

MINUTES OF THE TOWN OF STEDMAN BOARD OF COMMISSIONERS
February 1, 2018-----7PM
REGULAR MEETING

MEMBERS PRESENT

Mayor Martin L. Jones, Commissioner Jeremy George, Commissioner Peggy Raymes, Commissioner Jordan Stewart and Commissioner Wayne Mosely

STAFF PRESENT

Town Attorney Tim Smith, Town Clerk Christy Horne

INVOCATION AND PLEDGE OF ALLEGIANCE

Commissioner Peggy Raymes led the Invocation and the Pledge of Allegiance.

ADOPTION OF AGENDA

Commissioner Jeremy George added the following items to the Agenda: Item 7a) to Consider Long Branch Streets under Old Business to the agenda and items 8a) to Consider a payment increase of \$2,500 to the McFayden and Sumner Audit Contract and 8b) to Consider Remote Meeting Attendance Policy under New Business. Commissioner Peggy Raymes made a motion to approve the Agenda with the added items and the motion was seconded by Commissioner Wayne Mosley and carried unanimously by the Board.

CONSENT AGENDA

Commissioner Jeremy George made the motion to adopt the January minutes and Commissioner Jordan Stewart seconded and was carried unanimously to adopt the regular meeting minutes from January 18, 2018.

PRESENTATIONS – Proclamation for National Day of Prayer

Mayor Martin L. Jones read a Proclamation announcing Thursday, May 3, 2018 as the National Day of Prayer and 24-Hour Prayer Vigil in Stedman. The Proclamation was signed by Mayor Jones and Mayor Pro Tem Jordan Stewart

PUBLIC FORUM - None

OLD BUSINESS

a. Consider Long Branch Streets

Mayor Jones opened discussion concerning Long Branch subdivision request for the Town to take over the streets of the subdivision. He stated the Town needs to be assured that the streets are adequate and meet our standards before accepting as Town streets.

Commissioner Raymes stated that the issue of taking over the streets of Long Branch has been discussed before and it was her impression that these streets were not up to standard. Mayor Jones said that we have not had an engineer assess the condition of the streets of Long Branch and give a report. Commissioner George stated that the Town may need to have a road acceptance policy for this situation and future subdivision projects. Town Attorney, Tim Smith, stated the Town could accept roads by resolution on an as needed basis, but it would be a good idea to have a clear road acceptance policy in place through which Developers or subdivisions could submit streets to the Town for acceptance. He is currently working on a policy for Eastover and he could work on a policy for Stedman if the Town is interested in having a standardized policy. This policy would require an Engineer to

assess the roads and make recommendations to the Town regarding conditions before acceptance. There was further conversation among the Board concerning "standards" whether it would be DOT standards or some other standard. The Town Attorney offered to research a Town Road Acceptance policy and report to the Town. Commissioner Raymes made a motion to allow the Attorney to research a policy and Commissioner George seconded and the motion was carried unanimously. Commissioner George stated that he would forward the DOT standards to the Attorney for review. Mayor Jones will contact Samantha Grossman from Little and Young who represents the Long Branch subdivision and has been making the inquiries concerning the Town taking over the streets and let her know the current situation.

