

**BURNSVILLE TOWN COUNCIL**  
**Special Meeting**  
**May 14, 2020**

The Town Council, with members Mayor Theresa Coletta, and Councilors Judy Buchanan, Denise Collier, Russell Fox, and Bunnie McIntosh present, held a special meeting on Thursday, May 14, 2020, at the Burnsville Town Center. Staff in attendance included Town Administrator Heather Hockaday, Leslie Crowder and Jeanne Martin. Staff attending via Webex were Brian Buchanan, Niles Howell and Dillon Lundy. The purpose of the meeting was to:

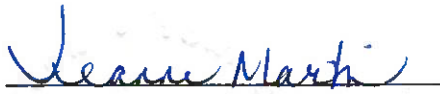
**1. Conduct a work session on the FY 2020-2021 budget**

Available for review was a packet of material listing highlights of this fiscal year's budget. A copy of this packet is attached to these minutes and by reference made a part hereof. Discussion revolved around these highlights, which were elaborated upon by Department Heads. An updated rate and fee schedule was available for review.

**2. Consider contracts for rehabilitation of the .3 wastewater treatment tank**

There was discussion about proposals received from Harper and Genesis for the rehabilitation of the .3 wastewater treatment tank. Available for review was a proposed contract with McGill Associates for project oversight, at a cost of up to \$22,200. A copy of the proposal is attached to these minutes and by reference made a part hereof. Russell Fox moved to approve the aforesaid contract. Bunnie McIntosh seconded the motion, which carried.

There being no further business, Bunnie McIntosh moved to adjourn the meeting. Judy Buchanan seconded the motion, which carried.



Jeanne Martin, Town Clerk



Mayor Theresa Coletta

# **General Fund Budget Highlights**

## **General Fund Revenues:**

- Adjusted this year's property tax revenues back to the 96% collection rate, decreasing that line by \$32,874.
- Due to the expected impact of the Covid-19 virus on businesses, we have conservatively scaled back sales tax revenues by 10% or \$52,000.

## **Expenses impacted:**

- No election expense = savings of \$4,000
- No purchase of new police car this year = savings of \$35,000
- Increasing the Fire Dept appropriation to equal same rate as county fire tax. There is an increase in the debt service and interest

lines to match the straight line amortization schedule required by the LGC =increase \$13,180 But will save us on the interest on the back end of the loan.

- Scaled back street maintenance line after recognizing an inappropriate expenditure in this FY= savings \$35,000

# **Water/Sewer Fund Budget Highlights**

## **Water/Sewer Fund Revenues**

### **Projected increase:**

There have been expenditures that will be funded by our reserve account that were necessary due to the failures experienced at the WWTP. In order to restore our fund balance at least to the level it was before, we will need to be responsible in our rate increases.

The 5% increase was based on a conservative estimate of this year's revenues. An in-town bill will go from \$43 to 45.15 for both water and sewer, and generate an estimated \$99,000 in additional revenues.

## **Expenses impacted:**

- Water overtime is \$7,500 over. We are adjusting by increasing the water overtime line and decreasing the sewer overtime line.
- There is an increase in the professional services line on both water & sewer to cover McGill doing more long term planning. Results in an increase of 15,000 in water and 30,000 in sewer with a total budget impact of 45,000.
- Water treatment supplies were increased by 15,000 and water analysis and testing supplies 5,000 to match trend for this FY, resulting in an increase of 20,000.

- Decreasing the electric at the WWTP = 18,000 based on this year's trend
- Added line for Violations for WWTP =30,000.
- Increasing WWTP equip maint & repair to match trend for this year resulting in an increase 10,000.
- Increasing WWTP supplies and materials due to aging equip and trend of expenses this year, resulting in an increase of 20,500.



- **Tobacco users savings:**

Board dictated we would choose 80/20 coverage for town employees. In order to be compliant with the state standard of the 70/30 plan we hold out the amount the state requires state employees to pay for an upgrade to 80/20 coverage.

There is an additional premium charged to the town for tobacco users of \$60 each month for each tobacco user. We propose to eliminate the town covering that additional charge, instead it will be deducted from the employees pay check. If employees agree to take the tobacco attestation they can avoid this deduction. This is a wellness incentive that would currently save the town \$10,000 every calendar year.

