

BURNSVILLE TOWN COUNCIL
Regular Meeting – Thursday, October 3, 2019

On Thursday, October 3, 2019, the Burnsville Town Council, with members Mayor Theresa Coletta, Judy Buchanan, Russell Fox, Isaac McCurry and Bunnie McIntosh present, held a regular meeting at the Burnsville Town Hall. Also in attendance were town staff members Leslie Crowder, Chad Fox, Niles Howell, Dillon Lundy, and Jeanne Martin; Town Attorney Heather Hockaday; and visitors Lucy Doll, Mike Dowd, Jody Higgins, Rhonda Higgins, Ginger Johnson, former Mayor Danny McIntosh, Jamie McMahan, and others. The Mayor, who presided, stated that the purpose of the meeting was to conduct regular business for the month of October, 2019.

- **Public Comment** – No one asked to speak during the period set aside for Public Comment.
- **Adoption of Agenda** – Bunnie McIntosh moved to adopt the agenda, as presented. Judy Buchanan seconded the motion, which carried.
- **Consideration of Minutes** – Available for review were minutes from the following meetings:
 - a. Regular meeting held September 5, 2019
 - b. Closed session held September 5, 2019

Judy Buchanan moved to approve minutes from the aforesaid meetings as written. Russell Fox seconded the motion, which carried.

- **Meadow Road/Indian Trail Project (\$489,800) vs. Main Street Water Line Improvements (\$2,566,700)** – Mike Dowd (McGill Associates) reported on two water/sewer projects for which funding is currently available. The first project is a \$489,800 water line on Meadow Road/Indian Trail, and funding is contingent on low pressure in the neighborhood served. The second is a system-wide water project on Main Street and qualifies for \$2+ million in CDBG and ARC funding, with no match and no low-income requirement. It was noted that the town currently has another water main break on West Main Street, which will be documented along with other frequent breaks on Main Street. Pre-applications will be accepted in the spring of 2020, and McGill can help with the ARC grant application. Judy Buchanan moved to pursue the Main Street project. Bunnie McIntosh seconded the motion, which carried.
- **Homeplace Lease** – Councilors were reminded that the *Homeplace* lease at the Town Center expires on December 31st, and that they previously heard plans from proprietor John Silver to establish a new entity in the currently occupied facility after *Homeplace* moves to its new location on West Main Street. Due to construction delays, it is not certain if the new location will be ready for operation at year-end. For this reason, Mr. Silver has proposed an extension of the current lease on a month-to-month basis, which is statutorily allowable. Russell Fox moved to extend the *Homeplace* lease on a month-to-month basis from January 1, 2020 until *Homeplace* moves to its new location, with rental payments remaining unchanged during the extended period. Theresa Coletta seconded the motion, which carried.

In addition, a lease for the new entity proposed by Mr. Silver will be necessary. Proposed terms for a one year lease with an option for two additional one year terms are being negotiated and will be available for Council review after publication of a Notice, which is required 30 days prior to Council's

consideration. At the October 16th worksession, Council will have an opportunity to discuss this issue further prior to authorizing the publication of the Notice.

- **Agreement for Part-time Employment Contract for Building Inspector** – Available for review was a part-time employment agreement between the Town and Jonathan D. England for building inspection services to be provided by Mr. England, the County Building Inspector, through April 4, 2020. The intent of the contract is to ensure building inspection capabilities while in-house staff trains for those certifications. Theresa Coletta moved to approve the agreement. Bunnie McIntosh seconded the motion, which carried.
- **Job Description – Town Administrator** – Bunnie McIntosh, Judy Buchanan and Jeanne Martin met on three different occasions to draft a job description for a Town Administrator, a copy of which was available for review and open for recommendations and/or changes. The salary range suggested for the position was \$65,000 to \$85,000, depending on qualifications and experience. Theresa Coletta moved to adopt the job description/salary range, and insert it in the Town’s Employee Handbook. Russell Fox seconded the motion, which carried.
- **Other**
 1. Administration (Jeanne Martin)
 - a. Pursuant to GS 105-369(a), *Tax Delinquent Report* dated October 1, 2019 was provided as an update of uncollected revenues. A variety of collection efforts are underway, with every delinquent account receiving attention.
 - b. Finance Report – The monthly finance report was furnished to Council prior to the meeting.
 2. Fire Department (Chief Niles Howell)
 - a. Operations:
 - 1) A report of Fire Department activities was available for review, and is attached to these minutes and by reference made a part hereof.
 - 2) Building project report – The Mayor advised that she and Councilor Judy Buchanan attended a presentation of the Governor’s *Hometown Strong* initiative in the past month. The program is intended to assist small towns move along with projects. Eighteen representatives from state-wide agencies were available to hear the Mayor speak about the Fire Department’s project and the hardships that have been encountered along the way. A D.O.T. representative, Christopher Medlin, asked for the project drawings, and will research D.O.T. resources that may be available for the project. Two County Commissioners, David Grindstaff and Mark Ledford, advised that Yancey County is willing to consider raising the fire tax rate until the note is satisfied, although the request should come from the Town at a Commissioners’ meeting. Theresa Coletta made a motion to permit her, Councilor Russell Fox, Niles Howell, and Leslie Crowder to ask to be placed on the next Commissioners’ agenda to present the request for the fire tax increase. Bunnie McIntosh seconded the motion, which carried.
 3. Police Department (Chief Brian Buchanan)
 - a. Council was told that a new officer has been hired to fill a current vacancy.

