



**TOWN OF STOKESDALE
REGULAR TOWN COUNCIL MEETING
8325 ANGEL PARDUE ROAD
STOKESDALE, NC 27357
FEBRUARY 10, 2022 AT 7:00PM**

Available Venues to Watch/Attend:

- a) **Attend in Person at Stokesdale Town Hall in Council Chambers at 7pm.**
- b) **View Live Stream at Town of Stokesdale's YouTube Channel at 7pm:**
https://www.youtube.com/channel/UC1tJH7T0Q_56F_EDH6wljiA/live
- c) **View & Participate (Citizen Comments) Virtually via Zoom**

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- 1. **Call to Order, Pledge of Allegiance and Invocation**
 - 2. **Review and Adopt the Agenda**
 - 3. **Review and Approve Minutes: April 14, 2021 Closed Session, January 13, 2022 Regular Council Meeting**
 - 4. **Public Safety Reports: Fire Department**
 - 5. **Administrative Reports:**
 - a) **Administrative Report from Interim Town Clerk:**
 - b) **Planning Board:**
 - c) **Events Committee:**
 - d) **Property Committee:**
 - 6. **Financials: Finance/Budget Officer: Kim Thacker**
 - 7. **Citizen's Comments from the Floor (3-minute Limit per Speaker)**

OLD BUSINESS

- 8. **Presentation by NCDOT representatives on future projects that may impact the Town of Stokesdale and our citizens. (Continued Discussion from January 13th on NCDOT matters)**
- 9. **Consideration of a proposal for wiring in the Council Chambers to connect TV and laptop and for a microphone at the podium. (Continued from January 13-2022)**

NEW BUSINESS

- 10. Request For Proposal (RFP) review/Contractor presentations for new Trash/Recycling Service Contract (Franchise Agreement)**
- 11. Discussion on PARTF Grant.**
- 12. Consideration of Budget Amendment #3.**
- 13. Readoption of the Records Retention Schedule issued 2021.**
- 14. Discussion and Action on Employee Benefits.**
- 15. Consideration and Vote on dates for 2022-2023 Budget Workshops.**
- 16. Discussion and possible vote on closed session minutes.**
- 17. Discussion and possible vote on agenda deadlines.**
- 18. Citizen's Comments from the Floor. (3-minute Limit per Speaker)**
- 19. Council Comments.**
- 20. Adjournment.**

Announcements:

- a) Planning Board Meeting Thursday, February 24th at 7pm at Town Hall
Town Council Meeting Thursday, March 10th at 7 pm at Town Hall**



MINUTES
TOWN OF STOKESDALE
REGULAR TOWN COUNCIL MEETING
8325 ANGEL PARDUE ROAD
STOKESDALE, NC 27357
JANUARY 13, 2022 AT 7:00PM

Available Venues to Watch/Attend:

- a) **Attend in Person at Stokesdale Town Hall in Council Chambers at 7pm.**
- b) **View Live Stream at Town of Stokesdale's YouTube Channel at 7pm:**
https://www.youtube.com/channel/UC1tJH7T0Q_56F_EDH6wljiA/live
- c) **View & Participate (Citizen Comments) Virtually via Zoom**

Member's present were Mayor Mike Crawford, Mayor Pro-Tem Derek Foy, Council Members: Jimmy Landreth, Tim Jones and Jim Rigsbee; Town Attorney Tom Medlin; Interim Town Clerk Dale Martin, Finance & Budget Officer Kim Thacker, and Deputy Clerk Robin Yount.

1. Call to Order, Pledge of Allegiance and Invocation

Mayor Mike Crawford called the meeting to order and led the Pledge of Allegiance. Pastor Eddie McKinney, Stokesdale United Methodist Church delivered the invocation.

2. Review and Adopt the Agenda

Councilman Tim Jones stated that the discussion on a policy for collection of delinquent water accounts was continued last month and asked that it be added back to this agenda.

Mayor Pro Tem Derek Foy made a **Motion** to adopt the agenda as amended to add a #9 "Discussion on a Policy for Collection of Delinquent Water Accounts." Councilman Jimmy Landreth seconded the motion.

Vote: Councilman Rigsbee-aye, Mayor Pro Tem Foy-aye, Councilman Landreth-aye, Councilman Jones-aye, Mayor Crawford-aye. Motion carried.

3. Review and Approve Minutes: October 21, 2021 (readopt due to error), December 9, 2021 and December 21, 2021.

Councilman Jones stated that he was not a member of Council during the October meeting and asked the Town Attorney Tom Medlin if he could vote on these minutes. The Town Attorney stated that he can vote on the minutes as they are Council minutes and he is a sitting member. He added that Councilman Jones could request Council allow him to abstain from voting. If you simply don't vote, it counts as affirmative.

Councilman Jones asked to abstain from voting: Councilman Rigsbee-yes, Mayor Pro Tem Foy-no, Mayor Crawford-no. Councilman Landreth voted yes, however stated that he has confidence in Councilman Jones and asked to change his vote to no.

Mayor Pro Tem Foy made a **Motion** to approve minutes for October 21, 2021 as presented. Mayor Crawford seconded the motion.

Vote: Councilman Rigsbee-aye, Mayor Pro Tem Foy-aye, Councilman Landreth-aye, Councilman Jones-abstain (counts as affirmative), Mayor Crawford-aye. Motion carried.

Mayor Pro Tem Foy made a **Motion** to approve minutes for Dec 9, 2021 as presented. Councilman Rigsbee seconded the motion.

Vote: Councilman Rigsbee-aye, Mayor Pro Tem Foy-aye, Councilman Landreth-aye, Councilman Jones-aye, Mayor Crawford-aye. Motion carried.

Mayor Pro Tem Foy made a **Motion** to approve minutes for Dec 21, 2022. Mayor Crawford seconded the motion.

Vote: Councilman Rigsbee-aye, Mayor Pro Tem Foy-aye, Councilman Landreth-aye, Councilman Jones-aye, Mayor Crawford-aye. Motion carried.

**4. Public Safety Reports: Fire Department
Guilford County Sheriff**

Fire Chief Todd Gauldin presented this month's report noting the number of fire calls and emergency calls answered. His safety tip for this month is that 1-5 fires involve some type of heat equipment. He recommended that those units be checked routinely and that you follow all safety guidelines. He spoke of the forecasted winter storm and urged everyone to be prepared a head of time.

No Guilford County Sheriff's report presented due to traveling restrictions.

5. Administrative Reports:

Administrative Report from Interim Town Clerk:

Town Clerk Dale Martin presented the Administrative Report:

6 meters sold

6 non-working meters replaced

12 meters transferred to auto-read

14 applications for transfer of service were processed

41 meters/applications were put on hold for builders

65 811s requests were processed

665 water bills were sent out
33 work orders were prepared

Mrs. Martin stated that Staff has provided updated Council members information to various agencies across the state and are in the process of updating pages on the Town's website. She noted that tonight's agenda was placed on the website.

Mrs. Martin reported that the ethics training that is required for the Mayor & Councilman Jones will be scheduled in April and will forward to Council upon receipt. She noted the Essentials of Government Course that is available to all Council members has been postponed until the spring.

Mrs. Martin reported that a Mr. Matt Casto, NC Rural Water Association, Inc stopped by to introduce himself and offered his assistance with submitting the 2021 Water Supply Plan that is due April 1st. He provided a list of reports that will need to be generated such as water usage separated by category (residential, commercial, institutional and industrial), new water lines, new water connections, and meters replaced. This will be a great learning experience for us.

Mrs. Martin noted that staff will continue to work on minutes for both the Planning Board and Town Council and noted the email list sent to Council regarding the minutes. She asked Council to let her know if they have any questions.

