4, 2021

Adjourn - With there being no further business, Denise Collier moved to adjourn the meeting at 7:30pm. Judy Buchanan seconded the motion, meeting adjourned.

J. Chad Fox, Town Clerk

Theresa Coletta, Mayor

Resolution to Amend the Service Contract between the Town of Burnsville and Water Quality Lab and Operations, Inc.

Whereas, on 23 November, 2020 the Town of Burnsville (Town) entered into a service contract with Water Quality Lab and Operations, Inc. (Contractor) to provide Operator in Responsible Charge (ORC) personnel and to deliver treatment services, chemicals, testing and required reporting to State and Federal compliance agencies on behalf of the Town's wastewater treatment facility located at Pine Swamp Road, Burnsville, NC, the Town's water treatment facility (wastewater discharge) located at Reservoir Road, Burnsville, NC. and the wastewater treatment plant operated by the Town but currently owned by the EYSD under a separate agreement for payment of services with Yancey County; and

Whereas, this service contract expires on December 1, 2021 at 11:59 p.m. EST; and

Whereas, the parties desire to extend the service contract for an additional one (1) year term to begin at 11:59 p.m. EST on December 1, 2021 and continue through December 1, 2022 at 11:59 p.m. EST; and

Whereas, all other terms and conditions provided for in the current contract shall remain in full force and effect for the duration of the additional term unless modified in writing by the Town and the Contractor.

Whereas, this Council believes that continuing the service contract with the Contractor is for the public health and welfare and in the best interest of the citizens of Burnsville, North Carolina.

NOW, THEREFORE BE IT RESOLVED the following:

1. That the service contract between the Town and the Contract be extended for an additional term of one (1) year beginning on December 1, 2021 at 11:59 p.m. EST and that all other terms and conditions in the current service contract shall remain the same.
2. That continuing the service contract with the Contractor is for the public health and welfare and is in the best interest of the citizens of Burnsville, North Carolina.
3. That the terms of the service contract may only be modified in writing agreed to by the parties.
4. The Mayor or Town Manager, or either of them, are hereby authorized, empowered and directed to do any and all other acts and to execute any and all other documents, which they in their discretion, deem necessary and appropriate in order to consummate the transactions contemplated by this Resolution, except that none of the above shall be authorized or empowered to do anything or execute any document which is in contravention, in any way, of the specific provisions of this resolution.

5. All acts and doings of officers, employees and agents of the Town, whether taken prior to, on, or after the date of this Resolution, that are in conformity with and in the furtherance of the purposes and intents of this Resolution as described above shall be, and the same hereby are, in all respects ratified, approved and confirmed.
6. Any prior resolutions or parts thereof of the Council in conflict with the provisions herein contained are, to the extent of such conflict, hereby superseded and repealed.
7. This Resolution is effective upon its adoption.

This the ___ day of _____, 2021.

ATTEST:

Town of Burnsville by:

_____
Town Clerk

_____
Mayor

Approved as to form:

_____
Attorney

STATE OF NORTH CAROLINA

COUNTY OF YANCEY

FIRST AMENDMENT TO
WASTE WATER TREATMENT/ORC
WATER TREATMENT PLANT TESTING
SERVICE CONTRACT

THIS IS AN AMENDMENT to a service contract by and between the Town of Burnsville, a North Carolina corporate body politic (Town), and Water Quality Lab and Operations, Inc. (Contractor) dated November 23, 2020.

WHEREAS, the Contractor and the Town entered into a one (1) year service contract for ORC personnel services, treatment services, chemicals, testing and required reporting to State and Federal compliance agencies on behalf of the Town's wastewater and water treatment facilities and the EYSD treatment facility; and

WHEREAS, the contract term was from December 1, 2020 until December 1, 2021 at 11:59 p.m. EST; and

WHEREAS, the parties desire to amend their current agreement to extend the term of the contract for an additional period of one (1) year from December 1, 2021 at 11:59 p.m. through December 1, 2022 at 11:59 p.m.; and

WHEREAS, the parties agree that all the remaining terms and conditions of the original contract shall remain in full force and effect and the same are incorporated herein as if set forth fully herein.

NOW, THEREFORE, Contractor and Town, for consideration of the mutual covenants and compensation herein as duly acknowledged, hereby agree to the following amendment to the term of their contract:

1. The terms and conditions of the parties' contract dated November 23, 2020 shall remain in full force and effect for an additional year beginning December 1, 2021 at 11:59 p.m. EST and continuing until December 1, 2022 at 11:59 p.m. EST.
2. This amendment shall become effective at 11:59 p.m. EST on December 1, 2021.

