

**THURSDAY, MARCH 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, Town Clerk Barbara Rote and Administrative Specialist Anita Thomasson.

**CALL TO ORDER & ROLL CALL**

Mayor Turner called the meeting to order. Administrative Specialist Thomasson called the roll for Council attendance. Council Member Branch gave the prayer and led the Pledge to the American Flag.

**AGENDA APPROVAL**

MPT MCKELLAR MADE A MOTION, SECONDED BY COUNCIL MEMBER BRANCH, TO APPROVE THE AGENDA AS PRESENTED WITH THE CHANGE TO UPDATE THE COUNCIL ON UPCOMING PURCHASES AND ELIMINATE PROPOSED BUDGET AMENDMENT 012-2021. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

**FEBRUARY 4 & FEBRUARY 17, 2021 MINUTES APPROVED**

MEETING MINUTES WERE APPROVED ON MOTION BY COUNCIL MEMBER CHEEK, SECONDED BY COUNCIL MEMBER JORDON. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

**JANUARY 2021 FINANCE REPORT**

FD Hiscocks presented the January 2021 Financial Report as summarized below. Sales Tax collections are up 10% from this time last year and operating cash is up 8%. The increase in sales tax revenues will help decrease the amount of Fund Balance needed at the end of the fiscal year.

COUNCIL MEMBER SMOAK MADE A MOTION, SECONDED BY COUNCIL MEMBER LANE, TO ACCEPT THE JANUARY 2021 FINANCIAL REPORT AS PRESENTED. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

<b>JANUARY 2021 Financial Report</b>		<b>General Fund</b>	<b>Stormwater Fund</b>
<i>58% of FY Complete</i>			
<b>REVENUES</b>			
YTD		\$ 3,939,257	\$ 307,314
YTD Percent of Budget		60.06%	81.33%
<b>EXPENSES</b>			
YTD		\$ 3,406,953	\$ 105,290
Budget		\$ 6,858,430	\$ 377,856
YTD Percent of Budget		52.11%	27.87%
<b>JANUARY 2021 Total Cash &amp; Investments Town-Wide – All Funds</b>			
<b>General Fund</b>	<b>Other Funds</b>	<b>Total</b>	
<b>\$9,213,940</b>	<b>\$1,291,349</b>	<b>\$10,505,289</b>	

**ADOPTED BUDGET AMENDMENT 011-2021 – OVERHEAD MICS FOR COUNCIL ROOM**

Town Manager Marrow presented Budget Amendment 011-2021 in the amount of \$6,152 payable from the General Fund, Fund Balance to update the microphone system in the Council Meeting Room. The current microphone system would be replaced with an overhead beamforming ceiling microphone. This technology allows this single microphone to pick up each person around the dais as well as the podium. It solves picking up Council voices with social distance guidelines as well as better sound in the audience.

April 13 is the scheduled installation of the previously ordered AV upgrades for the Council Room. This item will be installed later due to backorder.

COUNCIL MEMBER SMOAK MADE A MOTION, SECONDED BY MPT MCKELLAR, TO APPROVE BUDGET AMENDMENT 011-2021 IN THE AMOUNT OF \$6,152 PAYABLE FROM THE GENERAL FUND, FUND BALANCE TO UPDATE THE MICROPHONE SYSTEM IN THE COUNCIL MEETING ROOM. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

**TOWN OF BUTNER  
BUDGET ORDINANCE AMENDMENT**

**011 - 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>
10-8110-5550 Capital outlay – other equipment		\$ 6,152
	\$ 0	\$ 6,152
	=====	=====

This will result in a net increase of \$6,152 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. (New microphones for Council Meeting Room)

<u>Account No.</u>	<u>Decrease</u>	<u>Increase</u>
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10-0000-3991	Appropriated Fund Balance	\$ 0	\$ 6,152
		\$ 0	\$ 6,152
		<u>0</u>	<u>6,152</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 4<sup>th</sup> day of March, 2021.

**UPDATE ON FUTURE PURCHASES: AV BAR COUNCIL CONFERENCE ROOM, TWO PORTABLE RADIOS FOR BPS**

Town Manager Marrow updated Council on upcoming purchases. An AV Bar for the Council Conference Room (\$3,550) will provide sound, microphone and camera to be used in conjunction with the existing TV in order to conduct interactive meetings and presentations (i.e. Zoom). This eliminates multiple staff trying to view an interactive meeting on a laptop or monitor screen. Two portable radios will be purchased for BPS. The radios will replaced two older models that are used on fire engines. The Town has sufficient funds to cover the cost of all items.

