

## **TOWN OF STOKESDALE**

**Regular Council Meeting**  
8325 Angel Pardue Road  
Stokesdale, North Carolina  
**January 21, 2014**

The regular meeting of the Stokesdale Town Council was held on Tuesday, January 21, 2014, at the Stokesdale Town Hall at 8325 Angel Pardue Road.

Council members in attendance: Mayor D. Randall Braswell, Frank A. Bruno, William N. (Bill) Jones, and Vicki White-Lawrence, Gary Albert (after being sworn in during meeting)

Others present included: Carolyn L. Joyner, Town Clerk/Finance Officer; Donna McCall, Deputy Clerk; William B. Trevorow, Town Attorney; Deputy Scott Casey, Guilford County Sheriff's Department; Craig Hopkins, Cannon & Company; Les Eger, Guilford County Planner.

Mayor Braswell called the meeting to order at 7:00pm. Mayor Braswell introduced David Bailey with Crossroads Community Church who gave the invocation. Mayor Braswell then had everyone stand for the Pledge of Allegiance.

Mayor Braswell requested to review and adopt the Agenda and requested to add an update on the fire window/curtain item number 8. Mayor Braswell also said he would like to add a number 9, to be a closed session of Council for personnel reasons. Vicki White-Lawrence made a motion to adopt the agenda and Frank Bruno seconded the motion. Mayor Braswell, and Town Council members, Frank Bruno, Bill Jones, and Vicki White-Lawrence voted aye and the Agenda was adopted.

Mayor Braswell requested an approval of the minutes for May 21, 2013 and June 18, 2013. Frank Bruno made a motion to approve the minutes for May 21, 2013 and June 18, 2013. Bill Jones seconded the motion. Mayor Braswell, and Town Council members, Frank Bruno, Bill Jones, and Vicki White-Lawrence voted aye and the minutes were approved.

**COMMENTS FROM THE FLOOR:** No one made any comments from the floor.

### **NEW BUSINESS:**

**REPORT FROM GUILFORD COUNTY SHERIFF'S DEPARTMENT:** Deputy Scott Casey reported that since the last meeting, there were 12 reports generated for Stokesdale, two of them part one, and two people were arrested in both of those.

**PRESENTATION OF THE 2012-13 AUDIT:** Craig Hopkins, Audit Partner with Cannon & Company gave an overview of the June 30, 2013 audit. He said that they submitted it to the Local Government Commission (LGC) and it has been approved. Moving on to the audit, he said it was an unqualified opinion and their clean opinion and they found no exceptions in numbers and no mistakes with their findings. Mr. Hopkins gave a brief overview of the General Fund. He said that revenues this year were \$309,000 and expenditures \$279,000 with almost \$30,000 profit. He said there was also a close out of

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capital projects from the prior year that added \$36,000 to the assets of the Town. He said the total revenues with transfers was almost \$66,000, leaving a fund balance of about \$2.3 million, and of that \$2.3 million, about \$2.1 million of that is unassigned fund balance.

Mr. Hopkins went on to give a brief overview of the Water Enterprise Fund. He explained that revenues were up this year to about \$250,000, and operating expenditures were \$376,000 with some investment earnings of about \$3,000. He said there was a loss \$127,000 which leaves net assets at \$4.4 million and, of that, \$1.3 million of that is unrestricted. In all, he said, this has been a positive year for the Town of Stokesdale. In other matters, he said, cash in the bank for the end of the year was about \$3.55 million, up \$6,000 from the previous year. Mr. Hopkins thanked Town Council for allowing Cannon & Company to be the independent auditors for the Town of Stokesdale. He said that Ashley Crim was his colleague that completes the field work for the audit and works with Town staff.

Mayor Braswell stated that he appreciated Mr. Hopkins and Ms. Crim for going over the audit with Council at an earlier meeting.

