

**AGENDA**  
**STONEVILLE TOWN COUNCIL**  
**Regular Meeting**  
**June 4, 2024 – 7:00 PM**  
**Council Chambers at 101 Smith St**

**Call to Order – Mayor Galvan**  
**Pledge of Allegiance & Invocation**

**APPROVAL OF MINUTES**

1. Special Meeting – April 23, 2024
2. Regular Meeting – May 7, 2024
3. Special Meeting – May 14, 2024

**APPROVAL OF JUNE 4, 2024 AGENDA**

**NEW BUSINESS**

1. Public Hearing – Annexation Consideration of Parcel 183318Z1 (same property for rezoning consideration in item 2 below)  
Open:  
Close:
2. Consideration to approve Ordinance 0-2024-02 Annexing 18.456 acres, more or less, into the corporate limits of the Town of Stoneville, North Carolina for Parcel 183318Z1/Tax Pin 792800989216 as petitioned by Charles Rakestraw and Brenda Hair
3. Public Hearing – Rezoning Consideration of Parcel 183318Z1 from Residential Suburban/Residential Agriculture to Residential Suburban/Conditional District  
Open:  
Close:  
Findings Regarding the Rezoning Request
4. Consideration to approve deed contracts for land swap related to Rakestraw annexation and rezoning – Town Attorney, Eugene Russell
5. Public Hearing – 2024/2025 Budget  
Open:  
Close:
6. Consideration to approve 2024/2025 Budget Ordinance - Town Administrator, Barbara Hollerand
7. Consideration to approve 2024/2025 Fee Schedule – Town Administrator, Barbara Hollerand
8. Consideration to approve recommended subcontractors for the Public Works building – Town Administrator, Barbara Hollerand
9. Consideration to approve contract with Southern Software to add modules for accounting systems, cemetery and payroll to integrate all Town financial programs – Finance Officer, Shannon Tucker
10. Consideration for approval to begin installation of water service booster pumps for four properties near Highland Avenue and N. Glenn Street and to allow for additional property owner participation up to \$10,000.

**OLD BUSINESS: NONE**

**PUBLIC COMMENTS**

**TOWN ADMINISTRATOR REPORT**

**JUNE EVENTS**

- 13<sup>th</sup> Senior Bingo, 10:00am – 12:00pm, Vera Holland Center
- 21<sup>ST</sup> One Blood – Blood Drive from 12:00pm – 6:00pm at Town Hall
- 21<sup>st</sup> Cruise In – Downtown from 5:00pm – 8:00pm
- 23<sup>rd</sup> Enchanted Trail Workshop from 1:00pm – 3:00pm at Reedy & Rays
- 28<sup>th</sup> Khrissy's Kitchen Food Truck from 12:00pm – 6:00pm

**NEXT COUNCIL MEETING – JULY 16, 2024, AT 7:00PM**

**CLOSING REMARKS BY MAYOR GALVAN**

**ADJOURN**

**Stoneville Town Council  
Special Meeting Minutes  
(Budget Work Session)  
April 23, 2024 – 6:00 PM  
Vera Holland Center – 203 E. Main Street**

**Special Meeting**

Present were Mayor Kathy Stanley-Galvan, Council Members Johnny Farmer, Curtis Bennett, Henry Thornton, Lee Shelton, and Daisy Smith. Also present were Town Administrator Barbara Hollerand, Finance Officer Shannon Tucker, Town Clerk Deleia Hutcherson, Town Attorney Eugene Russell, Public Works Director Byron Curry, Parks & Recreation Director Dillon Brown, Fire Chief Joel Freeman, and Officer Brandon Rivera.

**Welcome:** Mayor Galvan called the meeting to order after the Pledge of Allegiance and Invocation at 6:05pm.

**Minutes:** Mayor Galvan asked for a motion to approve the Special Meeting (Annual Budget Retreat) minutes from March 9, 2024. Councilman Shelton made a motion to approve the minutes. Councilman Thornton seconded. Motion carried.