## **Specific Salary adjustments in order to line up with League average.**

- **Governing Body department 410/ Water department 810:**  
I compared Spruce Pine's Clerk salary @ \$55,000 and longevity to come up with Jeanne's annual rate until Dec 31<sup>st</sup>. Jeanne's current rate is 51,334. The impact on both funds is 916 each.
- **When Chad assumes the Clerk's position on January 1<sup>st</sup>,** his annual rate will be increased to 42,201. This will impact each fund 612.50.
- **Administration and Sewer 420 and 815:**  
The League minimum for Finance Director position is 56,660. Leslie's current rate is 49,150. An increase to the League minimum will have an impact of 3618 from each fund.
- **Police Department 510:**  
The Chief's budgeted salary for the current year was 49,517. During this fiscal year the Chief assumed additional responsibilities of Code Enforcement & Zoning and his salary was increased by 14,560 bringing his new salary to 64,064. You can expect the last budget amendment this fiscal year will include the 14,560 increase.

Total increase on the General Fund is 5,416.50.

## Water/Sewer Fund

- The Public Works Director's current rate is 53,664. In order to reach League average in two years for this position the salary will be increased to 55,523, and the budget will be impacted by 1,859.
- We will re-evaluate the Water/ Waste Water Treatment operator(s) once our ORC contract with Jadd Brewer has expired in November.
- The crew foreman's current salary is 43,680. An increase to the league average of 47,250 will impact the budget by 3570.

Total impact on Water/Sewer fund: 10,575.50

May 13, 2020

Mayor Theresa Coletta  
Town of Burnsville  
Post Office Box 97  
Burnsville, North Carolina 28714

RE: Burnsville 0.30 MGD Wastewater Treatment Basin  
Emergency Assistance

Dear Mayor Coletta:

McGill Associates appreciates the opportunity to continue to provide professional engineering and consulting services to the Town of Burnsville for emergency repairs to the 0.30 million gallon per day (MGD) process train at the Wastewater Treatment Plant (WWTP). It has been requested that McGill Associates provide a Scope of Services and Fee to prepare and administer the construction contract for said repairs. This proposal will serve as an amendment to our Agreement dated February 6, 2020.

We propose the following scope of services for the work.

**Scope of Services:**

1. Review contractor proposals and provide a recommendation of award.
2. Prepare a construction contract between the Town and the awardee.
3. Provide contract negotiation with the awardee on behalf of the Town.
4. Administer the contract between the Town and the awardee, including:
  - 4.1. Review and approval of major equipment and materials submittals.
  - 4.2. Provide on-site construction observation of the repair work to the 0.30 MGD treatment unit at the WWTP. Provide construction observation services as needed 12 hours per week for up to 10 weeks. Make final inspection of the construction and determine if the work has been completed in accordance with the contract documents.
  - 4.3. Inform the Town of necessary change orders and review all requests for change orders from Contractor.
  - 4.4. Receive and review payment requests from the Contractor and recommend payment amounts to the Town.

May 13, 2020

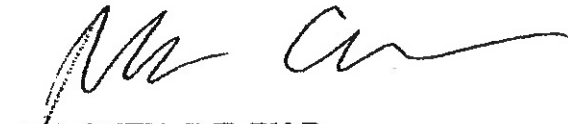
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**Fee:**

McGill Associates proposes to provide these services on an hourly basis not to exceed \$22,200.00 based upon time expended.

If this proposal is acceptable, please return one signed copy for our files. Should you have any questions please let me know.

Sincerely,  
**McGILL ASSOCIATES, P.A.**



**M.J. CHEN, P.E. PH.D.**  
Project Manager

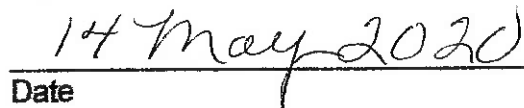
**ACCEPTANCE**

Theresa Coletta, Mayor

For the Town of Burnsville



Signature



Date

Cc: Heather Hockaday, Town of Burnsville (email)  
Dillon Lundy, Town of Burnsville (email)  
Mike Dowd, McGill Associates (email)  
J. Meliski, McGill Associates (email)

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"MINI BROOKS ACT" EXEMPTION FORM

The Town of Burnsville has entered into a contract for the following services:

Contract Administration for WWTP  
repairs

with Mc Gill Associates (name of firm) in an amount of  
\$ 22,200.00 <sup>OVNTE</sup> Said amount being under the threshold set forth in NCGS 143-64.32.

Said contract is hereby declared exempt from the requirements of the Mini Brooks Act (NCGS 143-64.31).

This the 14 day of May, 2020

Town of Burnsville, North Carolina

By: [Signature]  
Administrator