

TOWN OF YADKINVILLE
BOARD OF COMMISSIONERS
MONTHLY MEETING MINUTES
LOCATION: COMMISSIONERS CHAMBERS
213 VAN BUREN STREET
YADKINVILLE, NC
MONDAY, NOVEMBER 7, 2016

OFFICIALS PRESENT:

Mayor Eddie Norman
Commissioners:
 Betty Driver
 Tony Hall
 Monta Davis-Oliver
 Scott Winebarger

STAFF PRESENT:

Town Manager: Perry Williams
Public Works Director: Perry Williams
Town Clerk: Shelia Weathers
Chief of Police: Tim Parks
Finance Officer: Dina Reavis

Town Attorney Ben Harding

Quorum requirements met – meeting proceeded.

1. CALL TO ORDER

The regular meeting was called to order by Mayor Norman at 6:00 p.m.

2. INVOCATION

Mayor Norman offered the invocation.

3. PUBLIC COMMENT

With no one wishing to speak, the public comments section of the meeting was closed.

4. APPROVAL OF MINUTES

Commissioner Monta Davis-Oliver made a motion to approve the minutes as presented (listed below). Commissioner Betty Driver seconded the motion and passed unanimously.

Vote: 4/0

- October 3, 2016 Regular Meeting Minutes
- October 3, 2016 Closed Session Minutes

5. CONSENT AGENDA (ITEM(S) 1-4) (Attachment #1)

Mr. Williams presented the consent agenda items (Petition Requesting Annexation of the Yadkin County Animal Shelter, Invoices, Tax Voids and Surplus Property) for the Board's consideration.

Commissioner Tony Hall made a motion to approve all items as submitted on the consent agenda. The motion was seconded by Scott Winebarger and passed unanimously.

Vote: 4/0

6. RAPID ENTRY KEY SYSTEM ORDINANCE

Town Attorney Ben Harding gave the Board of Commissioners an update after researching to whether the Yadkin County's Rapid Entry Key System Ordinance can be enforced within the Town of Yadkinville passing a resolution permitting this ordinance to be applicable within its corporate limits. In summary, Yadkin County can enforce this ordinance without the Town of Yadkinville approving the ordinance, unless the Town of Yadkinville adopts its own Fire Prevention Code and has that Fire Prevention Code approved by the N.C. Building Code Council.

Mayor Norman instructed Mr. Harding to compose an information letter addressing the findings and send to Town business owners. He asked that the Fire Marshall's contact number and County's website information be included.

7. FIRE CHIEF'S REPORT

Fire Chief Jody Doss presented the Board of Commissioners with the Fire Departments monthly statistical report. He stated that the Fire Department responded to 146 calls (up 18.7 percent from last year).

Chief Doss reported that the Fire Department is gearing up for the Yadkinville Christmas Parade to be held Saturday, December 3rd at 10:00 a.m. All parade entries are required to contact the Fire Department to acquire an application and approval.

8. POLICE CHIEF'S REPORT

Chief Tim Parks submitted his monthly statistical report to the Board of Commissioners.

9. PUBLIC WORKS DIRECTOR'S REPORT

Town Manager Perry Williams did not have anything to report.

10. MANAGER'S REPORT

- **Board Appointment(s):**

The Board briefly discussed the appointment of Mrs. Chris Matthews and Mr. Perry Snow to the Board of Commission seat vacancy.

Commissioner Scott Winebarger made a motion to appoint Mrs. Chris Matthews to the Board of Commissioner seat and Mr. Perry Snow to the Board of Adjustment to fill the vacant seat of Mrs. Chris Matthews. The motion was seconded by Commissioner Betty Driver and passed.

Vote: 3/1 (Commissioner Tony Hall voting against)

- **Agreement Engineering Services – Withers & Ravenel (Attachment #2)**
Mr. Williams submitted an agreement with Withers & Ravenel to the Board to render engineering in connection with the Waterline Relocation for NCDOT Pipe #2123 Replacement Project. The waterline relocation will take place at Pine Valley Road and McKinley Road at the cost of \$23,902.92.

Commissioner Monta Davis-Oliver made a motion to approve the agreement with Withers & Ravenel for engineering services. The motion was seconded by Commission Betty Driver and passed unanimously.

Vote: 4/0

- **Language Access Plan (Attachment #3)**
Mr. Williams advised the Town Board on the purpose and adoption of the Language Access Plan. Its purpose is to ensure compliance with Title VI of the Civil Rights Act of 1964, and other applicable federal and state laws and their implementing regulations with respect to persons with limited English proficiency (LEP). Title VI prohibits discrimination based on the ground of race, color, or national origin by any entity receiving federal financial assistance. The policy defines the responsibilities the Town has to ensure LEP individuals can communicate effectively.

