

**AGENDA**  
**Stoneville Town Council Meeting**  
**March 1, 2016**  
**7:00 PM**

**Call to Order-Mayor Craddock**  
**Pledge of Allegiance**  
**Invocation**  
**Approval of Minutes from Last Meeting**  
**Approval of Agenda**

**New Business:**

1. Introduction of New Public Works Director – Ken Gamble
2. Water Bill Adjustment Request – Randy Mabe
3. Proposed Charter Amendment Ordinance – Transition to Council-Manager Form of Government – Ken Gamble
4. Budget Amendments – Joanna Dalton
5. Selection of Accountant to Perform June 30, 2016 Audit – Joanna Dalton

**Public Comments:**

**Old Business:**

1. Fire Department Emergency Siren Update – Ken Gamble

**Town Administrator Report:**

1. Norfolk Southern Equipment Noise Issue at North Glenn & Forrest
2. 307 Stone Street – Water Drainage Complaint
3. Western Rockingham Chamber of Commerce Annual Dinner – March 17<sup>th</sup> 6p Autumn Creek Vineyards
4. Nuisance Abatement Updates
5. Matthews Street Project Update
6. Web Site Update

**Executive Session Into:**

**Executive Session Out Of:**

**Adjourn/Recess:**

**Stoneville Town Council  
Budget Retreat Minutes  
January 30, 2016  
9:00 AM  
St. Francis Prayer Center**

**Present:** Present were Mayor Ricky Craddock, Councilwoman Lori Armstrong, Councilmen Bill Farris, Henry Thornton and Jerry Smith. Mayor Pro-tem Chuck Hundley was absent.

Also present were Town Administrator Kenneth Gamble, Human Resource/Finance Officer Joanna Dalton, Town Clerk Sherri Darnell, Parks & Recreation Director Jackie Blackard, Police Chief Frank Moore, Police Administrative Assistant Perry Webster, Fire Chief Tim Brown and Assistant Fire Chief David Watkins.

**Welcome:** Mayor Ricky Craddock welcomed the assembly. After the Pledge of Allegiance and Invocation, Mayor Craddock called the meeting to order.

**New Business:**

2016-2017 Town Administrator Gamble reviewed the CIP and pointed out some challenges that we will be facing. Copy incorporated into the minutes.

**2016-2017 Budget Presentations:**

Each department head presented their wants/needs for the upcoming budget year (Copy incorporated into the minutes) with a short question and answer sessions immediately following.

Finance Officer Dalton presented a Mid-Year Position report to the Council. Copy incorporated into the minutes.

Town Administrator Gamble presented some possibilities to improve property located along the Highway 220/I-73 corridor. Copy incorporated into the minutes.

**Adjourn:** Mayor Craddock asked for a motion for adjournment. Councilman Farris made a motion to adjourn the meeting. Councilman Smith seconded the motion. Motion carried.

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Mayor Ricky Craddock

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Town Clerk Sherri Darnell

**Stoneville Town Council**  
**Regular Meeting Minutes**  
**February 2, 2016**  
**7:00 PM**

- Present:** Present were Mayor Ricky Craddock, Mayor Pro-Tem Chuck Hundley, Councilwoman Lori Armstrong, Councilmen Bill Farris, Henry Thornton, and Jerry Smith.
- Also, present were Town Administrator Kenneth Gamble, Human Resource/Finance Officer Joanna Dalton, Town Clerk Sherri Darnell, Police Chief Frank Moore, Police Administrative Assistant Perry Webster, Fire Chief Tim Brown and Town Attorney Travis Martin.
- Welcome:** Mayor Ricky Craddock welcomed the assembly. After the Pledge of Allegiance and Invocation, Mayor Craddock called the meeting to order.
- Minutes:** Mayor Ricky Craddock asked if there were any corrections to the minutes from the last meeting. With no corrections, Mayor Craddock asked for a motion to approve the minutes. Councilwoman Armstrong made the motion to approve the minutes. Councilman Farris seconded the motion. Motion carried.
- Agenda:** Mayor Ricky Craddock asked if there were any adjustments to the originally submitted Agenda. Town Administrator Gamble asked to have Item #7 Surplus Property Request and Item #8 State Fire Grant Application added to the Agenda. With those additions, Mayor Craddock asked for a motion to approve the Agenda. Councilman Smith made the motion to approve the Agenda with the additions. Mayor Pro-tem Hundley seconded the motion. Motion carried.

