

BURNSVILLE TOWN COUNCIL
Special Meeting – Thursday, August 13, 2020
(For Regular Business – Month of August, 2020)

On Thursday, August 13, 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 Leslie Crowder, Chad Fox, Heather Hockaday, Dillon Lundy, and Jeanne Martin; and visitors Jody Higgins, Jamie McMahan and J Meliski. Attending via Webex were staff members Brian Buchanan and Niles Howell; and visitors Michelle Ball and Phil Trew. The Mayor, who presided, stated that the purpose of the meeting was to conduct regular business for the month of August, 2020.

- **Adoption of Agenda** – Bunnie McIntosh moved to adopt the agenda as presented. Judy Buchanan seconded the motion, which carried.
- **Public Comment** – There were no public comments to be heard at the meeting.
- **Consideration of Minutes** – Available for review were minutes from a special meeting and public hearings held June 25, 2020. Denise Collier made a motion to approve the aforesaid minutes as written. Russell Fox seconded the motion, which carried.
- **GIS Storm Water Mapping** – Phil Trew, High Country Council of Governments, advised that there is \$11,000 in grant funding available for storm water mapping, something that is needed for the Town of Burnsville. If the Town is a successful applicant for the grant, COG staff, with the help of Town staff, will accurately map culverts, inlets, outlets, major ditchlines, etc. within the Town limits. A match of \$3,398 is required, and application must be made by September 11th.

Russell Fox made a motion to pursue the grant funding for this mapping project. Bunnie McIntosh seconded the motion, which carried.

- **Indian Trail/Meadow Road Policies** – Michelle Ball, High Country Council of Governments, summarized policy updates that are necessary for CDBG-Infrastructure projects. Available for review were the following policies:
 - Anti-displacement and Relocation Assistance Plan
 - Citizen Participation Plan
 - Conflict of Interest
 - Equal Opportunity Plan
 - Excessive Force Plan
 - Procurement Policy and Plan
 - Section 504 ADA Grievance Procedure
 - Fair Housing Assessment
 - Fair Housing Complain Procedure

Judy Buchanan moved to adopt the aforesaid CDBG-I policy updates. Denise Collier seconded the motion, which carried.

- **Peterson Trailer Park Update** – Michelle Ball reported that another public hearing will be necessary to close out the Peterson Trailer Park project in order to correctly state the project's expenditures. The hearing will be held on September 3rd.

▪ **Public Works – Dillon Lundy**

1. Update on OMC Pump Station and Force Main Project – J Meliski, McGill Associates, reported on the status of the project, which now includes the force main repair, but eliminates the original plan to upgrade the water treatment plant. He explained the adjustments that will occur in funding and expenditures, mentioning that funding for the water treatment plant will still be available when we are ready to access it.

Councilor's reviewed a Resolution to *Approve Plan for Emergency Repairs and Rebid of OMC Pump Station Project*. Russell Fox moved to adopt the aforesaid Resolution. Judy Buchanan seconded the motion, which carried.

2. *Meadow Road/Indian Trail Project Update* – *The Meadow Road* piece of this project is complete except for repaving, which will be done when the Indian Trail piece is completed.
3. *Cherry Lane Project Update* – paving is complete.
4. Update on Conference with McGill for Long Term and Intermediate Plan on Wastewater Treatment Plant – there are ongoing conversations with McGill concerning immediate and long term plans to extend the life of the plant 15-20 years and the most efficient way to utilize available grant funding. It has been determined that approximately 60% of what is treated is I & I (stormwater) and if that is addressed, the plant's capacity could increase enough to accommodate 3,300 homes. More concrete information is expected from McGill next week.
5. *Genesis Change Order* – Councilors considered a change order increasing the cost of work being performed by Genesis by \$4861. Russell Fox moved to approve the increase. Bunnie McIntosh seconded the motion, which carried.
6. *Dooley's Request for Amendment to Contractual Payment Schedule* – 75% of the work due by October 1st has already been completed by Dooley's and the contractor is requesting an amendment to the payment schedule to provide ½ payment at this time. Russell Fox made a motion to approve the amendment. Judy Buchanan seconded the motion, which carried.
7. *East Main Street sidewalks* have become a concern as they are crumbling and presenting a possible tripping hazard. Sam Boone has provided an estimate of \$44,900 for the section along the courthouse and the bank, with an additional \$12,500 to extend down the hill. An additional \$9,100 will provide curbing on the north side and a retaining wall at \$3,000. Other estimates will be sought.

