

THURSDAY, FEBRUARY 4, 2021 – 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 comply with measures to slow and prevent COVID-19, the Town offered two options to present Public Comments. Written comments could be emailed 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 attendees to follow COVID-19 prevention guidelines.

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, Judy Cheek, 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.

AGENDA APPROVAL

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

JANUARY 7 & JANUARY 21, 2021 MINUTES APPROVED

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

FY 2019-20 AUDIT REPORT

Finance Director Hiscocks presented a power point of the annual audit report for FY 2019-2020 from W.L. Stark and Co. Due to COVID-19, their firm is not appearing in person. Results produced an unmodified opinion. There were no audit findings. No material audit adjustments were proposed. 57.41% of the General Fund income is from Unrestricted Intergovernmental revenues (primarily sales tax). The second largest source is Ad valorem tax (property) at 34%. Public Safety is the largest portion of General Fund expenses (59.81%) followed by General Government (23.66%). At the beginning of the fiscal year the General Fund Balance was \$7,989,183, we increased the balance by \$628,055 with an ending total \$8,617,183. Property and motor vehicle taxes levied totaled \$2,360,344. A 99.18% collection rate yielded \$2,341,096. Granville County was complimented for collecting the taxes. Altec is the largest taxpayer followed by Safeway (Sunrock). Murdoch Center is the largest employer with 1,650 employees followed by Food Lion Distribution with 1,500.

AUDIT FY 2019-2020 ACCEPTED

COUNCIL MEMBER BRANCH MADE A MOTION, SECONDED BY COUNCIL MEMBER JORDON, TO ACCEPT THE FY 2019-2020 FINANCIAL AUDIT AS PRESENTED. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

DECEMBER 2020 FINANCE REPORT
WYNNGATE ASSESSMENT UPDATE

FD Hiscocks presented the December 2020 Financial Report as summarized below. As of the December 2020 Financial Report sales tax collection are 7% higher than last year. There is no way to identify where the most sales tax is generated but with most people shopping close to home and on the internet due to COVID-19, it has been an advantage for the Town.

Wynngate street assessment update: 28 assessments are outstanding. 19 owe less than \$50. Three are delinquent and one in bankruptcy. Outstanding assessments total \$4,216. There is only one more year to collect.

COUNCIL MEMBER LANE MADE A MOTION, SECONDED BY COUNCIL MEMBER JORDON, TO ACCEPT THE DECEMBER 2020 FINANCIAL REPORT AS PRESENTED. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

| <u>DECEMBER 2020 Financial Report</u> <i>50% of FY Complete</i> | <u>General Fund</u> | <u>Stormwater Fund</u> |
|---|-----------------------------------|-------------------------------|
| REVENUES | | |
| YTD | \$ 3,736,007 | \$ 275,667 |
| YTD Percent of Budget | 54.47% | 72.96% |
| EXPENSES | | |
| YTD | \$ 3,069,290 | \$ 96,001 |
| Budget | \$ 6,858,430 | \$ 377,856 |
| YTD Percent of Budget | 44.75% | 25.41% |
| DECEMBER 2020 Total Cash & Investments Town-Wide – All Funds | | |
| General Fund \$9,114,665 | Other Funds \$1,367,898 | Total \$10,482,563 |

ADOPTED BUDGET AMENDMENT 008-2021 – RECEIVE GRANT FOR BPS CAMERAS

Finance Director Hiscocks presented Budget Amendment 008-2021 in the amount of \$4,608 to receive a grant from the N.C. League of Municipalities (NCLM) to reimburse us for half the costs of installing new security cameras at BPS. The cost of the camera system was \$9,215.38; therefore, the NCLM will reimburse us for \$4,608. This budget amendment would recognize the receipt of the grant and authorize us to add the expense of that money to Butner Public Safety’s capital outlay line item. The cameras have been installed and they are working well.

