**Stoneville Town Council**
**Meeting Minutes**
**May 1, 2018**
**7:00 PM**

**Present:** Present were Mayor Ricky Craddock, Mayor Pro tem Lori Armstrong, Councilmen Chuck Hundley, Henry Thornton, Jerry Smith and Johnny Farmer.

Also, present were Town Manager Ken Gamble, Human Resource/Finance Officer Joanna Dalton, Police Chief Frank Moore, Police Captain Brandon Rivera, Police Officer Lee Edwards, Police Administrator Perry Webster, Fire Chief Tim Brown, Public Works Director Mark Malloy, Town Engineer Bill Lester and Town Attorney Lisa Arthur. Town Clerk Sherri Darnell was absent.

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

**Minutes:** Mayor Craddock asked for a motion to approve the Minutes from the last meetings. Councilman Thornton made the motion. Mayor Pro tem Armstrong seconded. Motion carried.

**Agenda:** Mayor Ricky Craddock asked for a motion to approve the Agenda with the removal of Items #2 and #6. Mayor Pro Tem Armstrong made the motion to approve the Agenda with these two items removed. Councilman Thornton seconded the motion. Motion carried.

**Public Hearing:**

Mayor Craddock asked for a motion to open the public hearing. Councilman Thornton made the motion. Councilman Smith seconded. Motion carried.

**Economic Incentives Package for Southern Finishing:**

Jan Critz of Rockingham County Economic Development explained that Southern Finishing agrees to make $920,940.00 in building improvements and invest $560,000.00 in machinery as well as create 54 new jobs. Rockingham County will provide $22,929.13 in incentives and the Town will provide $22,731.47 in incentives in two phases beginning FY 2019-2020 and ending FY 2022-2023.

Mr. Ed Brown, President of Southern Finishing, expressed his gratitude to Council for considering this request.

No one signed up for Public Comments during the Public Hearing.

Mayor Craddock asked for a motion to close the public hearing. Councilman Smith made the motion. Councilman Thornton seconded. Motion carried.

**New Business:** **Economic Incentives Performance Agreement:**

Councilman Farmer made a motion to approve and execute the agreement for Southern Finishing. Councilman Thornton seconded. Motion carried. Copy incorporated into the minutes.

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**Proclamation for National Police Week 2018:**

Mayor Craddock read the proclamation and asked for a motion of adoption. Councilman Thornton made the motion. Councilman Hundley seconded. Motion carried. Copy incorporated into the minutes.

**Proclamation for Public Works Week 2018:**

Mayor Craddock read the proclamation and asked for a motion of adoption. Councilman Smith made the motion. Councilman Thornton seconded. Motion carried. Copy incorporated into the minutes.

**Proclamation for Municipal Clerks Week 2018:**

Mayor Craddock read the proclamation and asked for a motion of adoption. Mayor Pro tem Armstrong made the motion. Councilman Hundley seconded. Motion carried. Copy incorporated into the minutes.

**Administrative Services Contract for CDBG Project:**

Town Manager Gamble stated that RFQ's were sent out with only 3 responses received. LKC Engineering was the lowest at $85,000.00. The other 2 bids were $117,000.00 and $130,000.00. Councilman Farmer made the motion to approve LKC Engineering to perform Administrative Services for the Town of Stoneville's 2018 CDBG infrastructure project. The Town will not enter into a formal contract until all conditions have been met in accordance with CDBG and NC DEQ Division of Water Infrastructure regulations and guidelines. Councilman Thornton seconded. Motion carried. Copy incorporated into the minutes.

**Engineering Services Firm for CDBG Project:**

Town Manager Gamble stated that only 2 companies responded to our inquiry for statement of qualifications. LKC Engineering scored 96 of 100; the other firm scored 61.5 of 100. Councilman Smith made the motion to approve LKC Engineering to perform Engineering Services for the Town of Stoneville's 2018 CDBG infrastructure project. The Town Manager will negotiate a fair market price for engineering services, but the Town will not enter into a formal contract until all conditions have been met in accordance with CDBG and NC DEQ Division of Water Infrastructure regulations and guidelines. Councilman Hundley seconded. Motion carried. Copy incorporated into the minutes.

