

Town of Stantonsburg
Regular Board Meeting
January 8, 2024

Mayor Coley Rhodes called the monthly board meeting to order at 7:00 PM. The following council members were present: Donnie Bass, Eartha Butler, Ben Harper, Jackie Grice, and Steve Mooring. Also present was Town Manager Brian Hawley, Town Clerk Alexis Whitley, and Town Attorney Slade Rand.

Pledge of Allegiance and Prayer: Mayor Rhodes led the Pledge of Allegiance and opened the meeting with prayer.

Approval of Agenda: Councilman Mooring made motion to approve the agenda adding an amendment to the July minutes. Passed unanimously.

Approval of the Minutes: *December 11th, 2023, regular session minutes were approved as amended with changes to the title of Councilwoman Butler and Councilwoman Grice in the attendance section and changes to the wording of the surplus property. Closed Session minutes from December 11th, 2023, were approved as amended with changes to a grammatical error.*

Town Manager Hawley discussed the changes that need to be made to the July meeting minutes. There needs to be a correction to the July minutes where the board reached a consensus that was overlooked as an "action" made.

Public Comment: Tommy Stanton, who lives in town, shared his thoughts and ideas on the Seal Building property project. He also has concerns regarding our railroad crossing at Yelverton Street not being in good shape and that nothing has been done to it even after another resident had concerns previously.

Presentations: Betsy Kane with Upper Coastal Plain Council of Governments to talk about the Seal Building Discussion.

Town Manager Hawley presented the LSLI Loan/Grant Resolution. Councilwoman Grice made motion to adopt the LSLI Loan/Grant Resolution. Passed Unanimously.

Town Manager Hawley presented the Voluntary Annexation Petition for Briar Farm Phase II A and B. Councilman Harper made motion to go forward with the petition. Passed Unanimously.

Financial Reports: *December:* Monthly Receipts: \$395,285.88 Disbursements: \$324,721.53 Difference: \$70,564.35. Report referred to our auditors.

Manager Hawley reported that the town updated the state logos information quarterly report which was turned in today.

Councilman Mooring questioned the invoice for USIC. Manager Hawley is currently searching for a contract between the Town and USIC.

Councilman Mooring is concerned that we still have a Walmart credit card. Manager Hawley states that it is the Council's decision to get rid of the credit card or to keep it. It is mainly used for Shop with a Cop

purchases. He also has concerns regarding a PayPal payment. Manager Hawley will refer to Finance Office Victoria Lucas about this. Councilman Mooring still has concerns about the amount of overtime hours.

Invoices for Payment: Councilwoman Grice made motion to approve invoices for this month. Passed unanimously.

Old Business: Town Manager Hawley presented area light costs to the Council to see which option they prefer to go with to charge for area lights. There will be a \$35 service fee, regardless. Manager Hawley presented the 3 options for the Council to discuss. Per Manager Hawley, new customers that are getting a new light pole will have the pole rental. Moving forward, the town plans to start tracking when a light pole is placed at an address, so the town knows who the pole belongs to.

Councilman Harper made a motion to go with Option 2 “\$35 service fee, 35-Watt Light Rental at \$11.11 with pole rental \$16.11 @ \$5 with overhead service being \$1.50 per foot and underground service being \$6.00 per foot” contingent on the utility bill being covered and the light depreciating over 5 years. New customers that are getting a new light pole will have the pole rental. Moving forward, the town plans to start tracking when a light pole is placed at an address, so the town knows who the pole belongs to. Passed unanimously.

Councilman Bass wanted to thank the Town for placing a streetlight where the bus stop is at Main Street/Macon Ave.

New Business:

Town Manager Hawley states that Mr. Bynum must be replaced in the Viable Utility Program. Currently on the Viable Utility List, the town has Mayor Rhodes and Councilman Mooring as two of the elected officials that are currently doing the program. There is only one space that needs to be filled. Councilwoman Grice volunteered to be the town’s new designated elected official for the Viable Utility Program.

Manager Hawley presented Budget Amendment 12/24 to the Council and discussed some of the increases/decreases. Councilman Bass made motion to approve the budget amendment 12/24. Passed unanimously.

Manager Hawley presented an estimate on a 55lb ice machine for the Town. During the summer the Town purchases a lot of ice, and the water department needs it for everyday samples. Councilman Bass recommends not putting it in the shop because of the environment and temperature. Councilman Harper is concerned that 55lbs won’t be enough ice during the summer when they are filling coolers up.