IN WITNESS WHEREOF, the parties has set their hands and executed in their corporate names by their duly authorized officers this First Amendment to the Service Contract dated November 23, 2020.

This the _____ day of _____, 2021.

SIGNATURE PAGE:

WATER QUALITY LAB AND OPERATIONS, INC

BY: _____
PAUL ISENHOUR, PRESIDENT

TOWN OF BURNSVILLE, BY:

_____
Theresa Coletta, MAYOR

ATTEST:

_____
J. Chad Fox, Town Clerk

Approved as to form:

_____
Attorney

"This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act."

_____
Finance Director, Town of Burnsville

	REAL PROP	PERSONAL PROP	TOTAL	INSOLVENT
2020	$5,261.57	$254.34	$5,515.91	
2019	$1,866.41	$1,062.52	$2,928.93	
2018	$1,748.38	$201.57	$1,949.95	
2017	$422.19	$265.29	$687.48	
2016	$283.53	$333.25	$616.78	
2015	$39.26	$408.54	$447.80	
2014	$41.58	$442.52	$484.10	$412.22
2013	$39.04	$1,689.36	$1,728.40	$1,516.84
2012	$44.11	$503.71	$547.82	$476.19
2011	$0.00	$1,299.29	$1,299.29	1144.29
TOTALS	$9,746.07	$6,460.39	$16,206.46	$3,549.54

NOV.2. 2021

Tax Delinquent Report By Year

Town of Burnsville

Date: 11/2/2021

Account	Customer Name	Tax Year	Amount Owed
2349	APPALACHIAN VIBE & MUSIC STUDIO	2017	$67.31
1527	BIGGERSTAFF, RONNIE L	2011	$421.76
732	BROWN, JANICE LOU ANN	2020	$807.17
2055	BURLESON, SHAWN B	2015	$28.65
793	BURNSVILLE CHEVROLET-BUICK INC	2013	$1,324.35
2596	CHARLTON, VIRGIL JOHN	2020	$715.25
1541	CHAVEZ, JOSE MARTIN GARCIA	2018	$281.92
1541	CHAVEZ, JOSE MARTIN GARCIA	2019	$610.81
2707	CLOUSE, JAMES W	2016	$125.31
2707	CLOUSE, JAMES W	2017	$273.55
2707	CLOUSE, JAMES W	2018	$250.02
2707	CLOUSE, JAMES W	2019	$226.07
2707	CLOUSE, JAMES W	2020	$208.74
602	CMA INC	2013	$6.25
2457	COHEN, RICHARD MARCUS L/E	2019	$61.17
2457	COHEN, RICHARD MARCUS L/E	2020	$224.83
1674	CRICKET'S CORNER KITCHEN	2011	$122.12
1722	DEYTON, AARON	2019	$170.69
1722	DEYTON, AARON	2019	$34.06
1722	DEYTON, AARON	2020	$352.78
1491	FOX, WYLIE DEAN & JUDY ANN BLANKENSHIP	2020	$401.71
2197	FRED'S RETAIL STORE # 1193	2019	$871.85
2469	GALLOWAY, JASON TEW	2018	$20.37
2469	GALLOWAY, JASON TEW	2019	$19.06
2469	GALLOWAY, JASON TEW	2020	$17.43
1636	GARCIA, JOSE MARTIN	2018	$1,080.61
1045	GRIGGS, DEE & VIRGINIA	2019	$231.80
1045	GRIGGS, DEE & VIRGINIA	2020	$260.81
1009	HENSON, MELVIN	2020	$175.03
2101	HENSON, MELVIN	2019	$6.22
2101	HENSON, MELVIN	2020	$5.70
2208	HOME CARE SPECIALISTS OF THE CAROLINAS INC	2020	$6.61
575	IN THE GARDEN	2014	$47.01
897	IN THE GARDEN	2013	$60.33
1700	JOHN VAN ZANDT ESTATE	2012	$44.11
1700	JOHN VAN ZANDT ESTATE	2013	$39.04
1700	JOHN VAN ZANDT ESTATE	2014	$41.58
1700	JOHN VAN ZANDT ESTATE	2015	$39.26
1700	JOHN VAN ZANDT ESTATE	2016	$158.22
1700	JOHN VAN ZANDT ESTATE	2017	$148.64
1700	JOHN VAN ZANDT ESTATE	2018	$135.83
1700	JOHN VAN ZANDT ESTATE	2019	$121.69
1700	JOHN VAN ZANDT ESTATE	2020	$113.30
183	LOIS D HERB TRUST CHARLES E FLOWERS III TRUSTEE	2020	$180.78
332	MEADE, DONOVAN C & SARAH E	2019	$410.12
332	MEADE, DONOVAN C & SARAH E	2020	$376.99
2228	MOUNTAIN LIFESTYLE REALTY GROUP	2015	$11.28
2234	OFF THE BEATEN PATH	2018	$11.25
968	OO-LA-LA	2011	$12.19
2079	PATE, JOSEPH P	2015	$206.47