**PUBLIC HEARING: REZONING CASE 13-12-stpl-05734: AG to PDR. Located at the terminus of Adano Road. Tax Parcel #0164109 in Oak Ridge Township and totaling approximately 58.4 acres. Owned by Kevan Combs:** Les Eger, Guilford County Planner spoke about the approximately 58.4 acres that applicants are requesting to change the zoning from Agricultural to Planned Development Residential (PDR), strictly for residential use. He said that this is different than the normal rezoning case in that it is a Planned Unit Development (PUD) and it requires that maps be put together and approved along with or before the rezoning case and that map is used to help illustrate and actually lock in place where the zoning use is located and what types of uses are within that zoning. He said the applicants are establishing their own zoning district, and in order to do that, they create a map that must be approved along with the zoning case. Mr. Eger explained that he had color coded the map because he finds that color coding it helps make it easier to understand what is going on. He said it is a zoning sketch map that shows the general layout of where the different uses on the property will be in the future if approved. He said the area in green is all open space that will be used as drainage way protection, off-site septic systems, or just plain open space in the development and the areas in yellow are, if approved, shows where the homes will be placed on the property. He said the homes would be clustered, but the overall density of this project works out to be about one and a quarter acre for every home. He said the request for this rezoning and the sketch map is located at the end of Adano Road. He said that if the zoning is approved, a portion of Adano Road that leads into the property must be closed, but this will be done at a later date. If approved, there would be 44 lots on the property. There is a stub road to the adjoining property which is an Angels Limited Family Partnership. The map shows the general layout of the property. This is the zoning sketch map. It can be approved at the same time as the rezoning case. They will have private off-site septic treatment systems for each residential lot and will potentially connect to the Town's water lines. This request is consistent with the Future Land Use Plan of Stokesdale. It's compatible with the surrounding uses and it's in the public interest. Mr. Eger stated that staff recommends approval of the request. It would permit the extension of an adjoining neighborhood, also called Angels Glen, adding about 44 additional single family residential lots. As noted in the planning board case, for full disclosure, this property is within a study area for the US 158 bypass. However, because it is not officially mapped, and there is no official study that indicates that the US 158 bypass is

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definitely going through the property, the case cannot be denied based on the possibility that this could be the location of the bypass. The approval process would involve approving the zoning sketch map and the rezoning of the property at the same time. Mr. Eger stated that the zoning sketch map functions the same way as a conditional use zoning map.

Mr. Eger asked if there were any questions from the Town Council. Vicki White-Lawrence asked if it is single family and Mr. Eger confirmed that it was single family. She asked if it will potentially be connected to the Town's water system. Mr. Eger could not confirm that, but Mr. Kevan R. Combs, the property owner, did confirm that it would be connected to the Town's water system and the septic system would be on individual lots.

Mr. Eger stated that the planning board did recommend approval of the zoning sketch map and the rezoning with a unanimous vote.

Town Council members did not have any further questions.

Mayor Braswell opened the Public Hearing.

**Those speaking in favor of the rezoning and the sketch map:**

Chris Rohrer from Land Solutions, 200 South Regional Road, Greensboro spoke. He said that they are working with the developer on the rezoning subdivision process. This request does allow for smaller building lots but the density remains low due to the amount of common area which is a significant portion they are setting aside. The proposed density of this site is 75 units per acre or one house per 1.33 acres. This request requires less street construction than your typical RS-40 zoning district. The impact on the environment has been kept at a minimum. The proposed common area dedication for this site will be 20 acres or about 40 percent of the tract. Most of the common areas are around environmentally sensitive areas such as the pond and water features that run through the site. This project, as stated by Mr. Combs, will be connected to the Town's water system. We believe this request, as submitted, meets the Stokesdale Development Ordinance and Land Use Plan. The Land Use Plan suggests low density development, open space dedication, environmental protection, and street connectivity. This request is identical to the one that was approved for the original Angels Glen subdivision that is just to the north. This request meets all applicable standards. He asked Council for approval as submitted and said he is available for any questions.

John Flynt of 8133 Belews Creek Road, Stokesdale, stated he was neither for nor against the rezoning and said he had a couple of questions. Mr. Flynt asked whether or not the common area would be dedicated to a Home Owners Association or to the Town of Stokesdale. Mr. Flynt also stated that PDR typically allows for up to 10 percent for commercial development, and asked if it was restricted to single family use. Mr. Eger advised that it is restricted to single family only and the common areas are part of the Home Owners Association.

