



**MINUTES
TOWN OF STOKESDALE
SPECIAL CALLED BUDGET WORKSHOP MEETING
8325 ANGEL PARDUE ROAD
STOKESDALE, NC 27357
April 7, 2022 AT 7:00 PM**

Attending: Mayor Mike Crawford, Mayor Pro Tem Derek Foy, Councilman Jimmy Landreth, Councilman Tim Jones (Arrived at 7:12 PM), Councilman Jim Rigsbee, Finance Officer Kim Thacker, Town Clerk Dale Martin, Deputy Clerk Robin Yount.

Call To Order and Invocation

1. Pledge of Allegiance

Mayor Mike Crawford called the meeting to order and led the Pledge of Allegiance. Councilman Jim Rigsbee gave the invocation.

2. Review & Adopt the Agenda

Councilman Jimmy Landreth noted that an Agenda Item for Review and Adopt the Agenda was not on included on the agenda. Councilman Landreth requested to move Discussion on Water Specifications to agenda item to #4 and Discussion & Consideration of Hazen and Sawyer proposal to agenda item #5. Agenda item # 6 will be discussion of the annual budget.

Councilman Landreth made the **Motion** to adopt the agenda with these changes. Mayor Pro Tem seconded the motion.

Vote:

Ayes: Mayor Mike Crawford Mayor Pro Tem Derek Foy, Councilman Jimmy Landreth, Councilman Jim Rigsbee.

Noes: None

3. Citizen Comments

Eileen Thiery, 8101 Meadow Springs Rd. discussed the landscaping around the town clock. She promised at the March 10, 2022 meeting to provide the town with the invoices for the landscaping. She is speaking on behalf of the “Friends of Stokesdale” and is asking the Town to pay for materials and landscaping. No labor costs are included. If the Town agrees to pay, then the check can be made payable to the “Friends of Stokesdale”. Mrs. Thiery provided a copy of the bill to Mayor Crawford.

4. Discussion on Water Specifications

Councilman Tim Jones discussed the water specifications. Council voted to approve the Hazen & Sawyer proposal to update the towns water specifications. The 2017 and 2019 water specs

specified 8-inch pipe for new sub-divisions for main water lines. The Hazen & Sawyer specs that we recently voted on specified six-inches OR eight-inches given the choice of the contractor or as approved in the contract drawing. There is a shift in the industry towards 8-inch and the reason for this is to allow higher fire flows from the hydrants. The downside of this is more water sitting and will age and not have proper water chemistry. The 2019 specs that call for 8-inch were used for several new subdivisions in town but the specs in this building show 6-inch in the subdivisions. He has not found an explanation for this. Another problem is the hydraulic model for the subdivisions. This needs to be submitted to the town as part of the preliminary planning process. Dale Martin, Town Clerk has also noted typos in the specifications that need to be corrected.

Councilman Jones made a **Motion** staff review and create a list of the subdivisions plans that were not reviewed by the Engineer representing the Town of Stokesdale during the tenure of Mayor John Flynt. Mayor Pro Tem Foy seconded the motion.

VOTE:

Ayes: Councilman Tim Jones, Councilman Jim Rigsbee, Councilman Jimmy Landreth, Mayor Pro Tem Derek Foy, Mayor Mike Crawford.

Noes: None

Councilman Jones made a **Motion** for staff to create a list of major subdivisions and phases that were not inspected by an engineer being employed by the Town of Stokesdale between December 2017 to current. Mayor Pro Tem Foy seconded the motion.

Mrs. Martin, Town Clerk noted that the town does have a folder for the major subdivisions. Some are broken down by phases and we should be able to pull this information.

Vote:

Ayes: Councilman Jim Rigsbee, Councilman Tim Jones, Councilman Jimmy Landreth, Mayor Pro Tem Derek Foy, Mayor Mike Crawford

Noes: None

5. Discussion & Consideration of Hazen and Sawyer Proposal Dated 4/5/22

Councilman Tim Jones explained that this document was provided from Mr. Babson with Hazen and Sawyer after their meeting. The fee schedule for the proposal is located on the back of the document. The fees incurred will be for plan renewal.

Councilman Jones made a **Motion** to approve the April 5, 2022, proposal from Hazen and Sawyer with a cap of \$5000 and authorize Mayor Crawford to sign. Mayor Pro Tem Derek Foy seconded the motion.

