

**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.

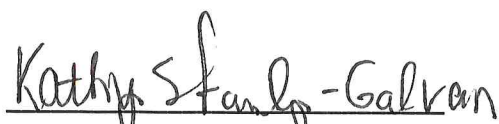
**TCPNI Stoneville Workshop** – Ms. Hollerand reminded the Council of the upcoming workshop scheduled for November 21-22. She stated the workshop aims to provide visioning and economic development strategies for the town.

Town Administrator, Barbara Hollerand stated she would like to schedule a November 12<sup>th</sup> 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 12<sup>th</sup> 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.

  
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Mayor, Kathy Stanley-Galvan

  
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Town Clerk, Deleia Hutcherson

