

**BURNSVILLE TOWN COUNCIL**  
**AGENDA**  
**Regular Meeting - Thursday, October 2, 2025, 6pm**  
**Burnsville Town Hall**

1. Adoption of Agenda
2. Public Comment
3. Consideration of Minutes
  - a. Regular meeting held on September 4, 2025
4. Public Hearings
5. Presentations
6. Manager's Update - Heather Hockaday
  - a. Project updates
    - i. FEMA
    - ii. ARPA - E. Main Sewer Interceptor contract
    - iii. 118 N. Main renovation
    - iv. Stream Daylighting
  - b. Bakers Creek Pump Station Engineering award
  - c. Tax Report
7. Department Updates
  - a. Public Works - Shane Dale
  - b. Finance - Leslie Crowder
    - i. Budget vs. Actual, previously provided to Council
    - ii. FEMA updates
    - iii. Budget Amendments
  - 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
    - i. Marquee sign discussion
8. Council Members' Reports
9. Updates from Advisory Boards and Non-Profits
  - a. Yancey/Burnsville Chamber of Commerce
  - b. High Country Council of Governments
10. Closed Session
11. Next Town Council Meeting - Regular meeting on November 6, 2025, 6pm
12. Adjourn

**BURNSVILLE TOWN COUNCIL**  
**Regular Meeting - Thursday, September 4, 2025, 6pm**  
**Burnsville Town Hall**

On Thursday, September 4, 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 located at 2 Town Square. Also in attendance were Town staff members Heather Hockaday, Shane Dale, Brian Buchanan, Leslie Crowder, Niles Howell, Chad Fox, and Corbin Cooper. 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 September 2025.

Adoption of the agenda - Randy Ollis moved to adopt the agenda as presented. Judy Buchanan seconded the motion, which carried. All were in agreement.

Public Comment

- Danny McIntosh spoke about the lengthy career of Councilor Randy Ollis and his recent retirement from the EMS. He mentioned several ways that Mr. Ollis served his community, through education, with the Fire Department, and as a paramedic for nearly 30 years. Mr. McIntosh thanked Mr. Ollis for all he had done and all that they had been through.

Consideration of Minutes - Minutes from a regular meeting held on August 7, 2025 were considered. Judy Buchanan made a motion to approve the minutes as read. Bill Wheeler seconded the motion, which carried. All were in agreement.

Public Hearings - There were none.

Presentations - There were none.

Manager's Update - Town Manager Heather Hockaday

1. Project updates
  - a. FEMA, Temporary Raw Water System - Mrs. Hockaday said that the custom built system, designed by Harper, will be in operation for a long time due to the time it will take to complete the new permanent intake system. The design for the permanent intake is being worked on and the linework will require coordination between the Town and NCDOT. Another FEMA project is "Continued Maintenance" of the temporary intake system, which just received a six month extension. Extensions are required every six months. Mrs. Hockaday presented a Master Services Agreement with Harper to continue servicing the Temporary Raw Water System in the event of a malfunction. There is also a separate agreement with Charles Underwood for quarterly maintenance on the temporary pumps.
    - i. Harper XS, Master Services Agreement - Bill Wheeler moved to approve the Master Services Agreement with Harper XS for the Temporary Raw Water Intake System and authorize Mayor Fox to sign it. Judy Buchanan seconded the motion, which carried.
  - b. ARPA
    - i. Main Street water line project - The project is ongoing as crews continue replacing old waterlines on the west end of Town.
    - ii. Water Treatment Plant - Phase 1 is nearing close out. Mrs. Hockaday said that the Town is under contract to replace the waterline from the intersection of 197 and Bolens Creek up to the Water Plant and is seeking approval to upsize the line to 12 inches.