Mayor Pro Tem Foy noted that any contract we enter needs to have a budget amendment done.

Vote:

Ayes: Councilman Jim Rigsbee, Councilman Tim Jones, Councilman Jimmy Landreth, Mayor Pro Tem Derek Foy, Mayor Mike Crawford

Noes: None

Councilman Tim Jones made a **Motion** to require a vote of council to authorize the Mayor to sign the North Carolina Department of Environment Quality application.

Councilman Jimmy Landreth asked if a sub-committee should be formed of Mayor Crawford and Councilman Tim Jones to review and approve the NCDEQ application. This would allow to speed up the approval process without having a special called meeting.

Mayor Mike Crawford clarified that Councilman Landreth is recommending authorizing the Mayor to sign the application and engineers report after both Mayor Crawford and Councilman Jones has reviewed and both agreed.

Councilman Tim Jones stated that he will withdraw his motion in consideration to Councilman Landreth's recommendation.

Councilman Jimmy Landreth made a new **Motion** giving the mayor authority to approve the applications only after both the Mayor and Councilman Jones have reviewed the engineer's summary and approve.

Mrs. Martin, Town Clerk recommended that we put a policy in place for the permitting process. There is no current process in place to go through each step from the beginning to the end with the subdivisions. Once this is done then it will go before the mayor and Councilman Jones to review, and they will then have the authority to sign off only after each step has been completed.

Councilman Jimmy Landreth made the **Motion** for a sub-committee with Mayor Crawford and Councilman Tim Jones. If both agree after reviewing the engineer study, they can then sign the North Carolina application to DEQ. Mayor Mike Crawford seconded the motion.

Vote:

Ayes: Councilman Jim Rigsbee, Councilman Tim Jones, Councilman Jimmy Landreth, Mayor Pro Tem Derek Foy, Mayor Mike Crawford

Noes: None

Councilman Tim Jones made **Motion** to charge \$315 for a Plan Review Fee for applications. Mayor Pro Tem Foy seconded the motion.

Councilman Jimmy Landreth questioned if the fee should be charged to current applications that has already been submitted. He does not agree with being retroactive on the new fee on current applications.

Vote:

Ayes: Councilman Jim Rigsbee, Councilman Tim Jones, Mayor Pro Tem Derek Foy, Mayor Mike Crawford

Noes: Councilman Jimmy Landreth

Councilman Tim Jones made the **Motion** to require 3 complete sets of blueprints be provide to the town for Watermain Extension applications. Councilman Jimmy Landreth seconded the motion.

VOTE:

Ayes: Councilman Tim Jones, Councilman Jim Rigsbee, Councilman Jimmy Landreth, Mayor Pro Tem Derek Foy, Mayor Mike Crawford.

Noes: None

6. Discussion on 2022-2023 Annual Budget.

Mayor Pro Tem Derek Foy asked Kim Thacker, Finance Officer to give an update on the General Fund.

Mrs. Thacker stated that the proposed budget does include the changes that Council made in the the March 3, 2022 meeting and noted that we were not in balance.

Mayor Pro Tem Foy noted the \$25,000 was for the beer and wine tax.

Mayor Pro Tem Foy recommended to increase the Greensboro - Jamestown profit share from \$13,000 to \$20,000.

Mayor Pro Tem Foy asked council if they are ok with reducing the State revenue line item from \$315,000 to \$300,000.

Councilman Landreth recommended reducing to \$295,000. There was a consensus to reducing the line item to \$295,000.

Mayor Pro Tem Foy stated that the towns expenses are well budgeted. There is a concern that this fiscal year we amended the budget to install two HVAC units. Due to the supply and delivery issues, this expense will not be incurred until next year. Line item 40500 should be \$37,000. Councilman Landreth recommended coming back to this item at the May 5th. budget work session.

Mayor Crawford asked what is causing the increase for facility rentals. Mayor Pro Tem stated that the enrollment for the soccer program was down due to covid but now it is back up.

Mayor Pro Tem Foy asked if we should increase the lawn/outdoor maintenance line item from \$45,000 to \$47,000. Hunter Enterprises has increased their fees for the first time in five years from \$41,000 to \$45,000.

Mrs. Thacker requested a budget amendment of \$5000 to increase line item #30100 Planning and Zoning advertising.

Councilman Landreth asked to see a copy of the Gray & Creech copier lease and questioned if we are paying for a service contract or a lease agreement.

