

MINUTES OF THE TOWN OF STEDMAN BOARD OF COMMISSIONERS
November 2, 2017-----7PM
REGULAR MEETING

MEMBERS PRESENT

Mayor Pro-Tem Martin L. Jones, Commissioner Jeremy George, Commissioner Peggy Raymes, Commissioner Jordan Stewart

STAFF PRESENT

Town Attorney Tim Smith, Administrative Assistant Rebecca Johnson, Chief of Police Bob Stocks, Town Clerk Christy Horne

INVOCATION AND PLEDGE OF ALLEGIANCE

Mayor Pro-Tem Martin L. Jones offered the invocation and led the Pledge of Allegiance.

ADOPTION OF AGENDA

Commissioner Jeremy George made the motion to add item Billy and Fay Horne Appreciation to Town of Stedman under Presentations to the agenda and consider City Street Resurfacing and City Storm Drainage Improvement List under New Business and Commissioner Jordan Stewart seconded and motion was carried unanimously to adopt the revised agenda.

CONSENT AGENDA

Commissioner Jeremy George made the motion and Commissioner Jordan Stewart seconded and was carried unanimously to adopt the regular meeting minutes from October 5, 2017.

PRESENTATIONS

- a. John Pat McCall – The family of former Commissioner John Pat McCall was presented with a proclamation from the Office of the Mayor honoring John Pat McCall's years of service and proclaiming May 19, 2018 as "John Pat McCall Day". Mayor Pro-Tem Martin L. Jones also presented the family with a plaque dedicated to Mr. McCall and inscribed with his photograph.
- b. Billy and Fay Horne – Former Mayor, Billy Horne and his wife Fay read a letter of appreciation to the Town of Stedman, all current and former members of the Town Board and all current and former employees thanking them for their service and commitment to the Town.

PUBLIC FORUM

- a. Caleb Sherzer from Boy Scout Troop 701 that meets at Cokesbury United Methodist Church spoke regarding an Eagle Scout project he would like to erect in the Ernest Freeman Town Park in Stedman. His project will be a Free Little Library that will encourage young people to read by allowing them to take a free book and return or replace that book with another book. Commissioner Peggy Raymes made a motion to allow the project and Commissioner Jordan Stewart seconded and the motion was carried unanimously to allow the Eagle Scout project of a Free Little Library to be erected in the Stedman Town Park.

OLD BUSINESS

- a. Consider New Computers for Town Hall. Motion was made to accept the new computers for the Town Hall proposal from Southern Software by Commissioner Jeremy George and seconded by

Commissioner Peggy Raymes. The motion was carried unanimously and the proposal bid signed by Mayor Pro-Tem Jones.

- b. Consider Map Cabinet for Town Hall. Information was given to the board by the Town Clerk concerning various map cabinets for the Town Hall. Determination was made that the Town will require a base unit as well as a map cabinet for future capacity and the unit can be placed in the kitchen on the interior wall that joins the board room for convenience. Motion was made by Commissioner Raymes and seconded by Commissioner George to give the Town Clerk authority to order the unit that meets capacity and offers the best deal. The motion was carried unanimously by the Board.
- c. Consider RFQ for Engineering Services. Discussion was led by Commissioner Jeremy George concerning his draft of a request for qualifications for engineering services. He explained the documents and answered questions from the Mayor Pro-Tem and other Board members concerning his proposal. The Draft contains several sections including a statement of qualifications for engineering firms interested in future projects, submittal of packages, project description and an evaluation matrix for selecting the engineering services best suited for the project. The dates, engineering firms and scope of the project will all be determined at a later date by the Board. Motion was made by Commissioner George and seconded by Commissioner Stewart to accept the draft of the RFQ for engineering services.
- d. Consider County Agreement with Inspection and Ordinance Department. This matter was tabled until further information is obtained. According to Attorney Tim Smith, there is still no agreement at this time with the County to enforce the Town of Stedman Codes. We are waiting on the County Attorney to sign off on the agreement with the Town of Stedman and nothing else can be done until this is accomplished.

NEW BUSINESS

- a. Consider Drainage Ditch Issue with the Right of Way of Rosewood. Commissioner Peggy Raymes opened discussion concerning an Easement and possible variance issue in the Rosewood neighborhood and recused herself from any possible vote as she lives in the Rosewood neighborhood. According to information given by Commissioner Raymes, the 1972 plat map of the Rosewood neighborhood shows a 20 foot easement for a drainage ditch that may not be necessary and she has been approached by neighbors in the subdivision that would like a variance for this 20 foot easement as it inhibits their ability to erect storage buildings on their property. Commissioner George had questions concerning future liability for the Town if this easement was granted and asked about property owners perhaps signing a waiver. Commissioner Stewart also expressed concerns regarding granting a variance for the 20 foot easement. Attorney Tim Smith spoke regarding the legality and procedures involved with granting the variance and possibly changing the easement and suggested tabling the issue until he can gain further information regarding the situation. The matter was tabled for further review while more information is gathered.
- b. Consider City Street Resurfacing and City Storm Drainage Improvement List. Commissioner George led discussion concerning the need to create and prioritize a list for street

resurfacing and storm drainage needs for the Town. The list will be needed for the RFQ in seeking engineering services for the Town and addressing short and long range projects. Commissioners Raymes and Stewart spoke about the ongoing issues with the streets and drainage issues and the concerns of citizens within the Town about these issues. Commissioner Stewart made a motion and Commissioner Raymes seconded the motion to create and prioritize an improvement list for street resurfacing and storm drainage. The motion was carried unanimously.

