

AGENDA
STONEVILLE TOWN COUNCIL
Regular Meeting
June 3, 2025 – 6:00 PM
Council Chambers -101 Smith St

CALL TO ORDER – MAYOR GALVAN

PLEDGE OF ALLEGIANCE & INVOCATION

APPROVAL OF JUNE 3, 2025 AGENDA

APPROVAL OF MINUTES

1. Regular Meeting – May 6, 2025
2. Special Meeting – May 15, 2025

NEW BUSINESS

1. Public Hearing – Case Z-2025-01 Rezoning Consideration of Parcel 185849/Tax PIN 793919603137 (15.5 acres +/-) from Mixed Zoning (Highway Business, Residential Suburban, Residential Agriculture) to Residential Suburban.
2. Public Hearing – 2025/2026 Fiscal Year Budget
3. Consideration to adopt 2025/2026 Budget Ordinance
4. Consideration to adopt 2025/2026 Fee Schedule
5. Consideration of Resolution R-2025-12 Approving Local Water Supply Plan
6. Consideration to upgrade programming for 4 handheld radios and 4 car radios (Motorola Solutions \$4,454.00) as well as purchase 3 handheld radios (Motorola Solutions \$14,904.75) for the Police Department. Total Amount \$19,358.75.
7. Consideration to amend the Personnel Policy - Section 32.047 Work Schedule
8. Consideration to amend the Personnel Policy – Section 32.080 Compensation

OLD BUSINESS: NONE

PUBLIC COMMENTS

TOWN ADMINISTRATOR REPORT

UPCOMING EVENTS

Blood Drive – Friday, June 6th from 11:00am – 5:00pm, Town Hall (look for the Big Red Bus)

Senior Bingo – Thursday, June 12th from 10:00am – 12:00pm, Vera Holland Center

Cruise In – Friday, June 20th from 5:00pm – 8:00pm, Downtown

TOWN HALL WILL BE CLOSED JUNE 19TH IN OBSERVANCE OF JUNETEENTH

NEXT COUNCIL MEETING – JULY 1, 2025, AT 6:00PM

CLOSING REMARKS BY MAYOR GALVAN

ADJOURN

**Stoneville Town Council
Regular Meeting Minutes
May 6, 2025
6:00 PM – Council Chambers**

Regular Meeting

Present were Mayor Kathy Stanley-Galvan, Council members Johnny Farmer, Curt Bennett, Lee Shelton, Henry Thornton and Daisy Smith. Also present were Town Administrator Michael Sands, Finance Officer Shannon Tucker, Town Clerk Deleia Hutcherson, Police Chief Rebecca Dixon, Public Works Director Byron Curry, Fire Chief Joel Freeman, and Town Attorney Eugene Russell.

Call to Order, Pledge of Allegiance, and Invocation: Mayor Galvan welcomed the assembly and called the meeting to order after the Pledge of Allegiance and Invocation at 6:00pm. She announced the Council met at 5:00 p.m. for Closed Session pursuant to N.C.G.S. 143-318.11(a) (4) Economic Development and would be going back into Closed Session immediately following the regular meeting, pursuant to N.C.G.S. 143-318.11(a) (3) to Consult with the Town Attorney, and (6) Personnel.

Agenda: Mayor Galvan asked for a motion to approve the May 6, 2025, agenda. Councilman Thornton made a motion to approve the agenda. Councilwoman Smith seconded. Motion carried unanimously.

Consent Agenda: Councilman Thornton made a motion to approve the consent agenda, which included the following items: (1) Minutes from March 18, 2025, April 1, 2025, April 10, 2025, and April 15, 2025. (2) Approval of audit engagement letter and audit contract with Tony Brewer, CPA, PC for the year ended June 30, 2025. Total amount not to exceed \$24,000. (3) Approval of an additional handicap-accessible parking space in the downtown area. (4) Approval of quote from TigerTek Industrial Services in the amount of \$11,970.75 to repair primary lift station pump on Simpson Street. Councilwoman Smith seconded. Motion carried unanimously. Copies incorporated into minutes.

Old Business:

Consideration of a citizen request to maintain ducks on property inside the town limits – Town Administrator Michael Sands informed the Council that the existing ordinance Section 93.06 allows up to six female chickens. However, Section 93.01 Definitions, provides that ducks are considered livestock and not pets. Section 93.02 provides that no person may keep or harbor livestock within the town. After consultation with the Police Chief and Animal Control, the Council opted to leave the ordinance as is and not allow ducks. Councilman Farmer made a motion to leave the ordinance as is, with ducks not permitted. Councilman Thornton seconded. Motion carried unanimously.

NEW BUSINESS

Public Hearing – Consideration of amendments to Section 50.02 (Nuisances; abatement) and 50.21 (Noxious growth) - Councilman Farmer made a motion to open the Public Hearing. Councilman Shelton seconded. Motion carried.

