

**Town of Stantonsburg**  
**Regular Board Meeting**  
**April 8, 2024**

Mayor Coley Rhodes called the monthly board meeting to order at 7:00 PM. The following council members were present: Donnie Bass, Ben Harper, Eartha Butler, and Steve Mooring. Also present was Town Manager Brian Hawley, Town Clerk Alexis Whitley, and Town Attorney Slade Rand. Councilwoman Jackie Grice arrived at 7:15 PM.

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

**Approval of Agenda:** Councilman Harper made a motion to approve the agenda. Passed unanimously.

**Approval of the Minutes:** Councilwoman Butler requested to take out the statement on page 6, paragraph 3 which stated, "There have been many concerns regarding speeding in this area which is why it is patrolled heavier." Minutes were accepted as amended.

Councilman Mooring requested to see minutes once they are amended.

**Public Comment:**

Linda Mooring, who resides on Commercial Avenue was present to discuss the trap-neuter-vaccinate-release program that Wilson County has and the number of cats in town. She suggested that maybe the town should repost the program to share with citizens as it now has new funding.

Susan Webb, who resides on Tyson Farm Road, was present regarding her electric bill, which was an old business item that Town Manager Hawley planned to discuss.

Katherine Horton, who resides on Tyson Drive was present to further discuss her concerns about being harassed and stalked in her neighborhood and at her home.

**Presentations:**

Ryan Marlar, CPA, presented his engagement letters to the council and was available for any questions that the council had regarding his work.

Councilman Harper had concerns regarding the final invoices from Gary Pittman.

Councilman Mooring made a motion that the town hire Ryan Marlar, CPA, to come in and do our accounting services and as of Monday, April 15<sup>th</sup>. Passed unanimously.

**Financial Reports:**

*March:* Monthly Receipts: \$1,287,642.78 Disbursements: \$1,155,023.09 Difference: \$132,619.69. Report referred to our auditors.

Town Manager Hawley let the council know that the claim for the incident on NC Hwy 222 was submitted to insurance and we are awaiting a response.

**Invoices for Payment:** Councilman Mooring contacted Victoria before the meeting about a few checks listed on the check register. He had concerns about USIC, and the town being billed every time 811 is called.

Councilwoman Grice asked what services Waypoint Analytical provides for the town. Town Manager Hawley stated that this is the place where our water samples are taken, which is a weekly process.

Councilman Mooring had concerns about the \$250 charge at Walmart with the Truist card and requested more information on what this was for.

The previous Lowes statement was provided since the most recent was not available in time for the meeting.

Councilman Harper made a motion to approve invoices for the month of March. Passed unanimously.

**Old Business:** Town Manager Hawley spoke with our customer regarding her electric bill and the high amount of usage. She sought a private engineer to meet with the town engineers as they talked about the issues. The town engineers provided a report for the town council. Knowing the work that the person was hired to do and the 15 KVA, both engineers have the same opinion, and they believe the meter malfunctioned. They recommend that we change out the meter and send in the current meter to have it tested. A fuse or the transformer would have blown with the amount of load from a live wire being that it was a 15 KVA and it did not blow. Councilman Harper made a motion to do an average bill for the month according to the prior year and the town absorb the remaining costs. Passed unanimously.

Council members received their business cards as requested.

Regarding Saratoga Light Utility poles, Town Manager Hawley will get information out to the council to revisit it at a later meeting to discuss what they are looking for.

Procurement Policy will be discussed in the May meeting.

Fire District Tax Resolution has been submitted to the county and it is on their county commissioner's agenda to discuss approval tonight.

Town Manager Hawley discussed the CD rate renewal information, which finance officer Victoria Lucas provided for the council. CD #3 is up for renewal on 4/19/24. Councilman Mooring made a motion to move the money from KS Bank to NC Capital Management Trust for CD #3 which renews on 4/19/24. Passed unanimously.