COUNCIL MEMBER LANE MADE A MOTION, SECONDED BY COUNCIL MEMBER JORDON, TO APPROVE BUDGET AMENDMENT 008-2021 IN THE AMOUNT OF \$4,608 TO RECEIVE A GRANT FROM THE NCLM FOR REIMBURSEMENT OF HALF OF THE INSTALLATION COSTS OF BPS SECURITY CAMERAS. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

BUDGET ORDINANCE AMENDMENT

008 - 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> |
|--|-----------------|-----------------|
| 10-8120-5550 Capital Outlay – other equipment | \$ 0 | \$ 4,608 |
| | \$ 0 | \$ 4,608 |
| | ===== | ===== |

This will result in a net increase of \$4,608 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. (Grant for half of the costs of cameras at BPS station)

| <u>Account No.</u> | <u>Decrease</u> | <u>Increase</u> |
|---|-----------------|-----------------|
| 10-0000-3303 Restricted Non-Federal revenues | \$ 0 | \$ 4,608 |
| | \$ 0 | \$ 4,608 |
| | ===== | ===== |

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 4th day of February 2021.

**APPROVED BUDGET AMENDMENT 009-2021 – ITEMS PREVIOUSLY REMOVED FROM
FY20-21 BUDGET BUT RECONSIDERED**

FD Hiscocks presented Budget Amendment 009-2021 in the amount of \$85,500 to reappropriate funds from BPS salaries to other areas. The Town had substantial savings in salary expense for sworn law enforcement officers. The cost of their wages for hours worked were eligible for reimbursement from CARES Act funds received through Granville County. A portion of that salary savings will be reappropriated to other areas to fund some items cut from the original budget requests submitted for the current fiscal year. The items were discussed during the January 26, 2021 Finance Committee Meeting. The items to be purchased are as follows:

| | |
|--|-----------|
| Landscaping around sign at the Training Center and on Gate 2 near railroad tracks and near the Armory. | \$ 1,500 |
| Rifle Optics | \$ 4,000 |
| 3 Laptops and monitors for Town Hall Staff | \$ 3,500 |
| Vehicle for Public Safety | \$ 42,500 |
| Pickup truck for Public Works | \$ 34,000 |
| TOTAL | \$ 85,500 |

COUNCIL MEMBER BRANCH MADE A MOTION, SECONDED BY COUNCIL MEMBER CHEEK, TO APPROVE BUDGET AMENDMENT 009-2021 IN THE AMOUNT OF \$85,500 TO REAPPROPRIATE FUNDS FROM BPS SALARIES TO OTHER AREAS FOR FUNDING SOME ITEMS CUT FROM THE ORIGINAL BUDGET REQUESTS SUBMITTED FOR THE CURRENT FISCAL YEAR. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

**TOWN OF BUTNER
BUDGET ORDINANCE AMENDMENT**

009 - 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> |
|---|-----------------|------------------|
| 10-4191-5351 R&M – buildings and grounds | | \$ 1,500 |
| 10-4310-5513 Safety and security supplies | | 4,000 |
| 10-4120-5519 Minor equipment | | 3,500 |
| 10-8120-5540 Capital outlay – vehicles | | 42,500 |
| 10-8130-5540 Capital outlay – vehicles | | <u>34,000</u> |
| | <u>\$ 0</u> | <u>\$ 85,500</u> |

This will result in a net increase of \$0.00 in the appropriations of the General Fund. The following expense will be decreased. (Use salary savings to fund items previously cut from the current budget)

| <u>Account No.</u> | <u>Decrease</u> | <u>Increase</u> |
|---------------------------------------|-----------------|------------------|
| 10-4310-5123 Salaries and wages - LEO | <u>\$ 0</u> | <u>\$ 85,500</u> |
| | <u>\$ 0</u> | <u>\$ 85,500</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 4th day of February 2021.

APPROVED FY 21-22 BUDGET CALENDAR

FD Hiscocks presented for consideration the FY 21-22 Budget Calendar. The dates and times were discussed during the January 26, 2021 Finance Committee Meeting.