- b. Available for consideration was:
 - 1) *Ordinance Declaring a Road Closure for an Event: 2019 Mt. Mitchell Toy Run*
 - 2) *Ordinance Declaring a Road Closure for an Event: 2019 Halloween on the Square*

Judy Buchanan moved to adopt the aforesaid Ordinances. Bunnie McIntosh seconded the motion, which carried.

- c. Also available for consideration was *Resolution to Declare Surplus Property* for disposal of shotguns after receipt of a 2019 grant for their replacement. Judy Buchanan moved to adopt the aforesaid Resolution. Isaac McCurry seconded the motion, which carried.
 - d. Code Enforcement – Council heard that the flood plain permit for Bojangles has been reissued. One more step remains for approval from the state before the project resumes.
4. Public Works – (Dillon Lundy, Public Works Director) reported the following:
- a. Available for review was a proposal for \$14,600 from Heritage Grading (the lowest bidder of three) for patches to be done on US 19. The proposal was solicited because the town doesn't have the equipment to meet D.O.T. specifications. Judy Buchanan moved to approve the expenditure. Bunnie McIntosh seconded the motion, which carried.
 - b. Three bids were received on the Reservoir Road project to complete work begun last year. The lowest bid came from Woodby Paving at \$58,500. Project will be funded by the Powell Bill.
 - c. Water meters – The cost to keep this water meter installment project moving along will be \$100,000 for parts and labor. Bunnie McIntosh moved to approve the aforesaid expenditure. Isaac McCurry seconded the motion, which carried.
 - d. Farm Bureau has requested assistance from the town to move/redirect the storm water drain from underneath their building in order for them to expand their building. Camera inspection of the pipe shall be done to determine if there are any structural issues. Russell Fox advised that this would be a D.O.T. project and they should be contacted.
 - e. Bob Lee and Anthony Cutaia have mentioned their water supply issues and Heather Hockaday has been contacted regarding the town's responsibility. Council heard that the town has gone above and beyond to provide a water line and a pump believed to be sufficient enough to get the water pressure up.
 - f. The bench program has been placed on hold due to the lack of locations in which to install. Other options for memorials are being explored.
 - g. Blue Mountain Storage has purchased the piece of land on East Main as of September 27th. If plans haven't changed since they were originally submitted, the permit will remain in effect for one year.
 - h. A sewer line inspection camera and a post driver for signs have been purchased at a cost of \$10,000, which will be defrayed by a safety grant from NCLM for \$5,000.
 - i. Additional safety gear being researched includes an arrow board to meet D.O.T. standards for work on major roadways, as well as signs for proper placement along roadways.
 - j. The Burnsville Metric group would like to install a bike work station somewhere near or on the square. Their event is held on the last Saturday of April and brings in a large number of riders and their families. Theresa Coletta moved to approve the request. Judy Buchanan seconded the motion, which carried.
 - k. Employee morale is on the rise.

5. Town Center – There was an update on events planned for the month of October, including the *Empty Bowls* event, the Parkway Playhouse gala, a vintage market, *Shop with a Cop*, and a music performance to benefit Family Violence.

▪ **Council Members' Reports**

1. Mayor Theresa Coletta

a. The town's Christmas Dinner will be held on Tuesday, December 17th at 6:00 p.m. at Pig & Grits.

2. Other Council Members – Bunnie McIntosh reported on the Blue Ridge Elementary School Open House, which was an uplifting experience. She commented that the Mayor, town councilors and previous council members were recognized for past support.

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

1. Economic Development Commission - Director Jamie McMahan updated Council on grant activity for Ray Cort Park. He provided information on the *Hometown Strong* program and discussed plans to renovate the former library into a more business oriented conference space.


Mr. McMahan reported on the status of the Comprehensive Plan that is being drafted by the High Country Council of Governments, mentioning that the first draft will be presented sometime this month for legal review, after which it will be presented to Council and the County Commissioners.

▪ **Closed Session** – Judy Buchanan moved to enter closed session pursuant to N.C.G.S. 143-318.11(a)(3) to consult with the town attorney and N.C.G.S. 143-318.11(a)(6) to consider a personnel matter. Russell Fox seconded the motion, which carried.

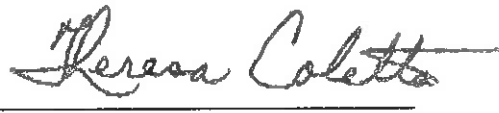
No action was taken as a result of closed session.

▪ **Next Town Council Meeting** – The next regular Town Council meeting will be held on November 7, 2019, at 6:00 p.m., to conduct regular business for the month of November. A Public Hearing on financing for the Fire Department project and a Council work session will be held on October 21, 2019, at 4:00 p.m.

Bunnie McIntosh moved to adjourn. The motion was seconded by Russell Fox and approved by all members.



Jeanne Martin, Town Clerk



Theresa Coletta, Mayor