**Agenda:** Mayor Galvan asked for a motion to approve the April 23, 2024, Agenda. Councilman Thornton made a motion to approve the agenda. Councilwoman Smith seconded. Motion carried.

Finance Officer Shannon Tucker presented the Preliminary Fiscal Year Budget for 2024-2025. She said the budget is balanced without raising any rates to citizens and most departments received what they requested with minimal adjustments.

Councilman Farmer questioned the tax levy revenue line item and said he expected it to be more due to the revaluations. Ms. Tucker stated she based it off preliminary numbers provided by Todd Hurst, Tax Administrator for Rockingham County. Todd provided a conservative estimate and stated final numbers will not be available until September due to a number of appeals still being processed.

Councilman Farmer requested to see actuals for the last three to five years to compare to the projected line items for 2024-2025. Finance Officer Tucker stated actuals for the current year-to-date were provided. Ms. Tucker said she would also pull actuals for previous years and submit them to everyone via email.

Councilman Bennett questioned the exact purpose of this meeting in the budget process. Finance officer Tucker stated this is an open work session to review the preliminary 2024-2025 budget. The budget was prepared using projected revenue numbers and expenditure requests received from Department Heads at the Budget Retreat in March. She stated any budget changes requested by the Council at this meeting will be made prior to presenting the 2024-2025 Proposed Budget at the May 14<sup>th</sup> meeting. The next step will be the Public Hearing at the June 4<sup>th</sup> meeting and the Council may choose to approve the budget for the next fiscal year.

There was back and forth discussion between Councilman Farmer, Councilman Bennett, and Finance Officer Tucker regarding various grant line items. Councilman Farmer reiterated his request for prior year and current year actuals to be provided on budget reports. He also asked that this information be provided prior to meetings so the Council has time to review and be better prepared for these discussions.

Mayor Galvan advised the meeting would be moving forward with each department head commenting on their budget items. She asked Chief Freeman to start with the Fire Department budget.

Chief Freeman questioned the Fire Chief salary line. Finance Officer Tucker said she was asked at the March budget retreat to look at increasing the salary line to \$75.00 per week and she was able to increase to \$70.00 per week. There was back and forth discussion on this topic and everyone agreed the salary adjustment was in line with the request made at the budget retreat in March. Chief Freeman asked for clarification on a request made by the Council at the budget retreat to obtain an estimate on a new fire truck. Councilman Farmer said he didn't need to get a full bid packet together at this time. The Council asked Chief Freeman to get an estimate on the cost of a new fire truck that is identical to the one we currently have. Mayor Galvan asked Finance Officer Tucker to consider this as a capital outlay project and to research financing options.

Councilman Bennett questioned our fund balance and there was discussion surrounding investment opportunities. Town Attorney, Eugene Russell suggested that our Finance Officer check to see what our current return on investment is and also look at our investment policy. We can then consider other investment opportunities and reach out to the LGC and our auditor for guidance. Councilman Farmer said we might want to consider putting our banking services out for bid.

Officer Rivera spoke on the Police Department Budget. He said the salary line item was increased as requested. He commented on the uniform line and said they asked for \$5,500 but it was decreased to \$4,000. He said this would probably be a reasonable amount to outfit four officers but it wouldn't cover vests that will expire January, 2025. Councilman Farmer was ready to increase this line item but Officer Rivera said there are usually grants available to cover the cost of vests. If not, he said they have funds from the McMichael grant they can use.

Councilman Farmer asked if the McMichael Foundation places any stipulations on their grants. It was confirmed by Officer Rivera and Chief Freeman that there are no requirements other than a thank you letter acknowledging the receipt of funds. The McMichael Foundation does not require any documentation or reporting on how the dollars are spent. It was determined that thank you letters have been sent from the department heads in the past. Councilman Farmer requested that going forward, copies of the letters should be sent to the Town Administrator so staff can also create a thank you letter from the Mayor and Council.

