

**THURSDAY, JULY 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.

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. Clerk Rote called the roll for Council attendance. Council Member Lane gave the prayer and led the Pledge to the American Flag.

**AGENDA APPROVAL**

COUNCIL MEMBER LANE MADE A MOTION, SECONDED BY COUNCIL MEMBER BRANCH, TO APPROVE THE AGENDA AS PRESENTED WITH THE ADDITION OF A BUDGET AMENDMENT TO INCLUDE ITEMS OMITTED FROM THE FY 2021-22 BUDGET (IT EXPENSES AND SALES REVENUE). ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

**MAY 25 (BUTNER 2040 PLAN), JUNE 3, 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.**

**PROCLAMATION RECOGNIZING BILL BIRDSONG POSTHUMOUSLY**

Past Council Member Bill Birdsong passed away recently. Mayor Turner and Town Council recognized his service to the community by presenting a proclamation to his wife Gail Birdsong.

***PROCLAMATION RECOGNIZING  
COUNCIL MEMBER BILL BIRDSONG  
POSTHUMOUSLY***

**WHEREAS**, William Bedford (Bill) Birdsong was born in Sarasota Florida. He is survived by his wife of 31 years, Gail Birdsong, sons Darryn Richardson (Carla) and Jason Richardson (Tammy); sisters-in-law Charlene Birdsong and Bette Hollis, six grandchildren and two great grandchildren; nephews, nieces, cousins, and friends. He is preceded in death by his brothers James Hollis and Ben Birdsong. and

**WHEREAS**, the Butner Town Council and its citizens were saddened by his death, and

**WHEREAS**, Bill came from a military family, and lived in many places as a child and an adult, and chose to enjoy retirement living in Butner, NC, and

**WHEREAS**, Bill received his Masters of Science in Management from Georgia Southwestern College in Americus Georgia; and had a career that included manufacturing engineering; and

**WHEREAS**, Bill's love for Butner and care for his community led to his election on Butner Town Council from November 2015 until 2019, choosing not to run again due to health concerns; and

**WHEREAS**, Bill was the first Council Member elected from the newly incorporated portion of Butner; and

**WHEREAS**, Bill was appointed to the SGWASA Board and represented the Town from November 2017 until his death and provided a detailed and thorough monthly report to Council, which is what you would expect from Bill; and

**WHEREAS**, Bill served on the Granville Greenways Technical Advisory Committee from 2016-2018; and

**WHEREAS**, Bill loved all things aeronautic, piloting small aircraft and sharing his bird's eye view. He even took Gail for a plane ride on their first date; and

**WHEREAS**, Bill was strong in his faith, and attended First Baptist Church Butner, where he taught children's Sunday School with Gail and volunteered for many outreach projects; and

**WHEREAS**, along with his many contributions, Bill will always be remembered for his sharp wit, dry humor and infectious smile.

**NOW, THEREFORE, BE IT PROCLAIMED**, that Butner Town Council respectfully honors the life and memory of past Council Member Birdsong, champion for Butner, and friend; and expresses sincere sympathy and condolences to the entire Birdsong family.

**BE IT FURTHER PROCLAIMED** that we hereby express on behalf of the citizens of Butner deep appreciation and gratitude for the gifts of time, ability, and commitment given by Bill to our Community.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the seal of Butner NC, to be affixed this the 1st day of July 2021.

### **MAY 2021 FINANCE REPORT**

FD Hiscocks presented the May 2021 Financial Report as summarized below. In addition, March was the highest month on record for sales tax since incorporation with \$213,168 collected. This may have been due to federal stimulus check disbursement. The VLC has 71 residents. They need 13 more by December 31 to fulfill the federal grant requirement.

