

**YANCEYVILLE TOWN COUNCIL  
MEETING MINUTES**

Tuesday March 4th, 2025, 6:00pm

The meeting of the Town Council was held in the Yanceyville Town Council Chambers at the Yanceyville Municipal Services Building located at 158 East Church Street, Yanceyville, NC and streamed through the Webex platform on Tuesday, March 4th, 2025, at 6:00pm.

**Council Members present:** Mayor Alvin Foster, Mayor Pro Tem- Darrell McLean, Kenneth Darnell, Keith Tatum and Brian Massey

**Staff present in person:** Kamara Barnett-Town Manager/Clerk, Miranda Harrelson- Deputy Clerk, Lee Farmer, Town Attorney and Kathryn Hinton-Administrative Assistant

**Item 1: Call to Order**

Mayor Alvin Foster called the Town Council Meeting to order at 6:02pm. The meeting opened with a prayer. He asked all to stand for the pledge of allegiance. Mayor Foster also stated that the Yanceyville Town Council rules and procedures reflect the revisions of the North Carolina open meeting law of the North Carolina General Statues, a copy of the Yanceyville Town Council rules and procedures are available upon request. Yanceyville Town Council also has rules and procedures for electronic meetings that reflect the revisions of the North Carolina open meeting law of the North Carolina General Statues, a copy of the Yanceyville Town Council rules and procedures are available upon request. May Foster stated that it is the policy of the Yanceyville Town Council to allow 15 minutes during each monthly meeting for public comment. Individuals will be called in the order signed up to speak. There is a three-minute time limit for everyone.

**Item 2: Review of Agenda – Mayor & Council**

Mayor Foster asked Town Council to review the agenda. After a brief review, Mayor Foster asked if there were any additions or deletions at this time, no changes mentioned. Mayor Foster asked Town Council for a motion. Councilman Darnell made a motion to approve the agenda as presented. The motion was seconded by Councilman Tatum and passed with a unanimous vote.

**Item 3: Consent Agenda**

- a. Minutes from February 4th, 2025, Town Council Meeting

Mayor Foster asked Town Council to review the Consent Agenda. After a short review, Councilman Darnell made a motion to adopt the Consent Agenda as presented. The motion was seconded by Mayor Pro Tem McLean and passed with a unanimous vote.

**Item 4: Public Comment**

Mayor Foster asked if anyone signed up for public comment? Ms. Kathryn Hinton, Administrative Assistant indicated no one signed up for public comment.

**Item 5: Water and Wastewater Treatment Facilities Update** – Adam Brooks – Operations Manager, Inframark

Mayor Foster introduced Mr. Adam Brooks, Inframark, Operations Manager, to the Town Council. Mr. Brooks read aloud the monthly update below:

**Yanceyville Water Treatment Plant**

Water Treatment Plant operated in full compliance during the month of February

Replaced the finished water caustic pump.

The Clearwell level indicator is still out of service. The new card has been received and will be installed March 7<sup>th</sup>, 2025. Operators are reading manual gauge on the side of the tank.

The holes in Filter # 4 was repaired on February 26<sup>th</sup>, 2025. Operators are working on returning Filter to service.

Have received quotes for New Vacuum tank for Filter Process. Recommend getting this fixed right away.

**Yanceyville Wastewater Treatment Plant**

Wastewater Treatment Plant operated in full compliance during the month of February. (Waiting for the final set of results).

Aerator #1 for SBR # is O/S. Underwood was onsite on January 20<sup>th</sup> and installed Aerator but was not working the next day.

Started decanting water from the Lagoon.

Underwood started installation of New Bar Screen on February 24<sup>th</sup>, 2025.

Mayor Foster thanked Mr. Brooks for providing an update to the Town Council.

**Item 6: Town Manager Updates** – Kamara Barnett

Town Manager Barnett noted that she had several updates and announcements.

She announced the unveiling of “Back to us” Mural Featuring NL Dillard, Maud Gatewood, Henrietta Jefferies and Neal Watlington to us and the Official reopening of Co Square will take place on Sunday March 23, 2025, the ceremony will begin at 2pm. However, the street surrounding the square will be closed from 1pm – 5pm .

She noted that out of respect for the late Caswell County Commissioner, Mr. David Wrenn and his family the Joint Council Meeting ( Caswell Board of Commissioners, Yanceyville Town Council and Milton Town Council) scheduled for Thursday March 6<sup>th</sup>, 2025 has been rescheduled until Thursday March 20<sup>th</sup>, 2025, at 6:00 and will be hosted by the Town of Milton. Town Manager Barnett announced the 2025 First Friday Schedule has been finalized and confirmed for the season. She asked Ms. Kathy Hinton, Administrative Assistant, to provide the list for the Town Council.

