

TOWN OF STOKESDALE
Regular Council Meeting
8325 Angel Pardue Road
Stokesdale, North Carolina
August 20, 2013

The regular meeting of the Stokesdale Town Council was held on Tuesday, August 20, 2013 at the Stokesdale Town Hall at 8325 Angel Pardue Road.

Council members in attendance: Mayor Randle Jones, Mickie Halbrook, Randy Braswell, Frank Bruno and William N. (Bill) Jones.

Others present included: William B. Trevorrow, Town Attorney; Deputy Scott Casey, Guilford County Sheriff's Department; Michael Albert, Town Planner; Donna McCall, Deputy Clerk; Carolyn Joyner, Town Clerk/Finance Officer.

Mayor Jones called the meeting to order at 7:01 pm. Following the Pledge of Allegiance, Council considered the agenda. Pam Lemmons asked to be placed on the agenda to talk about R.O.A.D.S. and signage. Mayor Jones said that she would be placed as Number 11 under New Business. John Flynt asked to be placed on the agenda to thank some of the members of Council for their service. Mayor Jones said that he would be Number 12 under New Business. Mr. Bill Jones made a motion to adopt the agenda as amended. Mr. Bruno seconded the motion. All members voted aye and the agenda was adopted.

Council reviewed the minutes of the Executive Session of April 16, 2013; April 26, 2013 Workshop on Water Tank Washout; May 21, 2013 Regular Town Council meeting; June 4, 2013 Budget Workshop; June 18, 2013 Regular Town Council meeting; and July 16, 2013 Regular Town Council Meeting. Mayor Jones made a motion to take out the May 21, June 18, and July 16, 2013 minutes from voting on them because there are discrepancies that need to be corrected and continue them to the next meeting. Mr. Braswell seconded the motion. All Council members voted aye and the minutes were continued to the August meeting.

Mr. Bruno made a motion to approve the minutes of the Executive Session of April 16, 2013, the April 26 Workshop on Water Tank Washout, and the June 4 Budget Workshop. Ms. Halbrook seconded the motion. Mr. Braswell made a friendly amendment to remove the Executive Session of April 16. Ms. Halbrook seconded the amended motion. All Council members voted aye and the minutes of the April 26 and June 4, 2013 Workshops were adopted.

COMMENTS FROM THE FLOOR: No comments were made.

NEW BUSINESS:

REPORT FROM GUILFORD COUNTY SHERIFF'S DEPARTMENT: Sheriff Scott Casey reported several break-ins along US Hwy 158 during the past weeks. Out of the calls that were answered, there were 16 calls that generated reports with ten of them being Part 1 crimes. Two arrests were made last night which would clear up two or more of the recent break-ins.

NEW BUSINESS: SPECIAL USE SITE PLAN CASE 13-06-STCP-02385: Located on the west side of Pearman Quarry Road, north of Warner Road, in Oak Ridge Township. Address: 7719 Pearman Quarry Road. Guilford County Parcel # 0166905. This site plan proposes a Minor LCID Landfill on approximately 23.16 acres of land. Owners: Kenneth and Carrie Van Derveer. Zoned: Agriculture, WCA Tier 3 & 4. (William Knight Jr., PLS.) (Continued from July 16, 2013 Meeting.)

Mayor Jones noted that this was a quasi-judicial proceeding and anyone who wished to give testimony for or against the matter must be sworn in. The following persons were sworn in: Michael Albert, Scott Casey, Kenneth Van Derveer, Mary Ann Williams, Angela Hoffman, Tammy Gardner, Charlie Elliot, Lowell Hedges, Dale Hoffman, Leah Cadinack, and Heather Hedges.

Pages 9- 191 of the official transcript of the August 20, 2013 Town Council meeting covering the portion of the meeting relating to Case 13-06-STCP-02385 are hereby incorporated into and made a part of the minutes of the meeting. The following motion was made regarding Case 13-06-STCP-02385: Mr. Bruno made a motion to continue the matter under advisement and continuance until the next Council meeting to be held on September 17, 2014. Mr. William Jones seconded the motion. All Council members voted aye and the meeting was continued to the September 17, 2014 Council meeting.

Council took a brief recess with the meeting resuming at 11:22 pm. Due to the late hour, Council reviewed the agenda. Some people had left the meeting at this point. Mayor Jones suggested moving Ms. Lemmons to #4 under New Business. Mr. Braswell made a motion to continue Agenda items #4 Disk Golf, 7 A & B, #8, #9, #10 to the next Council meeting and to move Ms. Lemmons to #4. Ms. Halbrook seconded the motion. All Council members voted aye and the motion carried.