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

<b><u>MAY 2021 Financial Report</u></b>	<b><u>General Fund</u></b>	<b><u>Stormwater Fund</u></b>
92% of FY Complete		
<b>REVENUES</b>		
YTD	\$ 5,976,694	\$ 365,437
YTD Percent of Budget	85.91%	96.71%
<b>EXPENSES</b>		
YTD	\$ 5,523,446	\$ 191,164
Budget	\$ 6,957,240	\$ 377,856

YTD Percent of Budget	79.39%	50.49%
<b>MAY 2021 Total Cash &amp; Investments Town-Wide – All Funds</b>		
<b>General Fund</b> \$9,114,602	<b>Other Funds</b> \$1,239,272	<b>Total</b> \$10,353,874

**APPROVED RESOLUTION ACCEPTING RECEIPT OF ARPA FUNDS  
TOWN MANAGER TO EXECUTE DOCUMENTS**

FD Hiscocks presented a resolution *Accepting American Rescue Plan Act Funds* (ARPA), which also delegates the responsibility to execute any necessary agreements on behalf of the Council to the Town Manager and Town Finance Officer. A requirement of the ARPA is that the governing body vote to authorize the receipt of the funds and delegate the responsibility to execute any necessary agreements on its behalf.

COUNCIL MEMBER CHEEK MADE A MOTION, SECONDED BY COUNCIL MEMBER BRANCH, TO ADOPT A RESOLUTION ACCEPTING AMERICAN RESCUE PLAN ACT FUNDS WHICH ALSO DELEGATES THE RESPONSIBILITY TO EXECUTE ANY NECESSARY AGREEMENTS ON BEHALF OF THE COUNCIL TO THE TOWN MANAGER AND TOWN FINANCE OFFICER. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

**Town of Butner Resolution for Accepting American Rescue Plan Act Funds**

**WHEREAS**, the Town of Butner is eligible for funding from the Coronavirus State and Local Fiscal Recovery Funds of H.R. 1319 American Rescue Plan Act of 2021 (CSLRF).

**WHEREAS**, the North Carolina General Assembly will provide for the distribution of funds to eligible North Carolina municipalities; and

**WHEREAS**, before receiving a payment, the Town Council is required to formally accept the CSLRF funds;

**WHEREAS**, revenue received under the CSLRF must only be spent for purposes authorized by the CSLRF, and applicable regulations, and by state law;

**WHEREAS**, revenue received under the CSLRF must be accounted for in a separate fund and not co-mingled with other revenue for accounting purposes; and

**WHEREAS**, the Town of Butner must comply with all applicable budgeting, accounting, contracting, reporting, and other compliance requirements for CSLRF funds.

**NOW, THEREFORE, BE IT RESOLVED** by the Butner Town Council does hereby accept and request CSLRF funding to be distributed by the State of North Carolina; and

**FURTHER RESOLVED** that the Town of Butner affirms that the CSLRF revenue will only be used for the purposes prescribed in the CSLRF, and in US Treasury guidance in 31 CFR, Part 35, and any applicable regulations, and in accordance with state law; and

**FURTHER RESOLVED** that the Town of Butner will comply with procedures created by the North Carolina General Assembly and the US Treasury Department to receive funds under the act; and

**FURTHER RESOLVED** that the Town of Butner will account for CSLRF in a separate fund and not co-mingle it with other revenues for accounting purposes and will comply with all applicable federal and state budgeting, accounting, contracting, reporting, and other compliance requirements for CSLRF funds; and

**FURTHER RESOLVED** that the Town Council of the Town of Butner designates and directs the Town Manager and Town Finance Officer to take all actions necessary on behalf of the town council to receive the CSLRF funds.

**ADOPTED**, this the 1st day of July, 2021.

**APPROVED BUDGET AMENDMENT 001-2022 – REESTABLISH UNDELIVERED PURCHASE  
ORDERS FROM FY 20-21**

FD Hiscocks presented Budget Amendment 001-2022 in the amount of \$54,468 to re-establish undelivered purchase orders from FY 20-21. Several purchase orders were unfulfilled as of June 30, 2021. Those purchase orders must be re-encumbered and funds made available from

available General Fund Balance. The items that will be re-established: police vehicle, vehicle accessories, and ammunition.

COUNCIL MEMBER BRANCH MADE A MOTION, SECONDED BY COUNCIL MEMBER JORDON, TO APPROVE BUDGET AMENDMENT 001-2022 IN THE AMOUNT OF \$54,468 TO RE-ESTABLISH UNDELIVERABLE PURCHASE ORDERS FROM FY 20-21. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

**TOWN OF BUTNER  
BUDGET ORDINANCE AMENDMENT**

001 - 2022

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, 2022:

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		\$ 5,658
10-8120-5540    Capital outlay – vehicles		<u>49,810</u>
	<u>\$ 0</u>	<u>\$ 54,468</u>

This will result in a net increase of \$54,468 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 a police vehicle, vehicle accessories, and ammunition.)

