

AGENDA
STONEVILLE TOWN COUNCIL
Regular Meeting
March 4, 2025 – 6:00 PM
Council Chambers at 101 Smith St.

CALL TO ORDER – MAYOR GALVAN

PLEDGE OF ALLEGIANCE & INVOCATION

APPROVAL OF MARCH 4, 2025 AGENDA

INTRODUCTION OF NEW TOWN ADMINISTRATOR

1. The Oath of Office for James (Michael) Sands will be administered by Mayor Galvan

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. Regular Meeting – February 4, 2025
 - b. Work Session – February 18, 2025
2. Approval to adopt Fund Balance Policy maintaining a minimum unrestricted fund balance of at least 60% of General Fund expenditures plus transfers out
3. Approval to amend section 32.081 Overtime Policy as follows: Exempt employee compensatory bonus time-off may be approved by Council on a case-by-case basis for up to an additional ninety (90) hours for a total accumulation not to exceed one hundred fifty (150) hours
4. Approval to amend starting salary and pay scale for Police Officer. Starting salary increase from \$37,390 to \$44,444
5. Approval to purchase a set of turnout gear and brush gear for the Fire Chief from C.W. Williams in the amount of \$5,205.00 that will be paid from the McMichael grant

NEW BUSINESS

1. Public Hearing – Consideration of street closure for a portion of Oakdale St between the intersection of Oakdale Street and Lee Street and continuing to the end of the unopened portion of Oakdale Street
 - Open:
 - Close:
2. Consideration to approve Resolution R-2025-04 Closing a Portion of Oakdale Street Between the Intersection of Oakdale Street and Lee Street and Continuing to the End of the Unopened Portion of Oakdale Street

3. Stoneville Volunteer Fire Department – Jerry Smith

OLD BUSINESS - None

PUBLIC COMMENTS

TOWN ADMINISTRATOR REPORT

UPCOMING MEETINGS/EVENTS

Budget Retreat – Saturday, March 8TH at 9:00 a.m.

Public Hearing to Consider a Development Agreement – Tuesday, March 11TH at 6:00 p.m.

Senior Bingo – Thursday, March 13th from 10:00 a.m. – 12:00 p.m., Vera Holland Center

Town Council Work Session – Tuesday, March 18TH at 6:00 p.m.

Next Council Meeting – April 1ST at 6:00 p.m.

CLOSING REMARKS BY MAYOR GALVAN

ADJOURN

Stoneville Town Council
Regular Meeting Minutes
February 4, 2025
6:00 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 Interim Town Administrator Scott Buffkin, Town Clerk Deleia Hutcherson, Police Chief Rebecca Dixon, Public Works Director Byron Curry, Fire Chief Joel Freeman, 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 6:00pm. She announced the Council would go into Closed Session immediately following the regular meeting, 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 February 4, 2025, agenda with the following amendment: Add item 6 under new business – Consideration to approve quote from Carolina Sheds in the amount of \$5,875.37 for an outdoor accessory building for the Police Department. Councilman Thornton made a motion to approve the amended agenda. Councilwoman Smith seconded. Motion carried.

Consent Agenda: The consent agenda, which included the following items: 1. Minutes from January 7, 2025. 2. Approval of recommendation by staff to select WithersRavenel, Inc. to perform a pavement condition survey for the Town in the amount of \$15000.00. 3. Approval of recommendation by staff to select State Code Enforcement, Inc. to perform code enforcement for the Town on an as needed basis. The contract will be at a rate of \$65.00 per hour for field and office work. 4. Approval of purchasing a 2008 Dodge Ram 3500 regular cab truck and chassis for Public Works in the amount of \$23,000.00, was presented to the Council and approved unanimously without discussion. A motion to approve the Consent Agenda was made by Councilwoman Smith and seconded by Councilman Thornton. Motion carried unanimously. Copies incorporated into minutes.

New Business:

Proposed Interlocal Agreement for Fire Inspection Services by Rockingham County to the Town of Stoneville – Rockingham County Fire Marshal, Melissa Joyce spoke on this item. Ms. Joyce informed the Council that pursuant to NC General Statute 160D-1102, municipalities are required to appoint a fire inspector, create a joint inspection department with another local agency, or arrange for the County to perform inspection services. She stated the County has previously performed inspections without a formal agreement and the State requires an agreement for compliance. The Interlocal Agreement has also been presented to Madison and Mayodan. The County is proposing a fee of \$10,000.00 per year to offset costs associated with this service. Ms. Joyce informed the Council that the agreement would need to be signed by July 1, 2025, if the decision is made for the County to continue fire inspections. Concerns were raised about whether fire inspections were already covered under an existing municipal contract with the County. The Town Attorney was asked to review existing agreements before making a decision. This item was tabled for discussion at an upcoming work session. Copy incorporated into minutes.

