

YANCEYVILLE TOWN COUNCIL MEETING MINUTES

Tuesday March 10th, 2026, 6:00pm

The meeting of the Yanceyville Town Council was held in the 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 10th, 2026, at 6:00pm.

Council Members present: Mayor Alvin Foster, Mayor Pro Tem Darrell McLean, Kenneth Darnell, Stephanie Williamson, and C. Keith Tatum,

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 6:04pm. 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 Statutes, 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 Statutes, a copy of the Yanceyville Town Council rules and procedures are available upon request. Mayor Foster stated that it is the policy of the Yanceyville Town Council to allow 15 minutes during each regular scheduled monthly meeting for Public Comment. Individuals are limited to a maximum of three (3 minutes) and will be called in the order to sign up. Each speaker will speak from the podium. Comments will be directed at the Town Council. Speakers must be courteous in their language and presentation. Personal attacks are not allowed. The Yanceyville Town Council or Town Administration will not provide comment/responses during Public Comment or in the same meeting.

Item 2: Review of Agenda

After reviewing the agenda, Mayor Foster noted that additional items would be included for consideration. Item 6a: Audit Report for Fiscal Year 2025: Mrs. Becky Loy Cobb, Ezekiel & Loy Company, P.A; Item 7a: Review and Consideration of the Town of Yanceyville Public Safety Memorial Policy; and Item 10a: Update on Town of Yanceyville Travel and Expense Policy.

Item 3: Consent Agenda

a. Minutes from February 3rd, 2026, 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 Councilwoman Williamson and passed with a unanimous vote.

Item 4: Public Comment

Mayor Foster asked whether anyone had signed up for public comments. Kathy Hinton, Administrative Assistant reported that Mrs. Tammera L. Bennett had signed up. Mayor Foster invited Mrs. Bennett to the podium and asked her to state her name and address for the record. Mrs. Bennett stated that she resides at 216 Main Street East, Yanceyville, NC 27379, across from the library and the Shell Gas station.

Mrs. Bennett stated, I would like to make several complaints regarding the recent sidewalk repairs in town.

First, there was no meaningful notice provided before the work began. A sign was posted at my gate only moments prior to construction starting, which did not give me adequate time to prepare.

Additionally, my mailbox was concreted in during the process. I had planned to replace my mailbox due to the historic nature of my home and my desire to install something more appropriate to the property. That is no longer possible. This is especially concerning because my mail has been regularly stolen, and I intended to install a more secure, locking mailbox.

I also have two driveways, and the sidewalk was poured across both of them at the same time, effectively trapping me in my home for two days. This situation was extremely disruptive and should not have occurred. I had to rely on friends to deliver groceries because I was unable to leave my property.

Furthermore, the placement of sidewalks appears inconsistent. Sidewalks were installed across my driveways, yet not all properties such as those on Williamson Street. Given the historic nature of my home, the addition of a sidewalk may not even be appropriate. Additionally, the wear and tear from vehicles driving over the sidewalk, including potentially heavy vehicles like moving trucks, will likely cause damage that will require future repairs.

Overall, this situation could not have been handled worse. I would like to know what will be done to address the issue with my mailbox, as I still wish to replace it with a more secure option.

Thank you.

Mayor Foster thanked Mrs. Bennett for her comments and stated that the Town Council would take them under advisement and consult with Public Works regarding the matter.

Item 5: Water and Wastewater Treatment Facilities Update: Ben Sears, Clearwater Solutions

Town Manager Barnett indicated that Mr. Sears was unable to present as he was attending a course in regards to the Water and Wastewater Treatment Plants; however, he did submit the monthly report for the Town Council's review.

Water Treatment Plant:

The primary focus at WTP remains on equipment rehabilitation and regulatory compliance preparation ahead of schedules for the start-up.

Green Leaf Project: The project is currently in a holding pattern awaiting the delivery of critical solenoids for the vacuum tank.

Infrastructure & Repairs: Track Vac System: Replacement parts are currently being sourced and ordered.

Flocculation Mixers: C. R. Underwood is actively repairing Floc mixer No. 3.

Once completed, the team will immediately transition to the No. 2 Floc mixer.

Pre-start Evaluation: A comprehensive mechanical audit is underway to identify and perform preventative maintenance on all WTP equipment before the facility goes online.

