



**MINUTES
TOWN OF STOKESDALE
SPECIAL CALLED TOWN COUNCIL MEETING
8325 ANGEL PARDUE ROAD
STOKESDALE, NC 27357
JUNE 21, 2022 AT 7:00 PM**

Member's present were: Mayor Mike Crawford, Mayor Pro-Tem Derek Foy, Council Members: Jimmy Landreth, Tim Jones, and Jim Rigsbee, and Town Clerk Dale Martin.

1. Call To Order and Invocation.

Mayor Crawford called the meeting to order.

2. Adopt the Agenda.

Mayor Mike Crawford made a **Motion** to adopt the agenda as presented. Mayor Pro Tem Derek Foy seconded the motion.

Vote: Mayor Crawford-aye, Mayor Pro Tem Foy-aye; Councilman Rigsbee-aye, Councilman Jones-aye; and Councilman Landreth-aye.

Mayor Pro Tem Foy made a **Motion** to allow Councilman Jim Rigsbee to rejoin the discussion in the search for a Town Clerk. Councilman Rigsbee had previously been excluded due to a conflict of interest. Councilman Landreth seconded the motion.

Councilman Jones questioned the need for this motion if Council did not vote to exclude Mr. Rigsbee for the discussions before. As a member of the Council he had the right to be included.

Mayor Pro Tem Foy withdrew his motion.

Mayor Pro Tem Foy made a **Motion** authorizing the Mayor to sign and date all approved minutes and have Staff place them on the Town's website by Wednesday, June 29, 2022. Councilman Jones seconded the motion.

Vote: Mayor Crawford-aye, Mayor Pro Tem Foy-aye; Councilman Rigsbee-aye, Councilman Jones-aye; and Councilman Landreth-aye.

3. Review of Town Staffing needs and goals.

Mayor Pro Tem Foy presented the following list of job duties for the Town Clerk, see below. Council discussed various items on this list.

What is needed from a Stokesdale Town Clerk

1. Positive Attitude
2. Emotionally Intelligent
3. Competent
4. Self-Driven
5. Intrinsically Motivated. Independent worker who does not need constant direction of what to do. Proactive and not reactive.

6. Capacity to Manage Large Work Load
7. Effective Prioritize Tasks
8. Produce concise and accurate minutes and submit to council on timely basis to be approved at the very next meeting. Every time.
9. Manage Expectations to stake holders, specifically town council
10. Comfortable and Proficient with MS Word and Excel. PowerPoint, to a lesser degree.
11. Knowledgeable about Town Developmental ordinances
12. Do all Things Planning Board related. Minutes/meeting/communication, etc.
13. Work with Town Committees from Time to Time
14. Write Professional Emails
15. Be Honest
16. Be Knowledgeable about Water System's operations, specs, and establish good rapport with Town ORC and Contracted Water System vendor.
17. Be a town contact with all Current Town Vendors
18. Be informed on status of current town contracts (when they expire, etc.)
19. Execute assigned task when voted on by council
20. Serve all council members equally.
21. Do not politicize minutes
22. Effectively Manage or Oversee the management of Town's Webpage
23. Potentially revamp the webpage. Ours is abysmal.
24. Manage effective filing system
25. Potentially implement document imaging system
26. Support your colleagues
27. Keep a Complaint Log recording any citizen complaint or concern
28. Understand the water billing and be able to perform the job in the absence of the Water Deputy Clerk.
29. Keep a Complaint Log from citizen related to waste disposal vendor and communicate to vendor and town council from time to time
30. Secure quarterly service metrics from waste disposal vendor for the Town of Stokesdale
31. Share Guilford County Accela monthly reporting on number of new permits pulled each month and YTD in the Town of Stokesdale
32. Update any new ordinance and change in ordinance at Town Hall and online
33. Communicate Weekly report to town council of things that council would find interesting.
34. Ensure no citizen or their dogs have access to the offices of town hall without an appointment to ensure that staff's time is used properly to conduct Town business.
35. Keep PTO log of staff
36. Maintain calender at Town Hall
37. Communicate with Guilford County planner
38. Keep informed of current events through the League of Municipalities and inform council of anything that could benefit the Town of Stokesdale
39. Administer Health, Dental, and Vision insurance plans
40. Be proactive and not reactive.
41. Strong understanding of NCGS