Facility Use Requests:

Senior Resources of the Guilford: Request to Use Town Hall for Counseling Sessions: Jennifer Nichols, with Senior Resources of the Guilford, requested the use of Town Hall for the Seniors' Health Insurance Information Program (SHIIP). It is not insurance sales. SHIIP is a free service to Guilford County seniors who need help navigating the Medicare system. She would like to work with Town Hall to reach citizens who would like to receive counseling on the programs. The open enrollment period begins October 15 and continues to December 7. Appointments would be scheduled on Tuesdays and Thursdays. She said that they would also make presentations on Medicare in addition to the individual appointments. Ms. Amelia Yarborough would be the representative who would meet with the clients by appointment only on Tuesday and Thursdays from 2:00 – 5:00 in the Conference Room. Mayor Jones suggested that they should complete an application.

Mr. Bruno made a motion to approve the request contingent on filling out an application with the information. Ms. Halbrook seconded the motion. All Council members voted aye and the motion was approved.

Stokesdale Parks & Recreation Application for Spring Soccer: Mr. Bruno made a motion to approve the application and to waive the regular fees. Mr. Bill Jones seconded the motion. Council voted unanimously to approve the request.

ROADS and Signage: Ms. Pam Lemmons said that she was President of R.O.A.D.S. (Revitalizing Our Ancestors Dreams in Stokesdale) located at 8428 US Hwy 158. On September 7 there will be a market held from 9 am until Noon and a 9-11 Remembrance Ceremony at 10:00 am at the linear park. On October 5 from 9 until 12 noon there will be a Saturday Market and a community yard sale and other events. On November 2 the Market will be held from 9 to 12 and the candidates are invited to come and meet and greet the locals.

Ms. Lemmons then spoke as a very concerned citizen of Stokesdale. She said that she lived at 8306 Newberry Street and on about July 20 she noticed signs for Michael Tatum for Mayor being posted. She checked the North Carolina law and found that it was not legal to place these signs on right of way until September 17. She was in touch with the candidates to let them know of the meet and greets and she called this to Mr. Tatum's attention. She said that he ignored her. She called the Board of Elections and they said to call the Town Clerk or DOT. She contacted the Town Clerk and she was given the numbers for the NCDOT and the Sheriff's Office. She pointed out that the Northwest Observer ran a gripe and a question (not hers) about the law violation. On July 30 she emailed NCDOT and was told that they were not a safety issue and they did not address the law. On August 6 she contacted the Board of Elections and she was directed to the Guilford County Planning Department which again said that they were not an issue. The State Board of Elections was contacted again and they were not a safety issue. She spoke with the Guilford County Board of Elections again and was told that she should contact the Town Attorney, Mr. Trevorrow. Mr. Trevorrow said that it was a matter for Town Council to decide. She said that in her opinion, it was a bigger problem that someone was running for mayor who knowingly disobeys the law.

Mr. Braswell said that he has a problem with all of the signs that are against the Town Ordinance. He said that the State mowers have skipped over them or knocked them down. He asked Mr. Trevorrow for the procedures for following the Town Sign Ordinance. Mr. Trevorrow replied that the road right of way is not the Town's property

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and the issue cannot be addressed by Council. The Town's Development Ordinance does address the location and size of signs but he did not recall any prohibition of signs in the road right of way.

Landscaping and Grounds Maintenance for Town Hall and Park: Mr. Bill Jones said that flyers can be made up and Council can hold a maintenance workshop. He said that the main idea would be to get ideas and suggestions from others and he would like to form a Property Committee who would coordinate the mowing and maintenance. There may be volunteers but he said there was a back-up plan. He suggested spending \$68 or \$238 depending on the size of the ad, to run an ad in the Northwest Observer. Mr. Braswell made a motion to approve the advertisement as it is written with the dates being September 12 and September 19 and to advertise using the \$68 version twice and to adopt the RFP's with changing the date to 2:00 pm on October 21, 2013. Mayor Jones asked if the RFP would be sent out and would they be available at these meetings. Mr. Braswell said that it would be handed out and the motion could include the adoption of the RFP. He said there was one correction for the RFP on the fourth line from the bottom on the first page to cross out "Please quote fees on a set rate per mowing for each site". Omit "not to exceed a six month contract." Mr. Braswell said that he would like to have flyers printed up to hand out and to post around Town. Mr. Bruno questioned the dates that the RFP would be due. It was decided to have them to be received by 2:00 pm on October 21. Mr. Bruno seconded the motion. Council voted 4 to 1 in favor of the motion with Ms. Halbrook voting no.

