

**Agenda**  
**Stoneville Town Council Meeting**  
**October 4, 2022**

**5:30 PM- \*Closed Session-§ 143-318.11 – (6) Personnel Issue**

**7:00 PM-Council Chambers**  
**Call to Order- Mayor Galvan**  
**Pledge of Allegiance & Invocation**  
**Approval of Minutes**  
**Approval of Agenda**

**New Business:**

- 1. Swearing in of New Fire Chief –Sherri Darnell**
- 2. Youth Council Kickball Tournament – Sherry Hancock**
- 3. Stoneville Pocket Park – Amy Hardison**
- 4. The Art of Us – Amy Hardison**
- 5. Request for Voluntary Annexation of 126 Deaton Loop – Rev. Dr. Kenneth Moore**
- 6. Consideration to Appoint a Safety Officer – Perry Webster**
- 7. Consideration to Approve Recreation Directors Job Description – Curtis Bennett/Perry Webster**

**Public Comments:**

**Departmental Reports:**

- 1. Fire – Tim Brown**
- 2. Police – Frank Moore**
- 3. Recreation – Jackie Blackard**
- 4. Public Works – Jimmy Bowman**

**Old Business:**

**Town Manager Report:**

- 1. Public Works Building**
- 2. Downtown Business Inspections**
- 3. Stoneville Memorial Park**
- 4. Stoneville Senior Citizens Group**
- 5. Stoneville Christmas Parade**
- 6. King Street Project**
- 7. Lemons Street Project**

**Adjourn:**

**(a) Permitted Purposes.** – It is the policy of this State that closed sessions shall be held only when required to permit a public body to act in the public interest as permitted in this section. A public body may hold a closed session and exclude the public only when a closed session is required:

**(1)** To prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes.

**(2)** To prevent the premature disclosure of an honorary degree, scholarship, prize, or similar award.

**(3)** To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged. General policy matters may not be discussed in a closed session and nothing herein shall be construed to permit a public body to close a meeting that otherwise would be open merely because an attorney employed or retained by the public body is a participant. The public body may consider and give instructions to an attorney concerning the handling or settlement of a claim, judicial action, mediation, arbitration, or administrative procedure. If the public body has approved or considered a settlement, other than a malpractice settlement by or on behalf of a hospital, in closed session, the terms of that settlement shall be reported to the public body and entered into its minutes as soon as possible within a reasonable time after the settlement is concluded.

**(4)** To discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations, or to discuss matters relating to military installation closure or realignment. Any action approving the signing of an economic development contract or commitment, or the action authorizing the payment of economic development expenditures, shall be taken in an open session.

**(5)** To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract.

**(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. A public body may not consider the qualifications, competence, performance, character, fitness, appointment, or removal of a member of the public body or another body and may not consider or fill a vacancy among its own membership except in an open meeting. 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.

**(7)** To plan, conduct, or hear reports concerning investigations of alleged criminal misconduct.

**(8)** To formulate plans by a local board of education relating to emergency response to incidents of school violence or to formulate and adopt the school safety components of school improvement plans by a local board of education or a school improvement team.

**(9)** To discuss and take action regarding plans to protect public safety as it relates to existing or potential terrorist activity and to receive briefings by staff members, legal counsel, or law enforcement or emergency service officials concerning actions taken or to be taken to respond to such activity.

**(10)** To view a recording released pursuant to G.S. 132-1.4A. (b) Repealed by Session Laws 1991, c. 694, s. 4. (c) Calling a Closed Session. – A public body may hold a closed session only upon a motion duly made and adopted at an open meeting. Every motion to close a meeting shall cite one or more of the permissible purposes listed in subsection (a) of this section. A motion based on subdivision (a)(1) of this section shall also state the name or citation of the law that renders the information to be discussed privileged or confidential. A motion based on subdivision (a)(3) of this section shall identify the parties in each existing lawsuit concerning which the public body expects to receive advice during the closed session.

(d) Repealed by Session Laws 1993 (Reg. Sess., 1994), c. 570, s. 2. (1979, c. 655, s. 1; 1981, c. 831; 1985 (Reg. Sess., 1986), c. 932, s. 5; 1991, c. 694, ss. 3, 4; 1993 (Reg. Sess., 1994), c. 570, s. 2; 1995, c. 509, s. 84; 1997-222, s. 2; 1997-290, s. 2; 2001-500, s. 2; 2003-180, s. 2; 2013-360, s. 8.41(b); 2014-79, s. 9(a); 2016-88, s. 3.)

