

THURSDAY, JULY 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.

To complying with measures to slow and prevent COVID-19, the Town offered two options to present Public Comments. Written comments could be e-mailed to the Clerk prior to the meeting and would be read into the meeting minutes or the public could attend in person. If attending in person, we encouraged participants to maintain at least 6 feet of social distancing from other individuals, with the exception of family or household members, and to wear a cloth face covering.

A call-in option was provided through Zoom Meeting to listen to the meeting. No Council Members participated remotely.

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 & ROLL CALL

Mayor Turner called the meeting to order. Clerk Rote called the roll for Council attendance. Council Member Jordon gave the prayer and led the Pledge to the American Flag.

THANK YOU NOTE FROM COOPER

Mayor Turner read a Thank You note from Mr. Bill Cooper for responding to the questions he presented to Council during the March 2020 Council Meeting.

AGENDA APPROVAL

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

JUNE 4, 2020 MINUTES APPROVED

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

PUBLIC COMMENT - MASK ENFORCEMENT AND GOVERNOR'S ORDER

Due to COVID-19, the public was provided two options to provide public comment. Please see details at the beginning of the minutes.

Lynn Bailey, 221 12th Street – submitted comments in writing that were read by Clerk Rote.

“Mask Wearing Enforcement - Since the mandatory state requirement for the wearing of masks in public, I have personally witnessed non-compliance by our citizens, most recently at a retail establishment in our town in which I was the only one wearing a mask, to include the employees. Is the town and Butner Public Safety intending to enforce this mandate, and if so, what measures are to be taken for those who refuse to wear masks? Does this mandate also apply to the officers of Butner Public Safety? Thank you.”

Mayor Turner responded that businesses are in the process of being educated on Governor Cooper's Executive Order NO 147. Businesses can refuse entry to anyone who is not wearing a face covering. They can contact law enforcement to enforce trespassing or any other law that is being violated.

PUBLIC COMMENT – GUNFIRE

Patrick Howle - 1919 W B Street - submitted comments in writing that were read by Clerk Rote.

“This is my comment to the council:

Ordinance 95.25 Section (B) states, "The following acts, among others, are declared to be loud, disturbing, and unnecessary noises in violation of this section, but said enumeration shall not be deemed to be exclusive, namely: #18 - The firing or discharging of a gun, squibs, crackers, gunpowder, or other combustible substance in the streets or elsewhere for the purpose of making noise or disturbance, except by permit from the Town Council."

Has the council issued a permit for the discharge of firearms for target practice, entertainment or any other non-hunting activity on properties adjacent to Honey Bee Lane, east of the railroad tracks off Gate 1 road?

The most recent disturbance of my peace occurred from approximately noon until 2:30 pm on Sunday, June 14. I called BPS to investigate, but the gunfire continued. Attached is my email to Tommy Morrow concerning this incident, but I have not received a final answer.

Mr. Morrow and former mayor Tom Lane are aware that this situation has continued for more than a decade. Since I do not know if any other council members are, I am putting it on the public record.

The fact that council granted a privilege to residents east of the railroad tracks is a mystery unto itself and requires explanation. But for the present, I simply want this disturbance eliminated once and for all. “

Mr. Howle included as his attachment email correspondence. It was provided as additional documentation that did not need read aloud. All Council Members received a copy.

Mayor Turner responded that the Town would look into the concern in depth and will contact Mr. Howle. He can also contact the Town at any time.

JUNE 2020 FINANCE REPORT

Finance Director Hiscocks presented the June 2020 Financial Report as summarized below. The May report was included with the Agenda Packet; however the more current report was available and discussed. Considering the uncertainty of Sales Tax Revenues due to COVID-19, current revenues were only 2.2% less than this time last year. The State average was 16% less. Revenues remain above expenditures. Year-end went very smoothly. Accounting Technician, Gloria Bauer, was a big help in making that happen.

Attorney Wrenn addressed the Wynngate Street Assessments. There are two classes of delinquent assessments. During the sale of some homes, the assessments were not conveyed to the new owner. His office is working to have them paid. They are also working with others who missed the deadline.

COUNCIL MEMBER LANE MADE A MOTION, SECONDED BY COUNCIL MEMBER BRANCH, TO ACCEPT THE MAY AND JUNE 2020 FINANCIAL REPORTS AS PRESENTED. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

<u>JUNE 2020 Financial Report</u> <i>100% of FY Complete</i>	<u>General Fund</u>	<u>Stormwater Fund</u>
REVENUES		
YTD	\$ 6,364,297	\$ 365,518
YTD Percent of Budget	93.36%	74.76%
EXPENSES		
YTD	\$ 5,992,384	\$ 233,757
Budget	\$ 6,816,683	\$ 488,891
YTD Percent of Budget	87.91%	47.81%
JUNE 2020 Total Cash & Investments Town-Wide – All Funds		
General Fund \$8,264,146	Other Funds \$1,357,730	Total \$9,621,876

APPROVED FY 2019-20 AUDIT CONTRACT W.L. STARK & CO.