Councilman Landreth asked if the final minutes can be sent out to Council once they have been approved. The Town Clerk stated that this is not a problem at all and also plans to get the minutes caught up on the town's website.

Mrs. Martin then discussed reorganizing the town's files. She stated that she would like to plan a Friday and Saturday (if needed) to reorganizing and moving files. With your permission, we would like to close the office Friday afternoon and come in Saturday morning and stay until finished. Dates that work for Priscilla, Robin and I are February 11th and 12th. She explained the need to develop an indexing system that can be accessed by everyone. She added that it may include moving some file cabinets and we will need assistance with that task.

Mayor Crawford asked for objections from Council. Councilman Rigsbee stated that he would like to see a community shredding event be incorporated. He noted that he has seen old files that he thought could be destroyed. Mrs. Martin stated that you can certainly make a community event out of it and charge a very nominal fee to cover the cost to the Town for the truck.

Councilman Landreth stated that there are documents that we are looking for and wanted to make sure that we are very careful about what is destroyed. Councilman Rigsbee stated that the Town does have a Records Retention Guide and should be followed. Any documents that can be destroyed based on that guide could be set aside and Council look through them to see if we feel something needs to be kept.

Councilman Jones stated that he recalls the Town voting on a Retention Policy a number of years ago. The Town Clerk stated that she has found a number of copies of the Retention Policy in the office. She then explained that the NC Department of Natural and Cultural Resources, Records Division spent some time a few years back revising the schedule. A new schedule has been

published and she is planning to bring the new revised schedule to Council for adoption at the February meeting.

Mayor Crawford suggested we plan the community shredding day when it warms up. Mrs. Martin stated that we would reorganize files now but have the shredding event at a later date.

Kim Thacker stated that she has some experience with a shredding truck and that it may be expensive. Mrs. Martin stated that she would check into it.

a) **Planning Board:** None presented.

b) **Events Committee:** Mayor Pro Tem Foy thanked everyone again for participating and supporting the Christmas parade.

c) **Property Committee:** Councilman Rigsbee reported that the Town's landscaper will be on call to clean sidewalks and parking lot in the event we have snow and ice.

Mayor Crawford suggested we ask if another microphone could be added to the staff table when we talk with the Audio company about the wiring issues.

6. Financials: Finance/Budget Officer: Kim Thacker

Budget & Finance Officer Kim Thacker presented the December Financial reports. She highlighted the General Fund and noted the money market account at \$23,230.41, total CDARS at \$2,558,070.11, Fidelity Bank Account balance is \$570,890.12 and accounts receivables at \$56,452.07. She referred to the Budget vs Actual report and noted that we have total reimbursement of shared overhead expenses for July through December from the water fund \$53,186.79.

Mrs. Thacker then highlighted the Water Enterprise Fund and noted Total CDARS at \$499,505.58, Fidelity checking account is \$595,233.95 and the Capital Reserve Fund at \$122,169.42. She noted the accounts receivables at \$32,117.91 and added that she and Mrs. Hunsucker had a conversation about different reports to help nail down the water accounts that are past due.

Mrs. Thacker then referred back to the General Fund and requested permission to move \$660.00 from category 6300 (Professional/Attorney) to 6200 (Audit) to cover the cost of the audit. The contract with Rouse, Rouse, Rouse and Gardner was approved prior to the budget being finalized and we are \$660 short in that line item. She explained that if you grant permission to move the money from one account to another in the same category, a budget amendment will not be required.

Councilman Jones asked if no one separates out the attorney's hours for the general fund and the water fund. Mrs. Thacker stated no it is not separated out.

Mayor Pro Tem Foy made a **Motion** to decrease Legal/Professional fees from \$50,000 to \$49,300 (\$700) and increase the audit amount from \$13,200 to \$13,900 (\$700) to offset this expense. Councilman Landreth seconded the motion.

Vote: Councilman Rigsbee-aye, Mayor Pro Tem Foy-aye, Councilman Landreth-aye, Councilman Jones-aye, Mayor Crawford-aye. Motion carried.

7. Citizen's Comments from the Floor (3-minute Limit per Speaker)

Abby and Carey Price thanked the Council for the opportunity to speak tonight and explained that they are planning to open a mobile coffee shop in downtown Stokesdale. Mr. Price explained the revitalization efforts taking place downtown and stated that if they are successful, they plan to move into a permanent location when a unit becomes available. They stated that they are excited about this opportunity and invited everyone to come enjoy a cup of coffee. They made themselves available for questions.

Mayor Crawford advised them to contact the Guilford County Health Department to make sure they meet all the requirements. Councilman Jones and the Town Attorney advised them to contact Oliver Bass, Guilford County Planning to make sure all zoning and building code requirements are met as well.

Carey Price stated that they have reached out to Mr. Bass but have not been able to get in touch with him. Councilman Jones advised them to contact the Town Clerk for assistance in getting in touch with Mr. Bass.

Mark Nadel, 8211 Windy Gayle, Stokesdale, NC, spoke from the audience and was asked to come to the podium. He asked for location of this coffee shop. He then asked why the Town is discussing this now. Several Council members stated that this couple was simply introducing themselves to the community. Councilman Jones suggested Mr. Nadel bring his questions up if a zoning matter is necessary.

Councilman Rigsbee then asked to speak on behalf of the citizen, Kristen Law, a resident of Stokesdale and a Representative of Northwest High School PTSO. He explained their efforts to renovate 24 mobile units at the high school. A public information session is planned for January 22nd to gather input and solicit community involvement and sponsorships for this project. It's called Mobile Make Over and encourage everyone to get involved with this very worthy cause to help out the community.

OLD BUSINESS

8. Consideration of a Proposal from Stokesdale Heating & Air Conditioning to replace HVAC units at Town Hall. (Continued from November 9th, December 9th)

Council discussed the need to replace two units at Town Hall that are not working properly. They discussed issues with receiving parts and supplies from Trane units versus York Units. It was noted that the other units at Town Hall are all York Units.

Mayor Crawford asked if other vendors were contacted or has the Town dealt with Stokesdale Heating & Air before. Councilman Landreth stated that we have dealt with Stokesdale Heating and Air in the past and they have provided good service to the Town. Councilman Jones expressed his concern with Trane in that you can't use generic parts and must use Trane parts on these units. Mayor Crawford stated that it seems a little high however, he has not purchased units for a building such as town hall. He stated that we have done business with them before and felt we had a good track record.

Councilman Rigsbee made a **Motion** to replace two (2) units, one in the Clerks office and one in the Council Chambers with York units.

Councilman Jones asked for an amendment that the motion include all the details of the quote dated October 11, 2021. Councilman Rigsbee agreed and restated his motion: to approve the installation of two units as quoted in the letter dated October 11, 2021 (see below) in its entirety with York units in the amount of \$20,450.00. Councilman Jones seconded the motion.



Town of Stokesdale
PO box 465
Stokesdale, NC 27357
(336) 643-4011
stokesdale@stokesdale.org

October 11, 2021

Clerk Office
Existing system is leaking refrigerant.
Cost to replace with York Unit as installed now.
XN060C00A2A1AAA1A1 5 ton York Heat Pump Package Unit.
Using existing roof curb, high voltage and low voltage wiring.
Crane service to set unit on roof.
Total Cost \$10,975.00

Council Chambers Unit
Existing unit has compressor failure.
Cost to replace unit with York Unit as installed now.
XN036C00A2A1AAA1A1 3 ton York Heat Pump Package Unit.
Using existing roof curb, high voltage and low voltage wiring.
Crane service to set unit on roof.
Total Cost \$10,175.00

Option to replace both units at one time.
Will reduce crane service cost and labor for install and wiring.
Total Cost both systems as listed above.
\$20,450.00

6900 US158 Stokesdale, NC 27357
(336) 643-7397
Email: lova6120@bellsouth.net

Mayor Pro Tem Foy asked if a budget amendment will be needed amendment and asked Mrs. Thacker to confirm. Mrs. Thacker stated that yes, a budget amendment would be required in order for her to issue a purchase order.

