

**TOWN OF JONESVILLE**  
**SPECIAL MEETING MINUTES**  
**August 12, 2020**

The Town of Jonesville Council met for a Special Meeting on Wednesday, August 12, 2020 at 7:00 pm in the Jonesville Town Hall.

Council Present:	Mayor Gene Pardue Anita Darnell Andy Green Wayne Moore Tracy Wall Regina Adkins	Absent –
Others Present:	Michael Pardue, Town Manager Wendy Thompson, Town Clerk/Finance Director Chief Dane Mastin, Police Department	

Mayor Pardue called the meeting to order.

Town Manager, Michael Pardue welcomed everyone to the meeting and turned it over to the Finance Director for discussion with the Council.

The Finance Director, Wendy Thompson then addressed the Council regarding Executive Order 124/142 and the Coronavirus Relief fund (CRF) as follows:

**LOCAL GOVERNMENT DISTRIBUTIONS OF THE CORONAVIRUS RELIEF FUND**

- On March 27, 2020, the CARES Act was passed. The State of NC received \$7.6 billion for pandemic mitigation and recovery efforts.
- Governor Cooper signed Session Law 2020-4 on May 4, 2020 which appropriated the Coronavirus Relief Funds also known as CRF.
- US Treasury has given guidance for the proper use of these funds allocated to State, County and Municipalities.
- Only July 1, 2020 the Governor signed Session Law 2020-80 which appropriated additional CRF.
- In SL 2020-4 funds were given to the Counties throughout North Carolina.
- In SL 2020-80 those funds were increased and required that Counties share in these funds with municipalities within their County. Each County must allocate 25% of the amount they received to the municipalities.
- Yadkin County chose to allocate these funds by population, based on census records.
- Yadkin County has received a total allocation of \$1,593,894. A total of \$398,473 was divided between Jonesville, Yadkinville, East Bend and Boonville.
- Jonesville received an allocation of \$127,232.
- At this moment, the County plans to give the Towns 50% of the allocation upfront and the balance on a monthly reimbursement basis.

- Jonesville is required to submit a Coronavirus Relief Fund Plan to YC by the end of the week, first of next week. YC is responsible for uploading our CRF plan to the North Carolina Pandemic Recovery Office aka NCPRO.
- Each month a monthly report of expenditures will be prepared, including amount spent, invoices for backup and available funds to date, for eligible funds and filed with the County. The County is responsible for filing Jonesville's expenditure report to NC Pro.
- Funds can be used for eligible expenses, expended by the Town during the time period of March 1 – December 30, 2020 and must be used for pandemic mitigation and recovery efforts.
- Eligible expenses include –
  - Medical expenses related to combating COVID 19, ie testing kits, medical transportation, temporary hospital facilities
  - Public Health expenses ie. PPE, sanitizing products, disinfecting public areas
  - Payroll expenses – EEs substantially dedicated to COVID 19 mitigation/response more than 50% of their time on duty including hazard pay, overtime & benefits. Employees who have had to take leave due to COVID-19 under the Family First Coronavirus Relief Act aka FFCRA
  - Cost to facilitate compliance with COVID 19 measures.
  - Provision of economic support in connection with COVID 19 emergency
  - Small business assistance
  - Grants/Loans to businesses, non-profits, individuals with a link to COVID-19 effects.
  - Increase in cost to landfill due to COVID 19
- Unallowed expenses that Jonesville may deal with -
  - NO REVENUE REPLACEMENT
  - No payroll for employees not dedicated to COVID-19
  - No severance or bonus pay
  - No reimbursement for any items that you receive reimbursement through another Grant
- Funds will require a Special Revenue Fund and additional checking account for tracking purposes.
- Funds can only be used for items that are not already budgeted for in our current budget.
- Funds are subject to an Audit by the State, Federal and will be part of our 2021 Audit.
- Plan must be uploaded to NC Pro no later than September 2, 2020; however, it can be adjusted any time before December 30, 2020 to reallocate funds as needed for eligible expenditures.

