

BURNSVILLE TOWN COUNCIL
Special Meeting – Thursday, June 25, 2020
(For Regular Business – Month of July, 2020)

On Thursday, June 25, 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 Brian Buchanan, Leslie Crowder, Chad Fox, Heather Hockaday, Dillon Lundy, and Jeanne Martin; and visitors Jody Higgins, Jamie McMahan, and others. Attending via Webex was staff member Niles Howell. The Mayor, who presided, stated that the purpose of the meeting was to conduct regular business for the month of July, 2020.

- **Adoption of Agenda** – Bunnie McIntosh moved to delete discussion of the Water Leak Protection Program [Item 12(c)] and adopt the agenda, as revised. Judy Buchanan seconded the motion, which carried.
- **Public Comment**
 1. Prior to the meeting, Councilors received copies of 258 comments from the public on the subject of mask-wearing. In no particular order, Heather Hockaday read a sampling of the comments during the meeting, and announced that all written comments would be posted on the town's website.
 2. Appearing in person to speak were the following:
 - a. Joy Boothe – Keeping our town open safely
 - b. Juanita Brown – Helping our businesses and community residents – bringing our community together
 - c. Jon Ward – Social distancing / masks
 - d. Former Mayor Danny McIntosh - The importance of keeping the tank at the water plant as full as possible
- **Consideration of Minutes** – Available for review were minutes from a special meeting and public hearings held June 4, 2020. Russell Fox moved to adopt the aforesaid minutes. Bunnie McIntosh seconded the motion, which carried.
- **Public Hearing – Economic Development Appropriations** – Mayor Coletta opened the Public Hearing on proposed appropriations for economic development at 6:43 p.m. There being no comments, the Mayor then closed the hearing at 6:44 p.m.
- **Public Hearing – FY 2020 – 2021 Budget** – The Mayor opened the Public Hearing on the proposed budget at 6:45 p.m. It was noted that this year's conservative budget provides for a 3% increase in water rates, employee salaries have been adjusted 2.6% for cost of living, and funds for the town hall's elevator project have been carried over from FY 2019-2020. With no comments, the Mayor then closed the hearing at 6:50 p.m.

Russell Fox made a motion to adopt the budget as presented. Bunnie McIntosh seconded the motion, which carried.
- **Resolution Authorizing the Town of Burnsville to Engage in Electronic Payments as Defined by NCGS 159-28** – Councilors considered a Resolution *Authorizing the Town of Burnsville to Engage in Electronic Payments as Defined by NCGS 159-28*, which outlines procedures for staff credit card purchases. Judy Buchanan moved to adopt the aforesaid Resolution. Denise Collier seconded the motion, which carried.
- **Town of Burnsville Procurement Policy** – Available for review was a proposed Procurement Policy for the Town of Burnsville. Heather Hockaday explained the policy highlights and asked Council to

consider a Resolution to adopt. Judy Buchanan moved to adopt the aforesaid Resolution. Bunnie McIntosh seconded the motion, which carried.

- **Adoption of Closeout Documents Related to CDBG Infrastructure Grant #16-I-2915 (Peterson Trailer Park)** - Councilors were reminded of the hearing held on June 4, 2020 to close out CDBG-I-2915 (Peterson Trailer Park). Denise Collier made a motion to approve the close out documents associated with the aforesaid project, which were available for review at the meeting, and authorize the Mayor's signature. Russell Fox seconded the motion, which carried.
- **Proposed Amendments to Town of Burnsville Sign Ordinance** – Councilors reviewed proposed amendments to the Town's Sign Ordinance. Judy Buchanan moved to adopt the Plan Consistency Statement supporting the amendments. Bunnie McIntosh seconded the motion, which carried.

Denise Collier made a motion to adopt the aforesaid amendments to the Sign Ordinance. Judy Buchanan seconded the motion, which carried.

- **Proposed Text Amendments to the Town of Burnsville Zoning Ordinance** – Councilors reviewed proposed text amendments to the Town's Zoning Ordinance. Russell Fox moved to adopt the Plan Consistency Statement that supports the text amendments. Judy Buchanan seconded the motion, which carried.

Russell Fox made a motion to adopt the aforesaid text amendments to the Zoning Ordinance. Judy Buchanan seconded the motion, which carried.

- **Administrator's Update:**

1. Heather Hockaday updated Council on COVID-19 restrictions, mentioning that we will be under three more weeks of Phase II. Town Hall operations are back to normal, with signage on exterior doors and barriers placed in front of the utility window. Staff will participate in a zoom call with the EDC, the Chamber of Commerce, Mayland Community College and area businesses to discuss resources and available assistance.
2. Water Leak Protection Program – this issue was tabled until a later date.