**Stoneville Town Council  
Meeting Minutes  
September 6, 2022  
7:00 PM-Council Chambers**

**Present:** Present were Mayor Kathy Stanley-Galvan, Councilmen Henry Thornton, Chuck Hundley, Jerry Smith, Johnny Farmer and Curtis Bennett. Also present were Interim Town Manager Perry Webster, Finance/HR Officer Samuel Stewart and Town Attorney Eugene Russell.

**Closed Session §143-318.11 (4) & (6):** Councilman Thornton made the motion to enter into closed session. Councilman Smith seconded. Motion carried.

**Regular Meeting:**

Present were Mayor Kathy Stanley-Galvan, Councilmen Jerry Smith, Henry Thornton, Chuck Hundley, Johnny Farmer and Curtis Bennett. Also present were Interim Town Manager Perry Webster, Town Clerk Sherri Darnell, Finance/HR Officer Samuel Stewart, Police Chief Franklin Moore, Fire Chief Tim Brown and Town Attorney Eugene Russell.

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

Mayor Galvan stated that during the closed session a personnel issue and an economic development issue were discussed with no action taken.

**Minutes:** Mayor Galvan asked for a motion to approve the Minutes from the last meeting. Councilman Farmer made the motion to approve the minutes. Councilman Thornton seconded. Motion carried.

**Agenda:** Mayor Galvan asked for a motion to approve the Agenda with the addition of item #11, Department of Labor. Councilman Smith made the motion. Councilman Thornton seconded. Motion carried.

**New Business:**

**Proclamation for Constitution Week:** Town Clerk Darnell read the proclamation into the record. Copy incorporated into the minutes.

**Introduction of 2022/2023 Stoneville Youth Council:** Mrs. Sherry Hancock introduced the members of the 2022/2023 Youth Council. Mrs. Hancock stated that the group is very excited for the opportunity to help out and learn again this year.

**Parks & Recreation Grant:** Ms. Jenny Edwards stated that the Rockingham County Parks and Recreation Advisory Board have received a grant to do some projects and designs throughout the County. Ms. Edwards stated that the municipalities may participate for \$5,000.00 which will get a couple of projects and designs for parks. Item tabled until the September 15<sup>th</sup> meeting.

**Introduction of New Fire Chief Effective January 1, 2023:** Fire Chief Brown stated that he is ready to hand over the Chief's job and the Fire Department board voted for Joel Freeman to take the position January 1, 2023. Chief Brown introduced Mr. Freeman and asked for Council approval for the change. Councilman Smith made the motion to accept the change of Fire Chief. Councilman

Thornton seconded. Motion carried.

**Surplus 2002 Ford (Old Public Works) Truck:** Town Manager Webster requested to surplus the old public works truck, a 2002 Ford and try to sell it on Govdeals. Councilman Hundley made the motion to approve. Councilman Farmer seconded. Motion carried.

**Purchase of New Mower for Public Works:** Town Manager Webster stated that it is time to replace a mower for public works. It will be a commercial grade mower, 60 inch cut. Quotes received and \$11,000.00 is the best price we can get. Councilman Smith made the motion to purchase the mower. Councilman Thornton seconded. Motion carried.

**Budget Amendments:** Finance Officer Stewart presented 4 budget amendments. Councilman Farmer made the motion to approve. Councilman Hundley seconded. Copies incorporated into the minutes.

**Rockingham County School Lease:** Town Manager Webster this lease agreement is for the use of the gymnasium at Stoneville Elementary School. Councilman Hundley made the motion to approve. Councilman Smith seconded. Motion carried. Copy incorporated into the minutes.

**Leaf Contract:** Town Manager Webster stated that this is the contract for fall leaf pick up with a small increase on the second and third year. Councilman Farmer made the motion to approve. Councilman Thornton seconded. Motion carried. Copy incorporated into the minutes.

**Special/Recessed Meeting September 15<sup>th</sup>:** Town Manager Webster stated that Town Engineer Bill Lester (LKC) would be here to present information and resolutions to apply for a grant for water line replacements. Also, a representative from the County will be here to explain the changes to the Stoneville Library.

**Department of Labor:** Councilman Farmer approved \$3,600.00 be paid for the building. Councilman Smith seconded.

**Public Comments:** Mr. Roger Hodge of King Street requested help regarding drainage issues. Mrs. Mitzi Evans spoke regarding volunteering as lead for the beautification committee.

