

**MINUTES
TOWN OF STOKESDALE
REGULAR TOWN COUNCIL MEETING
8325 ANGEL-PARDUE ROAD
STOKESDALE, NC 27357
FEBRUARY 09, 2023 AT 7:00 PM**

Member's present were: Mayor Mike Crawford; Mayor Pro-Tem Derek Foy; Council Members: Jimmy Landreth, Tim Jones, and Jim Rigsbee; Town Attorney Charles Winfree; Finance and Budget Officer Kim Thacker, Town Clerk Dale Martin and Deputy Town Clerk Robbie Wagoner and Justin Snyder, Guilford County Planner.

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 delivered the invocation.

2. Review and Adopt the Agenda.

Mayor Pro Tem Derek Foy added:

- #10A - Consideration of an Ordinance to amend the Speed Limit on Athens Drive
- Removed # 18

Councilman Jones added:

- #18A - Discussion on increase in plan review fees and inspection fees
- #18B- Discussion on the protection of water meter vaults near driveways

Mayor Pro Tem Foy made a **Motion** to adopt the agenda as amended: Councilman Jones seconded the motion.

Mayor Crawford	Aye	Mayor Pro Tem Foy	Aye
Councilman Landreth	Aye	Councilman Jones	Aye
Councilman Rigsbee	Aye		

Motion carried.

3. Review and Adopt the Minutes: May 5, 2022 Special Called Budget Workshop; October 13, 2022. (delayed to later in the mtg. but failed to act on it in January), January 12, 2023 Closed Session Minutes

May 5 Special Called Budget Workshop

Mayor Crawford made a **Motion** to approve the May 5, 2022 Special Called Budget Workshop Minutes as presented. Mayor Pro Tem Foy seconded the motion.

Mayor Crawford	Aye	Mayor Pro Tem Foy	Aye
Councilman Landreth	Aye	Councilman Jones	Aye
Councilman Rigsbee	Aye		

Motion carried.

October 13, 2022 Closed Session Minutes

Mayor Crawford made a **Motion** to approve the October 13, 2022 Closed Session Minutes as presented. Councilman Landreth seconded the motion.

Mayor Crawford	Aye	Mayor Pro Tem Foy	Aye
Councilman Landreth	Aye	Councilman Jones	Aye
Councilman Rigsbee	Aye		

Motion carried.

January 12, 2023 Closed Session Minutes

Mayor Crawford made a **Motion** to approve the January 12, 2023 Closed Session Minutes as presented. Councilman Landreth seconded the motion.

Mayor Crawford	Aye	Mayor Pro Tem Foy	Aye
Councilman Landreth	Aye	Councilman Jones	Aye
Councilman Rigsbee	Aye		

Motion carried.

4. Public Safety Reports:

a) Stokesdale Fire Department

Fire Chief Todd Gauldin gave the Fire Department’s report for January.

b) Guilford County Sheriff’s Office

Master Corporal Swaringen gave the Guilford County Sheriff Department’s report.

5. Administrative Reports:

a) Administrative Report:

Town Clerk Dale Martin presented the Administrative Report for January.

b) Planning Board:

Justin Snyder, Guilford County Planner introduced himself and presented the Planning Board Report.

c) Events Committee:

None presented.

d) Property Committee:

- **Purchase a replacement refrigerator/freezer for kitchen at Town Hall**

Councilman Landreth announced that the refrigerator at Town Hall is in need of repair or replacing.

Councilman Jones made a **Motion** authorizing Property Committee to spend up to \$450 to repair existing refrigerator or \$900 to purchase a new refrigerator, if necessary. Councilman Landreth seconded the motion.

Mayor Crawford	Aye	Mayor Pro Tem Foy	Aye
Councilman Landreth	Aye	Councilman Jones	Aye
Councilman Rigsbee	Aye		

Motion carried.

- **Discussion on leak in men's restroom**

Councilman Landreth explained a leak at the urinal in the men's restroom.

Councilman Jones made a **Motion** authorizing the Property Committee to spend up to \$400 to repair the leak. Mayor Crawford seconded the motion.