<u>Account No.</u>	<u>Decrease</u>	<u>Increase</u>
10-0000-3991    Appropriated fund balance	<u>\$ 0</u>	<u>\$ 54,468</u>
	<u>\$ 0</u>	<u>\$ 54,468</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 1<sup>st</sup> day of July, 2021

**APPROVED BUDGET AMENDMENT 002-2022**  
**INCLUDE ITEMS OMITTED FROM FY 2021-22 BUDGET**

FD Hiscocks presented budget amendment 002-2022 in the amount of \$90,000 to include IT Expenses and Sales Tax Refund Revenue omitted from the FY 2021-22 budget.

It was discovered that 3 line items (two expense and one revenue) were omitted from the original budget for FY 2021-2022 and need to be added. The total increase to the budget is \$90,000. \$35,000 will be funded by the increase in the Sales tax refund revenue account and \$55,000 will need to be appropriated from available Fund Balance to cover the remainder of the increase. Staff will put measures in place to avoid this error in the future.

COUNCIL MEMBER LANE MADE A MOTION, SECONDED BY COUNCIL MEMBER BRANCH, TO APPROVE BUDGET AMENDMENT 002-2022 IN THE AMOUNT OF \$90,000 (\$55,000 FROM GENERAL FUND BALANCE) TO INCLUDE IT EXPENSES AND REVENUE OMITTED FROM THE FY 2021-22 BUDGET. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

**TOWN OF BUTNER  
BUDGET ORDINANCE AMENDMENT**

002 - 2022

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, 2022:

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>
10-4210-5383    Computer software		\$ 25,000
10-4210-5384    Computer hosting		<u>65,000</u>
	\$     0	<u>\$ 90,000</u>
	=====	=====

This will result in a net increase of \$90,000 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. (Line items for IT and sales tax refund revenue were left out of initial budget in error)

<u>Account No.</u>	<u>Decrease</u>	<u>Increase</u>
10-0000-3837    Refund of sales and use tax		\$ 35,000
10-0000-3991    Appropriated Fund Balance		<u>\$ 55,000</u>
	\$     0	<u>\$ 90,000</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 1<sup>st</sup> day of July 2021.

**BILL MCKELLAR APPOINTED TO SGWASA BOARD**  
**FILL TERM EXPIRING NOVEMBER 2021**

Mayor Turner took nominations to fill the vacancy on the SGWASA Board due to the recent passing of the Town's representative Bill Birdsong. The term expires in November 2021.

Mayor Turner opened the floor for nominations.

Council Member Lane nominated MPT McKellar, stating his knowledge of the community and experience on Town Council would be an asset. Council Member Smoak seconded the nomination. No other nominations were made.

Mayor Turner closed the floor for nominations and a vote was taken.

**BY UNANIMOUS VOTE, MAYOR PRO TEM MCKELLAR WAS APPOINTED AS THE BUTNER REPRESENTATIVE ON THE SGWASA BOARD WITH TERM EXPIRING NOVEMBER 2021.**

**MANAGER'S REPORT JULY 2021**

TM Marrow reviewed the following report. He also reported that the NTBA planning workshop was intense and excellent and commended Planning Director Ciriello. The first step will be to

develop a marketing plan and then meet with businesses and certain landowners. Legal documents are still being worked out for the HWY 56 lighting project. New maps were provided by the new NCDOT District Engineer for the W. Lyon Station/HWY 56 realignment that are clearer and will assist with property and easement delineation.