McCall Brothers: Will be onsite in the following weeks wrapping up some basin cleaning that the state has instructed.

Technology & Instrumentation

Connectivity: We are waiting for the restoration of internet services. Once online, we will immediately begin evaluating the SCADA system to ensure remote monitoring and data integrity are fully functional.

System Calibration: Carolina Technical Solutions has been engaged to perform site-wide system calibrations and certify all metering equipment.

Laboratory Compliance: New backup meters have been procured for the onsite laboratory to ensure redundant monitoring and strict adherence to state standards.

Safety & Regulatory: Emergency Response Plan (ERP): CWS is currently creating a new ERP for the site, as the previous documentation was removed by the former servicer.

Lagoons: EMA returned to the site on February 23, 2026. Significant progress was made in cleaning the lagoons; Lagoon No. 1 has been largely drawn down, and work has commenced on Lagoon No. 2.

Wastewater Treatment Plant

Despite challenges posed by heavy precipitation and external system function, the WWTP has remained stable and compliant. High-Flow Management: Following heavy rains last month, the CWS staff successfully managed increased flows. This effort included the strategic rental of pumping equipment to remove solids from the Equalization (EQ) and CL2 Contact basins.

Biological Stability: Following the recent town water emergency, an unknown substance entered the system, negatively impacting the microbiology within the aeration basins.

Status: I am pleased to report that the plant's biological health has stabilized, and the facility has remained in full regulatory compliance throughout the recovery period. System Optimization:

PLC Programming: Advizent is being scheduled to evaluate and adjust PLC (Programmable Logic Controller) setting. This will mitigate recurring logic issues, correct and undesired default settings and improve our ability to handle future heavy-flow events. Infrastructure: We are collaborating with Town engineers to develop a long-term solution for leaking valves. We are looking at changing the types of valves on the digester decant lines to eliminate the leaking issues we are facing. SBR Maintenance: C.R. Underwood is currently performing repairs on SBR No. 2, Mixer.

Summary of Priorities for March

Complete repairs on Floc and SBR mixers.

Finalize the Emergency Response Plan for WTP.

Restore internet connectivity to facilitate SCADA testing.
Execute PLC optimizations at the WWTP to enhance flow resilience.
Get metering equipment calibrated and certified.

Submitted by Ben Sears, Project Manager, Clear Water Solutions

Item 6: Public Hearing Public Hearing- Public forum to discuss the preliminary plat for the proposed Chestnut Reserve residential development.

Mayor Foster asked Town Council for a motion. Councilman Tatum made a motion to go into Public Hearing to discuss the preliminary plat for the proposed Chestnut Reserve residential development. The motion was seconded by Councilman Darnell and passed with a unanimous vote (6:13pm).

Town Manager Barnett indicated that Mrs. Patricia Price Lea, Chairwoman of the Yanceyville Planning Board would be providing a brief synopsis.

Chairwoman Price Lea explained that the Town received a request from Bohler Engineering NC, PLLC, seeking preliminary plat approval for a 29.10 acres subdivision for 83 single-family parcels and common open space. The project is located between Old NC Highway 86 and NC Highway 86 North of 498 Old NC Highway 86 N, which is further defined as Map & Parcel 0067 054 and Map and Parcel 0067 207. This request includes all of Map and Parcel 0067 054 and Map and Parcel 0067 207. The entirety of the project area is zoned as R-8 CD Residential Medium Density Conditional District. The parcel is currently vacant. It has road frontage on NC Highway 86 and Old NC Highway 86. The Project is not located within critical watershed. No lots will be located within any identified floodplain area.

Town Manager Barnett further explained that Chestnut Reserve will be served by public water and sewer from the Town of Yanceyville. Chestnut Reserve subdivision proposes one pump station, with all proposed lots served by gravity sewer. The question at this time is whether the proposed force main could connect to the existing low-pressure force main that runs along the project frontage, rather than requiring the extension of approximately 3,000 linear feet of new force main to the manhole located across US Highway 158. The Town Engineer does not view this as a viable option for the Town. Each individual pump connected to the existing low-pressure force main system would need to be evaluated to determine the impact the proposed new pump station could have on system performance and on the existing individual pump units. At this time, this approach is not recommended. The Town Engineer has provided drawings of the low-pressure systems maintained by the Town, as requested, for review and analysis by Bohler Engineering NC, PLLC. Adequate capacity is available for the proposed development.

