

**AGENDA
STONEVILLE TOWN COUNCIL**

**5:00 PM - Closed Session §143-318.11(a)
(3) To Consult with the Town Attorney
(4) Economic Development (6) Personnel**

Regular Meeting

July 16, 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 – May 21, 2024
2. Regular Meeting – June 4, 2024

APPROVAL OF JULY 16, 2024 AGENDA

NEW BUSINESS

1. Consideration of \$300.00 annual donation to the Stoneville Community Cemetery – Mr. James Smith
2. Rezoning Consideration of Case Z-2024-02/Parcel 183318Z1 from Residential Suburban/Residential Agriculture to Residential Suburban/Conditional District (Continued from June 4, 2024, Regular Meeting at the request of the applicant) – Charles Rakestraw
 - (a) Public Comments
 - (b) Findings Regarding the Rezoning Request
3. State and Federal Infrastructure Update - Bill Lester of LKC Engineering
4. Audit Report for 2022/2023 – Mrs. Judy Rouse of Rouse, Rouse, Rouse & Gardner, L.L.P.
5. Consideration of Resolution R-2024-07 Authorizing the Disposition of Town Property (3 headsets and 1 handheld radio and microphone for GovDeals and 4 handheld radios and microphones for donation to Station 130 Northwest). Items no longer being used by the Fire Department – Town Administrator, Barbara Hollerand
6. Consideration of Resolution R-2024-08 Authorizing the Town of Stoneville to Engage in Electronic Payments - Finance Officer, Shannon Tucker
7. Consideration to appoint Deleia Hutcherson as Deputy Finance Officer – Town Administrator, Barbara Hollerand
8. Consideration of Disbursement Policy for the Town of Stoneville – Finance Officer, Shannon Tucker
9. Consideration of Preaudit Policy for the Town of Stoneville – Finance Officer, Shannon Tucker
10. Consideration of Resolution R-2024-09 Accepting American Rescue Plan Act Funds – Finance Officer, Shannon Tucker
11. Consideration to adopt Grant Project Ordinance O-2024-03 for the Town of Stoneville American Rescue Plan Act of 2021: Coronavirus State and Local Fiscal Recovery Funds – Finance Officer, Shannon Tucker
12. General Fund Budget Amendments (071624a and 071624b) – Finance Officer, Shannon Tucker

OLD BUSINESS: NONE

PUBLIC COMMENTS

TOWN ADMINISTRATOR REPORT

1. Public Works staffing
2. Water service booster pumps
3. Public Works building

UPCOMING EVENTS

July 19th - Downtown Cruise In from 5:00pm – 8:00pm

August 3rd – Back to School Bash from 9:00am – 12:00pm, Stoneville Memorial Park

NEXT COUNCIL MEETING – AUGUST 6, 2024, AT 7:00PM

CLOSING REMARKS BY MAYOR GALVAN

ADJOURN

CLOSED SESSION
NCGS 143-318.11

(a) Permitted Purposes. – It is the policy of this State that closed sessions shall be held only when required to permit a public body to act in the public interest as permitted in this section. A public body may hold a closed session and exclude the public only when a closed session is required:

(1) To prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes.

(2) To prevent the premature disclosure of an honorary degree, scholarship, prize, or similar award.

(3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged. General policy matters may not be discussed in a closed session and nothing herein shall be construed to permit a public body to close a meeting that otherwise would be open merely because an attorney employed or retained by the public body is a participant. The public body may consider and give instructions to an attorney concerning the handling or settlement of a claim, judicial action, mediation, arbitration, or administrative procedure. If the public body has approved or considered a settlement, other than a malpractice settlement by or on behalf of a hospital, in closed session, the terms of that settlement shall be reported to the public body and entered into its minutes as soon as possible within a reasonable time after the settlement is concluded.

(4) To discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations, or to discuss matters relating to military installation closure or realignment. Any action approving the signing of an economic development contract or commitment, or the action authorizing the payment of economic development expenditures, shall be taken in an open session.

(5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract.

(6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. General personnel policy issues may not be considered in a closed session. A public body may not consider the qualifications, competence, performance, character, fitness, appointment, or removal of a member of the public body or another body and may not consider or fill a vacancy among its own membership except in an open meeting. Final action making an appointment or discharge or removal by a public body having final authority for the appointment or discharge or removal shall be taken in an open meeting.

(7) To plan, conduct, or hear reports concerning investigations of alleged criminal misconduct.

(8) To formulate plans by a local board of education relating to emergency response to incidents of school violence or to formulate and adopt the school safety components of school improvement plans by a local board of education or a school improvement team.

