

AGENDA
STONEVILLE TOWN COUNCIL
Regular Meeting
January 7, 2025 – 6:00 PM
Council Chambers at 101 Smith St.

CALL TO ORDER – MAYOR GALVAN

PLEDGE OF ALLEGIANCE & INVOCATION

Immediately Following the Regular Meeting, the Council will go into Closed Session Pursuant to NCGS 143-318.11(a) (3) To Consult with Town Attorney and (6) Personnel

APPROVAL OF JANUARY 7, 2025 AGENDA

CONSENT AGENDA

Consent items listed below are considered routine or have been discussed in previous meetings. These items will be approved with a single motion, second and vote, unless a request for removal from the Consent Agenda is heard from a Council Member.

1. Approval of Minutes
 - a. Special Meeting for Work Session – October 29, 2024
 - b. Special Meeting for Work Session – November 12, 2024
 - c. Regular Meeting – December 3, 2024
2. Approval of Resolution R-2025-01 Authorizing the Disposition of Town Property – 2002 F250 Public Works Vehicle
3. Consideration of quote from C.W. Williams & Co. in the amount of \$13,953.84 for brush truck repairs, as recommended by the Fire Chief.

NEW BUSINESS

1. Informational presentation on a proposed community park - Jenny Edwards of the Resilient Trails Network
2. Consideration to adopt a Fund Balance Policy – Town Administrator, Barbara Hollerand

OLD BUSINESS - None

PUBLIC COMMENTS

TOWN ADMINISTRATOR REPORT

TOWN HALL WILL BE CLOSED JANUARY 20, 2025 FOR MARTIN LUTHER KING, JR. HOLIDAY

NEXT COUNCIL MEETING – FEBRUARY 4, 2025, AT 6:00PM

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 – Work Session
October 29, 2024
6:00 PM – Council Chambers

Special Meeting – Work Session

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, Town Clerk Deleia Hutcherson, and Town Attorney Eugene Russell.

Welcome: Mayor Galvan welcomed everyone and called the meeting to order at 6:00 p.m. She turned the meeting over to Town Administrator, Barbara Hollerand.

Ms. Hollerand thanked everyone for attending and explained that work sessions are typically used to review and discuss items that may or may not appear on upcoming agendas. She stated these meetings are also used for gathering information, providing updates, and receiving direction from Council. She also mentioned that no formal action is taken at a work session and these meetings are open to the public.

Topics for Discussion:

Code Enforcement – Ms. Hollerand spoke about the backlog of code enforcement cases and recommended we contract with an external agency to handle the backlog and address immediate needs. There was also discussion about updating existing ordinances to ensure compliance and effectiveness. The Council agreed by consensus to have the Town Administrator move forward with a Request for Qualifications (RFQ) from interested firms to provide part-time Code Enforcement services for an initial six-month period. Submittals will be reviewed at a future meeting.

Parks and Recreation – Ms. Hollerand spoke about the vacant position for the Parks and Recreation Director. There was discussion about the lack of participation in programs like T-ball and basketball, likely due to competition from travel sports and other municipalities' programs. Discussions highlighted the importance of revitalizing recreational activities and possibly collaborating with other community entities. The Council agreed by consensus to reassemble the advisory board to gather community input and define recreation goals before posting the Parks and Recreation Director position. Councilman Bennett will continue to serve on the Parks and Recreation advisory board.

Planning and Development Review – Ms. Hollerand spoke about the town experiencing growing pains, including new subdivisions and increased zoning requests. There was discussion on the possibility of hiring or contracting for specialized roles in planning and development review to reduce staff overload and manage growing responsibilities. There was also discussion about formalizing an agreement with Rockingham County planning for on-demand technical assistance.

Updates:

Pavement Conditions Study – Ms. Hollerand spoke about the significant backlog of street repairs and provided a pavement management plan proposal from a firm that will assess and rate street conditions, prioritize repairs, and optimize budgeting. The Council agreed by consensus to have the Town Administrator move forward with a Request for Qualifications (RFQ) for a pavement condition survey and pavement management system. Submittals will be reviewed at a future meeting.