Tax Delinquent Report By Year

Town of Burnsville

Date: 11/2/2021

Account	Customer Name	Tax Year	Amount Owed
2079	PATE, JOSEPH P	2016	$190.70
2079	PATE, JOSEPH P	2017	$163.38
2079	PATE, JOSEPH P	2018	$135.86
2079	PATE, JOSEPH P	2019	$113.04
2079	PATE, JOSEPH P	2020	$103.34
666	PATE, JOSEPH P	2011	$427.88
666	PATE, JOSEPH P	2012	$358.56
666	PATE, JOSEPH P	2013	$298.43
666	PATE, JOSEPH P	2014	$248.17
2138	PROCOPIO, PEDRO	2015	$8.27
2138	PROCOPIO, PEDRO	2016	$19.64
2138	PROCOPIO, PEDRO	2017	$16.81
2138	PROCOPIO, PEDRO	2018	$14.00
2138	PROCOPIO, PEDRO	2019	$11.68
2138	PROCOPIO, PEDRO	2020	$10.69
2550	RHA HEALTH SERVICES	2019	$22.31
2550	RHA HEALTH SERVICES	2020	$33.44
2249	SAM'S REGAL BEAGLE	2015	$38.81
2249	SAM'S REGAL BEAGLE	2016	$35.89
2327	SILVA-MOLINERO, ADRIANA	2020	$758.30
2254	SIMPLICITY	2015	$9.26
2255	SIX CHRIS PRODUCTS INC	2020	$24.06
2263	TAP PHOTOGAPHY	2015	$105.80
2263	TAP PHOTOGAPHY	2016	$87.02
1671	TAP PHOTOGAPHY	2014	$127.06
2149	THE OFFICE SHOPPE	2017	$17.79
622	TIMEPAYMENT CORP	2012	$21.35
2159	TIPTON, SUSAN	2020	$667.54
2271	TROY'S GREENHOUSES & FABRICS	2018	$20.09
2271	TROY'S GREENHOUSES & FABRICS	2019	$18.36
2271	TROY'S GREENHOUSES & FABRICS	2020	$16.78
1613	WOODBY'S OUALITY CLEANERS	2011	$315.34
1613	WOODBY'S OUALITY CLEANERS	2012	$123.80
599	WOODY, FRANKLIN BRYATT	2020	$18.34
1771	YANCEY COUNTY NEWS	2014	$20.28
2280	YANCEY THEATER	2020	$36.29
		Total Amount:	$16,206.46