Vote: Councilman Rigsbee-aye, Mayor Pro Tem Foy-aye, Councilman Landreth-aye, Councilman Jones-aye, Mayor Crawford-aye. Motion carried.

Councilman Jones asked about any warranty information. He stated that he would be more comfortable if we had additional information about what we are getting. Councilman Rigsbee stated that can ask for full warranty package from the Stokesdale Heating & Air before the units are installed.

Mrs. Thacker stated that she has another financial matter before we move on to the next item. She stated that we are out of balance in the water fund by \$349.30 and needs a budget amendment to decrease an expense or increase revenue on the water side.

Councilman Jones cautioned the Council on doing budget amendments without a written copy in hand when we on vote them. He stated that it becomes very confusing and difficult to track. Mayor Pro Tem Foy suggested we include that in the February budget amendments.

NEW BUSINESS

9. Discussion on a Policy for Collection of Delinquent Water Accounts (continued from December 9, 2021)

Councilman Jones stated that when Covid came along, the Town had to freeze collecting on past due accounts. He presented the verbiage written on the water bills:

“PLEASE MAKE CHECKS PAYABLE TO TOWN OF STOKESDALE MAIL TO PO BOX 465 STOKESDALE NC 27357 ACCTS 60 DAYS PAST DUE WILL BE DISONNECTED AND A RECONNECTION FEE OF \$75 ADDED TO THE ACCOUNT BALANCE MUST BE PAID IN FULL”

Councilman Jones stated that all of those collection items have expired, and we now have a number of past due accounts. He stated that if we don't pay our phone bill, light bill it will be turned off and so we can't continue operating like this either. He stated that he spoke with Gene Robertson and asked if it would be a problem to get this done and he said no it would not be a problem. He added that he spoke with Mrs. Martin, and she indicated several outside agencies that will assist residents with paying their water bills. We have an obligation to the citizens of the Town of Stokesdale to collect this money. Mayor Pro Tem Foy stated that he agrees and that it was a state mandate that water not be turned off during Covid but that all has been lifted and we should follow the Town's policy that was just read.

Mayor Crawford asked if we should send a final warning to these customers. It was suggested that we send a courtesy letter to the name and address on the account. Councilman Rigsbee asked

the Attorney if there is any requirement that the Town give a final written notice before the water is cut off. Mr. Medlin stated that he is not aware of any written notice required and asked the Clerk what the normal procedures are. Mrs. Martin explained that Mrs. Hunsucker will make courtesy calls to those that are past due, a past due stamp is put on those bills as well. She explained that the Town policy requires a \$75 reconnection fee however, it was her understanding that we are billed \$50 to cut off the water and \$50 to turn it back on. Councilman Jones stated that he addressed this with Mr. Robertson and that he indicated that he bills the town for the disconnect fee but has not been billing the reconnection fee.

Councilman Jones explained the disconnect process in which a tag is placed on the meter to prevent people from tampering with the meter. If that doesn't work, then we have had to remove the meter and charge to reinstall the meters.

Mayor Crawford made a **Motion** that the Clerk's Office send out emails or phone calls to these delinquent accounts, that they provide the information that we have that will assist anyone with paying their delinquent bill and any that are still delinquent by the end of the months, we cut it off.

Mayor Pro Tem Foy stated that he would like for the Town Attorney to confirm that there are no mandates in affect for cutting off utilities.

Mayor Crawford amended his motion for legal confirmation that no mandates still exist.

Councilman Jones wanted to clarify that we are asking Town Staff to make one courtesy phone call or email to the account holder, but we are not going to be waiting to hear back from those people if we can't get in touch with them. A consensus of the Council was this is correct.

Councilman Jones then suggested the disconnects be done on a Monday or Tuesday and not a Thursday or Friday, to allow these people time to come pay their bill and get their water turned back on before the weekend.

Councilman Landreth asked if we are opening ourselves up to any liability with a phone call if we talked to someone other than the account holder. The Council discussed methods to protect the privacy of the account holder. The Town Attorney asked how many delinquent accounts are there. Mrs. Thacker said approximately 25 or 30. Mr. Medlin stated that this could be accomplished with an email or letter and may be easier for Staff to deal with than making phone calls.

Councilman Jones stated that if we send letters this time and then the next round of delinquent accounts roll around and we fail to send out a courtesy letter are we setting any type of precedent.

Mayor Crawford asked to remove making a phone call from his motion.

Mr. Medlin stated that he didn't feel we would be setting a precedent. He explained that Covid put a stop to this and now all the mandates have expired as of January. The Town has not done

much in the way of collecting these accounts and so now we are starting our regular collection efforts again. The letter that the Mayor recommends could say we are notifying you of your past due account and here are some agencies that, if you qualify, may assist you with utilities, and then let them know that their account is more than 60 days past due and that it will be cut off if not paid by a certain date.

Councilman Jones wanted to make sure that this is a one-time courtesy call and not put the Town in a place where we do this every month. He didn't want to see Staff end up counseling these people but provide the information to each customer on paper and get staff out of the middle of it.

Councilman Landreth asked if a letter could be sent out to all customers. Councilman Rigsbee asked if we could buy a stamp that says past due. The Town Clerk reported that Mrs. Hunsucker does place a past due stamp on past due bills. Councilman Rigsbee said we just need to enforce the policy.

Mayor Crawford again stated that he withdraws making a phone call from his motion and ADDED that we send an email to those with an email address and letter by US Postal for all those without email that the water will be cut off by January 24 or 25.

Council discussed the time frame needed to prepare the letters and get them out in the mail. Mayor Pro Tem Foy then recommended the cut off date be extended to February 7th. Mayor Crawford had no objections to February 7th.

Councilman Landreth stated that we have let people slide and that they need a little bit of time to pay this bill. He stated that this shows people that we are not those big corporate giants and that a few days is not a big deal.

Mr. Medlin asked when do water bills go out. The Town Clerk stated that they were mailed today. Mr. Medlin asked if another bill would go out prior to February 7th. The Clerk said no.

Councilman Landreth stated that he is not going to vote to just start cutting off water, he is in favor of sending a letter and giving them a little bit of time to come in and pay.

Mayor Crawford stated that the letter would be a form letter informing them of the past due account. Mayor Pro Tem Foy and Councilman Rigsbee felt that each letter should contain the name and account information. The Clerk stated that the letters could be merged with account name and information relatively easy.

Mr. Medlin stated that the motion was amended to extend the cut-off date to February 7th. Mayor Crawford accepted that amendment.

Councilman Rigsbee then seconded the motion.

Mayor Pro Tem Foy restated the **Motion** that Mr. Medlin confirm that municipalities are within their rights, outside the utility mandates applied last year, to disconnect water on delinquent

accounts and have the Water Deputy Clerk send out a letter by first class mail, to all delinquent accounts beyond 60 days notifying them that their water will be cut off on February 7th unless they are able to pay the bill or make arrangements with the Deputy Clerk.

The Town Clerk asked to explain "make arrangements". Mayor Pro Tem Foy asked that this be removed. Mr. Medlin recommended the motion state that the account be made current as the Town policy states.

Vote: Councilman Rigsbee-aye, Mayor Pro Tem Foy-aye, Councilman Landreth-aye, Councilman Jones-aye, Mayor Crawford-aye. Motion carried.

