



**MINUTES  
TOWN OF STOKESDALE  
REGULAR TOWN COUNCIL MEETING  
8325 ANGEL PARDUE ROAD  
STOKESDALE, NC 27357  
SEPTEMBER 8, 2022 AT 7:00PM**

Members present: Mayor Mike Crawford, Mayor Pro Tem Derek Foy, Councilman Jim Rigsbee, Councilman Jimmy Landreth, Councilman Tim Jones, Finance Officer Kim Thacker, Town Clerk Dale Martin and Deputy Clerk Robbie Wagoner. Mr. Scott Tippet provided Legal Representation.

**1. Call to Order, Pledge of Allegiance and Invocation**

Mayor Mike Crawford called the meeting to order and led the Pledge of Allegiance. Councilman Tim Jones gave the invocation.

Mayor Crawford read a statement commemorating September 11, 2001 tragedy.

Mayor Crawford read a Proclamation designating September 17 – 23, 2022 as Constitution Week.

Mayor Crawford then addressed criticism the town received regarding a funding request for Deputies to direct traffic at the school the first week. Private funding was secured for this expense. The Mayor also addressed criticism for not hosting a 9-11 event and offered the Town's participation and assistance if another group/organization in town wanted to take the lead.

**2. Review and Adopt the Agenda**

Mayor Pro Tem Foy requested to move item #16 up to discuss with item #13 as they are related.

Councilman Jones added an item #16b to discuss the purchase and installation of the Constitution, Bill of rights and Declaration of Independence to be hung in town hall.

Mayor Crawford made a **Motion** to adopt the agenda as amended. Councilman Jimmy Landreth seconded the motion.

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

**3. Review and Approve Minutes: September 9, 2021 Regular Town Council meeting, July 14, 2022 Regular Town Council Meeting; August 11, 2022 Closed Session Minutes**

**September 9, 2021 Minutes:**

Mayor Crawford made a **Motion** to approve the September 9, 2021 minutes as presented. Mayor Pro Tem Foy seconded the motion.

Councilman Jones reminded Council that he was not present at this meeting and not having a chance to review the recording would be voting no on this matter.

**Vote: Councilman Rigsbee-aye, Mayor Pro Tem Foy-aye, Councilman Landreth-aye, Councilman Jones-aye and Mayor Crawford-aye. Motion carried, 4-1.**

#### **July 14, 2022 Minutes:**

Mayor Pro Tem Foy asked that page 6 be amended to include the cost of the Architect Hawkins Landscape Architect in the amount of \$1950.

Mayor Crawford made a **Motion** to approve the July 14, 2022 minutes as amended. Mayor Pro Tem Foy seconded the motion.

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

#### **August 11, 2022 Closed Session**

Mayor Crawford made a **Motion** to approve the August 11, 2022 Closed Session minutes as presented.

Councilman Jones noted that the job description was attached and that there should not be any restrictions placed on these minutes.

Mayor Pro Tem Foy seconded the motion.

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

#### **4. Public Safety Reports: Fire Department**

Deputy Chief Randy Southard presented the Fire Department's report. He highlighted calls received this month due to the Town's continued growth. He then referred to the "Ready-Guilford" website and announced that citizens can subscribe to the weather alert system to better stay informed of weather conditions within the county.

Councilman Jones asked about the appointment process for the Fire Department's Board and for a list of their current Board members. Chief Southard explained how the 12 members are elected to their Board at their annual meeting in July and stated that he would provide a list of the current Board. (A list of Board members was provided to Councilman Jones at the end of the meeting) Stokesdale Fire Department Board Members

- |                        |                    |
|------------------------|--------------------|
| 1. Sammy Pegram        | 2. Stuart Chandler |
| 3. Powell Shelton, Jr. | 4. Ray Joyner      |

- |     |                  |     |               |
|-----|------------------|-----|---------------|
| 5.  | Laura Gibson     | 6.  | John Flynt    |
| 7.  | Ashley Westbrook | 8.  | Tim Kallam    |
| 9.  | Bill Sorrell     | 10. | Archie McGee  |
| 11. | Dewayne Dalton   | 12. | Doug Stephens |

Mayor Crawford introduced Mr. Scott Tippet who is providing legal counsel tonight and thanked him for his service.