The council agreed to table the decision on the ice machine and search for a bigger one pending email approval.

Manager Hawley presented the GPS Policy. Councilwoman Butler made motion to approve the GPS policy that was presented. Passed unanimously.

Manager Hawley presented the application process for boards and committees. The council already approved a new slate which was effective January 1st.

Councilman Harper made motion to approve the Board, Commission, and Committee application. Passed unanimously.

Manager Hawley presented the “floating holiday” policy the town has and the challenges we dealt with during holidays. Usually, staff have Friday’s off so when a holiday falls on a Friday they take an extra “floating” day the following week for their holiday. Now, all employees will no longer receive a floating holiday but just get paid 8 hours for that Friday.

Councilwoman Butler made a motion to do away with the floating holiday and pay for these days instead. This year, it happens to be the Friday of Thanksgiving only. Passed unanimously.

Manager Hawley presented the mold remediation estimate from Hero Mold Company for the property at 110 E. Commercial Ave. The agreement was that they would do all the remediation, and the town would scan the documents afterwards. Councilman Mooring and Councilman Harper want to know if they could do both to save the town some time.

Councilwoman Grice made a motion that we accept Hero Mold Company’s Remediation estimate and to let Brian move forward with the process. Passed unanimously.

Manager Hawley presented the bank signature card information needed for each bank to update the vacant signee.

For KS Bank a motion was made by Councilman Mooring to allow Victoria Lucas, Finance Officer; Brian Hawley, Town Manager; Tammy Webb, Deputy Clerk; Coley Rhodes, Mayor; and Councilman Steve Mooring; to be listed as contacts for the Town of Stantonburg’s KS Bank accounts. Passed unanimously.

For Truist Bank a motion was made by Councilman Mooring to allow Victoria Lucas, Finance Officer; Brian Hawley, Town Manager; Tammy Webb, Deputy Clerk; Coley Rhodes, Mayor; and Councilman Steve Mooring; to be listed on the Signature Cards for the Town of Stantonburg’s Truist Bank accounts. Passed unanimously.

For Truist Bank a motion was also made by Councilman Mooring to allow Victoria Lucas, Finance Officer; Brian Hawley, Town Manager; Tammy Webb, Deputy Clerk; Coley Rhodes, Mayor; Alexis Whitley, Town Clerk; Councilman Steve Mooring; to be listed on the Deposit Resolution for the Town of Stantonburg’s Truist Bank accounts. Passed unanimously.

Department Reports:

The Water/Sewer Department: **Wastewater:** In the month of December we received 7.3 inches of rain and 5.1 inches of that came from December 17th-18th. The 24hr flow on the morning of the 17th was 78,000 gallons and on the 18th was 968,000 gallons. Total flow slowly reduced to 202,000 gallons on the 25th. Another 1 inch of rainfall fell on the 27th and the 24-hour flow total increased to 408,000 gallons on the 28th. Daily average flow for the month of December was 213,000 gallons. That is 57% of our permitted capacity of 375,000 gallons. All lab reports from Waypoint Analytical for the week of 18th-22nd have been received with no violations to report. The Wastewater Treatment Plant ran at 35% of its Daily Average Permitted Flow Capacity for the calendar year of 2023, which is well below the 80% rule that placed the Town under a sewer moratorium in 2020. **Collections:** The main lift station ran at near its maximum capacity for 6 hours during the heavy rain event of December 17th-18th. Only a minor spill at the Main Lift Station occurred when the level transducer failed to read the level in the wet well and shut

both pumps off. Edwin and Roger were there when this happened, and Roger quickly switched both pumps to manual and restarted them. The flow to the lift station was reduced enough this time for the pumps to lower the wet well level. It is believed that the high amount of grease that washed into the wet well due to the high flow, caused the water level indicator to malfunction. There were no other spills found or reported during this period. **Water:** the town continues to make progress on the Lead Service Inventory. We currently have approximately 14% of all service lines inventoried. For the calendar year of 2023 we pumped a total of 132,376,464 gallons of water from all 5 wells, which puts us below our permitted limit of 142,794,610 gallons. The new heater was installed by Fire and Ice in the Water Treatment Plant the week before Christmas. Routine maintenance was performed across all four systems in the month of December. The town ended 2023 with no violations to report.