9. Consideration of a proposal to repair lighting in front of Town Hall.

Councilman Rigsbee stated that lights are out in front of Town Hall and that Blaney has submitted a proposal to repair those lights.

Council discussed placing a cap on this expense and Councilman Rigsbee suggested a cap at \$1,300.00

Councilman Rigsbee made a **Motion** to contract with Blaney Electric to repair the lights in front of Town Hall with a cap of \$1,300.00.

Councilman Jones asked to **amend** the motion to include the proposal submitted by Blaney Electric. Councilman Rigsbee accepted the amendment. Mayor Pro Tem Foy seconded the motion.



blaneyelectric@outlook.com
130 Newsum Road
Stokesdale, NC 27357

Proposal

DATE	PROPOSAL #
12/10/2021	4282

NAME / ADDRESS
TOWN OF STOKESDALE 8325 ANGEL-PARDUE ROAD STOKESDALE, NC 27357

PHONE #	ALTERNATE #
Priscilla 643-4011	

JOB LOCATION
8325 ANGEL-PARDUE ROAD STOKES

DESCRIPTION	TOTAL
BUDGET QUOTE TO REPAIR LIGHTING - #4 Lights in Ground Sinking Up on Front Columns - DO NOT REPLACE/REPAIR Removed #2 Bulbs that are on Left Side Only - #6 Lights Along Sidewalk - Repair w/Bulbs or Ballasts as Needed - #4 Lights Outside Circle - Repair w/Bulbs or Ballasts as Needed - Replaced Bulbs #1-4 on Drawing Provided w/Stronger/Brighter Bulbs - Lights in Ceiling Outside Front Doors Not Working - Please Locate Switch or Repair if needed SERVICE RATE = \$95.00/Hour 2meo/voltolo ESTIMATED LABOR NEEDED - 6-8 Hours = \$570.00-\$760.00 ESTIMATED MATERIALS NEEDED = \$300.00-\$500.00 Bulbs, Ballast, etc... Sales Tax	
	0.00
We look forward to working with you!	TOTAL \$0.00

Vote: Councilman Rigsbee-aye, Mayor Pro Tem Foy-aye, Councilman Landreth-aye, Councilman Jones-aye, Mayor Crawford-aye. Motion carried.

10. Consideration of a proposal for wiring in the Council Chambers to connect TV and laptop and for a microphone at the podium.

A brief discussion was held about whether or not this was needed. It was noted that the Town Attorney attends by Zoom occasionally and that it is important that the TV work with Zoom. It was noted that a budget amendment would be required. Councilman Rigsbee stated that he would follow up with Brian Cox from Audio Light to get an explanation why the TV does not work with the new laptop.

Mayor Pro Tem Foy made a **Motion** to continue this item to the February 10, 2022 meeting. Councilman Rigsbee seconded the motion.

Vote: Councilman Rigsbee-aye, Mayor Pro Tem Foy-aye, Councilman Landreth-aye, Councilman Jones-aye, Mayor Crawford-aye. Motion carried.

11. Appointments of Stokesdale Planning Board members.

Mayor Crawford made a **Motion** to appoint Randy Braswell to the Planning Board. Councilman Jim Rigsbee seconded the motion.

Mayor Crawford **amended** his motion to include a 2-year term.

Vote: Councilman Rigsbee-aye, Mayor Pro Tem Foy-aye, Councilman Landreth-aye, Councilman Jones-aye, Mayor Crawford-aye. Motion carried.

Mayor Pro Tem Foy made a **Motion** to appoint Chris Sumner to a 2-year term. Mayor Crawford seconded the motion.

Vote: Councilman Rigsbee-aye, Mayor Pro Tem Foy-aye, Councilman Landreth-aye, Councilman Jones-aye, Mayor Crawford-aye. Motion carried.

Councilman Rigsbee made a **Motion** to appoint Ron Southard to a 1-year term. Mayor Pro Tem Foy seconded the motion.

Vote: Councilman Rigsbee-aye, Mayor Pro Tem Foy-aye, Councilman Landreth-aye, Councilman Jones-aye, Mayor Crawford-aye. Motion carried.

Councilman Jones reported that Mr. Southard daughter passed away recently and asked that we keep the family in our prayers.

Councilman Jones made a **Motion** to appoint Jim Greene to a 1-year term. Mayor Pro Tem Foy seconded the motion.

Vote: Councilman Rigsbee-aye, Mayor Pro Tem Foy-aye, Councilman Landreth-aye, Councilman Jones-aye, Mayor Crawford-aye. Motion carried.

Alternates:

Councilman Jones made a **Motion** to appoint Bruce Angel as an Alternate member. Mayor Crawford seconded the motion.

Vote: Councilman Rigsbee-aye, Mayor Pro Tem Foy-aye, Councilman Landreth-aye, Councilman Jones-aye, Mayor Crawford-aye. Motion carried.

Councilman Jones made a **Motion** to appoint Michael Threatt as an Alternate member. Mayor Pro Tem Foy seconded the motion.

Vote: Councilman Rigsbee-aye, Mayor Pro Tem Foy-aye, Councilman Landreth-aye, Councilman Jones-aye, Mayor Crawford-aye. Motion carried.

Councilman Rigsbee made a **Motion** to appoint Mark Nadel as an alternate member. Mayor Pro Tem Foy seconded the motion.

Vote: Councilman Rigsbee-aye, Mayor Pro Tem Foy-aye, Councilman Landreth-aye, Councilman Jones-aye, Mayor Crawford-aye. Motion carried.

Mayor Pro Tem Foy made a **Motion** to appoint Stuart Hommel as an Alternate member. Councilman Rigsbee seconded the motion.

Vote: Councilman Rigsbee-aye, Mayor Pro Tem Foy-aye, Councilman Landreth-aye, Councilman Jones-aye, Mayor Crawford-aye. Motion carried.

Councilman Jones announced that Mr. Hummel is currently in the hospital and to keep him in our prayers.

Councilman Rigsbee made a **Motion** to appoint Kurtis Gentry as an Alternate member. Councilman Jones seconded the motion.

Vote: Councilman Rigsbee-aye, Mayor Pro Tem Foy-aye, Councilman Landreth-aye, Councilman Jones-aye, Mayor Crawford-aye. Motion carried.

Councilman Landreth stated that in the past we encouraged the alternate members to attend all the Planning Board meetings. He asked if we could put a policy in place where the Chairman or someone be responsible for knowing who is attending and then call an Alternate to serve if a regular member will be absent. Councilman Jones stated that as Chairman, he attempted to touch base with each member to make sure we would have a quorum. If someone is can't attend, then it would be a good idea to contact the Alternates. He commended Ron Southard for always showing up to the meetings. If the Chair is certain a quorum is present and maybe one Alternate then he felt good about being able to conduct town business. An attendance system might be cumbersome to keep up with. They are not paid and give up their time to come do this for us and would like it to be a simple as possible. He stated that he was not aware of any issues in the past.

Councilman Landreth asked how we should handle seating an Alternate. Councilman Jones stated that we have not had a formal process to establish the order where one is picked, the Chair will simply pick someone from the audience.

Mr. Medlin asked if there is some language in the Planning Board's Policies and Procedures Manual regarding attendance at meeting. Councilman Landreth stated that it has been brought up in the past, but he was against having all the Alternates show up and have to sit in the audience during the meeting. Mr. Medlin stated that language could be added to cover attendance if it's an issue. Councilman Jones stated that he didn't believe the Policies and Procedures Manual covers attendance and stated that we may be trying to solve a problem that doesn't need to be solved. It can be adjusted at a later date.