## **5. Administrative Reports:**

### **a) Administrative Report from Interim Town Clerk:**

Town Clerk Dale Martin presented the August administrative report highlighting water bills mailed and received and past due accounts, various reports submitted during the month, and update on subdivision water lines extensions and the process for approvals. She announced that the State of Emergency issued by Governor Cooper has expired and that the Town would be rescinding the order in Stokesdale.

### **b) Planning Board:**

None presented.

### **c) Property Committee:**

None presented.

### **d) Park Improvement Committee:**

Chairman Tee Stephenson reported that the Committee has been meeting weekly, have reviewed the results of a citizen's survey conducted several years ago and discussed items identified as a priority. The Committee has reviewed a proposal for an amphitheater and playground and shared other ideas for future development and maintenance of the park.

## **6. Financials: Finance/Budget Officer: Kim Thacker**

Finance and Budget Officer Kim Thacker presented the financial report for August. For the General Fund, she highlighted various account totals, accounts receivables, ARP fund totals and money reimbursed by the water fund. For the Water Fund, she highlighted various accounts, accounts receivables, and funds that reimburse the general fund.

Mayor Pro Tem Foy asked about inactive accounts and whether or not a separate line item should be created for those accounts. After a brief discussion, Mrs. Thacker stated that she would request this report each month so that we can continue to track these accounts.

Mrs. Thacker then reported she sent information on September 3, 2022 to the Auditors to begin the Town's annual audit report. She also reported that she is registered to attend a free ARP Experts Tour in Greensboro on September 21<sup>st</sup> and hopes to learn more about ARP funds.

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

**Mark Nadel, 8211 Windy Gayle Dr., Stokesdale:** thanked the Mayor for the recognition of 9-11 and encouraged the Town to host a 9-11 event in town.

Councilman Rigsbee asked Mr. Nadel if he would be willing to participate in the coordination of an event. Mr. Nadel stated that he would be willing to help.

**Eileen Thiery, 8101 Meadow Springs Place, Stokesdale, NC** - spoke on behalf of the Friends of Stokesdale and invited Council and the public to two events. On September 16<sup>th</sup> the group will host a dance/social with a silent auction fundraiser at the Longhouse in Stokesdale, tickets \$20 and on October 1<sup>st</sup>, Farmer's Day at Stokesdale United Methodist Church for a display of historic old farm equipment, contests, food and fun.

Deputy Chief Southard reported that the Fire Department has never sponsored a 9-11 event but participated in those held in the past.

**NEW BUSINESS:**

**8. Review proposals and Approve contract with Gray & Creech for Copier at Town Hall. (Current contract with Gray & Creech expires on September 26, 2022.)**

The Town Clerk reported that Staff met with two companies, Gray & Creech and COECO to discuss copiers for Town Hall. Mrs. Martin stated that the current copier has served the town well with very little issues since she has been here. After review of the two proposals, staff recommends we continue with the same sharp copier for another 3-year term lease at a lower cost.

Mayor Pro Tem Foy made a **Motion** to approve a contract with Gray & Creech to continue a lease (3-years) for the same Sharp MX-3071 currently used in Town Hall, monthly lease payment of \$144, annual maintenance cost of \$1,464 (includes toner, labor, parts and service calls), overage copy cost for black/white @ \$0.015 & color cost @ \$0.070. Councilman Landreth seconded the motion.

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

**9. Proposal by Hunter Enterprises for Repairs to Turf at Town Park Soccer Field.**

Councilman Rigsbee stated that the proposal is straight forward for the repairs needed at the soccer field. There is a question on the additional watering that will be needed for the new sod, and he will follow up on that question.

Councilman Rigsbee made a **Motion** to approve a proposal by Hunter Enterprises \$1,400 for repairs to the turf at the Town Park soccer field. Mayor Pro Tem Foy seconded the motion.

Councilman Jones asked that the invoice **date of August 26, 2022** be **added** to the motion.

Both Councilman Rigsbee and Foy agreed to the amendment.