She also noted that Jeremy Delapp, District 7 Engineer with the North Carolina Department of Transportation, held an initial discussion with the Town of Yanceyville and the developer. At that time, he advised that NCDOT would be able to add the subdivision streets to the State maintenance system provided the roads meet minimum construction standards and the required housing density is achieved. In late 2025, discussions occurred statewide within the State Road Advisory Group regarding G.S. 136-66.1 (attached). These discussions addressed whether

NCDOT may add streets located within municipalities that receive Powell Bill funding. As a result of that guidance, subdivision street addition packages may now be submitted only within municipalities that do not participate in Powell Bill funding. Town Manager Barnett explained that Town of Yanceyville does not operate a street department and maintains only approximately 300 feet of roadway; the Town does receive Powell Bill funds. Therefore, under the current guidance, NCDOT will not be able to submit the subdivision streets for addition to the State maintenance system. Town Attorney Lee Farmer indicated that it may be possible to pursue special legislation at the State level that would authorize the North Carolina Department of Transportation (NCDOT) to assume maintenance of the subdivision roads, provided the roads meet all applicable state construction standards.

Staff Recommendation: All requirements of the Subdivision Ordinance have been met. The proposed subdivision complies with applicable local development standards and technical review requirements.

Water and sewer services will be provided by the Town of Yanceyville. The existing municipal water system has adequate capacity, and no expansion of the system will be required as a result of this request.

With respect to sewer infrastructure, a question has been raised as to whether the proposed force main could connect to the existing low-pressure force main that runs along the project frontage, rather than requiring the extension of approximately 3,000 linear feet of new force main to the manhole located across US Highway 158. The Town Engineer does not consider connection to the existing low-pressure force main to be a viable option. Each individual pump connected to the existing low-pressure system would need to be evaluated to determine the impact the proposed pump station would have on system performance and on the existing individual pump units. Due to the potential system impacts and operational concerns, this approach is not recommended. Therefore, extension of the force main to the designated manhole across US Highway 158 remains the required method of service.

There are no utilities that require installation prior to final plat approval.

911 addresses will be assigned in coordination with Caswell County E 911 prior to recording the final plat to ensure clarity and consistency for emergency response.

Final plat approval must be granted within twelve (12) months of preliminary plat approval. Staff does not recommend an extension of this deadline. The remaining requirements to secure final plat approval are limited and should be achievable within the established timeframe.

Mayor Foster invited anyone wishing to speak during public comment to come to the podium to be recognized.

Mr. Oliver Kaija, Civil Engineer Bohler Engineering, 5801 Heather Brook Circle, Raleigh, NC presented the site plans to the Town Council for public viewing. He expressed appreciation for the collaboration to date and noted that additional permitting and design requirements remain, including compliance with all applicable NCDOT requirements for driveway connections. He clarified that the request under consideration is for preliminary plat approval only.

Mrs. Carol Kensey, Old NC Hwy 86 N stated I would like to ask, I'm very concerned for everyone that lives along Old 86, is getting in and out of our driveways. It's a narrow highway not designed to carry the number of cars that will be with all these new houses. What's going to happen? Mr. Kaija stated that anytime any connection is made to an NCDOT road, there's a driveway permit review. They will look at the number of trips, or the number of vehicles are leaving that subdivision at peak hours. There's going to be a review process at the district side where if they determine the level of service or how busy that road is if it needs to have a turning lane, they'll make sure that in our plans that we have a turning lane included. It also helps that we have the two driveway access points which will relieve some pressure.

Mrs. Kensey asked do you know if they're going to put a signal at Hwy 86? Mr. Kaija stated I don't know if they're going to do a signal at Hwy 86. I don't believe that a traffic impact analysis has been completed for the project yet. If there was a level of service that wasn't acceptable at that traffic signal, I know that NCDOT would look at that in their review.

Mayor Foster stated that we have had that intersection looked at multiple times. NCDOT operates on a scoring system and currently the intersection has not scored enough points to warrant a traffic light. We will continue to submit that intersection for review to NCDOT.