Mr. Sands spoke about this item and the floor was opened up for public comments. No one signed up for public comments. Councilman Farmer made a motion to close the Public Hearing. Councilman Shelton seconded. Motion carried.

Consideration of Ordinance O-2025-01 Amending Code of Ordinances Chapter 50: Section 50.02 (Nuisances; abatement), Section 50.21 (Noxious growth) and adding new Section (Grass, Noxious Weeds and Similar Nuisances) - Councilman Farmer made a motion to approve Ordinance O-2025-01 as presented by staff. Councilwoman Smith seconded. Motion carried unanimously. Copy incorporated into minutes.

Museum and Archives of Rockingham County (MARC) – David French, President and Executive Committee Chair and Jeffrey Bullins, Past President and Finance Committee Member were in attendance. Mr. French spoke and presented a PowerPoint presentation that included the following key points:

- Overview of MARC's mission, history, and community engagement
- Highlights of museum operations and exhibits
- Description of historical relevance to Rockingham County and Stoneville
- Status of ongoing renovations and capital improvements
- Funding sources and financial accountability

There was discussion about the lease terms with the county, museum sustainability, and significance of historical preservation. Mr. French stated the request is being made of all municipalities in Rockingham County for a one-time municipal grant of \$4,000 (\$3 per resident) for capital improvements. Councilman Farmer spoke in favor of the one-time grant and asked Mr. Sands to consider in the upcoming budget presentation. Copy incorporated into minutes.

Consideration of Uniform Guidance Procurement Policy – Mr. Sands stated this policy is required for federal and state grant compliance and is requesting that the Council adopt to ensure we have an updated policy in place for future grant applications. Councilman Farmer made a motion to adopt the Uniform Guidance Policy. Councilman Shelton seconded. Motion carried unanimously. Copy incorporated into minutes.

Consideration of Resolution R-2025-05 Application for North Carolina Department of Commerce Rural Downtown Economic Development Grant Fund (Fidelity Building Revitalization/Reuse Project) - Mr. Sands spoke on this item and requested approval of the Resolution to proceed with the grant application. Councilman Shelton made a motion to approve Resolution R-2025-05. Councilwoman Smith seconded. Motion carried unanimously. Copy incorporated into minutes.

Consideration to appoint Brent Epling to the Planning Board/Board of Adjustments as an Inside Member – Councilman Farmer made a motion to appoint Tammy Evans as an inside member of the Planning Board and Board of Adjustment versus her current role as an alternate member and offer Mr. Brent Epling the alternate seat based on his recent application. Councilwoman Smith seconded. Motion carried unanimously.

Consideration of Resolution R-2025-06 Authorizing the Disposition of Town Property (Gas engine, valve, piping, and pump panel no longer being used by the Fire Department) – Councilman Farmer made a motion to approve Resolution R-2025-06. Councilman Shelton seconded. Motion carried unanimously. Copy incorporated into minutes.

Proclamation of National Police Week (May 11-17, 2025) – Mayor Galvan issued the proclamation honoring law enforcement for their service. She recognized their contributions to the Town of Stoneville. Copy incorporated into minutes.

Proclamation of National Public Works Week (May 18-24, 2025) – Mayor Galvan issued the proclamation honoring public works for their service. She recognized their contributions to the Town of Stoneville. Copy incorporated into minutes.

Public Comments: None

Upcoming meetings and events were announced by Mayor Galvan and she thanked everyone for coming to the meeting.

Mayor Galvan asked for a motion to go into Closed Session pursuant to N.C.G.S. 143-318.11(a) (3) to Consult with the Town Attorney, and (6) Personnel. Motion made by Councilman Shelton. Seconded by Councilwoman Smith. Motion carried unanimously.

Motion to go out of closed session made by Councilman Thornton. Seconded by Councilman Farmer. Motion carried unanimously.

Motion to adjourn made by Councilman Thornton. Seconded by Councilman Shelton. Motion carried unanimously.

The meeting adjourned at 9:10 p.m.

Mayor, Kathy Stanley-Galvan

Town Clerk, Deleia Hutcherson

Stoneville Town Council
Special Meeting Minutes – Budget Presentation
May 15, 2025
6:00 PM – Council Chambers

Special Meeting – Budget Presentation

Present were Mayor Kathy Stanley-Galvan, Council members Curt Bennett, Henry Thornton, Johnny Farmer, Lee Shelton, and Daisy Smith. Also present were Town Administrator Michael Sands, Finance Officer Shannon Tucker, Town Clerk Deleia Hutcherson, Police Chief Rebecca Dixon, Public Works Director Byron Curry, Fire Chief Joel Freeman, and Town Attorney Eugene Russell.

Welcome: Mayor Galvan welcomed everyone and called the meeting to order at 6:00 p.m.

Councilman Thornton made a motion to approve the meeting agenda for May 15, 2025. Councilman Shelton seconded. Motion carried unanimously.

Mayor Galvan turned the meeting over to Town Administrator, Michael Sands. Mr. Sands stated the primary purpose of the meeting was to present and discuss the proposed Fiscal Year 2025-2026 Budget, and address policy and contract considerations related to grant compliance and municipal operations.