FD Hiscocks presented for consideration the FY 2019-20 Audit Contract with W.L. Stark and Co., not to exceed \$22,400. The audit includes the performance of the annual audit in accordance with General Auditing Standards, additional procedures associated with Single Audit (due to the CDBG Grant), and assistance with financial statement preparation. The VLC GDBG Grant covers the CDBG audit costs.

MPT MCKELLAR MADE A MOTION, SECONDED BY COUNCIL MEMBER SMOAK, TO APPROVE THE FY 2019-20 AUDIT CONTRACT WITH W.L. STARK AND CO., NOT TO EXCEED \$22,400. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

APPROVED BUDGET AMENDMENT 001-2020
RE-ESTABLISH UNDELIVERED FY 2019-20 PURCHASE ORDERS

F.D. Hiscocks presented for consideration Budget Amendment 001-2021 in the amount of

\$62,050 to re-establish undelivered purchase orders From FY 2019-2020 The FY 2019-2020 purchase orders for training mats, the dispatch console and a last minute purchase to replace a broken water heater for BPS were not completed prior to June 30, 2020. These purchase orders must be re-established in the current fiscal year. This requires appropriating \$62,050 from available Fund Balance of the General Fund.

COUNCIL MEMBER JORDON MADE A MOTION, SECONDED BY COUNCIL MEMBER LANE, TO APPROVE BUDGET AMENDMENT 001-2021 IN THE AMOUNT OF \$62,050, PAYABLE FROM UNAPPROPRIATED GENERAL FUND BALANCE TO RE-ESTABLISH UNDELIVERED PURCHASE ORDERS FROM FY 2019-2020. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

**TOWN OF BUTNER
BUDGET ORDINANCE AMENDMENT**

001 - 2021

Section 1. To amend the General Fund, the appropriations are to be changed as follows:

<u>Account No.</u>		<u>Decrease</u>	<u>Increase</u>
10-4310-5213	Safety and security supplies		\$ 1,212
10-4310-5341	Building repairs		5,000
10-8110-5550	Capital outlay – equipment		<u>55,838</u>
		<u>\$ 0</u>	<u>\$ 62,050</u>

This will result in a net increase of \$57,050 in the appropriations of the General Fund. To provide additional revenue for the above, the following revenue will be increased. There is sufficient available Fund Balance for this appropriation. (Re-establish unfilled purchase orders for training mats, new water heater and dispatch console.)

<u>Account No.</u>		<u>Decrease</u>	<u>Increase</u>
10-0000-3991	Appropriated fund balance	<u>\$ 0</u>	<u>\$ 62,050</u>
		<u>\$ 0</u>	<u>\$ 62,050</u>

Section 2. Copies of this budget amendment shall be furnished to the Town Clerk, and to the Budget Officer and the Finance Officer for their direction.

Adopted this 2nd day of July 2020.

APPROVED BUDGET AMENDMENT 002-2020 – COVID-19 EXPENSES

FD Hiscocks presented for consideration Budget Amendment 002-2021 in the amount of \$66,701, to allocate funds related to COVID-19 expenses. The Town of Butner may receive from Granville County up to \$66,701 as a pass through from the Federal Coronavirus Relief Fund. The funds will be received on a reimbursement basis to cover the costs of COVID-19 related expenses. FEMA would reimburse 75% through a Public Assistance Grant, the County would reimburse 25%. The Town will be looking at qualifying supplies for the next 12 months.

COUNCIL MEMBER LANE MADE A MOTION, SECONDED BY COUNCIL MEMBER JORDON, TO APPROVE BUDGET AMENDMENT 002-2021 IN THE AMOUNT OF \$66,701, TO ALLOCATE FUNDS RELATED TO COVID-19 EXPENSES. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

**TOWN OF BUTNER
BUDGET ORDINANCE AMENDMENT**

002 - 2021

BE IT ORDAINED by the Council of the Town of Butner, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2021:

Section 1. To amend the General Fund, the appropriations are to be changed as follows:

<u>Account No.</u>		<u>Decrease</u>	<u>Increase</u>
10-4715-5210	Household & cleaning supplies		\$ 26,701
10-4715-5311	Other supplies		5,000
10-4715-5394	Cleaning services		20,000
10-4715-5549	Minor equipment		<u>15,000</u>
		\$ 0	<u>\$ 66,701</u>