Mrs. Barbara Gardner, 98 Bearpaw Trail, Yanceyville, NC .That is a very fast road for cutting off between Hwy 86 and Hwy 158, you're going to have to put something at Hwy 158 where you have four or five streets coming in there together. It's hard enough to get out of that street already. It's a very bad street. Some way somehow there's going to be an accident there. I hope I'm not the person who has it. Mr. Kaija, we have not submitted our driveway permit to NCDOT yet just from a fazing standpoint of these types of developments. All of that will be looked at with NCDOT.

Mrs. Rebecca Page of Page Road, Yanceyville, NC Will the developers build spec houses to sell or sell lots for buyers to build custom houses? Mr. Kaija, I can't say what type of product they're going to target in this project. There will probably be different footprints and different square footage.

Mrs. Page stated that 7000 square ft is still very small for a lot. They're very tiny lots. Is there a proposed sell value? Mr. Kaija, I can't speak about their development strategy. They will probably price it to what the market would support. They're not going to list it for something that's not going to sell. Mrs. Page asked, are there any restrictions that would prohibit modular homes? Town Manager Barnett indicated that the developers have proposed stick built single family homes. Mrs. Page, I assume the developer is going to build all these streets and run in force main and do the lift station and all that infrastructure is going to be done before they start building houses? Mr. Kaija stated to support the utilities are going to be the first piece of infrastructure that needs to go in before any house can be built. Mrs. Page stated that it's a huge investment to make before building a house.

Mayor Foster asked if there were any additional questions or concerns. Mayor Foster then asked Town Council for a motion to close the Public Hearing. Councilman Darnell made a motion to close the Public Hearing regarding the preliminary plat for the proposed Chestnut Reserve

residential development. The motion was seconded by Councilwoman Williamson and passed with a unanimous vote. (6:34 pm).

Mayor Foster asked Town Council for a motion. Councilman Tatum made to adopt the preliminary plat for the proposed Chestnut Reserve residential subdivision development. The motion was seconded by Councilman Darnell and passed with a unanimous vote.

6a. Presentation of Audit Report- Becky Loy, Cobb Ezekiel, Loy & Co, PA

Mayor Foster introduced Becky Loy, Cobb Ezekiel Loy & Company P.A to the Town Council to review and discuss the Town's audit financial reports for Fiscal Year 2025.

Mrs. Loy thanked the Town Council for allowing her to present information to them. Mrs. Loy stated that she would like to provide Town Council a summary of the report and then answer any questions that Town Council may have. After giving a summary, Mrs. Loy informed the Town Council that the Town received an unmodified opinion, which is the best and cleanest opinion that can be received. The procedures, policies, and the way that data is collected support the information that you are getting in your financial statements. Mrs. Loy stated that there are a lot of numbers and a combination of numbers and you as a Town Council want to have confidence that the numbers are correct, and that is what the audit is designed to do.

The net position may serve over time as one useful indicator of a government's financial condition. The assets and deferred outflows of the Town of Yanceyville exceeded liabilities and deferred inflows by \$16,853,260 as of June 30, 2025. The Town's net position increased by \$817,206. However, the largest portion (72.28%) reflects the Town's net investment in capital assets (e.g. land, buildings, machinery, and equipment).

The Town of Yanceyville uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the Town of Yanceyville's net investment in capital assets is reported net of the outstanding related debt, the resources needed to repay that debt must be provided by other sources, since the capital assets cannot be used to liquidate these liabilities. An additional portion of the Town of Yanceyville's net position, \$534,214, represents resources that are subject to external restrictions on how they may be used. The remaining balance of \$4,137,674 is unrestricted.

Mrs. Loy explained that she had no problems or disagreements with Town Management while performing the audit, but there were concerns.

Material Weakness

Finding: 2025-1 Segregation of Duties

Criteria: The assignment of responsibilities should be segregated so that one person is not responsible for the authorization and recording of a transaction and custody of the related asset. There needs to be a reconciliation or control activity to provide reasonable assurance that transactions are handled appropriately.

Condition: Key duties and functions are not able to be completely segregated among Town personnel. This is especially a concern in the cash management, account receivable, purchasing, and payroll functions.

Effect: Transaction could be mishandled, due to errors or fraud that could lead to loss of assets or the reporting of misleading financial information.

Cause: There are a limited number of personnel for certain functions.

Identification of a repeat finding: This is a repeat finding from the immediate previous audits, 2024-1, and 2023-1.