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

**10. Proposal by Hazen and Sawyer for engineering services, plan review, and intermittent inspections.**

Aaron Babson, PE, Associate Vice-President, Hazen and Sawyer was introduced. Mr. Babson stated that he was approached several months ago about reviewing plans and conducting inspections of subdivisions to ensure that Town specifications are being met. The funds appropriated at that time have been spent and before Council is a new proposal to continue that service.

Mayor Pro Tem Foy made a **Motion** to approve a proposal by Hazen and Sawyer for engineering services, plan review and intermittent inspections for water line system extensions in the amount of \$8,000.

Councilman Jones seconded the motion and asked that the date of the proposal, **September 6, 2022** be added to the motion. He asked that it be noted that this was for Blacksmith Subdivision and others that require review.

Mayor Pro Tem Foy agreed to the amendments.

Councilman Jones noted that a portion of this fee is being recovered by a fee imposed on the developer to ensure that town specifications are being met.

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

Mayor Pro Tem Foy asked that Council consider items #16, #14 and #15 now since they all relate to Hazen and Sawyer.

**16. Discussion on Administration of Grant Application by Hazen and Sawyer (if needed).**

Mayor Pro Tem Foy explained that Mr. Babson is currently working with other clients to assist in preparing a grant application for ARP funds through the Division of Water Infrastructure for potential grant funding. He noted the uses allowed under this grant money.

Mr. Babson stated that the Town could apply themselves; however, it does require an Engineer's report that we could prepare for you. He stated that they are prepared and feel they we could prepare this application very efficiently and quickly for the Town. He explained that the grant can be up to \$400,000 and encouraged the Town to apply for the maximum. He then noted the uses allowed under the grant.

Mr. Babson then noted the second option is for a planning grant that can be used for a specific project which would need to be identified within the next couple of weeks. Mayor Pro Tem Foy pointed out that the proposal for the grant assistance includes the cost of Mr. Babson meeting with Council to identify these projects and invited him to the Council's Water workshop meetings if this proposal passes tonight.

Mayor Pro Tem Foy and Mr. Babson agreed that any studies that come out of this process could be used for other grant opportunities in the future. It was pointed out that these grants can be used for tangible items but not for construction.

Mayor Pro Tem Foy made a **Motion** to approve a proposal up to \$8,000 with Hazen and Sawyer for assistance to the Town of Stokesdale in applying for a \$400,000 grant through the Department of Water Infrastructure of North Carolina.

Councilman Jones seconded the motion and asked that it be clarified since both proposals are dated September 6, 2022 and for \$8,000. He further identified the proposal for NC Division of Water Infrastructure Funding Application Assistance.

Mayor Pro Tem Foy agreed to the amendment.

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

Councilman Jones pointed out that he also attended the meeting with Mr. Foy and Mr. Babson and would be glad to share any information from that meeting with any Council member if they so desire. He thanked Mr. Babson for his information and stated that we are very fortunate to have him in Stokesdale.

**15. Consideration of a Resolution to Apply for Asset Inventory Grant through the Division of Water Infrastructure.**

Mayor Pro Tem Foy stated that with the passage of the grant assistance proposal, for administrative purposes, Council will need to adopt a resolution to apply for the Asset Inventory Grant through the Division of Water Infrastructure.

Mayor Pro Tem Foy made a **Motion** to approve the following a resolution to apply for Asset Inventory Grant through the Division of Water Infrastructure.



**RESOLUTION NO. R-2022-04**

**RESOLUTION BY GOVERNING BODY OF APPLICANT**

WHEREAS, The Town of Stokesdale has need for and intends to conduct a study to develop asset inventories, condition assessment of critical assets, and other components of a comprehensive asset management program for their water system, and

WHEREAS, The Town of Stokesdale intends to request State grant assistance for the project,

**NOW THEREFORE BE IT RESOLVED, BY THE TOWN COUNCIL OF THE TOWN OF STOKESDALE:**

That Town of Stokesdale, the **Applicant**, will arrange financing for all remaining costs of the project, if approved for a State grant award.

That the **Applicant** will provide for efficient operation and maintenance of the project on completion of construction thereof.