This will result in a net increase of \$66,701 in the appropriations of the General Fund. To provide additional revenue for the above, the following revenue will be increased. There is sufficient available Fund Balance for this appropriation. (Create a new department to account for Federal COVID-19 funding that will pass through Granville County to Butner)

<u>Account No.</u>		<u>Decrease</u>	<u>Increase</u>
10-0000-3305	Federal Grants	<u>\$ 0</u>	<u>\$ 66,701</u>
		<u>\$ 0</u>	<u>\$ 66,701</u>

Section 2. Copies of this budget amendment shall be furnished to the Town Clerk, and to the Budget Officer and the Finance Officer for their direction.

Adopted this 2nd Day of July 2020.

TOWN MANAGER REPORT

In addition to his report, TM Marrow reported that he would be working with Attorney Wrenn and the American Red Cross to renew an agreement to use the SMSA for an emergency disaster site. The initial agreement was in 2014. The maps provided for the HWY 56 street light project are unclear. Once staff receives clarification, a Finance Committee will be scheduled. The GFL Recycling Center dumpsters are filling quickly; with garbage also being left. Collection is Thursdays. Public Works continues to monitor the site. The dumpster at D & 24th Streets, adjacent to the SGAA field has been removed. They are not using the dumpster and the public is filling it to overflow. The new Butner Training Center sign has been installed. Both the flagpole and the sign will be lit.

- As you may know, 18th street and 27th street resurfacing has been completed. The shoulders have been dressed up along with minor ditch work. In addition, three large troublesome potholes have been repaired. We are pleased with the contractors work.
- The 701 Training Center is being used for both fire and police training.
- Attended monthly meeting with Scott Schroyer. This was a very informative meeting. Scott has many important agenda items coming up at this July board meeting. I would encourage your attendance.

- The VLC project continues to move forward with correcting all punch list items. I will try to have a more detailed report at Council meeting. Our bi-monthly meeting is the Tuesday before our Council meeting.
- Liz Davis and I met with Attorney Wrenn to discuss updating our Social Media Policy for Town employees and Town Council. We are looking numerous City and County policies to find the most updated and easily understood for everyone.
- Town Hall staff continues to work in two teams, alternating weeks. It appears we will continue until such time the Governor and my staff feel confident about working in a more normal setting. Social distancing, etc. will continue for many months.
- The Red Cross has contacted us to renew their agreement to use the Sports Arena as a shelter or other service delivery site for disaster victims. There is no obligation from the Town to provide anything other than the building.

PLANNING, PARKS AND RECREATION REPORT
DRAT RFP UMSTEAD PROPERTY

In addition to his report, Planning Director Ciriello and Town Manager Marrow spoke about developing the RFP for the Umstead Project. A draft RFP was created. However, based upon recent conversations with Architects and builders, big projects are slowing down, indicating developers are hesitant to make commitments at this time. It was suggested to release the RFP in the Fall or possibly later. The concern is that if little or no interest is received, then re-advertising a project like this does not have the same impact. PD Ciriello reviewed the project objectives. He is working with SGWASA and is looking at various incentives. An electronic copy will be e-mailed to Council.

Planning Department June 2020

ACTIVE SITE PLANS	May	<i>Change from Previous Month</i>
Site Plans	3	2
Subdivisions - Residential	1	1
Subdivisions - Other	0	0
Rezoning	1	1
PERMITS		
Residential	1	-2
Commercial	2	1
Accessory	6	0
Other	1	1
EST. CONSTRUCTION VALUE	\$12,035,000	\$2,025,000
CODE ENFORCEMENT		
New	1	-2
Total Open	5	3
Extension Given	0	0
Non-responsive	0	0
Gained Compliance	2	2

- In spite of, or because of, Covid-19 permit activity was steady in May and early June; mostly improvement work on single-family homes. The total value of construction for that project is estimated. Staff expect to be permitting two industrial and one retail project this summer.
- The summer 2020 version of the Butner Bugle was released and has generated traffic to the Imagine Butner 2040 website and surveys. Please invite your constituents to visit the site, www.butner2040.com. A link to the public opinion surveys is located on the website. We have also released a postcard to all residents advertising the 2040 plan and held a workshop for the planning board.
- We have tentatively selected September 10, 2020 for an Imagine Butner 2040 Open House from 5 to 7PM.
- Staff has participated in on-line and remote workshops and meetings for the Kerr-Tar RPO, UNRBA, and UNC School of Government. Participated in the Public Policy Advisory Committee for the International Economic Development Council, which is seeking ways to improve access to federal programs for assistance for local governments. Staff met several times with SGWASA Director to review new projects and gather information for future efforts.