(9) To discuss and take action regarding plans to protect public safety as it relates to existing or potential terrorist activity and to receive briefings by staff members, legal counsel, or law enforcement or emergency service officials concerning actions taken or to be taken to respond to such activity.

(10) To view a recording released pursuant to G.S. 132-1.4A. (b) Repealed by Session Laws 1991, c. 694, s. 4. (c) Calling a Closed Session. – A public body may hold a closed session only upon a motion duly made and adopted at an open meeting. Every motion to close a meeting shall cite one or more of the permissible purposes listed in subsection (a) of this section. A motion based on subdivision (a)(1) of this section shall also state the name or citation of the law that renders the information to be discussed privileged or confidential. A motion based on subdivision (a)(3) of this section shall identify the parties in each existing lawsuit concerning which the public body expects to receive advice during the closed session.

(d) Repealed by Session Laws 1993 (Reg. Sess., 1994), c. 570, s. 2. (1979, c. 655, s. 1; 1981, c. 831; 1985 (Reg. Sess., 1986), c. 932, s. 5; 1991, c. 694, ss. 3, 4; 1993 (Reg. Sess., 1994), c. 570, s. 2; 1995, c. 509, s. 84; 1997-222, s. 2; 1997-290, s. 2; 2001-500, s. 2; 2003-180, s. 2; 2013-360, s. 8.41(b); 2014-79, s. 9(a); 2016-88, s. 3.)

**Stoneville Town Council
Special Meeting Minutes
May 21, 2024
5:30 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, and Town Attorney Eugene Russell.

Welcome: Mayor Galvan called the meeting to order after the Pledge of Allegiance and Invocation at 5:30 p.m.

Agenda: Mayor Galvan asked for a motion to approve the May 21, 2024, Special Meeting Agenda. Councilwoman Smith made a motion to approve the agenda. Councilman Thornton seconded. Motion carried.

No members of the public present at the meeting.

Special Meeting Item 1

Closed Session - Mayor Galvan asked for a motion to go into Closed Session. Motion to go into Closed Session pursuant to NCGS 143-318.11(a) (3) to consult with the Town Attorney, and (4) Economic Development was made by Councilman Thornton. Councilwoman Smith seconded. Motion carried.

Motion to go out of Closed Session was made by Councilman Thornton. Councilman Farmer seconded. Motion carried.

Mayor Galvan announced the return to open session.

Special Meeting Item 2

Discussion and resolution of utility billing issue – Councilman Bennett stated that when Town Administrator, Barbara Hollerand made the Council aware of the discrepancy, he sent an email requesting a discussion in open session so the Council and citizens understand what happened and how it happened. Town Clerk, Deleia Hutcherson provided supporting documentation for the billing discrepancy and explained the situation in detail. Mrs. Judy Rouse of Rouse, Rouse, Rouse, and Gardner discovered the billing discrepancy while completing the fiscal year 2022-2023 audit. This matter was researched with the utility billing software company and we discovered an error was made by the former Town Clerk when the rates were updated in the system for the 7/1/2022 rate increase. The former Clerk applied the new minimum rate in the utility billing software but missed making a second entry in the back end of the program to increase the percentage rate for usage over the minimum of 1,500 gallons. Based on an analysis provided by our audit firm, the full fiscal impact of this error is approximately \$95,281.41 (Average Variance per month of \$4,142.67 X 23). It was noted that the fiscal impact would probably have been less if the audit had been completed by 10/31/2023. The rates for gallons over the minimum were immediately updated in the utility billing module from .00889 to .00916 for inside and from .01529 to .01575 for outside and reviewed by the software company. It was noted that during the time of this error, there is no record of the former Finance Officer or former Town Administrator reviewing this change for accuracy or signing off on the change. An internal control has been implemented for rate changes to prevent this from happening in the future. Going forward, any price changes in the system will be reviewed by the

software company and then signed off on by the Town Clerk, Finance Officer, and Town Administrator. The Council discussed and decided not to back-bill customers for the error. They did ask staff to get a letter out to all customers advising them of the discrepancy and the minimal increase they may notice on future water bills if over the 1,500-gallon minimum.

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

Meeting adjourned at 6:56 p.m.

Mayor, Kathy Stanley-Galvan

Town Clerk, Deleia Hutcherson

DRAFT

Stoneville Town Council
Regular Meeting Minutes
June 4, 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, Grant Administrator Perry Webster, 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 7:00pm.

Minutes: Mayor Galvan asked for a motion to approve the Special Meeting Minutes from April 23, 2024, Regular Meeting Minutes from May 7, 2024, and Special Meeting Minutes from May 14, 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 June 4, 2024, agenda with an amendment to add item 11 under new business – Consideration to approve the purchase of a combi tool for the Fire Department. Councilman Thornton made a motion to approve the amended agenda. Councilwoman Smith seconded. Motion carried.

