

BURNSVILLE TOWN COUNCIL
Special Meeting – Thursday, May 7, 2020

On Thursday, May 7, 2020, the Burnsville Town Council, with members Mayor Theresa Coletta, Judy Buchanan, Denise Collier, Russell Fox and Bunnie McIntosh present, held a special meeting at the Burnsville Town Center. Also in attendance were town staff members Chad Fox and Heather Hockaday; and visitor Jody Higgins. Attending via Webex were staff members Brian Buchanan, Leslie Crowder, Niles Howell, Dillon Lundy, and Jeanne Martin. The Mayor, who presided, stated that the purpose of the meeting was to conduct regular business for the month of May, 2020.

- **Adoption of Agenda** – Bunnie McIntosh moved to adopt the agenda, as presented. Denise Collier seconded the motion, which carried.
- **Adoption of Meeting Guidelines** – Council considered a proposed policy for State of Emergency Electronic Meetings. Judy Buchanan moved to adopt the policy. Bunnie McIntosh seconded the motion, which carried.
- **Public Comment** – Mayor Coletta read written comment submitted by former Mayor Danny McIntosh, who asked that Council revisit citizen Stan Ferguson’s request for consideration of golf carts on town streets and highways.
- **Consideration of Minutes** – Available for review were minutes from the following meetings:
 - a. Regular meeting held February 6, 2020 (corrected)
 - b. Regular meeting held March 5, 2020
 - c. Closed session held March 5, 2020
 - d. Special meeting and Public Hearing held March 16, 2020

Bunnie McIntosh mentioned that the meeting date noted in the first paragraph of the March 5, 2020 minutes was incorrect and asked for a correction. Russell Fox moved to adopt the aforesaid minutes provided that the noted correction be made. Bunnie McIntosh seconded the motion, which carried.

- **Presentation from EDC Director Jamie McMahan – Yancey Covid-19 Response Fund** – EDC Director Jamie McMahan announced the formation of the Yancey Covid-19 Response Fund, which was designed to be a proactive loan relief program for local businesses navigating an economic struggle resulting from the Covid-19 virus. Program guidelines provide for \$5,000 grants for qualifying Yancey County businesses, and the MAY Coalition will administer the loans. The EDC has dedicated \$25,000 to the program, and Yancey County will be meeting this week to consider their contribution. Mr. McMahan asked Council to consider a contribution of \$25,000. A public hearing on an allocation for this program will be necessary. Theresa Coletta moved to hold a public hearing on the matter on May 26th at 6:00 p.m. Judy Buchanan seconded the motion, which carried.
- **Reappointment of Bill Wheeler as Member of ABC Board** – Judy Buchanan moved to reappoint Bill Wheeler to another 3 year term on the ABC Board, retroactive to April 6, 2020. Russell Fox seconded the motion, which carried.
- **Consideration of Contract to Audit Accounts for FY ending 6/30/2020 with S. Gillespie, P.A.** Available for consideration was proposed contract with CPA Sharon Gillespie for the audit of town finances for year ending 6/30/20. Judy Buchanan moved to approve the contract. Denise Collier seconded the motion, which carried.
- **Administrator’s Report**
 - a. Heather Hockaday provided an update on town activities during the Covid-19 pandemic, mentioning that Town Hall has been closed since March 23rd. She discussed FFCRA paid sick

leave eligibility, and presented a proposed Water/Sewer Payment Plan that was drafted in response to Governor Cooper's Executive Order 124 (EO124) which was issued during the pandemic. A copy of the proposed Plan is attached to these minutes and by reference made a part hereof. Bunnie McInosh moved to adopt the aforesaid Plan. Judy Buchanan seconded the motion, which carried.

- b. Councilors heard details of a water leak insurance protection program that is being researched by the Administrator. A policy will be brought back to Council once a quote is available.
- c. Fire Department closing/project – Council heard an update on this project, learning that the top soil has been removed at the property and erosion control measures are almost complete.
- d. Building Inspector – Council learned Jon England (and Yancey County) are agreeable to continue the arrangement for building inspections; however, it is a burden to keep an accurate accounting of time spent on each inspection. For this reason, Council was asked to consider a flat fee compensation of \$350 per month for Mr. England's services rather than compensating according to the original agreement. Russell Fox moved to accept the new terms for building inspections. Judy Buchanan seconded the motion, which carried.

