

**Town of Stantonsburg
Regular Board Meeting
November 18, 2024**

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

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

Approval of Agenda: Mayor Rhodes requested that item #4 under New Business be moved under Old Business as it was previously discussed in the October meeting. She also requested to add two additional closed session items. Councilwoman Grice made a motion to approve the agenda as corrected. Passed unanimously.

Approval of the Minutes: *October 8th Special Called Meeting Minutes:* Mayor Rhodes asked that "Harper" be corrected to "Councilman Harper" in the last sentence. *October Regular Board Meeting Minutes:* Mayor Rhodes requested that "vote 3 to 1 to hire Kaycee' Stancil as the new Finance Officer. Councilwoman Grice opposed and Councilman Bass abstained." "Vote 4 affirmative to one in the negative to hire KayCee Stancil as the new Town Finance Officer with Councilwoman Grice opposed. Motion Carried." Page 2, under Old Business, sentence 4 after discussion "to" needs to be corrected to "until." Minutes approved as written.

October 12th Closed Session Minutes: Approved as written

Public Comment: No public comments were made.

Presentations:

Vincent Tomaino with Municipal Engineering was present to discuss a Lead Service Line Inventory Loan Option.

Ben Hitchings, Meg Nealon, and Rachel Cotter with Green Heron Planning were present to discuss the Seal Building Site Plan.

A resolution was presented to accept the site plan. Councilwoman Grice requested to table the resolution for further discussion later in the meeting.

Financial Reports:

October: Monthly Receipts: \$496,342.40 Disbursements: \$385,011.09 Difference: \$111,331.31. Report referred to our auditors.

Councilman Bass asked if they were going to discuss the CD Renewal. Manager Hawley stated he will cover the CD renewal in his manager's report.

Invoices for Payment:

Town Clerk/Interim Finance Officer, Alexis Whitley, provided information on seven invoices prior to the meeting. Councilman Mooring discussed the invoice for The Law Firm of Bryan Brice requested information concerning all costs related to the solar agreement.

Manager Hawley presented an Invoice for approval for Ryan Marlar, CPA.

Councilman Bass asked where the town stands compared to the contracted amounts that were first presented. Manager Hawley will get that information to the council.

Per Manager Hawley, Ryan should be done for fiscal year 2022 unless Danna needs him to update something for her.

Councilwoman Grice made a motion to approve the invoice for Ryan Marlar, CPA. Vote 3 to 1. Councilman Bass opposed.

Councilwoman Grice asked for clarification on TEMA Services. Manager Hawley stated that this is where the town purchases poles and transformers. She also asked about the 3 checks for Brittany Peacock.

Councilman Bass asked what the invoice for "The Red Barn" was. Mayor Rhodes stated that is where the appearance commission bought some angels for part of Christmas decorations in town.

Councilwoman Butler questioned whether employees are wearing uniforms. Manager Hawley stated not all employees do and he will be discussing that.

Councilman Bass discussed Green Heron Planning's contract and the invoices that have been paid on and submitted to the state for reimbursement.

The State has reimbursed everything that has been approved and submitted but they will not reimburse any further expenses until town audits are caught up.

Councilwoman Grice made a motion to approve all invoices. Passed unanimously.

Old Business:

Manager Hawley discussed housing services for the Community Development Block Grant. He presented a contract to consult RSM and Associates for the neighborhood revitalization.

Mayor Rhodes requested an update on the CDBG title opinions. Town Attorney Slade Rand is still waiting for a response on title opinions. The council discussed title opinions. Manager Hawley will reach out to the awarding authority to see if a grant extension is available.

Manager Hawley presented a contract for TextMyGov. Councilman Mooring asked if staff had the availability to learn and use TextMyGov. Manager Hawley stated that now would not be the best time to add on something. The council requested to table TextMyGov until the Budget Retreat in 2025.

Mayor Rhodes stated that the Christmas Parade will be December 7th and Town Clerk/Interim Finance Officer is coordinating with Coastal Carolina Railway and NCDOT for road closures.