Rental Equipment dates for Guilford County's No-till Seed Drill and Volunteer Days: Mr. Braswell had three dates for the No-till seed drill that would cost \$8.00 per acre; He said that his auto liability insurance covers the drill since he would pick it up and the Town would not be liable. Mayor Jones asked if he would be renting the drill and who would be doing the seeding. Mr. Braswell said that he would be and he would provide the tractor, fuel, time and the Town would reimburse him for the \$8 per acre and there is a gauge on the drill to determine the number of acres. They are just doing some of the bare spots. The dates are September 3, 4 and 5. Rain dates would be September 10, 11, and 12 and 16, 17, and 18. He would pick it up on Tuesday, September 3 at lunch time, drill on the 4th and return it on the 5th. Mayor Jones asked if he would be responsible if he drilled into the irrigation system or damaged it. Mr. Braswell said that the irrigation system would be marked. Mr. Braswell said that he would fix or repair anything that breaks and he was just asking the Town to pay the cost of renting the drill. Mayor Jones said that this was not a function of a Council member under the insurance. It is not a good thing for Council members to be operating equipment which would not be a part of the job description of a Council member. It would be better if someone had their own equipment and insurance, liability issues and OSHA issues.

Mr. Braswell said that there is a backup plan. Hardin's Mill has a drill and a lime truck and he will get their prices and he make ask that Council hire him. Mayor Jones said that a special meeting could be held if necessary to have a decision before the next regular Council meeting.

Mr. Braswell said that his motion was to secure the drill on the dates that he had given. Mr. Bill Jones seconded the motion. Mr. Bruno, Mr. Bill Jones and Mr. Braswell voted aye. Mayor Jones and Ms. Halbrook voted no. The motion carried.

Price Increase to Furnish and Set Meters and Meter Connections: The Clerk said that Council may want to consider increasing the fees charged for making a tap and installing the meter since the prices were being increased by Yates Construction Company. The price of meters has gone up because the meters can no longer have lead in them. Mr. Braswell made a motion to accept Yates Construction Company's proposal and contract form dated August 13, 2013 and authorize the Mayor to sign it and to authorize the Finance Office to increase the Town's fees accordingly. Mr. Bill Jones seconded the motion. All Council members voted aye and the motion carried.

Fire Safety Inspection - Corrections Needed for Rolling Fire Window: Mayor Jones said that window passed the inspections initially. Mr. Bill Jones said that it was never really inspected. The person that installed it has the name of the person that tested it. The Fire Marshal had signed off on it. Mr. Bill Jones said that he had prepared a letter and was asking them to finish the installation of a cable and a fusible link as shown on a diagram. Mayor Jones asked what would happen if they refuse to do make the repairs. Mr. Bruno said that the fire marshal has said that the fire window is to remain locked until the repairs can be made. Mayor Jones made a motion to send out a letter on Town Letterhead and to authorize Mr. Bill Jones to sign it and talk to them about it. Mr. Braswell seconded the motion. All Council members voted aye and the motion carried.

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Town Hall Visitor Log: Mr. Braswell said there was a misunderstanding at the last meeting. The motion was to have a phone message log and an email log but nothing was said about a Visitor Log. The Northwest Observer had said that a visitor log was to be kept at Town Hall of people who came to Town Hall. Mr. Braswell said that he felt that it would be useful. Mr. Braswell a motion to continue to do the unauthorized visitors log. Mr. Bruno seconded the motion. Mayor Jones said that people had told him that they do not like the idea and they should not have to sign in and out to visit a public building. Mr. Braswell, Mr. Bill Jones, and Mr. Bruno voted aye. Mayor Jones and Ms. Halbrook voted no. The motion carried.

UNFINISHED BUSINESS:

Review Email Record Policy: Mr. Braswell said that it is a good idea but it is a monster because the clerk and the deputy clerk were printing everything even what he considered as junk emails. He said that the Clerk had suggested that the emails should be forwarded to Council. He made a motion to change from printing the emails to forwarding them to Council members who want to receive them. Mayor Jones said that some emails may have confidential information in them and it could become public record. Mr. Bill Jones seconded the motion. Mr. Braswell, Mr. Bill Jones, and Mr. Bruno voted aye. Mayor Jones and Ms. Halbrook voted no. The motion carried.