Officer Rivera said the only item not in the budget was his request for a new Durango to replace one that has aged out. He has discussed this with Ms. Tucker and they will look at grants to cover this purchase.

Dillon Brown spoke on the Parks and Recreation Budget – Director Dillon Brown said there were few changes to his budget from last year. Councilman Farmer said he wants to make sure the funds are in the budget to get the tennis courts pressure cleaned and the lines repainted. He also wants pickle ball lines on the court. Mr. Brown said he would make sure this happens. There was back and forth discussion between Mr. Brown, Mayor Galvan, and Councilman Farmer on the timing of getting the scoreboard installed and wired. There was also back and forth discussion between Mr. Brown and Councilman Bennett on the salary line item. Councilman Bennett asked about the Recreation liability insurance and Ms. Tucker explained each department had liability insurance. He asked if the Council could see the limits of liability in the policy. Ms. Tucker advised the new policy should be received

next month but she would provide this information from the current policy. Councilman Bennett also asked what the total policy was on the Town. She said she would look up the information and email it to everyone.

Byron Curry spoke on the Public Works and Water/Sewer Budget – Director Byron Curry said he didn't ask for many changes to his budget. He did request an increase in Public Works equipment to purchase a knuckle boom truck. There was also an increase in road construction maintenance due to the number of streets that need to be repaired. Councilman Farmer commented on the Powell Bill allocation and told Byron he also has these funds available for repairing potholes.

Town Administrator, Barbara Hollerand, did bring up a salary allocation change for consideration. A portion of the Town Clerk salary is allocated to the Water/Sewer salary budget which is accurate due to utility billing. The other portion is allocated to the Public Works salary line item and should be moved to Administration. She stated the salary split would be 50/50 between Water/Sewer and Administration. The Council advised Ms. Tucker to make the change.

There was back and forth discussion between Ms. Tucker and the Council about showing comp and/or overtime as a separate line item for better visibility. Ms. Tucker advised this is difficult with QuickBooks and the way payroll is processed. She stated a separate report can be provided on overtime and comp each month. Councilman Farmer said they already receive too many reports and need information consolidated so it appears as a line item in the budget. Ms. Tucker explained this is why we are looking to update the financial software and Councilman Farmer agrees now is the time to do it.

Mayor Galvan asked for a motion to go into closed session pursuant to NCGS 143-318.11(a) (3) to consult with the Town Attorney, and (6) personnel discussion.

Motion to go into Closed Session was made by Councilman Shelton. Councilwoman Smith seconded. Motion carried.

Motion to go out of Closed Session was made by Councilwoman Smith. Councilman Shelton seconded. Motion carried.

Mayor Galvan announced the return to Open Session.

Councilman Farmer made a motion to appoint Officer Brandon Rivera to Interim Chief as long as he serves in the capacity of heading the Police Department. Seconded by Councilman Thornton. Motion carried by a majority vote of 4 to 1. Council members Thornton, Shelton, Smith, and Farmer voted yes. Council member Bennett voted no.

Councilman Farmer made a motion that during Officer Rivera's time as Interim Chief, he is paid an additional \$210.00 per week. Councilman Shelton seconded. Motion carried.

Councilman Farmer made a motion that after Town Administrator Barabara Hollerand speaks with Officer Rivera, we formally post the position for sixty days to recruit a Police Chief. Seconded by Councilman Thornton. Motion carried by a majority vote of 4 to 1. Council members Thornton, Shelton, Smith, and Farmer voted yes. Council member Bennett voted no.

Motion to adjourn made by Councilman Farmer. Councilman Thornton seconded. Motion carried.