12. Cost of living increase for Town of Stokesdale staff members hired prior to June 30th, 2021.

Mayor Pro Tem Foy made a **Motion** to give a 4% cost of living increase to all staff hired prior to July 1st 2021. Councilman Rigsbee seconded the motion.

Mayor Pro Tem foy stated that to the best of his knowledge the last increase was given in 2019 and it was a 3% increase. He stated that he has worked with Mrs. Thacker to project the cost out in this year's budget and feels that the Town can afford to do this. He added that it be a cost of living increase and not tied with performance, however he commended the Staff on great performance. He stated that this was discussed during the budget workshops in 2020; however, covid had hit and they felt the time was not appropriate. He presented the following handout illustrating the projected expense and the affect on the budget.

BLANK

Snapshot of Salary Budgeted/Actual Line Item Through FY22 Halfway Point (25 weeks)				
	Actual YTD	FY22 Budget	% of Budget YTD At 25 Weeks	Budget Balance for Remainder of FY22
Salary FY22 YTD	\$ 64,109	\$ 154,145	41.6%	\$ 90,036

Projected Salary for 2nd Half of Year (27 weeks: Assuming Same Pay Rate)				
	Hourly Pay Rate	Projected Weekly Hours	Projected Pay Assuming 27 more weeks In Year	
Town Clerk	\$ 25.00	24	\$ 16,200	
Water Deputy Clerk	\$ 18.45	40	\$ 19,926	
Deputy Clerk	Salary (45k annually)		\$ 23,365	
Finance Officer	Salary (45k annually)		\$ 23,365	
Total Projected Pay for 2nd Half of Year			\$ 82,857	

Projected Cost to Town for 4% Cost of Living Increase for 25 weeks		
Town Clerk	\$	600
Water Deputy Clerk	\$	738
Deputy Clerk		
Finance Officer	\$	900
Total Projected Proposed Increase for 2nd Half of Year	\$	2,238

Total Projected Expense for Salary Broken down to 3 Buckets		
YTD Salary Expense	\$	64,109
Projected Salary Expense from 12/27-6/30	\$	82,857
Projected Cost of 25 weeks of Cost of Living Increase	\$	2,238
FY22 Projected Salary Expense Total	\$	149,204

How the Total Actual Expenditures Project Out With the Implementation of a 4% Cost of Living Adjustment Effective 1/24/22				
	Projected Actual	Budget	Variance	
Total Projected Salary Expenditure for FY22	\$ 149,204	\$ 154,145	\$ 4,941	within budget
Total Projected Expenditure for Medicare/SS (Salary Only)	\$ 11,414.09			
Total Projected Expenditure for Medicare/SS (Council On)	\$ 2,907.00			
Total Projected Medicare/SS	\$ 14,321.09	\$ 14,454	\$ 133.20	within budget
Total Salary Plus FICA	\$ 163,524.86	\$ 168,599.29	\$ 5,074.43	within budget

Direct From WE Fund: Snapshot of Gary's Salary Budgeted/Actual Line Item Through FY22 Halfway Point (25 weeks)				
	Actual YTD	FY22 Budget	% of Budget YTD At 25 Weeks	Budget Balance for Remainder of FY22
Water Technical	\$ 3,542	\$ 10,000	35.4%	\$ 6,458
Salary FY22 YTD				

Proposal
I will be proposing a 4% Cost of Living Increase for all Staff Positions Hired before 7/1/21.

He presented some inflation statistics and noted that he believes a 4% increase is a good number. He believes this increase is merited for our employees and hopes that Councils sees it that way as well. He made himself available for questions.

Councilman Rigsbee also commended Staff and noted that if they were not here then the Council would be obligated by law to do this work.

Mayor Crawford stated that he began the meeting praising Staff and appreciates all they do for him being a new member.

Mayor Pro Tem Foy **amended** his motion to make the increase affective with the next pay period on 1-23-2022.

Councilman Rigsbee accepted the amendment.

Vote: Councilman Rigsbee-aye, Mayor Pro Tem Foy-aye, Councilman Landreth-aye, Councilman Jones-aye, Mayor Crawford-aye. Motion carried.

13. Discussion on conversations with Rockingham County Officials.

Mayor Crawford reported that he and Councilman Jones were fortunate enough to have good discussion with Representatives from Rockingham County about the possibility of having a second water source for the Town. He stated that we ran into some roadblocks, they don't think they have the capacity, but we did discuss the various options. Councilman Jones agreed that it was a very good meeting. It helps us know the questions we need to ask so that documents can be prepared to bring to Council for a vote. He stated that there are technical things that will need to be investigated. Mayor Crawford stated that we have left the door open and have some stumbling blocks to overcome but it was a good meeting.

Councilman Landreth stated that we are looking at our options and putting these discussions on the table for the citizens. Mayor Crawford and Councilman Jones explained that we will need to consult with the NC Water Association and possibly Engineers to get some things defined for the Town. Councilman Landreth recommended we get citizen input and input from other towns that have water systems before we spend any money on this project.

14. Discussion and possible vote on NCDOT Matters.

Councilman Landreth stated that none of us know about the road projects going on. He referred to a letter he received from an attorney. He stated that he is always being asked about the 158 project and other projects going on but we don't have all the information. He noted that there are plans out there that the public needs to know about that affects their property. He stated that his letter was on the 158 project and understands that others have received the same letter.

Councilman Jones asked if the letter was a solicitation to represented citizens in these projects. Councilman Landreth stated that it was. He stated that he sits on Council and people ask him about these projects, but he doesn't know what's going on.

Councilman Rigsbee pulled the 158 project up on his cellphone and stated that there is a contact name listed that we could reach out to for some answers. He noted the time line listed on the plan to move the project forward.

Councilman Jones stated that his last information was that the 158 Bypass had not been funded and they didn't know when it would be funded.

Councilman Landreth stated that he is concerned about this personally but also, that nobody knows what is going on. He did not want people to be taken advantage of. He asked Councilman Rigsbee if he could contact NCDOT and stay on top of it. Councilman Rigsbee stated that he could check into this. Councilman Landreth stated that he may be affected personally and did not want it to look like he has a conflict of interest. However, we need to get a handle on this.

Councilman Jones stated that he supported this agenda item with enthusiasm because this did generate the largest turnout in this building. Our citizens care about this issue. Approximately 2 or 3 years ago, he recalled a Council meeting where Mayor Flynt, Mayor Pro Tem Hooks indicated that they were having conversations with NCDOT and when he asked that they share that with Council they declined. He expressed his frustrating then because he felt they should disclose what they knew at that time. He stated that there are four things this Council should be concerned about with regard to NCDOT projects: US 158 Bypass-Northern Route, the Town has lost contact with the Metropolitan Planning Organization through NCDOT and we should be receiving emails and their minutes of what they do that impacts us. The third item is Angel Pardue Road. Council just approved a subdivision and anticipate an increase in traffic. Council should be proactive and start conversations with NCDOT and Guilford County School about a problem coming. He noted that it is DOT's responsibility to do road improvements. The fourth item is the widening of Hwy 68 and 65 all the way to 220 at the intersection of Hwy. 158 where the new Bi-Rite is located. He stated that we have no maps in this building and no contact with NCDOT officials regarding these projects except for those conversations with former Mayor and Mayor Pro Tem. He stated that he did not know what the next step should be but that maybe invite a NCDOT Representative to our February meeting.

Councilman Rigsbee stated that he would make contact and see if someone could come speak on all these projects.

The Town Clerk stated that she receives emails regarding the TCC meetings and former Mayor Flynt attended some of those meetings. She stated that she received meeting notices for all their upcoming meeting for 2022 that she can forward to Councilman Rigsbee. She stated that she did not know if Council needs to appoint a representative to serve on this board or not.

