

TOWN OF STOKESDALE
Regular Council Meeting
8325 Angel Pardue Road
Stokesdale, North Carolina
July 16, 2013

The regular meeting of the Stokesdale Town Council was held on Tuesday, July 16, 2013, at the Stokesdale Town Hall at 8325 Angel Pardue Road.

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

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

Mayor Jones called the meeting to order at 7:01 pm. Following the Pledge of Allegiance, Council considered the agenda. Ms. Joyner suggested adding generator issues to the agenda Mayor Jones said the report could go under the Clerk's Report. Ms. Halbrook made a motion to adopt the agenda as amended. Mr. Bruno seconded the motion. All members present voted aye and the agenda was adopted.

Council considered the minutes of the April 5, 2013 Budget & Water Tank Washout Workshop; the April 16, 2013 Regular Town Council Meeting; April 26, 2013 Workshop on Water Tank Washout; May 2, 2013 Budget Workshop; and May 16, 2013 Budget Workshop. Mr. Braswell noted that some information was missing from the April 26 Water Tank Washout Workshop minutes. Mayor Jones suggested removing it and having the Clerks to review it and resubmit them. Mr. Braswell made a motion to approve the remaining minutes without reading. Ms. Halbrook seconded the motion. All Council members voted aye and the minutes for the April 5, 2014 workshop, the April 16 Council meeting, the May 2 and May 16 Budget Workshops were approved.

COMMENTS FROM THE FLOOR: There were no comments from the floor.

REPORT FROM GUILFORD COUNTY SHERIFF'S DEPARTMENT: Sheriff Scott Casey reported that since the last meeting there had been ten calls that generated reports with four Part I crimes, and one misdemeanor drug arrest in the park.

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.)

A portion of the official transcript of the July 16, 2013 Town Council Meeting, Page 6 - 116 is hereby incorporated into and made a part of the minutes of the meeting. Note: Mr. Tim Van Deveer, Ms. Mary Ann Williams, Ms. Christine Staub, Ms. Angela Hoffman, Mr. John Franklin and Mr. Michael Albert were sworn in by Mayor Jones.

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Council recessed at 8:59 pm and returned to open session at 9:10 pm.

UNFINISHED BUSINESS:

Separation of Duties Document (Continued from June 18, 2013): Mr. Bruno and Mr. Bill Jones had drafted a document based on memorandum # 568 from the North Carolina Department of Auditors.

- The following changes were made: Under General Controls, Section D, Town replaced "Board" with "Town Council."
- Deleted the section on Billing and Receiving Taxes.
- Added a section on Information Control
- Added Council reviews and approves of Bank Reconciliations.
- All Keys are to be stored in a key lock box.
- Separation of Duties says that the Town Clerk, Deputy Town Clerk, Town Council Members and Mayor must have access to all keys located in a central key lock box.
- Physical inventories should be preformed by Deputy Clerk accompanied by a Council Member.
- Under Section C - Cash management: "Board" member was changed to "Council" member
- Non-emergency work orders and/or purchase orders are required prior to the start of all projects and repairs totaling more than \$100.
- Section 5: All work orders must be approved by Town Council. Email or telephone may be used.
- #8: Changed to: "the practice of signing blank checks in advance is prohibited.
- #9: The practice of making checks to the order of cash is prohibited.
- Under Duties: The words "work order" were added.
- Added #5: Sign off on copy of purchase order, receipt of goods, and completion of work order received and work provided.
- #6: Added "work order" and "work completed"
- Section F was added
- Section G: Review No 14 Town Council review and approve any and all write-offs

Mr. Bruno made a motion to continue both the separation of duties document and the use of purchase orders, work orders until the September meeting Ms. Halbrook seconded the motion. All Council members voted aye and the motion carried.