**Departmental Reports:**

**Police Department:** Police Chief Moore reported that they have 1 applicant for Part Time and are looking into an intern program.

**Fire Department:** Fire Chief Brown stated that the radios have been ordered and applied for another \$30,000.00 grant.

**Old Business:** None

**Town Manager's Update:**

1. The Henry Street property is underway, next would be Simpson Street.
2. Downtown Business Inspections will begin soon.
3. Public Works Building is still waiting on the topo survey.
4. The water issue at the Memorial Park is hopefully corrected. Bathrooms will be redone, cameras are installed and the bridge is scheduled to be replaced on the 19<sup>th</sup>.

5. Stoneville Senior Citizens at Vera Holland Center starting October 5<sup>th</sup> at 11:00.
6. Generation for Hope will be returning December 10<sup>th</sup>.

**Recess:** Meeting recessed until September 5, 2022 at 5:00 pm.

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Mayor, Kathy Stanley-Galvan

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Town Clerk, Sherri Darnell, CMC, NCCMC

DRAFT

**Stoneville Town Council  
Reconvened Meeting  
Minutes  
September 15, 2022  
5:00 PM  
Council Chambers**

**Present:** Present were Mayor Kathy Stanley-Galvan, Councilmen Chuck Hundley, Jerry Smith, Henry Thornton, Johnny Farmer and Curtis Bennett. Also present were Interim Town Manager Perry Webster, Town Clerk Sherri Darnell, Finance/HR Officer Samuel Stewart, Police Chief Franklin Moore, Town Engineer Bill Lester and Town Attorney Eugene Russell. Special guests County Manager Lance Metzler, Ronnie Tate and Rhonda Hooker.

**Reconvene Meeting:** Mayor Galvan asked for a motion to reconvene the meeting from September 6, 2022. Councilman Farmer made the motion. Councilman Bennett seconded. Motion carried.

**Capital Improvement & Asset Management Plan (H-AIA-D-20-0184):** Town Engineer Lester gave a report of the conditions of our current water infrastructure, stating that 55% or more of the lines are in need of replacement due to them being galvanized steel, ductile iron, cast iron or asbestos concrete. Town Engineer Lester recommended approving this grant application and additional funding resolutions to get started. A 20 year CIP was also included. Copy incorporated into the minutes. Councilman Farmer made the motion to accept the AIA Resolution. Councilman Smith seconded. Motion carried. Councilman Farmer made the motion to apply for 100% grant and see what happens. Councilman Hundley seconded. Motion carried. Copies incorporated into the minutes.

**Changes to Stoneville Library:** County Manager Lance Metzler, Ronnie Tate and Rhonda Hooker fielded the Q & A session. In conclusion, approximately 25 % of the library will be affected by the change to add offices at the Stoneville location. This change will reduce the size of the reference section; therefore, all other services and hours will remain the same. Tentative completion date to be February 2023.

**Parks and Recreation Grant:** Councilman Farmer made the motion to participate if the County does and receive assistance to develop plans. Councilman Smith seconded. Motion carried.

**Adjourn:** Motion to adjourn made by Councilman Hundley. Seconded by Councilman Bennett. Motion carried.

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Mayor, Kathy Stanley-Galvan

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Town Clerk, Sherri Darnell, CMC, NCCMC

## Stoneville Fire Department Oath

I, Joel Freeman, do solemnly swear that I will support the Constitution of the United States; that I will be faithful and bear true allegiance to the State of North Carolina, and to the constitutional powers and authorities which are, or may be established for the government thereof; and that I will endeavor to support, maintain and defend the Constitution of North Carolina, Laws and Ordinances of Stoneville, not inconsistent with the Constitution of the United States, and that I will faithfully discharge the duties of my office as Fire Chief of the Town of Stoneville, so help me God.

