

THURSDAY, JANUARY 2, 2020 – 7:00 P.M.
REGULAR MEETING OF THE BUTNER TOWN COUNCIL
COUNCIL MEETING ROOM – TOWN HALL

The Butner Town Council met at the above-mentioned time and place. All members of the Council and local news media were notified of the same as well as the purpose of the meeting. Present were Mayor Terry Turner, Mayor Pro Temp Bill McKellar, Council Members, Michel Branch, Jimmy Gooch, Linda Jordon, Tom Lane, and Vickie Smoak. Also present was Town Attorney Jim Wrenn, Town Manager Tommy Marrow and Town Clerk Barbara Rote.

CALL TO ORDER

Mayor Turner called the meeting to order. Clerk Rote called the roll for Council attendance. Council Member Gooch gave the prayer followed by the Pledge to the American Flag.

AGENDA APPROVAL & ADDITIONS

COUNCIL MEMBER LANE MADE A MOTION, SECONDED BY COUNCIL MEMBER BRANCH, TO APPROVE THE AGENDA AS PRESENTED. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

DECEMBER 4, 2019 MINUTES APPROVED

MEETING MINUTES WERE APPROVED ON MOTION BY MPT MCKELLAR, SECONDED BY COUNCIL MEMBER GOOCH. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

PLANNER JESSICA GLADWIN SAYS GOODBYE

Butner Planner Jessica Gladwin's last day of employment was December 31, 2019. After seven years with Butner as a Planner and Code Enforcement Officer, she will join the City of Raleigh as a Planner. Mayor Turner and Town Manager Marrow shared her accomplishments and offered congratulations. She thanked the Board for the opportunity to serve them and the Community. She was "excited about her new position but sad to leave Butner".

FALLS LAKE LADY FIREBIRDS VARSITY VOLLEYBALL TEAM RECOGNIZED
2019 NCHSAA 1A STATE CHAMPIONS

The Mayor and Council recognized the Falls Lake Lady Firebirds Varsity Volleyball Team for being the 2019 NCHSAA 1A State Champions. The Lady Firebirds won the Championship in two consecutive years. (2018 and 2019). Team members each received a proclamation and Falls Lake Director Hobgood received a framed proclamation.

Proclamation Recognizing Falls Lake Academy Lady Firebirds
Varsity Volleyball Team
2019 NCHSAA 1A State Championship

WHEREAS, the Falls Lake Lady Firebirds Varsity Volleyball Team defended their title and won their SECOND North Carolina High School Athletic Association (NCHSAA) 1A State Championship Title on Saturday, November 9, 2019 at Capel Arena against the 1A West Region Champions East Surry Lady Cardinals; and

WHEREAS, the Lady Firebirds finished the season with a 27-3 overall winning record; beating last year's record of 24-5 and appearing in their second consecutive state finals; and

WHEREAS, under the leadership of Head Coach Corrinna Sammons, Assistant Coaches Pamela Criswell, Phillip Morris and Karlee Michalina, the Lady Firebirds won a resounding victory by overpowering the Surry Cardinals and winning three consecutive, hard fought, sets of 25-14, 25-16 and 25-20; and

WHEREAS, repeating the Title is a difficult feat which takes skill, maturity, selflessness, concentration, sportsmanship and teamwork; which is evident when you watch the Lady Firebirds in action; and

WHEREAS, the players, coaches, and parents dedicated countless hours for practices, traveling, and team support; and

WHEREAS, the 2019 Lady Firebirds Varsity Volleyball Team players are: Chloe Carpenter, Halie Carroll, Hannah Collier, Izzy Foley, Rebecca Goswick, Jenelle Mason, Morgan Newton, Austin Proctor, Gracey Sammons, Macey Sammons, Chase Teal and Kennedy Teasley; and

WHEREAS, Macey Sammons was named 2019 NCAC Player of the Year, Six players named to the All-Conference Team, one All-Conference Honorable Mention and Coach Sammons named NCAC Coach of the Year for the second consecutive year; and

WHEREAS, the Butner Town Council recognizes the Lady Firebirds on defending and winning their second consecutive state championship.

NOW THEREFORE, I, Terry Turner, Mayor of Butner, along with the Butner Town Council, do hereby congratulate the Falls Lake Academy Lady Firebirds Varsity Volleyball Team on their Second NCHSAA 1A State Championship and recognize their exemplary sportsmanship, perseverance and dedication.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of Butner NC, to be affixed this the 2nd Day of January 2020.