**New Business:**

- Public Comments Policy:** Mayor Craddock read the Public Comments Policy and then asked for any comments or questions. After some discussion, Councilman Smith made the motion to change bullet point #3 to read "When multiple speakers are speaking on the same topic, they may yield their minutes to a spokesperson". Councilman Farris seconded the motion. Motion carried. Copy incorporated into the minutes.
- ABC Board Report:** Mr. Lee Smith, Chairman of the Stoneville ABC Board reported to the Council that the ABC Board cannot commit to opening a store. Mr. Smith stated that after much research it is not an economically feasible option at this time.
- Public Hearing:** Mayor Craddock asked for a motion to open the public hearing. Councilwoman Armstrong made the motion. Councilman Thornton seconded. Motion carried.
- Mayor Craddock then asked if there were any questions regarding the change in form of government from Mayor- Council to Council-Manager. With no questions, Mayor Craddock then asked for a motion to close the public hearing. Councilman Smith made the motion to close the public hearing. Councilman Farris seconded. Motion carried.

Approve Council Absence: Mayor Craddock stated that Mayor Pro-tem Hundley had requested to be excused from the April 5, 2016 meeting. Councilman Smith made the motion to approve the absence. Councilwoman Armstrong seconded. Motion carried.

Camera Grant: Police Chief Moore explained that a grant has been submitted to the Governor's Crime Commission to purchase security cameras to be placed in and around the building. Copy incorporated into the minutes.

Mayodan Water & Sewer Increase: Town Administrator Gamble informed the Council that we have received letters from the town of Mayodan regarding an increase in both water and sewer rates. These amounts will be absorbed in the remainder of this fiscal year and with the increase of \$3.00 on the base rate for next fiscal year already in place, the Enterprise fund should remain on track. Copy incorporated into the minutes.

Surplus Equipment: Fire Chief Brown requested that the old chassis from the squad to be deemed Surplus equipment and sold on Govdeals. Councilman Smith made the motion to deem this equipment surplus and sell on Govdeals. Councilman Thornton seconded the motion. Motion carried. Copy incorporated into the minutes.

State Grant Application: Fire Chief Brown requested that the Fire Department be allowed to apply for the State Grant to obtain pagers and radios for approximately 26,000.00. Chief Brown stated that the grant match would be made up of \$7,000 in current year budget funds and \$6,000 in McMichael grant funds. Councilman Smith made the motion to allow application. Mayor Pro-tem Hundley seconded the motion. Motion carried.

Public Comments:

Ms. Kimberly Fay spoke to the Council regarding elder abuse and how her organization is trying to raise awareness.

Mr. Al Robbins spoke about the changes to the website.

Mr. Reece Pyrtle spoke regarding his candidacy for Rockingham County Commissioner.

Ms. Gerri Hunt introduced herself as the new reporter for the News-Record and will be covering our area.

Mr. Johnny Farmer spoke about attendance at meetings, meeting announcements, budget meetings, copies of agendas, and posting of this information.

**Old Business:**

Fire Siren Update: Town Administrator Gamble stated the Emergency/Fire Siren will be reinstalled soon.

Drainage Ditch: Town Administrator Gamble stated that after this complaint on Haywood St. had been further reviewed, there was no more that could be done by the town.

Town Administrator Report:

Town Administrator Gamble stated that during the recent winter weather event that 50 overtime hours were accumulated and one pallet of salt was used. The emergency water line repairs at the Christian Church on Glenn St. have been completed and there was no damage to the church. We have received a complaint at 120 Lemons Street on a trailer. We have placed a request for grant funds for the family to help with the disposal of the trailer. Economic Development Workshop was rescheduled to February 15, 2016.