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Date

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Signature of Person taking Oath

Stoneville Fire Chief

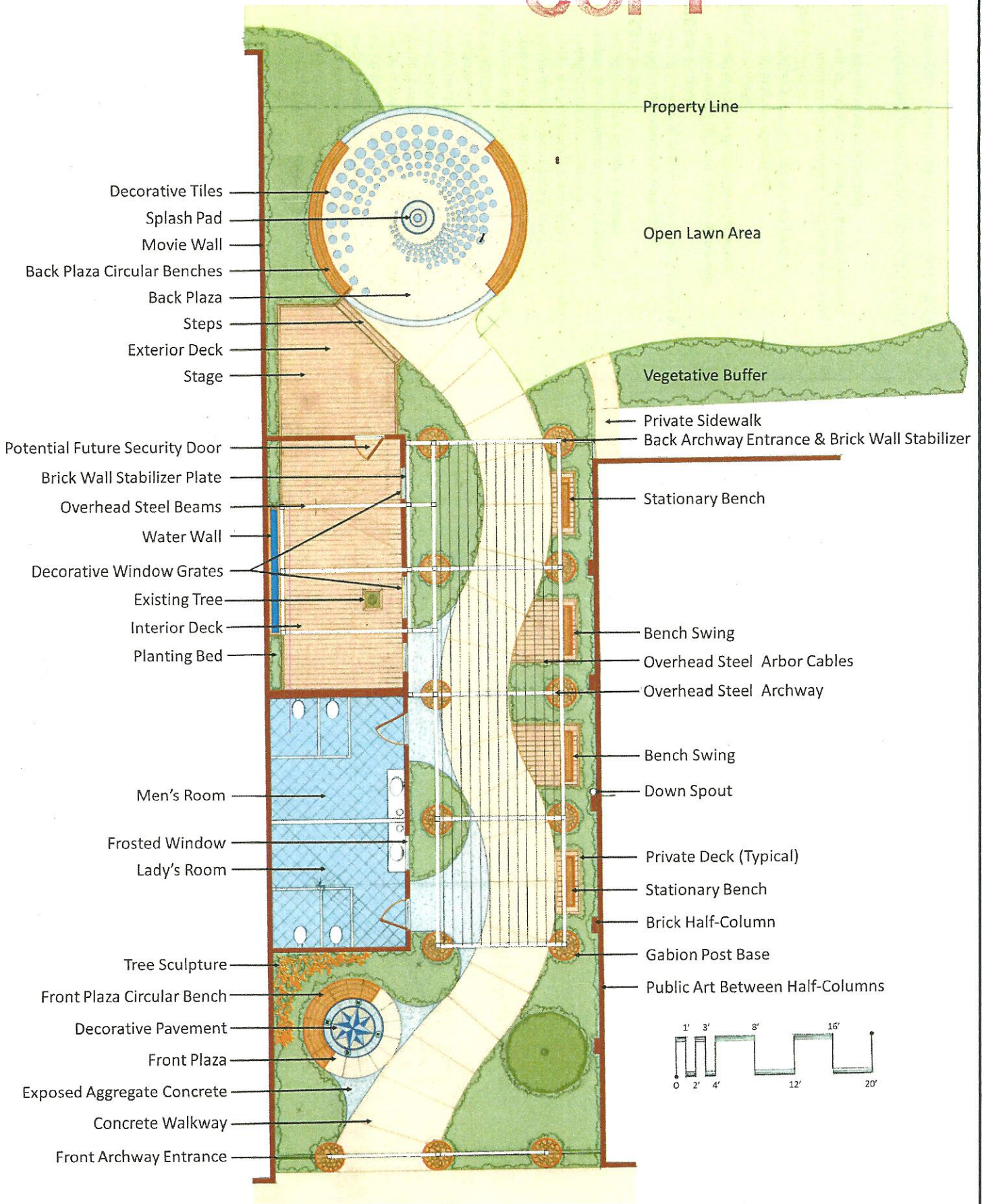
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Date

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Notary Public

COPY



# Stoneville Downtown Pocket Park Design

Foothills Planning + Design, PLLC and PTRC



# The Art Of Us

## A Celebration of the Arts in Rockingham County

2023



2nd Annual Event

Location: Bark: Stuff Made of Wood

Proposed date: Thursday, May 18, 2023  
at 6pm

Requesting use of the parking lot beside  
Bark for Artists' displays and for police  
presence during the event.