UMSTEAD CORRECTIONAL PROPERTY ASSESSMENT
HAGERSMITH DESIGN

Architect Tony Conner presented a comprehensive assessment of the buildings on the Umstead Correctional Property that was given as part of NCGS Session Law 2019-137, HB 757. The Town has not received the title on the property to date. The assessment was done to provide usability of the nine buildings, and costs for renovation or demolition. See Report Summary and corresponding map below. For more details, please review "Umstead Correctional Center Building Assessment", by HagerSmith 12-18-19.

Mr. Conner noted that they were not allowed to enter buildings 1-3 due to safety issues. Buildings 1-4 were in the worst condition. Building 5 was newer and structurally sound. Building 6 (gym) is structurally sound but needs a new roof, and has some mold. Buildings 7-9 have newer tin roofs and are structurally sound. No buildings are handicapped accessible. The plumbing is likely clay/tile that would need replaced. He recommended conducting another asbestos inspection. The last one was prepared in 1996 by the State and although most of it would be the same, there were updates to the property that may change the report. He recommended demolishing building one because the property without the buildings is more valuable than renovating the building and selling. Mr. Conner recommended developing a Request for Proposal for development recommendations. The RFP could be broad; or it could put building restrictions or demolition requirements on the property.

Mr. Conner suggested saving a mural painted on the cafeteria wall and incorporating it into property renovations.

Mayor Turner noted that only one building is condemned, the picture of the black floor in building 8 is ink toner, fire alarms were being replaced so some of the asbestos may be gone. He also supported an updated asbestos report if the buildings were renovated. He emphasized that we do not want to rush into a decision and reminded Council that collaborating with another entity was discussed during acquisition of the property. There has been interest in the property.

Following a question by Council Member Gooch, it was stated that the buildings do not have any historical significance. They were built for institutional use.

Council agreed that the report was a starting place.



REPORT SUMMARY

Residence 1 - This structure is in immediate need of repairs. It is unclear what damage may exist in the floor system or in the interior framing. A complete interior gut will most likely have to take place in order to mediate the mold and mildew damage. All door and windows will have to be replaced and a new roof, including some underlayment will also have to be replaced in order to save the structure from further decay. Further inspections will be required to ensure no termite damage exist.

Residence 2 - This structure is beyond practical repair and should be demolished.

Dormitory #3 and #4 – These structures are beyond practical repair and should be demolished.

Shop and Facilities #5 - This structure is in fair condition and could be repaired for future use. Mold and mildew remediation must occur once any leaks have been repaired.

Gymnasium #6 - This structure is in fair condition and could be repaired for future use. Mold and mildew remediation must occur once any leaks have been repaired.

Dormitory #7 - This structure is in fair condition and could be repaired for future use. There is evidence of water damage throughout the building. This damage most likely occurred prior to the installation of the new metal roof. Mold and mildew remediation must occur once any leaks have been repaired.

Administration/Classroom #8 - This structure is in fair condition and could be repaired for future use. There is evidence of water damage throughout the building. This damage most likely occurred prior to the installation of the new metal roof. Mold and mildew remediation must occur with any repairs.

Dormitory #9 - This structure is in fair condition and could be repaired for future use. There is evidence of water damage throughout the building. This damage most likely occurred prior to the installation of the new metal roof. Mold and mildew remediation must occur once any leaks have been repaired.

All electrical, mechanical and plumbing systems will be required to be rebuilt from scratch to serve the buildings in a safe and code compliant manner.

Conclusion

Based on the assessment teams finding, our opinions are as follows:

Buildings #1, #2, #3 and #4 are beyond the point of practical renovation. These buildings would best be demolished to regain the land that they currently sit on. Of the 4 buildings listed, building #1 has the most potential to be saved, however it would take significant renovations to render the building habitable. We estimate an investment of approximately \$175,000 to \$200,000 to renovate this building up to a point that it could be considered as a rental property. Building #2 has reached the point of no return in the team's opinion. It is not practical to spend any funds to save the structure. Building #3 and #4 are also beyond practical renovations. The renovation cost for these buildings is approximately between \$250 and \$275 per square foot. New buildings of this same square footage would cost approximately \$200 to \$250 per square foot. The total investment to renovate buildings #3 and #4 would be approximately \$3,353,600. Two new buildings of the same square footage would be approximately \$2,880,000.