**STAFF APPROVED TO APPLY FOR TDA GRANT – SIGN MONUMENT FOR GAZEBO PARK**

Council Member Smoak, on behalf of the Beautification Committee, presented for consideration authorizing staff to apply for a Capital Development TDA Grant to purchase a sign monument with LED message board for placement in Gazebo Park. The grants are awarded for increasing community involvement. Two sample designs by Planning Director Ciriello were provided.

The sign would be placed near the first entrance heading west on Central Ave. It would display Town announcements and town related activities and events. The deadline for submitting a grant proposal is April 2, 2021. There is no maximum request; however, with decreased tourism tax revenue due to COVID-19, the award may be around \$10,000. An estimated cost for the sign is between \$25,000 and \$30,000.

In the past, the Town was awarded TDA grants that were applied to the BAP debt. Last year the Town received \$10,000, which was down from previous years. There will be one more payment in FY 21-22 (August) and the BAP will be paid. The payment is \$100,000 plus interest.

Council confirmed, following a question from Finance Director Hiscocks, that if the Town were awarded the grant, it would be applied to the sign and not the BAP.

COUNCIL MEMBER CHEEK MADE A MOTION, SECONDED BY COUNCIL MEMBER BRANCH, TO AUTHORIZE STAFF TO APPLY FOR A CAPITAL DEVELOPMENT TDA GRANT TO PURCHASE A SIGN MONUMENT WITH LED MESSAGE BOARD FOR PLACEMENT IN GAZEBO PARK. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

**MANAGER’S REPORT FEBRUARY 2021**

TM Marrow reviewed the following report. It was brought to his attention that skateboarders were using the gazebo benches for skateboarding. TM Marrow will talk with BPS for enforcement.

- Met with the Beautification Committee to discuss future plans for Christmas decorations, Central Avenue Tree planting, and Gazebo Park maintenance issues. Gazebo Park maintenance issues have mostly been implemented. Councilmember Smoak will present plans for these recommendations at our Budget retreat.

- Attended Manager’s meeting at Harry Mills office. It seems like Butner is leading the way in industrial plant expansions and hiring.
- Working with Planning Department on some zoning permit issues. Hope to have update by Council meeting.
- Held our monthly meeting with Scott Schroyer and Mayor to update each other on activities taking place in Butner and surrounding area. This is always a very informative meeting. We also discussed making sure SGWASA is a participant in the County’s retreat. May have been a misunderstanding this year.
- Department heads turned in their budget request on Wednesday, February 24. Susan and I will be working on revenues and expenses to prepare for our budget retreat on March 23.
- Duke Energy’s legal counsel has been in touch with Attorney Wrenn to discuss the contract for the lights on Hwy 56.

**TAR RIVER LAND CONSERVANCY HANDOUT**

TM Marrow explained that the Tar River Land Conservancy would be asking for \$25,000 in funding as noted in the handout provided to Council prior to the meeting. A site visit to the Roberts Chapel location is scheduled for Wednesday at 1 PM. He reminded Council that even though properties are in either the ETJ or other jurisdictions, that Butner is close enough to realize a benefit from visitors to several of the sites. It could also lead to a greenway connection to Durham.

TM Marrow an Attorney Wrenn pointed out that the \$25,000 could qualify for Stormwater Funds. This would also give the Town Stormwater credit point.

**PLANNING, PARKS AND RECREATION REPORT**

TM Marrow presented Planning Director Ciriello’s report that is summarized below. It also included a schedule and details for the LDO update. There was a miscommunication about the LDO Open House on March 2. The presentation was e-mailed to Council.

MARCH 2021

- Staff is working on 4 long-range planning projects
  - 2040 Future Land Use Map. Planning Board to approve in March. 2040 Goals and Objectives. Planning Board review in March for Town Council review in April.
  - Tar River Region Hazard Mitigation Plan. A Public Zoom meeting was held February 28. Staff is currently reviewing a draft of the final document. Currently expected to be completed by May 2021 for approval Summer 2021.
  - 160D Land Development Ordinance Changes (Phase 1 of the LDO Update Project; Phase 2 will be to recommend changes to align with the 2040 Plan). Phase 1 changes are those mandated by the North Carolina General Assembly. Phase 1 changes were presented to the Planning Board at their meeting on February 11. A VIRTUAL PUBLIC OPEN HOUSE will be held March 2 from 6:00 PM until 8:00 PM. It will include a presentation of the project. A summary of the project and updated schedule is included in the report.
- Spring Newsletter is at the printer!
- Staff attended meetings for the Clean Water Education Partnership, Granville County Parks and Recreation Advisory Committee, Granville County Commissioners Retreat, Upper Neuse River Basin Association, International Economic Development Council, National Town Builder Association.