Live-streaming Council Meetings – Ms. Hollerand spoke about transitioning from Zoom to YouTube for live streaming Council meetings. She mentioned that PEG funds will cover live streaming setup, videoing, and equipment such as microphones. The Council agreed by consensus for staff to move forward with this transition which allows improved options for citizens to view meetings.

Cemetery Committee – Ms. Hollerand stated the cemetery committee met recently and there was discussion about depleting funds due to maintenance costs. She mentioned that staff will be looking at ways to improve fund management such as higher-yield investment accounts. There was also discussion about developing and proposing updated cemetery rules and guidelines.

Town Hall – Ms. Hollerand discussed the lack of adequate space at town hall which causes operational inefficiencies. There was discussion about the feasibility of relocating or expanding town hall facilities. She stated staff will look at possible solutions for workspace issues, such as optimizing furniture or adding temporary workspaces. She also stated that staff and Council discussions need to continue to determine long-term plans.

Order of Agenda – Ms. Hollerand advised staff has been looking at options to streamline Council meetings and would like to move forward with implementing a consent agenda for non-controversial items. She explained the process of consent agendas and the Council agreed by consensus to move forward with a consent agenda format at the next regular meeting.

TCPNI Stoneville Workshop – Ms. Hollerand reminded the Council of the upcoming workshop scheduled for November 21-22. She stated the workshop aims to provide visioning and economic development strategies for the town.

Town Administrator, Barbara Hollerand stated she would like to schedule a November 12th work session to discuss a Fund Balance Policy as well as banking services. She also said there were items for discussion that would be on the December regular meeting agenda. The Council agreed by consensus to move forward with the November 12th work session and continue these work sessions on a monthly basis or as scheduled by the Town Administrator.

Mayor Galvan thanked everyone for coming out to the meeting

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

Meeting adjourned at 8:11 p.m.

Mayor, Kathy Stanley-Galvan

Town Clerk, Deleia Hutcherson

Stoneville Town Council
Special Meeting Minutes – Work Session
November 12, 2024
6:00 PM – Council Chambers

Special Meeting – Work Session

Present were Mayor Kathy Stanley-Galvan, Council members Curt Bennett, Henry Thornton, Lee Shelton, and Daisy Smith. Also present were Town Administrator Barbara Hollerand, Town Clerk Deleia Hutcherson, and Town Attorney Eugene Russell. Councilman Farmer was unable to attend the meeting.

Welcome: Mayor Galvan welcomed everyone and called the meeting to order at 6:00 p.m. She turned the meeting over to Town Administrator, Barbara Hollerand.

Barbara thanked everyone for their participation in multiple work sessions and noted this would be the final session for the year. She emphasized that work sessions are intended to facilitate discussions without immediate decisions and to guide future agendas.

Topics for Discussion:

Fund Balance Policy – Staff presented the concept of adopting a fund balance policy to ensure financial stability. The current fund balance is growing and exceeds 50% of expenditures. Recommendations included setting a policy with a target balance of 60-75% for financial stability while enabling investment in priority projects like infrastructure improvements. Staff will draft a policy for the Council to review at a future meeting.

Banking Services – Current banking arrangements with Fidelity were discussed. Staff proposed exploring alternatives closer to the town for logistical efficiency. They also discussed transitioning significant funds to NC Capital Management for better returns on investments. The Council agreed by consensus that other financial institutions should be considered for operational efficiency. Staff will look at alternatives closer to town, such as First Bank, First National, and First Citizens. The Council will review proposals at a future meeting.

2025 Meeting Calendar – Staff provided a proposed meeting calendar for 2025 and suggested changing the meeting time from 7:00 p.m. to 6:00 p.m. There was also discussion about alternate dates for some months with scheduling conflicts. The Council agreed by consensus that staff move forward with the proposed dates and 6:00 p.m. meeting time for approval at the next regular meeting.

2025 Holiday Schedule – Staff proposed adding Juneteenth to the town holiday schedule to align with national observances and the growing trend among municipalities. Council members expressed support and advised staff to move forward and adjust the holiday calendar to include Juneteenth. The proposed calendar will be submitted for approval at the next regular meeting.