Building #5, the Shop/Facilities Building is arguably the building that has the most potential, as it sits. The renovation of this building would include a roof replacement at a cost of approximately \$50,000. In addition to the roof replacement, we estimate a renovation cost of \$100 to \$125 per square foot. This estimate includes renovation to bring the building back to its original use. The total investment for this building would be approximately \$675,000.

Buildings #6, #7, #8 and #9 are in fair condition and could be renovated for approximately \$250 to \$300 per square foot, depending on the type of mechanical system installed. The main issue with these buildings is that the load bearing walls will adversely affect the future layout of the space. Due to this inflexibility, it would be very difficult to upfit spaces that could effectively be used. In addition, the common space created by the large corridors and open areas would drive the rental factor too high to be sustainable. The total square footage of these buildings is approximately 61,000 square feet. The total investment to renovate these buildings would be approximately \$16,775,000.

The total to renovate all buildings except building #2 would be approximately \$21,000,000. The Total investment to demolish the structures listed above would be approximately \$695,000 plus asbestos remediation.

Assuming the Town could lease the leasable spaces for \$13 per square foot, not including investment cost, management and upkeep, the annual income would be approximately \$624,000. At that rate, it would take 35 + years for the investment to break even.

It is the Assessment Team's opinion that it would be in the best interest of investment to demolish the buildings on the campus. This could be done in one of two ways. Either the Town could demolish the buildings and develop Town owned uses for the site, or the Town could develop an RFP for developers to respond to. The RFP could require the developer to demolish the buildings prior to development of the site.

FY 2018-2019 AUDIT REPORT

Jacob Lemberg from W.L. Stark and Co. presented the annual audit report for FY 2018-2019. This was the first Comprehensive Annual Financial Report prepared for Butner. In previous years, the audit met statutory guidelines but was not as comprehensive. Lemberg complimented the Finance staff and management for their assistance and for a good financial year. Results produced an unmodified opinion. There were no audit findings. No material audit adjustments were proposed. This year, the audit presentation included a power point with the following highlights.

Council Member Lane appreciated the comprehensive report and asked if future the reports could be presented in a way that was easier to understand from a non-accounting background.

Financial Highlights

- Revenues and other Financing Sources totaled \$6,811,560 with the percentages as follows: 35% State shared tax revenues, 34% Ad valorem taxes, 14% Public Safety and Fire Protection Contracts, 8% SGWASA contract and facility lease, 4% Other revenues and financing sources, 3% Powell Bill funding and 2% investment earnings.
- Expenditures and Other Financing Uses totaled \$7,287,491 with percentages as follows: 52% Public Safety, 18% General Government, 16% Transfers to Capital Project Fund, 6% Debt Service, 5% Culture and Recreation, 2% Economic & Physical Development and 1% Environmental Protection and Transportation.
- The Fund Balance totaled \$7,989,128 with percentages as follows: 71% Unrestricted, 14% Stabilization by State Statute, 6% Powell Bill, 5% Committed for LEO Special Separation, 1% Committed for General Government and 1% Committed for Capital Projects.
- At the end of the fiscal year, the Town’s fund balance available in the General Fund was \$5,699,795.
- The total net position increased by \$616,704, primarily due to diligent cost-saving measures.
- The Town’s total debt increased by \$99,024. The key factors were an increase in the net pension liability for the Local Government Employees Retirement System and the Law Enforcement Officers Special Separation Allowance.

AUDIT FY 2018-2019 ACCEPTED

MPT MCKELLAR MADE A MOTION, SECONDED BY COUNCIL MEMBER GOOCH, TO ACCEPT THE FY 2018-2019 FINANCIAL AUDIT AS PRESENTED BY W.L. STARK AND COMPANY. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

NOVEMBER 2019 FINANCE REPORT

Finance Director Hiscocks presented the November 2019 Financial Report as summarized below. DHHS payments are up-to date and will be reflected in a future report.

Based upon the recent report on Wynngate Assessment collections from the County, approximately 25 homes will be sent to foreclosure. Most of the payments should come in through the mortgage companies. There are two more years to collect on the assessments.