ROCKINGHAM COUNTY



**Details** [hide](#)

Identify Adjoining Parcels

Select Features by Buffer

**Parcels**

Long PIN: 793800058477  
Parcel Number: 125697  
Owner: SHARON MISSIONARY BAPTIST  
CHURCH  
PO BOX 750  
STONEVILLE NC 27048-0750  
Deed Book: 1614 Pg: 0825  
Deed Acres: 5.35  
Deed Year: 2021  
Date Sold: 11/10/2021  
Land Value: \$28,890  
Improvement Value: \$184,380  
Total Value: \$213,270  
Year Built: 1960  
Fire District: STONEY VIEW FD  
Township: 4  
Zoning: RS/ST

Attributes at point: N: 985210, E: 1730965

**Census Block Groups**

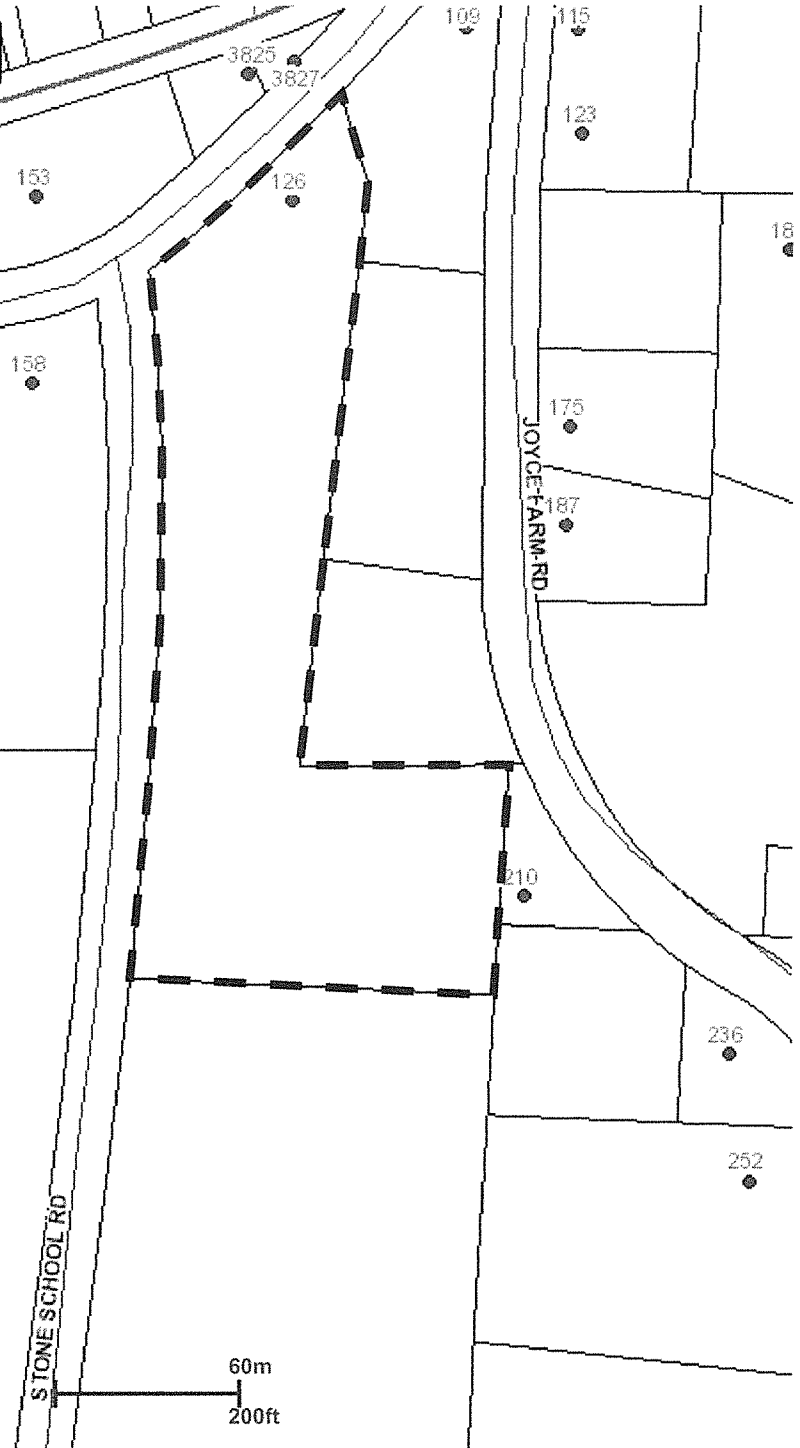
Block Group: 0406004

**Soils**

DSL Name: MfC

**Townships**

Name: MAYO TOWNSHIP



N: 984956, E: 1730826  
Lat: 36°27' 09.8", Lng: -79°54' 54.5"

60m  
200ft

Results

## **PARKS AND RECREATION DIRECTOR**

### **GENERAL STATEMENT OF DUTIES:**

The employee in this position plans, promotes, organizes, and administers public recreation service for the community, under policies and procedures established by the Town Council and Town Manager. Work includes cleaning and set-up for practices, games, and events at a school system facility where indoor events are held. This job is neither a full time or part time position needed to fulfill duties performed. All duties performed or recommended will come under the guidance of the Town Manager and/or the Parks and Recreation Advisory Board.