Adjourned at 10:03pm

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Mayor, Kathy Stanley-Galvan

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Town Clerk, Deleia Hutcherson

DRAFT

**Stoneville Town Council**  
**Regular Meeting Minutes**  
**May 7, 2024**  
**7:00 PM – Council Chambers**

**Regular Meeting**

Present were Mayor Kathy Stanley-Galvan, Council members Johnny Farmer, Curt Bennett, Henry Thornton, Lee Shelton, and Daisy Smith. Also present were Town Administrator Barbara Hollerand, Finance Officer Shannon Tucker, Town Clerk Deleia Hutcherson, Fire Chief Joel Freeman, Interim Police Chief Brandon Rivera, Parks and Recreation Director Dillon Brown, Public Works Director Byron Curry, and Town Attorney Eugene Russell.

**Welcome:** Mayor Galvan welcomed the assembly and called the meeting to order after the Pledge of Allegiance and Invocation at 7:05pm.

**Minutes:** Mayor Galvan asked for a motion to approve the Regular Meeting Minutes from April 2, 2024, and Special Meeting Minutes from April 16, 2024. Councilman Shelton made a motion to approve the minutes. Councilman Bennett seconded. Motion carried.

**Agenda:** Mayor Galvan asked for a motion to approve the May 7, 2024, Agenda. Councilman Farmer made a motion to approve the agenda. Councilwoman Smith seconded. Motion carried.

**Introduction of New Town Administrator and Oath of Office** – Mayor Galvan introduced Barbara Hollerand as the new Town Administrator and administered her Oath of Office.

**New Business:**

**Presentation of Rockingham County Outdoor Recreation Master Plan** – Lindsay Pegg, Tourism Manager for Rockingham County introduced herself along with Anna Wheeler, NC Program Coordinator for Dan River Basin Association. Ms. Pegg shared a Power Point presentation on the Rockingham County Outdoor Recreation Master Plan. She discussed the various projects being worked on in Rockingham County and commented on four that relate to the Stoneville area. She also shared some program ideas and resources we can consider to get people outdoors in our local communities. Ms. Pegg said they are currently working with the Department of Commerce on the CORE (Creating Outdoor Recreation Economies) Program and mentioned that Dillon Brown, our Parks and Recreation Director is a member of the group working on this project. The CORE program offers strategic planning and technical assistance to help rural communities leverage outdoor recreation assets to drive economic development. They will partner with us and look at ways to increase foot traffic in the Downtown area as well as attract businesses to the area through outdoor recreation. Ms. Pegg said they will come back to the Council by the end of the year with this strategic plan and present opportunities for the Stoneville community. She mentioned they are also participating in the Trail Town Program which helps communities leverage their proximity to popular trails like Mayo River State Park and the Stoneville Memorial Park to attract visitors, stimulate local businesses, and create jobs. Councilman Farmer asked them to consider Stoneville for a Downtown Trail opportunity if they move forward with a Parks and Trails Master Plan in the future. He also asked for data on the number of visitors coming in to use the Mayo River access near the pump station in Stoneville. The Council thanked Ms. Pegg and Ms. Wheeler for presenting the information and thanked them for all their hard work on these projects.

**Consideration to adopt Resolution R-2024-05 in Support of Pathways Trails Master Plan for Rockingham County Communities** - Councilman Farmer made a motion that we adopt Resolution R-2024-05 in Support of Pathways Trails Master Plan for Rockingham County Communities as presented. Councilman Shelton seconded. Motion carried.

**Consideration to apply for T-Mobile Hometown Grant** – Finance Officer Tucker stated the North Carolina League of Municipalities is using their leftover ARPA funds to contract with a firm that writes grants on behalf of local governments in the state. The firm located this grant that can fund up to \$50,000 for park improvements. She requested approval from the Council to apply for this grant that will be used for improvements at Stoneville Memorial Park. The project will include renovations to the dugouts, a new slide, and an announcer’s box. A new concession stand building may also be included in the project. Councilman Farmer made a motion to allow staff to apply for the T-Mobile Hometown Grant. Councilwoman Daisy Smith seconded. Motion carried.