Mayor Braswell asked if anyone else was for or against the rezoning. No one else came forward, so Mayor Braswell closed the Public Hearing.

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Frank Bruno made a motion to approve the rezoning from AG to PDR and to approve the sketch map plan that was presented. Mr. Bruno also stated that, as part of the motion, this request is consistent with the intent of the Stokesdale Future Land Use Plan, is compatible with the surrounding uses of the zoning, and is in the public interest.

Bill Jones seconded the motion.

With no further discussion, Mayor Braswell, and Council members, Frank Bruno, Bill Jones, and Vicki White-Lawrence voted aye. The rezoning request and sketch map were approved.

**ANIMAL CONTROL ORDINANCE AMENDMENT TO PROHIBIT UNATTENDED TETHERING OF DOGS:**

Mayor Braswell noted that the same amendment to the Guilford County Animal Control Ordinance has been approved by the Guilford County commissioners. Mr. Trevorrow explained that this change affects the animal control ordinance that was adopted by the Town about two years ago. The County has added this additional part about tethering animals for the protection of animals, mainly those animals that spend their time outdoors in a confined area. It is being added for consistency reasons since the County has already added it, and since the Sheriff is our enforcer of it, it is helping the County so that there is uniformity of enforcement. We are making sure we are uniform with Guilford County.

Bill Jones made a motion to adopt the amendment as the same policy that the County adopted. Vicki White-Lawrence seconded the motion.

Mayor Braswell stated that, for the record, it is not illegal to tether a dog unattended, but there are some guidelines as to how to tether an unattended dog. He requested that the Northwest Observer publish the guidelines in their pet section so the public is aware of the change. He requested that Carolyn Joyner make copies of the amendment available in the Town Hall lobby.

Mayor Braswell, and Council members, Frank Bruno, Bill Jones, and Vicki White-Lawrence voted aye and the amendment was adopted.

**CONSIDER ADOPTION OF A RESOLUTION APPROVING LOCAL WATER SUPPLY PLAN:**

Carolyn Joyner explained that as part of the requirements of the North Carolina Department of Environmental and Natural Resources, we have to submit a Local Water Supply Plan and to periodically update it. Plans are currently available online for Stokesdale and all other water systems in the state. The Local Water Supply Plans can be found online at [ncwater.org](http://ncwater.org). The State has reviewed our numbers and the numbers have been tweaked a bit, but we have the opportunity to change it every year. This is a Resolution confirming that we agree this is our plan which contains the numbers from the year of 2012. Carolyn Joyner stated that she would make a link on the Stokesdale website to the Local Water Supply Plans on the [ncwater.org](http://ncwater.org) website.

Bill Jones made a motion to pass the Resolution and to adopt the Local Water Supply Plan. Vicki White-Lawrence seconded the motion. Mayor Braswell, and Town Council members, Frank Bruno, Bill Jones, and Vicki White-Lawrence voted aye and the Resolution approving the Local Water Supply Plan was adopted. The Resolution is hereby incorporated into and made a part of the minutes of the meeting.

**CONSIDER ALLOWING FIRE DEPARTMENT ACCESS TO TOWN HALL IN AN EMERGENCY:**

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Bill Jones stated that he had attended a Public Safety Committee meeting and a suggestion was made that the Town Hall should have a Knox Box installed on the outside of the building for the Fire Department to be able to gain access to the building without having to break the door down in case of an emergency. It seems like the logical thing to do since the Fire Department doesn't have a key to the building.

Bill Jones made a motion to purchase a Knox Box.

Frank Bruno suggested we find out the cost of a Knox Box first.

Mayor Braswell requested that the motion to purchase a Knox Box be amended until the price of the Knox Box is obtained.

Vicki White-Lawrence asked what a Knox Box is and suggested we speak to the fire department.

Bill Jones explained that a Knox Box is a metal box installed on the outside of the commercial buildings in Stokesdale. In an emergency, all of the Knox Boxes can be opened with a master key which is kept by the fire department so they can gain access to the buildings. Bill Jones estimated that it would cost \$200.00.

