

THURSDAY, APRIL 1, 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 Admin Specialist 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 Judy Cheek, Linda Jordon, Tom Lane and Vickie Smoak. Also present was Town Attorney Jim Wrenn, Town Manager Tommy Marrow, and Administrative Specialist Anita Thomasson.

Absent - Michel Branch

CALL TO ORDER & ROLL CALL

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

AGENDA APPROVAL

MPT MCKELLAR MADE A MOTION, SECONDED BY COUNCIL MEMBER JORDON, TO APPROVE THE AGENDA AS PRESENTED WITH CHANGES TO UPDATE TOB EMERGENCY PAID SICK LEAVE POLICY ADD ON ITEM 9A AND TO HAVE A CLOSED SESION. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

MARCH 4 2021 MINUTES APPROVED

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

FEBRUARY 2021 FINANCE REPORT

Town Manager Marrow presented the February 2021 Financial Report as summarized below. Sales Tax collections are up 10% from this time last year and property tax is up 2%. Revenues exceeded Expenses by \$700,000 in General Funds. Revenues were as projected and expenses are being watched closely.

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

FEBRUARY 2021 Financial Report	General Fund	Stormwater Fund
<i>67% of FY Complete</i>		
REVENUES		
YTD	\$ 4,471,372	\$ 346,356
YTD Percent of Budget	65.20%	91.66%
EXPENSES		
YTD	\$ 3,763,713	\$ 114,869
Budget	\$ 6,858,430	\$ 377,856
YTD Percent of Budget	54.88%	30.40%
FEBRUARY 2021 Total Cash & Investments Town-Wide – All Funds		
General Fund	Other Funds	Total
\$9,274,184	\$1,320,897	\$10,595,081

ADOPTED BUDGET AMENDMENT 012-2021 – DUKE ENERGY INCENTIVE TO UPGRADE LED LIGHTING FOR TOWN BUILDINGS

Town Manager Marrow presented Budget Amendment 012-2021 in the amount of \$20,859 payable from the General Fund, Fund Balance to replace incandescent with LED lighting and fixtures at an approximately 70% discount. Duke Power offers the energy savings program to the Town, the offer expires May 31, 2021. Duke Power will install the equipment in Town Hall, Butner Public Safety, Soldiers Sports Arena and Public Works Shop. The LED’s will reduce our power bill and minimize the need for replacement bulbs.

COUNCIL MEMBER LANE MADE A MOTION, SECONDED BY COUNCIL MEMBER CHEEK, TO APPROVE BUDGET AMENDMENT 012-2021 IN THE AMOUNT OF \$20,859 PAYABLE FORM THE GENERAL FUND, FUND BALANCE IN ORDER TO TAKE ADVANTAGE OF A DUKE ENERGY INCENTIVE TO UPGRADE LED LIGHTS FOR TOWN BUILDINGS.. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

TOWN OF BUTNER BUDGET
ORDINANCE AMENDMENT

012 - 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>
10-4510-5351 Public works repairs & maintenance		\$ 3,979
10-4310-5351 BPS repairs & maintenance		599
10-6160-5351 SMSA repairs & maintenance		4,341
10-4190-5351 Town Hall repairs & maintenance		<u>11,940</u>
	\$ 0	\$20,859
	=====	=====

This will result in a net increase of \$20,859 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. Upgrade lighting to LED)

<u>Account No.</u>	<u>Decrease</u>	<u>Increase</u>
10-0000-3991 Appropriated Fund Balance	\$ 0	\$ 20,859
	\$ 0	\$ 20,859
	=====	=====

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 _____ 1st _____ day of April _____, 2021.

[SEAL]

Barbara J. Rote, Town Clerk

ADOPTED BUDGET AMENDMENT 013-2021 – ADDITIONAL RECYCLING COST

Town Manager Marrow presented Budget Amendment 013-2021 in the amount of \$3,000 payable from the General Fund, Fund Balance to make sure the actual costs of this department does not exceed the budget authority. The costs of hauling at the recycling center has been higher than anticipated this fiscal and year and it is anticipated that the cost will exceed the amount budgeted.

MPT MCKELLAR MADE A MOTION, SECONDED BY COUNCIL MEMBER SMOAK, TO APPROVE BUDGET AMENDMENT 013-2021 IN THE AMOUNT OF \$3,000 PAYABLE FORM THE GENERAL FUND, FUND BALANCE IN ORDER TO PAY FOR ADDITIONAL RECYCLING COST. **THE MOTION CARRIED.**

TOWN OF BUTNER BUDGET
ORDINANCE AMENDMENT

013 - 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>
10-4711-5336 Trash removal & recycling		\$ 3,000
	\$ 0	\$ 3,000
	=====	=====

This will result in a net increase of \$3,000 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. (Anticipated funding deficiency for Recycling Center)

<u>Account No.</u>	<u>Decrease</u>	<u>Increase</u>
10-0000-3991 Appropriated Fund Balance	\$ 0	\$ 3,000
	\$ 0	\$ 3,000
	=====	=====

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 _____ 1st _____ day of April, 2021.