COUNCIL MEMBER LANE MADE A MOTION, SECONDED BY MPT MCKELLAR, TO ACCEPT THE NOVEMBER 2019 FINANCIAL REPORT AS PRESENTED. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

<u>NOVEMBER 2019 Financial Report</u> <i>42% of FY Complete</i>	<u>General Fund</u>	<u>Stormwater Fund</u>
REVENUES		
YTD	\$ 2,970,087	\$ 269,760
YTD Percent of Budget	43.77%	55.18%
EXPENSES		
YTD	\$ 2,734,458	\$ 113,545
Budget	\$ 6,786,383	\$ 488,891
YTD Percent of Budget	40.29%	23.23%

NOVEMBER 2019 Total Cash & Investments Town-Wide – All Funds		
General Fund	Other Funds	Total
\$7,932,032	\$1,107,920	\$9,039,952

WYNNGATE STREET ASSESSMENT ACCELERATION WAVED
STROMBECK, EMORY, GIER, SAMPSON & BEESON

Several homes were sold in the Wynngate Subdivision without the assessments being paid by the original owner or the buyer being made aware of the fee. Another assessment was sent to a Florida address in error. To avoid sending them to foreclosure, Attorney Wrenn asked Council to consider waiving acceleration for the owners. The current owner would be responsible to pay for assessments in the arrears and interest; bringing the account up to date.

COUNCIL MEMBER LANE MADE A MOTION, SECONDED BY COUNCIL MEMBER BRANCH, TO WAIVE A ONE-TIME ACCELERATION FOR WYNNGATE STREET ASSESSMENTS THAT WERE ORIGINALLY ASSESSED UNDER THE NAMES STROMBECK, EMORY, GIER, SAMPSON AND BEESON. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

PLANNING BOARD REAPPOINTMENTS, 4-YR. TERMS EXP. 01-24
MARTIN SINICKI, JAMES ADAMS, BILL CHEEK

Mayor Turner presented applicants for reappointment to the Planning Board. They are Martin Sinicki, James Adams, and Bill Cheek. All members are active on the Board and they would like to continue. Staff recommended the reappointments.

MPT MCKELLAR MADE A MOTION, SECONDED BY COUNCIL MEMBER SMOAK, TO REAPPOINT MARTIN SINICKI, JAMES ADAMS AND BILL CHEEK TO THE PLANNING BOARD FOR 4-YR. TERMS EXPIRING JANUARY 2024. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

BOARD OF ADJUSTMENT REAPPOINTMENTS, 3-YR. TERMS EXP. 01-23
BILL COSBY, CONSTANCE WORTHAM, BILL CHEEK (ALTERNATE)

Mayor Turner presented applicants for reappointment to the Board of Adjustment. They are Bill Cosby & Constance Wortham as primary members, and Bill Cheek as an alternate. All members are active on the Board and they would like to continue. Staff recommended the reappointments.

COUNCIL MEMBER SMOAK MADE A MOTION, SECONDED BY COUNCIL MEMBER GOOCH, TO REAPPOINT BILL COSBY AND CONSTANCE WORTHAM AS PRIMARY MEMBERS AND BILL CHEEK AS ALTERNATE MEMBER TO THE PLANNING BOARD FOR 3-YR. TERMS EXPIRING JANUARY 2023. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

ADOPTED UPDATES TO PERSONNEL POLICY
EFFECTIVE UPON ADOPTION

Liz Davis presented updates to the Personnel Policy. The updates include changes in employment law and recommendations made during the Pay and Classification Study. Our HR consultants Capital Associates, Attorney Wrenn, Town Manger and Ms. Davis reviewed the updates.

COUNCIL MEMBER LANE MADE A MOTION, SECONDED BY COUNCIL MEMBER BRANCH, TO ADOPT UPDATES TO THE TOWN OF BUTNER PERSONNEL POLICY AS PRESENTED AND EFFECTIVE UPON ADOPTION. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