- Attended in-house kick-off meeting with Crisis-Tec, our Training, Exercise & Consulting firm for our Emergency Operations Plan, Continuity of Operations, and Debris Management Plan policies. These guys are very sharp in their overall knowledge on Crisis preparation. I look forward to working and learning from them.
- We are contracting with a Personal Trainer to schedule classes with all interested employees to learn more about their physical fitness. Very impressed with the initial meeting. This is being funded by our new Health Insurance carrier, BCBS. This is part of our wellness initiative. We will have other nutritional events throughout the year.
- Participated in the 6-hour National Town Builders Association charette held on June 10 at Town Hall, Camp Butner Room. Mike Ciriello pulled off an outstanding group of individuals who know more about Town development than anyone I have ever met. This session was extremely intense about Butner's future potential. Mike and I had a follow up on Monday with the Chair of this organization. They are willing to help us along this journey. More on this later!
- Attended former Councilman Bill Birdsong's visitation. Mr. Birdsong was very passionate about Butner and SGWASA. It's always an honor and privilege to work with the Bill Birdsongs of the world.
- Working with developer to get everything in line to take over the streets and sidewalks at the Meadows Subdivision.
- Still working with the West Lyon Station ROW purchases with NCDOT.
- Working with NCDOT on installing another crosswalk on East Lyon Station Road for AMT Industries.
- Met with the Mayor and Scott Schroyer

### **PLANNING, PARKS AND RECREATION REPORT**

Planning Director Ciriello presented the following report. As follow-up to the NTBA workshop, Mike will be visiting the town of Storrs, CT. They did not have a downtown and created one. Butner is not paying for this trip, PD Ciriello will be in CT visiting family. One of the recommendations from the NTBA workshop was for Butner to focus its economic development strategy on developing a lifestyle community, offering amenities and resources similar to a suburb.

PD Ciriello reviewed the plan for planting Azaleas that will be received through a WRAL Grant by the BCA. The Azalea's will be planted in the area of the pond on Gate 2 Road, making this part of the gateway very appealing.

### **JULY 2021**

- Staff attended meetings for the Clean Water Education Partnership, Granville County Parks and Recreation Advisory Committee, Upper Neuse River Basin Association, Kerr-Tar Regional Transportation Planning Organization, International Economic Development Council, and the National Town Builders Association.
- Staff developed and participated in the NTBA Conference's Work Session and presented to the Conference.
- Planning Board Meeting on June 10. Discussion of the LDO Update Phase 3

Long-Range Planning Projects

- Phase 2 NPDES MS4 Permit Pre-Audit getting underway
- 2040 Future Land Use Map (FLUM), and Goals and Objectives (G/O). Please send Mike comments.
- Phase 3 – LDO Update: Design standards for new gateways (Lake Gateway and East Butner Gateway)

Development Project Update

The following projects have not received final zoning inspection.

- Tractor Supply (no change – in the building phase)
- Jarco Supply – Plans have been reviewed and approved by staff
- Creedmoor Fuel – Land has been subdivided, a new plan must be submitted for review with new property lines shown.
- Altec Chassis Storage Expansion Phase 2 & 3 – Waiting on Wetland Mitigation Permit from NCDWR
- Food Lion Distribution Parking Lot Expansion – Inspection to take place prior to CO.

**PUBLIC SAFETY REPORT**

Captain Brad Knutson presented the following BPS report. They are in the process of hiring two officers.

**FIRE SERVICES**

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

**Fire Incidents June 2021**

**May 24-June 21**

Fire Alarm Activations	17
Motor Vehicle Collisions	12
Cancelled Enroute/No incident	5
Structure Fire	3
Vehicle Fire	2
Gas Leak/Smell of Gas	4
Brush/woods fire	2
Electrical Problem	2
Assist EMS	2
Smoke/Odor Scare	1

**Total Number of Incidents 50**

**Notable Incidents**

- Structure Fire on 5/26/21 at Newton Warehouse
- Structure fire on 5/27/21 at Pallet one (Sawdust Hopper)
- Assisted SBI on 6/15/21 with ordnance disposal

## POLICE SERVICES

### Police Calls and Services for May 2021

911 Hang Up Calls -	18	
Animal Complaints -	9	
Arrest -	36	
B & E Structures -	3	
B & E Motor Vehicles -	2	
Communicating Threats -	1	
Disturbances -	11	
DWI -	5	
EMS Calls -	8	
Juvenile Complaints -		
Larcenies -		8
Larceny of Motor Vehicles	2	
Traffic Stops -	307	
Citations issued -	166	
Traffic Check Points-	7	
Vehicle Crashes"10-50's" -	18	
Ride Along -	1	
Robbery -	0	
Property Checks-	995	
Operations Reports Code#5-	284	
Calls Resolved without Reports-	1187	

Community Watch Meeting the July Community Watch meeting has been canceled.