▪ **Other**

- 1. Administration (Jeanne Martin)
 - a. Tax Report:
 - 1) Pursuant to GS 105-369(a), *Tax Delinquent Report* dated May 1, 2020 was provided as an update of uncollected revenues. A variety of collection efforts are underway, with every delinquent account receiving attention. It was reported that approximately \$10,000 has been collected towards 2019 taxes since advertising in March. Council heard that garnishment has begun on two accounts totaling \$5500, one dating as far back as 2010.
 - b. Finance Report:
 - 1) The monthly finance report was furnished to Council prior to the meeting. Council was updated on FEMA and DHHS reimbursement opportunities and told that applications will be made for whatever applies to the town operations.
- 2. Fire Department (Chief Niles Howell)
 - a. Operations:
 - 1) A report of Fire Department activities was available for review, attached to these minutes and by reference made a part hereof.
 - 2) Building project – Top soil has been removed and erosion control measures are almost complete. Grading is expected next week.
- 3. Police Department (Chief Brian Buchanan)
 - a. Council was updated on departmental activities. Two officers were recently exposed to the Covid virus and tested negative afterwards.
 - b. Council heard about plans that are being made for a parade to honor the 2020 Mountain Heritage graduates on May 29th.
 - c. Bunnie McIntosh inquired about plans for parking when the condos above Todd Bailey's office are complete. Chief Buchanan agreed to contact the owner of the condos and report his findings.
 - d. In response to another question about campers parked on residential property, the Chief advised that campers used as living facilities are not permitted.
- 4. Public Works (Dillon Lundy)
 - a. Dillon Lundy summarized details of the quotes received from Genesis and Harper for rehabilitation of the wastewater treatment plant, mentioning that he would oversee the process with Chad Prisk. Russell Fox said he was not comfortable without the oversight of professional engineering, given the amount of money that will be involved. Dillon Lundy agreed to talk to McGill Associates and obtain an opinion from them as to an appropriate award for construction.

Heather Hockaday discussed possible funding opportunities for the project. She reported that the LGC was contacted about using the water fund's reserve (savings) account, and they agreed the town has no choice when state violations are involved; however a written explanation will be required at some point in the future to account for a drop in fund balance.

Council then reviewed a proposal from McGill Associates that outlines an additional task added to Phase 2 in their ongoing preliminary engineering study for emergency repairs, improvement and rehabilitation of the wastewater treatment plant. This task would involve an evaluation of the technical and economic feasibility of an expansion to the East Yancey plant in order for it to accept some of the town's wastewater. This additional task will cost \$4,950. Theresa Coletta moved to approve the McGill proposal. Russell Fox seconded the motion, which carried.


- b. Patching and Sidewalks at Homeplace – An update will be provided at a later date.
- c. Repairs will be necessary to the municipal parking lot on West Main Street to repair damage caused by a vehicle accident. A preliminary quote has been received from Young and McQueen, which is currently being negotiated.
- d. Council was advised that a customer on Westside Drive has been charged for sewer service since 2010, but the septic system at the property has actually been in use instead of the town sewer system. Theresa Coletta moved to refund the customer \$5,918.08, the total amount of the overcharge. Judy Buchanan seconded the motion, which carried.
- e. Dillon Lundy was asked to look at potholes in front of Randall Wilson's home on Mountain View Drive.

▪ **Updates from Advisory Boards and Non-Profits**


- 1. High Country Council of Governments – Minutes and financials were available for review.

- **Next Town Council Meeting** – The next regular (special) Town Council meeting will be held at the Burnsville Town Hall on June 4, 2020, at 6:00 p.m., to conduct regular business for the month of June, 2020.

There being no further business, the meeting adjourned.



Jeanne Martin, Town Clerk



Theresa Coletta, Mayor