New Business:

Public Hearing for Annexation Consideration of Parcel 183318Z1/Tax Pin 792800989216 - Motion made by Councilwoman Smith to open the Public Hearing. Councilman Shelton seconded. Motion carried. Mr. Charles Rakestraw came forward and addressed the Mayor and Council. He stated he and his sister, Brenda Hair had petitioned the town to annex approximately 18 acres into the Town of Stoneville and he would address any questions of concern. Mayor Galvan announced there was no one signed up for public comments. Motion made by Councilman Farmer to close the Public Hearing. Seconded by Councilman Thornton. Motion carried. Mayor Galvan announced the return to open session.

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 – Motion made by Councilman Farmer to approve Ordinance 0-2024-02 annexing Parcel 183318Z1 into the town limits of Stoneville for parcel 183318Z1. Seconded by Councilman Shelton. Motion carried with a unanimous 5-0 vote. Copy incorporated into minutes.

Public Hearing for Rezoning Consideration of Parcel 183318Z1 from Residential Suburban/Residential Agriculture to Residential Suburban/Conditional District – Motion made by Councilman Thornton to open the Public Hearing. Seconded by Councilwoman Smith. Motion carried. Mayor Galvan opened the hearing for public comments. 21 people signed up to speak at the Public Hearing including the applicant, Mr. Charles Rakestraw. Mr. Rakestraw spoke first and presented his reasons for asking for the rezoning. He stated they are proposing a subdivision that would consist of 31 building lots. 29 interior lots would be accessed off of Price Street and 2 lots off of Priddy Road. He presented slides showing the

types of homes they would build with square footage between 1,450 to 2,500. He stated the price point would be \$280,000 to \$330,000 and all the homes would have garages. He explained the reasons for not being able to use Highway 770 as the access point versus Price Street. He continued his presentation and pointed out the revenue and growth opportunities this project would bring to the Town of Stoneville. He ended by thanking the Council for their time and consideration of the rezoning. Mayor Galvan proceeded with calling each name on the Public Hearing sign-up sheet and gave each one the opportunity to speak.

The following spoke in opposition to the rezoning. They did state they were not opposed to growth in the area but they are opposed to the subdivision access from Price Street and are asking for a compromise on the access location. All opposed had concerns over the safety of residents on Price Street as the street is narrow and they already have issues with speeding. They stated the street is in poor condition and adding more traffic will only make a bad situation worse. They asked for the Council to consider the quality of life for the residents on Price Street if 29 additional homes are accessed from this street and the safety concerns for families with young children.

Opposed: Rabron Wiggins of 114 S. Glenn Street, Ann Roodhof of 330 Price Street, Gail Houston of 352 Price Street, Tommy Gardner of 354 Price Street, Ed Ford of 325 Price Street, Catherine Russ of 338 Price Street, Michael Russ of 338 Price Street, Dean Ratledge of 350 Price Street, Amy Sullivan of 323 Price Street, Lauren Harris of 342 Price Street, Jeffrey Harris of 342 Price Street, Carlos Alarcon of 336 Price Street, Jolie Alarcon of 336 Price Street, Tracie Bedard of 321 Price Street, Alain Gagne of 335 Price Street, Rhonda Gagne of 335 Price Street, Tiffany Smith of 334 Price Street, Tim Smith of 334 Price Street, Kim McDonal of 326 Price Street

In Favor: Dennis Sparks of 103 Claybrook Street – He said he appreciated so many coming out to speak and understands all the concerns. He said the town needs additional revenue and growth is good for business. He hopes something can be worked out to make this happen.

Mr. Rakestraw asked to speak and thanked everyone for their comments and said he appreciated the suggestion on the traffic study and will take a look at what can be done. He asked the Town Attorney for guidance on asking for a continuance. He doesn't want to continue the Public Hearing but wants time to consider changes that can be made before discussion and consideration by the Council on the rezoning. Motion made by Councilman Farmer to close the Public Hearing. Seconded by Councilman Thornton. Motion carried. Mayor Galvan announced the return to open session. Motion made by Councilman Farmer to continue this item at the July 16, 2024, Regular Meeting as requested by Mr. Charles Rakestraw. Seconded by Councilman Shelton. Motion carried.

Consideration to approve deed contract for land swap related to Rakestraw annexation - Motion made by Councilman Farmer to approve deed contract for land swap as related to the Rakestraw annexation. Councilman Thornton seconded. Motion carried. Copy incorporated into minutes.