Allocations discussed by the Council included: PPE, Supplies, Employee Costs and to set up a Utility Bill Assistance program for Jonesville customers.

A motion was made by Council Member Darnell to approve the Jonesville CRF Plan and suggested use of funds. A second was made by Council Member Wall and approved by unanimous vote. 5-0

### **EXECUTIVE ORDER 124/142**

- Executive Order 124 issued by Governor Roy Cooper on March 31, 2020 and amended by Executive Order 142 on May 30, 2020.
- Portion of EO 124/142 prohibited municipalities from certain collection practices including, charging of fees for non-payment and disconnection of services on residential properties during the time period of March 31, 2020 and July 29, 2020.
- Prior to EO 124 going into effect on April 1, 2020, Jonesville Town Council met and approved for the same procedures to apply to residential, commercial and industrial customers. EO only included residential customers.
- During this time period Administration has kept a running list of past due balances including the loss of late fees and non-payment fees to report to the Council and NC Utilities Commission.
- As of August 10, 2020, the following lists the outstanding past due balances (active accounts):
  - Garbage - \$4,647.53
  - Recycle - \$1,123.19
  - Sewer - \$27,519.60
  - Water - \$31,868.72    \$32,676.90 – 808.18 (route 7)
  - Penalties - \$992.66
  - Miscellaneous - \$25.00
  - Grand Total - \$66,984.88
- On August 15, 2020 the Town can begin collecting late fees and non-payment fees. The Town may also begin cutting off customers for non-payment on the 25<sup>th</sup>. Council has the right to extend relief of fees and disconnection.



- To date, the suspension of collection practices has cost the Town the following in estimated revenue:

Month	Late Fee Cost	Non-Payment Fee Cost
April	\$1,520.00	\$3,450.00
May	\$1,530.00	\$7,850.00
June	\$1,260.00	\$3,550.00
July	\$1,335.00	\$3,650.00
Totals	\$5,645.00	\$18,500.00

- Council needs to advise if they wish to extend the relief of fees and disconnection for customers.
- EO requires for the municipalities to offer payment plans through January 29, 2021. Council can allow the payment plan to go through February 28, 2021, allowing residents a full 6 months from the time they receive the Town letter and proposed payment plan. The balance due will be divided in 6 equal monthly installments. Customer is required to keep current all payments due August 15, 2020 and forward along with their payment plan balance.
- EO only requires payment plans for balances incurred during the time of April 1 and July 29, 2020. Council can allow us to include balances incurred prior to April 1 so that we have a better opportunity to collect those balances without having to disconnect customers water. Administration feels it will be better for the customers.
- Notice will be sent to customers by mail, phone tree and general statement on social media at least 15 days prior to the requested time to turn in the payment plan.


A motion was made to approve the payment plan and customer letter as presented by Council Member Darnell. A second was made by Council Member Wall and approved by unanimous vote. 5-0

A motion was made to approve to approve up to \$150.00 per Jonesville customer for the utility payment plan by Council Member Green. A second was made by Council Member Wall and approved by unanimous vote. 5-0

A motion was made to approve the following regarding customer accounts and payment plans by Council Member Green. A second was made by Council Member Darnell and approved by unanimous vote. 5-0:

- Extend relief of late and nonpayment fees including disconnection until September 15, 2020 for current bills.
- Payment plans will be extended until February 28, 2020.
- Payment plans will include outstanding balances prior to April 1, 2020.
- Payment amount to be divided into equal monthly installment so that the balance is paid in full prior to February 28, 2020.
- Finance Director has the authority to (a) adjust payment plans as needed for customers including extending the plan in February if the customer has a financial need for extension (b) not disconnect customer if they have contacted Town Hall regarding their monthly payment plan amount and made arrangements to pay before the next amount is due.

A motion was made by Council Member Darnell to adjourn the meeting. A second was made by Council Member Wall and approved by unanimous vote. 5-0

  
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**The Honorable Gene Pardue**  
**Mayor Town of Jonesville**

  
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**Wenona C. Thompson, Town Clerk**