

TOWN OF YADKINVILLE  
BOARD OF COMMISSIONERS  
***MONTHLY MEETING MINUTES***  
LOCATION: COMMISSIONERS CHAMBERS  
213 VAN BUREN STREET  
YADKINVILLE, NC  
***MONDAY, JULY 10, 2023***

**OFFICIALS PRESENT:**

Mayor Eddie Norman

Commissioners:

Tony Hall

Monta Davis-Oliver

Chris Matthews

Scott Winebarger – Absent

Richie Parker

Town Attorney Ben Harding

**STAFF PRESENT:**

Town Manager: Mike Koser

Town Clerk: Alex Potts

Finance Director: Hunter Gooden

Planning Advisor: Abigaile Pittman

Police Commanders: Phillip Scott &

Cleatus Shore

Quorum requirements met – meeting proceeded.

**1. CALL TO ORDER**

The regular meeting was called to order by Mayor Norman at 6:02 p.m.

**2. INVOCATION**

Mayor Norman offered the invocation.

**3. ADOPTION OF AGENDA (MOTION)**

Commissioner Chris Matthews made a motion to approve the agenda. Commissioner Tony Hall seconded the motion, and the motion passed unanimously.

Vote: 4/0

**4. PUBLIC COMMENTS**

No one signed up for this section of the meeting.

**5. APPROVAL OF MINUTES (MOTION)**

Commissioner Monta Davis-Oliver made a motion to approve the following minutes as presented. Commissioner Chris Matthews seconded the motion, and the motion passed unanimously.

Vote: 4/0

- June 5, 2023 (Regular Meeting Minutes)

## **9. FIRE CHIEF'S REPORT**

Fire Chief Jody Doss presented his monthly report and noted an increase in calls, compared to last year.

## **10. POLICE CHIEF'S REPORT**

During the monthly report for the Police Department, Commander Cleatus Shore highlighted several incidents that took place in the past month. On June 4th, a shoplifter stole a significant amount of over-the-counter medication, including Sudafed, from CVS. This crime is believed to be linked to others in the neighboring counties. On June 10th, another shoplifter was caught stealing from the same CVS. Commander Shore also mentioned that on June 26th, a vehicle was stolen from the Yadkin Tobacco Store. Thanks to various tips, the authorities were able to identify a suspect, and eventually, the Winston-Salem Police Department retrieved the stolen vehicle. On June 27th, the Yadkin Food Mart was robbed of cash and merchandise. Fortunately, the Yadkinville Police Department was able to recover most of the stolen items.

Commander Shore informed the Board that Yadkin County Schools have requested a Student Resource Officer be assigned to every school, including Yadkinville Elementary. It was mentioned that the Yadkin County Sheriff's Office typically handles hiring SRO positions but since Yadkinville Elementary is in our jurisdiction, we have the opportunity to hire the officer. To help fund the position, Yadkin County Schools will apply for a state grant, which has provided around \$44,000 in previous years. When asked about the SRO's responsibilities, Commander Shore explained that they will assist with directing traffic during drop-off and pickup times, be present during the school day, and be available for other duties if needed. During the summer months, the officer will serve as an additional law enforcement officer.

## **11. PUBLIC SERVICES DIRECTOR REPORT**

Public Works Director Jacob Swaim shared his monthly report with the Board. He mentioned that he revised the Water Shortage Response Plan as per the Board's suggestion and is now seeking their approval.

*Commissioner Chris Matthews made a motion to approve the Water Shortage Response Plan, as presented. Commissioner Richie Parker seconded the motion and the motion passed unanimously.*

*Vote: 4/0*

Director Swaim updated the Board on the EPA's directive regarding the inventory of water pipes used in residences. To comply with this requirement, they will be sending a survey to homeowners to gather the necessary information.

## **12. PLANNING ADVISOR'S REPORT**

Planning Advisor Abigaile Pittman presented the Board with her monthly report. She noted a final site plan for Starbucks.

## **13. TOWN ATTORNEY BEN HARDING**

Town Attorney Ben Harding stated he had nothing to report.

#### **14. MANAGER'S REPORT**

- **Annexation Request (Attachment #2):**

Manager Koser presented the Board with an annexation petition from Jon Wright, James Vannoy, and William Vannoy, for three parcels on Service Road. The parcels consist of approximately 30.133 acres. Mr. Wright anticipates developing an RV park and would like Town utility services. Mr. Koser explained that rezoning and a Major Special Use Permit will be required, and can be obtained during the process of annexation. Manager Koser offered Resolution No. 2023-05 for the Board's approval.

*Commissioner Chris Matthews made a motion to adopt Resolution No. 2023-05 to direct the Clerk to investigate the petition. Commissioner Richie Parker seconded the motion, and the motion passed unanimously.*

*Vote: 4/0*

- **Town Website Redesign:**

Manager Koser noted that VC3 will redesign the Town's website this year. He requested the Board to complete the survey that was emailed to them.

- **Event Planner Position:**

Mr. Koser noted that during the CPNI workshop, they recommended hiring an event planner. He requested the Board's recommendation on Salary. After some discussion, the Board agreed on a maximum salary of \$50,000. This position would also include grant writing. Manager Koser stated that he will finalize and present the job description to the Board.

- **Appointment of Mr. Jeff Gibbs to the Planning Board/Board of Adjustment:**

*Commissioner Tony Hall made a motion to appoint Mr. Jeff Gibbs to the Planning Board/Board of Adjustment for a 3-year term. Commissioner Monta Davis-Oliver seconded the motion, and the motion passed unanimously.*

*Vote: 4/0*

- **Reappointment of Mr. Gray Garrison to the TDA:**

*Commissioner Tony Hall made a motion to reappoint Mr. Gray Garrison to the Tourism Development Authority for another 1-year term. Commissioner Monta Davis-Oliver seconded the motion, and the motion passed unanimously.*

*Vote: 4/0*

#### **15. COMMISSIONER COMMENTS**

**Commissioner Chris Matthews:** Commissioner Matthews thanked all the staff for putting together the Fourth of July Celebration.

**Commissioner Richie Parker:** Commissioner Parker thanked everyone who participated and helped plan the Fourth of July event. He also asked if we could block parking spaces that are along the parade route.

**Mayor Norman:** Mayor Norman thanked all staff for their hard work during the Fourth of July event. He inquired if the parking spaces in front of Suntrust should be marked for one-hour parking. After some discussion, the Police Department agreed to look into it. Mayor Norman asked Public Works Director Swaim if signs could be erected to redirect tractor-trailers from Unifi and B&G Foods. He suggested redirecting them down Progress Lane. Mr. Swaim agreed to ask NCDOT for temporary signs.

**16. ADJOURNMENT**

*With no further business to discuss, Commissioner Monta Davis-Oliver moved the meeting adjourned. Commissioner Chris Matthews seconded the motion, and the motion was approved unanimously. The meeting adjourned at approximately 6:51 p.m.*

*Vote: 4/0*

A handwritten signature in black ink, appearing to read "Eddie Norman", written over a horizontal line.

Eddie Norman, Mayor

A handwritten signature in black ink, appearing to read "Alex Potts", written over a horizontal line.

Alex Potts, Town Clerk