**New Business:** Town Manager Hawley presented the resolution between the Town of Stantonsburg and the Stantonsburg Community Building to provide lawn services. Councilman Mooring had a liability concern and requested the need to add an indemnification provision in the case of a rock being thrown, etc. Councilwoman Grice made a motion to approve the resolution as written. Vote 3 to 2. Councilman Bass, Councilman Harper, and Councilwoman Grice for. Councilman Mooring and Councilwoman Butler against. Motion carried. Councilman Harper requested that we double check the liability per insurance.

Town Manager Hawley presented the updated Golf Cart Ordinance. The inspection and fees were updated along with a new inspection check list. There will be a manual process in recordkeeping to track the information for golf carts. Councilman Mooring was concerned that citizens will not know this updated ordinance is being enforced. Councilman Harper requested that the Golf Cart Ordinance be posted on Facebook and the website. Councilwoman Grice made a motion to adopt the updated Golf Cart Ordinance. Passed unanimously.

Public Service Connection Ordinance was presented. Town Manager Hawley requested the council to amend a portion of the ordinance to say "water or sewer" instead of "sewer" in B section 2, second sentence. Councilman Mooring requested an amendment to a spelling error "aversely" in the ordinance in E section 3 to read "adversely". Anyone within 200 ft of where our water lines end can request to hook into our system at their cost, but they will be required to be annexed into the town. Councilman Harper made a motion to adopt the ordinance as amended.

The Town Cash Management Policy was presented by Town Manager Hawley. Councilwoman Grice made a motion to adopt the Town Cash Management Policy. Passed unanimously.

The Uniform Policy was presented by Town Manager Hawley. The Town will continue to provide law enforcement personnel uniforms. Town employees will be provided with shirts. The Town Council may vote to approve an allowance for eligible employees for safety/protective shoes. The allowance being \$200. Manager Hawley recommends Guardian Boot come out on an annual basis. Councilman Harper made a motion to approve the Uniform and Footwear Policy. Passed unanimously.

Annual Fuel Costs and the Vehicle Policy was presented by Town Manager Hawley. The town's goal is to limit who can take vehicles home. The Town understands the need for law enforcement to take them home. Two employees in the Electric Department drive trucks home every day and the Town is looking to save some money. Both trucks had a GPS installed, 1 GPS is missing. Manager Hawley stated that we have ordered another GPS to replace the one missing. Councilman Mooring discussed the amount of fuel being used. Town Manager Hawley is in the process of getting access to run reports for GPS. Fuel is purchased from Summerlin Oil Company. Councilwoman Butler requested that the Town seek other bids for fuel. She requested 3 bids, 1 current and 2 others. Councilwoman Butler also wants to see a copy of the fuel log. Town Manager Hawley will provide that. Councilwoman Butler made a motion to accept the vehicle policy as written. Passed unanimously.

Town Manager Hawley presented the resolution for the Industrial Project Voluntary Annexation petition for the Town Clerk to investigate the sufficiency of the petition. Manager Hawley spoke with Steve Oliverio after being concerned about our town's water well nearby. There will be no toxic materials manufactured at this location. The town engineers will be looking over site plans and if any issue arises, the town will be made aware, and protocols will be met. They requested to hook into the Town water and sewer systems and Town Manager Hawley thinks we can take them on with no issue. Councilman Harper made a motion to accept the resolution for the town clerk to investigate the petition of annexation in the area of Sand Pit Rd and Peacock Bridge Rd.

Town Manager Hawley discussed Vehicle Tax. The council voted to add this to our fee schedule last year, but it was never added into the budget ordinance. His recommendation was to keep the vehicle tax in the fee schedule but add it to the budget ordinance to present to the county.

**Department Reports:**

The Water/Sewer Department: Lonnie Smith and Edwin Gurkins have completed their exams. Lonnie is now collections grade 1 and will be the backup for collections ORC and Jeff Hill is being removed. Edwin will be backup number 2. Alternative power was out to provide quote for generator service contract. All sampling for both areas have been completed, no violations to report. Normal routine maintenance.