Park Issues: Consider Fee Schedule for Vendors: Mr. Bruno said that the Town received a request from a vendor who wanted to bring a cart to the park and sell, and there was no provision in our fee schedule for this situation. He suggested that a flat rate of \$15 could be used. Mayor Jones asked if there would be a distinction between profit and non-profit groups. Mr. Bruno made a motion to charge for-profit vendors a \$15 daily fee and no charge for nonprofits. Mr. Braswell seconded the motion. There was further discussion with Mr. Bill Jones questioning whether vendors would need to be issued a permit and if they would be in competition with the concession stand operator. Mayor Jones suggested that Council should create policy to deal with these issues and then put the issue on the agenda. Mr. Bruno withdrew his motion.

Mayor Jones indicated that he had provided the Clerk a set of the Park Rules and a calendar in Spanish.

Mr. Braswell asked if the Spanish Soccer League had turned in their application and certificate of insurance. Ms. Joyner said that they had not. Mr. Braswell said that there had been some conflicting schedules at the Park and some misunderstanding as to who had the field reserved. Mayor Jones suggested that the Town should contact the Spanish Speaking League about the schedule for the fields.

COMMITTEE AND BOARD REPORTS:

Committee and Board Reports: No Committee or Board reports were given.

Finance Report: Ms. Joyner noted that assets increased for General Fund during the month of June. General Fund checking account transactions included payments to Stokesdale Parks & Rec as a reimbursement for the turf repair on the soccer field, \$342. Guilford County Finance Department was paid for second quarter animal control, \$3,183.25. Council members were paid stipends for the quarter. Accounts payable for General Fund included invoices for fire inspections for the first quarter \$659.50 and \$1,578.50 for the second quarter and an invoice from Piedmont Triad Regional Council for the dues for 2013-14 in the amount of \$1,087.

Transactions for the General Fund savings account included the receipt of the utility franchise tax distribution totaling \$64,695.89. Two Certificates of Deposit matured during the month and both were renewed. One certificate earned \$140.57, and the other earned \$826.49.

Animal Control Service fees will remain the same as the prior year.

Assets for the Water Enterprise accounts and the Water/Sewer Fund increased slightly during the month of June. A Certificate of Deposit matured and it had earned \$130.76 in interest. A payment of \$195.08 had been made for a one year supply of post cards used for water billing. Interstate Credit Collections was paid \$26.15 for the collection of a \$104.58 past due water bill. Funds in the amount of \$5,408.59 were received from Attorney Walker for one of the past-due water accounts.

Accounts Payable included three invoices from Yates Construction for locking/unlocking a meter and two new meters that were installed during the month.

Town Generators: Ms. Joyner noted that preventive maintenance had been done on the large generator at Town Hall. The service representative recommended battery replacement due to age since the battery was installed December 2010. When he went to the Fire Department to service the portable generator, he found that the battery was dead, so he could not do the preventive maintenance on it. Mr. Braswell made a motion to replace the battery at the fire department for \$150 parts and labor and the one at Town Hall if it was the same price. Mayor Jones seconded the motion. All Council members voted aye and the motion carried. Mr. Braswell made a motion to top of both tanks of fuel. Mayor Jones seconded the motion. All Council members voted aye and the motion carried.

OTHER BUSINESS:

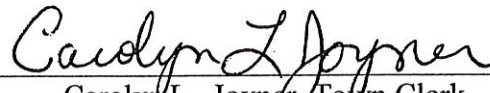
Consider Offer for the Purchase of Surplus Bricks: Council agreed that the surplus bricks may be

needed for replacements at some time and they would match. Mr. Braswell made motion to not sale bricks. The motion failed for the lack of a second. The bricks were not to be sold.

ANNOUNCEMENTS: Mayor Jones read the announcements listed on the agenda.

COMMENTS FROM COUNCIL: There were no comments from Council.

ADJOURNMENT: Mayor Jones made a motion to adjourn. Mr. Braswell seconded the motion. All Council members voted aye. The meeting adjourned at 9:44 pm.


Carolyn L. Joyner, Town Clerk

Approved:


D. Randall Braswell, Mayor

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