ADOPTED JANUARY 2, 2020

Personnel Policy Manual Revision – A summary

- Grammatical and formatting changes throughout
- Addition of more protected classes: age, veteran status, marital status, sexual orientation, gender identify, genetic information, or other personal characteristic protected by law
- New sections:
 - **Article 1 Section 7 Responsibilities of Supervisors and Directors:** Supervisors shall meet their responsibilities as directed by the Town Manager, being guided by this Policy and Town ordinances. The Town will require all supervisors to meet their responsibilities by:
 - dealing with all employees in a fair and equitable manner and upholding the principles of equal employment opportunities;
 - developing and motivating employees to reach their fullest potential through continued education and training;
 - making objective evaluations of individual work performance and discussing these evaluations with each employee so as to bring about needed improvements;
 - keeping employees informed of their role in accomplishing the work of their unit and of conditions or changes affecting their work;
 - making every effort to resolve employee problems and grievances and advising employees of their rights and privileges;
 - cooperating and coordinating with other staff members in work flow and distribution of information;
 - making proper documentation and maintaining current files.
 - **Article 2 Section 7 Maintenance of the Classification and Pay Plan:** Because job duties change over time and the market pay rate changes at different rates for different jobs, comprehensive classification and pay plan reviews are needed periodically. When the organization is stable, reviews are recommended approximately every five years. When there is significant growth and/or change in the organization, comprehensive reviews may be needed more/less frequently. There is no obligation for the Town Council to conduct a compensation review.
 - **Article 3 Section 18 Certification and Educational Increases:** The Town Council, upon recommendation from the Town Manager, may approve a schedule of salary increases to reward employees for attaining and maintaining certifications and obtaining degrees that increase the employee's value to the Town.
 - **Article 5 Section 7 Expectation of Ethical Conduct:** The proper operation of Town government requires that public officials and employees be independent, impartial, and responsible to the people; that governmental decisions and policy be made in the proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. No official or employee of the Town shall solicit or accept any gift, favor, or thing of value (over \$50) that may tend to influence such employee in the discharge of the employee's duties or grant in the discharge of duty an improper favor, service, or thing of value.
 - **Article 5 Section 13 Driver's License:** All employees who are in positions required on the class specification to maintain an active driver's license are required to do so as a condition of employment. Each year, upon completion of the employee's performance review, the human resources office will photocopy the employee's driver's license. The human resources office will send copies of the driver's licenses of all employees required to maintain an active driver's license to Butner Public Safety. Butner Public Safety will check the driving record of all such drivers. Further, all such drivers must report infractions, charges or other vehicle-related charges to the employee's supervisor within 5 days of

receiving the infraction or other vehicle-related charge. The driver must also report the disposition of the charge upon resolution of the case. If an employee's driver's license has been suspended, revoked, or otherwise restricted or if the record causes significant concern regarding safety, the employee may be suspended, demoted or dismissed. The Town Manager may implement additional administrative policies related to supplement this Section.

- **Article 5 Section 14 Whistle Blower Protection:** The Town prohibits discrimination or retaliatory action against an employee because the employee, in good faith, files or threatens to file a claim or complaint, initiate an investigation, testify or provide information to any person with respect to the Worker's Compensation Act, the North Carolina Wage and Hour Act, the Occupational Safety and Health Act, or the Mine Safety and Health Act. In addition, this policy covers NC General Statute 95-28.1 which prohibits discrimination against any person in possession of sickle cell trait or hemoglobin C trait, the National Guard Reemployment Rights Act, the Pesticide Council, or Chap 90, Article 5F relating to Control of Potential Drug Paraphernalia Products.
- **Article 5 section 15 Use of Tobacco Products:** The use of any and all tobacco products, either in Town owned or leased buildings or in Town owned or leased vehicles or equipment is prohibited. Tobacco use is permitted outside of buildings in areas defined by the Town for such use.
- **Article 9 Section 8. Report of Convictions/Charges:** Employees failing to report convictions/charges within 3 days may be subject to disciplinary action up to and including termination. Convictions/charges reported shall be evaluated in terms of the nature of the essential job functions as compared to the convictions/charges so to determine the possibility of continued employment, suspension, or disciplinary action.
- Significant Revisions to Sections:
 - **Article 3 Section 12 Labor Standards and Overtime Compensation Provisions:**
Non-exempt Employees. Employees are not to perform work at any time they are not scheduled to work unless they receive approval from their department head or supervisor, except in cases of emergency.
 - **Article 3 Section 13 Call-back and Stand-by Pay:**
Stand-by. Standby time requiring an employee to remain at a designated location or otherwise substantially restrict personal activities in order to be ready to respond when called is considered work time under the provisions of the FLSA.
 - **Article 4 Section 3 Recruitment, Selection and Appointment:**
References and Background Investigations. All employees hired within the same job classification will be subject to the same hiring process; the hiring process for any position(s) may change over time to reflect perceived improvements to the hiring process.
 - **Article 5 Section 8 Performance Evaluation:** Employees that are out of work for more than 30 days (short-term disability, FMLA, workers' comp, etc.) shall have their performance evaluation due date moved equal to the number of missed days.
 - **Article 6 Section 11 Tuition Assistance Program:** The agreement shall state that any amount owed to the Town under the Agreement may be deducted from any payments owed by the Town to the Employee including from Employee's last paycheck or other payments due the Employee from the Town after the Employee's termination or separation from employment.
 - **Article 5 Section 12 Law Enforcement Separation Allowance:** Should the separation allowance for law enforcement officers, now required by law, be rescinded, this separation allowance shall be rescinded at the same time.
 - **Article 6 Section 27. Adverse Weather and Emergency Conditions Policy**