Consideration Resolution R-2025-02 Declaring the Town's intention to close an unopened section of Oakdale Street – Council discussed the impact of the closure and confirmed that the section petitioned for closure is not in use as a roadway. A motion was made by Councilman Bennett to approve Resolution R-2025-02 Declaring the Town's Intention to Close an Unopened Section of Oakdale Street. Councilman Shelton seconded. Motion carried unanimously. Copy incorporated into minutes.

Presentation on Creating outdoor Recreation Economies (CORE) – Lindsay Pegg, Tourism Manager of Rockingham County presented the Creating Outdoor Recreation Economy Strategic Plan. The plan focuses on expanding trails, parks, and tourism attractions in Western Rockingham County. It also focuses on improving downtown infrastructure such as sidewalks and green spaces, as well as encouraging business growth related to outdoor recreation. Stoneville's downtown development, connector trails, and outdoor event space were identified as priority projects. There was discussion about grant opportunities and potential partnerships to fund projects. Copy incorporated into minutes.

Consideration to approve Resolution R-2025-03 Supporting the Creating Outdoor Recreation Economy (CORE) Plan in Western Rockingham County – A motion was made by Councilman Farmer to approve Resolution R-2025-03 Supporting the Creating Outdoor Recreation Economy Plan in Western Rockingham County. Councilman Thornton seconded. Motion carried unanimously. Copy incorporated into minutes.

Consideration to approve the offer of gifted services from Monster Powerwashing to the Town - Mr. Mark Steward, owner of Monster Powerwashing, offered to clean sidewalks from the railroad tracks to downtown, the area near the Public Safety building, and the clock park. There was discussion about liability coverage and Mr. Steward agreed to send his certificate of insurance before starting. The Council expressed their appreciation to Mr. and Mrs. Steward for this generous offer.

Consideration to approve quote from Carolina Sheds in the amount of \$5,875.37 for an outdoor accessory building for the Police Department – The Interim Town Administrator presented this item and stated the cost would be paid from the OSBM grant balance. Councilman Farmer made a motion to approve the quote and purchase as presented by Staff. Councilwoman Smith seconded. Motion carried unanimously. Copy incorporated into minutes.

Old Business: None

Public Comments: None

The following upcoming meetings were announced: Council Work Session, February 18, 2025, at 6:00 p.m. and regular Council meeting, March 4, 2025, at 6:00 p.m.

Mayor Galvan thanked everyone for coming out to the meeting. She 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 Farmer to go into closed session. Seconded by Councilman Thornton. Motion carried unanimously.

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

Mayor Galvan announced the return to open session.

Councilman Farmer made a motion confirming the authority of the Interim Administrator to hire and fire town employees and continuing the requirement that the Interim Administrator shall notify the Town Council before hiring and firing department heads including the Town Clerk, the Police Chief, the Fire Chief, the Finance Officer, the Public Works Director, and the Recreation Director. If immediate

termination of any such department head is necessary, the Town Administrator will place such department head on suspension without pay until further notice to allow time for the Council to be notified. Councilman Thornton seconded. Motion carried unanimously.

Councilman Shelton made a motion to move the Public Works Director salary from pay grade 3 to pay grade 7, effective February 12, 2025. Councilwoman Smith seconded. Motion carried unanimously.

Councilman Thornton made a motion to recess the meeting until Thursday, February 6, 2025, at 5:15 p.m. Councilwoman Smith seconded. Motion carried.

Mayor Galvan announced the meeting is recessed until February 6, 2025, at 5:15 p.m. and the meeting will be held in the Council Chambers at 101 Smith Street.

Meeting recessed at 8:45 p.m.

The meeting reconvened on February 6, 2025, at 5:15 p.m.

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

Mayor Galvan asked for a motion to enter 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 Councilman Thornton. Seconded by Councilman Shelton. Motion carried.

Mayor Galvan announced the return to open session with no action taken.

Motion to recess the meeting until Wednesday, February 12, 2025, at 5:30 p.m. made by Councilman Thornton. Councilwoman Smith seconded. Motion carried.

Mayor Galvan announced the meeting is recessed until February 12, 2025, at 5:30 p.m. and the meeting will be held in the Council Chambers at 101 Smith Street.

Meeting recessed at 8:47 p.m.

The meeting reconvened on February 12, 2025, 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 enter Closed Session pursuant to NCGS 143-318.11(a) (3) to Consult with the Town Attorney, and (6) Personnel. Motion made by Councilwoman Smith. Seconded by Councilman Farmer. Motion carried.

