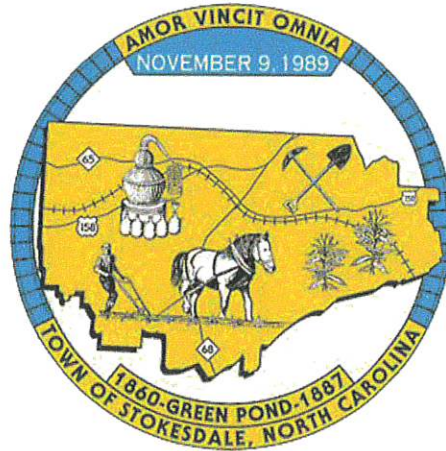


TOWN OF STOKESDALE NORTH CAROLINA



AGENDA PACKET

REGULAR TOWN COUNCIL MEETING

STOKESDALE TOWN HALL BUILDING

8325 ANGEL-PARDUE ROAD
STOKESDALE, NC 27357

APRIL 11, 2024

7:00 PM



AGENDA
TOWN OF STOKESDALE
TOWN COUNCIL
REGULAR MEETING
8325 ANGEL-PARDUE ROAD
STOKESDALE, NC 27357
APRIL 11, 2024 AT 7:00 PM

AVAILABLE VENUES TO WATCH/ATTEND:

- a) Attend in Person at Stokesdale Town Hall in Council Chambers at 7:00 PM
 - b) View Live Stream on Town of Stokesdale's YouTube Channel at 7:00 PM:
https://www.youtube.com/channel/UC1tjH7T0Q_56F_EDH6wljiA/live
 - c) View & Participate (Public Comments) Virtually via Zoom at 7:00 PM:
<https://us02web.zoom.us/j/81416517208?pwd=Z2Fqa09Cb3U1cE1WUGZMei9IaWRxUT09>
Meeting ID: 814 1651 7208 - Passcode: 934139 - One-Tap Mobile: 1-309-205-3325
-

- 01. Call to Order, Pledge of Allegiance, and Invocation.
- 02. Review and Adopt the Agenda: April 11, 2024.
- 03. Review and Adopt the following Minutes:
 - a) November 02, 2023, Special Called Town Council Meeting
- 04. Public Safety Reports:
 - a) Stokesdale Fire Department
 - b) Guilford County Sheriff's Office
- 05. Administrative Reports:
 - a) Administrative: Town Clerk Robbie Lee Wagoner II
 - b) Planning Board: Town Clerk Robbie Lee Wagoner II
 - c) Property Committee: Councilman Jim Rigsbee
 - d) Town Park Improvement Committee: Committee Chairman Tee Stephenson
- 06. Financial Reports: Town Finance/Budget Officer Kimberly Thacker
 - a) Financial Report: Town of Stokesdale General Fund
 - b) Financial Report: Town of Stokesdale Water Enterprise Fund
- 07. Public Comments from the Floor (3-Minute Limit per Speaker).

OLD BUSINESS ITEMS:

08. Consideration of a resolution to the Guilford County Board of Commissioners regarding sales tax distribution. *(Continued from March 14, 2024, regular Town Council meeting)*

NEW BUSINESS ITEMS:

09. Consideration of North Carolina League of Municipalities Health Benefits Trust renewal for Fiscal Year 2024 – 2025.
10. Consideration of a resolution consenting to the addition of Lambert Lake Road (Extension of SR 5088), Seven Springs Court, and Quail Crossing Road in the Old Moores Mill Phase 2 Subdivision to the Secondary Road Maintenance System of North Carolina.
11. Consideration of cost proposals for janitorial services at the Stokesdale Town Hall and Stokesdale Town Park.
12. Consideration of cost proposals for professional assistance in the revision of the Town of Stokesdale Development Ordinance to ensure alignment with the requirements outlined in North Carolina General Statute 160D.
13. Consideration to utilize the Guilford County Website for Town of Stokesdale Legal Advertisements.
14. Public Comments from the Floor (3-Minute Limit per Speaker).
15. Council Comments.
16. Closed Session in accordance with § 143-318.11 (Closed Sessions).
 - (a) Permitted Purposes. It is the policy of this State that closed sessions shall be held only when required to permit a public body to act in the public interest as permitted in this section. A public body may hold a closed session and exclude the public only when a closed session is required.
 - (3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged.

ANNOUNCEMENTS:

17. Council Announcements:
 - a) The next Town Planning Board meeting scheduled for Thursday, April 25, 2024, at 7:00 PM inside the Stokesdale Town Hall Council Chambers, has been **canceled**.
 - b) The next special called Town Council meeting (budget workshop) is scheduled for Tuesday, May 07, 2024, at 7:00 PM inside the Stokesdale Town Hall Council Chambers.
 - c) The next regular Town Council meeting is scheduled for Thursday, May 09, 2024, at 7:00 PM inside the Stokesdale Town Hall Council Chambers.

ADJOURNMENT:

18. Adjournment of Meeting.



MINUTES
TOWN OF STOKESDALE
SPECIAL CALLED
TOWN COUNCIL MEETING
8325 ANGEL-PARDUE ROAD
STOKESDALE, NC 27357
NOVEMBER 02, 2023 AT 7:00 PM

IN ATTENDANCE:

Town of Stokesdale Town Council: Mayor Pro Tem Derek Foy, Councilman Jimmy Landreth, Councilman Tim Jones, Councilman Jim Rigsbee.

Town of Stokesdale Town Staff: Town Clerk Robbie Lee Wagoner II

Stokesdale Fire Department: Stokesdale Fire Chief Todd Gauldin, Stokesdale Deputy Fire Chief Chris Southern

North Carolina Department of Transportation: Chris Smitherman (Division Project Team Lead - Division 7); Brian Ketner (Contracted Project Manager - NCDOT - Division 7)

Greensboro Urban Area Metropolitan Planning Organization (MPO): Craig McKinney (Transportation Planner)

Piedmont Triad Regional Council: Dawn Vallieres (PTRPO Coordinator)

01. Call to Order, Pledge of Allegiance, and Invocation.

Mayor Pro Tem Derek Foy called the meeting to order at 7:00pm and led the Pledge of Allegiance. Pastor Darrell Freeman, from Stokesdale Baptist Church, delivered the opening invocation.

02. Review and Adopt the Agenda: November 02, 2023.

Councilman Landreth made a **Motion** to adopt the agenda as written. Councilman Jones seconded the motion.

Mayor Crawford	ABSENT	Mayor Pro Tem Foy	YES
Councilman Landreth	YES	Councilman Rigsbee	YES
Councilman Jones	YES		

The motion carried (4-0).

03. Citizen's Comments from the Floor (3-Minute Limit per Speaker).

No citizen's comments were made from the floor.

04. Joint workshop meeting between the Stokesdale Town Council and the North Carolina Department of Transportation (NCDOT) District Engineer and NCDOT Project Engineers for NCDOT projects within the Town of Stokesdale.

Mayor Pro Tem Foy asked for introductions from the officials from NCDOT and Contracted Consultant, Metropolitan Planning Organizations (MPO) and Piedmont Triad Regional Council (PTRC). Mayor Pro Tem Foy recognized Fire Chief Todd Gauldin and Deputy Fire Chief Chris Southern from Stokesdale Fire Department as being present tonight as well.

Chris Smitherman, NCDOT introduced Brian Ketner, Consultant and former NCDOT Project Engineer. Mr. Ketner presented the background of the projects in the area of the Hwy. 158 and Hwy 65 intersection, specifically two round-a-bouts. He then explained the processes used to formulate their current recommendations. He presented numerous maps and statistical data for each project.

Council presented questions about the roundabouts being recommended by NCDOT and Mr. Smitherman and Mr. Ketner addressed each scenario.

Council asked about the Hwy. 158 Bypass and the northern loop. A discussion was held. A goal to slow traffic and to deter large truck traffic through downtown was identified. Mr. Craig McKinney advised that the Town could request that the MPO remove the Hwy. 158 bypass from the Street Thoroughfare and Collector Plan, if so desired.

At the conclusion of the discussion, both the NCDOT Representatives and MPO representatives indicated that they have listened to the Council and will revisit their recommendations to see if they can be tweaked to address as many concerns as possible.

Mayor Pro Tem Foy opened the floor for comments regarding the aforementioned road/highway projects.

Citizen Name: Mark Nadel, 8211 Wendy Gale, Stokesdale, NC 27357

- Comment: Asked if it is possible to eliminate commercial through traffic on the Hwy. 158 and Hwy. 65 section. He also asked about the possibility of having speed cameras in this area and whether or not the Town could collect that revenue.

Citizen Name: Jeffrey Blackburn, Blackburn Insurance Stokesdale NC

- Comment: Asked about the need for a right turn lane at the Hwy. 158/Hwy. 65 intersection (old Bi-Rite). He believes that traffic will take the Ellisboro Road connection over to Hwy. 158/Hwy. 65.

Citizen Name: Kurtis Gentry, 8110 Belews Creek Road, Stokesdale, NC 27357

- Comment: Alternate Member of the Planning Board. Discussed issues in front of his house. He lives a short distance from the new Bi-Rite. He bought his house knowing the concerns that exist, however asked for help to encourage people to

obey the speed limit and slow down the traffic. He asked the Town to request Guilford County Sheriff's Office to increase patrol on this road.

Citizen Name: Sammy Logan Jr, Sam's Trading Post, 8701 NC Hwy. 65, Stokesdale, NC

- Comments: Son of the owner of Sam's Trading Post. He asked for clarification on NCDOT's plans for the intersection on Hwy. 65 at Sam's Trading Post.

Citizen Name: Pastor Darryl Freeman, Stokesdale Baptist Church, Stokesdale, NC

- Comments: He stated that he is in favor of closing off one end of Stokesdale St. He asked for clarification of traffic accidents at the intersection of Stokesdale St. and Hwy. 158.

Citizen Name: Amanda Hodierne, Attorney, Green Valley, Road, Greensboro, NC

- Comments: Attorney for Don & Angel Best, property owners in Stokesdale. She asked for clarification of Hwy 158 bypass and noted the impact it has on her client's property. At what point does a property owner need to be burdened with long term plans that may or may not happen.

05. Citizen's Comments from the Floor (3-Minute Limit per Speaker).

Citizen Name: Kurtis Gentry, 8110 Belews Creek Road, Stokesdale, NC 27357

- Comment: Wanted to add to his earlier comments and noted that there are no solutions, only trade-offs. As a commuter to Winston Salem daily, he asked that the Town try to minimize the impact this will have on the property owners, and to consider all the options to make traffic easier and safer along our roads. He thanked everyone who is here tonight and for their efforts in putting this information together.

06. Council Comments:

Councilman Rigsbee thanked everyone for coming out. Council is here to listen and make the best judgement call they can.

Councilman Landreth also thanked everyone for coming out.

Councilman Jones also thanked everyone for coming out. He also thanked the Council for agreeing to hold a meeting on this matter again and for everyone sharing their ideas.

Mayor Pro Tem Foy echoed the other's comments and thanked NCDOT and MPO for taking their comments back with them. He thanked Chief Gauldin and Deputy Chief Southern for coming out.

Mayor Pro Tem Foy read the following announcements:

ANNOUNCEMENTS:

Council Announcements:

- a) The 2023 Town of Stokesdale Municipal Election will be held on Tuesday, November 07, 2023, from 6:30 AM until 7:30 PM inside the Stokesdale Town Hall Building, located at 8325 Angel-Pardue Road, Stokesdale, NC 27357.
- b) The Town of Stokesdale Town Council will hold a regular meeting on Thursday, November 09, 2023, at 7:00 PM inside the Town Hall Council Chambers, located at 8325 Angel-Pardue Road, Stokesdale, NC 27357.
- c) **CANCELLED:** The Town of Stokesdale Town Planning Board will hold a regular meeting on Thursday, November 16, 2023, at 7:00 PM inside the Town Hall Council Chambers, located at 8325 Angel-Pardue Road, Stokesdale, NC 27357.

ADJOURNMENT:

07. Adjournment of Meeting.

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

Mayor Crawford	ABSENT	Mayor Pro Tem Foy	YES
Councilman Landreth	YES	Councilman Rigsbee	YES
Councilman Jones	YES		

The motion carried (4-0).

Being no further business to come before the Council, the meeting was adjourned at 9:11pm.

Approved: _____

Michael E. Crawford
Mayor
Town of Stokesdale

ATTEST:

Robbie Lee Wagoner II
Town Clerk
Town of Stokesdale

From: Ryan Seals <rseals@guilfordcountync.gov>
Sent: Tuesday, April 9, 2024 12:21 PM
To: Robbie Lee Wagoner II
Subject: March crime stats

Mr. Wagoner,

I want to apologize for the delay in getting you the crime stats for Stokesdale for March. I forgot to do it last week and this week our crime analysis program is acting up.