Councilman Jones asked if former Mayor Flynt relayed any of this information to Council. Councilman Rigsbee stated that he would follow up with NCDOT. He stated that he could not commit to attending all these meetings but would contact them to see who might be the best one to come speak to the Council. Councilman Jones suggested we invite Bobby Norris, the District Engineer to attend our meeting.

Councilman Landreth asked if these meeting are recorded. The Town Clerk did not know. Mayor Pro Tem Foy suggested we see if they have audio of these meetings.

Councilman Jones asked Mr. Southard and Mr. Gauldin with the Fire Department if they have contacts with NCDOT. Chief Gauldin stated that there is a member of the Fire Department that attends those meetings. He recalled some projects were put on hold; however, he was aware of survey work going on. He stated that they will reach out to see if they can obtain a contact.

Councilman Jones made a **Motion** to continue this item to the February meeting. Councilman Landreth seconded the motion.

Vote: Councilman Rigsbee-aye, Mayor Pro Tem Foy-aye, Councilman Landreth-aye, Councilman Jones-aye, Mayor Crawford-aye. Motion carried.

15. Citizen's Comments from the Floor. (3-minute Limit per Speaker)

None

16. Council Comments.

Councilman Rigsbee thanked everyone for coming tonight.

Mayor Pro Tem Foy wished everyone a Happy New Year and thanked everyone for coming out.

Councilman Landreth commended Mayor Pro Tem Foy for coordinating the biggest Christmas Parade ever despite pending weather issues. He also thanked staff for their efforts.

Councilman Jones thanked staff for their efforts, he thanked Mayor Pro Tem Foy and all others that participated in this year's parade despite impending storm. He mentioned discussions with local citizens on a possible sales tax increase coming down the pike. He also referred to discussions regarding efforts to establish a charter school in Stokesdale. He thanked everyone in person and online listening tonight.

Mayor Crawford thanked staff for their efforts.

17. Adjournment.

Councilman Landreth made a **Motion** to adjourn the meeting. Councilman Jones seconded the motion.

Vote: Councilman Rigsbee-aye, Mayor Pro Tem Foy-aye, Councilman Landreth-aye, Councilman Jones-aye, Mayor Crawford-aye. Motion carried.

Being no further business to come before the Council, the meeting was adjourned at 9:24 pm.

Announcements:

- a) **No Planning Board Meeting Thursday, January 27th at 7pm at Town Hall (No cases filed)**
Town Council Meeting Thursday, February 10th at 7 pm at Town Hall

Approved: _____

Michael Crawford, Mayor

ATTEST:

Dale Martin, Town Clerk

TITLE: **SOLID WASTE AND RECYCLING SERVICES REQUEST FOR PROPOSAL**

ISSUE DATE: 1/24/22

RESPONSE DEADLINE: 2/7/22 BY 2PM

EXPECTED CONTRACT AWARD: NO EARLIER THAN 2/10/22 AND NO LATER THAN 3/10/22

SERVICES BEGIN: 7/1/22

PROJECT

The Town of Stokesdale is requesting proposals from interested and qualified firms for residential solid waste collection/disposal and recycling services from within its corporate town limits. The town seeks to enter into a franchise agreement with a contractor that has the resources and ability to provide such services. The initial contract term shall be for three (3) years (a town option for two-year renewal terms, unless earlier terminated as provided in the agreement. Proposals are due by 2:00pm (EST) Monday February 7th, 2022. The goal of the town is to provide quality and efficient services to residential households and to achieve the most cost-effective, technically-sound solution.

SCOPE OF WORK *(including but not limited to the following)*

- **Services:** Contractor shall be the exclusive provider of residential solid waste and recycling collection services within the corporate limits of the Town of Stokesdale. Contractor shall also be responsible for the disposal of solid waste and processing of the recyclables collected in a manner that meets all county, state, and federal regulations. A bi-annual bulk item collection is requested as part of this proposal. Bulk collection would occur twice a year at a location and time advised by the town's contract administrator. Services would commence July 1st, 2022.
- **Collection schedules:**
 1. All residential services shall be provided Monday through Friday, between the hours of 7:00am and 7:00pm, unless it's a holiday catch-up day as specified within "Additional Information." Each Residential Service Unit (RSU) shall receive solid waste and recycling services on the same scheduled collection day, which must be maintained, except in the case of adverse weather events that require an adjustment. (Holiday schedules are addressed within "Additional Information.") The town has a preference for one residential schedule day during the week.
 2. Residential curbside solid waste collection shall occur once each week.
 3. Residential curbside recycling collection shall also occur once each week.

4. Waste and Recycling collection shall both occur on the same day each week.

- **Containers (carts):** Contractor shall provide each RSU two (2) roll-out containers (one for solid waste and one for recycling). Containers shall be polycart with a 96-gallon capacity and clearly marked and differentiated for solid waste and recycling. Customers may purchase additional carts as necessary at a contract-specified price. (If the contractor has a smaller cart option, this could be utilized when requested by individual citizens.)
- **Services related to town-owned properties:**
 1. Contractor will supply containers and/or dumpsters for solid waste and recyclables at Stokesdale Town Park and Stokesdale Town Hall at no charge to the town. The contractor will collect, transport, and dispose of materials on the same schedule as specified for RSUs.
- **Contractor equipment:** Contractor, at its sole cost and expense, agrees to furnish all trucks, equipment, machines, and labor, which are reasonably necessary to adequately, efficiently, and properly collect and transport solid waste and recyclables. Such equipment shall not be allowed to leak or scatter waste within the limits of the town or while in route to the disposal/dump site. Contractor shall clean any spillage and power wash all hydraulic oil and vehicle fluid leaks from public and/or private property resulting from its collection activities by the end of the next business day after noticing the spill or receiving a complaint of such spillage or leak.

ADDITIONAL INFORMATION

- One service agreement contract shall be awarded to the vendor through completion of the term.
- The town clerk or the Town's Council designee shall be the Contract Administrator.
- No subcontracting is allowed unless pre-approved in writing by the town.
- Additional work may be requested on an as-needed basis and based on separate vendor pricing to the town, although no additional work is required in order to satisfy the service agreement.
- Should successful bidder observe a holiday, successful bidder shall for the remainder of the calendar week provide collection service to customers one day after their normal collection day, including Saturday, as its catch-up day.
- At a minimum, customer complaint procedure shall provide that the customer complaint shall be addressed within 24 hours of receipt and shall be promptly resolved. The contractor shall be responsible for maintaining a log of complaints and provide these to the town on a monthly basis, with copies of all complaints indicating the date, nature, address, customer name, and manner and timing of its resolution. Any missed pick-up of solid waste or recyclables will be collected the same business day if notification to the Contractor is provided by 2:00pm. If later, material will be

collected the next business day. The contractor will provide and maintain one point of contact with the town for all customers.

- Estimated 1,600 customers. Awarded provider will be responsible for collecting service fee from customer on a quarterly basis.

REQUIREMENTS TO BID

1. Bidder must provide two professional references that can attest to its company's professional service. Each must be listed within the submitted proposal as "References" with the following:
 - a. name and location of municipality or community with brief description of services;
 - b. photographs of each container used (one is sufficient if substantively identical); and,
 - c. contact person, telephone number, and nature of relationship.
2. Bidder must provide the following narrative organized to address, describe, or provide the following:
 - a. any noteworthy approaches to the scope of work/services to be performed, including any methods for ensuring customer satisfaction and service quality and copies of relevant company policies;
 - b. the firm's background, qualifications, and experience;
 - c. evidence of insurance; and,
 - d. a draft copy of a base contract you would use as a starting point to contract negotiations.