STAFF REPORTS/BOARD OF COMMISSIONERS

- a. Town Clerks Report
The minutes for the August and September town meetings have been added to the Town website. Attended Southern Software training in Southern Pines on October 25 and 26 and found this very helpful. The Town Christmas party will be on Monday, December 4 at 7:00 at the Brass Lantern in Dunn. Electronic invitations will be sent at a later date.
- b. Chief of Police Report
Spoke regarding the fox incident that occurred on October 10. He was called at 7:09 AM while patrolling and rendered aid. The fox tested positive for rabies, but there have been no further incidents. There have been 87 events during October which is low. He will have completed all yearly in service training as of Monday when he finishes up his last 4 hours.
- c. Stedman Fire Department
Chief Nobles advised that they have responded to 460 calls this year and have completed 2480 volunteer hours of training. They have also completed 796 hours of public education within the community. Last year, the Fire Department "Pink Shirt Campaign" raised \$750 for the cancer center and this year they have raised \$3100. He thanked Mayor Pro-Tem Jones and former Mayor Billy Horne for attending their meetings and keeping them in the "Loop." The November 27th Fire Department meeting will be at Stedman Baptist Church as they are expecting the Cumberland County Fire Chief's Association to be in attendance.
- d. Planners Report - None
- e. Mayor and Board of Commissioners
Commissioner George wished everyone luck with the upcoming elections and stated that he has enjoyed working with all the Town Commissioners. Commissioner Stewart spoke regarding the status of the Town of Stedman with the Cumberland County Parks and Recreation Department. Mayor Pro-Tem Jones advised that he has spoken with Mike Gibson from Parks and Recreation and received a list of items and a FY2018 budget of \$339,000 that is available to the Town of Stedman. One of the items on the list is a possible splash pad that brought on discussion concerning liability. Attorney Tim Smith stated that liability would most likely be the Town and the County in the event that there was an injury. Commissioners Raymes and George asked for feedback from the Town on items they would like to see the Parks and Recreation budget to include as Mayor Pro-Tem Jones said the items on the list are at the Town's discretion and can

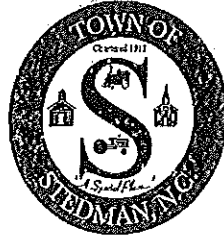
be used as the Town desires. Lastly, Mayor Pro-Tem Jones read a letter from McFayden and Sumner, CPA's concerning the Town's financial status. The firm is currently working on the 2016-2017 audit for the town and the letter addresses past and current audit and budget information.

ADJOURNMENT

A motion was made by Commissioner George and seconded by Commissioner Stewart to adjourn the November 2, 2017 meeting at 8:08.

PROCLAMATION

Office of the Mayor



Whereas, John Pat McCall, being dedicated to municipal government and leadership; and,

Whereas, John Pat McCall, was elected Town Commissioner and took oath of office December 1999, served the citizens of Stedman for 18 years; and,

Whereas, John Pat McCall gave diligently of his time and talents to his church, family and community, serving with distinction in many capacities; and,

Whereas, John Pat McCall, sought continually to make Stedman "A Special Place" to live and work; and,

Now, Therefore, The Mayor and Board of Commissioners do hereby proclaim May 19, 2018 as

"John Pat McCall Day"

Proclaimed this the 2nd day of November, 2017

Martin L. Jones, Mayor



Mr. Mardy Jones, Interim Mayor
Town of Stedman
Post Office Box 220
Stedman, North Carolina 28391

Dear Mayor Jones,

Faced with the untimely medical retirement of the former Town Clerk, the Town stepped up to fulfill its statutory obligation in preparing and passing a budget ordinance on time before the fiscal year-end, which required hiring an outside, qualified accountant. We commend the Town for being pro-active. We would like to note that for the seventh year, there has been no increase in property taxes within the Town of Stedman. It is standard practice in municipal budgeting to designate fund balance in order to balance the annual budget. That appropriation may or may not actually be used during the fiscal year.

As auditors for the Town of Stedman, we look at trends of the Town and compare them to other towns of similar population and make up across the State. We would encourage anyone who has an interest in analyzing the Town's finances to go online to the North Carolina Department of the State Treasurer website, select State and Local Government Finance and look at how your Town compares to its peers. Key performance indicators include Financial Performance, Liquidity, and Solvency.

We provide the Town with graphic representation of key trends each year with our audit presentation. From those we see that the cash balances have remained steady over the years and debt for the water system has decreased. We compared the fund balance available as a percentage of the General Fund net expenditures to other towns of similar population below. The higher percentages are indicative of a stronger financial position.

Fund Balance Available as a Percentage of General Fund Net Expenditures

	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Without Electric Systems – 1,000 to 2,499 population	66.20	75.72	76.14	77.65	74.69
Stedman	83.65	90.63	84.34	91.37	76.24

As you know, the 2017 fiscal year audit is in progress and we look forward to presenting it to the Board in the near future. We have always found the Town's finances to be in good order and the Board has never failed to be receptive to our input and suggestions for continued success.

Sincerely,

David E. Maxwell, Jr., CPA, CGMA
Vice-President