<b>Month</b>	<b>Band/Group</b>
May 2 <sup>nd</sup>	Andy Burnette Trio
June 6 <sup>th</sup>	Kristy Wilkins
June 27 <sup>th</sup> Fireworks Show	Newlina Nu Soul
August 1 <sup>st</sup>	Matt Boswell HBB
September 5 <sup>th</sup>	Distinguished Gentlemen
October 3 <sup>rd</sup>	MCB Band

Town Manager Barnett indicated that a notice was sent out to each Volunteer Fire Department in Caswell, Caswell County Sheriff’s Department, Caswell EMS, as well as North Carolina Highway State Patrol indicating that the Helicopter Parking Pad located at the Yanceyville Municipal Airport is now fully operational for emergencies, governmental and commercial uses and purposes. The operation has been certified by Partner & Parrish of North Carolina and registered with the Aviation Division of the North Carolina Department of Transportation.

a. Subdivision Ordinance

Town Manager Barnett noted that you have a copy of the Subdivision Ordinance before you tonight. It has been reviewed by The Planning Board as well as Piedmont Regional Triad Council Planning Consultants, Jessie Day and Carter Spradling. At this time, I would like the Town Council to a provisional adoption of the Subdivision Ordinance pending, Public Comment We will need to schedule a public hearing for the April 1<sup>st</sup>, 2025, Town Council Meeting.

Mayor Foster asked the Town Council for a motion. Councilman Darnell made a motion to approve a provisional adoption of the Subdivision Ordinance pending public comment in the scheduled Public Hearing on April 1<sup>st</sup>, 2025, at 6:00pm. The motion was seconded by Mayor Pro Tem McLean and passed with a unanimous vote.

b. Planning, Development & Zoning Fee Schedule

Town Manager Barnett indicated that you have an updated draft Planning, Development & Zoning Fee Schedule before you tonight . She noted that after researching and conversing with PTRC and other communities like Yanceyville we have adjusted the fees. Town Manager Barnett recommend approval of this draft.

Mayor Foster asked the Town Council for a motion. Councilman Darnell made a motion to approve the Planning, Development & Zoning Fee Schedule. The motion was seconded by Councilman Massey and passed with a unanimous vote.

c. Budget Calendar/Development Process for Fiscal Year 2025-2026

Town Manager Barnett indicated that also included in your packet is the Budget Calendar/Development Process for Fiscal Year 2025-2026. She noted that we need a motion to move forward with the Budget Process.

Mayor Foster asked the Town Council for a motion. Councilman Tatum made a motion to approve the Budget Calendar/Development Process for Fiscal Year 2025-2026. The motion was seconded by Mayor Pro Tem McLean and passed with a unanimous vote.

d. Resolution First Avenue North Carolina Department of Transportation

Town Manager Barnett indicated the NCDOT is willing to accept the request to change First Avenue back to a two-way roadway following the approval of this resolution. She noted that per District Engineer, Jeremy M. Delapp traffic services funds are a little tight, so it will be after the new fiscal year (July 1, 2025) before the work take place.

\*Attached is a copy of the Resolution dated March 4<sup>th</sup>, 2025

Town Manager Barnett indicated that the Town of Yanceyville was awarded a grant from the North Carolina Department of Environmental Quality in the amount of \$400,000 to Perform water and wastewater asset Inventory and Assessment Study

I provided an update in our previous meeting. At this time our contractors have finished the service line investigation, and all of the data has been recorded in the state spreadsheet.

We initially mailed out 397 letters informing residents that their water service was unknown. The investigation was able to identify 334 services as non-lead or not galvanized. There are 36 additional services that could not be identified due to concrete/asphalt obstructions, or the meter box was not able to be found.

There was 7 galvanized services were found on the public side, with a total of 27 galvanized service lines found throughout the Town. In the next week or so, we will send notices to the residents that have Galvanized services as well as the remaining unknown residents to comply with the 2025 reporting requirements. The Town has also complied with the investigation requirements for 2025 by allowing Alley Williams Carmen & King, Town Engineers to subcontract with C&J Utilities to conduct this work after January 1. Starting 2026, the Town will need to identify a minimum of 10% of the unknown service lines and replace 10% of the public galvanized service lines each year.

Alley Williams, Carmen, and King will be preparing a report on the findings, including the GIS locating of valves and hydrants. The report will contain detailed information about the Lead and Copper Rule Improvements replacement and testing requirements as well as their opinion of the observed condition of valves and hydrants throughout the distribution system.

**Item 7: Recognition of Girl Scouts Troop 10268 – Mayor Alvin Foster**

Mayor Foster recognized Girl Scout Troop 10268 for their dedication and community involvement. As part of their visit, they had an opportunity to observe local government in action by attending a Yanceyville Town Council Meeting. Mayor Foster also took a moment to explain the essential functions of local government. To commemorate the occasion, he invited the Girl Scouts Troop to join Town Council on the platform for a photograph. Mayor Foster urged the young ladies to continue in the work and encouraged them to reach for the stars.

**Item 8: Town Attorney Update – Lee Farmer**

**a. Surplus Real Estate Liquidation**

Attorney Farmer reported that several years ago, the Town acquired various properties, which are currently not being utilized and are not income-producing. The primary property in question is located at the intersection of West Church, North Ave, North First, and Wall Street. Upon review by the Town engineers, it has been determined that this area comprises six separate tracts of land that could be liquidated and sold.