This narrative is not to exceed ten (10) double-sided pages in length. A cover letter, copies of stand-alone company policies, evidence of insurance, and the draft contract will not count as part of the page limit.

3. Bidder must agree by signing the "Vendor Form" that it will comply with all local, state, and federal laws regarding the legal status of all employees and the business (proper filing, payment of taxes, business location, etc.).
4. An authorized representative of the company must fully complete the "Proposed Pricing Form." By doing so, the bidder acknowledges understanding of the conditions set forth in this RFP and agrees to them with no exceptions. If exceptions exist, they must be clearly listed on a separate numbered sheet.

REQUIREMENTS FOLLOWING AWARD OF SERVICE AGREEMENT CONTRACT

1. Vendor must have a current \$1,000,000 general liability insurance policy naming the Town of Stokesdale as an additional insured party.
2. If applicable, awarded vendor will provide a current Workman's Compensation insurance policy, naming the Town of Stokesdale as an additional insured party.

3. Vendor must provide the following: Certificate of Insurance, W-9, and E-Verify forms. If you do not have worker's compensation insurance, you must complete an Independent Contractor Agreement and Independent Contractor vs. Employee Checklist.
4. Vendor must provide a Sales Tax Certification form upon invoice submission.

BID SUBMITTAL

In a sealed envelope, provide two (2) complete copies of your proposal for furnishing services outlined within this Request for Proposal (RFP). Each copy must consist of a complete copy of this RFP + professional references + narrative + the signed Vendor and Pricing Form. Proposals will be received until 2:00pm (EST) Monday, February 7th, and are subject to the conditions within this document.

The submittal can take any written form, provided that the outlined requirements are met and instructions are followed.

1. Proposals must be submitted directly to the Town of Stokesdale (issuing agency) with the sealed proposal envelope or package addressed as follows:

If delivered by US Postal Service:

*Town of Stokesdale
Town Clerk, Dale Martin
Attn: Solid Waste & Recycling RFP
8325 Angel-Pardue Road
Stokesdale NC 27357*

If delivered by any other means:

*Town of Stokesdale
Town Clerk, Dale Martin
Attn: Solid Waste & Recycling RFP
8325 Angel-Pardue Road
Stokesdale NC 27357*

2. Direct all RFP and submittal/RFP inquiries in writing to Town Clerk Dale Martin at stokesdale@stokesdale.org (e-mail).

THE PROCUREMENT PROCESS

The following is a general description of the process by which a vendor will be selected:

1. Request for Proposals (RFP) is issued to prospective vendors.
2. Copies of the proposal must be provided as described within the "Bid Submittal" section of this RFP. Documents must be signed and dated by an official authorized to bind the firm. Unsigned proposals will not be considered.
3. All proposals must be received by the town not later than the date and time specified on the RFP cover sheet.
4. At the February 10th, Stokesdale Town Council Meeting, the package containing the proposals from each responding firm will be opened publicly and the name of the vendor and cost(s) offered will be announced. Interested parties are cautioned that these costs and their components are subject to further evaluation for completeness and correctness and therefore may not be an exact indicator of a vendor's pricing position.
5. At their option, the evaluators may request oral presentations or discussion with any or all vendors for the purpose of clarification regarding materials presented in any part of the proposal; however, vendors are cautioned that the evaluators are not required to request clarification; therefore, all proposals should be complete and reflect the most favorable terms available from the vendor.
6. Though optional, it is suggested that potential vendors attend the Stokesdale Town Council Meeting at Stokesdale Town Hall on Thursday, 2/10/22 at 7pm. Potential vendors will be given an opportunity to make an oral presentation and field any questions from the Stokesdale Town Council.
7. Proposals will be evaluated according to completeness, content, and experience with similar projects, ability of the vendor, and cost. Award of a contract to one vendor does not mean that the other proposals lacked merit, but that all factors considered, the selected proposal was deemed most advantageous to the Town.
8. Vendors are cautioned that this is a request for offers or a proposal, not a request to contract, and the Town of Stokesdale reserves the unqualified right to reject any and all offers when such rejection is deemed to be in the best interest of the Town.

GENERAL INFORMATION ON SUBMITTING PROPOSALS

VENDOR FORM

(Must be completed and submitted with proposal for consideration.)

In compliance with this RFP and subject to all outlined conditions, the undersigned offers and agrees to perform the scoped work if its proposal is accepted within 90 days of the bid opening.

Vendor name _____

Address _____ City _____ State _____ Zip _____

Phone _____ Cell _____ E-mail _____

Federal Employee Identification Number _____

Principal place of business (if different) _____

(Typed or printed name)

(Date)

(Signature)

PROPOSED PRICING FORM

(Must be completed and submitted with proposal for consideration.)

Provide quarterly charges for each residential item below.

Weekly curbside collection of solid waste with <u>contractor-supplied</u> , 96-gallon roll-out polycarts + weekly curbside collection of recyclables with <u>contractor-supplied</u> , 96-gallon roll-out polycarts	\$
Service charge for bi-annual bulk waste disposal collection at location in the Town of Stokesdale TBD	\$
Total Quarterly Charge for Each Residential Customer	\$

SOLID WASTE AND RECYCLING SERVICE BID TABULATION SHEET

[illegible]

Item #12 Consideration of Budget Amendment #3

**Budget Amendment information will be
forwarded to Council
as soon as it is available.**

2021 General Records Schedule: Local Government Agencies

The records retention and disposition schedules and retention periods governing the records series listed herein are hereby approved. This approval extends to and includes the following standards in the **2021 General Records Schedule: Local Government Agencies**:

1. Administration and Management Records
2. Budget, Fiscal, and Payroll Records
3. Geographic Information System Records
4. Human Resources Records
5. Information Technology Records
6. Legal Records
7. Public Relations Records
8. Risk Management Records
9. Workforce Development Records

In accordance with the provisions of Chapters 121 and 132 of the *General Statutes of North Carolina*, it is agreed that the records do not and will not have further use or value for official business, research, or reference purposes after the respective retention periods specified herein and are authorized to be destroyed or otherwise disposed of by the agency or official having custody of them without further reference to or approval of either party to this agreement.

Destructions

G.S. § 121-5 authorizes the Department of Natural and Cultural Resources to regulate the destruction of public records. Furthermore, the local government agency agrees to comply with 07 NCAC 04M .0510 when deciding on a method of destruction. The North Carolina Administrative Code states:

"(a) Paper records which have met their required retention requirements and are not subject to legal or other audit holds should be destroyed in one of the following ways:

1. burned, unless prohibited by local ordinance;
2. shredded, or torn up so as to destroy the record content of the documents or material concerned;
3. placed in acid vats so as to reduce the paper to pulp and to terminate the existence of the documents or materials concerned; or
4. sold as waste paper, provided that the purchaser agrees in writing that the documents or materials concerned will not be resold without pulverizing or shredding the documents so that the information contained within cannot be practicably read or reconstructed.

(b) When used in an approved records retention and disposition schedule, the provision that electronic records are to be destroyed means that the data and metadata are to be overwritten, deleted, and unlinked so the data and metadata may not be practicably reconstructed.

(c) When used in an approved records retention and disposition schedule, the provision that confidential records of any format are to be destroyed means the data, metadata, and physical media are to be destroyed in such a manner that the information cannot be read or reconstructed under any means."

All local government agencies should maintain logs of their destructions either in the minutes of their governing board or in their Records Management file. Confidential records will be destroyed in such a manner that the records cannot be practicably read or reconstructed.

Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.