For Park/Rec: The Easter Egg hunt appeared to be a success. We had one small issue with bathroom accommodation that has been addressed.

Public Works: The sidewalks in the downtown area have been power washed. The town has added a temporary part-time employee to fill in for one of our team members.

Electric Department: Replaced the electrical infrastructure at the Saratoga Bottling Company. Durand and Kevin Smith's team hit a couple of challenges that added additional time. The cost was \$10,920. However, the infrastructure is updated, and the owner of the Saratoga Bottling Company wished to thank the town leadership for their responsiveness.

Police Report: Police report for the month of March reviewed.

**Manager's Report:**

For CDBG, Land surveys are being planned.

For Seal Building, the first meeting is scheduled to be on April 22nd to kick off the project with Ben Hitchings and Meg Nealon.

The Budget Retreat was a success. Presented lots of information and want to thank each of our town council members for attending and providing feedback.

Well and Water Line Grant Rehab Priority; Met with Mike McCallister to begin updating our CIP and get estimates for Well and Water Line Projects.

Gary Pittman is not any closer than he was in January. Finance officer, Victoria and Town Manager Hawley requested an invoice on services provided, a copy of an engagement letter, and an update on where we are in his process such as trial balances and bank reconciliations. Mr. Pittman has previously commented that he had completed the bank reconciliations but has provided no proof. We have included the information for Ryan Marlar, CPA, for the board to consider entering into an agreement to complete our FY22 and FY23 audits. There are two new letters of engagement for council consideration.

The Procurement Policy has taken Town Manager Hawley longer than expected. We are aiming to present it to the council in May.

The PPE for record retention process has arrived.

The Fire District Tax resolution was submitted to the Wilson County Tax Department.

Manager Hawley held a call with Tiffany Purdy of Wilson County on Park Grant opportunity for town owned property located adjacent to the boat landing.

Staff and the Town's Municipal Engineer partner Vince Tomaino had a call with NCDEQ on the loan that was provided for the Sewer Rehab Phase II project. The Town anticipated a revocation of the loan but were encouraged by NCDEQ now that we are on the Distressed Unit List to update our application with the new mounts and reapply. We are in the process of completing this process. The unit distress list makes us eligible for 75% loan forgiveness.

The request for funds was submitted to rehab well #2 in the amount of \$28,827.

The request for funds was submitted to reimburse the Town for gate valve replacement for water line project in the amount of \$3,000.

Finance officer, Victoria and Town Manager Hawley held a call with Tiffany Anderson from the NCLGC on the AFIR and audits.

Manager Hawley spoke with Danna Layne about possibly taking over our audits now that Martin Amerson of Carr, Riggs, and Ingram has retired. She is willing to do so, and we are working through logistics to present the town council a future letter of engagement.

Staff contacted Lori Winstead, the Wilson County Assistant Manager, to seek support from their maintenance team to investigate the door issue at the library. She and the Wilson County team are very supportive and are working with us on this concern.

**Comments from Mayor and Council:**

Councilman Harper did not have anything.

Councilman Mooring questioned when direct deposit will be in place. He also voiced his concerns about pressure washing not being completed yet.

Councilman Mooring questioned the status of 312 South Main property acquisition. Town Manager Hawley stated that the town is waiting for a closing date.

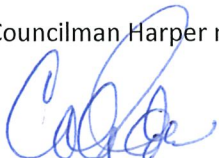
Councilman Mooring voiced his concern about the flatbed truck running every day.

Councilman Bass did not have anything.

Councilwoman Butler had questions about the construction going on off Saratoga Street heading out of town on NC Hwy 222. Town Manager Hawley stated that is where Piedmont Natural Gas is relocating their regulator station.

Councilwoman Grice questioned if the Public Records Request from Ms. Downing was fulfilled. Per Town Manager Hawley that request was fulfilled.

Councilman Harper made motion to adjourn. Passed unanimously.



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Coley H. Rhodes, Mayor



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Alexis L. Whitley, Town Clerk