[SEAL]

Barbara J. Rote, Town Clerk

APPROVED UPDATED ITEM 9A TOWN OF BUTNER EMERGENCY PAID SICK LEAVE POLICY (BSICK)

Town Manager Marrow ask the Town to continue to provide qualifying expenses for emergency paid sick related to COVID-19 similar to the Families First Coronavirus Relief Act (FFCRA). The only change will be to amend Reason 3 as follows:

The employee is showing symptoms of COVID-19 and is seeking but has not yet received a medical diagnosis, *the employee is seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, COVID-19 and such employee has been exposed to COVID-19 or the employee's employer has requested such test or diagnosis, or the employee is obtaining immunization related to COVID-19 or recovering from any injury, disability, illness, or condition related to such immunization.* (Addition noted in italics.)

COUNCIL MEMBER CHEEK MADE A MOTION, SECONDED BY COUNCIL MEMBER JORDON, TO APPROVE EXTENDING THE TOWN OF BUTNER EMERGENCY PAID SICK LEAVE POLICY (BSICK) THROUGH JUNE 30, 2021 WITH THE AMENDMENT OF REASON 3. **THE MOTION CARRIED**

RESOLUTION APPROVED TO CLOSE CENTRAL AVE FOR MEMORIAL DAY 2021

The Butner Memorial Day Wreath Laying Ceremony will be held at Gazebo Park on May 31, 2021 beginning at 10:00 am. The requested closing is between D & E Streets from 9:30 a.m. to 11:30 a.m.

COUNCIL MEMBER SMOAK MADE A MOTION, SECONDED BY MPT MCKELLAR, TO ADOPT A RESOLUTION DECLARING A ROAD CLOSURE FOR THE 2021 MEMORIAL DAY SERVICE AS PRESENTED. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

RESOLUTION DECLARING A ROAD CLOSURE FOR THE 2021 BUTNER MEMORIAL DAY SERVICE

WHEREAS, the Town Council of Butner acknowledges a long tradition of an annual Memorial Day Service for its citizens to honor the fallen; and

WHEREAS, the Town Council of Butner acknowledges its citizens realize a civic benefit from holding an annual Memorial Day Service; and

WHEREAS, the Town Council of Butner acknowledges a Memorial Day Service requires approximately one half (1/2) hour to install signing and traffic control, and also requires approximately one half (1/2) hour for removing signs, traffic control, and litter retrieval;

NOW THEREFORE BE IT RESOLVED by the Town Council of Butner pursuant to the authority granted by G.S. 20-169 that they do hereby declare a temporary road closure during the day(s) and times set forth below on the following described portion of a State Highway System route:

Date(s):	Monday, May 31, 2021
Times:	9:30 a.m. to 11:30 a.m.
Route Description:	Central Avenue (SR 1103) between D Street (SR1113) and E Street (SR1172)

This resolution is to become effective when signs are erected giving notice of the limits and times of the ceremony, and implementation of adequate traffic control to guide through vehicles around the event route.

Adopted the 2nd Day of April 1, 2021

MANAGER’S REPORT APRIL 2021

TM Marrow reviewed the following report.

- Attended meeting with Representative Larry Yarborough and Mayor Turner to discuss the legislative agenda and to request his assistance in helping push through some approved NCDOT projects. It was a very informative meeting.
- Hosted the Manager’s meeting here at Town Hall. As always this time of year, we discussed our budgets, etc. Creedmoor’s new Manager Gerald Smith was in attendance along with Mike Turner.
- Attended the Tar River Land Conservancy hike after the Manager’s meeting. These trails will become destination venues for people outside our zip code. The connectivity for these trails are endless.
- Received my second COVID-19 vaccination.
- Attended and hosted a substantial economic development meeting with Harry Mills, Ryan Combs, Executive Director of the RTRP, VGCC President Rachel Desmaris, Mike Felts, County Manager and others to discuss potential locations for Greenhouses to accommodate some very high-end research and development for plant growth to meet the needs of the earth’s population in 2050. More on this to come.
- Attended Council’s budget retreat. I thought this was a very good kick-off meeting to hear from all Department heads their needs for the upcoming year.
- Working continuously of the 21/22 budget for revenues and expenses.
- Hosted monthly meeting with Scott Schroyer. We discussed the ongoing design work for the sewer collection system and the water plant upgrade. One of his big initiatives is maintenance on all SGWASA infrastructure to extend the life and dependability of his infrastructure. Awesome.

