

**TOWN OF STOKESDALE**  
**Regular Council Meeting**  
8325 Angel Pardue Road  
Stokesdale, NC 27357

The regular meeting of the Stokesdale Town Council was held on Tuesday, January 15, 2013 at the Town Hall at 8325 Angel Pardue Road.

The following Council members were present: Mayor Randle Jones, Mickie Halbrook, Randy Braswell, Frank Bruno and William N. (Bill) Jones.

Others present included: Ashley Crim and Craig Hopkins, Cannon & Company; William B. Trevorrow, Town Attorney; Deputy Scott Casey, Guilford County Sheriff's Department; and Carolyn Joyner, Finance Officer/Town Clerk.

Mayor Jones opened the meeting at 7:00 pm. Following the Pledge of Allegiance, Council considered the agenda. Mr. Bruno asked to add and update on the Small Town Mainstreet Program to the agenda. He had received the information on Saturday. He suggested adding it as New Business, Item #6. Mr. Bruno made a motion to adopt the agenda with the change. Mr. Bill Jones seconded the motion. All Council members voted aye and the agenda was approved.

**COMMENTS FROM THE FLOOR:** There were no comments from citizens.

**NEW BUSINESS:**

**Report from Guilford County Sheriff's Department:** Deputy Casey reported 11 calls that generated reports since the last meeting of which four of them were Part 1 crimes. One arrest was made.

**Presentation of 2011-2012 Audit: Cannon & Company: Craig Hopkins & Ashley Crim:** Mr. Hopkins said that Ms. Crim performs the field work for the audit. He gave a brief overview of the June 30, 2012 audit. They have issued a clean opinion which means that they found no exceptions to the numbers that were presented to them. Revenues for the Town totaled about \$332,000 which was an increase of about \$9,000 over the previous year. This was due to an increase in investment earnings. Expenditures were up by about \$27,000 for a total of \$285,000. There was an excess of revenues over expenditures of about \$47,000. There was an increase in Fund Balance of approximately \$17,000 with an ending Fund balance of \$2,229,305. The Local Government Commission has approved the Financial Statements. The Water Enterprise Fund had a decrease of about \$7,000 in the Fund over the prior year. Expenditures had increased about \$24,000. The operating loss for the water fund was approximately \$110,000. Depreciation on the system is a non-cash item that totaled almost \$100,000 and if it were to be backed out there would have been about a \$10,000 cash loss. There was about \$4,600 non-operating income with the total decrease of \$106,000 in the Water Enterprise Fund. There is still a very strong Fund Balance. He pointed out that the Town has \$3.4 Million in cash in the Town's accounts. Mr. Hopkins said that he would answer any questions regarding the audit. He thanked Carolyn for her continued diligence and efficiency and said that they asked for many documents such as cash disbursement and cash receipts testing and she had provided them efficiently.

**Inbound Phone Message Log:** Mr. Braswell made a motion to begin an inbound phone message log starting the next morning. Mr. Bill Jones seconded the motion. Mr. Bruno asked if there was a specific form that was to be used. Mr. Braswell said that he would email it to the Clerk. He said that it would be for the purpose of gathering information or a survey to possibly at the end of the period to begin an automated operator type system. He would like to run the survey until the day before the next meeting, for thirty days. He said that he wants the general nature of the calls for example if there is a call about the Park requesting the hours it is open, directions, for Parks & Recreation, or for the Athletic Committee. If it is about Planning and Zoning or the water system, library, law enforcement, fire department or a business association call for example. The entry in the log would be brief and if in 30 days he could get an idea of the different types of calls that Town Hall gets, it may free up a valuable person by having a phone messaging system take care of the calls. The time of the call would be included with each call that is



logged in. Mayor Jones called the question. Council voted four to one in favor of the motion with Ms. Halbrook voting no.

