

BURNSVILLE TOWN COUNCIL
AGENDA
Regular Meeting - Thursday, February 6, 2025, 6pm
Burnsville Town Hall

1. Adoption of Agenda
2. Public Comment
3. Consideration of Minutes
 - a. Regular meeting held on January 2, 2025
4. Public Hearings
5. Presentations
 - a. Audit, Sharon Gillespie
6. Manager's Update - Heather Hockaday
 - a. Project updates
 - b. Consideration of Proposal for Damage Assessment-Bakers Creek Pump Station
 - c. Consideration of Bid and Award for the N. Main renovation project
 - d. Tax Report
 - i. Consider a resolution to advertise delinquent taxes
7. Clerk's Update
 - a. ABC Board vacancy
 - b. Board of Adjustment update
 - c. Consideration of annual Town sponsored events on the square
 - d. New requests for road closure
 - i. Camp Funshine road closure - Thursday 6/19/25, 6pm-10:30pm
 - ii. Merry Main Street road closure - Friday 12/12/25, 5pm-9pm
8. Department Updates
 - a. Public Works - Shane Dale
 - b. Finance - Leslie Crowder
 - i. Budget vs. Actual, previously provided to Council
 - ii. Project Ordinance updates
 - iii. Close accounts
 - c. Fire Department - Niles Howell
 - d. Police Department - Brian Buchanan
 - e. Zoning/Code Enforcement/Flood Plain Administration - Brian Buchanan
 - f. Burnsville Town Center - Corbin Cooper
9. Council Members' Reports
10. Updates from Advisory Boards and Non-Profits
 - a. Yancey/Burnsville Chamber of Commerce
 - b. High Country Council of Governments
11. Closed Session
12. Next Town Council Meeting - Regular meeting on March 6, 2024, 6pm
13. Adjourn

BURNSVILLE TOWN COUNCIL
Regular Meeting - Thursday, January 2, 2025, 6pm
Burnsville Town Hall

On Thursday, January 2, 2025, at 6pm, the Burnsville Town Council with Mayor Russell Fox and Councilors Judy Buchanan, Randy Ollis, Denise Collier, and Bill Wheeler present, held a regular meeting at the Burnsville Town Hall. Also in attendance were town staff members Heather Hockaday, Shane Dale, Brian Buchanan, Leslie Crowder, Niles Howell, Chad Fox, and Corbin Cooper, and visitors. Mayor Fox called the meeting to order at 6pm and stated that the purpose of the meeting was to conduct regular business for the month of January 2025.

Adoption of the agenda - Mayor Fox said that an ABC Board update should be discussed and requested to add the item to the Clerk report. He also requested that a recess be added to the agenda after the presentation to Town employee Jeff Truett for a brief reception honoring his retirement.

Judy Buchanan moved to adopt the agenda with both additions requested by Mayor Fox. Randy Ollis seconded the motion, which carried. All were in agreement.

Public Comment - There was none

Consideration of Minutes - Minutes from a regular meeting held on December 5, 2024 were considered. Randy Ollis made a motion to approve the minutes as read. Judy Buchanan seconded the motion, which carried unanimously.

Public Hearings - There were none.

Presentations

- Jeff Truett Retirement - Mayor Fox presented Burnsville Public Works Maintenance Crewman Jeff Truett with a plaque that stated "In sincere appreciation for your dedicated and loyal years of service to the Town of Burnsville, NC. We hope that you enjoy your well deserved retirement! 27 Years of Service". Councilors and Public Works Director Shane Dale all expressed gratitude for Jeff's hard work over many years, especially recently during the recovery of Hurricane Helene.

Recess - Judy Buchanan moved to have a short recess to celebrate Jeff Truett's retirement at 6:04pm. Bill Wheeler seconded the motion which carried. All were in agreement. The meeting recessed as everyone enjoyed light refreshments in honor of Jeff Truett's service.

Judy Buchanan made a motion to leave the recess and return to the meeting at 6:31pm. Denise Collier seconded the motion, the meeting resumed.

Manager's Update - Town Manager Heather Hockaday

1. Project updates
 - a. West Main Sewer Interceptor - Mrs. Hockaday reported that the project will continue with a finish date in March.
 - b. New PWD/Police building - Bids for the project are due on January 8th. She said that the project should receive enough bids in the first round to proceed.
 - c. Pine Swamp Waterwater Treatment Plant renovation - Bids for the Yancey County project are due on January 14th.