PLANNING, PARKS AND RECREATION REPORT

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

Long-range Planning Projects

- 2040 Future Land Use Map has been drafted and presented to Planning Board on March 11 for comment. It will be on the April Planning Board agenda for recommendation prior to being presented to Town Council in May for approval.
- 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.
- Phases 1 & 2 of the LDO updates have been drafted and are under review by the Town attorney. (Phase 1 changes are those mandated by the North Carolina General Assembly 160D); Phase 2 will be additional updates to align with laws from various agencies not affiliated with 160D.

Staff Meetings

- **Clean Water Education Partnership, Town of Butner Recreation Advisory Committee, Butner Town Council Budget Retreat, Upper Neuse River Basin Association, Kerr-Tar Regional Transportation Planning Organization, International Economic Development Council, and the North Carolina Main Street Conference.**
- Staff has been working with the National Town Builders Association to have them come to Butner during their annual meeting. They will be conducting a tour of central Butner and their members will be creating design solutions and development ideas for the Umstead site and Town Center. The NTBA is an organization of developers and designers who are focused on traditional neighborhood design and development. Projects developed locally by some of its members include Treyburn, Meadowmont, Chapel Hill, Southern Village, and Bedford at Falls River.

Development Project Updates

The ongoing projects that have not received final zoning inspection. Food Lion parking lot, Jarco Supple and Altec chasis storage expansion.

PUBLIC SAFETY REPORT

Chief Champion presented the following report.

FIRE SERVICES

Notable Fire Calls and Calls for Services since the last meeting

Fire Incidents March 2021

February 21, 2021-March 22

Motor Vehicle Collisions		8
Fire Alarm Activations		8
Cancelled Enroute		3
Mutual Aid		2
Assist EMS		1
Structure Fire	1	
Brush/woods fire		1
Smoke/Odor Removal	1	
Total Number of Incidents		25

Notable Incidents

We welcomed two new volunteer firefighters, Richard Diaz and Leonard Wilson.

POLICE SERVICES

Police Calls and Services for March 2021

911 Hang Up Calls -	17	
Animal Complaints -		5
Arrest -		27
B & E Structures -		0
B & E Motor Vehicles -		1
Communicating Threats -		2
Disturbances -		14
DWI -		1
EMS Calls -		9
Juvenile Complaints -		0
Larcenies -		4
Larceny of Motor Vehicles	0	
Traffic Stops -	267	
Citations issued -		107
Traffic Check Points-	4	
Vehicle Crashes"10-50's" -		19
Ride Along -		1
Robbery -		0
Property Checks-		919
Operations Reports Code#5-	218	
Calls Resolved without Reports-		1257

Notable Incidents

On 09/22/20, BPS officers responded to the 1600 block of West B Street in reference to a hit and run where a pedestrian was struck and killed. Camilla Washington (43 yrs old) died from her injuries sustained after being struck by a vehicle while she was walking along West B Street in Butner. The investigation revealed that a 2008 Dodge Magnum had struck Mrs. Washington and fled the scene. An extensive search by law enforcement resulted in a 2008 Dodge Magnum being located in Durham, NC and seized. As a result of a thorough and time-consuming investigation, Investigative Sergeant N. Williams was able to secure an arrest warrant for Carlos Barbee of Butner. Barbee was charged with Felony Hit and Run resulting in Death. Barbee was apprehended by Butner Public Safety officers at his place of residence and taken before Granville County Magistrate R. Roberts. Magistrate Roberts remanded Barbee to the Granville County Jail under a \$40,000 secured bond.

Chief's Notes

Butner Public Safety has started an initiative to get more of our drug abuse and crime prevention material out to the public. In March, Mrs. Harris and I mailed local businesses to tell them about the material we had to offer to their customers and included a sheet where they could request different types of booklets that BPS would drop off at their place of business. We have started off with just a few businesses first as a trial run and then we will send more out to other businesses to see what type of response we get. If any business wants some of the material to have available for citizens contact Mrs. Harris and we can arrange to have some dropped off.

Now that our new camera system has been installed and we have coverage of our public parking area and our lobby, Butner Public Safety has begun a Safe Exchange Zone. A Safe Exchange Zone is where parties who have made arrangements to buy or sell items over social media such as Facebook Marketplace and Craig's List can meet to complete the transaction. This area is also designated for child custody exchanges. We are working on putting the information on the Town of Butner website to help inform the community.