We took a total of 19 total case reports in town limits for March. I am unable to give you a total call number due to the software issues.

We had no major issues or trends to report for the month. Most of the reports involved domestic-related incidents.



Sergeant Ryan Seals

District I

Guilford County Sheriff's Office

7504 Summerfield Road, Summerfield, NC 27358

336-641-2303 | m: 336-382-8877

rseals@guilfordcountync.gov | www.guilfordcountysheriff.com



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ADMINISTRATIVE REPORT
TOWN OF STOKESDALE
TOWN COUNCIL
REGULAR MEETING
8325 ANGEL-PARDUE ROAD
STOKESDALE, NC 27357
APRIL 11, 2024 AT 7:00 PM

WATER REPORT:

- 6 water meters installed
- 45 water meters in stock
- 9 applications for transfer of water service & water meters in
- 23 water meters/applications on hold for builders
- 14 work orders
- 62 811s
- 803 water bills mailed out
- 1 water account in the 60-day period (water disconnected on 04/09/2024)

- Water Line Extension Project (Coldwater Road)
 - High-level overview of the project's progress: The surveying for the project took Stewart longer than anticipated but is complete and the file was provided to Hazen and Sawyer by Stewart during the last week of February. The next steps will include preliminary design including the geotechnical investigations by S&ME, layout of the water line alignment, and the completion of environmental investigations by Hazen and Sawyer. Hazen and Sawyer anticipates this phase will be complete by the end of April.
 - Milestones achieved, challenges encountered, and how the ARPA grant funds have been allocated thus far: Thus far, completion of the surveying milestone, modeling of the alternatives, and general selection of the alignment has been the primary focus. No challenges that weren't anticipated have been encountered at this time. ARPA grant funds have been allocated to the preliminary design and surveying tasks thus far.
 - General timeline for when the bid phase of the project is anticipated to begin: Hazen and Sawyer anticipates being ready to bid this project in the 3rd quarter of 2024, properly allocating the funds by the deadline.

- Water Line Extension Project (Ellisboro Road)
 - In February, Kennerly Engineering furnished the Town Staff with the bid documents. Presently, the Town Staff is collaborating with Town Attorney

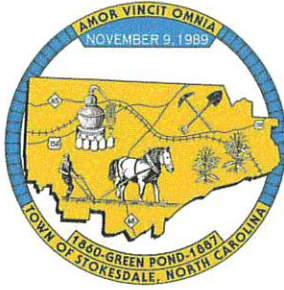
Winfree to ensure that the bid documents are not only satisfactory but also fully compliant with all federal and state funding prerequisites.

- Upcoming Water System Report Deadlines:
 - Annual Consumer Confidence Report (CCR) – Due July 01, 2024
 - 3-Year Lead & Copper Report – Due July 01, 2024
 - Lead Service Line Inventory – Due October 16, 2024

ADMINISTRATIVE REPORT:

- **March 19, 2024:** Deputy Town Clerk Winfree attended a virtual workshop hosted by the North Carolina State Archives.
 - The following items were discussed: creating a filing system that matches with retention schedules, organizing a filing structure that helps you find records more efficiently, and best practices for naming and managing electronic files.
- **March 28, 2024:** Town Clerk Wagoner attended the 2024 Regional Risk Management Services Meeting hosted by the North Carolina League of Municipalities.
 - The following items were discussed: Renewal information and rate information from the League's Health Benefits Trust, Workers' Compensation Trust, and Property and Casualty Trust; Important information related to HBT's transition to Aetna and their in-house eligibility and billing vendor, Vimly; Risk management programming and course offerings; Employment liability trends; Parks & Rec mitigation strategies.
- **April 03, 2024:** Councilman Rigsbee and Town Clerk Wagoner met with Ms. Kaveesha Abeykoon at the Stokesdale Town Park to discuss the location of her Girl Scout Gold Award pollinator garden.
- **April 04, 2024:** Deputy Town Clerk Martin and Deputy Town Clerk Winfree submitted a quarterly HUBSCO report to the North Carolian Department of Administration.
- **April 04, 2024:** Town Clerk Wagoner submitted a monthly Contribution Summary Report to the North Carolina Retirement System.
- **April 06, 2024:** Town Clerk Wagoner and Town Finance/Budget Officer Thacker submitted a quarterly financial report and quarterly performance report to Guilford County for the \$3,113,038.00 American Rescue Plan Grant.

- **April 06, 2024:** Town Clerk Wagoner and Town Finance/Budget Officer Thacker submitted a quarterly financial report and quarterly performance report to the North Carolina Office of State Budget Management for the \$1,154,081.75 NC House Bill 1163 Grant.
- **April 06, 2024:** Town Clerk Wagoner and Town Finance/Budget Officer Thacker submitted a quarterly financial report and quarterly performance report to the North Carolina Office of State Budget Management for the \$175,000.00 grant from the Regional Economic Development Reserve portion of the FY23-24 North Carolina State Budget.
- Deputy Town Clerk Martin has been working with one of the Deputy Clerks to the Board of Guilford County Commissioners, to obtain information on advertising legal notices on Guilford County's website.
- Deputy Town Clerk Winfree has been working to prepare an index of all current contracts the Town of Stokesdale currently has. This index will ensure that Town Council and Town Staff are aware of all contract expiration dates in advance.
- **April 12, 2024:** Town Clerk Wagoner will be attending the 2024 Clerks Regional Meeting, hosted by the North Carolina League of Municipalities.
 - The following items will be discussed: Managing Up and Serving at the Pleasure of the Board; Ethics and Conflicts of Interest for Clerks; How a Bill Becomes Law in North Carolina; and Key Statutory Changes and Case Law Update.
- **May 06, 2024:** Town Clerk Wagoner will be attending the Greensboro Urban Area Metropolitan Planning Organization (GUAMPO) Technical Coordinating Committee (TCC) meeting at 2:00 PM.



PLANNING BOARD REPORT
TOWN OF STOKESDALE
TOWN COUNCIL
REGULAR MEETING
8325 ANGEL-PARDUE ROAD
STOKESDALE, NC 27357
APRIL 11, 2024 AT 7:00 PM

- The next regular Town of Stokesdale Planning Board meeting scheduled for April 25, 2024, at 7:00 PM inside the Town Hall Chambers, has been **canceled**.
- The reason for the cancellation of this meeting is because no applications were filled with the Guilford County Department of Planning and Development prior to the cut-off date of March 06, 2024.
- Deputy Town Clerk Winfree will prepare and publicly advertise an official notice of cancellation soon.
- Per the request of the Stokesdale Town Council, Justin Snyder with Guilford County Planning and Development has provided Town Staff with training materials for the Stokesdale Planning Board. Mr. Snyder has also prepared a PowerPoint presentation and will present said presentation to the Stokesdale Planning Board via Zoom on April 25, 2024.

Town of Stokesdale
Balance Sheet
Feb-24

	Total	Interest %	Mature Date
ASSETS			
Current Assets			
Bank Accounts			
American Rescue Plan Act (ARPA) - Fidelity Bank	350,331.00	0.00%	
Bank of Oak Ridge Checking (Money Market)	23,805.00	1.4900%	
Bank of Oak Ridge-CDARS			
CDAR - Acct #1028153712	51,710.03	4.16241%	11/29/2024
CDAR- Acct#1028610315	178,652.07	3.92228%	2/26/2026
CDAR- Acct#1028430228	328,098.34	3.9223%	1/22/2026
CDAR - Acct #1028503632	145,753.70	3.92228%	2/5/2026
CDAR - Acct# 1028610323	281,428.38	3.92228%	2/26/2026
CDAR - Acct# 1028610285	291,239.42	3.92228%	2/26/2026
CDAR - Acct# 1026872924	449,059.04	3.92228%	3/5/2026
CDAR- Acct# 1026970586	657,529.20	3.92228%	3/26/2026
CDAR - Acct#1028765335	55,700.89	3.92228%	3/26/2026
CDAR - Acct#1028153704	47,199.86	4.16241%	11/29/2024
CDAR -Acct# 1028047114	185,978.12	3.92228%	11/7/2024
Total Bank of Oak Ridge-CDARS	\$ 2,672,349.05		
Fidelity Bank - 002762	338,693.93	0.05%	
Petty Cash	150.00	0.00%	
Total Bank Accounts	\$ 3,385,328.98		
Accounts Receivable			
Salary & F.I.C.A. Due from Water Enterprise	596.82		
Expenses due from Water Enterprise	0.00		
Due to GF from GC Grant \$3.1M	0.00	Attny Fees	
Sales Tax 2022-2023	2,112.52		
Water Enterprise Reimbursement	10,153.55		
Total Accounts Receivable	\$ 12,862.89		
Total Current Assets	\$ 3,398,191.87		
TOTAL ASSETS	\$ 3,398,191.87		
LIABILITIES			
Other Current Liabilities			
American Rescue Plan Act (ARPA) \$725,475	350,331.00		
Small Town Development \$50K	-		
Total Other Current Liabilities	\$ 350,331.00		
Total Current Liabilities			
Total Liabilities	\$ 350,331.00		
EQUITY			
Open Balance Equity	2,943,343.98		
Reserved for Specific Purpose (Public Safety)	23,500.00		
Stabilization by State Statute	96,663.00		
Net Revenue	-15,646.11		
Total Equity	\$ 3,047,860.87		
TOTAL LIABILITIES AND EQUITY	\$ 3,398,191.87		

Town of Stokesdale

Budget vs. Actuals: Budget 2024 - FY24 P&L

Mar-24

	Actual	Budget	over Budget	% of Budget
Section A: Income				
Beer & Wine Excise Tax		24,000.00	-24,000.00	0.00%
Contributions & Donations - Parade	5,215.00	3,000.00	2,215.00	173.83%
Greensboro-Jamestown Profit Share	686.00	23,000.00	-22,314.00	2.98%
Investment Earnings	72,863.56	85,000.00	-12,136.44	85.72%
Miscellaneous	11.00	1,000.00	-989.00	1.10%
Plan Review Inspection Fee		5,000.00	-5,000.00	0.00%
Planning & Zoning Fees	4,919.79	20,000.00	-15,080.21	24.60%
State Collected Revenues (Utilities)	138,897.98	295,000.00	-156,102.02	47.08%
Town Hall & Park Facility Rentals	955.00	3,000.00	-2,045.00	31.83%
Total Income from Outside Sources	\$ 223,548.33	\$ 459,000.00	-\$ 235,451.67	48.70%
Undesignated Funds				
Reserved Funds	50,000.00	50,000.00		
Total Income	\$ 273,548.33	\$ 509,000.00	-\$ 235,451.67	53.74%
Section B: Expenses				
10000 - Capital Outlays				
10100 - Park Investment	50,000.00	50,000.00	0.00	100.00%
Total 10000 - Capital Outlays	\$ 50,000.00	\$ 50,000.00	0.00	100.00%
20000 - Cultural & Recreational				
20100 - Events Fund/Community Day	5,086.58	5,500.00	-413.42	92.48%
20300 - Park Electrical, Repairs, Cleaning, Lighting	5,645.64	7,000.00	-1,354.36	80.65%
Total 20000 - Cultural & Recreational	\$ 10,732.22	\$ 12,500.00	-\$ 1,767.78	85.86%
30000 - Economic & Physical Developemnt				
Planning & Zoning				
30100 - Advertising - Planning & Zoning	2,242.08	6,500.00	-4,257.92	34.49%
30200 - Planning Fees - Planning & Zoning	12,500.00	25,000.00	-12,500.00	50.00%
Total Planning & Zoning	\$ 14,742.08	\$ 31,500.00	-\$ 16,757.92	46.80%
Total 30000 - Economic & Physical Developemnt	\$ 14,742.08	\$ 31,500.00	-\$ 16,757.92	46.80%

- 40000 - General Administrative Expense
- 40100 - Administrative Expenses, & Fees, Education
- 40200 - Advertising (not zoning related)
- 40300 - Membership & Dues
- 40350 - Code Book/Development Ordinance
- 40400 - Travel & Conferences for Staff/Council
- 40500 - Town Hall Repairs & Maintenance
- 40600 - Office Equipment Purchase/Repair
- 40700 - Housekeeping, Printing, Office Supplies & Software