## MAYOR'S REPORT

Mayor Turner reviewed the following report.

- I was one of over 300 mayors in a virtual meeting of the US Mayors Conference, where the American Rescue Plan (ARP) was discussed.
- I attended a NC League of Municipalities (NCLM) zoom meeting concerning cities and towns compliance with the American Disabilities Act (ADA).
- I met virtually with Granville County Public Schools to discuss improving education in our communities.
- I zoomed in on the NCLM meeting concerning the US Treasury Department's guidance on accessing ARP funds. It provided invaluable information about the steps and checklists necessary to receive the funds.
- I was present at the Finance Committee meeting where our Town's budget was revised to provide our citizens some relief from the effects of the pandemic.
- I had a delightful lunch with the County's Mayors. It was so good to finally get back together.
- I joined yet another NCLM meeting on the US Treasury Department's spending guidelines. In breaking down each of the four main categories, it appears there will be more flexibility in the use of the funds.
- I attended Granville County's presentation to BPS for Law Enforcement Appreciation Day.
- I participated in a Council workshop on Butner's 2040 Plan. It was a very dynamic and enlightening session. We agreed to set our standards high in going forward with the development of our Town.
- I met with the Town Manager and SGWASA's Director. It is good to have such a positive relationship between us.
- We held our annual Wreath Laying Ceremony to express the perpetual gratitude for all that paid the ultimate price for our liberty. Command Sergeant Major Retired, Mike Turner gave an excellent speech.



### **POSSIBLE FIREWORKS SEPTEMBER 3**

The Town Manager contacted the County about Butner and Creedmoor sponsoring fireworks on July 24th with their 275th anniversary activities at the GAP. Because the event is over at 4 PM the County wasn't interested in holding fireworks later that day. Holding the fireworks at Lake Holt that evening (July 24) was considered; however, public safety staffing was not available. Typically, all public safety/EMS personnel from Granville County and its communities are involved. The Town Manager will check on the possibility of holding fireworks the Friday before Labor Day, September 3.

### **COUNCIL COMMENTS**

Council Member Cheek reported that the Environmental Advisory Board picked up litter along Belltown Rd. Her first Greenway meeting is Thursday.

Council Member Branch asked if we had an evacuation plan now that the hurricane season is here, and if so, could we please provide the information to the public. Town Manager Marrow indicated that our current work with CrisisTec will help produce this information. CM Branch also recognized Public Safety for all their work.

Council Member Jordon reported that all project deadlines are on target with SGWASA. Next week's meeting will be in person. SGWASA worked with the residents affected by a USPS mailing error for water bills. SGWASA is also working with BPS for painting fire hydrants.

Council Member Lane reported that during his last COG/TAC meeting, he talked with NCDOT Representative Bob Eaton, asking him for any help in expediting the W. Lyon/HWY 56 realignment project. He also met the new NCDOT District Engineer and felt he would be helpful to us. CM Lane asked to be aware of any public concerns about the Gateway District Plans presented during the recent workshop.

Council Member Smoak reported that the TDA's FY 21-22 budget was approved and included a \$15,000 Capital Grant for the monument sign, and a \$1,250 mini grant for the Butner Video. CM Smoak asked for the debris to be cleaned up in the middle of Gate 2 Rd. near the railroad tracks, mostly generated by trucks using Carolina Sunrock. Town Manager Marrow will contact Sunrock and/or NCDOT.

Following some discussion about Butner hosting a table at the County 275<sup>th</sup> Anniversary, it was noted that Emily Champion will be hosting the table for Butner and the Camp Butner Museum will also be there. Town Manager Marrow will check with other towns on what they are doing at an upcoming Manager's Meeting. He noted that we could have additional people present if Council would like.

MPT McKellar expressed concern that litter will increase due to changes made to the County's garbage/recycling collection sites for receiving items other than general household trash. Construction material and other items can only be dropped off at the Oxford location.

### **ATTORNEY WRENN LETTER OF ENGAGEMENT - CHANGE IN LAW FIRM**

Attorney Wrenn reported that with his new employment at Smith Anderson Law Firm, he will write-up a Letter of Engagement with the Town that states terms and conditions.

**ADJOURNMENT**

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