That the **Applicant** will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system and the repayment of all principal and interest on the debt.

That Michael E. Crawford, Mayor, the **Authorized Official**, and successors so titled, is hereby authorized to execute and file an application on behalf of the **Applicant** with the State of North Carolina for a grant to aid in the study of or construction of the project described above.

That the **Authorized Official**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the **Applicant** has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants pertaining thereto.

Adopted this the 8<sup>th</sup> day of September, 2022 at Stokesdale, North Carolina.

**CERTIFICATION BY RECORDING OFFICER**

The undersigned duly qualified and acting Town Clerk of the Town of Stokesdale does hereby certify: That the above/attached resolution is a true and correct copy of the resolution authorizing the filing of an application with the State of North Carolina, as regularly adopted at a

legally convened meeting of the Town Council duly held on the 8<sup>th</sup> day of September, 2022; and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office. IN WITNESS WHEREOF, I have hereunto set my hand this 8<sup>th</sup> day of September, 2022.

Mayor Crawford seconded the motion.

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

**14. Consideration of a Resolution to Apply for Preconstruction Planning Grant through the Division of Water Infrastructure.**

Mayor Pro Tem Foy made a Motion to approve the following resolution to apply for Preconstruction Planning Grant through the Division of Water Infrastructure.

**RESOLUTION NO. R-2022-03**

**RESOLUTION BY GOVERNING BODY OF APPLICANT**

WHEREAS, The Town of Stokesdale has need for and intends to conduct a study on their water system described as Stokesdale Water Supply Pre-Construction Planning Grant, and

WHEREAS, The Town of Stokesdale intends to request State grant assistance for the project,

**NOW THEREFORE BE IT RESOLVED, BY THE TOWN COUNCIL OF THE TOWN OF STOKESDALE:**

That Town of Stokesdale, the **Applicant**, will arrange financing for all remaining costs of the project, if approved for a State grant award.

That the **Applicant** will provide for efficient operation and maintenance of the project on completion of construction thereof.

That the **Applicant** will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system and the repayment of all principal and interest on the debt.

That Michael E. Crawford, Mayor, the **Authorized Official**, and successors so titled, is hereby authorized to execute and file an application on behalf of the **Applicant** with the State of North Carolina for a grant to aid in the study of or construction of the project described above.



That the **Authorized Official**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the **Applicant** has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants pertaining thereto.

Adopted this the 8<sup>th</sup> day of September, 2022 at Stokesdale, North Carolina.

**CERTIFICATION BY RECORDING OFFICER**

The undersigned duly qualified and acting Town Clerk of the Town of Stokesdale does hereby certify: That the above/attached resolution is a true and correct copy of the resolution authorizing the filing of an application with the State of North Carolina, as regularly adopted at a legally convened meeting of the Town Council duly held on the 8<sup>th</sup> day of September, 2022; and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office. IN WITNESS WHEREOF, I have hereunto set my hand this 8<sup>th</sup> day of September, 2022.

Mayor Crawford seconded the motion.

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

**11. Discussion of Town Park storm water piping system vote repair and possible upgrades.**

Councilman Jones explained the notification of a sink hole at the park by a Guilford County Sheriff. Upon evaluation by himself, Councilman Landreth and Gene Robertson with Yates Construction, emergency repair process was initiated, and the area was roped off for safety reasons.

Councilman Jones offered the following invoice to be authorized for payment due to the emergency situation that was presented.

Mayor Pro Tem Foy made a **Motion** to authorize the Finance Officer to pay the invoice to Yates Construction in the amount of \$2,948.12

Councilman Jones seconded the motion and asked that the date of the invoice, invoice number and a description of the work performed be added to the motion. Invoice date 8-11-2022, # 982

and further described as Labor, equipment and materials require to repair broken storm water drain system at the soccer field.

Mayor Pro Tem Foy stated that there is money in the budget to cover this expense.

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

Councilman Jones thanked Yates for their prompt service.

Council then held a brief discussion on a possible long-term solution to the problem.