40000 - General Administrative Expense				
40100 - Administrative Expenses, & Fees, Education	2,575.79	7,000.00		0.00
40200 - Advertising (not zoning related)	120.00	1,000.00		-4,424.21
40300 - Membership & Dues	9,594.31	10,000.00		-880.00
40350 - Code Book/Development Ordinance		30,700.00		-405.69
40400 - Travel & Conferences for Staff/Council	2,928.72	2,950.06		-30,700.00
40500 - Town Hall Repairs & Maintenance	2,647.84	20,000.00		0.00%
40600 - Office Equipment Purchase/Repair	2,723.78	7,000.00		99.28%
40700 - Housekeeping, Printing, Office Supplies & Software	16,023.45	25,000.00		13.24%
40800 - Postage	479.83	2,000.00		38.91%
40801 - Elections		4,000.00		64.09%
40900 - Insurance, Bonding, Workers Comp	9,017.73	10,000.00		23.99%
41000 - Lawn/Outdoor Maintenance	24,000.00	42,300.00		0.00%
70100 - Town Hall Electricity	8,963.97	14,000.00		90.18%
70200 - Internet/Phone	7,650.79	10,001.88		56.74%
70300 - Security/Alarm	978.00	3,500.00		64.03%
70400 - IT Security & Website Design	8,828.97	9,600.00		76.49%
Total 40000 - General Administrative Expense	\$ 96,533.18	\$ 199,051.94	-\$	27.94%
60000 - Legal & Professional Services				91.97%
60200 - Audit	10,625.00	12,000.00		48.50%
60300 - Legal & Professional - Attorney	8,670.00	45,000.00		0.00
Total 60000 - Legal & Professional Services	\$ 19,295.00	\$ 57,000.00	-\$	88.54%
80000 - Payroll Expenses				19.27%
80100 - F.I.C.A.	12,160.42	18,600.29		33.85%
80200 - Mileage Reimbursement	428.38	500.00		0.00
80300 - Payroll Processing Fees	2,104.90	2,700.00		65.38%
80400 - Town Hall Staff Salaries	132,033.94	208,341.00		85.68%
80500 - Health Insurance	5,132.73	16,800.00		77.96%
80501 - Dental Insurance	245.56	480.00		63.37%
80502 - Vision Insurance	77.56	144.00		30.55%
80503 - ST Disability	147.96	252.00		51.16%
80504 - State Retirement	10,881.99	17,024.34		53.86%
80600 - Stipends-Council Expense	28,561.79	34,800.00		58.71%
Total 80000 - Payroll Expenses	\$ 191,775.23	\$ 299,641.63	-\$	63.92%
90000 - Public Safety				82.07%
				64.00%

**General Fund
Budget vs Actual
March 2024**

90050 - Public Safety	834.00	1,000.00	-166.00	83.40%
90100 - Fire Inspections & Investigations	1,599.00	10,000.00	-8,401.00	15.99%
90200 - Guilford County / Animal Control Service	9,366.00	20,635.00	-11,269.00	45.39%
Total 90000 - Public Safety	\$ 11,799.00	\$ 31,635.00	\$ 19,836.00	37.30%
Total GF Operating Expenses	\$ 394,876.71	\$ 681,328.57	\$ 286,451.86	57.96%
Net Operating Revenue				
Other Revenue	-\$ 121,328.38	-\$ 172,328.57	\$ 51,000.19	70.41%

Section C: Reduction in GF Expenses from WE Fund Reimbursement

40500 - Town Hall Repairs & Maintenance	1,215.36	-9,180.00	-7,964.64	
40600 - Office Equipment Purchase/Repair	1,250.22	-3,213.00	-1,962.78	
40700 - Housekeeping, Printing, Office Supplies & Software	7,354.76	-11,475.00	-4,120.24	
40900 - Insurance, Bonding, Workers Comp	4,139.14	-4,590.00	-450.86	
70100 - Town Hall Electricity	4,114.46	-6,426.00	-2,311.54	
70200 - Internet/Phone	3,511.71	-4,590.86	-1,079.15	
70300 - Security/Alarm	448.90	-1,606.50	-1,157.60	
70400 - IT Security & Website Design	4,052.50	-4,406.40	-353.90	
60200 - Audit	4,876.88	-5,508.00	-631.13	
80100 - F.I.C.A.	5,581.63	-8,537.53	-2,955.90	
80300 - Payroll Processing Fees	966.15	-1,239.30	-273.15	
80400 - Town Hall Staff Salaries	60,603.58	-95,628.52	-35,024.94	
80500 - Health Insurance (Benefits)	2,572.15	-8,113.28	-5,541.14	
80501 - State Retirement	4,994.83	-7,814.17	-2,819.34	
Total Reduction GF Expenses from WE Reimbursement	105,682.27	-172,328.57	-66,646.30	-61.33%
Net Other Revenue	\$ 105,682.27	\$ 509,000.00	-\$ 403,317.73	20.76%

General Fund
Checking/Debit/Deposit
March

Transaction		Num	Name	Memo/Description	Clr	Amount	Balance
Date	Type						
Beginning Balance							331,992.06
03/01/2024	Expenditure		ADP Payroll	ADP PAYROLL FEES	R	-98.39	331,893.67
03/03/2024	Bill Payment (Check)	6516	Nixon Power Service	Invoice # 140316	R	-888.16	331,005.51
03/03/2024	Bill Payment (Check)	6515	Wilson Pumping		R	-700.00	330,305.51
03/03/2024	Bill Payment (Check)	6514	Charles Winfree	Attorney Fees	R	-1,100.00	329,205.51
03/04/2024	Deposit			Park/Shelter Rental	R	35.00	329,240.51
03/04/2024	Deposit		NCDOR	FY 22/23 - Sales Tax Refund	R	952.65	330,193.16
03/05/2024	Expenditure		NCLM	Dental/Vision/Disability Employee/Employer	R	-142.00	330,051.16
03/05/2024	Expenditure			Fidelity Bank Credit Card Payment	R	-1,196.54	328,854.62
03/05/2024	Expenditure		Blue Cross & Blue Shield	Employee - Health Insurance	R	-732.51	328,122.11
03/06/2024	Expenditure		NC Assoc. of Municipal				
03/07/2024	Expenditure		Clerks	NC TREASURER-DST Retirement	R	-1,871.51	326,250.60
03/07/2024	Expenditure			Net Pay - Staff/Council	R	-6,963.35	319,287.25
03/07/2024	Expenditure			Fed- NC-FICA Employee/Employer	R	-2,344.93	316,942.32
03/07/2024	Deposit			Park/Shelter Rental	R	70.00	317,012.32
03/14/2024	Deposit			Park/Shelter Rental	R	25.00	317,037.32
03/14/2024	Deposit			NC DEPARTMENT OF 186 ACH Deposit Utilities			
03/14/2024	Deposit			payment	R	73,026.21	390,063.53
03/15/2024	Check		Tim Jones	Tim Jones - Net Stipend	R	-234.43	389,829.10
03/15/2024	Expenditure	50058	ADP Payroll	ADP PAYROLL FEES ADP	R	-98.39	389,730.71
03/18/2024	Deposit			Park/Shelter Rental	R	25.00	389,755.71
03/18/2024	Deposit			Park/Shelter Rental	R	50.00	389,805.71
03/19/2024	Deposit			Park/Shelter Rental	R	25.00	389,830.71
03/21/2024	Expenditure			FED - NC - FICA Employee/Employer	R	-2,356.52	387,474.19
03/21/2024	Expenditure			Net Pay Staff/Council	R	-7,028.64	380,445.55
03/24/2024	Bill Payment (Check)		ADP Payroll				
03/24/2024	Bill Payment (Check)	6525	Gray & Creech Office System	Office ink cartridges etc	C	-104.62	380,340.93
03/24/2024	Bill Payment (Check)	6517	Pye-Barker Fire & Safety LLC	Fire Extinguisher Inspection		-102.00	380,238.93

General Fund

Checks-Debits-Deposits

March 2024

03/24/2024	Bill Payment (Check)	6521	Ms. Whitney Woody	Cleaning Services - Monthly	C	-480.00	379,758.93
03/24/2024	Bill Payment (Check)	6520	Charles Winfree	Attorney Fees	C	-1,331.00	378,427.93
03/24/2024	Bill Payment (Check)	6519	Water Enterprise Account	Reimbursement for GC \$3.1M paid by GF	R	-33,596.06	344,831.87
03/24/2024	Bill Payment (Check)	6518	Duke Energy		C	-1,593.70	343,238.17
03/24/2024	Bill Payment (Check)	6526	Excellence Lawncare & Landscaping	Monthly Lawn care Services	C	-2,000.00	341,238.17
03/24/2024	Bill Payment (Check)	6522	Spectrum Business	Internet/Phone		-821.37	340,416.80
03/24/2024	Bill Payment (Check)	6524	Total Computer Solutions	Monthly IT Services	C	-676.02	339,740.78
03/24/2024	Bill Payment (Check)	6523	Tim Jones	Reimbursement (Home Depot) Trash Cans for basketball/pickleball courts at Town Park	C	-31.99	339,708.79
03/25/2024	Deposit			Deposit	R	35.00	339,743.79
03/25/2024	Bill Payment (Check)		Great American Financial Services	Monthly Copier/Printer	R	-155.74	339,588.05
03/26/2024	Check	50059	Tim Jones	Tim Jones - Net Pay	R	-234.43	339,353.62
03/26/2024	Expenditure			Fidelity Bank Credit Card Payment	R	-576.02	338,777.60
03/29/2024	Expenditure		ADP Payroll	ADP PAYROLL FEES	R	-98.39	338,679.21
03/31/2024	Deposit			Interest Checking	R	14.72	338,693.93
						\$ 6,701.87	

Grants/Restricted Funds	ARPA	Guilford County ARPA Grant	NC House Bill 1163	NC Div of Water Infrastructure Grant	Small Town Development Grant	NC State Grant
	\$ 725,475.00	\$ 3,113,038.00	\$ 1,154,081.75	\$ 400,000.00	\$ 50,000.00	\$ 175,000.00
Expenditures	ARPA	Guilford County ARPA Grant	NC House Bill 1163	NC Div of Water Infrastructure Grant	Small Town Development Grant	NC State Grant
Hawkins Landscape Architecture	\$ 2,010.00					
FEI Civil Engineers and Land Surveys	\$ 7,100.00					
(Park) Pickleball/Basketball	\$ 248,571.00				\$ 50,000.00	
(Park) Playground equipment	\$ 81,692.83					
A&D Enterprises, Inc.			\$ 19,546.06			
Kennerly Engineering & Design, Inc.			\$ 18,000.00			
Baseball/Softball Lights at Community Park (8401 Capri Drive, Stokesdale)	\$ 50,000.00					
Charles Winfree (Attorney)	\$ 2,474.50	\$ 4,058.98				
Hazen & Sawyer (Engineering Study)		\$ 366,400.00				
Greensboro Engineering PLLC (Stokesdale Soccer Field Lighting)	\$10,000.00					
Duke Energy - Installation for 2 new light poles & lights for Basketball and Pickleball Courts	\$ 1,360.92					
Backyard Paradise - (Park) Park & Site Amenities	\$ 12,897.77					
Hazen & Sawyer Lead & Copper Rule Revision Service Line Inventory Compliance Support			\$ 30,000.00			
CertaPro Painters Stain (2) Picnic Shelters	\$ 2,750.00					
Gauldin Plumbing and Pump, Inc. Install Faucet on wall of concession & restroom	\$ 533.75					
Balance Available by Special Revenue Fund: Expenditures TBD	\$ 306,084.23	\$ 2,742,579.02	\$ 1,086,535.69	\$ 400,000.00	\$ -	\$ 175,000.00

Water Enterprise Account
Balance Sheet
Mar-24

	Total	Interest %	Mature Date
ASSETS			
Current Assets			
Bank Accounts			
Bank Of Oak Ridge CDARS			
CDAR - Acct# 1028153682	259,993.31	4.16241%	11/29/2024
CDAR - Acct# 1028083196	77,577.09	3.92228%	11/14/2024
CDAR - Acct# 1027147832	121,009.91	3.68160%	5/2/2024
CDAR - Acct# 1028153739	63,322.84	4.16241%	11/29/2024
Total Bank Of Oak Ridge CDARS	\$ 521,903.15		
Capital Reserve Fund - CRF (0345)	111,876.80	0.05%	
Fidelity-Water Enterprise (0504)	1,345,514.90	0.05%	
NCCMT	564,714.04		
Regular Savings (0403)	45,068.33	0.02%	
Total Bank Accounts	\$ 2,589,077.22		
Total Current Assets	\$ 2,589,077.22		
Accounts Receivable			
AR- Water Sales	22,215.82	Includes March billing	
Active - 90+Days Past Due	0.00	0 Account	
Inactive - 90+Days Past Due	6,115.66	26 Accounts	
Total AR- Water Sales	28,331.48		
HB 1163 from General Fund	0.00		
Sales Tax Refund 2023-2024	639.60		
Total Accounts Receivable	\$ 28,971.08		
Other Current Assets			
Special Revenue Funds			
Guilford County ARPA \$3.1M	2,513,038.00		
Total Special Revenue Funds	\$ 2,513,038.00		
Prepaid Expenses	0.00		
Total Prepaid Expenses	\$0.00		
Contra Expense Accounts			
Allowance for Doubtful Accounts	-6115.66		
Total Contra Expense Accounts	-\$ 6,115.66		
Total Other Current Assets	\$ 2,506,922.34		
TOTAL ASSETS	\$ 5,124,970.64		
LIABILITIES			
Accounts Payable			
Water Reimbursement due to General Fund	10,153.55		
Expenses paid by GF due to GF			
Payroll due to General Fund Account	593.82		
Total Accounts Payable	\$ 10,747.37		
Other Current Liabilities			
Water Deposits Refundable	40,375.78		
Capital Reserve Fund - SDF Fees (Restricted)	111,876.80		
Guilford County ARPA \$3.1M	2,999,852.37		
Total Other Current Liabilities	\$ 3,152,104.95		
Total Current Liabilities	\$ 3,162,852.32		
TOTAL LIABILITIES	\$ 3,162,852.32		

