



Butner Town Council Meeting Agenda

7:00 PM Thursday, August 6, 2020
Council Meeting Room – Butner Town Hall
415 Central Avenue
Butner, NC 27509

1. Welcome, Remarks and Call to Order - Mayor Turner
2. Roll Call - Clerk Rote
3. Invocation and Pledge of Allegiance - Council Member Gooch
4. Adjustments to and/or Approval of the Meeting Agenda
5. Approval of July 2, 2020 Meeting Minutes: (Attachment 5)
6. Recognize Troop 401 Eagle Scout Candidate Jacob Hughes for his Project

Boy Scout Jacob Hughes has made and is donating a box to place retired American Flags. The project was originally presented and approved at the November 7, 2019 Council Meeting. The Box will be located at Town Hall.

7. Public Comment Period
To comply with measures to slow and prevent COVID-19, in addition to appearing in person, citizens were offered the opportunity to submit written comments to the Town Clerk, who will read the comments for the record.
8. Consider authorizing the Town Manager to develop a spending plan and enter into an agreement with Granville County to receive federal funds for COVID-19 eligible expenses as authorize by NC Session Law 2020-80, an Act to Provide Aid to North Carolinians in Response to the Coronavirus Disease 2019 Crisis.

NC S.L.2020-4 and S.L.2020-80 provide CARES ACT funding to the County and requires that 25% of the funding be allocated to municipalities for COVID-19 qualifying expenses between March 1, 2020 and December 30, 2020. Municipalities are required to file a spending plan to the County on or before September 1, 2020 and provide monthly expenditure reports. The County will file all necessary reports with the State. The Town of Butner will receive an allocation of up to \$216,898 for eligible expenses.

Recommended Action: Staff recommends authorizing the Town Manager to develop a spending plan and enter into an agreement with Granville County to

receive federal funds for COVID-19 eligible expenses as authorize by NC Session Law 2020-80, an Act to Provide Aid to North Carolinians in Response to the Coronavirus Disease 2019 Crisis.

9. Consider rescinding Budget Amendment 002-2021 in the amount of \$66,701 that set up funding for COVID-19 eligible expenses in the General Fund. A Grant Project Ordinance for Coronavirus Relief Funds (CRF) will be set up for the same COVID-19 qualifying expenses.

On July 2, Budget Amendment 002-2021 was approved, which set up an account in the General Fund related to the CRF. Since that time, it was advised to set up a separate Special Revenue Fund.

Recommended Action: Staff recommends rescinding budget amendment 002-2021 in the amount of \$66,701 that set up Coronavirus Relief Funds in the General Fund.

10. Consider approving the use of credit cards to received payments from the public for Planning and Zoning services and permits, and Recreation Facility Rentals adopted with the 2020-21 Fee Schedule on June 4, 2020, with an associated service charge. The service charge is a flat fee of 2.9% + \$0.30 per transaction when completed remotely or, a flat fee of 2.7% per transaction when completed in the office. Credit cards will not be allowed to be used for deposits. Service charges are non-refundable.

Receiving credit card payments either on-line, through our website, or in person will enhance customer service and streamline the payment process. Currently payment must be in cash, check or money order and either delivered to Town Hall or placed in the mail. Staff would use PayPal, which charges no contractual fees to the Town and offers for free, the software required to complete a credit card transaction. The service fee would be charged to the payer. The payment is deposited in a PayPal account. PayPal automatically deducts their fee and we transfer to balance to the Town's bank. **(Attachment 10)**

Recommended Action: Staff recommends approving the use of credit cards to received payments from the public for Planning and Zoning services and permits, and Recreation Facility Rentals adopted with the 2020-21 Fee Schedule on June 4, 2020, with an associated service charge. The service charge is a flat fee of 2.9% + \$0.30 per transaction when completed remotely or, a flat fee of 2.7% per transaction when completed in the office. Credit cards will not be allowed to be used for deposits. Service charges are non-refundable.

11. Reports (Attachment 11)
 - Manager
 - Planning/Parks & Recreation Director
 - Public Safety Director
 12. Mayor and Council Comments
 13. Closed Session as needed.
 14. Adjournment
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REMINDERS:

If you need additional information about the following items, please visit **Butnenc.org** for updates and additions.

August 12: Military Holiday Committee, Town Hall 7:00 PM
Sept. 2 Labor Day Holiday - Town offices closed for regular business