Mayor Crawford	Aye	Mayor Pro Tem Foy	Aye
Councilman Landreth	Aye	Councilman Jones	Aye
Councilman Rigsbee	Aye		

Motion carried.

e) Town Park Improvement Committee:

Mr. Tee Stephenson, Chair of the Town Park Improvement Committee presented the monthly report on proposed improvements to the park and announced the deadline for submitting bids for the basketball and pickleball court and the playground Feb. 10th and the deadline for RFQ's for engineering of the Amphitheater is March 2nd.

6. Financial Reports:

a) Finance/Budget Officer: Kimberly Thacker

Kim Thacker, Budget and Finance Officer presented the financial report for the General Fund and the Water Fund.

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

None presented.

PUBLIC HEARINGS:

- 8. Rezoning Case # 22-12-PLBD-0031, 7577 Happy Hill Road, Kernersville, NC – Property is located on the west side of Happy Hill Road (SR 2032), approximately 1,740 feet north of the Monty Drive intersection, Guilford County Tax Parcel 164961. This is a request to rezone the subject property, which contains 10.158 acres and is located within the town limits of Stokesdale despite its Kernersville address, from AG, Agricultural, to RS-40, Single-Family Residential. The applicants upon any major development of the property intend to connect to Stokesdale's water system.**

Mayor Crawford introduced the rezoning case and deferred to Justin Snyder, Guilford County Planner to give the Staff Report.

Mr. Snyder identified the property at 7577 Happy Hill Road, Kernersville, NC, Guilford County Tax Parcel 164961 and the request to rezone from AG, Agricultural to RS-40 Residential. He highlighted the zoning districts description and the character and history of the area. Mr. Snyder presented the infrastructure and community facilities in place and an environmental assessment of the site. Mr. Snyder noted that Staff recommends approval of this rezoning request which is consistent with the Stokesdale Future Land Use Plan and is reasonable and in the public interest because it is adjacent to residential uses in the area and will provide low-density housing opportunities for the citizens and the development will be served by the Stokesdale Municipal Water System.

Mayor Crawford then declared the public hearing open.

In Favor:

Greg Garrett, RS Park Homes – PO Box 5987, High Point, NC – identified himself as the developer of this site. He presented the history of a previous rezoning request that was withdrawn. He noted that acquisition of this site as a better access into the development in which a majority of the lots fall within Forsyth County and which has already been approved. He noted the approval of this request would allow for six more homes, bringing the total for the development to 101 homes. He noted that the developer plans to extend public water to the property by way of Happy Hill Road. He introduced Mr. Norris Clayton as the Engineer for the project. He pointed out that the request is consistent with the Stokesdale Land Use Plan and requested a favorable vote by Council.

Council, Staff and Developer discussed the history of the previous case involving a Duke Energy access.

In Opposition:

Shanea Carroll, 7581 Happy Hill Road, Kernersville, NC – lives adjacent to the property and expressed concerns with the traffic safety issues with the entrance located at the top of the hill and recommended a traffic analysis be conducted.

Darrell Watkins, 7575 Happy Hill Road, Kernersville, NC – has lived here all of his life and pointed out that the access road will encroach onto his property affecting all the utilities located in this area. He asked Council to come look at the site and think about the effect on the area. He spoke of the rock in this area and that has always been there and asked who would be responsible for the damage caused by the blasting that will have to be done.

Council and the Attorney discussed allowing more time to ensure that everyone is heard.

Councilman Jones made a **Motion** to allow speakers both for and against 10 minutes to speak and asked that they not be redundant with their comments. Councilman Landreth seconded the motion.

Mayor Crawford	Aye	Mayor Pro Tem Foy	Aye
Councilman Landreth	Aye	Councilman Jones	Aye
Councilman Rigsbee	Aye		

Motion carried.

Mr. Norris Clayton, Engineer with Hugh Creed, noted that the right-of-way should be sufficient for the 8 inch water line.

Dwayne Dalton, (no address given) spoke on behalf of the wildlife in the area and asked that it not be developed but left for the wildlife.

Gerard Carter, 7565 Happy Hill Road, Kernersville, NC – expressed concerns with the location of the access road and suggested they use the access the Developer says he already has and not this location as it is in a blind spot and will be a safety issue. Reminded Council that this is for 101 homes and not the 7 proposed on this site.

Albert Schneyer, 7544 Happy Hill Road, Kernersville, NC – reminded Council all the traffic will access this development by Happy Hill Road and asked who would put in a turn lane and stoplight here. He noted other traffic concerns on Happy Hill Road and Hwy. 158 that already exists. He expressed concern also for eliminating wildlife and agricultural uses and open spaces.