**Consideration of quotes for Access Control System at the Public Safety Building** – Interim Police Chief, Brandon Rivera stated quotes were received for the installation of a keyless entry system at the public safety building. He stated the quotes were reviewed with the Town Administrator as well as the Finance Officer. The cost of the system will be paid with funds remaining from the OSBM Grant. He also mentioned that Waldo’s installed similar systems for the Town of Madison and Town of Mayodan. Mr. Rivera requested approval to proceed with Waldo’s Lock & Security at a cost of \$7,607.00. Councilman Farmer made a motion to award the bid to Waldo’s Lock & Security for the keyless entry system at the Police Department. Councilman Shelton seconded. Motion carried.

**Priorities** – Mr. Ray Wiggins, Town of Stoneville Citizen, expressed his opinion and concerns to the Mayor and Council on various Town related items. A few of the items are listed below:

**Pocket Park** – Mr. Wiggins stated plans were drawn up and purchased in 2017, with six phases and phase one still hasn’t been completed. He said phase two included public restrooms which are needed in the downtown area for events. Mr. Wiggins said the CORE Group is responsible for this project but hasn’t met in approximately two years.

**Downtown Buildings** – Mr. Wiggins commented on the condition of unoccupied buildings and is concerned they don’t meet the Fire Code.

**Trailer Park with abandoned trailers and junk yard with cars just outside the town limits on US 220 Business South** – Mr. Wiggins stated both of the properties are located in the town’s ETJ (extraterritorial jurisdiction) and both are in violation of our zoning codes. He stated doors are kicked in and windows broken on the trailers and nothing has been done in months. He also stated the junk yard was supposed to start clearing cars out over a year ago and nothing has been done.

Mr. Wiggins shared his opinion on a number of other items and a copy of all items with his comments is on file at Town Hall. Councilman Farmer thanked Mr. Wiggins for his comments.

**Old Business:** None

**Public Comments:** None

**Department Reports:**

**Fire** - Chief Freeman provided updates on last month’s medical and fire calls. He stated the new weather siren has been installed and is currently operating by battery. The siren will sound for one minute when there is a tornado warning only. Chief Freeman has confirmed this with Rockingham Communications 911. The weather siren will be tested the first Sunday of each month at 2:00pm and will sound for approximately one minute. The testing will begin the first Sunday in June. Councilwoman Smith questioned how citizens will be notified about the weather siren. The Town Administrator



advised we will send out a Code Red message along with posting information on the website and June water bills. Councilman Farmer suggested the Town Administrator and Chief Freeman reach out to News 2 or other local stations to see if they will run a two-to-three-minute story to get this information out to the community. Chief Freeman advised he is waiting on a quote from Triangle Electric to get the weather siren wired and the battery will be for back-up purposes only. Chief Freeman stated he contacted E-One about a fire truck estimate as instructed by the Council at a previous meeting. A custom cab will cost about \$800,00 and a commercial cab \$600,000. It could take 3 years to complete the build and you are looking at a 3% increase per year. Councilman Farmer thanked Chief Freeman for getting the estimates and said they should consider ordering a truck in approximately one year. Chief Freeman asked for an update on the Management Solutions contract with Keith Bost. Our Town Attorney stated he is concerned with some of the provisions in the consulting company contract and is working on a standard agreement to present to Keith Bost. He will clarify some information on exactly what services they are providing and costs involved. Once completed, the Town Administrator will update him on how to proceed.

**Police** – Interim Chief Rivera provided an update on the generator and said the install should be completed in approximately two weeks.

**Parks & Recreation** - Director Dillon Brown said the majority of his time last month was spent on the baseball program. He worked on the baseball field and also resolved various scheduling conflicts with games. Team pictures were also taken and distributed accordingly. He has worked with the Town Administrator on getting numbers together for future park improvements such as new trash cans, new dugouts, the trail, drainage issues in the park, and buildings in need of repair or replacement.