NEW BUSINESS

- a. Consider a one-time payment increase of \$2,500 to McFayden and Sumner for the Fiscal year 2016-2017 Financial Audit. Mayor Jones has spoken to David Maxwell concerning the status of the 2016-2017 Financial Audit. The Town was minus a Finance Officer/Town Clerk position for some time due to the medical retirement of the former Finance Officer/Town Clerk. This left the Town without personnel to perform the required duties and prepare for the audit. As a result, the audit was delayed and McFayden and Sumner incurred additional fees in preparing the 2017 Audit. This is an isolated event that is not expected to occur again, but the audit fee will increase from \$12,500 to \$15,000. McFayden and Sumner incurred an extra \$13,500 in fees to complete the audit and are only asking for a one-time payment of \$2,500 and an amended contract from the Town of Stedman. Commissioner Raymes made a motion to pay the \$2,500 increase and the motion was seconded by Commissioner Mosley and passed unanimously by the Board.
- b. Consider Remote Meeting Attendance Policy – Mayor Jones opened discussion with the Board concerning a remote meeting attendance policy. Commissioner Pirro is out of town on business and is currently on the phone listening to the meeting. The current policy under North Carolina open meeting law with respect to "present" is vague and open to interpretation. Attorney, Tim Smith, advised against allowing a Board member to vote remotely when not physically present at a meeting. He does not see a problem with a Board member using electronic means to observe or listen in on a meeting, but feels allowing a Board member to vote could raise issues or complaints with the public. He did state that the Town could choose to enact its own policy (via Town resolution) where it permits Board members to vote when attending a meeting remotely. He also stated the Town would have to define a policy concerning when a member would be able to remote in and participate to avoid the appearance of staying home and calling in. Commissioner George, Mosley, Raymes and Commissioner Stewart asked questions and commented on the policy. Commissioner Pirro commented via phone on the remote attendance policy. Commissioner Raymes made a motion to table the discussion until the March meeting so that further research could be accomplished and Commissioner Pirro could be in attendance for comment and Commissioner Mosley seconded and the motion was carried unanimously.

STAFF REPORTS/BOARD OF COMMISSIONERS

- a. Town Clerks Report – The Town feedback survey concerning the Parks and Recreation Department budget items was loaded on the Town's website on 1/19/18 and will be available until 2/23/18. There is a sign on the Town's payment window and also on the February town water/sewer bills directing people to the feedback survey. The RFQ was posted on the Town

website on 1/22/18 and also emailed to the list of 10 engineers supplied by Commissioner George. I will be attending a Fund Accounting class at the UNC School of Government in Chapel Hill on March 20 & 21.

- b. Chief of Police Report - None
- c. Stedman Fire Department – None
- d. Planners Report – None
- e. Mayor and Board of Commissioners – Commissioner Raymes gave an update on the Parks & Recreation Survey. She has been monitoring the results and there were around 26 responses to the survey and then a link was made available to the 28391 Stedman Facebook account and now there are over 500 responses. At this time, around 56.46% of those responding is in favor of a splashpad and around 42.00% are not in favor of a splashpad. She stated to those in attendance at the meeting that the survey is available through February 23. Commissioner Mosley had a meeting with James Parker and Walker Ray from the Parks and Recreation department concerning questions and issues concerning the Stedman Parks and Recreation facilities. He advised that Louis Wood is the new President of the Stedman Youth Association and is attending tonight's Board meeting. He praised the Stedman Senior Club for their active participation and community involvement within the Town. A member of this group was present at the Town meeting and said the Stedman Senior Club is the largest group in the County. Commissioner Mosley had a concern that the Stedman facility was having to borrow tables and chairs from other facilities for their meetings and suggested that maybe the Stedman Parks and Rec budget could be used to purchase these items for the Stedman facility. Mayor Jones gave an update on the Carol Street Bridge project. The Mayor has been by the area several times to check the progress and DOT has a completion date of February 16, but he does not know if they will be complete on this date due to all the rain anticipated for the Stedman community in the next 2 weeks.

ADJOURNMENT

A motion was made by Commissioner Raymes and seconded by Commissioner Stewart to adjourn the February 1, 2018 meeting at 7:45PM.

PROCLAMATION

Office of the Mayor



National Day of Prayer 24-Hour Prayer Vigil in Stedman

WHEREAS, Civic prayers and national days of prayer have a long and respected history in our constitutional republic, dating back to the First Continental Congress in 1775; and

WHEREAS, The Declaration of Independence, our first statement as Americans of national purpose and identity, made "the Laws of Nature and Nature's God" the foundation of our United States of America and asserted that the people have absolute rights that are God-given; and

WHEREAS, In 1988, legislation setting aside the first Thursday in May in each year as a National Day of Prayer was passed unanimously by both Houses of Congress and signed by President Ronald Reagan; and

