

Town of Stokesdale
Town Council Meeting
Stokesdale, NC 27357
December 14, 2017

The regular meeting of the Stokesdale Town Council was held on Thursday, December 14, 2017 at the Town Hall located at 8325 Angel Pardue Road, Stokesdale, NC.

The following Council members were present: Mayor Randy Braswell, William N. (Bill) Jones, Vicki White-Lawrence, Frank Bruno, and Tim Jones.

Others present included: Brian Pearce, Town Attorney, Alisa Houk, Deputy Clerk, Philip Pulliam, Budget Officer, Mayor-Elect John Flynt, Councilmember-elect Thearon Hooks, Jr., and K. E. Hemric, Town Administrator/Town Clerk/Finance Officer.

The Meeting was Called to Order: By Mayor Braswell at 7:02p.m.

Invocation: Offered by Reverend Jerry Walker of Oak Level Baptist Church

Pledge of Allegiance was completed by those in attendance.

Review and Adoption of Agenda: Council considered the Agenda. Tim Jones requested the review of the annual audit be moved on the Agenda; no vote was taken and the order of line-up was maintained. Tim Jones requested to add an agenda item regarding discussion of closed session minutes. It was added as item #9 on the Agenda. The Agenda was approved by unanimous vote of all ayes.

Business of Existing Council: A report from the Guilford County Sheriff's Department was provided by Captain Elliott. The Captain stated out of 623 calls for the district, 97 calls were related to Stokesdale. He suggested citizens continue to lock their car doors and keep presents and valuables out of public viewing when leaving items in their vehicles. Elliott stated that burglaries normally increase the Christmas holiday and there have been problems with people stealing packages delivered to houses.

Mr. Pulliam, budget officer, provided the standard monthly financial review. He stated the Town is staying well below the overall budget. No further questions were asked by Council. General Fund checking/savings balance through November 30, 2017 was \$2,775,505. Expenses up to date this fiscal year were \$91,436.39.

Audit Report Presentation from Rouse, Rouse, Penn, and Rouse: Mr. R. Rex Rouse, Jr. introduced Mr. Trevor Gardner of the firm, who assisted in large with the annual independent audit. Mr. Rouse pointed out that the Town of Stokesdale has over ten (10) years' worth of funding in the bank, unassigned fund balance, with the standard goal for

the state is about six (6) months of expenditures in reserves, therefore establishing the Town in a very stable light. "This sets an outstanding example of what other small towns should follow," stated Rouse. Page 31 of the audit report reflects \$143,225.00 was increased this audit year in the total fund balance: June 30th, 2016 was \$2,701,708 and June 30th, 2017 it was \$2,844,933, making for the \$143,225 increase. General Fund revenues were increased \$45,888.00. The net change in the fund balance for the Water Fund is \$38,555.00. Net Position – End of Year June 30, 2017 was \$4,582,827, as compared to June 30, 2016 at \$4,544,272.00 Depreciation/Water Fund was \$109,539.00. No property tax was/or ever has been assigned by the Town Council and the Town has no long-term debt. Mr. Rouse stated, "For a Town this size, it is remarkable financial position." Mr. Rouse suggested to continue the separation of duties as much as possible, given the amount of staff currently employed and for Council to continue to adopt policies related to business operations of the Town. Rouse said the Town's procedures for internal controls isn't ideal, but said it is a "very good separation of duties for three employees." Hemric, the Town Administrator, pointed out that the audit period for 2016 – 2017 reflected four part-time staff members, not three staff members.

Passing of the Gavel: Recognition of Outgoing Council and Proclamations:

John Flynt read a Proclamation for Vicki White-Lawrence, outgoing Councilmember, and presented her with a plaque in recognition for her public service to the Town of Stokesdale. He presented a gift from the Town with the plaque as well. John Flynt read a Proclamation for D. Randall (Randy) Braswell, outgoing Mayor, and presented him with a shadowbox plaque in recognition for his public service to the Town. He presented a gift from the Town with the shadowbox as well.

Judge Albright provided the Oath of Office to newly elected Mayor, John Flynt, and Thearon Hooks, Jr., Councilmember.

Council took a vote for who would be voted in as the new mayor pro-tempore. Tim Jones nominated Thearon Hooks, Jr. No other names were submitted. All voted ayes, so the nomination carried. Mayor Flynt spoke to the citizens and Council saying that all of the prior Council's were responsible for the Town's strong financial position, and he thanked them for their service. Mayor Flynt spoke of delineation of tasks such as website review, job descriptions, the water authority, and insurance review, soliciting help from various councilmembers. All agreed to assist.

Mayor Flynt made a motion to go back to regular council meetings once per month, with the rule of thumb, if an extra meeting was needed, that it be held the fourth (4th) Thursday of the month at 7:00p.m. at Town Hall. Frank Bruno seconded the motion. All ayes upon voting, so the motion carried. The annual holiday staff schedule was reviewed by Council. Frank Bruno made the motion to accept the holiday schedule but deducting the December 21st and July 3rd dates. The Town Administrator noted staff do not get

paid for any holidays, so it saves the Town money, and the Town has been closing Town Hall for numerous days over the Christmas holiday for over twelve years. Council voted: All ayes to approve the holiday schedule minus the two additional days listed prior.

Planning Board (Mr. Bethea) application was considered, and the Council voted 5 – 0 to approve Franklin D. Bethea as an alternate on the Planning Board, after training is completed. Tim Jones motioned he wanted a list or roster of current board members, as well as alternates, with their terms, and to supply 5 copies to Town Council, each person respectively. John Flynt 2nd the motion. It was also noted that Planning Board training should occur as soon as possible.

Closed Session Discussion: Tim Jones motioned to have the mayor and mayor pro-tem to review documents and items of the last two (2) closed sessions. Frank Bruno seconded the motion. All ayes, so the motion carried.

Separation of Duties: Was requested that staff pull the document worked on at a prior time on separation of duties, and leave in the breezeway for Council's review. Opening of bank statements discussed – used to be the deputy clerk assigned to the front desk, but now it may need to be the Mayor or a councilmember, as that position as not been filled at this time.

Closing Comments: Each Councilmember wished the citizens a happy holiday season and made positive comments about working together in the future.

Motion to Adjourn: made by Tim Jones at 9:25p.m. The motion was seconded by Thearon Hooks, Jr. Vote: All ayes.

Mayor

Attest: _____

Town Clerk/Deputy Clerk