

**BURNSVILLE TOWN COUNCIL**  
**Regular Meeting – Thursday, March 1, 2018**

On March 1, 2018, the Burnsville Town Council, with members Mayor Theresa Coletta, Judy Buchanan, Russell Fox, Bunnie McIntosh, and Shannon Peterson present, held a regular meeting at the Burnsville Town Hall. Also in attendance were town staff members Brian Buchanan, Leslie Crowder, Chad Fox, Niles Howell, Jeanne Martin and Ronnie Tipton; town attorney Heather Hockaday; and visitors Chuck Carlson, Lucy Doll, Rhonda Higgins, Ginger Johnson, Jamie McMahan, Julian McMillan, Alyse Sferlazza, Jerri Storie, Armin Wessel, and others. The Mayor, who presided, stated that the purpose of the meeting was to conduct regular business for the month of March, 2018.

- **Public Comment** – The following individuals spoke during the period set aside for public comment:
  - a. Armin Wessel – speaking in support of Homeplace Brewery, he urged Council to support local businesses, or they will go elsewhere and take tax dollars with them.
  - b. Chuck Carlson recommended Council approve the request from Homeplace Brewery for outdoor seating.

The Mayor commented that the Town Center is also a business and it must sustain itself.

- **Adoption of Agenda** – Russell Fox moved to remove Item #7 (Lease Agreement with Homeplace Brewery) at the request of the business owner, John Silver, and approve the agenda as revised. Judy Buchanan seconded the motion, which carried. The Mayor advised that Julie Wiggins, who was scheduled to speak on behalf of the High Country Area Agency on Aging (Agenda Item #4), was unable to attend the meeting due to illness, but would reschedule for next month's meeting.
- **Consideration of Minutes** – Available for review were minutes from the following meetings:
  - a. Regular meeting held February 1, 2018
  - b. Closed session held February 1, 2018 (pursuant to NCGS 143-318.11(a)(6)
  - c. Closed session held February 1, 2018 (pursuant to NCGS 143-318.11(a)(4) and NCGS 143-318.11(a)(5)
  - d. Special meeting held February 20, 2018
  - e. Special meetings held February 22 and 23, 2018

Shannon Peterson moved to adopt the minutes of the aforesaid meetings. Judy Buchanan seconded the motion, which carried.

- **Habitat for Humanity** – Alyse Sferlazza spoke about activities that are underway with Habitat for Humanity through donations received from Lowes and others. She said donations are welcome, and a list of the most-needed items is on the Habitat website. Also welcome are individuals and groups that are willing to volunteer.
- **Planning Board Report**
  - a. Applications for Planning Board – Available for review were the following applications for alternate members:
    - 1. Julian McMillan
    - 2. Jerri Storie

Applicant Julian McMillan said he just recently moved to town and wanted to become involved in local issues.

Applicant Jerri Storie said she believes good planning is important for builders. From her experience as a realtor, she said prior subdivision planning is essential.

Bunnie McIntosh moved to appoint Julian McMillan as an alternate to the Planning Board. The motion died for lack of a second. Russell Fox moved to appoint Jerri Storie as an alternate member of the Planning Board. Judy Buchanan seconded the motion. Voting results were as follows:

Ayes

Judy Buchanan  
Theresa Coletta  
Russell Fox  
Shannon Peterson

Noes

Bunnie McIntosh

The Mayor suggested that new Planning Board members and Councilors consider attending a very valuable workshop in Asheville on May 10<sup>th</sup>. The workshop will cover land use, planning and zoning.

- **Fair Housing Assessment (Peterson Trailer Park)** – Councilors were told that adoption of the Fair Housing Assessment will be the final document needed for the CDBG grant on the \$900,000 Peterson Trailer Park project. Theresa Coletta moved to adopt the aforesaid Assessment. Russell Fox seconded the motion, which carried. The Mayor reminded Council that she and Judy Buchanan originally encouraged the High Country COG to help the Town qualify and secure this infrastructure grant, and later pursue the remaining \$1.1 million available for a project on the east side of Burnsville.
  
- **Resolution to amend the Municipal Records Retention Schedule** – Councilors were reminded that the Town follows the Municipal Records Retention Schedule that was published by the State Division of Archives and Records in 2012. We are aware of updates that relate to Standards 4, 6, 9 and 12, and the retention schedule that relates to water and sewer records. Judy Buchanan moved to adopt the amendment to the Municipal Records Retention Schedule dated October 1, 2016. Shannon Peterson seconded the motion, which carried.
  
- **2018 Calendar for Town Square Events** – Council considered a list of events that will be held on the Town Square this year, many of which were cosponsored by the Town in years past. Judy Buchanan moved to continue sponsorship for the events that have been historically sponsored by the Town. Theresa Coletta seconded the motion, which carried.
  
- **Mayor’s Administrative Report**
  - a. The Mayor shared preliminary information on *Stroll around Main Street*, a series of events planned for this summer. Contributions will be sought from local industry and businesses. More information will be forthcoming.

- b. The March work session will be held on the 20<sup>th</sup> at 12:30 at the Burnsville Town Center for the purpose of department head evaluations.