**Public Works** – Director Byron Curry was unable to attend so Town Administrator, Barbara Hollerand reported. She stated clean up week was a success with 42 pick-up loads and 24 dump truck loads taken to the landfill. They completed roadway patching on eleven streets. Poles were set for the scoreboard at the park. They also dug the trench for the scoreboard and added conduit to help decrease the cost for the remainder of the project.

#### **Town Administrator Report:**

**Public Works Building** – Ms. Hollerand is new to this project and wants to discuss some items with our Town Attorney to make sure we are where we need to be on the bidding and bonding process and everything is in order before moving forward. She has spoken with the Department of Environmental Quality and if necessary, they are able to do sampling later on in the process. This is no longer an issue and will not hold-up the project. Ms. Hollerand suggests we wait until Mr. Webster comes back at the end of the month since he worked on the quotes and can assist with answering questions the Council might have. She said the quotes would be presented at the June meeting. Councilman farmer thinks this is a good idea and wants to make sure the Public Works Director is involved in the process with getting the site prepped appropriately before pouring the concrete.

**Funding Updates (State and Federal Program)** – Ms. Hollerand stated she was contacted by Congresswoman Kathy Manning's office about a federal program we applied for last year but didn't receive any funding. It is available again this year and is targeted toward small communities and infrastructure projects. It is a competitive program and a 25% match is required. The state money we have for similar projects may qualify for the match. It is in the early stages and they have only asked for a letter of support at this time which was submitted by the Mayor and the Town Administrator. Bill Lester assisted with providing the documentation requested. There is approximately five million in funding available from this program and the Town Administrator will keep everyone updated as we move through the process. Councilman Farmer did suggest that the Town Administrator and Mayor

discuss this opportunity with Senator Phil Berger and NC State Representative Reece Pyrtle to see if they can appropriate any funds for the match if we get approved for the program funding.

**Downtown Revitalization** – Ms. Hollerand said she plans to start looking at some of the buildings and possible utilization of these spaces. She is looking at the Core Group and will start having conversations with folks that have been involved with downtown projects. She also plans to review prior downtown projects. Ms. Hollerand is having conversations with the Main Street Center for possible opportunities for Stoneville. She also met with Lindsay Pegg at the County and found out about an opportunity where a group of architects and planners from Appalachian State will come in for three days to look at what our opportunities are in various areas of the Town.

Ms. Hollerand provided an update on the water booster tank project in and around North Glenn, Highland, Kellam, and Dalton streets. She spoke with the contractor and will move forward with this project in June once Mr. Webster is back and confirms that all citizens wanting the tanks have signed the contracts.

Mayor Galvan thanked Mitzi and David Evans for planting all the flowers in the downtown planters.

Upcoming May events were announced including the next Council Meeting scheduled for June 4, 2024, at 7:00pm and the Special Meeting for the Proposed Budget Presentation scheduled for May 14, 2024, at 6:00pm.

Mayor Galvan thanked everyone for coming out to the meeting.

Motion to adjourn made by Councilman Bennett. Councilwoman Smith seconded. Motion carried.

Adjourned at 8:20pm.

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**Mayor, Kathy Stanley-Galvan**

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**Town Clerk, Deleia Hutcherson**

**Stoneville Town Council  
Special Meeting Minutes  
Proposed 2024/2025 Budget Presentation  
May 14, 2024  
6:00 PM – Council Chambers**

**Special Meeting**

Present were Mayor Kathy Stanley-Galvan, Council Members Johnny Farmer, Curt Bennett, Henry Thornton, Lee Shelton, and Daisy Smith. Also present were Town Administrator Barbara Hollerand, Finance Officer Shannon Tucker, Town Clerk Deleia Hutcherson, Town Attorney Eugene Russell, Public Works Director Byron Curry, Fire Chief Joel Freeman, Interim Police Chief Brandon Rivera. Parks and Recreation Director, Dillon Brown was unable to attend.