Water Enterprise Account - Town of Stokesdale
Budget vs. Actuals: Budget 2024 - FY24 P&L

Mar-24

	Actual	Budget	Total over Budget	% of Budget
Section A: Income				
Damage Penalties/Meter Reading		1,000.00	-1,000.00	0.00%
Investment Income	35,839.03	30,000.00	5,839.03	119.46%
Taps & Connection Fee	38,300.00	20,000.00	18,300.00	191.50%
Water Capacity Fees	39,000.00	60,000.00	-21,000.00	65.00%
Water Sales	485,939.57	640,000.00	-154,060.43	75.93%
Late Fees	1,213.01	1,000.00	213.01	121.30%
Transfer from Fund Balance				
Transfer from Capital Reserve Fund		128,000.00		
Total Income	\$ 600,291.61	\$ 880,000.00	\$ 279,708.39	68.21%
Section B: Expenses				
11000- Water Purchase	169,464.64	225,000.00	-55,535.36	75.32%
11001 - One Time Capacity Fee	128,000.00	128,000.00		
Total Water Purchase	\$ 297,464.64	\$ 353,000.00	\$ 55,535.36	84.27%
Expenses				
12000 - Administrative			0.00	
12001 - Bond & Insurance		1,000.00	-1,000.00	0.00%
12002 - Contract Operation	49,883.75	110,000.00	-60,116.25	45.35%
12003 -Engineering Consultation Fees		50,000.00	-50,000.00	0.00%
12004 - Dues/Subscriptions/Office Supplies	2,657.21	6,500.95	-3,843.74	40.87%
12005 - ORC Gary Matchunis	8,000.00	16,000.00	-8,000.00	50.00%
12006 - Postage	3,515.73	6,000.00	-2,484.27	58.60%
12008 - F.I.C.A. Expense	394.79	765.00	-370.21	51.61%
12009 - Mileage Reimbursement	1,091.09	2,000.00	-908.91	54.55%
12010 - Salaries	5,160.93	10,000.00	-4,839.07	51.61%
Total 12000 - Administrative & Payroll Expenses	\$ 70,703.50	\$ 202,265.95	\$ 131,562.45	34.96%
13000 - Repairs & Maintenance				
13002 - Chemicals	581.00	700.00	-119.00	83.00%
13003 - Chlorinator Maintenance		4,000.00	-4,000.00	0.00%

Water Enterprise
Checks Debits Deposits
Mar-24

Date	Transaction Type	Num	Name	Memo/Description	Clr	Amount	Balance
Beginning Balance							1,342,288.51
03/03/2024	Bill Payment (Check)	5953	A & D Enterprises, Inc.		R	-7,200.00	1,335,088.51
03/03/2024	Bill Payment (Check)	5955	Lamb & Peeples Builders Inc	Water Deposit Refund	R	-19.67	1,335,068.84
03/03/2024	Bill Payment (Check)	5954	Disney Construction Co	Wate Deposit efund		-22.42	1,335,046.42
03/03/2024	Bill Payment (Check)	5956	Pace Analytical Services LLC		R	-1,045.00	1,334,001.42
03/03/2024	Bill Payment (Check)	5957	Water Works Metrology		R	-8,732.78	1,325,268.64
03/03/2024	Bill Payment (Check)	5958	Wenco Homes Inc.	Water Deposit Refund	R	-20.48	1,325,248.16
03/03/2024	Bill Payment (Check)	5959	Windsor Homes	Water Deposit Refund	R	-17.80	1,325,230.36
03/03/2024	Bill Payment (Check)	5960	Hazen and Sawyer Coldwater Homeowners Association, Inc	Coldwater Homeowners Association	R	-29,610.00	1,295,620.36
03/04/2024	Deposit				R	1,250.00	1,296,870.36
03/05/2024	Deposit				R	2,809.68	1,299,680.04
03/05/2024	Deposit				R	340.74	1,300,020.78
03/05/2024	Bill Payment (Check)		Energy United		R	-58.76	1,299,962.02
03/05/2024	Deposit				R	158.79	1,300,120.81
03/06/2024	Deposit				R	2,062.24	1,302,183.05
03/06/2024	Deposit				R	418.98	1,302,602.03
03/07/2024	Deposit				R	393.01	1,302,995.04
03/07/2024	Deposit				R	217.51	1,303,212.55
03/08/2024	Deposit				R	9,350.95	1,312,563.50
03/11/2024	Deposit				R	225.00	1,312,788.50
03/11/2024	Expenditure		DENR	Returned check (NSF)			
03/11/2024	Deposit			Customer Water Payment	R	-49.96	1,312,738.54
03/11/2024	Deposit				R	627.61	1,313,366.15
03/11/2024	Deposit				R	128.18	1,313,494.33
03/12/2024	Deposit				R	172.38	1,313,666.71

Water Enterprise

Checks Debits Deposits

March 2024

03/12/2024	Deposit					117.26	1,313,783.97
03/12/2024	Deposit					1,073.02	1,314,856.99
03/13/2024	Deposit					82.91	1,314,939.90
03/13/2024	Deposit					33.01	1,314,972.91
03/14/2024	Deposit					72.13	1,315,045.04
03/14/2024	Deposit					637.98	1,315,683.02
03/14/2024	Deposit					58.36	1,315,741.38
03/14/2024	Deposit					1,200.00	1,316,941.38
03/14/2024	Deposit					4,800.00	1,321,741.38
03/18/2024	Deposit	Brian Disney Homes Hillcrest Partners LLC	Brian Disney Homes, Inc. Hillcrest Partners, LLC			239.64	1,321,981.02
03/18/2024	Deposit					662.15	1,322,643.17
03/18/2024	Deposit					438.33	1,323,081.50
03/19/2024	Deposit					809.84	1,323,891.34
03/19/2024	Deposit					1,200.00	1,325,091.34
03/19/2024	Deposit					197.27	1,325,288.61
03/19/2024	Deposit					280.21	1,325,568.82
03/19/2024	Deposit					2,400.00	1,327,968.82
03/20/2024	Deposit					723.33	1,328,692.15
03/21/2024	Deposit					646.01	1,329,338.16
03/21/2024	Deposit					50.00	1,329,388.16
03/21/2024	Deposit					1,200.00	1,330,588.16
03/21/2024	Deposit					251.27	1,330,839.43
03/22/2024	Deposit					151.62	1,330,991.05
03/22/2024	Deposit					32.70	1,331,023.75
03/24/2024	Expenditure					-4,500.00	1,326,523.75
03/24/2024	Bill Payment (Check)	5961 Hillcrest Partners LLC	Water Deposit Refund			-25.18	1,326,498.57
03/24/2024	Bill Payment (Check)	5962 CJ Builders, Inc.	Water Deposit Refund			-50.00	1,326,448.57
03/24/2024	Bill Payment (Check)	5963 North Carolina 811, Inc.				-25.00	1,326,423.57
03/24/2024	Bill Payment (Check)	5964 RS Dezern Construction	Water Deposit Refund			-23.90	1,326,399.67
03/24/2024	Bill Payment (Check)	5965 Gary Matchunis	Mileage Reimbursement January - February			-259.41	1,326,140.26
03/24/2024	Bill Payment (Check)	5966 Clontz Backflow SVC				-594.00	1,325,546.26
03/24/2024	Bill Payment (Check)	5967 Michelle Rahenkamp	Water Deposit Refund			-17.53	1,325,528.73
03/24/2024	Bill Payment (Check)	5968 Teresa Mitzel	Water Deposit Refund			-22.89	1,325,505.84
03/24/2024	Bill Payment (Check)	5969 Yates Construction Company, Inc.				-5,300.00	1,320,205.84

Water Enterprise
Checks Debits Deposits
March 2024

03/24/2024	Bill Payment (Check)	5971	Town of Stokesdale	Shared overhead Reimbursement/Gary Matchunis Salary	-12,268.81	1,307,937.03
03/24/2024	Bill Payment (Check)	5970	Pace Analytical Sercives LLC		-167.40	1,307,769.63
03/25/2024	Deposit				509.80	1,308,279.43
03/25/2024	Deposit				646.11	1,308,925.54
03/25/2024	Deposit				1,176.19	1,310,101.73
03/26/2024	Bill Payment (Check)		Energy United		-58.76	1,310,042.97
03/26/2024	Deposit				5,230.13	1,315,273.10
03/26/2024	Bill Payment (Check)		City of Winston Salem Water		-16,663.34	1,298,609.76
03/26/2024	Deposit				278.02	1,298,887.78
03/26/2024	Deposit				165.18	1,299,052.96
03/26/2024	Deposit			Reimbursement from GC \$3.1M		
03/26/2024	Deposit		Town of Stokesdale	ARPA	33,596.06	1,332,649.02
03/27/2024	Deposit				129.66	1,332,778.68
03/27/2024	Deposit				4,448.13	1,337,226.81
03/28/2024	Deposit				186.55	1,337,413.36
03/28/2024	Deposit				2,053.18	1,339,466.54
03/29/2024	Deposit				51.38	1,339,517.92
03/31/2024	Deposit				57.54	1,339,575.46
03/31/2024	Deposit				3,495.82	1,343,071.28
03/31/2024	Deposit				347.92	1,343,419.20
03/31/2024	Deposit				466.74	1,343,885.94
03/31/2024	Deposit				59.07	1,343,945.01
03/31/2024	Deposit				1,569.89	1,345,514.90
					\$ 3,226.39	

From: Robbie Lee Wagoner II
Sent: Wednesday, March 13, 2024 5:33 PM
To: Derek Foy; Jim Rigsbee; Jimmy Landreth; Michael Crawford; Tim Jones; Tim Jones
Cc: Stokesdale Town Hall; Deputy Clerk; Water Department; Kimberly Thacker; Chuck Winfree
Subject: Renewal of NCLM Insurance Coverage for Town of Stokesdale Employees

Greetings All,

I wanted to bring to your attention the upcoming expiration of our current insurance coverage provided by the North Carolina League of Municipalities for dental, vision, and short-term disability insurance. Our current policy is set to expire on June 30, 2024.

This morning, I received the renewal packet from the North Carolina League of Municipalities, and after a thorough review, I'm pleased to inform you that there is no change in the rate. This means that if we choose to renew our insurance coverage with them, the price will remain the same.

The North Carolina League of Municipalities has requested confirmation of renewal or termination of this insurance coverage by no later than May 15, 2024. To facilitate discussion on this matter, I would like to propose two potential options:

1. Add this matter to the agenda for our upcoming meeting on Thursday. If any member of the Town Council wishes to discuss and consider the renewal during this meeting, please let me know as soon as possible, and I will ensure that the necessary documents are prepared in advance.
2. Alternatively, we can discuss this matter during our meeting on April 11 if the Town Council does not wish to discuss it on Thursday.

Personally, as a full-time employee who benefits from this insurance coverage and as someone who oversees insurance-related matters at Town Hall, I believe renewing the current insurance plan is a sensible choice, especially considering that the cost remains unchanged.

I welcome your input and guidance on how you would like to proceed with this matter. Your timely response is appreciated.

Thank you for your attention to this important matter.