42. Be comfortable decision maker while making informed decisions
43. Communicate town meetings and agendas on social media and webpage.
44. Work with grant applications and be knowledgeable about grants that the benefit the town. Keep town council informed.
45. Minutes up to date on the webpage.
46. Oversea the cleanliness of TH and ensure that TH is presentable to citizens. Communicate areas of concerns to council
47. Review town policy's and ensure they are located in one location. Sign and date (with mayor) each new policy. List date of adoption. Don't have multiple documents with same title saved to PC. Ensure that that are reviewed and signed off annually by town council.
48. Oversee town's Youtube page
49. Be knowledgeable about new development maps and water line plans. Ensure nothing is approved to developers until Town Engineers and Town council approve plans.
50. Once approved submit to state
51. Establish relationship with DEQ and Rural Water Association.
52. Publish advertising for zoning map amendments in timeline and paper as required by NCGS
- 53.
53. Attend all Town Council Meetings

Councilman Jones referred to scripture in the Bible, Acts 19:35 and suggested that #54 be a Peace Maker.

Council discussed the above items in general details, hours of operations and revamping the Town's website to better serve the citizens.

Mayor Pro Tem Foy suggested Council hold a special called meeting on Tuesday, June 28th to discuss the candidates. It was the consensus of Council to have this special called meeting at 5:00 PM.

4. Discussion and vote for a job description and job advertisement posting for a qualified Town Clerk.

Councilman Rigsbee made a **Motion** to accept the current wording of the job description for a Town Clerk/Deputy Clerk for the purposes of discussion. Councilman Landreth seconded the motion.

It was recommended that the salary range be set from \$35,000 to \$65,000, experience with a public water system and language to the affect that the salary would depend on experience.

Language suggested was that the successful candidate would serve an interim period as Deputy Town Clerk and transition to Town Clerk upon retirement of the current Town Clerk. Bachelor's degree or 3 years in administrative office experience; preference given to NC Certified Municipal Clerk and or previous government experience, experience with a public water system.

Councilman Jones expressed desire to advertise on the NCLM's website.

Mayor Crawford asked for an **Amendment** to the motion to include the items added as discussed. Councilman Rigsbee accepted the changes as described above. Councilman Landreth accepted the amendment.

Vote: Mayor Crawford-aye, Mayor Pro Tem Foy-aye; Councilman Rigsbee-aye, Councilman Jones-aye; and Councilman Landreth-aye.

Councilman Jones made a **Motion** to advertise the job posting as modified with the NCLM, School of Government listserv, Town website and Town Facebook page until further notice or until a successful candidate is hired. Councilman Landreth seconded the motion.

Vote: Mayor Crawford-aye, Mayor Pro Tem Foy-aye; Councilman Rigsbee-aye, Councilman Jones-aye; and Councilman Landreth-aye.

5. Public Comments.

None presented.

Mayor Pro Tem Foy recognized time needed to post the job advertisement and added he was flexible in regard to getting the minutes posted on the Town's website.

Councilman Landreth expressed his desire to get someone hired and thanked staff for the job they have done.

Councilman Jones also thanked staff for their efforts. He thanked those in attendance and Council for their comments and suggestions.

Mayor Crawford also thanked staff for their efforts.

6. Adjournment.

Councilman Landreth made a **Motion** to adjourn the meeting. Mayor Pro Tem Foy seconded the motion.

Vote: Mayor Crawford-aye, Mayor Pro Tem Foy-aye; Councilman Rigsbee-aye, Councilman Jones-aye; and Councilman Landreth-aye.

Being no further business to come before Council, the meeting was adjourned at 8:04 pm.

Approved: August 11, 2022

Michael E. Crawford, Mayor

ATTEST:

Dale F. Martin, Town Clerk