**Welcome:** Mayor Galvan welcomed everyone and called the meeting to order after the Pledge of Allegiance and Invocation at 6:05pm.

**Agenda:** Mayor Galvan asked for a motion to approve the May 14, 2024, Agenda. Councilman Farmer made a motion to approve the agenda. Councilman Thornton seconded. Motion carried.

**Special Meeting Items:**

1. **Present Certificate of Sufficiency for the Petition of Annexation (Parcel 183318Z1)** – Town Clerk, Deleia Hutcherson presented the Certificate of Sufficiency to the Council certifying that she investigated the Petition of Annexation submitted by Charles Rakestraw and Brenda Hair for Parcel 183318Z1. She stated the petition was signed by all owners.
2. **Consideration of Resolution R-2024-06 Fixing Date of Public Hearing on the Question of Annexation Pursuant to N.C.G.S. 160A-31** – Town Clerk, Deleia Hutcherson presented the Resolution and asked Council for their approval on setting the Public Hearing date for the proposed annexation. She stated the date will be set for June 4, 2024, at 7:00 p.m. in the Council Chambers at 101 Smith Street, Stoneville, N.C. for Parcel 183318Z1 – approximately 18.6 acres (+/-). Councilman Farmer made the motion to approve Resolution R-2024-06 Fixing the Date of the Public Hearing on the Question of Annexation Pursuant to N.C.G.S. 160A-31 as presented by the Town Clerk. Councilman Thornton seconded. Motion carried.

Councilman Farmer asked to discuss a couple of action items he requested at the last budget meeting in April. He questioned why the budget being presented is not updated with the last three years of actuals as he requested. Town Administrator, Barbara Hollerand, stated Ms. Tucker has been working on adjusting the reports to show actuals. She has completed the revenues and will provide those but has been unable to complete all the actuals requested due to other priority items. She apologized for not being able to complete the request. He also questioned the request he made at the last budget meeting for some of the money in the budget to be dedicated to some type of repaving project or a paving project using Powell Bill funds and doesn't see that in the proposed budget. Ms. Hollerand explained there are several additional projects she will discuss further at the October meeting. She wants to wait until we receive the actual ad valorem revenue numbers that are expected in September. Councilman Farmer asked that the Council be notified in advance going forward if requests cannot be met prior to meetings. Ms. Hollerand explained the challenges of using QuickBooks for local government financials and said staff is currently looking into upgrading to a more robust financial software to be able to maintain the budget and projections more efficiently.

3. **Presentation of Proposed Budget for Fiscal Year 2024/2025** – The Proposed Budget for 2024/2025 was presented by Town Administrator, Barbara Hollerand. She stated the millage

rate has been flat for the last 5 years at \$0.69 which equates to \$855,700 in ad valorem revenue. The revenue neutral rate is \$0.59 yielding \$731,686. A millage rate of \$0.64 would yield \$793,693. The budget is based on holding at a millage rate of \$0.69. Councilman Farmer spoke in favor of leaving the millage rate at \$0.69. Councilman Thornton would like to see the millage rate lowered to give citizens a break. Motion made by Councilman Farmer to leave the millage rate at \$0.69 for fiscal year 2024/2025. There was further discussion and Councilman Thornton confirmed he would like to lower the millage rate by five cents. Councilman Bennett stated his main concern is taking care of the employees and staff first and foremost. He suggested the motion be held until we go through the budget items and re-evaluate the rate at the end of the meeting.

Ms. Hollerand continued with the budget presentation and provided highlights on the revenue section. She also provided explanations for any increases or decreases in the expenditures for each department.