Recommendation: The duties should be separated as much as possible, by possibly training and utilizing non-financial personnel and utilizing alternative controls. The Town uses an outside vendor for some accounting functions which does strengthen controls. The governing board should also continue to provide some of these controls through reviewed approval of activity for the Town.

Views of responsible officials and planned corrective actions: The Town agrees with this finding and will adhere to the correction action plan noted in this audit report.

Finding: 2025 - 2 Overbudget

Criteria: G.S. 159-28(a) states that no obligation may be incurred in a function accounted for in a fund included in the budget ordinance unless the budget ordinance includes an appropriation authorizing the obligation and an unencumbered balance remains in the appropriation sufficient to pay in the current fiscal year the sums obligated by the transaction for the current fiscal year.

Condition: In the General Fund, the Town of Yanceyville expended \$253 more in the Fire Department and \$1 ,655 more on Debt Service than appropriated in the annual budget ordinance. In the Water and Sewer Fund, the Town of Yanceyville expended \$523 more on Debt Service than appropriated in the annual budget ordinance.

Effect: Moneys were spent that had not been obligated and appropriated.

Cause: The Town expended funds that had not been budgeted for in the budget ordinance and a budget amendment was not adopted.

Recommendation: Before an obligation is to be incurred that will exceed the amount that was previously approved in the budget ordinance, an amendment to the budget should be adopted.

Views of responsible officials and planned corrective actions: The Town agrees with this finding. Budget amendments will be adopted for this grant prior to making expenditures.

Finding 2025-3 Finance Officer Bond

Criteria: G.S. 159-29 states that the minimum finance officer fidelity bond should be based on the annually budgeted funds amounts for the fiscal year covered by the bond.

Condition: The Town of Yanceyville's fidelity bond for the finance office is \$325,000, which is less than the required amount per the annually budgeted funds.

Effect: The finance officer was not appropriately bonded in accordance with the revised requirements.

Cause: The Town increased the bond enough to be in compliance with the prior year budget but not enough to be in compliance with the current year budget, which had increased.

Recommendation: The Town should increase the fidelity bond to at least equal 10% of the current year annually budgeted funds.

Views of responsible officials and planned corrective actions: The Town agrees with this finding. The amount of the fidelity bond will be increased to allow them to become compliant with the revised fidelity bond requirements.

Ms. Loy thanked the Town Council for allowing her company to be the auditors for the Town. Mrs. Loy also thanked the Town Council and Town Staff for their assistance during the audit. Mayor Foster thanked Mrs. Loy for her work.

*Audit ending June 30, 2025, will be posted on Town website

Item 7: Town Manager Update- Kamara Barnett

Town Manager Barnett noted that she had several additional updates, announcements, and reminders to share:

She stated that we have continued outreach efforts to potential sponsors for the 2026 First Friday event series. The goal of these efforts is to secure sponsorships and grant funding that will allow the Town to continue offering these events free of charge to the community while supporting local engagement, entertainment, and economic activity in the downtown area. We want to ensure that First Friday events provide inclusive activities and entertainment for residents and visitors of all ages. We are pleased to report that the 2026 sponsorship program has been successful so far. The following sponsorship commitments have been made Enbridge – \$3,000, Duke Energy – \$2,500 and 3C of NC, LLC – \$2,500. We have submitted an application to the Danville Regional Foundation and the Caswell County Tourism Development Authority. With the sponsorships already secured and additional grant opportunities pending, we are making strong progress toward achieving our fundraising goal. Town Manager Barnett asked Events Coordinator/Administrative Assistant, Kathy Hinton to come to the podium to give the lineup for the 2026 First Friday Series. Mrs. Hinton asked that if anyone knew of any food trucks that would be interested in setting up for First Friday to please let her know.