Tax Years and Totals

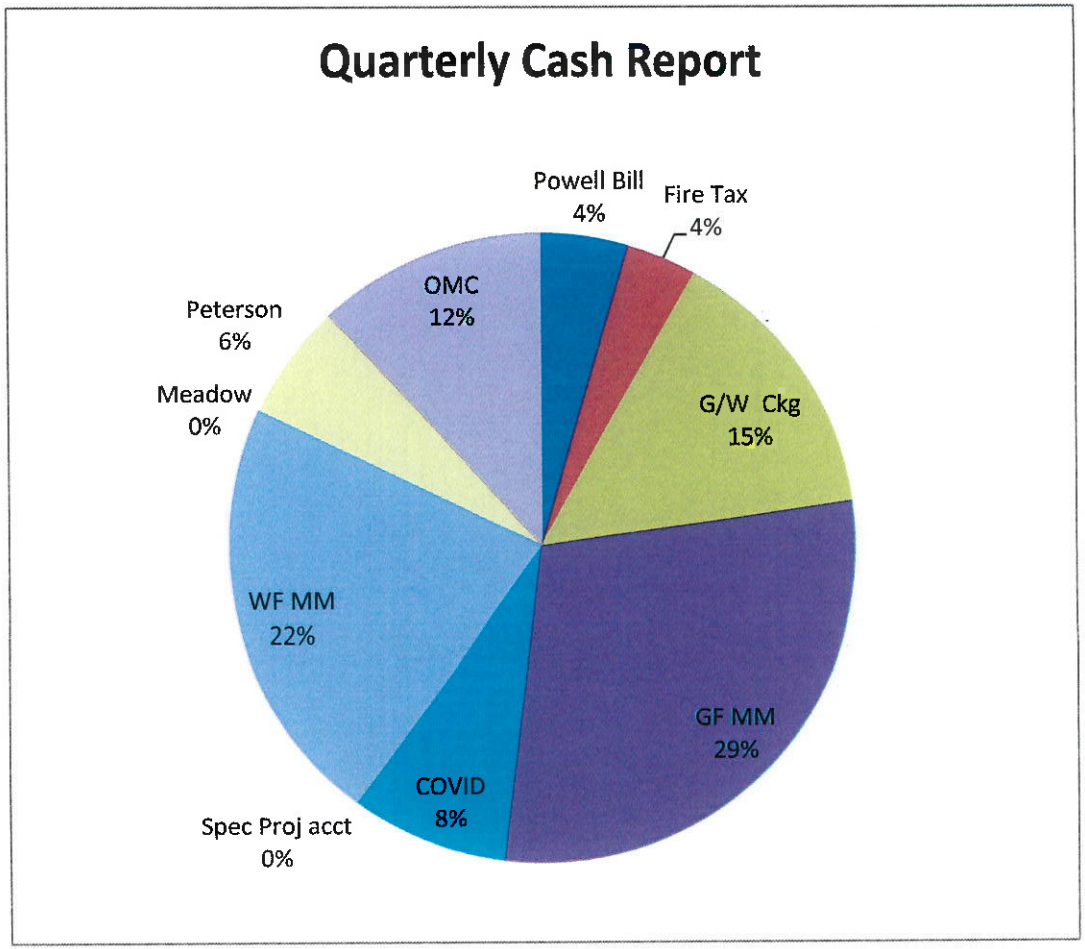
2011	$1,299.29
2012	$547.82
2013	$1,728.40
2014	$484.10
2015	$447.80
2016	$616.78
2017	$687.48
2018	$1,949.95
2019	$2,928.93
2020	$5,515.91

Town of Burnsville Financial Statement - As of Sept 30, 2021

		Cash
Powell Bill		144,467.38
Fire Tax		117,007.50
General Funds:		
	General/Water Checking	**464,299.00**
	ARPA Money	262,506.03
	General Fund Money Market	933,198.00
	Fire Dept Construction	112,572.00
Water Funds:		
	Water Fund Checking (WWTP Project)	130.55
	Water Fund Investment M/M	697,249.00
	Meadow Rd	76.55
	Peterson	194,652.77
	OMC Pump station Forced Main	377,461.19
Both Funds:	OPEB	150,088.24
Total Cash		**3,453,708.21**

Dec 31,2020

ACCT	Cash
Powell Bill	$ 144,467.00
Fire Tax	$ 117,007.00
G/W Ckg	$ 464,299.00
GF MM	$ 933,198.00
COVID	$ 262,506.00
Spec Proj acct	$ 130.55
WF MM	$ 697,249.00
Meadow	$ 76.55
Peterson	$ 194,652.77
OMC	$ 377,461.19
Total cash avail	$ 3,191,047.06



Adjustment # 3
FY 21 / 22

Justification for Adjustment: Paving (Powell) Fire Dept transfer for contribution to the new building project

TOWN OF BURNSVILLE

BUDGET ADJUSTMENT

Revenue Adjustments

Account Number	Account Description	Increase	Decrease
10-399-0100	Fund Balance - Powell	105,130 -	
10-399-0200	Contribution from Cap. Reserve (Fire)	90,850 -	

Expenditure Adjustments

Account Number	Account Description	Decrease	Increase
10-570-7400	Paving Capital Outlay		105,130 -
10-531-7405	Capital Outlay - New Fire Dept		90,850 -
Totals		$0.00	$0.00

Prepared by: Date: DATE Approved by: _____ Date: _____

Posted by: _____ Date: _____

Adjustment # 4
FY 21 / 22

Justification for Adjustment: Cover our portion of DOT Planning grant. Cover partial cost of running new water line to New Fire Dept Bldg