**Water Tower Operation Options:**

Town Manager Gamble clarified that the Town never ran out of water during the recent fire drill that was shut down; however, the adjoining neighborhood from where the drill was being held experienced low to no water pressure. Town Manager Gamble also addressed the tank levels by explaining the water quality ratings regarding disinfection by-products (TTHM and HAA5) as required by the State and what is required to maintain the proper readings. (i.e. fill levels in water storage tanks, flushing etc.) Town Manager Gamble also presented 2 additional options for the tanks that would cost more in equipment and lost water.

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Town Engineer Lester explained to Council that the amounts of water in the tanks would be sufficient for fire protection for several hours and that the larger pump at the booster station can be turned on by Public Works if necessary. Copy of presentation incorporated into the minutes.

Fire Chief Brown stated that he has advised all fire fighters to have C-Comm contact the Public Works department if they have a structure fire and need a high volume of water.

Public Works Director Malloy stated that he found 2 valves that were closed on a 12 inch main that have now been reopened. Town Engineer Lester stated that this is a major find.

By consensus, Council agreed to continue operations as is.

**Utility Billing Software:**

Finance Officer Dalton presented a request to change to a new utility billing software system. This new software will allow on-line payments, paperless billing, better reporting, user friendly, better support, compatible with cellular read meters and much more. After some discussion, Councilman Farmer made the motion to proceed with the new software. Councilman Smith seconded. Motion carried. Copy incorporated into the minutes.

**Budget Amendment 5b FY 2017/2018:**

Finance Officer Dalton explained this budget amendment increases expenditures and revenues by $5,000.00 to the enterprise fund in order to purchase the new utility billing software. After some discussion, Councilman Farmer made the motion to approve the amendment. Councilman Smith seconded. Motion carried. Copy incorporated into the minutes.

**Budget Amendment 5 FY 2017/2018:**

After much discussion, Councilman Farmer made the motion to postpone until after the budget presentation. Mayor Pro tem Armstrong seconded. Motion carried.

**Budget Presentation:**

Town Manager Gamble presented the budget for FY 2018-2019. Copy incorporated into the minutes.

After much discussion, Councilman Farmer made the motion to approve the budget by using $13,000.00 fund balance to add the Parks & Rec director position back into the budget and a 401K match of 100% of employee contributions up to 3% and a 50% match on an additional 4%. (The total match for an employee contributing 7% would be 5%). Councilman Hundley seconded. Motion carried 3 to 2 with Mayor Pro Tem Armstrong and Councilman Smith voting NO.

**Public Comments:** No one signed up for public comments.

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**Clean Up Week Report:**

Public Works Director Malloy stated that 15 tons of refuse was taken to the landfill. Director Malloy asked that we place a ban on glass for next year.

**Get Fit Rockingham:**

Town Manager Gamble stated that we are hoping for a June 2nd kick off date for all municipalities. Still working on a brochure or flyer and t-shirts.

**Town Manager Report:**

Town Manager Gamble stated that the USDA Project is moving along with the sewer and water main service on South Henry Street at Service Logistics/Sothern Finishing being completed. The line replacement at N. Glenn Street and Highland had to be stopped due to a water main issue that will have to be approved by USDA before it can be addressed. The sewer line replacement in the area of Forrest and Leslie is almost complete. The next area should be Oaklawn St.
Branding Project: Banners have been received and installed. A few hangers needed replacement clamps and will be installed as soon as received.
Pocket Park Project: All utility work has been completed and we are waiting on the contractor to finish Phase I.
The Primary Elections are May 8th with the ¼ cent sales tax referendum to benefit workforce development and RCC on the ballot.
The next Cruise-In is May 18th from 5 – 8pm

**Executive Session:**

Mayor Craddock asked for a motion to enter into executive session. Councilman Farmer made the motion. Mayor Pro tem Armstrong seconded. Motion carried.

**Regular Session:**

Upon return to regular session Mayor Craddock stated that a legal business matter was discussed with no action taken.

**Adjourn:** Mayor Craddock then asked for a motion of adjournment. Councilman Thornton made the motion. Councilman Farmer seconded. Motion carried.

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Mayor, Ricky Craddock

Town Clerk, Sherri Darnell, CMC, NCCMC