- Staff is working with our Website management company to set-up online line and on-site credit card payments.

**Development Project Update**

- Food Lion Distribution parking facilities need final zoning inspection.
- Jarco Supply – Waiting final stormwater approval prior to zoning permit issuance
- Tractor Supply has addressed all zoning comments. Resubmittals have been received by fire inspector, stormwater and NCDOT. Recombined survey has been submitted and reviewed, but are working with SGWASA to move utility easements. Waiting final approval from fire, inspector, stormwater, NCDOT, and SGWASA prior to permit issuance.
- Creedmoor Fuel – Stormwater application submitted, minor subdivision plat approved to separate uses, waiting for first set of plans for zoning review.
- Altec Chasis Storage Expansion Phase 2 & 3 – Stormwater plans submitted and under review for final 2 phases of project.

**PUBLIC SAFETY REPORT**

Chief Champion presented the following report. One of the newer BPS officers has left, leaving one vacancy.

**FIRE SERVICES**

**Notable Fire Calls and Calls for Services since the last meeting**

**Fire Incidents February 2021**

**January 25, 2021-February 21, 2021**

Motor Vehicle Collisions	11	
Fire Alarm Activations	4	
Assist EMS	3	
Structure Fire	1	
Cooking Fire	1	
Smoke/Odor Removal	1	
Mutual Aid		1
<b>Total Number of Incidents</b>	<b>22</b>	

**Notable Incidents**

Structure Fire (HVAC Unit) at 1187 Telecom Dr.

Mutual Aid Structure Fire at 3529 W Thollie Green Rd.

**POLICE SERVICES**

**Police Calls and Services for February 2021**

911 Hang Up Calls -	9
Animal Complaints -	4
Arrest -	31

B & E Structures -	1
B & E Motor Vehicles -	1
Communicating Threats -	3
Disturbances -	18
DWI -	1
EMS Calls -	5
Juvenile Complaints -	2
Larcenies -	12
Larceny of Motor Vehicles	0
Traffic Stops -	271
Citations issued -	95
Traffic Check Points-	1
Vehicle Crashes"10-50's" -	12
Ride Along -	0
Robbery -	0
Property Checks-	1072
Operations Reports Code#5-	224
Calls Resolved without Reports-	1293

**Chief's Notes**

Butner fared well through both ice events. There were no reports of damage reported to Butner Public Safety and we did not respond to any calls of trees or powerlines down. Granville County Emergency Management did a great job on keeping BPS up to date on weather reports and existing conditions.

**Community Watch Meeting:** The March Community Watch meeting has been canceled.

**MAYOR'S REPORT**

Mayor Turner reviewed the following report. He has been talking with members of the Hispanic Community to form a cross-culture committee. He will update the Council as things unfold. Mayor Turner was part of a virtual break-out room with Representative Yarborough at a recent NCLM meeting. They discussed the State Board of Elections (BOE) request to move municipal elections to even years due to issues with Census data and redistricting. The problems only apply to 45 towns. A request was made to explore the possibility of bringing back Privilege Licenses to help generate revenue.

- I received my second COVID-19 shot. I urge everyone to be vaccinated as soon as possible. Inoculation can and will overcome this dreaded virus as it has other deadly viruses (smallpox, polio, etc.).
- Our Military Holiday Committee is moving forward with this year's Memorial Day service. Mike Turner will be our keynote speaker.
- I attended a meeting of the Chamber's Board of Directors, in which there were discussions concerning the hiring of an interim director while searching for a new Executive Director and the closing of the southern Chamber office.
- I learned from the NC League of Municipalities meeting on hunger, many astounding facts on the impact of hunger in local communities. For instance, 1 out of 5 children in Granville County suffer from food insecurity.
- We held a special meeting of the Town Council to prepare for an impending winter storm threat. Fortunately, the potential storm did not materialize.
- During the Granville County Board of Commissioners Retreat, I presented a review of 2020 and our goals for 2021. Butner had a very impressive year in the midst of the pandemic, with new and expanding economic development. Our 2040 plan provides a bright outlook for the Town.