The Town has responsibility for providing emergency services. Adequate staff are required to operate these critical services seven days per week and 24 hours per day in all weather. The Town Manager, upon recommendation of department heads, should designate which staff are in critical positions required to report to work regardless of weather or other hazardous conditions. The adverse weather/hazardous conditions policy is established to be as fair as possible to all employees applying the following principles:

- a) always maintain adequate staffing of emergency services;
- b) provide for as much safety as possible for all employees in traveling to and from work in hazardous conditions.

Town offices and departments shall remain open for the full scheduled working day unless authorization for closing or other deviation is received from the Town Manager's office. The Town Manager will consider the hazard of driving conditions and other relevant factors in determining whether to close Town offices. If Town offices are closed due to adverse weather, non-critical personnel will receive paid time off for work hours missed due to the closing, for a maximum of 2 workdays per year. If town offices are closed for more than 2 workdays per year, non-critical staff may use vacation, earned compensatory time, or time without pay for the un-worked hours. They may also make up the lost hours if it is within the same pay period.

Employees in non-critical positions who leave work before an official early closing time, as well as employees who report for work late or do not report for work at all because of hazardous conditions when the Town offices are open may use earned vacation or compensatory leave for days or hours not worked. Employees in designated critical positions may be subject to disciplinary action for failure to report to work as required.

- o **Article 6 Section 28. Shared Leave** Employees can share their personal vacation or sick time with fellow employees under situations in which the receiver is on Family and Medical Leave (FMLA) and has exhausted all their comp time, sick time and vacation time and is still not able to return to work.

As active, permanent employees are out of work due to approved FMLA, and other employees wish to share from their personal account of vacation or sick time, they may do it under the following conditions:

1. The donor must have 40 hours left in each of their accounts after the gift.
2. The beneficiary must not be on leave for a Worker's Compensation injury.
3. The beneficiary must not solicit fellow employees but may make Human Resources aware of their need. Human Resources will make the employee's need known in as discreet a manner as possible and such notification will not name the employee.
4. The rate will be paid at the rate of the beneficiary.
5. Leave must be donated in 4-hour increments.

As any active, permanent employee has exhausted their entire balance of comp time, sick time, and vacation time, they may make their need known to Human Resources. The gifts will be anonymous to the beneficiary.

An employee out on concurrent Short-Term Disability and FMLA, can receive shared leave donations for pay that is not covered by STD.

The number of hours of leave an employee can receive is equal to the projected recovery or treatment period, less the employee's combined leave balances as of the beginning of the recovery or treatment period.

An employee may retain up to 40 hours (pro-rated for part-time employees) of unused donated leave. These hours shall be moved from the employee's shared leave bank and placed in the employee's vacation leave bank. Any additional unused donated leave shall be returned to the donors on a pro-rata basis and placed in the leave banks from which they had been taken originally. Fractions of one hour will not be returned to donors and will be retained in a pooled leave bank.

- o **Article 8 Section 2 Resignation:** Vacation may be granted during the final two weeks if business needs allow; however, the employee must be present on their last day of work.
- o **Article 8 Section 4 Disability:** Employees who meet the requirements of the North Carolina Local Governmental Employees Retirement System may qualify for a disability retirement. Information about this option is available from the Human Resources Officer or the Retirement System.