TOWN OF BURNSVILLE

Revenue Adjustments			
Account Number	Account Description	Increase	Decrease

Expenditure Adjustments			
Account Number	Account Description	Decrease	Increase
10.420.7401	General Fund Reserve A/C	3,500 -	
10.5660.7405	D.O.T Planning Grant		3,500 -
10.531-0200	Labor Part. time	12,000	
10.531-7405	Capital Outlay - New Fire Dept		12,000 -
Totals		15,500	15,500 -

Prepared by: Date: DATE Approved by: _____ Date: _____

Posted by: _____ Date: _____

Theresa Coletta
Mayor

Heather Hockaday
Town Administrator/Attorney

Town of Burnsville

Councilors:
Judy Buchanan
Denise Collier
Russell Fox
Bunnie McIntosh

Grant Project Ordinance
CDBG #17-I-2957

BE IT ORDAINED by the Burnsville Town Council, pursuant to Section 13.2 of Chapter 159 of the general statutes of North Carolina, the following grant projects are hereby adopted:

Section 1. The projects authorized are the Community Development Block Grant – Infrastructure Projects described in the work statement contained in the Grant Agreements between this unit and the NC Department of Environmental Quality (NCDEQ)

Section 2. The officers of this unit are hereby directed to proceed with the grant project within the terms of the grant documents, the rules and regulations of NCDEQ and the budget contained herein.

Section 3. The following revenues are available to complete this project:

Indian Trail/Meadow Road Sewer Line Rehabilitation CDBG #17-I-2957	$1,097,794
Local Match (Town of Burnsville)	$2,206
	$1,100,000

Section 4. The following amounts are appropriated for the project:

Indian Trail/Meadow Road Sewer Line Rehabilitation – CDBG #17-I-2957

Public Sewer Improvements	$ 987,794
Reimbursement for Administration	$ 2,206
Administration and Planning	$ 110,000
Total Project	**$1,100,000**

Section 5. The Finance Officer is hereby directed to maintain within the Grants Project Fund sufficient specific detailed accounting records to provide the accounting to the grant agency required by the grant agreement(s) and federal and state regulations.

Section 6. Requests for funds should be made to the grantor agency in an orderly and timely manner as funds are obligated and expenses incurred.

Section 7. The Finance Officer is directed to report quarterly on the financial status of each project element in Section 4 and on the grant revenues received or claimed.

Section 8. The Budget Officer is directed to include a detailed analysis of past and future costs and revenues on this grant project in every budget submission made to this board.

Section 9. Copies of this Grant Project Ordinance shall be made available to the Budget Officer and the Finance Officer for direction in carrying out this project.

ADOPTED this _____ day of _____, 20_____.

_____
Mayor

ATTEST:

_____
Clerk

STATE OF NORTH CAROLINA

COUNTY OF YANCEY AGREEMENT

THIS AGREEMENT made 1 July 2020 between the Town of Burnsville (hereafter 'Town") and Yancey County (hereafter 'County"), thus

WITNESSETH:

WHEREAS, Town operates fire department which offers fire service protection to areas lying outside its municipal boundaries;

AND WHEREAS, by referendum a fire tax was authorized for Burnsville Township lying outside the municipal boundaries and County has levied a fire tax on real estate having a tax situs within the fire district;

AND WHEREAS, County desires to contract for fire service protection which Town has agreed to provide as hereinafter set forth;

1. The town agrees to furnish and provide continuing fire service protection, hazard mitigation, search, and basic life support within Burnsville Township lying outside its municipal boundaries (excepting that portion of Burnsville Township located within the Pensacola Fire Insurance District) by dispatching upon call of any resident or property owner within the area its available equipment and volunteer personnel with said call being made by and through the Yancey County Emergency Operations Center. The area covered by this designation includes Burnsville Township lying outside the municipal boundaries, excluding Pensacola Township Fire Insurance District, and including the Burnsville Township Fire Insurance District.