▪ **Administrator's Update:**

1. Heather Hockaday provided an update on the COVID-19 pandemic. \$223,668, (25% of Yancey County's allotment) in relief funding will be directed to the Town. Ms Hockaday summarized a spending plan, which will need to be submitted to Yancey County. Available for review was *Coronavirus Relief Fund (CRF) Plan* as well as *Interlocal Agreement between the County of Yancey and the Municipality Town of Burnsville for Management of Funds from the Coronavirus Relief Fund (CRF) Established by the Coronavirus Aid, Relief, and Economic Security (CARES) Act*. Judy Buchanan made a motion to approve the aforesaid Plan and Agreement with Yancey County. Bunnie McIntosh seconded the motion, which carried.
2. *Land Use Plan Update* – The steering committee met this past Tuesday with Cory Osborne (High Country Council of Governments) and received statistical information on Yancey County that will aid in the process of plan development. The target is to have the plan in place in January 2021, after which zoning ordinances will be addressed for compliance with 160D.
3. *Utility Payment Plans* – Councilors were told that the Governor's restrictions on utility disconnections expired at the end of July, and utility providers must offer six month payment plans. Notices of plan availability have been sent to the town's past-due utility customers, and the first agreement was signed today. Also, there is COVID response money available for struggling customers. Jamie McMahan advised that a local private event has raised \$45,000 to \$50,000 in donations for the relief effort, and he would like to see some of those funds appropriated for utility relief. With Burnsville's utility customers having approximately \$10,000 in outstanding bills, this would be a welcome option for residential customers. Commercial customers will be able to access the loan relief program through the MAY Coalition.
4. *Automatic Notifications of Service Interruptions, Advisories, etc.* – the Utility Department has been collecting phone numbers from customers in order to build the notification system.

5. Water Leak Protection Program – Council discussed the advantages and disadvantages of this program and it was agreed that more information will be brought to the next regular meeting. Judy Buchanan made a motion to publicize the program and schedule a Public Hearing in October to allow public input.

▪ **Department Updates:**

1. Administration (Jeanne Martin)

- a. Tax Report:

- 1) Tax Settlement – Council reviewed the *Insolvent List for Fiscal Year 2019-2020 Tax Settlement* and noted that the tax bills on the list amount to \$4,444.56. Bunnie McIntosh moved to remove the listed accounts from the receivable list of tax bills. Judy Buchanan seconded the motion, which carried.
- 2) Also available for review was *Annual Settlement and Order of Collection for Approval by the Burnsville Town Council*. Judy Buchanan made a motion to approve the aforesaid settlement and order the Tax Collector to collect taxes for the current fiscal year. Denise Collier seconded the motion, which carried. Council was told that the tax scroll appears to be in line with last year's levy.

- b. Finance Report:

- 1) The monthly finance report was furnished to Council prior to the meeting.
- 2) A budget amendment recognizing funding/expenditures for COVID-19 and the West Main Street Municipal Parking Lot was available for review. Bunnie McIntosh moved to adopt the amendment to the budget. Russell Fox seconded the motion, which carried.

2. Fire Department (Chief Niles Howell)

- a. Operations:

- 1) Fire Department activities for the month of July, 2020 included hose testing and repair of the main pumper.
- 2) Building project – Council heard an explanation for an amendment to the Project Ordinance which was due to an increase in engineering fees. Russell Fox moved to adopt the amended Project Ordinance; Denise Collier seconded the motion, and it was unanimously approved.

3. Police Department (Chief Brian Buchanan)

- a. The new time clock system has been implemented in the Police Department and is functioning well.

4. Zoning Update (Brian Buchanan) – A project to upgrade 315 West Main Street was approved by Design Review. The upgrade, that will begin next week, will include a deck and make the property more attractive.

5. Code Enforcement (Brian Buchanan) – As an update on the barn demolition on West Main Street, Council heard that equipment is on site and the property is being cleaned up.

6. Burnsville Town Center – Chad Fox reported that venue rentals have not improved since not many events fit the Governor's guidelines. There are hopes that will change after September 11th.

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

1. Economic Development Commission – Jamie McMahan

- a. Mr. McMahan reported that the Farmers' Market project is about to begin, with 20 ASU students working on the design for construction in the spring. He commended the Town for past contributions to the Farmers' Market, which has been a benefit to the town and the community.
- b. The Dogwood Trust has established a grant for communities that increase their census response numbers. An accurate count is imperative because the numbers affect local revenues. In an effort to participate in this initiative to reach out to respondents, 1500 single-page flyers are being sent with the water bills.

2. High Country Council of Governments – Minutes and financials were available for review.
3. SEARCH – an update on recent activities was available for review.

▪ **Council Members' Reports**

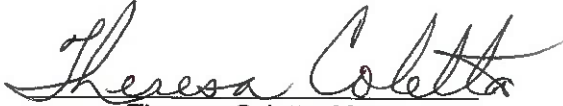
1. Mayor Theresa Coletta complimented Councilor Denise Collier on her recent appointment to the SEARCH Board. She announced that the first evening of music on West Main Street was this past Friday and was well received. The Mayor reminded Council that she and Councilor Judy Buchanan originally undertook the farmers' market project, and found a home for them for the past several years in the parking lot that is currently leased by the Town alongside Town Hall.

- **Next Town Council Meeting** – The next regular (special) Town Council meeting will be held at the Burnsville Town Center on September 3, 2020, at 6:00 p.m., to conduct regular business for the month of September, 2020.

There being no further business, the meeting adjourned.



Jeanne Martin, Town Clerk



Theresa Coletta, Mayor