Employee Holiday Bonus – Staff presented a proposed holiday bonus schedule for the Council to review. After some discussion, the Council agreed by consensus for staff to move forward with the proposed holiday bonus schedule and submit it for approval at the next regular meeting.

There was also discussion about employee retention, morale, and compensation. Pay inequities, especially in the police department, were highlighted as areas needing immediate attention. Staff highlighted the need to address pay discrepancies throughout the organization and discussed the need for a comprehensive pay study to ensure fairness and alignment with regional standards. Ms. Hollerand stated that competitive wages and staff support are key factors in retaining skilled employees.

The Council agreed by consensus for staff to move forward in conducting a comprehensive pay study and salary review for all positions. There was also discussion about morale-boosting initiatives and addressing workload and staffing concerns.

Updates:

CPN Institute Workshop – Ms. Hollerand reminded the Council of the dates for the meeting and encouraged them to invite relevant participants.

After-Hours Park Use – Ms. Hollerand stated a local coach expressed interest in using the ball field lights for one-on-one training sessions. He agreed to cover associated costs as per the town’s fee schedule. The Council agreed by consensus to allow the use of the lights provided guidelines are followed.

Parks and Recreation – There was discussion of conducting a community survey to gauge interest and gather input for revamping the Parks and Recreation Committee. The survey will identify participants interested in shaping the program.

AIA Items – Ms. Hollerand stated that the upcoming December agenda will include items related to LKC Engineering’s grant projects, including resolutions and grant ordinances and the items will likely appear under the consent agenda.

Ducks – Ms. Hollerand stated that the current ordinance does not allow livestock, including ducks, within town limits. This was further reviewed due to a resident claiming he received prior approval for ducks but could not provide verification. The Council deliberated options such as maintaining the ordinance, revising it, or allowing ducks temporarily until other arrangements can be made. The Council agreed by Consensus to continue this discussion at a future meeting.

Mayor Galvan thanked everyone for coming out to the meeting

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

Meeting adjourned at 8:05 p.m.

Mayor, Kathy Stanley-Galvan

Town Clerk, Deleia Hutcherson

Stoneville Town Council
Regular Meeting Minutes
December 3, 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, Police Chief Rebecca Dixon, Fire Chief Joel Freeman, 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 7:00pm. She announced the Council met at 5:30 p.m. for Closed Session pursuant to NCGS 143-318.11(a) (3) to Consult with the Town Attorney, and (6) Personnel.

Agenda: Mayor Galvan asked for a motion to approve the December 3, 2024, agenda with an amendment to add item 5 under new business – Amendment to Policy Manual Section 32.170 Holidays Observed. Councilman Farmer made a motion to approve the amended agenda. Councilman Thornton seconded. Motion carried.

Consent Agenda: The consent agenda was presented to the Council with Councilman Farmer requesting to remove item 2 – Approval of 2024 Employee Christmas Bonuses for separate discussion. This item was removed from the consent agenda and added under new business as item 6. Upon confirmation that no other members wished to remove items, the remaining consent agenda items 1. a and b along with items 3-7 were approved unanimously with a motion by Councilman Farmer and a second by Councilwoman Smith.

New Business:

Audit Report for the fiscal year ended June 30, 2024 – Auditor, Tony Brewer presented a clean opinion for the town's finances. He highlighted financial performance and discussed several indicators of concern, particularly in the water and sewer fund. The General fund revenues exceeded expenditures, but water and sewer operations recorded a \$143,000 loss. Staff along with the Council will need to address concerns and submit a response to the Local Government Commission (LGC) within 60 days.

Consider approval of Ordinance O-2024-09 Amending Code of Ordinances Chapter 30: Governing Body Section 30.15 Regular Meetings – Town Administrator, Barbara Hollerand stated this amendment changes the meeting time from 7:00 p.m. to 6:00 p.m. for regular meetings beginning January, 2025 and also allows for alternate days of the week for meetings when scheduling conflicts occur due to holidays and elections. Councilman Farmer made a motion to approve Ordinance O-2024-09 Amending Code of Ordinances Chapter 30: Governing Body Section 30.15 Regular Meetings. Councilman Thornton seconded. Motion carried.