### **DISTINGUISHING FEATURES OF THE CLASS:**

An employee in this class is responsible for planning, promoting, and organizing athletic events, special events and/or tournaments, lining fields, and setting up a gymnasium for practices, games, and special events to be defined. Work is performed under the regular supervision of the Town Manager and is reviewed by visual inspection of completed work, complaints, and participant feedback.

### **ILLUSTRATIVE EXAMPLES OF WORK:**

- Studies local conditions and develops immediate and long-range plans to meet recreational needs of all age groups.
- Prepares budgets and directs expenditures of department funds and keeping of department records.
- Advises Town Manager, Advisory Board on planning for recreational programs.
- Oversees marketing and promotion of athletic and recreational programs through fliers and word of mouth.
- Develops and manages sponsorship program for department including but not limited to tournaments and/or special events to be defined.
- Complies with all Town policies, protocols, and procedures. Trains officials and coaches on same.
- Hires officials for games; scheduling, training, and coordinating work; prepares employee time sheets for payroll.
- Secures officials through officials' association for sanctioned tournaments.
- Secures volunteer coaches; coordinates background checks with Town Hall staff; trains and monitors coaches' work.
- Addresses complaints and resolves problems; mediates conflicts.
- Pulls bleachers, sets up for concessions, sweeps, check toilets, empties trash for indoor events (Stoneville Elementary).
- Attends open house at Stoneville Elementary to promote athletics and recreational programs.
- Attends Parks and Recreation Advisory Board meetings at their request to provide information and answer questions.

- Collects fees for adult athletics after-hours as needed; deposits funds with Town Hall staff.
- Other duties as requested by Town Manager or Advisory Board.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Basic
- Knowledge of computer skills.
- Knowledge of general maintenance, cleaning methods, and related skills required to maintain indoor and outdoor facilities.
- Ability to prepare and print fliers and brochures.
- Ability to effectively present information and respond to questions from the Town Council, the Parks and Recreation Advisory Board, the Town Manager, sports associations, parents, coaches, players, spectators, school officials, and the public.
- Ability to calculate program fees and provide correct change.
- Ability to view complex issues with the ability to define problems, collect data, establish facts, and draw conclusions that can then be implemented.
- Ability to critically evaluate programs and plans.
- Ability to establish positive working relationships with officials, peers, coaches, players, parents, school officials, the public, and Town management.
- Ability to train others.
- Knowledge of tasks required to maintain grass, athletic fields, facilities, recreation areas and equipment.
- Knowledge of athletic programming, developing recreation programs including league play and tournament schedules.
- Ability to manage budget and plan work within budget.
- Ability to work independently with confidence and initiative.
- Ability to prioritize work when presented with competing demands.

**PHYSICAL REQUIREMENTS:**

Work in this position is heavy work, requiring exertion of up to 100 pounds of force occasionally, and/or up to 20 pounds of force constantly to move objects. Employee must have the visual acuity to operate machinery.

**WORKING CONDITIONS:**

Working conditions - inside and outside working conditions; outside conditions may include exposure to extreme heat and cold. This employee is subject to the following: noise which may cause the employee to shout in order to be heard above the ambient noise level; vibration, causing exposure to oscillating movement of the extremities or whole body; hazards such as moving mechanical parts; atmospheric conditions such as fumes, odors, dusts, mists, grease, or poor ventilation; oils and other cutting fluids.

**EDUCATION AND EXPERIENCE:**

Pay to commensurate with knowledge or experience as of October 4, 2022 \$12,000.00 per year or \$1,000.00 per month. To be reevaluated by January 1, 2023 and July 1, 2023 to increase or decrease rate of pay based on performance. After July 1, 2023, reviews and evaluations will be performed every 3 months.

**SPECIAL REQUIREMENTS:**

- Valid North Carolina Driver's License
- **FLSA Status:** Non-exempt.

**Disclaimer:**

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Town reserves the right to assign or otherwise modify the duties assigned to this classification.

October 4, 2022

Signed \_\_\_\_\_ Parks & Recreation Director

Signed \_\_\_\_\_ Town of Stoneville Manager