TOWN MANAGER REPORT

TM Marrow presented the following monthly report. In addition, he noted that the Open House for the 701 Building is January 21 from 4-6 PM. With our letter of support, the City of Creedmoor was able to keep the mobile DMV unit in Creedmoor. The unit will visit Creedmoor every other month beginning in January instead of DMV's initial intent, which was twice a year. The open Planning position has been advertised. Following up from last month's comments about NCDOT's offer to compensate the Town for the West Lyon Station Realignment easements, the offer was made in error. The Town may still receive some type of compensation, but that is unknown at this time.

1. Attended meeting at Harry Mills office to meet with the US Dept. of Commerce Economic Development Administration (EDA) state representative to discuss federal grant opportunities. Dianne Cox, COG director also hosted this event. I will be meeting with Attorney Wrenn and Scott Schroyer to see if SGWASA can benefit from these grants. These grants have short window cycles, which makes it a challenge.
2. Working with staff to help streamline Stormwater fees and collections. The Stormwater Utility in my opinion set up a very complicated method from beginning to end. Too many players involved.
3. We recently discovered the Town Hall Surveillance system was not working. After getting several quotes, Reid's department can install a new system for a third of the price. A \$3000 cost savings. This new system will be a HD, and will be much clearer.
4. Barb and I worked on the sound system in the Council meeting room to improve the sound for those sitting in the back of the room. We think we have improved the sound by adjusting the microphone stand in relationship to the podium.
5. The overhead projector in the Council room is no longer compatible with the new laptops. Colors and clarity are very distorted. Also, the sound has stopped working. We will be replacing this by the February meeting.
6. Also, gremlins have invaded the wiring in the Camp Butner room causing intermittent sound from power point presentations, etc. Some of the fix is under warranty, but there may still be a wiring problem. Therefore, we are going with wireless HDMI to be more reliable. The UNRBA has agreed to share the cost since they use the room quite often.
7. Attended monthly VLC meeting. VLC has raised enough funds to add eight more rooms for men and two more rooms for women. Details are being worked out.
8. Attended the Town's Christmas party at Vino Oasi. I hope everyone had a nice time. Staff really enjoyed it.
9. Mike Ciriello and I met with Engineers with NCDOT Fifth Division to discuss the remaining Town owned parcels as part of the West Lyon Station re-alignment project. We will have access to our two remaining parcels. The appraisals are still under review.
10. Liz Davis, Susan and I met with our Health Insurance consultant to discuss our mid-year claims, customer service, etc. So far, our claims have been really low, which obviously is good. So good that claims remain on a similar track for the remaining year, our premiums should have a small increase.
11. Punch list items at the 701 building are almost finished. We will be scheduling an open house sometime in January.
12. Mike and I met with Allen Lane, Chairman of the Planning Board to discuss upcoming agenda items for 2020.

PLANNING, PARKS AND RECREATION REPORT

PD Ciriello presented the following planning report.

PLANNING SUMMARY DECEMBER 2019

- Staff attended the Kerr-Tar RPO SPOT Subcommittee meeting. Staff is working on projects to submit for the next funding cycle, due at the end of January.
- Staff met with the Durham-Chapel Hill-Carrboro MPO (DCHC) to discuss cooperation on projects to submit to NCDOT for funding in the next cycle.
- Over 150 photos were taken at this year’s Pictures with Santa event.
- 32 seniors joined us for Senior Christmas at the Sports Arena. This year, we used Food Lion of Butner for catering.

ACTIVE SITE PLANS	December	<i>Change from Previous Month</i>
Site Plans	2	-2
Subdivisions - Residential	0	0
Subdivisions - Other	0	0
Rezoning	0	-1
PERMITS		
Residential	1	-5
Commercial	3	0
Accessory	2	0
Other	0	0
EST. CONSTRUCTION VALUE	\$560,100	-\$882,070
CODE ENFORCEMENT		
New	0	-2
Total Open	6	0
Extension Given	0	0
Non-responsive	0	0
Gained Compliance	2	+1

PUBLIC SAFETY REPORT

Chief Champion presented the following report.