**Weekly /Daily Activity Summary:** Mr. Braswell made a motion to electronically communicate a weekly summary and possibly a daily summary and asking that all Council, Mr. Trevorrow and the Clerk/Finance Officer to participate. He said that the Clerk had sent out several emails this week about the water tank washout and some other information. For example, the past due water collections, if issues have come up during the week, that he or Council need to know about and having to make a decision on, he would like to know about it that week at a minimum, or daily if it is something of significance then a phone message or an email should be done to let everyone know. Mr. Bruno asked how the Clerk would prioritize what to send out. Mr. Braswell said that he would, for example, like to know if there is an incident at the park but he would not need to know if doggie bags were ordered. Mr. Braswell said that last month he would have liked to have known that the summary judgments since he felt that this was a major event. He found out about them through a conversation with Mr. Trevorrow although it was not the purpose of the conversation. He said that if emails become public records, then Council needs to battle this out and that communication is the key to running any business. Ms. Halbrook said that she had always felt that the communication had been good. Mayor Jones said that some things do not come to the Clerk and the attorney should probably do an update on the water collections. He said that he does not know how there could be a motion to cover this and if information from the Clerk is needed, then ask the Clerk so that she can make adjustments and provide it. Mr. Bruno said that he thought the Clerk was doing a great job and he receives a call or an email if something is needed. He said that a daily summary may be harder to come up with due to the work load on the Clerk. Mr. Bill Jones said that maybe there should be a log of events. He said that a couple of meetings ago, members came to a meeting and found out that Lonnie Albright had resigned and that we had an application from someone to take his place. He said that he thought that information would have been dispatched a little quicker. Mayor Jones said that he did not know if anyone else knew that information earlier. Mayor Jones said that Mr. Albright had been asked to come and make a report at the meeting and he reported that he had taken another job. Mr. Braswell said that if emails are public information then he does not have a problem with that and he wants the public to know what is happening. He would like to have the information as soon as possible. Ms. Halbrook said that she was not able to have email at this time. Mr. Braswell said that he received the information on the recent variance case on a Friday before the meeting was held on Tuesday. He felt that he need more time for reviewing the case. Mayor Jones said that there is a learning curve for the Clerk to determine what information is important to each Council person so that she can provide it to them in a timely manner.

**Adopt North Carolina State Treasurer "separation of duty" document memorandum #568 and Part 3-Internal Control over operations as a part of Stokesdale Town operation policy:** Mr. Braswell said that he had read over the documents several times. The document was provided by the auditors when Craig Hopkins and Ashley Crim presented the audit page by page to Council members. Mr. Braswell made a motion to adopt the North Carolina State Treasurer "separation of duty" document memorandum #568 and Part 3-Internal Control over operations as a part of Stokesdale Town operation policy. Mr. Bill Jones asked if all Council members should be given the opportunity to read the documents and to continue the matter to the next meeting. Mayor Jones said that the documents deals with larger entities and some things may or may not apply to Stokesdale. Some things are being done now. Once it is adopted, it may be more than is necessary. Mayor Jones said that he felt that purchase orders should be considered. Ms. Halbrook said that she felt that it should be continued to next month so it could be reviewed. Mr. Braswell pointed out that there is a statement in the audit that specifically addresses this issue in our Town. Mayor Jones said that the statement is in our audit and the audits of other small municipalities because there is a limited number of employees where a larger municipality has multiple people doing budget and finance and there are checks and balances. There are checks and balances in smaller towns by having the governing body to sign checks for instance. Some items may need to be adapted to our Town. Council and Mr. Trevorrow are to review it for the next 30 days.

**Update on Small Town Mainstreet:** Mr. Bruno had received correspondence for Ms. Elizabeth Parham with the NC Dept. of Commerce stating that Bill Roe, a professor at UNC- Charlotte, who is holding a class which would help Towns put together their application for the NC Mainstreet Program. Two or three students would be assigned to the Town next week and they would gather information and assist with putting together a revised proposal for the Town. They would assist with assessment of local interest and commitment, downtown area assessment, assessment of investments that have been made in the downtown area; condition of the public infrastructure; analysis of

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downtown from an economic standpoint and how it would fit into the NC Mainstreet project. There is no cost to the Town other than a commitment of time. The project would start next week. Mr. Bruno said that he would meet with them.

Mayor Jones said that the NCLM would have a meeting on April 24 and part of it would be meeting with the legislature and if Council could attend the meeting, it would be a good time to discuss the Jordan Lake rules with them. Mr. Bruno said that he had attended the Piedmont Triad Council of Governments meeting and they were working on the Jordan Lake rules and how to approach the legislature with those issues.