## **12. Discussion of Fifty Thousand Dollar (\$50,000) Small Town Development Grant.**

Mayor Pro Tem Foy announced the receipt of a \$50,000 grant for capital improvements or equipment from the State. He explained that we budgeted to receive this money during our budget discussions, and we allocated the money for the town park. He suggested the scope of work encompass the construction of an amphitheater, nature trails or playground which is inline with the discussions held by the Town Park Improvement Committee.

Mayor Pro Tem Foy made a **Motion** that Mr. Wagoner prepare a scope of work to include the construction of an amphitheater, nature trails and a playground for the town park for submission as required by this grant.

Mayor Crawford seconded the motion.

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

## **13. Discussion of and Adoption of Conflict-of-Interest Policy.**

Mayor Pro Tem Foy stated that a Conflict-of-Interest Policy is a requirement for the previous grant and by statute.

Mayor Pro Tem Foy made a **Motion** to approve the Conflict of Interest Policy, effective 9-8-2022.

Mayor Crawford seconded the motion.

Councilman Jones asked if this policy is going to conflict with our existing Ethics Policy.

Mr. Scott Tippet suggest that we state whichever is the more restrictive policy be adopted.

Mayor Pro Tem Foy read NCGS 143C-6-23(b) which is required for governmental agencies to accept grant funds and therefore, in his opinion they would not conflict with each other.

Mr. Tippet then suggested this policy be incorporated into the Town's Ethics Policy.

Mayor Pro Tem rescinded his previous motion.

Mayor Pro Tem Foy made a **Motion** to adopt this Conflict-of-Interest policy as presented and incorporate said policy into the Town's current Ethics policy.

Councilman Jones seconded the motion.

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

**16b. Discuss the purchase and installation of the Constitution, Bill of Rights and Declaration of Independence to be hung in town hall.**

Councilman Jones stated that he has had discussions about this in the past and felt the Town should have on display a poster size of all three documents at a reasonable cost. Council asked Staff to get quotes on obtaining these documents and framing costs. Councilman Landreth suggested we get donations towards this expense and offered \$100 towards the cost. Each Council member offered \$100 towards the cost. Councilman Rigsbee recalled that some civic clubs offer this as a service and recommended staff look into that option.

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

Eileen Thiery said that Amazon has these posters and frames.

**18. Council Comments.**

Councilman Rigsbee revisited the traffic issue at the school and noted the traffic studies that have been conducted in the past by the school system and Sheriff's office. He noted that that Guilford County Schools and Guilford County Sheriff's Department has more resources and the responsibility to provide this service. He didn't feel the citizens of Stokesdale should pay for this service.

Mayor Pro Tem Foy thanked those in attendance and for the Mayor's opening remarks on 9-11 and Constitution Week. He gave a "shout out" to Mr. Babson for attending, the Stokesdale Parks and Recreation Committee (which is not affiliated with the Town) for their outstanding involvement in the installation of play equipment and work at the baseball fields, the addition of microphones, etc. by fundraising efforts. Noted the increased in basketball and the surrounding atmosphere is all good. Cheerleading has now been added to their programs. He congratulated Olivia Carr, who made the NC State Cheerleading travel team and wished her all the success.

Councilman Landreth also thanked those in attendance. He thanked staff for their efforts and added that he is happy to be living in Stokesdale.

Councilman Jones also thanked those in attendance. He stated that regarding a 9-11 ceremony, he encouraged groups such as our churches to step forward and join forces to do this. He also agreed with comments about funding the traffic control at the school and suggest citizens ask the school system or the sheriff's department to provide this service.

Mayor Crawford agreed with all the previous comments and thanked those in attendance for being here. He also thanked staff and Mr. Tippet for his legal representation.

**Announcements:**

**Planning Board Meeting Thursday, September 22<sup>nd</sup> at 7pm at Town Hall**  
**Town Council Meeting Thursday, October 13<sup>th</sup> at 7 pm at Town Hall**

**19. Adjournment.**

Councilman Landreth made a **Motion** to adjourn the meeting. Mayor Pro Tem Foy seconded the motion.

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

Being no further business to come before Council, the meeting was adjourned at 8:52 pm.

Approved: October 13, 2022.



Michael E. Crawford, Mayor

ATTEST:



Dale F. Martin, Town Clerk