PUBLIC SAFETY REPORT

Chief Champion submitted and reviewed the following report.

FIRE SERVICES

Notable Fire Calls and Services since last meeting

Fire Incidents June 2020

May 28-June 22

Fire Alarm Activations	22
Motor Vehicle Collisions	9
Vehicle/Heavy Equipment Fire	3
Cancelled/False Call	2
Garbage Fire	1
Cooking Fire	1
Structure Fire	1

Total Number of Incidents **39**

Notable Incidents

- Structure fire on 27th St.

POLICE SERVICES

911 Hang Up Calls - 29

Animal Complaints -	4
Arrest -	28
B & E Structures -	1
B & E Motor Vehicles -	4
Communicating Threats -	1
Disturbances -	19
DWI -	2
EMS Calls -	8
Juvenile Complaints -	6
Larcenies -	6
Larceny of Motor Vehicles	0
Traffic Stops -	123
Citations issued -	39
Traffic Check Points-	0
Vehicle Crashes"10-50's" -	16
Ride Along -	0
Robbery -	0
Property Checks-	822
Operations Reports Code#5-	320
Calls Resolved without Reports-	1175

Notable Incidents

Shooting that was ruled unintentional at Wellons Dr. on 5/29/2020. The victim sustained a gunshot wound to the abdomen. The victim was taken to the hospital where they underwent surgery to remove shotgun pellets. The victim is now recovering at home. There were no arrests made after the victim and the investigation confirmed that it was unintentional

Chief's Notes

Butner Public Safety has hired one new employee, Dontravious Harrison, who is already sworn law enforcement and has firefighting experience. His first day was June 22. Two more applicants have been given a conditional offer and will be hired before attending BLET. One is a Firefighter Level II and both are Granville County residents.

Community Watch Meeting: The July Community Watch meeting has been canceled.

MAYOR'S REPORT

In addition to his report, Mayor Turner reminded the public to complete the 2020 Census. See additional Census comments under Council Member Jordon's report.

- I sat in on a White House Office of Intergovernmental Affairs' briefing call with America's Mayors. It was a discussion between Senior Administration Officials and the nation's Mayors on partnering to keep our communities safe.
- I attended a zoom meeting of the NC Mayors Association. Mayors from across the state shared information concerning current events.
- I took part in the NC League of Municipalities' three day City Vision Virtual Summit. The presentations were centered on how cities and towns are coping with the coronavirus pandemic and how to move forward.
- I participated in Murdoch Center's parade for their residents.
- Along with the Town Manager and Planner, I met with SGWASA's Executive Director. As always, it was a very informative and positive meeting.

COUNCIL COMMENTS

Council Member McKellar attended the UNRBA virtual meeting.

Council Member Smoak toured the new County Law Enforcement Center. She encouraged everyone to attend the Open House scheduled for early August. CM Smoak visited the new business, Stream RV, which relocated from Henderson. They are busy servicing and repairing RV's. They had a great experience working with PD Ciriello.

Council Member Lane reported that he continues to meet with the Kerr-Tar COG and will keep on top of the NC 56/ West Lyon Station Rd. Realignment project. The project may be delayed beyond the 1 yr. estimate that was originally given.

Council Member Jordon reported that the Human Relations Commission is reaching out to the public, including the Hispanic Community, to complete the 2020 Census. They are going door-to-door and answering questions that may prevent people from replying. \$16M is going to be distributed to NC. The public can be referred to the Human Relations Commission staff member, Patrice Wilkinson at the Granville County main office for additional information or help.

Recent Census number show 61% of Butner residents and 63% of Creedmoor residents have completed the survey.

Mayor Turner added that he previously contacted and will follow up with Father Leon from St. Bernadette's Catholic Church about reaching out to their members. He also provided information to Eduardo Sosa who broadcasts with the Hispanic radio station.

Council Member Gooch reported that in addition to the update provided by Bill Birdsong, SGWASA would be introducing project timelines based on costs and funding criteria during the July and August meetings. They are also working on a Strategic Plan.

Council Member Branch reported that BCA is meeting July 16, beginning at 7:00 PM in Town Hall. Despite COVID-19, they are working on the Christmas Parade and possible Christmas in the Park. They would still like to hold an appreciation event but there is no date set.

ADJOURNMENT

WITH THERE BEING NO FURTHER BUSINESS, AT APPROXIMATELY 8:00 PM, COUNCIL MEMBER LANE MADE A MOTION, SECONDED BY MPT MCKELLAR, 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