Best regards,

Robbie Lee Wagoner II

Town Clerk
Town of Stokesdale

Post Office Box 465
8325 Angel-Pardue Road

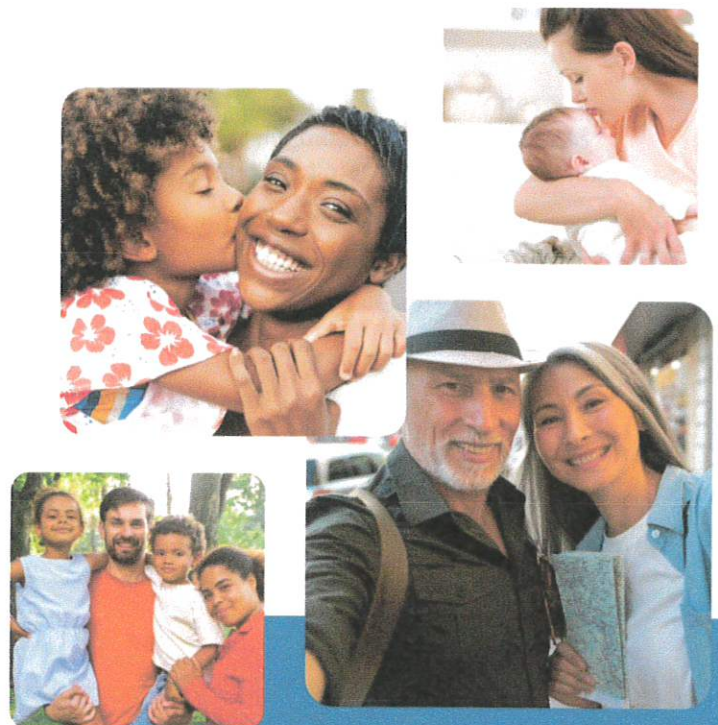


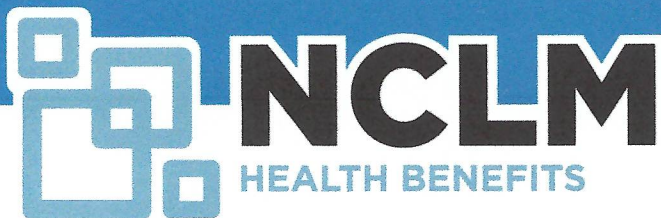
(336) 643-4011
rwagoner@stokesdale.org

THE HEALTH BENEFITS TRUST RENEWAL PACKET

PREPARED FOR 2024-2025 RENEWAL SEASON

The Health Benefits Trust is a nonprofit insurance pool established by the North Carolina League of Municipalities to provide health insurance for local government employees.





March 2024

Re: 2024 Renewal – Health Benefits Trust

Dear Town of Stokesdale,

It's renewal time once again, and this year brings big changes to the administration of our health plan. As you've likely already heard, the Risk Management Trust Board of Trustees selected Aetna and Vimly Benefit Solutions as our new HBT partners, effective July 1. This change affords our members a number of benefits, including:

- enhanced customer service at both the HR and employer levels
- access to Aetna's nationwide provider network and to the CVS Caremark pharmacy network
- improved service for members with billing or eligibility issues by moving the process in-house (members can call the League with changes or log in and make changes themselves)

The enclosed renewal rates are for the policy period beginning July 1, 2024, through June 30, 2025. Due to the varying rates of life and disability, those rates are not found on the subsequent page

Dental	No change in rate	Dental Option III (With Orthodontia) FY
Vision	No change in rate	Premier Plus
Disability	No change in rate	Short Term Disability

Please keep in mind that if you are getting quotes outside of the NCLM HBT and potentially will non-renew, as a member you are obligated to provide a **30-day non-renewal notice** to Michael Pittman, Senior Director of Risk Management Services, at MIT@nclm.org, before the deadline of May 31, 2024. All plan changes need to be in writing to HBT staff **by May 15, 2024** and open enrollment elections need to be in in the SIMON eligibility system by **May 15, 2024** to be reflected in the July invoices.

If you have any questions regarding this renewal or would like to view optional plan designs/rates, please contact Julie Hall, your Business Service Representative, or any of the numbers listed below. As always, you can reach out to me at 919-715-9782 or yfall@nclm.org. Once again, thank you for allowing us to provide your health insurance needs.

Sincerely,

A handwritten signature in black ink that reads "Youssou Fall".

Youssou Fall
Director of Strategic Health Operations



Town of Stokesdale

For the period July 1, 2024 – June 30, 2025

Plan	Employee Only	Employee & Spouse	Employee & 1 Child	Employee & Children	Family
Dental Option III (With Orthodontia) FY	\$38	\$77	\$107	\$107	\$119
Short Term Disability	\$14				
Vision - Premier Plus	\$12	\$21	\$21	\$21	\$32

Renewal Acknowledgement

The rates outlined above for your current benefit schedule will be effective July 1, 2024. Please note that if you use a broker their fees will show on your July billing but are not reflected on this document. Please sign and date the renewal application to acknowledge acceptance as soon as possible, no later than Wednesday, May 15. If you would like to review additional options, please contact your Business Services Consultant.

Please complete the renewal application via ContractSafe. If you are having trouble, please reach out to MIT@nclm.org.



Business Services Consultant:

Governmental Entity Name:

Health Benefits Contact:

Title:

Email Address:

Main Address:

Are you currently working
with a Broker?

☐

Reminder all enrollment information is due on or before May 15th to be reflected on the July bill

Name and Title:

Signature:

Date:

We are here to Answer Your Questions

The League's Health Benefits Trust staff and administrative partners are available to answer any questions you have regarding coverage options, claims, policy details, and more. Use the following contact list to determine the best fit for your question.

Youssou Fall, Director of Strategic Health Operations (919) 715-9782 | yfall@nclm.org

Shelly Linker, Business Manager (919) 715-0979 | slinker@nclm.org

Lisa Ervin, Health and Benefit Consultant (919) 715-7973 | lervin@nclm.org

Lisa Marzoli, Health and Benefit Consultant (919) 715-3914 | lmarzoli@nclm.org

Tisha Robinson, Health and Wellness Coordinator (919) 715-4328 | trobinson@nclm.org



Put the power of SIMON® to work for you!

SIMON, the benefits administration platform from Vimly, makes the administration of your benefits simpler than ever.



Enroll members with ease via simple workflows



Go green and save time by accessing and downloading invoices and bills digitally



Download data and reports anytime, at your convenience, like census, ACA, activity data, and more!



SIMON is HITRUST® Certified—the gold standard for data security



Ensure timely and secure payments, and even setup autopay to never miss a payment



Protect member data from unsecured email exposure and reduce potential errors with a single point of data entry

Additional benefits include:

- Easy access to benefit materials
- Employee self-service
- Access SIMON online, anywhere, on practically any device



From: Robbie Lee Wagoner II
Sent: Monday, March 25, 2024 12:03 PM
To: Derek Foy; Jim Rigsbee; Jimmy Landreth; Michael Crawford; Tim Jones; Tim Jones
Cc: Stokesdale Town Hall; Deputy Clerk; Water Department; Kimberly Thacker; Chuck Winfree
Subject: Proposed Resolution for Addition of Roads to North Carolina State Maintenance System
Attachments: Resolution Package.pdf

Dear Stokesdale Town Council,

I am writing to bring to your attention a recent communication we received from Wayne Rierson, Assistance District Engineer with the North Carolina Department of Transportation (NCDOT), regarding the potential addition of three roads within the Town of Stokesdale to the North Carolina State Maintenance System.

Last week, Mr. Rierson reached out to Mrs. Martin, indicating the NCDOT's interest in incorporating the following roads into the State Maintenance System:

1. Lambert Lake Road
2. Seven Springs Court
3. Quail Crossing Road

All of these roads are situated within the second phase of the Old Moores Mill subdivision. (Located off Eversfield Road)

If there are no objections from any member of the Town Council, I intend to prepare a resolution concurring with the addition of the aforementioned roads to the North Carolina State Maintenance System.

The resolution will be drafted for consideration and potential approval by the Town Council at our next regular meeting scheduled for April 11, 2024.

Should any member of the Town Council have any questions or concerns regarding this matter, please do not hesitate to reach out to me. Your input and feedback are invaluable as we navigate this process.

Thank you for your attention to this matter.

Warm regards,

Robbie Lee Wagoner II

Town Clerk

Town of Stokesdale

Post Office Box 465



(336) 643-4011

TOWN OF STOKESDALE



R-2024-01

**A RESOLUTION CONSENTING TO THE ADDITION OF LAMBERT LAKE ROAD,
SEVEN SPRINGS COURT, AND QUAIL CROSSING ROAD WITHIN THE
SECOND PHASE OF THE OLD MOORES MILL SUBDIVISION TO THE
SECONDARY ROAD MAINTENANCE SYSTEM OF
THE STATE OF NORTH CAROLINA**

WHEREAS, the North Carolina Department of Transportation has declared through its Secondary Road Addition Investigation Reports (Files G-50-22, G-51-22, G-52-22) dated March 18, 2024, of said streets, Lambert Lake Road (Extension of SR 5088), Seven Springs Court, and Quail Crossing Road, meets the minimum requirements for addition into the Secondary Road System of the State of North Carolina; and

WHEREAS, the cognizant District Engineer of the North Carolina Department of Transportation does recommend the addition of Lambert Lake Road (Extension of SR 5088), Seven Springs Court, and Quail Crossing Road to the Secondary Road System of the State of North Carolina.

NOW, THEREFORE BE IT HEREBY RESOLVED THAT: The Town Council on behalf of the Town of Stokesdale, North Carolina does herewith, after due consideration and deliberation and without any objections being heard, concur and consent to the addition of Lambert Lake Road (Extension of SR 5088), Seven Springs Court, and Quail Crossing Road to the Secondary Road System of the State of North Carolina to the same degree and measure to which property owners have petitioned said Department of Transportation of the State of North Carolina, and to the same degree and measure to which the said Department of Transportation does now recommend acceptance into the said Secondary Road System of the State of North Carolina.

Adopted this the 11th day of April, 2024.

Derek Foy, Mayor Pro Tem

Attest:

Robbie Lee Wagoner II, Town Clerk



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

ROY COOPER
GOVERNOR

J.R. "JOEY" HOPKINS
SECRETARY

March 18, 2024

Guilford County

Mr. Mike Crawford, Mayor
Town of Stokesdale
8325 Angel Pardue Road
P. O. Box 465
Stokesdale, NC 27357

Road Additions – Lambert Lake Road, Seven Springs Court and Quail Crossing Road in
the Old Moores Mill Ph 2 Subdivision in Stokesdale in Guilford County

Dear Mr. Crawford:

Attached is a copy of the Secondary Road Addition Reports, the property owner's
petition, a marked county map and the subdivision plats for the addition of the following
roads:

Lambert Lake Road (Extension of SR 5088)	0.23 miles
Seven Springs Court	0.05 miles
Quail Crossing Road	0.24 miles

I ask for a resolution concurring in the addition of these roads to the State
Maintenance System.

Sincerely,

A handwritten signature in black ink that reads "Bobby L. Norris PE".

Bobby L. Norris, P.E.
District Engineer

BLN/wr

**North Carolina Department of Transportation
Division of Highways
Secondary Road Addition Investigation Report**

County: Guilford Co. File No: G-50-22 Date: 3/18/2024
Township: Bruce Div. File No: _____ Div. No: 7

Local Name: Lambert Lake Road Subdivision Name: Old Moores Mill PH 2
(Extension of SR 5088)

Surface Type: S9.5B Surface Thickness: 2" Width: 20' Length: .23

Base Type: ABC Base Thickness: 10" Pavement Condition: Good

*Bridges: Yes ☐ No ☒ *Pipe > 48": Yes ☐ No ☒ *Retaining walls within Right of way? Yes ☐ No ☒

***If Yes – Include Bridge Maintenance Investigation Report**

Is this a subdivision street subject to the construction requirements for such streets? Yes

Recording Date: 09-07-2018 Book: 198 Page: 37

Additional Plats: 01-14-2020 Book: 202 Page: 52

Number of homes having entrances into road: 9 Other uses having entrances into road: 0

Right-of-Way Width: 50' *If right-of-way is below the desired width, give reasons under "Remarks and Recommendations."*

Is petition (SR-1) attached? Yes

Is the County Commissioners Approval (SR-2) attached? Yes If not, why not? _____

Is a map attached indicating information for reference in locating road by the Guilford County Planning Department? Yes

Cost to place in acceptable maintenance condition: Total Cost: \$ 0

Grade, drain, stabilize: \$ 0 Drainage: \$ 0 Other: \$ 0

Remarks and Recommendations: Road meets minimum requirements. Recommend addition.

Submitted by: [Signature] 3/18/24 DISTRICT ENGINEER Reviewed and Approved: _____ DIVISION ENGINEER

Reviewed and Approved

BOARD OF TRANSPORTATION MEMBER: _____

	(Do not write in this space – For use of Secondary Roads Unit)
	Petition #

**North Carolina Department of Transportation
Division of Highways
Secondary Road Addition Investigation Report**

County: Guilford Co. File No: G-51-22 Date: 3/18/2024
Township: Bruce Div. File No: _____ Div. No: 7

Local Name: Seven Springs Court Subdivision Name: Old Moores Mill PH 2

Surface Type: S9.5B Surface Thickness: 2" Width: 20' Length: .05

Base Type: ABC Base Thickness: 10" Pavement Condition: Good

*Bridges: Yes ☐ No ☒ *Pipe > 48": Yes ☐ No ☒ *Retaining walls within Right of way? Yes ☐ No ☒

***If Yes – Include Bridge Maintenance Investigation Report**

Is this a subdivision street subject to the construction requirements for such streets? Yes

Recording Date: 09-07-2018 Book: 198 Page: 37

Additional Plats: _____

Number of homes having entrances into road: 4 Other uses having entrances into road: 0

Right-of-Way Width: 50' *If right-of-way is below the desired width, give reasons under "Remarks and Recommendations."*

Is petition (SR-1) attached? Yes

Is the County Commissioners Approval (SR-2) attached? Yes If not, why not? _____

Is a map attached indicating information for reference in locating road by the Guilford County Planning Department? Yes

Cost to place in acceptable maintenance condition: Total Cost: \$ 0

Grade, drain, stabilize: \$ 0 Drainage: \$ 0 Other: \$ 0

Remarks and Recommendations: Road meets minimum requirements. Recommend addition.