- d. FEMA, emergency work - Mrs. Hockaday said that she is continuing to refine the damage inventory report due on February 6th and is working closely with the FEMA project manager and consultants from High Country COG. She said that she has not received the assessments from FEMA's site visit.
 - i. Permanent Raw Water Intake - The project has procured engineering services.
 - ii. Emergency Loan - Mrs. Hockaday reported that the Town has received an additional \$200,000 grant to add to the emergency loan.
 - iii. Insurance - An advance check was received from the Town's insurance to help with damages that they expect to cover. She said that efforts have been made to get specifics from the Insurance company to help with FEMA documentation.
2. Consideration of Appropriate Technology Use policy update - The NC General Assembly has required public entities to adopt a policy on the viewing of inappropriate material on government owned devices and networks. Mrs. Hockaday presented an updated version of the Town's *Appropriate Technology Use* policy. Judy Buchanan moved to approve the *Resolution to Amend the Employee Handbook's Appropriate Technology Use Policy*. Denise Collier seconded the motion, which carried. All were in agreement.
3. North Carolina League of Municipalities Biennium Legislative goals discussion - The league has requested guidance on policy directives. Mrs. Hockaday and the Council discussed the directives that were most important to the Town. Randy Ollis moved to appoint Town Manager Heather Hockaday as the delegate that will submit the ten most important directives on behalf of the Town Council. Mayor Fox seconded the motion, which carried. All were in agreement.
4. Tax Report - Mrs. Hockaday presented the Council with an updated tax report, saying that 2024 collections were currently at 76%. She added that more payments should come in soon with the January 6th deadline coming up.
5. NC Attorney General Dogwood Awards - Awarded to North Carolinians that are dedicated to keeping people safe, healthy, and happy in their communities. Mrs. Hockaday announced that Burnsville Public Works Director Shane Dale was the town's first recipient of the prestigious State award. She said that he is incredibly deserving for his hard work and dedication as well as the tremendous effort he put into the Town's recovery following Hurricane Helene.

Clerk's Update - Town Clerk Chad Fox

CDBG-I Semi-Annual Self Report - For compliance on the CDBG-I West Main Sewer Interceptor Improvements project grants #20-I-3604, #19-I-3649, & #16-I-3154, Town Clerk Chad Fox reported the following to the Town Council:

- There have been no Section 504/Americans With Disabilities Act complaints to the Town during the last 6 months.
- There have been no Fair Housing complaints to the Town during the last 6 months.
- There have been no Limited English Proficiency translation requests in the last 6 months.

Consideration of Planning Board alternates - Jeanne Martin and Martin Stankus were considered as alternates to the Planning Board. Bill Wheeler moved to appoint both Jeanne Martin and Martin Stankus as alternates to the Planning Board. Judy Buchanan seconded the motion, which carried unanimously.

ABC Board vacancy - Clerk Fox informed the Council that ABC Board Chair Jamie McMahan would be resigning, effective January 31, 2025. The Council discussed advertising in order to fill the vacancy at the next regular Council meeting on February 6th.

Department Updates

1. Public Works - Public Works Director Shane Dale reported that electric pumps will be installed at the temporary raw water intake during the following week. He said that installation will be challenging due to the extreme cold weather.
2. Finance - Finance Officer Leslie Crowder previously provided a budget vs actual and overtime report.
 - a. Emergency Bridge Loan Capital Project Ordinance amendment - Mrs. Crowder explained the need to acknowledge expanded funding from DEQ. Judy Buchanan moved to approve the amendment to *Capital Project Ordinance, NC DEQ Bridge Loan*. Bill Wheeler seconded the motion, which carried. All were in agreement.
 - b. Budget Amendment, donations - Mrs. Crowder said that she was advised to run the funds, donated for hurricane relief, through a non-profit. The amendment accounts for donations received by the Town and paid to the non-profit Mountain Strong. Judy Buchanan moved to approve *Budget Amendment #4 FY:24/25*. Bill Wheeler seconded the motion, which carried unanimously.
3. Fire Department - Fire Chief Niles Howell presented a call summary and mentioned that the month of December had several motor vehicle accidents. He also informed the Council that a fire truck is having a gearbox issue and is in the shop. He reported that the field hospital, which still sees 10-15 people per day is winding down, and will meet soon to decide about the future schedule.
4. Police Department Update - Police Chief Brian Buchanan presented an activity log and said that December was very typical for the department.
5. Zoning/Code Enforcement Update - Zoning Administrator Brian Buchanan said that he has had discussions about several projects but no plans have been submitted.
6. Burnsville Town Center - Town Center Manager Corbin Cooper reported that the Center is fully operational and asked if the Council would allow alteration to walls by the Area C renter. After a brief discussion, Mayor Fox moved to allow freestanding dividers only. Randy Ollis seconded the motion which carried. All were in agreement.