May 1, 2026	Heart and Soul
June 5, 2026	Matthew Boswell
June 26, 2026	Retro Band
August 7, 2026	Fast Lane
September 4, 2026	Creekside
October 2, 2026	Phase II

Town Manager Barnett provided an update on the recent water crisis the Town experienced several weeks ago, we are still seeing some discolored water within portions of the system. Since that event, the Town has also experienced several water main breaks, all of which have been repaired. The past few weeks have been very intensive for staff as we continue working to stabilize the system and support residents and businesses. The Town remains committed to providing assistance and transparent communication while following guidance from the North Carolina Department of Environmental Quality (NCDEQ). At this time, the Town is providing daily updates to our Environmental Engineer, Mr. Tim Appelboom, with NCDEQ regarding system conditions and the steps being taken following these recent events. The Town is also continuing the rehabilitation work at the water treatment plant. Equipment lead times have significantly slowed progress on the project. Once all equipment has been installed and tested, the Town will follow all NCDEQ regulatory requirements before the plant can return to full operation, particularly since the facility has been offline for approximately eight months.

As noted in previous meetings, we understand this situation has been challenging and inconvenient for our residents and businesses. However, our priority is ensuring that the water treatment plant and distribution system are operating safely and effectively at full capacity before normal operations fully resume.

The Town continues to work with FEMA regarding recovery assistance, although there has recently been a temporary lapse in funding.

Item 7a. Town of Yanceyville Public Safety Memorial Policy

Town Manager Barnett provided a draft of the Public Safety Memorial Policy for Town Council to review and consider. She noted that the purpose of this policy is to establish clear guidelines for recognizing and honoring members of Emergency Medical Services (EMS), Fire/Rescue, and Law Enforcement who have lost their lives in the line of duty.

The proposed policy outlines eligibility criteria, the nomination process, documentation requirements, and the review and approval process for adding a name to the Town's Public Safety Memorial. It is intended to ensure the process is respectful, transparent, and consistent.

This memorial would honor individuals who were active members serving the Town of Yanceyville or Caswell County at the time of their death, or residents of Yanceyville or Caswell County serving in public safety, whose deaths occurred in the line of duty.

She also attached a copy of the Public Safety Memorial Nomination form that would be used.

Following a brief discussion, Mayor Foster requested a motion from the Town Council. Councilman Darnell made a motion to approve the Town of Yanceyville Public Safety Memorial Policy. The motion was seconded by Councilman Tatum and passed unanimously.

**See attached*

Item 8. Town Attorney Update and Town Manager Policy Updates

a. Review and Discussion of Driver's License Documentation Requirement Policy

Following a brief discussion, Mayor Foster requested a motion from the Town Council. Councilman Tatum made a motion to adopt the Driver's License Documentation Requirement Policy. The motion was seconded by Councilwoman Williamson and passed unanimously.

**See attached*

b. Review and Discussion of Amendment to the Town of Yanceyville Water and Sewer Rules and Regulations (dated October 4, 2011)

After a detailed discussion, Mayor Foster requested a motion from the Town Council. Councilman Darnell made a motion to approve the amendment to the Town of Yanceyville Water and Sewer Rules and Regulations dated October 4, 2011. The motion was seconded by Councilwoman Williamson and passed unanimously.

**See attached*

Item 9: Closed Session North Carolina General Statutes 143-318.11: Litigation

Mayor Foster asked Town Council for a motion. Council Darnell made a motion to go into closed session General Statutes 143-318.11 Litigation (7:14pm). 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. (7:28pm)

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. It passed with a unanimous vote. (7:29pm)

Mayor Foster indicated that there are no items to be brought forward at this time for public presentation.

Item 10: New Business – Town of Yanceyville Travel & Expense Policy

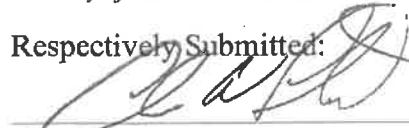
Town Manager Barnett stated that she would like to bring the Town of Yanceyville Travel and Expense Policy back before the Town Council at the April 7, 2026, Town Council Meeting. She noted that additional time is needed to further review and follow up with the Senior HR Consultant from the North Carolina League of Municipalities, who will be assisting in the review to ensure the policy aligns with best practices.

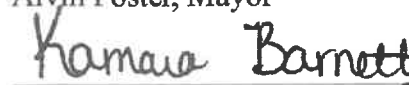
Item 11: Adjournment

Mayor Foster asked Town Council for a motion to adjourn. After no further discussion, Councilman Tatum made a motion to adjourn the March 10th, 2026, Town Council Meeting, Councilwoman Williamson seconded the motion that passed with a unanimous vote. The meeting ended at 7:30p.m.