Consider approval of 2025 Town Council Meeting Schedule – Councilman Farmer made a motion to approve the 2025 Town Council Meeting Schedule. Councilman Thornton seconded. Motion carried.

Consider approval of side-by-side vehicle purchase for the Police Department – Councilwoman Smith made a motion to approve the side-by-side vehicle purchase for the Police Department. Councilman Thornton seconded. Motion carried.

Amendment to Policy Manual Section 32.170 Holidays Observed – Town Administrator, Barbara Hollerand advised the holiday observance policy was amended to include Juneteenth as an official town holiday which aligns with approval of the holiday schedule – item 4 on the consent agenda. Councilman Thornton made a motion to approve the amendment to Policy Manual Section 32.170 Holidays Observed to include Juneteenth as an official town holiday. Councilwoman Smith seconded. Motion carried.

Approval of 2024 Employee Christmas Bonuses – Councilman Farmer expressed his appreciation for staff contributions and stated holiday bonuses are given annually as a token of appreciation. Councilman Farmer made a motion to approve the Christmas bonuses as presented by staff. Councilwoman Smith seconded. Motion carried.

Old Business: None

Public Comments: Mitzi Evans of 107 Duncan Street, Stoneville spoke and commented on Jodi Lester and town staff for their dedication to holiday decorating and community involvement

Town Administrator Report – Town Administrator, Barbara Hollerand requested approval from Council to purchase 30 Badger water meters at a cost of \$9,675.00 to address inventory shortages. The meters are necessary to meet demands from new housing developments. Councilman Farmer made a motion for staff to move forward with purchasing the meters at a cost of \$9,675.00. Councilman Thornton seconded. Motion carried.

Ms. Hollerand also commented on the following community and project updates:

- Holiday events have been successful including the tree lighting and holiday parade with positive comments received
- Construction of the new Public Works building is progressing
- Duke Energy will be replacing six light poles on Henry Street near Dollar General, with potential traffic impacts
- Recommendations are expected from the CPN Institute Workshop early next year following recent discussions

Upcoming December events were announced along with the next Council Meeting scheduled for January 7, 2025, at 6:00 p.m.

Mayor Galvan thanked everyone for coming out to the meeting. She asked for a motion to go into recess until December 10, 2024, at 5:30 p.m. She stated the reason was to go back into Closed Session pursuant to NCGS 143-318.11(a) (3) to Consult with the Town Attorney, and (6) Personnel.

Motion to go into recess made by Councilman Shelton. Councilwoman Smith seconded. Motion carried.

Mayor Galvan announced the meeting is recessed until December 10, 2024, at 5:30 p.m. and the meeting will be held in the Council Chambers at 101 Smith Street.

Meeting recessed at 8:14 p.m.

The meeting reconvened on December 10th at 5:30 p.m.

Motion to go out of recess made by Councilman Thornton. Councilwoman Smith seconded. Motion carried.

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. Motion made by Councilman Thornton. Seconded by Councilwoman Smith. Motion carried.

Motion to go out of closed session made by Councilwoman Smith. Seconded by Councilman Bennett. Motion carried.

Mayor Galvan announced the return to open session.

Councilman Shelton made a motion for Mr. Eugene Russell to contact the North Carolina League of Municipalities to hire an interim Town Administrator until a new Town Administrator is hired. Councilwoman Smith seconded. Motion carried by a majority vote of 4-1. Council members Shelton, Farmer, Smith, and Thornton voted yes and in favor of the motion. Councilman Bennett voted no and opposed the motion.

Councilman Shelton made a motion for staff to post the Town Administrator position and remain posted until the position is filled. Councilman Thornton seconded. Motion carried by a majority vote of 4-1. Council members Shelton, Farmer, Smith, and Thornton voted yes and in favor of the motion. Councilman Bennett voted no and opposed the motion.

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

Meeting adjourned at 7:15 p.m.

Mayor, Kathy Stanley-Galvan

Town Clerk, Deleia Hutcherson