During the Fire Department overview, Councilman farmer proposed that the Fire Chief salary be increased. There was a lengthy discussion surrounding this request. Councilman Farmer made a motion to increase the Fire Chief salary to \$7,000. Councilwoman Smith seconded. Motion carried. Chief Freeman brought up the topic of funds received from the county for the fire department. He stated the County is giving \$181,177 to the Fire Department for fire protection services. The County stated that \$77,000 must come off the books by June 30, 2025, as this amount has been held in reserve from previous years and this is no longer allowed. Chief Freeman would like to use the funds to purchase firefighter turnout gear for 15 firemen at a cost of \$75,000 and tires for engine 71 that will cost approximately \$7,000. He said he is mentioning in case the revenue and expenditures need to be included in the 2024/2025 budget. Finance Officer Tucker stated this is the first time she is hearing about these items and has never received any documentation from the County stating the amount we will receive. Our Town Attorney advised Ms. Tucker to reach out to the County for clarification on the reserve funds and confirm they are still in the County's possession. Also, if the funds still sit with the County, find out the timing of the disbursement to the Town. There was further discussion on how these funds were allowed to build up in reserve and Mr. Tim Brown confirmed that previous Fire Chiefs made those decisions. Councilman Farmer stated that going forward, the Council needs to be informed and the Town Attorney agreed that it is in our best interest to coordinate on these items.

Town Administrator, Barbara Hollerand continued through the budget expenditures by department and provided explanations for significant increases and/or decreases.

Police Department proposed budget is \$532,647 which is an increase of \$30,000. The most significant change is the salary increase from \$232,000 to \$245,000.

Public Works proposed budget is \$436,582 which is an increase of \$76,000. Items that contribute to the increases are road construction maintenance that was increased by \$50,000, salary increases for additional positions, and the future purchase of a knuckle boom truck.

Parks and Recreation proposed budget is \$50,516 which is an increase of \$10,492. The line item contributing to the increase is park maintenance going from \$6,000 to \$16,000. The replacement slide for the park playground is included in park maintenance in case we are unable to secure a grant for this item.

The Economic Development fund budget proposed is \$85,915. The increase relates to moving the Core Group Grant to the appropriate location in the budget. This was also based on a recommendation by our auditor.

Proposed budget for the Council is \$39,600 which is a \$5,500 decrease. This is due to no election expense needed in 2024/2025. Councilman Farmer asked Town Administrator Hollerand to get quotes on updating our Code of Ordinances and would like for the Unified Development Ordinance (UDO) to mirror the county.

Public Buildings proposed budget is \$386,361. This is a significant increase of \$317,000 due to the Public Works building. Also, the asphalt in front of the fire department bay windows needs to be repaired and is included in the budget.

Water and Waste Water fund revenues proposed budget is \$703,000, which is a \$25,000 increase. One significant item contributing to the increase is the water and sewer charge revenue that increased by \$30,000. Staff is recommending rates remain the same for 2024/2025.

Mayor Galvan brought up the issue of manual meter reads. The Public Works Director advised that he and the Town Clerk have discussed the situation and there are approximately ninety endpoints that need to be replaced and reactivated. There are approximately 156 manual reads each month and the number should be reduced significantly once the endpoints are installed. Councilman Farmer suggested that Mr. Curry look at contracting options due to the number of endpoints that need to be replaced.

Councilman Farmer made a motion that the proposed budget presented by the Town Administrator is okay to be presented at the public hearing with the requested change to the Fire Chief salary. Councilman Bennett seconded. Motion carried.

Councilman Farmer made a motion to leave the millage rate at \$0.69 for 2024-2025. Councilman Bennett seconded. Motion carried.

Upcoming May events were announced including the next Council meeting scheduled for June 4, 2024, at 7:00pm.

Motion to adjourn made by Councilman Thornton. Councilman Bennett seconded. Motion carried.

Adjourned at 8:25pm

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**Mayor, Kathy Stanley-Galvan**

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**Town Clerk, Deleia Hutcherson**