Manager Hawley presented an ordinance for street closures for NCDOT. Councilwoman Grice made a motion to adopt the ordinance for NCDOT for road closures for the 2024 Christmas Parade. Passed unanimously.

Town Manager Hawley and Attorney Slade Rand discussed the SELC.

Councilwoman Grice made a motion to go in to closed session regarding personnel under G.S. 143.318.11 (6). Passed unanimously.

Councilwoman Grice made motion to go back into open session. Passed unanimously.

Manager Hawley discussed the lease agreement for 101 N Main Street.

Councilman Mooring mentioned a few items that the council needed to revisit that are still considered old business. He requested that the fence at 312 S Main Street be moved off the neighbor's property line and the shrubbery be removed around the building.

Councilman Mooring discussed the Façade Grant information not being available to the public. Manager Hawley stated that the color palette was the last thing needed, and information can be advertised this week.

Councilman Mooring discussed an email from Betsy Kane regarding a downtown ordinance to prevent certain businesses in the downtown district. Manager Hawley stated that would be part of the UDO in which the planning board would be involved in, and he will get a meeting schedule.

Councilman Mooring referenced the August 2024 meeting and discussion on invoices from 911. He stated that the council requested call logs but have not received them. Manager Hawley will provide those to the council.

Councilman Mooring discussed the contract with Nunn, Brashear, and Uzzell dated August 13th regarding the fiscal year 2022 audit. She was supposed to issue a report no later than October 31st dependent upon a trial balance. He requested a new date for audits to be complete. Manager Hawley will reach out to Danna for a new date. Councilman Mooring discussed a follow up email with Melonie Bryan from the LGC on October 10th requesting an update on timing for 2022 and 2023 reports after the auditor's visit. Manager Hawley updated her on October 23rd.

Councilman Mooring had concerns regarding an update on 312 S Main Street and asked Manager Hawley has an update from Turpentine Design. Manager Hawley stated there was a question regarding fixtures, but plans should be completed within the next few weeks.

New Business:

Manager Hawley discussed the property survey that was completed for 312 S. Main Street. There is a fence that belongs to an adjacent property owner that needs to be relocated.

Manager Hawley and the council discussed Christmas bonuses for employees.

Councilman Mooring made a motion to do a \$300 bonus for full time employees and \$150 for part-time employees excluding those who are still in their probationary period. Passed unanimously.

Councilwoman Butler made a motion that the town do a plaque and a \$50 bonus for the employee of the year. Passed unanimously.

Mayor Rhodes discussed the Christmas Party which will be catered and take place at The Oak Room in Wilson.

Manager Hawley discussed the uniform contract buyout with Unifirst. Councilman Mooring made a motion to go with Manager Hawley's proposal to buyout the uniform contrast with UniFirst. Passed unanimously.

Manager Hawley discussed the CD renewal with KS Bank.

Councilwoman Butler made a motion to stay with KS Bank. Passed unanimously.

Manager Hawley asked for the council's consideration on purchasing approximately 100 erts from Black Creek for the Water Department. He stated that there is funding available in the budget for this purchase. Councilman Mooring is concerned about not having a warranty if we purchase from a neighboring town instead of a company. Manager Hawley stated the warranty will not provide 100% coverage on the equipment. It was a consensus of the board to give Manager Hawley the authority to negotiate a price for the 100 erts from Black Creek.

Manager Hanager presented a resolution to adopt the Sealing Building Site Plan. The plan can be adjusted afterwards if needed. Councilwoman Grice is concerned that this site is close to Councilman Mooring's home, and she asked if there will be something in place to separate the site and his property. Manager Hawley stated that there is a drive-through area that would segregate his property and the seal building site but perhaps the council could look into placing a sound buffer between the two.

Councilwoman Grice has concerns about the costs of the project and asked if the town has a grant to fund this project. Manager Hawley stated that the town would need to raise money and reach out to organizations. There is always funding available from the state if the town qualifies. The original grant for the Seal Building site was for \$50,000.00.