Reece Curry, 8756 Van Hoy Road, Kernersville, NC – asked if this is to rezone the entrance on Happy Hill Road or does it include Bentrige Forest also?

Mayor Pro Tem Foy stated that this request is to rezone approximately 10 acres on Happy Hill Road and that to the best of his knowledge the land adjacent to Mr. Curry's property and lies within Forsyth County has already been approved by Forsyth County.

Rebuttal:

Greg Garrett, corrected his comments from before based on emails from Mr. Oliver Bass and Mr. Tom Medlin that stated that we did not have to rezone property if there were not going to be any houses built on that property. He then explained the topography and environmental issues with this other access making it a more expensive option. He added that NCDOT will conduct a traffic analysis and any turn lanes or stoplights would fall under its jurisdiction and be required if deemed necessary. He then noted that he was well aware of the rock in the area and would take all precautions necessary to protect structures in the area.

Margaret King, 7582 Happy Hill Road, Kernersville, NC – spoke of the rock present when building her house on Happy Hill Road and expressed a concern that the developer not be aware of how much rock is in this area.

Adam Meylor, 7587 Happy Hill Road, Kernersville, NC – stated that his property adjoins this site and spoke of the numerous holes he had to dig for his perk test when building his home. He attested to the amount of rock in the area.

Mr. Garrett readdressed the rock issues and stated that the testing that has been conducted will strategically dictate where the road will be constructed.

Council and Mr. Snyder discussed the connection to the Town's water system. It was noted that there is no condition that they be connected through this rezoning as this is a straight rezoning request.

Mayor Pro Tem Foy then presented maps and documents from Forsyth County that illustrates the road would encroach on the property to the south and north of this access to the development. He questioned whether or not there is sufficient right-of-way here to construct the street. Mr. Clayton stated that there is a 57-foot easement, and they would have to work within the easement.

Council expressed concern with easement that this access could encroach onto private property.

Mr. Clayton reminded Council that this is a rezoning request and what is the best use of the property. He noted that the request would have to go through a subdivision approval process where these concerns would be addressed.

Darrell Watkins, adjacent resident to the south, stated that he measured today and if this roadway takes up 70 feet, then it will take his driveway.

Several Councilmembers stated that they were very familiar with the area as they have ridden through this area all their lives and expressed concerns with this access.

Mr. Snyder spoke of the rezoning request and explained that Council will need to determine whether or not they are comfortable with the RS-40 zoning of this site or is it to remain agricultural. The alternate questions are all great questions; however, they can't be answered at this stage in the process.

Mayor Pro Tem Foy then asked about the water main shown through lot 33. Mr. Garrett explained that the project has been approved by Forsyth County in two sections. He asked Staff to present the special use map that has been approved to show that the sections have been segregated so that the traffic for all 94 homes could not come out on Happy Hill Road. He noted that they are obligated to follow this map.

Council asked questions about the stream crossing and the location of the water line. Mr. Clayton pointed out the layout of the waterline. It was noted that there is no requirement that they connect to the Town's water. Mr. Garrett stated that they have publicly said they would connect to the Town of Stokesdale's water system. Mr. Clayton added that the approved plans indicate they connect to the Town's water system.

Mayor Crawford declared Public Hearing closed.

Councilman Jones made a **Motion** to deny Zoning Case # 22-12-PLBD-0031 for property located at 7577 Happy Hill Road, Kernersville, NC. Mayor Pro Tem Foy seconded the motion.

Mayor Crawford stated his support for property owner rights.

Verbatim transcript of Councilman Jones comments inserted here at the direction of Council at the March 9, 2023 Regular Council meeting:

"Councilman Jones said yes Mr. Mayor, I have got several points I'm going to make here and it's going to take a while. I will try to be as brief as possible. I observed this previous Council rezone the property off of Cold Water Road and this was the first time that the Town of Stokesdale water had been extended back over into Forsyth County, we buy our water from Forsyth County. I observed that Mayor John Flynt at the time provided a letter to Forsyth County promising water to that particular developer and at that time, he had no vote of Council to sign such a letter. Council subsequently made a vote, I don't know how long it was after that letter was signed, but subsequently Council voted to provide water on Cold Water. I bring this up because of some technical points, the way our water system operates, the way our administrative process operates, the Cold Water project, there was no plan review so no Stokesdale, no Engineer looking at the plan on behalf of the Town of Stokesdale, reviewed that plan and there were no inspections were done on that Cold Water Road water main extension over to Forsyth County. That gets us to Happy Hill. There was a subsequent vote by the previous Council regarding, agreeing to provide, to allow RS Parker Homes to connect to our Town of Stokesdale water system. Where I have, I have several different issues pertaining to this, like my good friend Mr. Landreth pointed out, if it was just a rezoning case about seven lots off of Happy Hill Road it would be a lot more simple. As the applicant pointed out, there are multiple jurisdictions involved here and that is unfortunate but that doesn't mean that I am an automatic yes vote on

anything going across the county line. The Town of Stokesdale currently has a cap of 300,000 gallons per day to buy water from Forsyth County. We're negotiating to raise that cap and I think that will be done relatively soon. But, I as a Councilmember, at the moment have to consider that it is still capped at 300,000 gallons a day. There's a usage that is going back over to Forsyth County and I don't know what that will, once that is completely built out here what's proposed, I don't know what that usage will be and I'm concerned about that. Just like Mr. Landreth, I grew up in this area and I have been up and down Happy Hill Road countless times. I'm not sure I could brag about riding my bicycle up and down that road but I've been up and down that road on tractors and I have picked up rocks off the farms on Happy Hill Road. I have that merit badge. I am well aware of the rock over there. God made that corner of the Town a little rougher than He did the rest of Stokesdale and the applicant can't help that and those that are opposed to this rezoning can't help that. That's just a fact. It is rocky over there especially along the ridges and Pearman Quarry Road. The rock quarry is right around the road, excuse me, right around the corner on Pearman Quarry Road. I have concerns that we will have a difficult time getting Town of Stokesdale water lines installed there. I don't like the idea of cross-country water lines without interfacing with the Town of Stokesdale Engineer. We have no memo of understanding or interlocal agreement with Forsyth County, Oak Ridge or anybody else here involved regarding the administration of our water system in Forsyth County into this development and that concerns me. We would need to be able to collect a plan review fee, and an inspections fee and then we need to provide those services for this development and until the Town of Stokesdale is satisfied I wouldn't want to see the plat recorded and any lots sold over in Forsyth County. Right now we don't have so much as one contact in Forsyth County that we are discussing these procedural issues with. Again if it was just about seven lots, I couldn't really see much of a problem with that but I don't like the little bottleneck I see going into this property, fifty seven foot is not much. Just like my friend Mr. Landreth, I generally vote for rezonings, I think property rights are a fundamental freedom that we have in this country and I am always very careful how I consider voting on a rezoning case as a Planning Board member and a Council member. And in this case, I have done a lot of pondering and I have examined this several different times over a period of time. I have talked to various people. At the end of the day, I have elected to use my judgement and common sense can't be defined. But this project, everything I can see goes against my common sense and goes against my judgement and I'm not voting for it and that's why I made the motion."

Mayor Pro Tem Foy agreed with the safety concerns brought up tonight. He also supports property rights and has a problem with this easement encroaching on other people's property. He expressed concern with the water connection that there is no binding document in this situation. He stated that this is a big deal and that he is not in favor of this request.

Councilman Rigsbee agreed with previous comments in regard to the encroachment on the adjoining properties. He expressed concern with the unknown and the impact it will have on the area. If approved, this is out of our hands. He felt this project does not fit the land here and is inconsistent with what is out there now.

Town Attorney Chuck Winfree reminded Council this is a straight rezoning and that the developer could reconfigure the projects if they desired. This plan presented is not binding.

Councilman Landreth also expressed concern with this project. He also supports property rights and the right to sell their property if they so desire.

Mr. Winfree reminded Council that the motion must include a consistency statement with their findings of fact regarding this request.

Councilman Jones **Amended** his motion to include that this request is not consistent with the area and the topography of the land and is inconsistent with good planning despite the Staff's recommendation to approval, they have not considered all these factors.

Mayor Pro Tem Foy agreed to the amendment.

Mayor Crawford	Aye	Mayor Pro Tem Foy	Aye
Councilman Landreth	Aye	Councilman Jones	Aye
Councilman Rigsbee	Aye		

Motion carried.