2. County agrees to pay $.08 per hundred dollars valuation fire tax levied and collected in Burnsville Township to protect persons within the fire district from injury of death as authorized by NCGS 69-25.4, and further, less $12,099 annually ($3,024.75 quarterly) to Town, said amount to be paid to Pensacola Fire Department for their service to the property owners and persons in the portion of Burnsville Township designated as the Pensacola Fire Insurance district, nor shall the fire tax rate be decreased from year to year during the term of this Agreement.
3. The obligation of the Town to respond to calls under this contract shall be in addition to its primary duty to furnish and provide fire protection within its corporate limits and subject to present and future requirements of the North Carolina Department of Insurance. In cases of fires occurring within the Town and incidents in the district simultaneously the decision of the Burnsville Fire Chief shall be final and conclusive as to priorities. It is recognized that the Town may enter mutual aid agreements with other volunteer fire departments in other townships in the County.
4. This contract supersedes any previous agreement between the parties dated 1 July 2020 and shall extend through 30 June 2025.

IN WITNESS WHEREOF, the parties have caused these presents to be executed in duplicate by their Mayor and Chairman, attested by their respective Clerks and affixed with their seals, all by authority of their governing boards, the day and year first above-written.

TOWN OF BURNSVILLE

By: _____
Theresa Coletta, Mayor
Town of Burnsville

ATTEST:

_____
Town Clerk (Affix Seal)

YANCEY COUNTY

By: _____
Jeff Whitson, Chairman
Yancey County Board of Commissioners

ATTEST:

_____
County Clerk to the Board (Affix Seal)

Town of Burnsville
Advisory Board/Commission Application

PO Box 97, Burnsville, NC 28714
(828) 682-2420
www.townofburnsville.org

Name: Teresa Bryant Brown
Home Address: 384 Doan Town Rd
Phone# Home: 828-691-1045 Work: Same Mobile: 828-691-1045
Email: teresabryantbrown@gmail.com

- Do you reside in the Town of Burnsville? ☐ Yes ☑ No Resident since: _____
- Do you own a business or property in the Town of Burnsville? ☑ Yes ☐ No
  Name/Address: Teresa B. Brown / 4 West Main St.

Board or Commission in which you wish to serve: _____
Are you seeking re-appointment? ☐ Yes ☑ No
Do you currently serve on any other boards, if so, which? _____

Why do you wish to serve on the Town of Burnsville in this capacity? _____

Please list any special skills, experience, education, certifications, etc. which would contribute to the purpose of the Board or Commission in which you are applying. Realtor –

Please note that residency within the Town of Burnsville is <u>required</u> for some Boards or Commissions. Information on each Board/Commission can be found on the Town's Website.

All Town of Burnsville Advisory Boards and Commissions must operate by the ethics, policies and laws set forth in the Burnsville Advisory Boards & Commissions Handbook.

I understand that submission of this application in no way guarantees that I will be appointed to a Board or Commission by the Burnsville Town Council and that this application is a **public record**, subject to disclosure upon request pursuant to North Carolina Public Records Law (NCGS 132-1). I certify that the facts contained in this application are true and correct to the best of my knowledge.

Print Name: Teresa Bryant Brown
Signature: Teresa Bryant Brown Date: 11-1-21

Please return completed application to:
Town Clerk
Town of Burnsville
Post Office Box 97
Burnsville, NC 28714
clerk@townofburnsville.org

Valerie Jaynes
Chair of the Board

Todd McNeill
Vice-Chair

468 New Market Blvd.
Boone, NC 28607

www.hccog.org

Doug Matheson
Secretary

Dennis Aldridge
Treasurer

Phone: 828-265-5434

Fax: 828-265-5439

Executive Board Meeting
October 18, 2021 | 7:00 p.m.
HCCOG Board Room

I. CALL TO ORDER AND INVOCATION
Valerie Jaynes, Executive Board Chairwoman

II. CONSIDERATION OF AUGUST 2021 MINUTES [ACTION]
Valerie Jaynes, Executive Board Chairwoman

III. FINANCIAL MATTERS
Julie Page, Finance Officer

- Financial Highlights as of September 30, 2021 **[ACTION]**
- Budget Amendment #2 **[ACTION]**

IV. LEGISLATIVE UPDATE (10 minutes)
Chris Wall, Principal, EQVStrategic

V. BLUE RIDGE PARKWAY FOUNDATION UPDATE (10 minutes)
Carolyn Ward, CEO of the Blue Ridge Parkway Foundation and
Becky Anderson, Chair of the New Initiatives Committee