Carolyn Joyner questioned the use of the alarm code in case of an emergency.

Bill Jones said that the fire department would need to get into the building whether the alarm was going off or not. He made the assumption that if someone has the key to the Knox Box, you would not want them to turn the alarm off.

Bill Jones amended his motion to purchase a Knox Box at a cost of up to \$200.00. Frank Bruno seconded the motion. Mayor Braswell, and Town Council members, Frank Bruno, Bill Jones, and Vicki White-Lawrence voted aye and the purchase of a Knox Box up to \$200.00 was approved.

#### **CONSIDER APPOINTMENT TO FILL VACANT COUNCIL SEAT:**

Mayor Braswell stated that seven applications had been submitted by those who were interested in serving on the vacant Town Council seat. The application period was closed on January 10, 2014, and all of the Town Council members have copies of the applications.

Bill Jones stated that in his personal opinion they should nominate Gary Albert, who applied for the job the first time when he paid \$5.00 and ran in the November 2013 elections for a Council seat. He obtained the second highest vote in the election. He has the qualities they are looking for.

Bill Jones made a motion to appoint Gary Albert for the vacant council seat to fill the unexpired term of Mr. Braswell.

Frank Bruno agreed with Bill Jones and said it was nice of those who applied for the open Council seat. All of them would be a great candidate for the Council position. Frank Bruno seconded the motion.

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A discussion took place between the Council members concerning the applications, the application fee of \$5.00, and the fact that Gary Albert put himself out to the public.

Vicki White-Lawrence said that she was surprised, since there was not an application from Gary Albert in her packet. Carolyn Joyner said that she did not have an application from Gary Albert. Mayor Braswell noted that Council could appoint anyone and that Gary Albert did more than apply by being vetted through the public process.

Mayor Braswell called the question. Mayor Braswell, and Town Council members, Frank Bruno, Bill Jones, and Vicki White-Lawrence voted aye and Gary Albert was appointed to fill the vacant Council seat.

Carolyn Joyner swore in the new Town Council member, Gary Albert, and he took a seat at the dais as a new Council member on the Town Council.

#### **UNFISHISHED BUSINESS:**

##### **UPDATE ON THE FIRE CURTAIN:**

Mayor Braswell made a motion to authorize Bill Jones to do a follow-up letter to the company that installed the fire curtain and to copy the Fire Marshall.

Frank Bruno seconded the motion.

Mayor Braswell, and Town Council members, Frank Bruno, Bill Jones, Vicki White-Lawrence, and Gary Albert voted aye and the motion was approved.

##### **EXECUTIVE SESSION:**

Mayor Braswell made a motion to recess for the purpose of a closed session for personnel reasons.

Bill Jones seconded the motion.

Mayor Braswell, and Town Council members, Frank Bruno, Bill Jones, Vicki White-Lawrence, and Gary Albert voted aye. **Council recessed at 7:48pm.**

**Town Council reconvened the meeting at 8:37pm.**

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

##### **Committee/Board Reports**

**Consider Refunds of Parade Fees:** The Parade Committee chairperson, Vicki White-Lawrence spoke regarding the cancellation of the December Holiday Parade and refunding the entry fees to those that had paid. She said that she previously had polled the Parade Committee about refunding fees in case of cancellation, and they felt they should offer refunds to the people that paid the fee, but they felt they could deduct expenses that were incurred. She has not heard back from many parade applicants in the