Executive Session: Mayor Craddock entertained a motion to enter into Executive Session. Councilman Smith made the motion to enter into Executive Session. Councilwoman Lori Armstrong seconded the motion. Motion carried.

Return to Regular Session:

Mayor Craddock stated that possible litigation and a personnel matter were discussed with no action taken.

Adjourn: Mayor Craddock asked for a motion for adjournment. Councilwoman Armstrong made a motion to adjourn the meeting. Councilman Thornton seconded the motion. Motion carried.

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Mayor Ricky Craddock

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Town Clerk Sherri Darnell



# TOWN OF STONEVILLE

101 Smith Street • PO Box 71 • Stoneville NC 27048  
Phone: 336-573-9393 • 336-573-9695 • Fax: 336-573-2020

To: Mayor Ricky Craddock, Mayor Pro Tem Chuck Hundley, Councilmen Bill Farris, Henry Thornton, Jerry Smith, Councilwoman Lori Armstrong

CC: Town Attorney Travis Martin

From: Ken Gamble – Town Administrator

Date: 02/24/2016

Subject: Request for Adjustment to Utility Bill – 300 Church Street

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Randy Mabe of 300 Church Street reported a water leak on his side of the line, but outside of his home. The leak pushed his total usage for February to 38,130 gallons and his average usage is only 2,140 gallons. The total bill is \$584.03 and the 1/3 discount to the sewer charges will reduce the bill by \$94.49. Mabe has requested an additional discount over and above what Town policy allows. There have been two incidents in the last year where the Council approved more than a 1/3 discount on sewer charges when the water loss was due to a line break and there was clear evidence that the water did not make it to the sewer system.

Since Mabe's average monthly use is 2140 gallons, he should at least be charged for that amount. Any reduction between the 1/3 discount and the 2140 gallons is your discretion.



**ORDINANCE 0-2016-01**

**AN ORDINANCE AMENDING THE CHARTER OF THE TOWN OF STONEVILLE  
TO IMPLEMENT COUNCIL-MANAGER FORM OF GOVERNMENT**

BE IT ORDAINED by the Council of the Town of Stoneville:

Section 1. Pursuant to G.S.160A-101 and 160A-102, the Charter of the Town of Stoneville, as set forth in Chapter 287 of the 1983 Session Laws of North Carolina, as amended, is hereby further amended to adopt a council-manager form of government in accordance with Chapter 160A, Article 7, Part 2 of the North Carolina General Statutes.

Section 2. The Town Clerk shall cause a notice to be duly published, stating that an ordinance has been enacted amending the Charter to adopt a council-manager form of government in accordance with Chapter 160A, Article 7, Part 2 of the North Carolina General Statutes. Subject to any referendum petitioned for and conducted pursuant to G.S. 160A-103, this ordinance shall be in full force and effect from and after March 1, 2016.

Adopted this 1<sup>st</sup> day of March, 2016.

\_\_\_\_\_  
Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Attorney

**NOTICE OF AMENDMENT**

**PUBLIC NOTICE STATING THAT AN ORDINANCE AMENDING  
THE CHARTER OF THE TOWN OF STONEVILLE HAS BEEN ENACTED  
ADOPTING COUNCIL-MANAGER FORM OF GOVERNMENT**

The public will take notice that the Council of the Town of Stoneville enacted an ordinance on March 1, 2016, amending the Town Charter, as set forth in Chapter 287 of the 1983 Session Laws of North Carolina, as amended, to adopt a council-manager form of government in accordance with Chapter 160A, Article 7, Part 2 of the North Carolina General Statutes.