VI. AREA AGENCY ON AGING DIRECTOR INTRODUCTION (5 minutes)
Zack Green, Area Agency on Aging Director

VII. PLANNING AND DEVELOPMENT UPDATE (15 minutes)
Phil Trew, Planning and Development Director

VIII. REPORT FROM THE ADVISORY COMMITTEE & EXECUTIVE DIRECTOR (10 minutes)
Julie Wiggins, Executive Director

- Update on Regional Programs, Projects, and Issues
- Other Business

IX. BOARD MEMBER COMMENTS

X. CHAIRWOMAN'S COMMENTS

XI. OTHER BUSINESS

XII. PUBLIC COMMENT

XIII. ADJOURNMENT [ACTION]

HIGH COUNTRY COUNCIL OF GOVERNMENTS
EXECUTIVE BOARD MEETING
AUGUST 16, 2021
MINUTES

The Executive Board of the High Country Council of Governments (HCCOG) met August 16, 2021, 7:00pm, at the High Country Council of Governments Office in Boone. The following members were present at the meeting: Charles E. Vines, Eddie Settle, Johnny Riddle/Jeff Whitson, Andrew Soots, Kelly Melang, Dennis Aldridge, Doug Matheson, Rocky Buchanan, Kevin Reece, Tom Hartman, Jim Blevins, Wes Brinegar, Rennie Brantz, Larry Fontaine, and Valerie Jaynes. The following staff and guests were present at the meeting: Julie Wiggins, Julie Page, Jeff Hedrick, Nicole Hiegl, Angie Chandler, Stephanie McGarrah, Phil Trew, and Victoria Potter.

CALL TO ORDER AND INVOCATION

Chairwoman Jaynes welcomed everyone to the High Country Council of Governments August Executive Board meeting. Chairwoman Jaynes called on Charles E. Vines to lead the invocation. Chairwoman Jaynes then led the Board in the Pledge of Allegiance.

CONSIDERATION OF MINUTES

Charles E. Vines made a motion to approve the July 19, 2021 Executive Board minutes. Dennis Aldridge seconded the motion. Motion carried.

FINANCIAL MATTERS

Financial Highlights

Finance Officer, Julie Page presented the Financial Highlights as of July 31, 2021 (Attachment A) and reviewed year to date revenues versus expenditures and balances. Mrs. Page noted that she is still using 2020 as a comparison. 2022 comparison is projecting we will remain above the 16% unassigned fund balance. Audit is progressing and Mrs. Page announced that the FY2021 audit should be presented to the board in November.

Budget Amendment #1

Mrs. Page explained that Budget Amendment #1 (Attachment A1) includes an increase in Planning and Development due to three additional grants. Budget Amendment #1 is also an increase in the Area Agency on Aging in order to reconcile budgets by program.

Larry Fontaine made a motion to approve the Financial Highlights as of July 31, 2021 and Budget Amendment #1. Kelly Melang seconded the motion. Motion carried.

BLUE RIDGE CRAFT TRAILS PRESENTATION

Angie Chandler, Executive Director of Blue Ridge National Heritage Area presented a slideshow (Attachment B) about the Blue Ridge Craft Trails Project. Mrs. Chandler discussed the background, mission, programs, and initiatives of the Blue Ridge Craft Trails Project in the region. Mrs. Chandler gave updates on new website features, presented videos showcasing three of our region's small towns and discussed next steps for 2022 including funding, infrastructure, marketing and social media campaigns.

NC PANDEMIC RECOVERY PRESENTATION

Stephanie McGarrah, Executive Director of the NC Pandemic Recovery Office (NCPRO) presented a slideshow (Attachment C) on the overview, program highlights, and path forward of the NCPRO. Mrs. McGarrah discussed Relief, Recovery and Resilience, as well as challenges local governments face. Mrs. McGarrah ensured the Executive Board that the NCPRO is there to help local governments navigate receiving pandemic relief funds.

REPORT FROM THE ADVISORY COMMITTEE AND EXECUTIVE DIRECTOR

Julie Wiggins, Executive Director notified the board of some recent employment changes, including that Andrew Plettner will begin as Regional Planner on August 30th, interviews for the Area Agency on Aging Director are scheduled for this week, and that there will be an internal transition to replace Finance Technician, Kathy Combs, who is retiring at the end of the year. Ms. Wiggins noted that the 46th Annual Banquet is still on at Linville Ridge, but it is likely that masks will be required. Ms. Wiggins reminded the board that there will be no regular meeting in September since the banquet is scheduled for September 10th. Ms. Wiggins presented a Memorandum (Attachment D) from GIS Planner, Jessica Welborn that summarizes the 2020 Census data for our region.