Council Members' Reports

- Mayor Fox
 - Bolen's creek redundant raw water intake - Mayor Fox asked the Council about their interest in the Bolen's creek intake. He said that he felt this could be a great opportunity to rebuild that water source. The Council discussed the advantages of having a back up system or at least having access to the resource.
 - Glen Raven water leak - Mayor Fox said that extensive efforts have been made, on several occasions, to discover any type of leak at Glen Raven. He said that the break is a priority and work will continue to solve the issue.

Updates from Advisory Boards and Non-Profits

- Yancey Chamber of Commerce - Chamber Director Elaine Mann updated the Council on recent activities such as the successful Christmas Parade and Merry Main Street event. She talked about a potential new initiative, Saturdays on the Square, that could help improve

traffic affected by Hurricane Helene. She mentioned that the upcoming members luncheon would include updates from local government and other relevant organizations.

Crafts Fair extension - Mrs. Mann mentioned that several vendors have requested that the event be a three day festival, moving the event up a day with setup occurring on Wednesday afternoon. She said that the change could have a positive economic impact.

Mayor Fox said that he would like to talk with local businesses to get a better understanding of their thoughts on the matter. There was a brief discussion of how extending the event could affect downtown Burnsville.

- High Country Council of Governments - Bill Wheeler mentioned a recent gathering of local elected officials to discuss recovery efforts. He said that he was impressed with how well everyone was working together.

Next Town Council Meeting - Regular meeting on February 6, 2024, 6pm.

Adjourn - With there being no further business, Judy Buchanan moved to adjourn the meeting at 7:39pm. Denise Collier seconded the motion, meeting adjourned.

J. Chad Fox, Town Clerk

T. Russell Fox, Mayor

RESOLUTION: _____

RESOLUTION ORDERING THE ADVERTISING OF DELINQUENT REAL ESTATE PROPERTY TAX LIEN

WHEREAS, N.C. Gen. Stat. § 105-369(a) requires that a municipal tax collector report to the governing body the total amount of unpaid taxes for the current fiscal year (2024) that are liens on real property; and

WHEREAS, upon receipt of said report, pursuant to that same statute, the governing body must order the tax collector to advertise the tax liens; and

WHEREAS, the Town of Burnsville Tax Collector has reported to this Council the total amount of unpaid taxes for the current fiscal year that are liens on real property.

NOW THEREFORE BE IT RESOLVED by the Burnsville Town Council as follows:

1. That the Town Tax Collector, Heather Hockaday, is hereby ordered to advertise the tax liens by posting a notice of the liens at the Town Hall and by publishing each lien at least one time in one or more newspapers having general circulation in the taxing unit, in conformity with N.C. Gen. Stat. § 105-369.
2. That this resolution be effective upon adoption.

Adopted this 6th day of February 2025.

ATTEST:

BURNSVILLE TOWN COUNCIL

J. Chad Fox, Clerk

BY: _____
T. Russell Fox, Mayor

2025 Events on the Square for Council Approval

(Community Promotions Funding Guidelines: The Town of Burnsville recognizes and supports programs and organizations that promote history, art, education, agriculture and economic development in the Town as areas of interest.)

Traditionally Sponsored Events on the Square

- Fit Families 5k, PATH - 4/12/25
 - Road closure, Saturday 8am-11am
- PATH's Sizzlin' Summer Series, 11 dates throughout summer
 - Stage
 - Road closure - Bike & Wheels, Saturday 8:45am-11:15am
 - Road closure - Back to School, Saturday 10am-2pm
- Independence Day Celebration
 - Entertainment, stage
- Mt. Mitchell Crafts Fair, Chamber - 8/1 & 8/2
 - Road closure - Thursday 2pm - Saturday 7pm
 - Stage
- Mt. Mitchell Toy Run, Dennis Wilson
 - Stage
- Trick or Treat Main Street, Chamber - 10/31/25
 - Road closure - Friday 3:30pm-7pm

New Events/requests

- Camp Funshine
 - Road closure - Thursday 6/19/25, 6pm-10:30pm
- Merry Main Street
 - Road closure - Friday 12/12/25, 5pm-9pm