Mayor Pro Tem Foy then referenced his earlier comments regarding the approval by Forsyth County.

Mayor Pro Tem Foy made a **Motion** for the Town Clerk to draft a resolution and obtain Mayor Crawford's signature in reference to the Forsyth County approved site plan F1623 stating that the Town of Stokesdale's governing board respectfully objects to Forsyth County's decision to remove the internal road connection between Lakeside Manor Drive and Bentrige Forest Drive that was originally approved with rezoning case F-1597. The resolution to include verbiage stating that the request to add back an internal road connection aligns with the requirement in the written conditions of Zoning Case F-1623 pursuant to NCGS 160D-703 and that the developer has signed off to agree to these conditions, and that removing the internal connection resulted in Stokesdale Municipal water lines going through three (3) lots back yards and removes the practical connectivity desired in new subdivisions.

Mayor Crawford seconded the motion.

Mayor Crawford	Aye	Mayor Pro Tem Foy	Aye
Councilman Landreth	No	Councilman Jones	Aye
Councilman Rigsbee	Aye		

Motion carried.

Mayor Crawford recessed the meeting at 9:21 pm and reconvened the meeting at 9:36 pm.

OLD BUSINESS:

9. Adoption of Internal Controls and Separation of Duties Policy. (Continued from January 12, 2023)

Councilman Jones made a **Motion** to approve the Internal Controls and Separation of Duties Policy as presented and noted Revised February 9, 2023. Mayor Pro Tem Foy seconded the motion.

Mayor Crawford	Aye	Mayor Pro Tem Foy	Aye
Councilman Landreth	Aye	Councilman Jones	Aye
Councilman Rigsbee	Aye		

Motion carried.

10. Discussion on Town of Stokesdale’s IT Contract. (Continued from January 12, 2023)

Councilman Rigsbee presented two quotes:

1. Total Computer Solution (TCS) at \$677.84 per month and no extra cost for service calls as bill under the current contract, 2-year contract.
2. GeekBox IT at \$667.19 per month

Mr. Thacker stated that a budget amendment would be required.

Mayor Pro Tem Foy made a **Motion** to enter into a 1-year contract with Total Computer Solutions (TCS) for \$677.84 per month, contract to be effective 4-1- 2023 and that a budget amendment be placed on the March 9th agenda. Councilman Rigsbee seconded the motion.

Mayor Crawford	Aye	Mayor Pro Tem Foy	Aye
Councilman Landreth	Aye	Councilman Jones	Aye
Councilman Rigsbee	Aye		

Motion carried.

10 A. Consideration of a Concurring Ordinance to amendment the Speed Limit on Athens Drive.

Mayor Pro Tem Foy made a **Motion** to approve the following Ordinance amending the speed limit on Athens Drive to 25 mph. Councilman Landreth seconded motion.

ORDINANCE NO. O-2023-03

**AN ORDINANCE TO REGULATE THE SPEED LIMIT
ON ATHENS DRIVE**

WITHIN THE TOWN OF STOKESDALE

WHEREAS, the municipality of the Town of Stokesdale became a body corporate and politic effective November 9, 1989 as provided by Chapter 488 Senate Bill 663 and as amended by Chapter 956 Senate Bill 1384 Session Laws of 1989 of the General Assembly of North Carolina; and

WHEREAS, by General Statute (G.S. 20-141 (b) (1)) the statutory speed limit within the incorporated areas of a municipality is 35 miles per hour until and/or unless changed and/or modified by duly enacted ordinances of said municipality and after adoption by the State of North Carolina Department of Transportation of concurring ordinances and upon the erection of signs giving notice of the established and authorized speed limits.

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Stokesdale as follows:

- Section 1. The posted speed limit on Athens Drive (SR 2101) between a point 0.03 miles south west of SR 5007 and SR 2102 (Angel Pardue Road) in Stokesdale is therewith set and established as 25 miles per hour.
- Section 2. This ordinance is adopted on the basis of engineering and traffic investigations that it is unsafe and therefore it shall be unlawful to exceed the speed limits established in this ordinance on the designated roads and/or highway as set forth in Section 1 preceding.
- Section 3. This ordinance is adopted pursuant to the authority granted by G.S. 20-141 (f).
- Section 4. This ordinance becomes effective upon the adoption by the State of North Carolina Department of Transportation of Concurring State Ordinance Number 1083310 and the erection of signs giving proper notice of the said established and authorized speed limit.
- Section 5. The enforcement of this ordinance shall be in accordance with the provisions of G.S. 20-169, G.S. 20-176, and G.S. 20-183.
- Section 6. This ordinance shall remain in effect until modified, amended and/or rescinded in due lawful course by the Town Council of the Town of Stokesdale.