BOARD MEMBER COMMENTS

Johnny Riddle announced that this would be his last meeting, he has resigned from the Yancey County Board of Commissioners in order to take another position. Mr. Riddle thanked the board and HCCOG staff for their friendship and hard work over his tenure on the board. Mr. Riddle introduced Yancey County Commissioner Chair, Jeff Whitson who will replace him on the Executive Board. Kevin Reece shared an NCWorks success story from his local business and hopes that others will take advantage of the great services NCWorks and the Workforce Development Board provide.

CHAIRWOMAN'S COMMENTS

Chairwoman Jaynes thanked Johnny Riddle for his service and wished him good luck on his new endeavor.

ADJOURNMENT

As there were no other comments or business, Johnny Riddle made a motion to adjourn. Wes Brinegar seconded the motion. Motion carried. Meeting adjourned at 8:16 pm.

_____ _____

Chairwoman, Valerie Jaynes Clerk to the Board, Victoria Potter

Date _____

Valerie Jaynes
Chair of the Board

Todd McNeill
Vice-Chair

Doug Matheson
Secretary

Dennis Aldridge
Treasurer

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FINANCIAL HIGHLIGHTS October 18, 2021, Executive Board Meeting

September 30, 2021

	2020
Total Fund Balance - Governmental Funds	$1,392,247
Restricted Fund Balance - GF	$ 112,360
Assigned Fund Balance - GF	$ 84,579
Unassigned Fund Balance - GF	$1,195,308

	2022	
Total Expenditures - YTD	$ 665,440	$5,392,193
Total Fund Balance as % of General Fund Expenditures*	19.78%	25.82%
Unassigned Fund Balance as % of General Fund Expenditures*	16.98%	22.17%

***FY2022 Budget Expenditures $7,038,516**

	FISCAL YEAR 2021-2022	
	BUDGET	**ACTUAL**
Total Revenue		
General	$ 237,716	$ 210,580
Planning/Development	$ 948,141	$ 38,653
Area Agency on Aging	$3,144,362	$ 94,786
Workforce Development	$2,708,297	$ 218,886
	$7,038,516	$ 562,904
Total Expenditures		
General	$ 237,716	$ 2,022
Planning/Development	$ 948,141	$ 180,036
Area Agency on Aging	$3,144,362	$ 214,545
Workforce Development	$2,708,297	$ 268,837
	$7,038,516	$ 665,440
Revenues over (under) expenditures		$ (102,536)

Cash Balances	
Operating Account	$ 213,495
NCCMT Account	$1,300,296
	$1,513,791

NOTES:

Audit FY2021 progressing – will present audit at the November Board meeting
Budget Amendment #2

The financial information in the report reflects the HCCOG's overall financial position for the fiscal year through September 30, 2021 and is for the management discussion purposes only.

Julie Page, Finance Officer
October 14, 2021

BUDGET AMENDMENT #2

BE IT RESOLVED by the Board of High Country Council of Governments that the following amendment be made to the Budget Resolution for the fiscal year ending June 30, 2022.

SECTION 1: REVENUES BY SOURCE

GENERAL FUND

Local	$	
TOTAL GENERAL FUND	$	

PLANNING/DEVELOPMENT FUND

Federal	$	
State	$	
Local	$	
TOTAL PLANNING/DEVELOPMENT FUND	$	

AREA AGENCY ON AGING FUND

Federal	$	
State	$	1,00
Local	$	
TOTAL AREA AGENCY ON AGING FUND	$	1,00

WORKFORCE DEVELOPMENT FUND

Federal	$	(255,05
TOTAL WORKFORCE DEVELOPMENT FUND	$	(255,05
TOTAL REVENUES BY SOURCE	$	(254,05

SECTION II: EXPENDITURES BY PROGRAM

GENERAL FUND

Local Activities	$	
TOTAL GENERAL FUND	$	

SPECIAL REVENUE FUNDS

Planning/Development Fund	$	
Area Agency on Aging Fund	$	1,00
Workforce Development Fund	$	(255,05
TOTAL SPECIAL REVENUE FUNDS	$	(254,05
TOTAL EXPENDITURES BY PROGRAM	$	(254,05
FY2021-2022 ORIGINAL BUDGET	**$**	**7,161,77**
Budget Amendment #1 8-16-2021	**$**	**130,79**
Budget Amendment #2 10-18-2021	**$**	**(254,05**
TOTAL AMENDED BUDGET FY2022	**$**	**7,038,51**