MPT MCKELLAR MADE A MOTION, SECONDED BY COUNCIL MEMBER SMOAK, TO APPROVE THE FY 21-22 BUDGET CALENDAR AS PRESENTED. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

**BUDGET CALENDAR
FISCAL YEAR 2021 – 2022**

- 02/15/21 – Provide FY 2020-2021 year to date budget information to Department Heads
- 02/25/21 – Department budget requests due to Town Manager
- 03/23/21 – Board retreat – 1:00 PM
- 04/06/21 – Finance Committee work session– 3:00 PM
- 04/20/21 – Finance Committee meeting on Proposed Budget – 3:00 PM
- 05/06/21 – Presentation of Proposed Budget to Town Council – 7:00 PM
- 05/15/21 – Advertise public hearing on Proposed Budget
- 06/03/21 – Public hearing on Proposed Budget – 7:00 PM
- 06/03/21 – Adoption of Proposed Budget

APPROVED TEMPORARY ON-CALL POLICY FOR BPS OFFICERS

HR Director Davis presented for consideration a temporary on-call policy for BPS Officers due to employee absences created by COVID-19 exposure and illness, retroactive to December 18, 2020.

It has become necessary to place two officers on-call for the 6P -6A shifts, Mon.-Fri., and both shifts on Sat. and Sun. each week in order to ensure adequate coverage due to COVID-19. Officers are paid \$3 per on-call hour. At the direction of the Town Manager, this policy is already in place because immediate action was required. Retroactive approval is requested from the Council for this temporary policy. It accounts for approximately 108 hours per week. A budget amendment is not currently needed.

Council asked staff to inform them if something like this happens again so they will know in advance of the meeting.

COUNCIL MEMBER JORDON MADE A MOTION, SECONDED BY COUNCIL MEMBER BRANCH, TO APPROVE A TEMPORARY ON-CALL POLICY FOR BPS OFFICERS DUE TO EMPLOYEE ABSENCES CREATED BY COVID-19 EXPOSURE AND ILLNESS; RETROACTIVE TO DECEMBER 18, 2020. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

ADOPTED 02-04-21 – EFFECTIVE RETROACTIVE 12-18-20

Due to the impact of covid19, the Town of Butner has enacted a temporary policy to provide additional compensation to Butner Public Safety Officers who are required to serve in on-call status.

On-Call is defined as when an employee must remain available to be called back to work on short notice if the need arises.

If an officer is called at least 2 hours before a shift starts, he/she is to report at start of shift. The officer will not receive on-call pay for that day but will receive pay for hours worked. If an officer is called to report to work with less than 2 hours before shift start or anytime during the shift, he/she must report within 2 hours. The officer will record hours up until he/she arrives at the station as on-call and record all other hours as worked.

The on-call rate will be \$3 per hour. Maximum hours for each weekday are 12; maximum hours for each weekend day is 24. Officers are not allowed to drink alcoholic beverages while in on-call status.

The BPS Director will determine which officers are eligible for on-call pay based on the required skills and abilities. Officers on-call are to be added to the online calendar in orange at <https://teamup.com/ks3f2a467ae87a4156>.

This policy will be in effect until it is no longer deemed necessary by the Town Manager.

NOTE: If an FLSA non-exempt employee works overtime while receiving on-call, the on-call pay must be included in calculating the employee's regular hourly rate for overtime pay. The time in on-call status is not included for determining overtime hours unless the employee is called back to work.

MANAGER'S REPORT FEBRUARY 2021
OPENING RECREATIONAL FACILITIES

TM Marrow provided the following report. He will contact Duke Progress regarding the status of the light pole project on Hwy 56. As of his last communication, Duke Progress was waiting on NCDOT.

TM Marrow explained that he is looking into options for opening the BAP and the Sports Arena while continuing to follow the Governor's Executive Orders. He is not opposed to opening; he just wants it done safely. Some of his concerns include enforcing the COVID-19 guidelines, and cleaning. With limited staff, enforcement and cleaning would be tough. However, hiring some

part-time workers may be a possibility. Due to all the rain, the fields at the BAP are not usable and probably would not be through February. Marrow also wants to ensure that the Town is not liable if someone gets COVID-19. He will be meeting with SGAA and will talk with the Baseball Tournament organizer about options. He will also discuss the issue at Wednesday's manager meeting.