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

MAYOR'S REPORT

Mayor Turner reviewed the following.

- As more vaccines become available to more people, I encourage everyone to be vaccinated as soon as possible.
- The Military Holiday Committee is planning our Memorial Day event with more participation and attendance, within the State guidelines.
- I met with the Chamber of Commerce Board and Vanessa Jones has accepted the position of Interim Director. However, two staff members Wanda Garrett and Toni Anne Wheeler will be leaving the Chamber this month.
- The Town Manager, SGWASA Director, Creedmoor Commissioner Ed Mims and I met with State Representative Larry Yarbrough. We touched on several topics such as SGWASA funding and DOT projects in town.
- I took the Tar River Land Conservancy tour of near-by trails. I urge the Council to support these walking trails as a destination for Butner. Our town will benefit from the people using them.
- Being a member of the Granville County Public Schools' Economic Development Task Committee, I met with fellow member Tamara Rodebaugh. She is the CTE Career Development Coordinator for GCPS.
We visited several businesses in Butner to assist in providing incentives for students to maintain good grades and good school attendance.
- I attended a NC League of Municipalities Zoom meeting concerning updates on the League advocated goals. There is some positive movement to local governments to invest in broadband infrastructure.
- We had a very positive budget retreat, which aided us in planning for the upcoming year's budget.

COUNCIL COMMENTS

MPT McKellar attended Tar River Land Conservancy site visit and is very excited about the Mangum Trail possibly leading into Butner in the future. MPT McKellar provided a handout on UNRBA and recognized TA Jim Wrenn to provide update on the Interim Alternative Implementation Approach. (IAIA) will help local government regulated under the Falls Lake Nutrient Management Strategy comply with their Stage I Existing Development requirements. Its key provisions allow innovation and cooperation that the current Stage I rules do not:

- Expanding the list of eligible options for managing nutrient pollution.
- Removing regulatory silos by allowing local governments to cooperate with others on nutrient reduction projects, and
- Focusing on financial investments in nutrient reduction to make progress measurable, trackable, and transparent.

Council Member Lane discussed Transportation Advisory Committee working on the Lyon Station project. Shared a request from Granville County 275th committee wanting a community video from each of the municipalities of the county. Emily Champion is Butner's representative.

Council Member Jordon attended the Granville County Commissioners Meeting where they shared information about updating the voting equipment. Council Member Jordon attended the SGWASA regular meeting and the Finance Meeting. Commissioner Karan decided to step down as a committee member and Finance Chair. Council Member Jordon was nominated to the Finance Committee and Finance Chair.

Council Member Cheek pointed out the community's trash issues and working through Environment Advisory Committee to help find a solution, even to the point of looking for officers to write citations. CM Cheek thanked the Town and BCA for the good Easter Celebration drive-thru event. They had 60 cars and gave away 120 bags of goodies. Beautify Butner will be April 24 from 8:00 – 11:30 am at Gazebo Park. CM Cheek asked the Town to provide clean-up and assistance the same as they have provided in the past.

VIDEO SHARED

Granville County 275th committee commissioned Cecil Hudgins to create a promotional video of Butner area and Mr. Hudgins shared his video with the Council.

CLOSED SESSION

FOLLOWING A BRIEF RECESS, AT APPROXIMATELY 8:20 PM, COUNCIL MEMBER LANE MADE A MOTION, SECONDED BY COUNCIL MEMBER JORDON, TO GO INTO CLOSED SESSION ACCORDING TO N.C.G.S. 143-318.11(A)(6) TO DISCUSS AN ATTORNEY CLIENT PRIVILEGE MATTER, . ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

ATTORNEY CLIENT PRIVILEGE MEETING WHERE ATTORNEY SHARED SETTLEMENT AGREEMENT WITH TOWN COUNCIL, NO ACTION TAKEN

RETURN TO OPEN SESSION

AT APPROXIMATELY 8:38 PM, COUNCIL MEMBER JORDON MADE A MOTION, SECONDED BY COUNCIL MEMBER LANE, TO RETURN TO OPEN SESSION. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

ADJOURNMENT

WITH THERE BEING NO FURTHER BUSINESS, AT APPROXIMATELY 8:40 PM, COUNCIL MEMBER CHEEK MADE A MOTION, SECONDED BY COUNCIL MEMBER SMOAK, TO ADJOURN. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

Minutes prepared by
Anita Thomasson, Administrative Specialist

ATTEST:

Terry Turner, Mayor