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parade requesting the refund of entry fees, and those that she has heard from said not to worry about it. She did advise the participants that she would have to discuss the situation with the Town Council. Frank Bruno asked if there was anybody on the committee that could call everybody about the refunds and Vicki White-Lawrence stated that she has email addresses for most everyone and she has the phone numbers for the others. Mayor Braswell read from the 2013 Holiday Parade Expense sheet stating that there was \$1,050.00 for donations and/or entry fees, and expenses were \$1,333.14, with a difference of -\$283.14. Bill Jones suggested that we keep the fees and offer those participants free entry for next year's parade. Mayor Braswell indicated that along with the entry fees, some donations were made from some who did not have an entry. Carolyn Joyner stated that the expenses were more than the income, so we paid \$283.14 more than we took in. They then discussed the restrooms/port-o-lets that were starting to be delivered at that time. Carolyn Joyner stated that she was notified as they were being delivered and they probably will not refund their money. She was able to cancel the Sheriff's Department, so they had enough notice so they did not have to be paid. Mayor Braswell stated that since the Town has already lost \$283.14, he made a motion to not refund the entry fees. Frank Bruno seconded the motion. No further discussion took place. Vicki White-Lawrence voted nay and Mayor Braswell, and Town Council members, Frank Bruno, Bill Jones, and Gary Albert voted aye. The fees will not be refunded.

**Review of Current Town Committees:** Frank Bruno stated that he has a list of the town committees and since there are two new Council members, it's probably a good idea to review who is going to serve on each committee. Frank Bruno stated that Vicki White-Lawrence was on the Budget and Finance Committee last year and he assumes she wants to stay on the committee. Vicki White-Lawrence stated that she wonders if there are some Council members who may no longer want to participate, and she doesn't mind coming off of that committee. Frank Bruno stated that since there are three council members on the committee, it's an open meeting anyway and everyone can be there. All Council members can stay on there, as well as anyone else who wants to be on it, because they want as much public input as possible. Mayor Braswell confirmed they are adding Gary Albert's name to the Budget and Finance Committee. Frank Bruno scheduled the first Budget and Finance Committee meeting for Tuesday February 4, 2014, at 4:00pm.

Frank Bruno also asked if there is a separate US 158 Committee. Carolyn Joyner stated that it had been combined with the Roads and Transportation Committee on January 19, 2014. Frank Bruno stated that calls to the committee members should be made to see if they still want to be on the committee and schedule a meeting as soon as possible. Frank Bruno stated the last communication they had with the Department of Transportation (DOT) officials who were here last year when they went over all of the maps, is that they are going to make some kind of decision by the summer of 2014, but before they get into a process and decide to move on, we need to get that committee going as soon as possible and start meeting. Although Frank Bruno said that DOT indicated they may not move on this until 2030 due to a lack of funds, Mayor Braswell stated that his understanding was that DOT will be selecting the route in 2015. Frank Bruno stated that the maps indicated the whole town would be affected and Council just approved a development that could be in the path of the route and it was unfair to our citizens and to developers that want to come in if we don't start working with DOT now so we can influence their decision. Frank Bruno stated his goal is to get the US 158 Committee going take applications from those



interested in being on the committee. Mayor Braswell asked who was going to make the phone calls. Vicki White-Lawrence offered to make the phone calls to the committee members.

### **Departmental and Administrative Reports**

**Finance Report: December, 2013:** Carolyn L. Joyner, Finance Officer, stated that the assets for the General Fund increased over the previous month. Checking Account Transactions included a payment to the Guilford County Finance Department for \$16,439.78 for Law Enforcement 3<sup>rd</sup> quarter; Council members were paid stipends for the end of the year. New General Statutes have been received. Under Accounts Payable, Guilford County Finance Department has sent an invoice for the 4<sup>th</sup> quarter Animal Control for \$3,050.00 and Guilford County Emergency Services has billed for Fire Code Investigations \$925.25. In the General Fund Savings Account, the Town received a 3<sup>rd</sup> quarter Utility Franchise Distribution of \$64,720.17. The Water/Sewer Fund increased slightly, and there was a decrease of \$12,611.52 for the Water Enterprise Fund. Checks were purchased for \$135.42. A transfer of \$14,963.35 for the fiscal year of 2012-2013 was made from the Water Enterprise Fund to the General Fund to compensate the General Fund for a portion of the payroll checks paid from the General Fund checking account. Accounts Payable for the Water Enterprise Fund included payments to Yates Construction for \$1,518.79 for reading meters and installing new meters, Meritech, Inc. for \$825.00, and Brian Walker was paid \$180.00 for fees for papers that were filed.