Public Hearing for the 2024/2025 Budget – Motion made by Councilman Thornton to open the Public Hearing. Seconded by Councilman Shelton. Motion carried. Mayor Galvan announced there was no one signed up for public comments. Motion made by Councilman Thornton to close the Public Hearing. Seconded by Councilman Farmer. Motion carried. Mayor Galvan announced the return to open session.

Consideration to approve 2024/2025 Budget Ordinance – Councilman Farmer made a motion to approve the 2024/2025 budget as submitted by the Town Administrator. Councilman Shelton seconded. Councilman Thornton opposed and asked for discussion and suggested the tax rate be lowered to \$0.66 versus \$0.69 to allow some sort of relief for our citizens. After further discussion by the Council, Councilman Farmer restated his motion to approve the budget as presented by the Town Administrator. Seconded by Councilman Shelton. Motion carried by majority with a 4-1 vote. Council members Smith, Bennett, Shelton, and Farmer voted yes. Councilman Thornton voted no. Copy incorporated into minutes.

Consideration to approve 2024/2025 Fee Schedule – Town Administrator Hollerand presented the fee schedule and asked for consideration to increase the meter fee from \$50.00 to \$350.00 to be competitive with other local towns and to cover our cost for each meter. She stated we will continue to look at all rates as compared with other towns and possibly amend other fees as necessary. Motion made by Councilman Farmer to approve the 2024/2025 fee schedule with the meter increase from \$50.00 to \$350.00 as presented by staff. Councilman Thornton seconded. Motion carried. Copy incorporated into minutes.

Consideration to approve recommended subcontractors for the Public Works building – Town Administrator Hollerand reviewed the subcontractor quotes for HVAC, construction, concrete, electrical, and plumbing. She advised the outstanding costs will be \$76,500 for the balance of the building from Champion and \$24,500 for installation. This will bring the total to \$216,138 including the recommended subcontractors. There was back and forth discussion between the Council, the Town Administrator, and former Town Administrator, Perry Webster. The Council is concerned about any outstanding costs for materials and supplies outside the quotes. Motion made by Councilman Farmer to approve the subcontractors for the Public Works building as submitted by the Town Administrator. He also requested a listing by the following Friday with prices for any outstanding materials outside of these costs. Councilman Thornton seconded. Motion carried.

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 presented the three quotes and asked for consideration to move forward with Southern Software. She advised the funds are available in the 2023/2024 budget. Motion made by Councilman Farmer that we approve the contract with Southern Software to add modules for accounting systems, cemetery, and payroll to integrate all Town financial programs as presented by staff. Seconded by Councilman Thornton. Motion carried. Copy incorporated into minutes.

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 – Town Administrator Hollerand stated we currently have four signed contracts and expect a few more as we move forward with the project. There are twelve total residents in the area and we don't expect participation costs to exceed \$10,000. Motion made by Councilman Farmer to approve the installation of water service booster pumps for property owners in this area and funding not to exceed \$10,000. Seconded by Councilman Thornton. Motion carried.

Consideration to approve the purchase of a combi tool for the Fire Department – Fire Chief, Joel Freeman explained the need for this tool. Funds are available in the Fire Department budget. Motion made by Councilman Bennett to approve the purchase of a combi tool for the Fire Department in the amount of \$14,469 as presented by staff. Seconded by councilwoman Smith. Motion carried.

Old Business: None

Public Comments: None

Town Administrator Report – Ms. Hollerand spoke on the success of the May Day Festival and events in Stoneville related to the Rockingham Art grant. She also stated the letters for the utility billing discrepancy would be mailed to all customers on June 5th.

Councilman Farmer asked about the status of the 2023/2024 audit. Town Administrator Hollerand stated Mrs. Rouse is on track to complete the audit by the approved extension date. Finance Officer, Shannon Tucker advised our LGC representative will be in the office next week for a meeting. Councilman Farmer stated he wants to be included in this meeting.

Parks and Recreation Director, Dillon Brown discussed travel ball teams wanting to use the park for practices. He said last year they were allowed to use the field at no charge as they were assisting with field maintenance and we were trying to get our ball program started again. He would like to revisit this and consider charging for field usage. Councilman Farmer agreed as these teams are not in a Stoneville league and do not represent the Town of Stoneville. There is a charge on the current fee schedule. A motion was made by Councilman Farmer to rescind the waiver for travel teams to use the ball field at no charge. Seconded by Councilman Bennett. Motion carried.

Upcoming June events were announced along with the next Council Meeting scheduled for July 16, 2024, at 7:00pm.

Mayor Galvan thanked everyone for coming out to the meeting.

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

Meeting adjourned at 9:12 p.m.

Mayor, Kathy Stanley-Galvan

Town Clerk, Deleia Hutcherson