Councilman Landreth questions the Internet/Phone line item. Mayor Pro Tem Foy thinks this line item can be cut in half. Mayor Pro Tem noted our internet service is with Spectrum and he did not want to sign another 3-year contract.

Councilman Tim Jones questions the \$11,200 for internet/phone and asked about seven tv's that was bought without a vote from Council. Dale Martin, Deputy Clerk verified there are six tv's in the building.

Mayor Pro Tem Foy stated that the General Fund budget looks good to him.

Councilman Landreth asked about Membership/Dues line item #40300 and questions if there are any memberships that we no longer need to renew.

Mayor Pro Tem Foy stated a membership the Piedmont Triad Council of Governments. We have been paying for the last two years but no one is taking part in this organization or attending the lunch meetings.

Councilman Jones made a **Motion** to discontinue the membership with the Piedmont Triad Council of Governments if the town is a member. Councilman Landreth seconded the motion.

Votes:

Ayes: Mayor Crawford, Councilman Tim Jones, Councilman Jimmy Landreth, Councilman Jim Rigsbee, Mayor Pro Tem Derek Foy

Noes: None

Mayor Pro Tem Foy stated he approves to end the membership but understands it may be important to be a member if the town would benefit from it. At this time, he has not seen the benefit.

Mrs. Thacker reviewed the towns current memberships and confirmed all dues have been paid. She does not know if there will be any increases next year.

Councilman Landreth recommended leaving the Membership & Dues line item at \$10,000.

Mayor Crawford noted the Legal and Professional line item #60300. It's currently budgeted for \$50,000 and to date we have only spent \$22,000 with being eight months into the fiscal year. He recommends lowing to \$30,000.

Mayor Pro Tem Foy stated that Mrs. Thacker must present a balanced budget and do we want to put the surplus in a line item or discuss it at the next month budget meeting. Should a contingency line item be added?

Mrs. Thacker will check the statue on how to budget a contingency line item.

Mayor Pro Tem Foy stated he thinks we are budgeting too high for meters. He suggests not having two-line items under this category and only Electronic Water meters. It's difficult to understand if we are buying a meter for a change out or buying a meter for a new construction.

Councilman Landreth questions if we should slow down on the change outs of the meters. Mrs. Martin stated that we have already slowed down the change outs. Mayor Pro Tem Foy stated that they can keep the number for the meters at \$45,000 but he recommends \$35,000. Councilman Jones asked what we are paying for each meter. Mrs. Martin confirm there is a tracking system for each meter and the cost \$270.00. Councilman Jones recommends keeping the

line items segregated. Mayor Pro Tem Foy will work with Mrs. Thacker and Mrs. Hunsucker on a tracking system for the meters other than a handwritten log.

Mayor Pro Tem stated that it would be good for the town to have more engineering oversight in putting in water lines and not just developers. We need to have our own engineer for oversight of the town.

Councilman Jones requested that Mrs. Thacker designate Gary Matchunis to be designated as the towns ORC in the line item. Mrs. Thacker stated that she will add a separate line item identifying Gary Matchunis as ORC.

7. Closed Session for the purpose of discussing Personnel matters.

§ 143-318.11. Closed sessions.

Permitted Purposes. - I

(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. 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 Mike Crawford explained there was no need to go into closed session. The reason for closed session was to discuss consulting with someone to assist in completing the backlog of minutes. Mayor Crawford, Councilman Landreth and Mayor Pro Tem Foy offered to help with completing a set of minutes each.

Council Members gave brief comments in closing.

8. Adjournment

Councilman Jimmy Landreth made the Motion to adjourn. Mayor Pro Tem Foy seconded the motion.

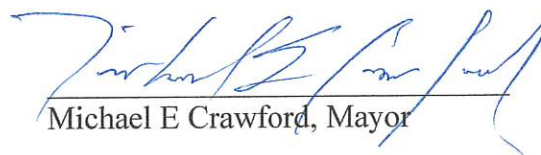
VOTE:

Ayes: Councilman Tim Jones, Councilman Jim Rigsbee, Councilman Jimmy Landreth, Mayor Pro Tem Derek Foy, Mayor Mike Crawford.


Noes: None

Being no further business, the Council meeting was adjourned at 9:30pm.

Approved: May 12, 2022.


Michael E Crawford, Mayor

ATTEST:


Dale F. Martin, Town Clerk