The 9th day of February, 2023.

Mayor Crawford	Aye	Mayor Pro Tem Foy	Aye
Councilman Landreth	Aye	Councilman Jones	Aye
Councilman Rigsbee	Aye		

Motion carried.

NEW BUSINESS:

11. Discussion on Vendor to maintain Soccer Fields at Town Park.

No action taken at the present time. Representatives of the Property Committee will reach out to the Town’s current vendor and discuss maintenance issues and possible solutions.

12. Discussion and Approval of dates for Budget Workshops for FY23/24 budget.

Mrs. Thacker proposed the following dates for Council’s Budget Workshops:

- March 2, 2023
- April 6, 2023
- May 4, 2023

Mayor Crawford made a **Motion** to schedule the Budget Workshops as proposed on March 2, April 6 and May 4 at 7 pm. Councilman Jones seconded the motion.

Mayor Crawford	Aye	Mayor Pro Tem Foy	Aye
Councilman Landreth	Aye	Councilman Jones	Aye
Councilman Rigsbee	Aye		

Motion carried.

13. Consideration of a Request for Proposal (RFP) for Audit Firms for FY 2022-2023 Financial Records.

Mrs. Thacker referenced the Request for Proposals included in the agenda packet and sent out to Council by email. It was noted that Rouse, Rouse, Rouse and Gardner, LLP has performed the Town’s audit for a number of years and that it is good practice for the Town to change auditors and should be removed from the list.

Councilman Jones made a **Motion** to approve the Request for Proposal and to send to the amended list of auditors as presented by the Finance Officer. Councilman Landreth seconded the motion.

Mayor Crawford	Aye	Mayor Pro Tem Foy	Aye
Councilman Landreth	Aye	Councilman Jones	Aye
Councilman Rigsbee	Aye		

Motion carried.

14. Consideration of Appointment/Reappointment to the Planning Board. (2-year term to expire on 01/01/2025)

Councilman Jones made a **Motion** to appointment Michael Threatt to the Planning Board for a 2 year term ending 01/01/2025. Councilman Landreth seconded the motion.

Mayor Crawford	Aye	Mayor Pro Tem Foy	Aye
Councilman Landreth	Aye	Councilman Jones	Aye
Councilman Rigsbee	Aye		

Motion carried.

15. Adoption of Final Version of Stokesdale Planning Board Rules & Procedures.

Town Clerk stated that this is to clean up the document revised by Council at various times in the past.

Councilman Landreth made a **Motion** to approve the Stokesdale Planning Board Rules and Procedures as presented February 9, 2023. Councilman Jones seconded the motion.

Mayor Crawford	Aye	Mayor Pro Tem Foy	Aye
Councilman Landreth	Aye	Councilman Jones	Aye
Councilman Rigsbee	Aye		

Motion carried.

16. Discussion and Approval of Interlocal Agreement: Guilford County Contract No. 90004963, American Rescue Plan Act of 2021, Coronavirus State and Local Fiscal Recovery Funds Agreement between Guilford County and Town of Stokesdale.

Mayor Pro Tem Foy introduced the item as part of the Guilford County ARPA grant and which has been reviewed by the Town Attorney Mr. Winfree.

Mayor Crawford made a **Motion** to approve the Interlocal Agreement: Guilford County Contract No. 90004963, American Rescue Plan Act of 2021, Coronavirus State and Local Fiscal Recover Funds Agreement with Guilford County and Town of Stokesdale as presented. Councilman Rigsbee seconded the motion.

Councilman Jones requested an **Amendment** to authorize the Mayor and Finance Officer Mrs. Thacker to sign the document.

Mayor Crawford	Aye	Mayor Pro Tem Foy	Aye
Councilman Landreth	Aye	Councilman Jones	Aye
Councilman Rigsbee	Aye		

Motion carried.