▪ **Department Updates:**

- a. Administration – Jeanne Martin, Town Clerk/Tax Collector
  1. Pursuant to GS 105-369(a), *Tax Delinquent Report* dated February 27, 2018 was provided as an update of uncollected revenues. A variety of collection efforts are underway, with every delinquent account receiving attention. One account comprised of several years of delinquencies was settled in the past month, clearing up approximately \$4,000 in past due taxes. Total delinquencies dropped \$35,097 in February.
  2. *Order to Advertise Taxes* – Bunnie McIntosh moved to order the Tax Collector to advertise tax liens for 2017. Shannon Peterson seconded the motion, which carried.
  3. Finance Issues:
    - a) The Budget vs. Actual dated February 27, 2018 was furnished to Council.
    - b) Consideration of Ordinance to *Amend the Town of Burnsville General Code of Ordinances Establishing Petty Cash as a Form of Payment* and Budget Amendment. Judy Buchanan moved to adopt the aforesaid ordinance. Theresa Coletta seconded the motion, which carried. It is planned to dedicate \$100 for petty cash expenditures in each fund; a budget amendment was available to authorize these new expenditures. Judy Buchanan moved to adopt the aforesaid budget amendment. The motion was seconded by Theresa Coletta and carried.
- b. Fire Department – Chief Niles Howell reported:
  1. Status of Property
    - a) Report on building project and financing (USDA Grant) – The required financial feasibility report has been submitted. Elected officials are required to submit a written background report in order to qualify themselves on behalf of the town for a \$2.6 million loan. Work has begun to complete the Local Government Commission packet, one more step in the process.
  2. Operations – Councilors received an activity summary for the month.
  3. Chief Howell advised that much of the department’s turnout gear is out of date, and he will be donating to a Christian ministry for use in out-of-the country areas that don’t have any.
- c. Police Department - Chief Brian Buchanan reported:
  1. Council reviewed the department’s activity log for the month of February, 2018
  2. Most of our surplus property has been sold on GovDeals and should be picked up in the next week.
- d. Public Works Department – Public Works Director Ronnie Tipton reported:
  1. An activity log was available for review.
  2. Available for review was a *Water Shortage Response Plan* that is required by the State to be updated at least every five years. Changes that occurred since the last update were explained to Council. Theresa Coletta moved to adopt the aforesaid plan. Bunnie McIntosh seconded the motion, which carried. The Plan will be published on the Town’s website and posted on the bulletin board downstairs in Town Hall.
  3. McGill Associates has submitted a proposal for engineering services for upgrades to the water treatment plant and OMC pump station replacement. Shannon Peterson moved to

approve the contract for \$12,000, and authorize Ronnie Tipton to sign the documents. Russell Fox seconded the motion, which carried.

4. The time has come for the Town to consider exercising the option to purchase the East Yancey Sewer Plant, at a final cost of \$85,000 for the \$6.5 million project. Ronnie Tipton explained that the Town's presence on the South Toe River would be a distinct advantage in the event of future shortages and would prevent competition. He told Council that the existing plant is currently running at 65% capacity, and at 80% the Town would be required by the State to begin succession planning. Based on the impact Altec had on water and sewer flow, it is anticipated that another plant that size would put us at the 80% mark.

Rather than planning for an expensive and problematic expansion to the Pine Swamp plant, the new 125,000 gallon plant could more affordably be duplicated on the property and half of the current flow at Pine Swamp could be diverted to the East Yancey plant, freeing up capacity on Pine Swamp for future development.

The County is spending approximately \$75,000 annually to operate the plant, but costs could be reduced somewhat if the Town was the owner. Also, once Hickory Springs hooks up to the system, we should be at the discharge point, eliminating the need to pump and haul, which is a big expense.

EDC Director Jamie McMahan advised there is approximately \$300,000 remaining in grant funding that the County intends to use to complete loose ends that include creek crossings and some property ownership issues. It is the County's intention to hand over a completed project.

Judy Buchanan said plant ownership has been pondered over for years and it is time to move on and exercise the option. In order to allow Council more time to review, Shannon Peterson moved to table the issue. Russell Fox seconded the motion. Voting results were as follows:

Ayes

Theresa Coletta  
Russell Fox  
Bunnie McIntosh  
Shannon Peterson

Abstain

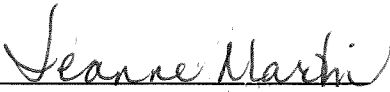
Judy Buchanan

- e. Town Center - Facility Manager Chad Fox provided a schedule for the month of March, which includes a good variety of uses. He said he is currently trying to line up one or two music events for each month during the Spring, Summer and Fall months.

▪ **Council Members' Reports**

- a. Mayor Theresa Coletta – The Mayor advised she attended *Essentials of Municipal Government (Ethics)* along with newly elected Councilors Russell Fox and Bunnie McIntosh. Both Councilors said the sessions, sponsored by the North Carolina League of Municipalities and UNC School of Government, were informative, time well-spent and left them better prepared to serve.

- **Updates from Advisory Boards and Non-Profits**
  - a. Yancey County Economic Development Commission – Jamie McMahan reported:
    - 1. Mountain Electronics is expanding their operation to the Taylor Togs building in Micaville, after having secured a \$25,000 building reuse grant, and promising to hire five new employees. It is hoped the operation will employ 30 by 2022. This expansion will result in a new water customer for the Town.
    - 2. Mountain Chef Bistro will be hosting a soft opening next week.
    - 3. The annual EDC joint work session with Yancey County, the Town of Burnsville and the Chamber of Commerce will be held on April 16<sup>th</sup> from 9:00-12 noon.
  - b. SEARCH – Minutes from the SEARCH meeting held February 8, 2018 were available for review.
- **Next Regular Town Council Meeting** – The next Town Council meeting will be held on Thursday, April 5, 2018 at 6:00 p.m., at the Burnsville Town Hall to consider regular business for the month of March. There being no further business, the meeting adjourned.



Jeanne Martin, Town Clerk



Theresa Coletta, Mayor