#### **UNFINISHED BUSINESS:**

**Water System Update on Collections & Replacement for Attorney to Handle Collections:** Mayor Jones said that one resume had been received and Council had mentioned looking for others. Mr. Trevorrow said that the attorney was still interested. He will be presenting a proposal if Council has an interest in him being a part of the collection process. Mr. Trevorrow said that there a distinction would need to be made from the former attorney's letter of understanding regarding whether or not his costs would include the execution process from the judgment phase and the new attorney would need to address this. Mr. Bill Jones said that he would be good if Council did not have to wait another month before a decision is made. Mr. Trevorrow reminded Council that the previous attorney, Mr. Albright, had four cases in process with two that had been resolved and two that are pending. There is an attorney involved on the two cases that are pending so there will be a court process of some kind in these two cases.

Mayor Jones made a motion for Council to retain S. Brian Walker, Esquire, and Attorney at Law for collections of water delinquent accounts for the Town of Stokesdale contingent upon his proposal meeting the criteria of Council for collections and working with the Town. If anything is not appropriate in the eyes of the Attorney, this would not go through. Ms. Halbrook seconded the motion. All Council members voted aye and the motion carried.

**Water Tank Maintenance Project Update:** Mr. Braswell suggested that the water customers should be notified that maintenance was going to take place. The Clerk noted that Mr. McGougan had made the same suggestion. The Clerk said that only three lines can be printed on the water bill and it contains a late notice and mailing address so you may not want to delete that information. A separate postcard to address this issue could be sent out to customers at an additional cost. Mr. Bill Jones suggested that a label could be placed on the water bill. Mr. Braswell said that sediment from the tank may go out into the system and the water may look different. Mr. McGougan should be consulted about any water quality issues. Ms. Halbrook, Mr. Bill Jones and Mr. Braswell said that they could help put labels on the water bills if they are used to notify customers.

#### **Preventive Maintenance Agreement for Heat/AC Units at Town Hall – Continued from December 18, 2012:**

Mr. Bill Jones had photographs which were projected onto the screen at this time. There were some photos of the walking trail showing water standing on the pavement which causes the dirt to settle and cracks occur in the pavement. When freezing occurs it pushes the pavement up. He said that since the budget is coming up, there are some repairs that may need to be done at the Park. There were photos of the temporary fences that were put up by the people using the volleyball courts. There were photos of the heating units for Town Hall. Mr. Jones noted that there were wires that would not allow the filters to be properly placed and there are filters that are too small. Mr. Jones said that since the filters were too small, dirty air was being sucked into the system since it was turned on. Mr. Jones had photos of light that was directed on the NC flag. He said that water was supposed to flow through the lights and this type of light is suitable for wet locations but not to be in water all of the time as it is in this location. He had a price of \$900 to replace the unit and Mr. Spalding had said \$438 to replace the unit but he was not sure that it is suitable for our water table. He said that a top- mount light would be suitable and he would suggest replacing both flag lights. Mr. Braswell said that he would pull the entire fixture out of the ground to see if it has the required amount of gravel (6 inches) under the light like the procedures call for. He would like to change the fixtures so that it will not be an ongoing problem.

Mr. Braswell said that he thought that he and Mr. Bill Jones should install the filters that he has purchased if the tracks work. He suggested that the preventive maintenance should be postponed. He said that it could be sent to the budget committee to see if they wanted to do pursue a preventive maintenance contract. Mr. Jones said that the operating manual says that a licensed technician is not required to replace the filters.



Mayor Jones said that his understanding was that the silicone caulk used in the light fixture had deteriorated and that is why the fixture shorted out. Mayor Jones suggested having Mr. Spalding purchase the parts and get it operating again. Mr. Bill Jones said that he would rather dig up the fixture and see if there is water standing in the fixture and why it is there. There is no point in putting in a new ballast if it is going to go out again. Mr. Bruno suggested that it should be dug up to see why the water is standing in the area. Perhaps the fixture could be raised some to make it match the other light. He suggested having Mr. Spalding to dig it up and determine if a new fixture is needed or if it can be fixed and then report back.

**Portable Emergency Generator: Preventive Maintenance Agreement and Exercising of Generator – Continued from December 18, 2012:** Mr. Braswell said that he has not been able to contact Applied Power Solutions. The Clerk said that his phone number was 970-1673 and his fax number is 427-7072. Mr. Braswell said that Applied Power had done the maintenance on the Town Hall generator and the serviceman thought that running the portable generator would help with the smoking issue. He had volunteered to help run it at the Church.