17. Consideration of a Job Description of part-time Administrative Assistant Position.

It was suggested that a skills test be administered, a probationary period be implemented and that reference checks be conducted.

Mayor Crawford made a **Motion** to approve the Administrative Assistant Job description as presented. Councilman Jones seconded the motion.

Mayor Crawford	Aye	Mayor Pro Tem Foy	Aye
Councilman Landreth	Aye	Councilman Jones	Aye
Councilman Rigsbee	Aye		

Motion carried.

18. Consideration of a Proposal for Engineering Services for Plan Review and Intermittent Inspection with Hazen and Sawyer.

Removed from the agenda.

18A: Discussion on increase in plan review fees and inspection fees

Council discussed increasing the Town’s plan review fees and an inspection fee to offset the fees paid to the Town Engineer to review and inspect plans for the extension of water lines.

Councilman Jones made a **Motion** to increase the Plan Review fee to \$1500 per review and to implement a \$1 per linear foot inspection fee. Mayor Pro Tem Foy seconded the motion.

Mayor Crawford	Aye	Mayor Pro Tem Foy	Aye
Councilman Landreth	Aye	Councilman Jones	Aye
Councilman Rigsbee	Aye		

Motion carried.

Councilman Jones made a **Motion** that the plan review fee and the inspection fee become affective 2-9-2023. Councilman Landreth seconded the motion.

Mayor Crawford	Aye	Mayor Pro Tem Foy	Aye
Councilman Landreth	Aye	Councilman Jones	Aye
Councilman Rigsbee	Aye		

Motion carried.

18B. Discussion on the protection of water meter vaults near driveways.

Councilman Jones noted an issue where a property owner has widened their driveway and installed a new culvert, and it appears the water meter is now closer to the driveway. Council discussed the issue and the responsibility should the meter be damaged.

Councilman Jones made a **Motion** that Staff draft a letter to the property owner advising them of the situation and their responsibility for the repairs should the water meter be damaged. The letter is to be sent by certified mail. Mayor Crawford seconded the motion.

Mayor Crawford	Aye	Mayor Pro Tem Foy	Aye
Councilman Landreth	Aye	Councilman Jones	Aye
Councilman Rigsbee	Aye		

Motion carried.

19. Council Comments.

Mayor Pro Tem Foy revisited the issue of no representation for Stokesdale on the Guilford County School Board. Several Councilmembers were interested in possibly adopting a resolution or other measures to help the situation.

Mayor Crawford thanked everyone for attending the meeting.

Councilman Jones also expressed concern with the situation with the school board. He thanked everyone for attending the meeting.

Councilman Landreth also thanked those in attendance.

Mayor Crawford thanked everyone for coming out and announced a fundraiser for First Christian Church.

20. 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.

6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. General personnel policy issues may not be considered in a closed session. A public body may not consider the qualifications, competence, performance, character, fitness, appointment, or removal of a member of the public body or another body and may not consider or fill a vacancy among its own membership except in an open meeting. Final action making an appointment or discharge or removal by a public body having final authority for the appointment or discharge, or removal shall be taken in an open meeting.

Mayor Crawford made a **Motion** to enter into closed session at 11:07 pm. Councilman Jones seconded the motion.

Mayor Crawford	Aye	Mayor Pro Tem Foy	Aye
Councilman Landreth	Aye	Councilman Jones	Aye
Councilman Rigsbee	Aye		

Motion carried.

Council reconvened in Open Session at 11:40 pm.

21. Adjournment.

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

Mayor Crawford	Aye	Mayor Pro Tem Foy	Aye
Councilman Landreth	Aye	Councilman Jones	Aye
Councilman Rigsbee	Aye		

Motion carried.

Being no further business to come before Council, the meeting was adjourned at 11:40 pm.

ANNOUNCEMENTS:

- **The Town of Stokesdale Town Planning Board will hold a meeting on February 21, 2023, at 7:00 PM inside the Town Hall Council Chambers, located at 8325 Angel-Pardue Road, Stokesdale, NC 27357.**
- **The Town of Stokesdale Town Council will hold a regular meeting on March 09, 2023, at 7:00 PM inside the Town Hall Council Chambers, located at 8325 Angel-Pardue Road, Stokesdale, NC 27357.**

Approved: April 13, 2023

Michael E. Crawford, Mayor

ATTEST:

Dale F. Martin, Town Clerk