**Consider Reimbursement for UNC School Government Classes:** Carolyn Joyner stated that she did not know if Council members were anticipating attending classes this year or not, but Vicki White-Lawrence has attended the School of Government classes. There wasn't enough money included in the budget, but historically the Town Council has always paid for the courses. Frank Bruno wanted to know if he and Gary Albert could attend the classes. Carolyn Joyner stated that it was \$400.00 to attend the classes. Frank Bruno made a motion to make a budget amendment to put \$800.00 aside for classes for new Council members in case they want to go this year. Classes are going on now and there may be some openings, so Carolyn Joyner will look into the matter. She indicated the funds will come from an undesignated fund balance. Mayor Braswell seconded the motion. Mayor Braswell, and Town Council members, Frank Bruno, Bill Jones, Vicki White-Lawrence, and Gary Albert voted aye and the amendment was approved.

**Administrative Report – Town Clerk:** Carolyn Joyner did not report.

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

### **COMMENTS FROM COUNCIL:**

Frank Bruno thanked Sue and Craig Lukens for donating a computer to the library and Craig Lukens for helping him get the internet system wired and working. Carolyn Joyner also thanked Mr. Lukens.

Frank Bruno also stated that 3 people are coming in for an upcoming meeting. He stated that Frank Schmid from CNF Computer Solutions is going to talk about computer upgrades, Jamie Casper from Ideacom is going to talk about our phone systems, and Greg Gaynor from AVSX Technologies is going to talk about technology upgrades.

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Gary Albert asked for someone to take notes for him at the workshop scheduled for Friday the 24<sup>th</sup>, because he cannot attend.

Bill Jones stated he would like to extend an open invitation to anyone who would like to serve on the committees as there has been some interest about serving on the Public Safety committee.

Vicki White-Lawrence stated that she wanted to second Bill Jones' comment about wanting public input and participation on their committees.

**ADJOURNMENT:**

Mayor Braswell made a motion to adjourn. Vicki White-Lawrence seconded the motion. Mayor Braswell, and Town Council members, Frank Bruno, Bill Jones, Vicki White-Lawrence, and Gary Albert voted aye.

The meeting was adjourned at 9:03pm.



Diana Marcus, Deputy Clerk

Approved:



D. Randall Braswell, Mayor

**TOWN OF STOKESDALE**  
**RESOLUTION APPROVING LOCAL WATER SUPPLY PLAN**

WHEREAS, North Carolina General Statute 143-355 (l) requires that each unit of local government that provides public water services or plans to provide such services shall, either individually or together with other such units of local government, prepare and submit a Local Water Supply Plan, and

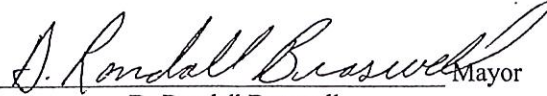
WHEREAS, as required by the statute and in the interests of sound local planning, a Local Water Supply Plan for the Town of Stokesdale, has been developed and submitted to the Town Council for approval; and

WHEREAS, the Town Council finds that the Local Water Supply Plan is in accordance with the provisions of North Carolina General Statute 143-355(l) and that it will provide appropriate guidance for the future management of water supplies for the Town of Stokesdale, as well as useful information to the Department of Environment and Natural Resources for the development of a state water supply plan as required by statute.

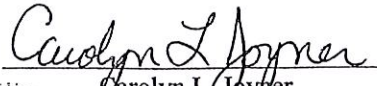
NOW THEREFORE, BE IT RESOLVED by the Town Council of the Town of Stokesdale that the Local Water Supply Plan entitled 2012 Stokesdale Local Water Supply Plan, is hereby approved and shall be submitted to the Department of Environment and Natural resources, Division of Water Resources; and

BE IT FURTHER RESOLVED that the Town Council intends that this plan shall be revised to reflect changes in relevant data and projections at least once every five years or as otherwise requested by the Department, in accordance with the state and sound planning practice.

ADOPTED this the 21<sup>st</sup> day of January, 2014.

  
D. Randall Braswell Mayor

ATTEST:

  
Carolyn L. Joyner Town Clerk