Councilman Mooring made a motion to adopt the resolution to approve the seal building site plan. Passed unanimously.

Councilwoman Grice requested that the council be able to discuss a presentation before being asked to vote immediately after a presentation is done.

Councilman Mooring discussed abandoned properties in town that need some attention. He requested the employee hour sheet with vacation and sick time be generated and available.

Councilwoman Butler discussed a possible car lot forming on Main Street.

Department Reports:

Water/Sewer Departments: Lead Service Line Inventory letters were mailed out to all water customers. All sampling for water and sewer were done with no violations to report and regular routine maintenance was performed.

Parks and Rec: Have been maintaining grounds and changing the lights under the park shelter and assisted with the Crepe Myrtle Festival.

Public Works: Mulch is being placed around town and the mayor will be working with them this week to prepare for Christmas festivities. Manager Hawley is still monitoring the sanitation budget. Billy Hawkins completed his CDL class and now has his CDL license. W. Macon Ave and all of Greenwood Avenue has been street swept. They have been assigned to sweep the parade route starting this week.

Electric Department: They were tasked with identifying and cutting limbs.

Manager Hawley has not had time to work on the Tri-town contract agreement. There is a meeting scheduled for December 5th, and he requested that a council member attend with him.

Manager's Report:

The new Finance Officer, Kaycee Stencil, will start Monday November 25th. Councilman Mooring asked if Manager Hawley was involved in the two new hires for the police department and if all of their background checks came back. Manager Hawley recalled being involved for the full time but will have to check into the part time officer.

Danna Layne started her field work on the 30th of October and Manager Hawley updated the LGC. Ryan Marlar is continuing to work on fiscal year 2023 and is almost complete.

Manager Hawley presented a manager's budget amendment.

Manager Hawley is working with Robbie Brown on Briar Farm Phase 3. He requested an estimate for the town to install lights and underground electrical work.

Councilman Mooring discussed the meeting Manager Hawley had with a developer planning to build off of Woodbridge Rd. The number of dwellings is undetermined, and the Town Engineer stated that the town has the capacity for only 300 more.

Councilwoman Grice discussed the number of presentations per meeting and possibly changing the start time of meetings. She asked if Greenlight runs down Saratoga Street. Manager Hawley stated that he believes it does. Councilwoman Grice mentioned the resident on Denver Drive that is having stormwater issues and asked if the town has done anything to try and fix this. Manager Hawley stated the town did clear out some areas, but he has also applied to get a stormwater study done to develop a stormwater plan.

Councilwoman Butler did not have anything.

Councilman Bass will get with Town Clerk/Interim Finance Officer, Alexis regarding a to do list item.

Mayor Rhodes requested a meeting with the council for Manager Hawley's performance review.

Manager Hawley discussed having a workshop to discuss business items to have a consent agenda for the board meeting to vote on all items discussed in the workshop. The council discussed starting the board meetings earlier.

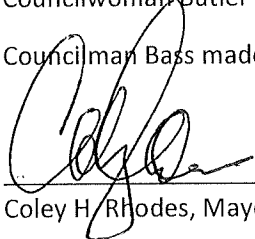
Councilwoman Grice made a motion to go into closed session. Passed unanimously.

Councilwoman Grice made a motion to go into open session. Passed unanimously.

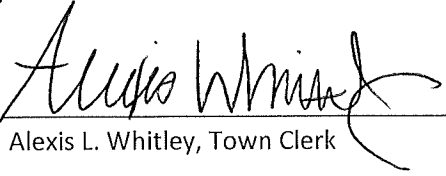
Councilwoman Grice made a motion to go into closed session. Passed unanimously.

Councilwoman Butler made a motion to go into open session. Passed unanimously.

Councilman Bass made a motion to adjourn. Passed unanimously.



Coley H. Rhodes, Mayor



Alexis L. Whitley, Town Clerk