FIRE SERVICES

Notable Fire Calls and Services since last meeting

Fire Incidents December 2019

November 23-December 20

Fire Alarm Activations	12
Motor Vehicle Collisions	10
Cancelled/False Call	4
Vehicle Fire	1
Gas Leak/Smell of Gas	1
Assist EMS	1

Total Number of Incidents

29

Notable Fire Incidents

- Fatality on I-85 near 189MM

POLICE SERVICES

911 Hang Up Calls -	14
Animal Complaints -	10
Arrest -	30
B & E Structures -	2
B & E Motor Vehicles -	2
Communicating Threats -	1
Disturbances -	19
DWI -	2
EMS Calls -	11
Juvenile Complaints -	3
Larcenies -	3
Larceny of Motor Vehicles	1
Traffic Stops -	269
Citations issued -	113
Traffic Check Points-	6
Vehicle Crashes"10-50's" -	23
Ride Along -	1
Robbery -	1
Property Checks-	832
Operations Reports Code#5-	268
Calls Resolved without Reports-	1283

Notable Police Incidents

- BPS assisted the Creedmoor Police Department with a chase that originated in Creedmoor, came through Butner, and ended on Easy Street in Stem. A suspect was apprehended and turned over to Creedmoor PD.
- BPS Officers attempted to stop a vehicle on East C Street for excessive speed. The driver attempted to evade law enforcement and parked his vehicle at a residence in Piedmont Garden. The suspect was found hiding in a closet.
- A burglary was reported at Verizon on Capital Dr. Multiple suspects entered the establishment by throwing a rock through a glass door. No merchandise was reported to have been taken.
- A robbery occurred at the Family Fare on Central Ave. A subject used a firearm and directed the clerk to put money in a bag. The suspect fled on foot. BPS units responded. A suspect has been identified but no charges have been taken out at this time.

Chief's Notes

Our four recent BLET graduates were sworn in on December 23, 2019 and have begun their field training.

There are still 2 positions open for Public Safety Officers, 1 for a Telecommunicator who has been hired as a PSO, and 1 opening for a Part-time Custodian.

Community Watch Meeting: The January Community Watch meeting will be January 9th at 6:00 pm in the Camp Butner Room at Town Hall.

MAYOR'S REPORT

In addition to his report, Mayor Tuner reported that Creedmoor Mayor Wheeler thanked Butner for their letter of support for keeping the Mobile DMV unit in Creedmoor.

- I attended Sunrock's Holiday BBQ. It was enjoyable with good food and fellowship.
- I participated in the Christmas in the Park event. The Park was beautiful, thanks to the Town's Public Works Department, the Beautification Committee and the Butner Community Association. They all did a great job as always.
- I rode in both the Creedmoor's and Butner's Christmas parades. The crowds really enjoyed themselves.
- Along with the walkers, I enjoyed the Senior Social at the Sports Arena.
- I was pleased to be a part of Food Lion's ribbon cutting ceremony for their new "To Go" program.
- I was delighted to attend the Town's Christmas dinner. It was a pleasure to see past, present, and future Town employees enjoying themselves.
- The SGWASA Director, Town Planning Director, and I had a very informative and productive meeting.
- I had the pleasure of swearing in our newest Public Safety Officers.

COUNCIL COMMENTS

Attorney Wrenn announced the UNRBA Falls Lake Regulatory Forum meeting on February 12 at the Falls Lake Rolling View Recreation Area. He encouraged Council to attend. This meeting will focus on replacing Stage II of the Falls Lake Nutrient Management Strategy and Rules. This meeting is different that the UNRBA meeting that will be held in conjunction with the January Kerr-Tar COG meeting. The Kerr-Tar COG meeting will primarily discuss alternatives to the Stage I Rules.

Council Member Gooch reported that although SGWASA did not meet in December, he has met with Board Chairman Smoak and Director Schroyer to discuss moving forward with construction and infrastructure to allow development on the other side of I-85.

Council Member Branch encouraged attendance at the upcoming January 16 BCA meeting. Beautify Butner and the Chickin Pickin will be discussed.

ADJOURNMENT

WITH THERE BEING NO FURTHER BUSINESS, AT APPROXIMATELY 9:00 P.M., COUNCIL MEMBER LANE MADE A MOTION, SECONDED BY COUNCIL MEMBER GOOCH, TO ADJOURN. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

Minutes prepared by
Barbara J. Rote, CMC, NCCMC Town Clerk

ATTEST:

Terry Turner, Mayor