Agenda Items:

Appoint James Michael Sands as Budget Officer – Councilman Thornton made a motion to appoint James Michael Sands as the Budget Officer. Councilman Shelton seconded. Motion carried unanimously.

Consideration of Resolutions:

- a. R-2025-07 Adopt Uniform Guidance Property Management Policy (ARP)
- b. R-2025-08 Adopt Program Income Earned from Expenditure Policy (ARP)
- c. R-2025-09 Adopt Eligibility Determination/Use Policy (ARP)
- d. R-2025-10 Adopt Nondiscrimination Policy (ARP)
- e. R-2025-11 Adopt Allowable Costs and Cost Principles for Expenditures (ARP)

Mr. Sands stated the resolutions were required to update language and ensure compliance with grant-related documentation. Councilman Shelton made a motion to approve Resolutions R-2025-07 through R-2025-11 as presented by staff. Councilwoman Smith seconded. Motion carried unanimously. Copies incorporated into minutes.

Consideration of Policies:

- a. Risk Assessment and Internal Control Policy
- b. Preaudit Policy
- c. Internal Purchasing Policy
- d. Disbursement Policy
- e. Record Retention Policy (ARP)

Mr. Sands stated the policies presented have been updated and revised with proper language.

Councilman Farmer made a motion to approve all policies (a through e) as presented by staff. Councilwoman Smith seconded. Motion carried unanimously. Copies incorporated into minutes.

Consideration of Quote from KEB Services, Inc. in the amount of \$8,074.77 for audio and video equipment to livestream monthly Council meetings – Mr. Sands confirmed the upgrades would be funded by the PEG (Public, Educational, and Government Access Grant and installation is expected to be completed by July 1, 2025. Councilman Farmer made a motion to approve the quote from KEB Services, Inc. in the amount of \$8,074.77 to upgrade the Council Chambers. Councilman Thornton seconded. Motion carried unanimously. Copies incorporated into minutes.

Consideration of contract with Dexter Media to record and livestream monthly Council meetings - Mr. Sands requested approval to contract with Dexter Media at a cost of \$3,000.00 annually to manage the audio and video equipment as well as manage the live stream uploads of the meetings. He will also submit the files to the county for uploading on the Peg Channel. This will be funded from the PEG Grant. Councilman Shelton made a motion to approve the contract with Dexter Media in the amount of \$3,000.00. Councilman Farmer seconded. Motion carried unanimously. Copy incorporated into minutes.

Presentation of Proposed Budget for Fiscal Year 2025-2026 - Mr. Sands provided the following highlights:

- \$250,000 from General Fund allocated to pavement study related projects
- Updated cost-of-living adjustment (COLA) to 3%
- Adjusted department salary schedules

There was discussion to clarify the per-call pay rate for the Fire Department. It was the consensus of the Council to have a flat rate of \$20.00 per call, regardless of the emergency type. Councilman Farmer made a motion to approve a rate of \$20.00 per call. Councilwoman Smith seconded. Motion carried unanimously.

Council Comments and Requests:

- There was discussion over tracking and reporting of fund balance and interest. The Council requested clarification on fund balance classification (unrestricted and designated) and better transparency. They emphasized separating and tracking fund balances, including interest earnings. Staff agreed to consult the auditor for best practices.
- A request was made to provide monthly personnel reports reflecting any salary changes including raises, COLA, or any other adjustments.
- A discussion was held about exempt vs non-exempt employees and FLSA compliance. A request was made to adjust Recreation Director pay to hourly wage.
- Request was made for date to be provided on all reports that are provided to Council.
- Council commented on the Code Enforcement line item and suggested that since the services are contracted, this should be shown as contracted services versus salaries.

Staffing Updates:

- Police Department - nearing full staff capacity; final interview pending
- Fire Department - no full-time employees; only paid per call
- Public Works - part-time labor position included in the proposed budget

Water and Sewer Rates:

- 2025 budget includes a 25% water rate increase (year 1 of 5-year recommendation). The original consultant proposal was a 55% increase in year 1.
- Citizens raised concerns about compounding rate hikes and the Council clarified that only one year is being approved and the rates will be reviewed and considered on an annual basis.
- Staff emphasized goal of achieving a sustainable enterprise fund. The LGC (Local Government Commission) also recommended an increase. Staff confirmed that fund balance transfers have been used the last two years to address water and sewer shortfalls.

Staff informed the Council that quotes were still pending from private insurance brokers for employee benefits (health, dental, vision, etc.)

Mayor Galvan thanked everyone for coming out and announced the Public Hearing scheduled for June 3, 2025 for the 2025-2026 Budget.

Motion to adjourn made by Councilman Thornton. Councilwoman Smith seconded. Motion carried unanimously.

Meeting adjourned at 7:02 p.m.

Mayor, Kathy Stanley-Galvan

Town Clerk, Deleia Hutcherson