

**BURNSVILLE TOWN COUNCIL**  
**Special Meeting**  
**August 22, 2019**

The Town Council, with members Mayor Theresa Coletta, Judy Buchanan, Isaac McCurry and Bunnie McIntosh present, held a special meeting on August 22, 2019 at the Burnsville Town Hall. Councilor Russell Fox was absent from the meeting. Also in attendance were town staff members Brian Buchanan, Leslie Crowder, Niles Howell, Jeanne Martin and Phillip Smith; and town attorney Heather Hockaday. The Notice for the meeting contained the agenda.

1. **Set final hearing date for Fire Department project** - There was a discussion regarding the status of the Fire Department's building project. In order to prepare for a final hearing on financing, United Community Bank will be asked for a list of what is needed to produce financing documents. Additionally, the LGC will be asked to waive the requirement for a 2019 audit and accept the prior year in its place. Russell Fox will expedite the submission of final numbers from the contractor. Bunnie McIntosh moved to hold a public hearing in the financing of the aforesaid project on September 9, 2019, at 6:30 p.m. at the Town Hall. Isaac McCurry seconded the motion, which carried.
2. **Learn about Snapdragon gift from the Yuziuks** - Mayor Theresa Coletta announced that Greg and Hiroko Yuziuk will be presenting the town an unbelievably detailed, hand crafted miniature replica of the Snapdragon. The hand carved ship measures 28" long, 24" high, and 14" deep, and will be displayed in one of the glass showcases in the town hall lobby. Bunnie McIntosh moved that the town officially accept the gift, which will be insured and displayed as explained. Judy Buchanan seconded the motion, which carried.
3. **Appoint an interim zoning administrator/code enforcement officer** - Police Chief Brian Buchanan described some of the cases he has been handling since his appointment as interim code enforcement officer, and advised there is a difference in code enforcement and zoning administration. He considers the interim position a challenge, and would be willing to serve in both areas with the current increase of \$7.00 per hour for as long as Council would like him to continue. The two different positions need to be delineated in two different job descriptions. Theresa Coletta moved to rescind the appointment of Shane Dale as interim zoning administrator and appoint Brian Buchanan as interim code enforcement officer/zoning administrator with additional pay of \$7.00 per hour instead. Judy Buchanan seconded the motion, which carried.
4. **Issue Order of Collection to Tax Collector** - Available for review was Insolvent List of Tax Bills and Tax Delinquent Report by Year, listing taxes on personal property for tax years 2008 through 2012, for which collection should be released as of August 22, 2019. Bunnie McIntosh moved to accept the aforesaid report and release collection of these taxes. Isaac McCurry seconded the motion, which carried. Also available for review was the town's tax scroll for 2019. Judy Buchanan moved to order collection of the taxes appearing on the aforesaid scroll. Bunnie McIntosh seconded the motion, which carried.
5. **Review plan for employment of a town administrator** - Councilors reviewed their Resolution Establishing a Position and Pay Classification for an Administrator for the Town of Burnsville that was adopted at an earlier meeting. The Mayor distributed a basic outline of the process for employment of a town administrator that she prepared for review. She proposed a committee be formed to begin working on the aforesaid outline. Isaac McCurry moved to

appoint a committee comprised of Bunnie McIntosh as Chair, Judy Buchanan, Theresa Coletta and Jamie McMahan as advisor to the committee. Theresa Coletta seconded the motion, which carried.

6. **Closed Session** - Council entered into closed session pursuant to NCGS 143-318.11(a)(3) to consult with the town attorney and NCGS 143-318.11(a)(6) to consider personnel matters.

Council reconvened in open session. No action taken as a result of the closed session.

There being no further business, Councilor Bunnie McIntosh moved to adjourn the meeting. Isaac McCurry seconded the motion, which carried.



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Jeanne Martin, Town Clerk



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Mayor Theresa Coletta