Submitted by:  3/18/24
DISTRICT ENGINEER

Reviewed and Approved: _____
DIVISION ENGINEER

Reviewed and Approved

BOARD OF TRANSPORTATION MEMBER: _____

	(Do not write in this space – For use of Secondary Roads Unit)
	Petition #

**North Carolina Department of Transportation
Division of Highways
Secondary Road Addition Investigation Report**

County: Guilford Co. File No: G-52-22 Date: 3/18/2024
Township: Bruce Div. File No: _____ Div. No: 7

Local Name: Quail Crossing Road Subdivision Name: Old Moores Mill PH 2

Surface Type: S9.5B Surface Thickness: 2" Width: 20' Length: .24

Base Type: ABC Base Thickness: 10" Pavement Condition: Good

*Bridges: Yes ☐ No ☒ *Pipe > 48": Yes ☐ No ☒ *Retaining walls within Right of way? Yes ☐ No ☒

***If Yes – Include Bridge Maintenance Investigation Report**

Is this a subdivision street subject to the construction requirements for such streets? Yes

Recording Date: 09-07-2018 Book: 198 Page: 37-38

Additional Plats: _____

Number of homes having entrances into road: 14 Other uses having entrances into road: 0

Right-of-Way Width: 50' *If right-of-way is below the desired width, give reasons under "Remarks and Recommendations."*

Is petition (SR-1) attached? Yes

Is the County Commissioners Approval (SR-2) attached? Yes If not, why not? _____

Is a map attached indicating information for reference in locating road by the Guilford County Planning Department? Yes

Cost to place in acceptable maintenance condition: Total Cost: \$ 0

Grade, drain, stabilize: \$ 0 Drainage: \$ 0 Other: \$ 0

Remarks and Recommendations: Road meets minimum requirements. Recommend addition.

Submitted by: [Signature] 3/18/24 Reviewed and Approved: _____

DISTRICT ENGINEER

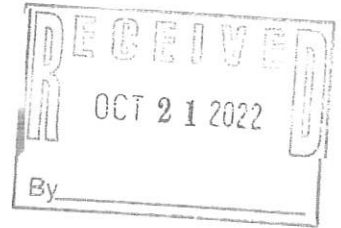
DIVISION ENGINEER

Reviewed and Approved

BOARD OF TRANSPORTATION MEMBER: _____

	(Do not write in this space – For use of Secondary Roads Unit)
	Petition #

North Carolina Department of Transportation
Division of Highways
Petition for Road Addition



ROADWAY INFORMATION: (Please Print/Type)

County: Guilford Road Name: Lambert Lake Rd (Extension of SR 5088)
(Please list additional street names and lengths on the back of this form.)

Subdivision Name: Old Moore's Mill Phase 2 Length (miles): 0.23

Number of occupied homes having street frontage: 9 Located (miles): 0.04

miles N ☐ S ☒ E ☐ W ☐ of the intersection of Route 5088 and Route 5090.
(Check one) (SR, NC, US) (SR, NC, US)

We, the undersigned, being property owners and/or developers of Old Moore's Mill Phase 2 in Guilford County, do hereby request the Division of Highways to add the above described road.

CONTACT PERSON: Name and Address of First Petitioner. (Please Print/Type)

Name: Fred Berry Phone Number: 336.274.4782

Street Address: 301 N. Elm St. Suite #800 Greensboro, NC 27401

Mailing Address: 301 N. Elm St. Suite #800 Greensboro, NC 27401

PROPERTY OWNERS

Name

Mailing Address

Telephone

INSTRUCTIONS FOR COMPLETING PETITION:

1. Complete Information Section
2. Identify Contact Person (This person serves as spokesperson for petitioner(s)).
3. Attach two (2) copies of recorded subdivision plat or property deeds, which refer to candidate road.
4. Adjoining property owners and/or the developer may submit a petition. Subdivision roads with prior NCDOT review and approval only require the developer's signature.
5. If submitted by the developer, encroachment agreements from all utilities located within the right of way shall be submitted with the petition for Road addition. However, construction plans may not be required at this time.
6. Submit to District Engineer's Office.

FOR NCDOT USE ONLY: Please check the appropriate block☐ Rural Road ☐ Subdivision platted prior to October 1, 1975 ☒ Subdivision platted after September 30, 1975**REQUIREMENTS FOR ADDITION**

If this road meets the requirements necessary for addition, we agree to grant the Department of Transportation a right-of-way of the necessary width to construct the road to the minimum construction standards of the NCDOT. The right-of-way will extend the entire length of the road that is requested to be added to the state maintained system and will include the necessary areas outside of the right-of-way for cut and fill slopes and drainage. Also, we agree to dedicate additional right-of-way at intersections for sight distance and design purposes and execute said right-of-way agreement forms that will be submitted to us by representatives of the NCDOT. The right-of-way shall be cleared at no expense to the NCDOT, which includes the removal of utilities, fences, other obstructions, etc.

General Statute 136-102.6 states that any subdivision recorded on or after October 1, 1975, must be built in accordance with NCDOT standards in order to be eligible for addition to the State Road System.

<u>ROAD NAME</u>	<u>HOMES</u>	<u>LENGTH</u>	<u>ROAD NAME</u>	<u>HOMES</u>	<u>LENGTH</u>
Lambert Lake Rd	9	.23			
Seven Springs Court	4	.05			
Quail Crossing Road	14	.24			

Plu Fred Berry

DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
CONSTRUCTION STANDARDS & SPECIFICATIONS
APPROVED *[Signature]* DATE *8/31/18*
NORTH CAROLINA - GUILFORD COUNTY

REVIEW OFFICER
This is to certify that this plan was reviewed and approved by the undersigned on this day of *SEP* 2018.

I, David B. Cox, Registered Land Surveyor #3320, certify to one or more of the following as indicated:
a. That this plan creates a subdivision within the area of a county or municipality.
b. That this plan is a survey of land in a county or municipality.
c. That this plan is a survey of land in a county or municipality.
d. That this plan is a survey of land in a county or municipality.
e. That this plan is a survey of land in a county or municipality.



Certificate of Local Jurisdiction Approval for
Recreation

Approved by the Town of Stokesdale, North Carolina on
Article 1 of the Stokesdale Development Ordinance.

Town of Stokesdale Enforcement Officer
[Signature]

Certificate of Ownership and Dedication
The undersigned hereby acknowledges that the land
shown on this plan is the property of the undersigned
and that this plan is a survey of land in a county or municipality.

[Signature]
signed
signed
signed
signed

OWNER:
LD MOORES MILL, LLC
PO Box 507, Suite 800
Greensboro, NC 27401
Ph: (336) 339-0322

DEED RESTRICTION-RESTRICTIVE COVENANT:
Development of subject property is restricted to
residential use only. No commercial or industrial
development shall be permitted on this property.
This restriction shall run with the land and shall be
binding on all successors in title to the property.

I, David B. Cox, Registered Land Surveyor #3320, certify to one or more of the following as indicated:
a. That this plan creates a subdivision within the area of a county or municipality.
b. That this plan is a survey of land in a county or municipality.
c. That this plan is a survey of land in a county or municipality.
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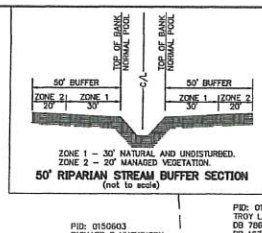
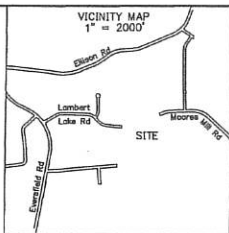
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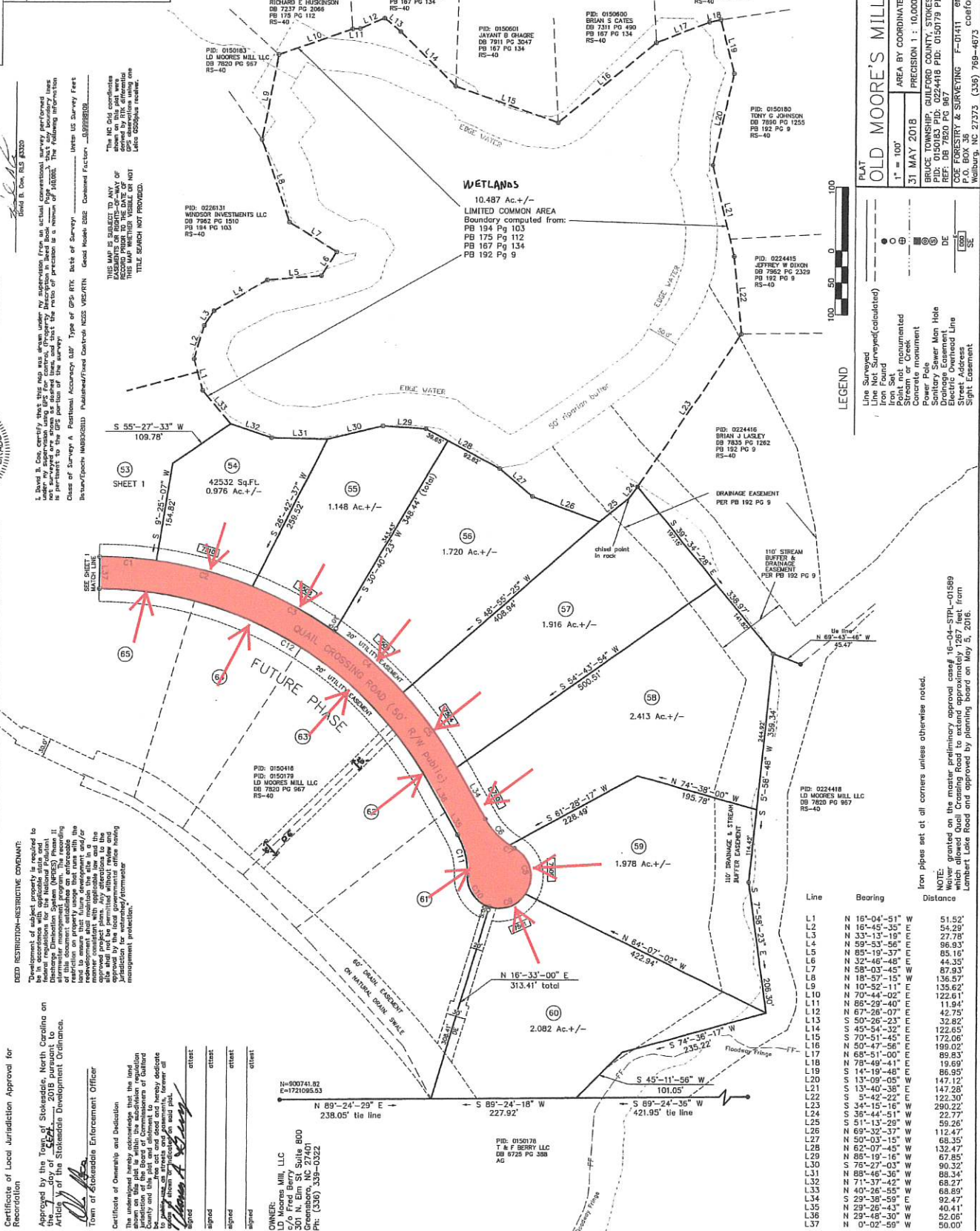
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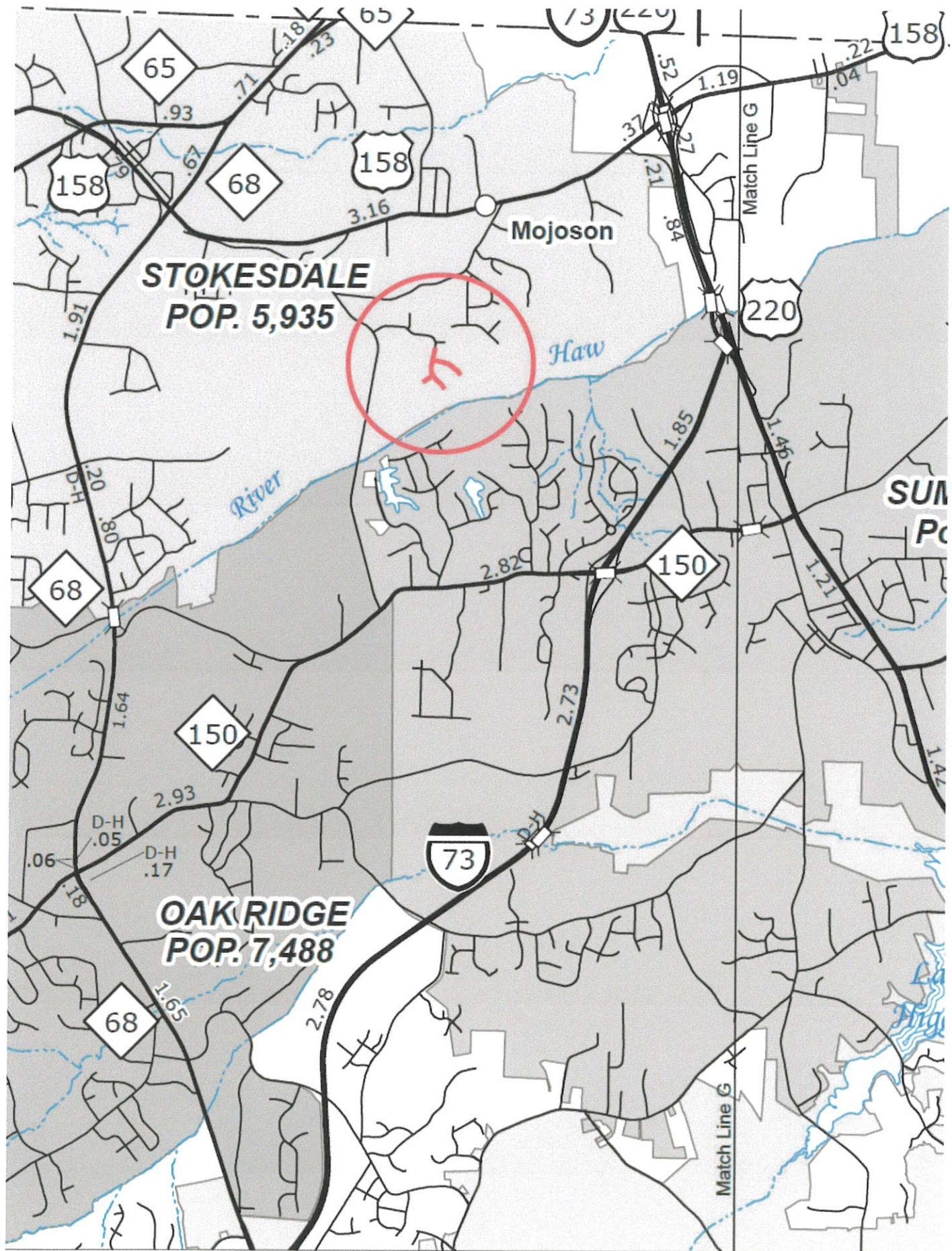
SITE DATA:
EXISTING ZONING: RS-40
EX. LAND USE: RESIDENTIAL
PROPOSED LOTS: 7
TOTAL AREA: 23.818 Ac +/-
AREA IN R/W: 1.093 Ac +/-
SEWER: PRIVATE SEPTIC
WATER: PRIVATE WELLS
L.F. OF STREETS: 840'
DISTANCE TO FLOODWAY: 460'
PARCEL #s 0150416 and 0150174
CASE: 18-07-STPL-04048