These minutes were prepared by Kamara Barnett, Town Clerk, and Miranda Harrelson, Deputy Town Clerk. They provide a summary of the matters discussed and actions taken during the meeting

Respectively Submitted:



Alvin Foster, Mayor

Kamara Barnett, Town Clerk

Miranda Harrelson, Deputy Town Clerk



Travel and Expense Policy

Background

Town Personnel may be required to attend meetings, conferences, or travel outside Town limits to conduct Official Town Business. To ensure responsible use of public funds and provide fair reimbursement for necessary expenses, the Town Council has established this travel and expense policy.

Authorization

Town Personnel must request approval from the appropriate Department Head or Town Manager for all travel in advance of any expenditure (including registration fees) related to a trip, irrespective of cost. The authorization is intended to ensure the travel is necessary and budgeted funds are available to meet all anticipated expenses.

Purpose

This policy establishes guidelines for travel and expense reimbursement for elected officials and Town employees attending authorized conferences, training, meetings, seminars, or conducting official Town business.

Note: Contract employees are not covered by this policy; allowable expenses must be defined within individual contracts.

Definitions

Official: Includes all regular, part-time, and temporary employees, as well as officials, authorized to represent the Town.

Travel: Activities related to attending meetings, conferences, seminars, or training, including transportation.

Types of Travel:

Local Travel:

Travel within 50 miles of Town Hall or the Official's residence (whichever is less), or travel completed within one day.

Non-Local Travel:

Travel exceeding 50 miles or involving an overnight stay.

General Policies:

- a. **Town Business:** Reimbursement is limited to authorized expenses directly related to official Town business.
- b. **Attendance Compensation:** The Town will not grant or authorize meeting compensation for attendance at conferences or events for which registration, travel, or related expenses have been paid by the Town.

Department Approval

Town employees and Town officials must receive approval from the Town Manager prior to registering for attendance at any conference, seminar, training, or meeting.

Registration

Paid directly by the Town when possible. Officials should register early to avoid late fees. If paid personally, reimbursement requires receipts.

Lodging

Covered for approved travel, subject to Conference group rate (if available), or IRS per diem limits or government rate. Staying with friends/family is allowed, but not reimbursable.

Transportation

Must use the most economical and practical option.

Personal Vehicles

Reimbursed at IRS mileage rate per vehicle, not per passenger. Driver must have valid license and vehicle insurance. Vehicle damage is not reimbursable.

Air Travel

Coach/economy class only. Reimbursement capped at lowest available fare.

Driving Instead of Flying

Requires Town Manager approval. Reimbursement is the lesser of mileage cost, or equivalent airfare.

Rental Vehicles

Discouraged unless necessary. When rental vehicles are used the least expensive vehicle should be used.

Other Costs

Parking and tolls reimbursed with appropriate receipts. Fines and tickets are not reimbursable.

Meal Allowance

The Town will reimburse for actual meal expenses (including tax and gratuity) up to a maximum, not to exceed amount of \$75/day (full day) and \$35/day (half day) with appropriate receipts. For local travel, \$25 shall be allowed for lunch if the meeting, seminar, conference, or training runs through the lunch period and no lunch is provided as part of the training.

Non-Reimbursable Expenses

Personal services (laundry, grooming, etc.), entertainment (movies, etc.) , guest/spouse expenses, and increased lodging for double occupancy

Travel for Other Agencies

That agency is responsible for expenses unless approved in advance.

Political Activities

Town funds may not be used for political purposes. Officials may attend political events:

- On personal time
- At personal expense

Policy Exceptions

Must be approved by Town Council in advance.

Travel Requests and Reimbursement

Before Travel: (within 5 days)

Complete Travel Request Form, include estimated costs (transportation, lodging, meals, etc.), conference details and schedule. Obtain required approvals (employees only) and submit to Finance Department.

After Travel (within 30 days):

Complete Expense Form, attach appropriate receipts and submit to Finance Department.

Mileage Reimbursement

Non-Local Travel and Local Travel:

Submit Mileage Reimbursement Form

Effective Compliance

All Officials are responsible for adhering to this policy. Failure to comply may result in denial of reimbursement.

Adopted this the 7th day April 2026



Attest:

Kamara Barnett

Kamara Barnett, Town Clerk

Town of Yanceyville
By: Alvin W. Foster
Alvin W. Foster, Mayor