1. Attended Manager's meeting held at the new Creedmoor Senior/Recreation Center. This multi-use complex is very nice. The Senior Center has ample space and a sun deck, the gym is very similar to our Sports Arena but with an overhead walking track. Lastly, they have a very large banquet room for community events, rentals, etc. Korena Weichel did a great job overseeing this project.
2. Led staff in putting together the interview process for the appointment of our new Town Council member.
3. Attended the Finance Committee meeting for review of the Revenues and Expenses for the first six months of our Fiscal Year. Led discussion on approving purchases that were delayed due to Covid 19 pandemic.
4. Attended monthly meeting with Scott Schroyer to receive updates on SGWASA water and sewer projects. Scott and his staff are doing some amazing things getting projects moving forward.
5. Worked closely with Mike Ciriello on his 2040 plan initiative and timetable for completion.
6. Participated in Triangle Business Journal Economic forecast for the triangle and USA economy. It was very informative in the face of the COVID-19 Pandemic.

PLANNING, PARKS AND RECREATION REPORT

TM Marrow presented Planning Director Ciriello report that is summarized below.

- Staff is working on 4 long-range planning Projects: 2040 Future Land Use Map (Council review in March) 2040 Goals and Objectives (Council review in April), Tar River Regional Hazard Mitigation Plan (Approval summer 2021), and 160D Land Development Ordinance Changes (Council approval March for phase 1)
- Staff viewed the Business Journal's 2021 NC Economic Outlook. Speakers were generally upbeat.
- Spring Newsletter will be released in late February.
- Staff attended Granville County Recreation Advisory Meeting.
- Staff attended walking tour of the new Tar River Land Conservancy's project in our northern Planning jurisdiction adjacent to the Mangum Farms Subdivision in Stem. Additional site pictures were included in the staff report.
- Code Enforcement – 26 new cases in 2020; 23 resolved; 3 unresolved or being mitigated.
- Planning Report Changes include more visuals, posting to the website, and quarterly update on development.
- Development Project Update – New from January Report
 - Food Lion Distribution parking facilities need final zoning inspection.
 - Tractor Supply has addressed all zoning comments. Resubmittals have been received by fire inspector, stormwater and NCDOT. Staff is awaiting final approval from other agencies before issuing stormwater/zoning permit.
 - Staff received stormwater plans and are reviewing plans for final 2 phases of the Altec chassis storage expansion phases 2 & 3.
 - Variety Mart (new project) is changing the location of their canopy. The small-scale project does not require stormwater, fire or NCDOT review. The project was reviewed and approved for zoning to begin construction.
- The number of permits issued by the Town were down in 2020 (74) when compared to 2019 (100). This was due to the pandemic and the availability of sewer capacity. However, 2020 saw some high profile projects

coming to Bunter that included the headquarters of Nugget, a Tractor Supply store, additional investments in expansion of Food Lion's and Altec facilities and an expansion of Jarco's operations.

PUBLIC SAFETY REPORT

Chief Champion presented the following report.

FIRE SERVICES

Notable Fire Calls and Calls for Services since the last meeting

Fire Incidents November 2020 November 22-December 28

| | |
|----------------------------------|-----------|
| Fire Alarm Activations | 13 |
| Motor Vehicle Collisions | 10 |
| Smoke/Odor Scare | 5 |
| Grass/Brush Fire | 3 |
| Mutual Aid | 3 |
| Cancelled/False Call | 3 |
| Structure Fire | 1 |
| Total Number of Incidents | 38 |

Notable Incidents

Dryer/Structure fire at 206 Central Ave (Espresso Laundry)