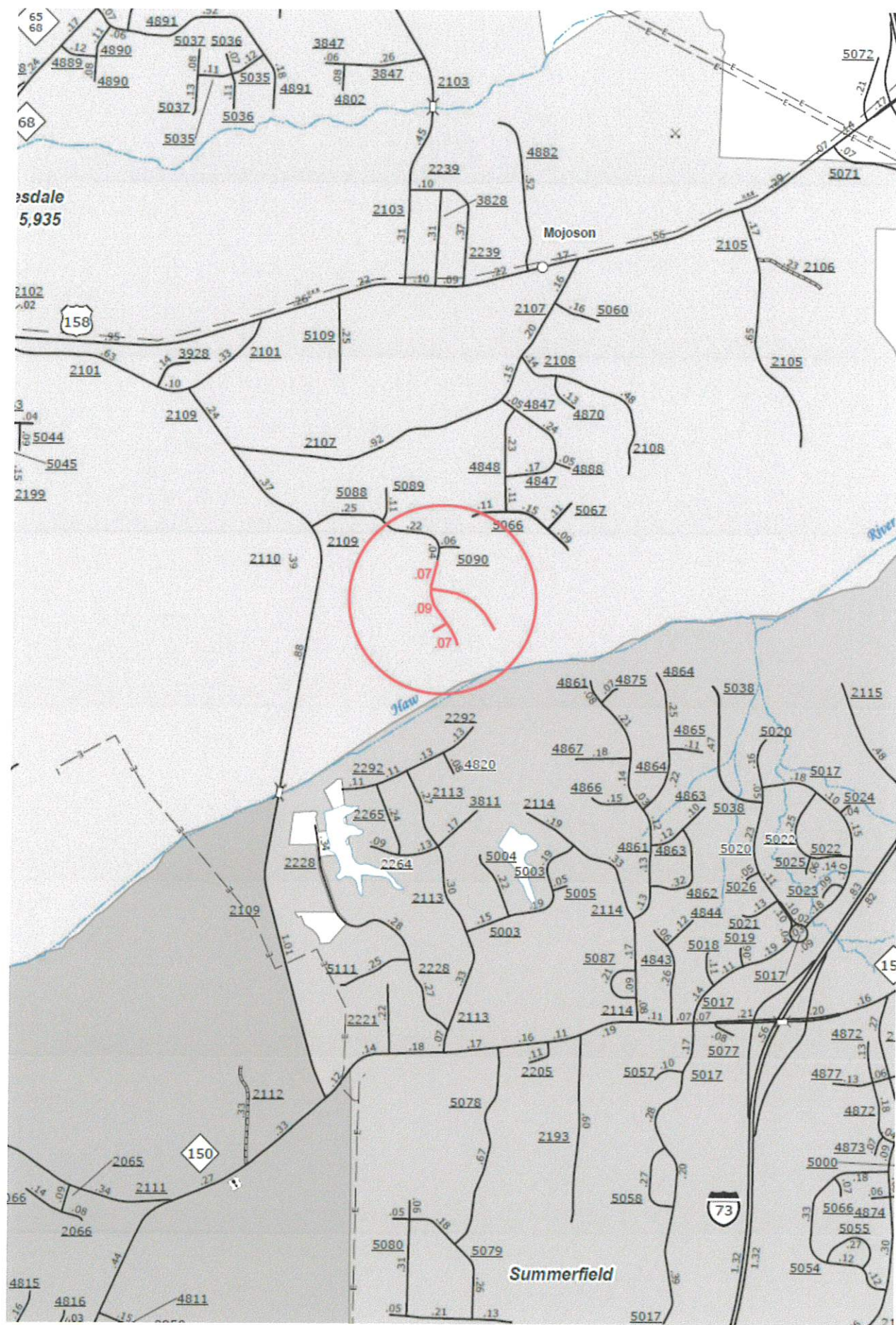
Curve	Radius	Chord Bearing and Distance	Arc Length
C1	650.00'	S 86°-05'-49" E 89.62'	89.62'
C2	650.00'	S 75°-11'-13" E 157.45'	157.45'
C3	650.00'	S 61°-44'-19" E 146.99'	146.99'
C4	650.00'	S 48°-49'-08" E 145.22'	145.22'
C5	650.00'	S 36°-02'-08" E 144.57'	144.57'
C6	120.00'	S 43°-06'-50" E 55.89'	55.89'
C7	120.00'	S 58°-51'-59" E 9.49'	9.49'
C8	50.00'	S 13°-51'-17" E 73.45'	73.45'
C9	50.00'	S 70°-20'-35" W 60.10'	60.10'
C10	50.00'	N 35°-26'-35" W 60.55'	60.55'
C11	120.00'	N 13°-54'-59" W 65.08'	65.08'
C12	600.00'	N 59°-50'-59" W 603.62'	603.62'



PLAT
OLD MOORE'S MILL Phase 2B-1
SHEET 2 of 2
PRECISION 1: 10,000 +
31 MAY 2018
BRUCE TOWNSHIP, GUILFORD COUNTY, STOKESDALE, NC
PID: 0150183 PID: 0224416 PID: 0150179 PID: 0150416
REF: DB 7820 PG 967
CODE FORESTRY & SURVEYING F-0411
P.O. BOX 38 27233 (336) 769-4673
Nashbury, NC 27233 (336) 769-4673
cdoir@gmail.com
Job 17184

Line	Bearing	Distance
L1	N 16°-04'-51" W	51.52'
L2	N 16°-45'-35" W	54.29'
L3	N 33°-13'-19" W	27.78'
L4	N 59°-53'-56" E	96.93'
L5	N 85°-19'-37" W	85.16'
L6	N 32°-48'-48" E	44.35'
L7	N 58°-03'-45" E	87.73'
L8	N 18°-57'-15" W	136.57'
L9	N 10°-52'-11" E	135.62'
L10	N 70°-44'-05" E	122.61'
L11	N 86°-29'-40" E	11.94'
L12	N 67°-28'-07" E	42.75'
L13	N 60°-28'-23" E	122.61'
L14	S 45°-54'-32" E	32.82'
L15	S 70°-51'-45" E	172.06'
L16	N 50°-47'-56" E	199.02'
L17	N 68°-51'-00" E	89.93'
L18	N 78°-49'-41" E	19.69'
L19	S 14°-19'-48" E	86.95'
L20	N 13°-09'-05" E	147.12'
L21	S 13°-40'-38" E	147.28'
L22	S 5°-42'-22" E	122.30'
L23	S 34°-15'-16" W	290.22'
L24	S 35°-44'-51" E	22.77'
L25	S 51°-13'-29" W	59.26'
L26	N 69°-32'-37" W	112.47'
L27	N 50°-03'-15" W	68.35'
L28	N 62°-07'-45" W	132.47'
L29	N 85°-19'-16" W	67.85'
L30	S 78°-27'-03" W	90.32'
L31	N 68°-48'-36" W	66.34'
L32	N 71°-37'-42" E	68.27'
L33	N 40°-26'-55" W	68.89'
L34	S 29°-38'-55" W	92.47'
L35	N 29°-28'-43" W	40.41'
L36	N 29°-48'-30" W	50.06'
L37	N 0°-02'-50" W	50.00'





Thank You!

From: Matt Reece <mreece@ptrc.org>
Sent: Monday, April 1, 2024 10:08 AM
To: Robbie Lee Wagoner II
Subject: PTRC membership and 160D non-member proposal
Attachments: Stokesdale160DOrdinanceUpdate.docx

Good morning Robbie and thank you for reaching out to see if PTRC can be of assistance to Stokesdale. Enclosed is our proposal for 160D services for a fee of \$6,000.

PTRC would also welcome Stokesdale as a renewing member. Dues are based on population and with Stokesdale's population as 6,208 the dues for 2024-2025 would be \$1,304. The total for dues and 160D project, at member rates, would be \$4,804.

The expectation of the Council would be for Stokesdale to fully participate in the meetings and the mission of the PTRC and to continue membership annually.

Matthew Dolge, PTRC's Executive Director, and myself are available to you to discuss as needed.

Take care -



Matt Reece

Assistant Director

t : 336.904.0300

e: mreece@ptrc.org | w: www.ptrc.org

a: 1398 Carrollton Crossing Drive, Kernersville, NC 27284





PIEDMONT TRIAD REGIONAL COUNCIL

1398 CARROLLTON CROSSING DRIVE
KERNERSVILLE, NC 27284
(336) 904-0300

MATTHEW L. DOLGE • EXECUTIVE DIRECTOR

March 28, 2024

Honorable Mayor Crawford
PO Box 465
Stokesdale, NC 27357

Dear Mayor Crawford:

Thank you for asking the Piedmont Triad Regional Council (PTRC) to assist the Town of Stokesdale in updating the Zoning Ordinance. The PTRC in consultation with the Town of Stokesdale proposes to compile required changes to the ordinance to be in compliance with General Statute 160D effective July 1, 2021.

PROPOSED SCHEDULE – Begin in July 2024 and complete changes by October 2024. These services will be provided remotely from our Kernersville office.

STAFF –PTRC staff and sub-contractors will assist as necessary.

BUDGET – The proposed budget is **not to exceed \$6,000** to update the existing zoning ordinance to be in compliance with 160D changes that include the "Must Take Action" items on the following pages. In order to provide these services a clean word version of the ordinance will need to be provided before starting any work. Any formatting needed or changes outside of the list attached will be billed at an hourly rate.