**Library Update:** Mr. Bruno said that the shelves that were built for Town Hall were delivered last Saturday. Ronald and Danny Southard had built the shelves from wood (except for the back panel) harvested and milled by him from his land. The other shelves in the building were donated by Joe Peay with Targetsef, Inc. in Winston Salem when they were moving their offices and did not have room for their library. Mr. Bruno and Mr. Braswell had picked up thirteen shelves from them. The school may take some of the shelves. Lots of books have been donated and now that there are shelves, the books can be organized. A barcode scanner is needed. He has found one at a cost of \$50.

Mr. Bruno made a motion to reallocate the funds remaining \$543 in the Library Construction Fund to the Library Expense Fund for general library expenses. Mr. Braswell seconded the motion. All members of Council voted aye.

Mr. Bruno asked if a motion is needed to buy a barcode scanner for the library. Mr. Trevorrow said that a motion was not necessary.

#### **COMMITTEE AND BOARD REPORTS:**

**Committee/Board Reports:** Mr. Braswell said that there should be a report from the Employee Search Committee. Mr. Braswell made a motion to recess as Council and to go into Executive Session for Personnel matters. Mr. Bruno seconded the motion. All Council members voted aye. Council recessed at 8:43 pm.

Council reconvened to open session at 9:01 pm.

Mr. Braswell made a motion to hire Donna McCall who accepted the position tonight. \$12.00 per hour for a part time position of 20 hours per week for a 90 day probationary period pending further information. It is the Deputy Clerk position. Mr. Bill Jones seconded the motion. All Council members voted aye and the motion carried.

**Departmental and Administrative Reports:** Mr. Bruno reported that there had been a budget meeting and there had been a review of the expenses year to date and what had been budgeted. They will be looking at contracts that will come up in the next budget. There will be another meeting this week as listed on the agenda and everyone is welcome to attend. Ms. Halbrook said that she could not attend the meeting on Friday. Mr. Braswell said that there would be lots of meetings.

**Finance Report: December, 2012:** The Finance Officer noted that the General Fund Total Assets increased by about \$45,000. Checking account transactions included a payment to Belews Creek Construction \$1,211.44 for cutting the opening into the office for the library. She noted that a stop payment had been placed on a check that had not been received and a replacement check will be recorded in the January Financial Report. Other payments included payment of expenses related to the Parade for additional law enforcement officers and council members were paid stipends. General Fund Savings Account lists a deposit of the Utility Franchise Tax Distribution for third quarter in the amount of \$58,726.83. Certificates of Deposit earned \$252.31. The Water Enterprise Fund and the Water Sewer Fund Assets increased slightly in December. Water Enterprise Checking accounts transactions were routine with a payment of \$17,196.42 to Winston for water; Yates Construction for reading meters and flushing the

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system, and Meritech for testing. Accounts Payable includes several invoices from Yates Construction for the repair of two fire hydrants that the Fire Department had reported damage to them, probably from being hit when the roadway is mown.

Mr. Braswell asked if there were any collections from the past due accounts. Ms. Joyner replied that none had been received.

Ms. Joyner noted that a budget amendment was necessary to correct the omission of a line item that was included in the budget but that was not added into the total for the Water Enterprise Account. Budget Ordinance Amendment #6 to add the Water Tank Maintenance Expense of \$16,500 and the Water Purchase Expense needs to be increased to cover the cost of water to the end of the year. Undesignated Fund Balance would be increased to cover the expenses which totaled \$38,500. Mr. Bill Jones asked if part of the \$22,000 was because of increased fees or did we know that their fees were going up. Ms. Joyner replied that Winston increases their fees every year and a large amount of water has been used to flush the system this year. She noted that the Water Income may need to be increased before year end and this would help offset the use of Undesignated Fund Balance to cover expenditures. Ms. Joyner noted that some water may be lost during the water tank maintenance procedure. Mr. Braswell said that he would call Mr. McGougan and ask what the water would look like when you get to the bottom of the tank. If there is discoloration, then a statement could be placed on the bill to inform customers along with the possibility of a drop in water pressure during the maintenance project.