Phone Log: Mr. Braswell said that he does like the phone log and that it is an important tool and he would like to express the importance of being sure that there is an accurate record of people calling Town Hall.

Deputy Clerk Part Time Position: Ratify Hours and Consider Vacation/Sick Days Policy: The Clerk said that the original motion made by Council set the Deputy Clerks work schedule at 20 hours per week. As of July 1, when the Town Hall hours were changed, the Deputy Clerks hours increased from 20 to 30 hours per week. Council had agreed that the Deputy Clerk was to work those additional hours. Council was polled and agreed and now needed to ratify this by a motion in a public meeting. Mr. Bruno made a motion that the hours for the Deputy Clerk position be set at 28 hours week. Mr. Bill Jones seconded the motion. All Council members voted aye and the motion carried.

COMMITTEE AND BOARD REPORTS:

Parade Committee Report: Vicki White-Lawrence, Parade Chairman, reported that a Parade meeting was scheduled last Wednesday evening and she was the only person that attended. She said that there was a good group working on the Parade but some additional assistance is needed since there are very few peoples doing all of the work behind the scenes. She wanted to make Council aware of the potential problem. Mayor Jones suggested putting out a request for additional volunteers.

Library Committee Report: Mr. Bruno reported that most of the books have been removed from the front hallway. Mark who works with Vintage Vagabond has been helping get rid of books by selling them or donating them. He had turned in a check for \$65 last week which for ones that he had sold so over \$380 has been raised from the sale of books. Laura Mulchy has donated another computer for the Library. Hardcover books, CD's, DVD's, and movies are being accepted now. In September, soft cover books will be accepted since there is an outlet for them that can be used to raise money for the library. He reported that volunteers are needed. The Library Committee will meet in September and have volunteers to work in the library.

Donna said that she would have worked 26 hours this week and asked if she was to come in the following day and work for two hours. Mayor Jones said that she would have to come in if she wanted to be paid for it and that it was a scheduling issue.

Mr. Braswell said that sick day/vacation policy had not been set for the Deputy Clerk position during the previous discussion of the deputy clerk position. Mr. Bill Jones said that the matter had come up recently and there is a need for some written policy. Mayor Jones said that Ms. Joyner was the Deputy Clerk's immediate supervisor and would make those decisions as to time off for the Deputy Clerk. If any issues come up, the chain of command with Ms. Joyner as the immediate supervisor, then the Mayor and Mayor Pro Tem. Council can consider a vacation policy at another meeting.

Mayor Jones noted that Ms. Joyner had asked for a change in her vacation request that had been previously approved due to a family situation. He made a motion to approve the request to give her some latitude on those

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days. Ms. Halbrook seconded the motion. All Council members voted aye and the motion carried.

Departmental and Administrative Reports: Finance Report: July, 2013: Ms. Joyner noted that the Town pays several annual invoices for annual dues and insurance at the beginning of the Fiscal Year and this resulted in a decrease of the General Fund Assets for the month. Water Enterprise transactions were routine. The Town did receive the invoice for the annual subscription renewal for Rural Billing software for \$500.00. Mr. Albright has collected over \$8,000 of past due water accounts and Mr. Walker has collected several accounts as well.

Administrative Report – Town Clerk: There was no other report from the Clerk.

OTHER BUSINESS:

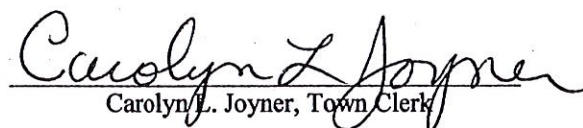
Closed Session of Council: Personnel Matter: Mayor Jones made a motion to retire to closed session for a personnel matter. Mr. Braswell seconded the motion. All Council members voted aye. Council recessed to Executive Session at 12:46 AM.

Council reconvened from the Executive Session at 1:08 AM.

ANNOUNCEMENTS: Mayor Jones noted that the announcements were listed on the agenda. Mr. Braswell announced that he would schedule a workshop with Mr. McGougan as soon as he provides information on a chlorinator booster and some other maintenance items that he had recommended at an earlier workshop. Mayor Jones said that he would like to hear what has changed since this matter was discussed previously.

COMMENTS FROM COUNCIL: Council did not make any further comments.

ADJOURNMENT: Mayor Jones made a motion to adjourn. Mr. Braswell seconded the motion. All Council members voted aye. The meeting adjourned on August 21, 2013 at 1:09 am.


Carolyn L. Joyner, Town Clerk

Approved:


D. Randall Braswell, Mayor

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