INDEMNIFICATION – PTRC agrees to indemnify and save harmless Town of Stokesdale against all claims made for damages which may arise as a result of its work pursuant to this agreement, and understands nothing within this agreement creates or establishes an employer and employee relationship between the parties. Both parties may end this contractual arrangement by providing the other party 30 days written notice.

We appreciate the opportunity to assist Town of Stokesdale. If the Town concurs with this agreement as described herein and on the attached checklist, please return a signed copy to me via e-mail. Please call me with any questions or suggestions (336.904.0300).

Sincerely,

Jesse Day, AICP
PTRC Planning Director

Mayor Mike Crawford, Mayor

Date

"This instrument has been pre-audited in the manner required by the local government budget and fiscal control act."

Finance Officer

Date

160D CHECKLIST

A. MUST TAKE ACTION

TERMINOLOGY & CITATIONS

Must update any references to provisions in G.S. Chapter 160A or 153A to indicate relevant provisions in Chapter 160D. (See appendixes B and C in the Chapter 160D book.)

Must align ordinance terminology with Chapter 160D terminology for *conditional zoning* and *special use permits*; must delete use of the terms *conditional use permit*, *special exception*, *conditional use district zoning*, and *special use district zoning*. (See G.S. 160D-102.)

Must ensure that ordinance definitions for the following terms are not inconsistent with definitions provided in state law and regulation: *building*, *dwelling*, *dwelling unit*, *bedroom*, and *sleeping unit*. (G.S. 160D-706; S.L. 2019-111, § 1.17.)

ETJ & 2 JURISDICTIONS

Must for extension of extraterritorial jurisdiction (ETJ), a municipality **must** provide mailed notice thirty days prior to ETJ hearing; municipality **may** hold one hearing (with single mailed notice) regarding ETJ and initial zoning amendment. (G.S. 160D-202(d).)

BOARDS

Must adopt broadened conflict-of-interest standards for governing and advisory boards. (G.S. 160D-109.)

Must keep minutes of proceedings of each board. (G.S. 160D-308.)

Must have each board member take an oath of office before starting his or her duties. (G.S. 160D-309.)

Must update ETJ population estimate, at least with each decennial census (also calculation for proportional representation is simplified and process for appointment is clarified). (G.S. 160D-307.)

Must provide proportional representation for ETJ on preservation commission if any districts or landmarks are designated in the ETJ. (G.S. 160D-307.)

LAND USE ADMINISTRATION

Must incorporate new staff conflict-of-interest standards into ordinance or policy. (G.S. 160D-109.)

Must maintain in paper or digital format current and prior zoning maps for public inspection. (G.S. 160D-105.)

Must maintain in paper or digital format any state or federal agency maps incorporated by reference into the zoning map. (G.S. 160D-105.)

ENFORCEMENT

Must issue notices of violation (NOVs) in conformance with statutory procedures (must deliver to permittee and landowner if different; may deliver to occupant or person undertaking the activity; delivery by hand, email, or first-class mail; may be posted onsite; administrator to certify NOV for the file.) (G.S. 160D-404(a).)

If inspecting, **must** enter the premises during reasonable hours and upon presenting credentials; **must** have consent of premises owner or an administrative search warrant to inspect areas not open to the public. (G.S. 160D-403(e).)

For revocation of development approval, **must** follow the same process as was used for the approval. (G.S. 160D-403(f).)

160D CHECKLIST

A. MUST TAKE ACTION

ZONING MAPS & ORDINANCE

Must maintain current and prior zoning maps for public inspection (local government clerk or other office may be the responsible office); **may** adopt and maintain in paper or digital format. (G.S. 160D-105.)

Must eliminate conditional-use-district zoning; existing conditional-use-district zoning converts to conditional district upon adoption of updated local ordinances or July 1, 2021. (G.S. 160D-703; S.L. 2019-111, § 2.9(b).)

Must not set a minimum square footage for structures subject to the One- and Two-Family Residential Building Code. (G.S. 160D-703; S.L. 2019-174.)

OTHER DEVELOPMENT ORDINANCES

Must conform subdivision performance guarantee requirements with statutory standards. (G.S. 160d-804.1; S.L. 2020-25; S.L. 2019-79 (S.B. 313))

Must conform subdivision procedures for expedited review of certain minor subdivisions. (G.S. 160D-802, established prior to G.S. Chapter 160D.)

Must not require a developer, as a condition to subdivision approval, to bury a power line existing above ground and outside of property to be subdivided. (G.S. 160D-804; S.L. 2019-174.)

Must exempt farm use on bona fide farm in ETJ from city zoning to the same extent it would be exempt from county zoning; Chapter 160D clarifies that other municipal development regulations may still apply. (G.S. 160D-903(c).)

Must not exclude manufactured homes based on the age of the home. (G.S. 160D-910.)

Must follow standardized process for housing-code enforcement to determine owner's abandonment of intent to repair and need for demolition. (G.S. 160D-1203(6).)

HISTORIC PRESERVATION

Must follow standard quasi-judicial procedures for preservation certificates of appropriateness. (G.S. 160D-947(c).)

Must frame preservation district provisions as "standards" rather than "guidelines." (G.S. 160D-947(c).)

May choose for appeals of preservation commission decisions to go to board of adjustment. Default rule is that preservation appeals go directly to superior court rather than to board of adjustment. (G.S. 160D-947(e).)

DEVELOPMENT AGREEMENTS

Must process a development agreement as a legislative decision. (G.S. 160D-105.)

Must have a local government as a party to a development agreement (a water and sewer authority may enter an agreement as a party, but not independently). (G.S. 160D-1001(b).)

COMPREHENSIVE PLAN

Must adopt a comprehensive plan or land use plan by July 1, 2022, to maintain zoning (no need to re-adopt a reasonably recent plan). (G.S. 160D-501(a).)

Must adopt a plan or a plan update following the procedures used for a legislative decision. (G.S. 160D-501(c).)

Must reasonably maintain a plan. (G.S. 160D-501(a).)

160D CHECKLIST

A. MUST TAKE ACTION

LEGISLATIVE DECISIONS

Notice

Must follow applicable procedures for legislative decisions under any development regulation authorized under Chapter 160D, not just zoning; **must** adopt any development regulation by ordinance, not by resolution. (G.S. 160D-601.)

For zoning-map amendments, **must** provide notice not only to immediate neighbors but also to properties separated from the subject property by street, railroad, or other transportation corridor. (G.S. 160D-602.)

For zoning-map amendments, **must** provide posted notice during the time period running from twenty-five days prior to the hearing until ten days prior to the hearing. (G.S. 160D-602(c).)

Planning Board Comment

Must refer zoning amendments to the planning board for review and comment; **must** not have governing board handle planning board duty to review and comment on zoning amendments. (G.S. 160D-604(c), (e).)

Must have planning board consider any plan adopted according to G.S. 160D-501 when making a comment on plan consistency. (G.S. 160D-604(d).)

Plan Consistency

When adopting an amendment to the zoning ordinance, **must** adopt a brief statement describing whether the action is consistent or inconsistent with approved plans. (G.S. 160D-605(a).) *(This eliminates the 2017 requirement that statements take one of three particular forms.)*

Must note on the applicable future land use map when a zoning-map amendment is approved that is not consistent with the map; the future land use map is deemed amended when an inconsistent rezoning is approved. (G.S. 160D-605(a).) *(This clarifies that a rezoning inconsistent with a plan does not amend the text of the plan, but it does amend the future land use map.)*

Must adopt a statement of reasonableness for zoning-map amendments; for such statements, **may** consider factors noted in the statutes; **may** adopt a statement of reasonableness for zoning-text amendments. (G.S. 160D-605(b).)

Must permit adoption of a legislative decision for development regulation on first reading by simple majority; no need for two-thirds majority on first reading, as was required for cities under prior law. (G.S. 160A-75; S.L. 2019-111, § 2.5(n).)

Certain Legislative Decisions

Must prohibit third-party down-zonings; **may** process down-zonings initiated by the local government or landowner. (G.S. 160D-601; S.L. 2019-111, Pt. I.)

Must obtain applicant's/landowner's written consent to conditions related to a conditional-zoning approval to ensure enforceability. (G.S. 160D-703(b); S.L. 2019-111, Pt. I.)

QUASI-JUDICIAL DECISIONS

Procedures

Must follow statutory procedures for all quasi-judicial development decisions, including variances, special use permits, certificates of appropriateness, and appeals of administrative determinations. (G.S. 160D-102(28).)

Must hold an evidentiary hearing to gather competent, material, and substantial evidence to establish the facts of the case; the evidentiary hearing **must** have testimony under oath; **must** establish written findings of fact and conclusions of law. (G.S. 160D-406.)

160D CHECKLIST

A. MUST TAKE ACTION

Board chair **must** rule at the evidentiary hearing on objections to inclusion or exclusion of administrative material; such ruling **may** be appealed to the full board. (G.S. 160D-406(d).)

Must allow parties with standing to participate fully in the evidentiary hearing, including presenting evidence, cross-examining witnesses, objecting to evidence, and making legal arguments; **may** allow non-parties to present competent, material, and substantial evidence that is not repetitive. (G.S. 160D-406(d).)

Be aware that the definition of *close family relationship* as used for conflicts of interest includes spouse, parent, child, brother, sister, grandparent, or grandchild (including step, half, and in-law relationships). (G.S. 160D-109(f).)

Must not impose conditions on special use permits that the local government does not otherwise have statutory authority to impose. (G.S. 160D-705(c); S.L. 2019-111, Pt. I.)

Must obtain applicant's/landowner's written consent to conditions related to a special use permit to ensure enforceability. (G.S. 160D-1402(k); G.S. 160D-1403.2; S.L. 2019-111, Pt. I.)

Must set a thirty-day period to file an appeal of any administrative determination under a development regulation; **must** presume that if notice of determination is sent by mail, it is received on the third business day after it is sent. (G.S. 160D-405(c).)

ADMINISTRATIVE DECISIONS

Development Approvals

Must provide development approvals in writing; **may** provide in print or electronic form; if electronic form is used, then it **must** be protected from further editing. (G.S. 160D-403(a).)

Must provide that applications for development approvals must be made by a person with a property interest in the property or a contract to purchase the property. (G.S. 160D-403(a).)

Must provide that development approvals run with the land. (G.S. 160D-104.)

For revocation of development approval, **must** follow the same process as was used for the approval. (G.S. 160D-403(f).)

Determinations

Must provide written notice of determination by personal delivery, electronic mail, or first-class mail to the property owner and party seeking determination, if different from the owner. (G.S. 160D-403(b).)

Appeals of Administrative Decisions

Must allow administrative decisions of any development regulations (not just zoning) to be appealed to the board of adjustment, unless provided otherwise by statute or ordinance.

(Appeals relating to erosion and sedimentation control, stormwater control, or building-code and housing-code violations are not made to the board of adjustment unless specified by local ordinance.) (G.S. 160D-405.)

Must set a thirty-day period to file an appeal of any administrative determination under a development regulation; **must** presume that if notice of determination is sent by mail, it is received on the third business day after it is sent. (G.S. 160D-405(c).)

Must require the official who made the decision (or his or her successor if the official is no longer employed) to appear as a witness in the appeal. (G.S. 160D-406.)

160D CHECKLIST

A. MUST TAKE ACTION

Must pause enforcement actions, including fines, during the appeal. (G.S. 160D-405.)

VESTED RIGHTS AND PERMIT CHOICE

Vested Rights

Must recognize that building permits are valid for six months, as under prior law. (G.S. 160D-111)

Must recognize the default rule that development approvals/permits are valid for twelve months, unless altered by statute or extended by local rule. (G.S. 160D-108(d).)

Must identify site-specific vesting plans (formerly site-specific development plans) with vesting for two to five years, as under prior law, except for specified exceptions. (G.S. 160D-108.1)

Must recognize multi-phase developments—long-term projects of at least 25 acres—with vesting up to seven years, except for specified exceptions (160D-108(d)(4); -108(f).) (The previously authorized phased-development plan is obsolete and should be deleted from ordinance.)

Permit Choice

Must not make an applicant wait for final action on the proposed change before proceeding if the applicant elected determination under prior rules. (G.S. 143-755; G.S. 160D-108(b).)

Appeals of Quasi-Judicial Decisions (certificates of appropriateness)

Must update ordinance to address appeals of certificates of appropriateness for historic landmarks and historic districts; default rule is that such appeals go straight to court; local government may opt for such appeals to go to the board of adjustment, as under prior statutes. (G.S. 160D-947.)

Must provide that appeals of certificates of appropriateness must be filed within thirty days after the decision is effective or written notice is provided, the same as for appeals of other quasi-judicial decisions. (G.S. 160D-947; -1405)