Mr. Bill Jones made a motion to adopt Budget Ordinance Amendment #6. Mr. Bruno seconded the motion. All Council members voted aye and the motion carried.

Ms. Joyner asked if Mr. Bill Jones would be reimbursed for the filters for the HVAC system and if so, a budget amendment may be necessary. Council agreed that he would be reimbursed. Ms. Joyner said that she would have to check the budget and if an amendment was needed, Council could approve it at the next Council Meeting.

**Administrative Report – Town Clerk:** The Clerk did not have a report.

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

**COMMENTS FROM COUNCIL:** Mr. Bruno commented that Woodsmen of the World gave the first donation of \$400 to the School for the purchase of an Ipad. He would be contacting other businesses and asking that they make a similar donation. He said that the Stokesdale Business Association will be changing over to the Four Corners Chamber of Commerce in February. The first meeting will be held on February 12 at 6:30 pm at the Stokesdale Town Hall. It is open to everyone.

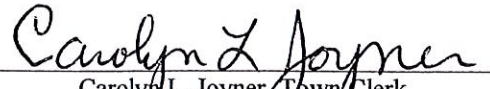
Ms. Joyner noted that NCDOT has sent a document, "A Traffic Noise Analysis of US Hwy 158 Widening Project" which is available for review.

Mr. Braswell asked if the US Hwy 158 Committee has met recently. Mayor Jones indicated that it met in the past but has not met recently.


Mayor Jones said that he had received the NC 68 Hazards Elimination Improvements documents if anyone would like to review them.

Mayor Jones said that he had attended a meeting with the mayors and others when the Governor came to Greensboro. He said that Governor McCrery forecast that he would be very active and there would be a lot of changes and improvements for small towns and there will be some belt-tightening which the Town may feel. The fact that he comes from a municipal background and that may be a good thing.

**ADJOURNMENT:** Mayor Jones made a motion to adjourn. Mr. Bill Jones seconded the motion. All Council members voted aye in favor of adjourning. The meeting was adjourned at 9:17 pm.

  
Carolyn L. Joyner Town Clerk

Approved:

  
Randle V. Jones, Mayor

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**TOWN OF STOKESDALE**  
**P.O. BOX 465**  
**STOKESDALE, NORTH CAROLINA 27357**

**BUDGET ORDINANCE AMENDMENT #7**  
**January 15, 2013**

BE IT ORDAINED by the Governing Board of the Town of Stokesdale, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2013:

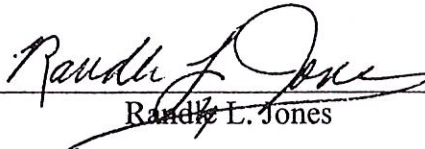
Section 1: To amend the General Fund, expenditures for General Government: Library Construction and Cultural & Recreational, the accounts are to be changed as follows:

	<u>Decrease</u>	<u>Increase</u>
General Government	\$ 543.56	
Cultural & Recreational		\$ 543.56


Section 2: Revenues to the General Fund are unchanged.

Section 3: Copies of this budget amendment shall be furnished to the Clerk of the Governing Board, and to the Budget Officer/Finance Officer for their direction.

Adopted this 15th day of January, 2013.

  
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Randle L. Jones Mayor

ATTEST:

  
\_\_\_\_\_  
Carolyn L. Joyner Town Clerk





**TOWN OF STOKESDALE**  
**P.O. BOX 465**  
**STOKESDALE, NORTH CAROLINA 27357**

**BUDGET ORDINANCE AMENDMENT #6**  
**January 15, 2013**

BE IT ORDAINED by the Governing Board of the Town of Stokesdale, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2013:

Section 1: To amend the Water Enterprise Fund, expenditures for Expense Accounts: Maintenance the accounts are to be changed as follows:


	<u>Decrease</u>	<u>Increase</u>
Maintenance: Water Tank		\$16,500.00
Water Purchase		\$22,000.00

Section 2: To amend the Revenues to the Water Enterprise Fund as follows:

Undesignated Fund Balance	\$38,500.00
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Section 3: Copies of this budget amendment shall be furnished to the Clerk of the Governing Board, and to the Budget Officer/Finance Officer for their direction.

Adopted this 15th day of January, 2013.

  
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Randle L. Jones Mayor

ATTEST:

  
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Carolyn L. Joyner Town Clerk