- The League had another meeting, which was about the best practices for communicating COVID-19 information to the public. There was much good advice for elected officials to communicate with the public on any subject.
- The Town Manager and I met with SGWASA's Executive Director. Their new engineer is a great asset to the staff. They are seeking information on what needs to be done and the best and most economical way to accomplish it.
- Yet another League meeting covered the topic of census and redistricting, which proved timely in light recent developments in the upcoming municipal elections. It appears neither the election board or redistricting laws took into account a pandemic.

### **COUNCIL COMMENTS**

Council Member Cheek pointed out the Community Food Bank drives and the need for items. There has been an increase in the need. People are now allowed to receive items once a month. Beautify Butner will be April 24. CM Cheek asked the Town to provide clean-up and assistance the same as they have provided in the past.

Council Member Branch thanked TM Marrow for following-up on a problem at the Lakeside Grill with following COVID-19 guidelines. He noted that a drive-thru Easter Celebration for the kids would be held in Gazebo Park, Saturday, March 27 beginning at 10 AM. It is targeted for toddlers and young children. The Town will assist by providing candy and/or small trinkets and traffic control. Erma Hudgins will contact the TDA to be included with their announcements.

Council Member Jordon provided an update on SGWASA and recognized the handout provided by Butner SGWASA representative Birdsong. Jimmy Gooch was elected Chair and Georgana Kicinski Vice-Chair. 450 gallons per day of commercial water & sewer service for the proposed retail Tractor Supply store were approved. CDM Smith was awarded the contract for I-85 Sanitary Sewer Project; scope of services during this phase is essential to ensure that SGWASA is providing the most cost-effective solutions to resolve current sewer capacity issues, while planning for future growth and development. State Utility Contractors was awarded the construction contract for the repair of both digester tanks #3 and #4. Tanks #2 & #3 will be reviewed at a future date. The water treatment upgrade has a 580-day contract with a Dec. 16, 2021 proposed completion date. The proposed rate study was discussed.

Council Member Lane distributed a litter report from NCDOT summarizing the efforts for reducing litter. Funding for litter pick-up was decrease but some funding has been returned. This type of information is also discussed at the Kerr-Tar RPO meetings. The NCDOT District Engineer attends most meetings.

Council Member Smoak reported that the TDA would have a social spotlight on businesses in the southern part of the County who attract out-of-town business. Lake Holt will be featured in April.

MPT McKellar attended a meeting with the Orange Chatham Interfaith Care for Creation with the Eno River Association. They discussed what is being done to maintain and protect water quality. MPT McKellar was elected as UNRBA Vice-Chair.

### **CLOSED SESSION**

FOLLOWING A BRIEF RECESS, AT APPROXIMATELY 8:15 PM, MPT MCKELLAR MADE A MOTION, SECONDED BY COUNCIL

MEMBER LANE, TO GO INTO CLOSED SESSION ACCORDING TO N.C.G.S. 143-318.11(A)(6) TO DISCUSS A PERSONNEL MATTER, AND TO APPROVE THE MEETING MINUTES OF JUNE 6, 2019, AND JULY 11, 2019. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

**RETURN TO OPEN SESSION**

AT APPROXIMATELY 8:28 PM, COUNCIL MEMBER LANE MADE A MOTION, SECONDED BY COUNCIL MEMBER JORDON, TO RETURN TO OPEN SESSION. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

**PAY INCREASE APPROVED FOR TOWN MANAGER**

MPT MCKELLAR MADE A MOTION, SECONDED BY COUNCIL MEMBER BRANCH, TO GIVE TOWN MANAGER MARROW A 2.25% SALARY INCREASE, RETROACTIVE TO FEBRUARY 15, 2021, WHICH IS THE FIRST PAY PERIOD FOLLOWING HIS ANNIVERSARY DATE. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

**ADJOURNMENT**

WITH THERE BEING NO FURTHER BUSINESS, AT APPROXIMATELY 8:30 PM, COUNCIL MEMBER JORDON MADE A MOTION, SECONDED BY COUNCIL MEMBER SMOAK, TO ADJOURN. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

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

ATTEST:

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Terry Turner, Mayor