- **Department Updates:**

1. Administration (Jeanne Martin)
 - a. Tax Report:
 - 1) Pursuant to GS 105-369(a), *Tax Delinquent Report* dated June 22, 2020 was provided as an update of uncollected revenues. A variety of collection efforts are underway, with every delinquent account receiving attention.
 - b. Finance Report:
 - 1) The monthly finance report was furnished to Council prior to the meeting.
 - 2) FY 2019-2020 budgetary housekeeping – A budget amendment reflecting necessary year-end adjustments was available for review. Denise Collier made a motion to adopt the aforesaid amendment. Russell Fox seconded the motion, which carried.
 - 3) Amendment to Project Ordinance (Wastewater Treatment Plant) – An amendment to the Wastewater Treatment Plant project ordinance was available for review. After hearing an explanation of the need to amend the ordinance, Denise Collier made a motion to adopt the amendment. Judy Buchanan seconded the motion, which carried.
 - 4) Amendment to Project Ordinance (Fire Department) – An amendment to the project ordinance covering the fire department project was reviewed. Judy Buchanan moved to adopt the aforesaid amendment. Bunnie McIntosh seconded the motion, which carried.
 - 5) Councilors heard about an opportunity for the town to enroll in a program designed to notify residents about such things as service interruptions, water advisories, etc. The program is an automated system that will text or call utility customers with alerts to affected areas as appropriate. The cost of the program will be \$1,238.40 for up to 48,000 calls or text messages annually.

2. Fire Department (Chief Niles Howell)
 - a. Operations:
 - 1) Reports of Fire Department activities for the month of June, 2020, was available for review, attached to these minutes and by reference made a part hereof.
 - 2) Building project – There was a lengthy discussion concerning our inability to meet soil specifications at the fire station’s building site. After a review of an email from Ben Cathey (McGill Associates) and a letter from BLE Engineering, Theresa Coletta moved to accept the recommendation for cement stabilization as outlined in the BLE letter dated June 4, 2020. Judy Buchanan seconded the motion, which carried. Russell Fox agreed to communicate the decision to Young and McQueen. Additional costs will be taken from the Fire Tax reserve account.
3. Police Department (Chief Brian Buchanan)
 - a. A report of the month’s Police Department’s activities was available for review.
 - b. A new time clock system is being launched, beginning with the Police Department. The system will track overtime and cut back on staff time that is devoted to computing payroll. The cost is \$400, with no monthly fee, and should more than pay for itself in the first year.
 - c. At the last Crafts Fair meeting, no decision was made as to cancellation due to Covid-19. The organizers are exploring the possibility of holding the event at the high school.
4. Zoning Update (Brian Buchanan) –There is very little to report on with regard to new construction, which may be due to the sewer moratorium.
5. Public Works (Dillon Lundy)
 - a. Update on wastewater treatment plant project – Genesis has begun work. There was no bulge in the clarifier as originally thought, and any money saved will be directed to other components of the project. On June 29th they will blast the tank to prepare for coating and reconstruction will follow.
 - b. Local Water Supply Plan Resolution - Councilors reviewed the Town’s Local Water Supply Plan and Resolution for *Local Water Supply Plan*. Russell Fox moved to adopt the aforesaid Resolution. Denise Collier seconded the motion, which carried.
 - c. Software Contract with Aqua Resoure – Available for review was “Aqua Resource Software as a Service Agreement.” Dillon Lundy explained that the purpose for the software is to track backflow for state reporting, which will cost the town a one-time fee of \$500. Bunnie McIntosh moved to approve the Agreement. Judy Buchanan seconded the motion, which carried.
 - d. Water Main Break on 19E – Dillon Lundy updated Council on emergency repairs that are necessary to correct the water main break on 19E, which will cost approximately \$7,500. Theresa Coletta made a motion to move forward with this project and its cost; Bunnie McIntosh seconded the motion, which carried.
 - e. Repairs to Cherry Lane in front of Yancey House – Dillon Lundy reported that this patching project will cost \$7,525. Judy Buchanan made a motion to move ahead with this project. Theresa Coletta seconded the motion, which carried.
6. Burnsville Town Center – Chad Fox reported that due to Covid-19 restrictions he has either cancelled or rescheduled 77 events to date.

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

1. Economic Development Commission – Jamie McMahan
 - a. Mr. McMahan reported that he participated in two site visits by business prospects in the past week.
 - b. Councilors considered the vacancy in a town-appointed seat on the EDC Board. The seat is allocated to a member of the health care community or public utility, and is currently held by Schell McCall, who is willing to serve another term. Judy Buchanan moved to reappoint Ms. McCall to this seat. Bunnie McIntosh seconded the motion, which carried.

- c. Mr. McMahan expressed appreciation to Heather Hockaday for her willingness in helping develop a public education initiative during the COVID-19 pandemic. He mentioned that the EDC's goal is to make certain the business environment is as robust as possible, and educate business owners to help them through the pandemic. Judy Buchanan made a motion to provide a supply of masks for merchants through the Chamber of Commerce. Denise Collier seconded the motion, which carried.
- 2. 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 Center on August 13, 2020, at 6:00 p.m., to conduct regular business for the month of August, 2020.

There being no further business, the meeting adjourned.

Jeanne Martin, Town Clerk



Theresa Coletta, Mayor