If the Town Council agrees, the properties could be declared surplus, allowing the Town Manager to proceed with their sale. The Town Manager would also be authorized to determine the most appropriate method for the sale. These properties do not serve the Town's interests and selling the properties will contribute to the Town's tax base.

See attached plat of survey for Lots Nos. 1 to 6, inclusive, of the Redivision of the Property of the Town of Yanceyville dated February 26, 2025.

Mayor Foster asked the Town Council for a motion. Councilman Darnell made a motion to declare the above noted properties as surplus, authorize the liquidation and sale of these properties, and grant Town Manager Barnett the authority to proceed with the sale pursuant to the General Statutes of North Carolina. The motion was seconded by Councilman Tatum and passed unanimously.

**b. Connection and Extension Water & Sewer Policy**

Attorney Farmer reported that the Town Engineer, Town Manager and himself have reviewed the current Connections and Extensions of Water and Wastewater Connections Policy and based on what they have reviewed the current opinion of the UNC School of Government the Town needs to adopt a new policy that is uniformed and straight forward. Attorney Farmer stated that Water and Wastewater needs should be an administrative decision, and it should not be done on a case by case or person basis. Attorney Farmer would like Town Council to review and redline the City of Mebane Code Water and Wastewater Ordinance and adopt one soon for the Town of Yanceyville. Attorney Farmer stated that there are two procedural issues that should be considered. First, such a process of request should go to the Town Manager/Chief Administrative who also serves with the Planning Board and Town Engineer need to review all requests. Secondly, the Caswell Pines

Development, we are providing water, however we are spending public money to provide water and maintain is not cost effective for the Town of Yanceyville.

**c. Helicopter Parking Pad Liquidated Damages Claim**

Attorney Farmer stated that we need to consider taking some form of action. There is a claim pending against the Contractor. Town Attorney Farmer noted that at the previous Town Council meeting it was discussed. He added that we have a claim for liquidated damages against the contractor in the amount of \$124,000. Attorney Farmer stated that as of today the Project Engineer Patrick Harrigan, Parrish & Partners has received no response to the demand sent to the contractor, there has been no further correspondence, and no payment has been made. At this point the Town has the option proceed and collect the sum.

Mayor Foster asked the Town Council for a motion. Councilman Tatum made a motion to allow Town Attorney Farmer to proceed with process to collect Liquidated Damages from Contractor. The motion was seconded by Councilman Darnell and passed unanimously.

**d. 161 Murphy Street Yanceyville NC Utility Account**

Attorney Farmer stated that this involves an issue with utility services. There has been an ongoing issue since December 2024. This residential property is owned by L. Michel Gentry of Pelham, NC. It appears to be a defective system and there have been a lot of leaks that have not been corrected. Mr. Gentry was notified of this by the Public Works Department as well as the Billing and Collections Department. The meter box was locked on one occasion and then unlocked by someone. Town Manager Barnett and front office staff notified Mr. Gentry that he would have to pay the past due amount (\$1,132), however he is refusing to pay it. He has appealed against the bill. The Town has no procedure to go through an appeal process on a bill. Town Attorney Farmer asked Town Council to approve of what the Billing and Collections Office has explained. The leak has not been repaired as of today.

Mayor Foster asked the Town Council for a motion. Councilman Tatum made a motion to authorize Town Manager Barnett and Attorney Lee Farmer to take the appropriate action to collect the amount owed for the account. The motion was seconded by Mayor Pro Tem McLean and passed unanimously.

**Item 9: Closed Session North Carolina General Statues 143-318.11 - Contractual**

Mayor Foster asked Town Council for a motion. Councilman Massey made a motion to go into closed session General Statues 143-318.11 Contractual (6:42pm). The motion was seconded by Mayor Pro Tem McLean and passed with a unanimous vote.

After Town Council returned from Closed Session, Mayor Foster asked for a Town Council motion to come out of Closed Session. Councilman Darnell made a motion to come out of closed session. The motion was seconded by Mayor Pro Tem McLean and passed with a unanimous vote. (7:12pm)

Mayor Foster asked Town Council for a motion to return to Regular Session. Councilman Darnell made a motion to return to Regular Session. The motion was seconded by Mayor Pro Tem McLean and passed with a unanimous vote. (7:13pm)

**Item 10: New Business**

None

**Item 11: Recess**

Mayor Foster asked Town Council for a motion to recess the March 4<sup>th</sup>, 2025, Town Council Meeting until March 11<sup>th</sup>, 2025, at 6:00pm. After no further discussion, Councilman Tatum made a motion to recess the Town Council Meeting and reconvene Town Council Meeting until March 11<sup>th</sup>, 2025, at 6:00pm. Councilman Darnell seconded the motion that passed with a unanimous vote. The meeting ended at 7:14pm.

*Kamara Barnett, Town Clerk and Miranda Harrelson, Deputy Town Clerk prepared the above minutes. They give a brief description of those matters that were addressed at this meeting.*

Respectively Submitted:

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Darrell McLean, Mayor Pro Tem

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Kamara Barnett, Town Clerk

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Miranda Harrelson, Deputy Town Clerk