POLICE SERVICES

| | |
|---------------------------------|------|
| 911 Hang Up Calls - | 9 |
| Animal Complaints - | 6 |
| Arrest - | 27 |
| B & E Structures - | 2 |
| B & E Motor Vehicles - | 7 |
| Communicating Threats - | 2 |
| Disturbances - | 13 |
| DWI - | 5 |
| EMS Calls - | 8 |
| Juvenile Complaints - | 2 |
| Larcenies - | 14 |
| Larceny of Motor Vehicles | 2 |
| Traffic Stops - | 171 |
| Citations issued - | 70 |
| Traffic Check Points- | 1 |
| Vehicle Crashes"10-50's" - | 25 |
| Ride Along - | 0 |
| Robbery - | 1 |
| Property Checks- | 905 |
| Operations Reports Code#5- | 268 |
| Calls Resolved without Reports- | 1239 |

Notable Incidents

On December 2, 2020, a robbery occurred at All Spins (301 West C Street). Two suspects displayed firearms and took an undisclosed amount of currency from the establishment.

Chief's Notes

Officer D. Tanner and D. Davies have completed and passed the Basic Law Enforcement Training at Vance-Granville Community College. We are waiting on their Probationary Certificates so that they can be sworn in and begin their Field Training. C. Coeburn will begin employment on January 4, 2020. Mr. Coeburn has completed BLET.

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

MAYOR'S REPORT

Mayor Turner presented the following report. He announced that a Memorial Service would be held. The committee is in the planning stages. The availability of a band and the JR ROTC will depend upon the schools reopening for in-person learning.

- I have received my first dose of COVID-19 vaccine, and I urge everyone to get one as soon as possible. The only way to curb this coronavirus is to have more people vaccinated than are getting sick. That is how we overcame the smallpox virus and the polio virus.
- I joined in on a Granville County Public Schools (GCPS) zoom meeting that presented an overview of what is happening in our public schools.
- Again, I took part in another GCPS meeting, which discuss high school students and employment. Many more students have to work in order to help their families during this pandemic. I was appointed to one of the committees looking into this issue.
- Later on, I met with that GCPS committee, to examine ways for employers to provide incentives for their student employees to stay in school.
- I participated in a call-session with NC Department of Health and Human Services, which focused on the distribution strategy of the COVID-19 vaccine.
- I attended a meeting of the Butner Public Safety Fireman's Relief Fund Board of Directors.
- Also, I was proud to swear in two new Butner Public Safety Officers.
- I engaged in a virtual event on the NC Economic Outlook, where politicians, business people, and academia leaders gave a very positive view on the economy.
- I had the pleasure of swearing in the newest member of our Town Council, Judy Cheek. We met afterwards to talk over expectations, roles, and duties of a Councilmember.
- I attended a finance committee meeting concerning budget updates.
- I met with the SGWASA Director, our Manager, and Planner. It is good to see projects moving forward.
- I zoomed in on a Granville County Chamber of Commerce's Board of Directors special close session meeting.

COUNCIL COMMENTS

Council Member Smoak reported that the Senior Services Advisory Committee met. Senior Center Director Kathy May will provide a summary of their many services for our upcoming Butner Bugle Newsletter. April 2 is the deadline for TDA grant. Mini grants are also available. CM Smoak thanked public works for picking up trash, noting that it really makes a difference.

Council Member Lane reported that the Kerr-Tar COG still has COVID-19 loans available for struggling businesses. Contact him or the COG for additional information.

Council Member Branch asked about the hand sanitization station that was vandalized outside the Sports Arena. Town Manager Marrow said it was replaced. The BCA meets on February 18 at 7 PM. They will discuss the Butner Chickin' Pickin and other events.

Council Member Cheek thanked Council for the opportunity to serve and looks forward to working with them.

Council Member McKellar announced that he was elected as UNRBA Vice-Chair.

ADJOURNMENT

WITH THERE BEING NO FURTHER BUSINESS, AT APPROXIMATELY 8:10 PM, MPT MCKELLAR MADE A MOTION, SECONDED BY COUNCIL MEMBER SMOAK, 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