\_\_\_\_\_  
Town Clerk



# TOWN OF STONEVILLE

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Phone: 336-573-9393 • 336-573-9695 • Fax: 336-573-2020

To: Mayor Ricky Craddock, Mayor Pro Tem Chuck Hundley, Councilmen Bill Farris, Henry Thornton, Jerry Smith, Councilwoman Lori Armstrong

CC: Town Attorney Travis Martin

From: Ken Gamble – Town Administrator

Date: 02/24/2016

Subject: Budget Amendments

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Due to unforeseen costs as well as expenditures the Council approved after July 1, 2016 we have some budget amendments that need to be made. Budget amendments are required any time a departmental budget may exceed the amount approved by the Council when the budget was passed. Pre-auditing law prevents staff from approving any expenditure that will exceed a departmental budget approved by the Council.

The Governing Board budget needs to be increased by \$10,000 due to attorney's fees related to the LGC financing process and closing costs for the loan for the new Town Hall roof, HVAC system, SCADA system, Kubota and Tractor. There were also attorney's fees related to the purchase of real property at 104 East Main Street.

The Public Buildings budget needs to be increased \$13,000 to cover the purchase of 104 East Main Street.

The Enterprise Fund needs to be increased by \$42,000 due to pre-development costs associated with the USDA Project. The Town is financially committed to completing the \$2,678,000 project. We will receive \$1,865,000 in grant funding and pay for the remainder of the project with \$813,000 in revenue bonds. Until we secure our project funding all preliminary costs for the project must be taken directly out of Enterprise Fund revenues. These expenditures will be reimbursed once we receive the funds from the issuance of revenue bonds. However, this will not occur before the end of the FY15-16 budget year. Over the last two budget cycles (FY14-15 & FY15-16) the Town has expended \$65,000 on the project.

The revenues to cover the aforementioned expenditures will come from increasing the Prepaid Taxes line item under Ad Valorem Taxes by \$23,000 and reducing Unassigned Fund Balance by \$42,000.

The budget amendments are attached.

BE IT ORDAINED by the Governing Board of the Town of Stoneville, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2016:

Section 1. To amend the General Fund, the expenditures are to be changed as follows:

<u>Account Number</u>		<u>Increase</u>	<u>Decrease</u>
4110192	Attorney Fees	\$10,000	
4260550	Public Buildings - Capital Outlay	\$13,000	

This will result in an increase of \$23,000 in the expenditures of the General Fund. To provide for the increase in expenditures, the following revenues will be increased:

<u>Account Number</u>		<u>Decrease</u>	<u>Increase</u>
3192100	Prepaid Taxes		\$23,000

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and to the Finance Officer for their direction.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Town Clerk

\_\_\_\_\_  
Mayor

BE IT ORDAINED by the Governing Board of the Town of Stoneville, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2016:

Section 1. To amend the Enterprise Fund, the expenditures are to be changed as follows:

<u>Account Number</u>		<u>Increase</u>	<u>Decrease</u>
7140500	USDA Sewer Project Pre Development	\$42,000	

This will result in an increase of \$42,000 in the expenditures of the Enterprise Fund. To provide for the increase in expenditures, the following revenues will be increased:

<u>Account Number</u>		<u>Decrease</u>	<u>Increase</u>
9900000	Fund Balance Appropriated		\$42,000

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and to the Finance Officer for their direction.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Town Clerk

\_\_\_\_\_  
Mayor



# TOWN OF STONEVILLE

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Phone: 336-573-9393 • 336-573-9695 • Fax: 336-573-2020

To: Mayor Ricky Craddock, Mayor Pro Tem Chuck Hundley, Councilmen Bill Farris, Henry Thornton, Jerry Smith, Councilwoman Lori Armstrong

CC: Town Attorney Travis Martin

From: Ken Gamble – Town Administrator

Date: 02/24/2016

Subject: Recommendation for June 30, 2016 Audit Accountant

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Paul, Cox & Todd advised town staff that they will not be submitting a bid to perform the accounting work for our June 30, 2016 audit. I directed Joanna to contact area accountants familiar with municipal audits and seek quotes. The accountants were asked to submit a quote by Wednesday March 24, 2016. The results are indicated below:

Rouse, Rouse, Penn & Rouse – Declined to Submit a Quote

Cannon & Company - \$17,280

Gibson & Company - \$16,480

Town staff recommends the low bidder, Gibson & Company.