Commissioner Scott Winebarger made a motion to adopt the Language Access Plan. The motion was seconded by Monta Davis-Oliver and passed unanimously.

Vote: 4/0

- **Intergovernmental Agreement for SFRLP16 (Attachment #4)**
Mr. Williams explained the Intergovernmental Agreement for SRFLP16 between the Town of Yadkinville and Yadkin County for Board approval. The agreement states that *the Town of Yadkinville is willing to administer the housing rehabilitation projects which will be accessible to all residents of Yadkin County; and the County is willing to grant Yadkinville the authority to engage in housing rehabilitation activities for the purpose of this project throughout its jurisdiction in order to facilitate the successful implementation of this project, and, both parties wish to enter into this Agreement pursuant to N.C.G.S. 160A-460 to 464.* Town Manager Perry Williams stated this agreement allows County Manager Lisa Hughes and him to sign off on paperwork associated with this project.

Commissioner Tony Hall made a motion to approve this agreement as presented. The motion was seconded by Commissioner Monta Davis-Oliver and passed unanimously.

Vote: 4/0

- **Tornado Policy (Attachment #5)**
Mr. Williams presented the Town Board with the revised Tornado Policy for the Town. The policy reflected personnel authorization changes made to the “*Procedure for Activating and Deactivating the Siren.*” The policy reads; *In addition, the Yadkinville Mayor, the Yadkinville Town Manager, the Yadkinville Police Chief, all on-duty Town Officers, the Yadkinville Public Works Director, the Yadkin County Sheriff and the Yadkin County Emergency Services Director*

are authorized to **ACTIVATE AND DEACTIVATE** and/or **CANCEL** the *Yadkinville Tornado Siren Warning System*.

Commissioner Scott Winebarger made a motion to approve the revised Tornado Policy. The motion was seconded by Commissioner Tony Hall and passed unanimously.

Vote: 4/0

- **Economic Development (Water & Sewer Extension)**

Mr. Williams apprised the Board regarding the potential development of a 100-unit retirement home located in Courtney-Huntsville area. A meeting took place with the property owner to determine the availability of water and sewer. Water would be easily assessable unlike sewer. The sewer line would have to be a force main with 4-inch pvc which would be costly and at the expense of the owner. Mr. Williams noted that the Town and County would split the costs involved in the water line extension (6-inch line to include a fire line).

It was the consensus of the Town Board to for Mr. Williams to meet with the County and continue to investigate the water and sewer line extension, costs and other pertinent information before making a final decision.

- **Annexation Fee Adoption to Town Fee Schedule (Attachment #6)**

Mr. Williams supplied the Board with a rundown of the current fees that surrounding towns charge for performing an annexation. Mr. Williams recommended a charge of \$250 for person(s) requesting an annexation and a fee exemption in which the Town solicits the annexation

Commissioner Tony Hall made a motion to adopt an annexation fee of \$250 when requested by the property owner and a fee exemption if the Town requests the annexation. Commissioner Monta Davis-Oliver seconded the motion and passed unanimously.

Vote: 4/0

- **Board of Commissioners 2017 Regular Meeting Schedule (Attachment #7)**

Mr. Williams presented the Board with the 2017 Regular Meeting Schedule.

Commissioner Monta Davis-Oliver made a motion to approve the 2017 schedule. The motion was seconded by Commissioner Betty Driver and passed unanimously.

Vote: 4/0

- **Yadkinville Comprehensive Plan**

Mr. Williams reminded the Board about the community workshop at the Yadkin Cultural Arts Center on Tuesday, November 15th from 4:00 to 7:00 p.m. Mr. John Willingham will supply light refreshments for the workshop.

- **Employee Appreciation Luncheon:**

It was the consensus of the Town Board to have the employee appreciation luncheon on Friday, December 16, 2016, from 12:00 to 2:00 p.m. Mayor Norman recommended a catered luncheon so the employees could enjoy the meal. The Board agreed to provide an employee bonus to the full-time employees in the amount of \$100.

11. COMMISSIONER COMMENTS


Commissioner Betty Driver:

- Stated that progress is continuing with the moving of trailers on Lee Avenue.

12. ADJOURNMENT

With no further business to discuss, Commissioner Monta Davis-Oliver moved the meeting be adjourned. Commissioner Betty Driver seconded the motion, and the motion was approved unanimously. The meeting adjourned at approximately 6:53 p.m.

Vote: 4/0



Eddie Norman, Mayor



Shelia B. Weathers, Town Clerk