- iii. East Main Sewer Interceptor - Cajenn Construction Services and Rehabilitation, Inc. was awarded the project. The Town is waiting on DEQ to approve the bid tabulations.
  - c. 118 N. Main Public Works/Police building renovation - Mrs. Hockaday presented Change Orders #9 and #11, involving the southwest corner wall, where a redesign to shore up the wall would affect the flooring system. The new plan would rehab the ground floor with an epoxy cover then add concrete and steel beams for stabilization. Contractors feel that there should be fewer changes as most of the remaining work is new construction. Denise Collier moved to approve Change Orders #9 and #11 on the 118 N. Main Renovation project with Harper General Contractors. Randy Ollis seconded the motion, which carried. All were in agreement. Denise Collier moved to authorize Mayor Fox to sign them. Judy Buchanan seconded the motion, which carried unanimously.
  - d. Lead Service Line Soft Dig RFP Recommendations - The project is part of a nationwide requirement for municipalities to evaluate the materials used in the water lines by conducting soft digs around the meters. Mrs. Hockaday reminded everyone that the Town has always passed random lead tests which are conducted every three years and also uses an additive that coats the pipes and prevents any potential lead from leaching into the drinking water. Engineers with McGill scored the RFPs and recommended Taylor, Wiseman, and Taylor. Bill Wheeler moved to accept the recommendation and begin negotiations. Judy Buchanan seconded the motion, which carried. All were in agreement.
2. Consideration of Cash Flow Loan (Round 3) Resolution - Mrs. Hockaday presented the resolution, saying that the no-interest money from the NC Department of Treasury could help fill any gaps where the Town might have to wait an extended period of time for money to be reimbursed. The issue is likely to arise with so many projects going on at the same time. Randy Ollis made a motion to approve the *Resolution To Approve Round 3 North Carolina Cashflow Loan Agreement And Promissory Note*. Bill Wheeler seconded the motion, which carried. All were in agreement.
  3. New DEQ & EDA funding update - Mrs. Hockaday reviewed other possible funding options for Helene related projects. She reviewed the possibilities of obtaining funds to expand the East Yancey Sewer Plant.
  4. Tax Report - Mrs. Hockaday presented a tax report and said that bills will go out soon.

#### Department Updates

1. Public Works - Public Works Director Shane Dale updated the Council saying that all of the new waterline on Cherry Street and Hickory Lane has been laid. TP Howard will also be conducting waterline work on Main Street throughout the next several weeks. He warned that there may be occasional water outages as crews make water hookups to the new lines. Mr. Dale also mentioned work that is happening at the Pine Swamp Wastewater Treatment Plant, repairing flood damage and making improvements to the plant.
2. Finance - Finance Officer Leslie Crowder
  - a. A budget versus actual and overtime report was previously provided to Council.
  - b. FEMA projects - Mrs. Crowder updated the Council on the list of projects, saying a new project related to maintenance on the temporary raw water intake system had

been added.

- c. Close CDBG-I account - With the project now complete, Mrs. Crowder requested to close the CDBG-I account that was used for the West Main Sewer Interceptor project funds. Randy Ollis moved to approve closing the CDBG-I account for the West Main Sewer Interceptor grant funds. Judy Buchanan seconded the motion
3. Fire Department - Fire Chief Niles Howell presented a call summary with several fire alarms and auto accidents. He reported that the new truck is being equipped with additional gear and lettering, and should be at the station by the end of October. He also reported that disaster assistance grants were received for a new side by side.
4. Police Department - Police Chief Brian Buchanan presented an activity log and reminded everyone about the road closure for the Helene Memorial Dedication Ceremony and Old Timey Days Fall Celebration on September 27th.
5. Zoning/Code Enforcement - Zoning Administrator Brian Buchanan said that the State has delayed expirations of permits because of Helene.
6. Burnsville Town Center - Town Center Manager Corbin Cooper said that September has booked up with 28 events in September and 36 in October.

#### Council Members Reports

- Mayor Fox updated the Council on the redundant raw water intake at Bolens Creek, a priority to him, saying that alternatives are being explored. He said that, for a variety of reasons, the current intake isn't likely to be used and the intake may need to move downstream. Manager Hockaday said that engineers with GMC are working on numbers for a complete replacement of the current system. After that, the Town will submit the numbers to FEMA.

#### Updates from Advisory Boards and Non-Profits

- Yancey/Burnsville Chamber of Commerce - Chamber Interim Director Kat Bauer provided an update that the director position will be posted soon. She said that the Chamber has partnered with the MHHS entrepreneur program for an internship at the Chamber. She also reviewed upcoming events such as Empower Her Connect and Trick or Treat on Main Street. She said that Christmas parade applications are ready, and that the Chamber is working with Visit NC to host national journalists in Burnsville.
- Bill Wheeler mentioned that the High Country Council of Governments' Council on Aging has money to assist with fall prevention for seniors.

Closed session - There was none.

Next Town Council Meeting - Regular meeting on October 2, 2025, 6pm

Adjourn - With there being no further business, Judy Buchanan moved to adjourn the meeting at 6:50pm. Denise Collier seconded the motion, meeting adjourned.

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J. Chad Fox, Town Clerk

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T. Russell Fox, Mayor