Motion to go out of closed session made by Councilman Thornton. Seconded by Councilman Farmer. Motion carried.

Mayor Galvan announced the return to open session.

Motion by Councilwoman Smith authorizing Police Chief Dixon to acquire a K-9 as presented in written request. Councilman Shelton seconded. Motion carried unanimously. Copy incorporated into minutes.

Motion made by Councilman Farmer to allow the Mayor to offer the Town Administrator position to Mr. Michael Sands with contract approval. 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.

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

Meeting adjourned at 7:45 p.m.

Mayor, Kathy Stanley-Galvan

Town Clerk, Deleia Hutcherson

DRAFT

Stoneville Town Council
Special Meeting Minutes – Work Session
February 18, 2025
6:00 PM – Council Chambers

Special Meeting – Work Session

Present were Mayor Kathy Stanley-Galvan, Council members Curt Bennett, Henry Thornton, Johnny Farmer, and Daisy Smith. Also present were Interim Town Administrator Scott Buffkin, Finance Officer Shannon Tucker, Town Clerk Deleia Hutcherson, and Town Attorney Eugene Russell. Councilman Shelton 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 the Interim Town Administrator, Scott Buffkin.

Interim Town Administrator Scott Buffkin provided introductory remarks, emphasizing that the session was for discussion only, with no formal actions to be taken. He explained the meeting's purpose was to receive briefings, ask questions, and engage in discussion.

Topics for Discussion:

1. Utility Rate Study - Presented by Bobby Cavanaugh and Justin Shaw of NC Rural Water Association. The discussion covered the following:

- The role of the Rural Water Association in assisting municipalities with water, sewer, mapping, and energy efficiency.
- Review of utility rate structures based on audit data.
- Consideration of three proposed rate adjustment options.
- Emphasis on the need to balance rates to ensure financial sustainability.
- Discussion of discrepancies in past budget allocations.
- Council members raised concerns regarding the timing of rate review materials and the need for prior review.

It was the consensus of the Council to table this item and discuss it further at upcoming budget meetings.

2. Fund Balance Policy - Interim Town Administrator, Scott Buffkin provided an overview of the Local Government Commission (LGC) and the School of Government recommendations on maintaining a minimum fund balance. Concerns were raised about how fund balance allocations should be structured to avoid misuse. There was discussion on historical fund balance trends and previous financial challenges faced by the town. It was the consensus of the Council to set the minimum fund balance at 60% as presented by Staff and formally consider this item for approval at the March 4th Council meeting.

3. Employee Salary Structure for Police Officer - Discussion was led by the Interim Town Administrator. It was the consensus of the Council to increase the starting pay for Police Officers from \$37,390 to \$44,444 as presented by Staff and formally consider this item for approval at the March 4th Council meeting.

Byron Curry, Public Works Director, also spoke. The topics included the following:

- Review of pay scales and comparison with other municipalities.

- Specific discussion regarding Public Works Department compensation and the request for adjustments in salary scales.
- Consideration of a comprehensive salary review to assess equity across all town departments.
- Proposal to formally review all employee positions and determine necessary salary adjustments based on experience, education, and certifications
- Request for salary study to ensure the town's competitiveness while remaining fiscally responsible.

The Council made a request that the Interim Administrator compile an employee salary study and present it to the Council at an upcoming work session for further discussion.

- 4. Compensatory Time for FLSA Exempt (Salaried) Employees** – The Interim Administrator presented a proposed amendment to the Personnel Policy for Compensatory Time off for Exempt Employees. The proposal reads as follows: Exempt employee compensatory bonus time-off may be approved by the Council on a case-by-case basis for up to an additional ninety (90) hours for a total accumulation not to exceed one hundred fifty (150) hours. It was the consensus of the Council to amend the policy as presented by Staff and formally consider this item for approval at the March 4th Council meeting.
- 5. Bow Hunting Regulations** – The Interim Administrator informed the Council that the request had been made to revisit the town's ordinance on bow hunting, which currently requires a minimum of five contiguous acres and consider reducing to a minimum of two acres. The Council discussed this item and a consensus was reached to maintain the current ordinance.
- 6. Parking Signs and Regulations** - Council members reviewed concerns regarding the placement and enforcement of no-parking signs in certain areas of town. Legal enforceability was questioned, as the ordinances must specify exact no-parking zones. Council members suggested updating the municipal code to properly define and list no-parking areas.

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 9:15 p.m.

Mayor, Kathy Stanley-Galvan

Town Clerk, Deleia Hutcherson