For Park/Rec: We have been maintaining the grounds, however we do have two lights that need to be replaced.

Public Works: Our employees did a great job getting caught up on sanitation after Christmas and New Year. Repairs were done along Travis St and Whitley St by Ralph Hodges.

Electric Department: A light was placed on the pole across from the bus stop to light it up for those waiting early in the mornings for the bus. The light over the town hall facing the flag has been replaced. New hire Jeff Barnes is in place, and they are focusing on getting all right of ways taken care of in the upcoming months.

Police Report: Police report reviewed. An alarm did go off last week which was not included in this month's packet – it was not the Elementary School.

Manager's Report:

The town updated their hiring practices moving forward. After a department meeting it was agreed that all employee candidates will be interviewed by the current department supervisor plus the Town Manager and Finance Officer. All background checks/investigations will be conducted and completed before any tentative or other offer is made to the employee and they will not start at all in any capacity until all that information has been returned and they have been cleared.

LifePoint has accepted our offer and have begun their paperwork for their building and the town.

The Solar Interconnection Agreement is almost complete, and the town should have a final version of the proposed policy within the next week.

OSBM paperwork for the \$500,000 Town Hall project was completed and submitted. We anticipate those funds being released soon.

Accountant Gary Pittman said they should be finishing up their process in the next few weeks and then it can all be handed over to Anthony to write the report for Martin so he can finalize our 2022 Audit at the end of February or beginning of March. Once he is done, they will start on the 2023 audit.

Comments from Mayor and Council:

Councilwoman Grice echoes Mr. Stanton's concern regarding Mr. Hubert Tyson bringing up the 3rd railroad intersection not being updated at all, and it not being addressed. Manager Hawley does not

recall Mr. Tyson's presence at a Town meeting that he was a part of, but he will follow up with Mr. Tyson regarding this issue.

Manager Hawley presented an email he received from Carolina Coastal Railway regarding a water line and easement. Town Attorney Slade Rand is aware of this.

Councilman Butler has concerns about the number of items emailed to them for monthly board packets. She wants to try a different method to send items out. Councilman Mooring states OneDrive was being used before.

Councilwoman Butler followed up asking for an update on the letters they agreed to do thanking the outgoing council members for their many years of service.

Councilman Bass has concerns regarding ATVs riding throughout town. He also confirmed with manager Hawley that they are not changing the curbing in the Truist parking lot. He also requests that the Humvee is moved out of the Truist parking lot as it causes a problem with traffic flow and turning radius. Councilman Bass has concerns about the backhoe operator grabbing a hold of people's yards when picking up small stacks of yard debris.

Councilman Bass asked for an update on the potholes on Main Street to see if we have heard from NCDOT. Manager Hawley has reached out to another company that has a different patch mix that we are going to try once we have some samples to look at.

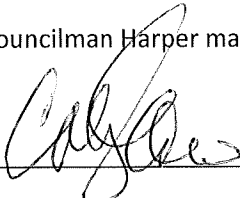
Councilman Mooring echoes Councilman Bass' concern regarding the Humvee. He also proposed that the town look at all the ordinances and update them. Councilman Mooring would like to reach out to Betsy Kane with UCPCOG to see what her suggestions are regarding this and some planning for the town. Town Manager Hawley recommends getting the planning board involved as well.

Town Attorney Slade Rand states that we would need to update the UDO. A new version of the UDO is on the website.

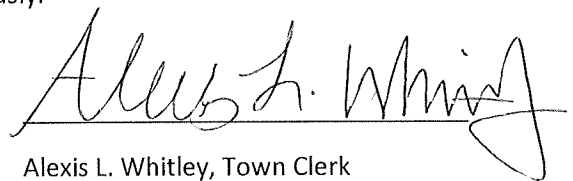
Councilman Harper has concerns regarding what he has heard about the cat situation in town and that we are a drop off location. Town Manager Hawley states he was told that if their "cat colony" is from here, they will be released back to their colony, but he will check with the Sheriff's office regarding Councilman Harper's concern.

Mayor Rhodes does not have anything.

Councilman Harper made motion to adjourn. Passed unanimously.



Coley H. Rhodes, Mayor



Alexis L. Whitley, Town Clerk