Audits and Litigation Actions

Records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule.

Electronic Records

All local government agencies and the Department of Natural and Cultural Resources concur that the long-term and/or permanent preservation of electronic records requires additional commitment and active management by the agency. Agencies agree to comply with all policies, standards, and best practices published by the Department of Natural and Cultural Resources regarding the creation and management of electronic records.

Local government agencies should consider retention requirements and disposition authorities when designing and implementing electronic records management systems. Any type of electronically-created or electronically-stored information falls under the North Carolina General Assembly's definition of public records cited above. For example, e-mail, text messages, blog posts, voicemails, websites, word processing documents, spreadsheets, databases, and PDFs all fall within this definition of public records. In addition, G.S. § 132-6.1(a) specifies:

"Databases purchased, leased, created, or otherwise acquired by every public agency containing public records shall be designed and maintained in a manner that does not impair or impede the public agency's ability to permit the public inspection and examination of public records and provides a means of obtaining copies of such records. Nothing in this subsection shall be construed to require the retention by the public agency of obsolete hardware or software."

Local government agencies may scan any paper record and retain it electronically for ease of retrieval. If an agency wishes to destroy the original paper records before their assigned retention periods have been met, the agency must establish an electronic records policy, including putting into place procedures for quality assurance and documentation of authorization for records destructions approved by the Government Records Section. This electronic records policy and releases for destruction of records must be approved by the Government Records Section. Agencies should be aware that for the purpose of any audit, litigation, or public records request, they are considered the records custodian obligated to produce requested records, even if said records are being maintained electronically by an outside vendor. Therefore, contracts regarding electronically stored information should be carefully negotiated to specify how records can be exported in case a vendor goes out of business or the agency decides to award the contract to a different vendor.

Reference Copies

All local government agencies and the Department of Natural and Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods that allow these records to be destroyed when "*reference value ends*." All local government agencies hereby agree that they will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "*destroy when reference value ends*." If a local government agency does not establish internal policies and retention periods, the local government agency is not complying with the provisions of this retention schedule and is not authorized by the Department of Natural and Cultural Resources to destroy the records with the disposition instruction "*destroy when reference value ends*."

Record Copy

A record copy is defined as "The single copy of a document, often the original, that is designated as the official copy for reference and preservation."¹ The record copy is the one whose retention and disposition is mandated by this schedule; all additional copies are considered reference or access copies and can be destroyed when their usefulness expires. In some cases, postings to social media may be unofficial copies of information that is captured elsewhere as a record copy (e.g., a press release about an upcoming agency event that is copied to various social media platforms). Appropriately retaining record copies and disposing of reference copies requires agencies to

¹ Society of American Archivists, *Dictionary of Archives Terminology*.

designate clearly what position or office is required to maintain an official record for the duration of its designated retention period.

Transitory Records

Transitory records are defined as “record[s] that [have] little or no documentary or evidential value and that need not be set aside for future use.”²

North Carolina has a broad definition of public records. However, the Department of Natural and Cultural Resources recognizes that some records may have little or no long-term documentary or evidential value to the creating agency. These records are often called transitory records. They may be disposed of according to the guidance below. However, all public employees should be familiar with their appropriate retention schedule and any other applicable guidelines for their office. If there is a required retention period for these records, that requirement must be followed. When in doubt about whether a record is transitory or whether it has special significance or importance, retain the record in question and seek guidance from a DNCR records analyst.

Routing slips and transmittal sheets adding no information to that contained in the transmitted material have minimal value after the material has been successfully transmitted. These records may be destroyed or otherwise disposed of after receipt of the material has been confirmed. Similarly, “while you were out” slips, memory aids, and other records requesting follow-up actions (including voicemails and calendar invites) have minimal value once the official action these records are supporting has been completed and documented. These records may be destroyed or otherwise disposed of once the action has been resolved.

Drafts and working papers, including notes and calculations, are materials gathered or created to assist in the creation of another record. All drafts and working papers are public records subject to all provisions of Chapter 132 of the General Statutes, but many of them have minimal value after the final version of the record has been approved, and may be destroyed after final approval, if they are no longer necessary to support the analysis or conclusions of the official record. Drafts and working documents that may be destroyed after final approval include:

- Drafts and working papers for internal and external policies
- Drafts and working papers for internal administrative reports, such as daily and monthly activity reports;
- Drafts and working papers for internal, non-policy-level documents, such as informal workflows and manuals; and
- Drafts and working papers for presentations, workshops, and other explanations of agency policy that is already formally documented.

Forms used solely to create, update, or modify records in an electronic medium may be destroyed in office after completion of data entry and after all verification and quality control procedures, so long as these records are not required for audit or legal purposes. However, if the forms contain any analog components that are necessary to validate the information contained on them (e.g., a signature or notary’s seal), they must be retained according to the disposition instructions for the records series encompassing the forms’ function.

² Ibid.

It is further agreed that these records may not be destroyed prior to the time periods stated; however, for sufficient reason they may be retained for longer periods. This schedule supersedes previous versions of this schedule and any localized amendments; it is to remain in effect from the date of approval until it is reviewed and updated.

APPROVAL RECOMMENDED

Municipal/County Clerk or Manager
Title: _____

Sarah E. Koonts
Sarah E. Koonts, Director
Division of Archives and Records

APPROVED

Head of Governing Body
Title: _____

D. Reid Wilson
D. Reid Wilson, Secretary
Department of Natural and Cultural
Resources

Municipality/County: _____

Effective: October 1, 2021



TO: Stokesdale Town Council
FROM: Robin Yount
DATE: February 3, 2022

RE: Insurance Set-Up Questions

Mary Ann Delphias, Account Manager with MEDCOST contacted me regarding setting up the Towns insurance policy for dental and vision. There are three questions which they need answered to finalize the set up for the town.

- 1) Are Retirees Covered under the Plan
- 2) Are same gender spouses covered under the Plan?
- 3) Are Domestic partners covered under the Plan?

A copy of her email is available if needed.

Thanks,
Robin

Deputy Clerk

From: Mary Ann Delphias <MADelphias@MEDCOST.com>
Sent: Monday, January 31, 2022 11:31 AM
To: Deputy Clerk
Subject: Dental/Vision - group set up questions

Good morning Robin! Thanks again for talking with me earlier today. I have listed out the questions below for the Dental and Vision Plan set up.

- 1) Are Retirees covered under the Plan
- 2) Are same gender spouses covered under the Plan?
- 3) Are Domestic partners covered?
- 4) What is the waiting period?
- 5) What is the effective date of coverage – First of the month following date of hire? First of the month following the waiting period?
- 6) Termination date – Last day worked? End of the month? End of the pay period?
- 7) Who was the prior Dental and Vision carrier?

Let me know if you have any questions for my team. Have a great day!

Mary Ann Delphias
Account Manager
Cell phone # 336-407-4622



P 336.774.4409 F 336.970.2282 1.800.217.5097
165 Kimel Park Drive, Winston-Salem, NC 27103
MedCost.com | [LinkedIn](#) | [Twitter](#)

WARNING: This communication constitutes an electronic communication within the meaning of the Electronic Communications Privacy Act, 18 U.S.C. Section 2510. This communication may contain PRIVILEGED and CONFIDENTIAL information and/or protected health information (PHI) intended solely for the use of the sender and any recipient(s) named above. If you are not an intended recipient of this message, or the employee or agent responsible for delivering this message to the intended recipient, you are hereby notified that any review, dissemination, distribution, printing or copying of this facsimile is STRICTLY PROHIBITED. If you have received this communication in error, please notify the sender immediately at 800-433-9178 and permanently destroy this transmission. Please call if the message you received was incomplete or illegible.