WHEREAS, The National Day of Prayer is an opportunity for Americans of all faiths to join in united prayer to acknowledge our dependence on God, to give thanks for blessings received, to request healing for wounds endured, and to ask God to guide our leaders and bring wholeness to the United States and her citizens; and

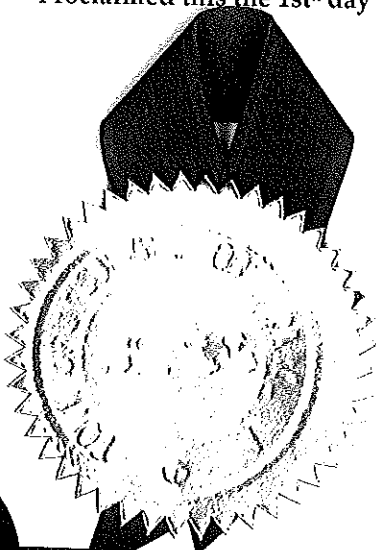
WHEREAS, It is fitting and proper to give thanks to God by observing a day of prayer in Stedman when all may acknowledge our blessings and express gratitude for them, while recognizing the need for strengthening religious and moral values in our State and nation, and

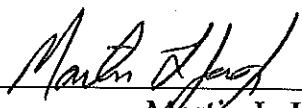
NOW, THEREFORE, I, Martin L. Jones, Mayor of the Town of Stedman do hereby proclaim the first Thursday, May 3, 2018 to be designated as

"A National Day of Prayer 24-Hour Prayer Vigil in Stedman"

and, encourage the citizens of Stedman, North Carolina to observe the day in ways appropriate to its importance and significance.

Proclaimed this the 1stth day of February, 2018.





Martin L. Jones
Mayor

ATTES


Jordan Steward
Mayor Pro-Tem

AMENDMENT TO CONTRACT TO AUDIT ACCOUNTS

Whereas, McFadyen & Sumner, CPAs PA and Town of Stedman
Audit Firm Primary Governmental Unit

and _____ entered into a contract dated June 29, 2017,
Discretely Presented Component Unit (DPCU) if applicable

in which the auditor agreed to audit the accounts of Town of Stedman and
Primary Governmental Unit

_____ for fiscal year ended June 30, 2017
Discretely Presented Component Unit (DPCU) if applicable

and to render its audit report on or before October 31, 2017. It is now necessary that the audit completion and report submission be delayed past this date for the following reason (s):

The finance officer / town clerk medically retired leaving the Town without qualified personnel to perform the required duties and prepare for the audit. The search for a new town clerk took longer than expected. As a result, the Town was not ready for the 2017 fiscal year audit until December 2017. This is an isolated event that is not expected to occur again and will have no impact on the 2018 fiscal year audit.

The audit fee will be increasing from \$12,500 to \$15,000.

Mayor Billy D. Horne signed the original audit contract dated June 29, 2017. The amended audit contract will be signed by the new Mayor, Martin L. Jones, elected November 2017. Rebecca Johnson signed the original audit contract. The amended audit contract will be signed by the new finance officer / town clerk Christy Horne.

The auditor, the Governmental Unit, and DPCU if applicable, agree that the time for completion of the audit and submission of the audit Report by the auditor to the Governmental Unit and the Local Government Commission is extended to

February 28, 2018.

Contract to Audit Accounts (cont.)

Town of Stedman

Governmental Unit

Discretely Presented Component Units (DPCU) if applicable

Audit Firm Signature:

McFadyen & Sumner, CPAs PA
Name of Audit Firm

By David E. Maxwell, Jr., CPA CGMA
Authorized Audit firm representative name: Type or print

David E Maxwell
Signature of authorized audit firm representative

Signature Date January 31, 2018

dmaxwell@mcpas.com
Email Address of Audit Firm

Governmental Unit Signatures:

Town of Stedman
Name of Primary Government

By Martin L Jones
Mayor / Chairperson: Type or print name and title

Signature of Mayor/Chairperson of governing board

Signature Date

SIGN HERE

By N/A
Chair of Audit Committee - Type or print name

**Signature of Audit Committee Chairperson

Signature Date

** If Governmental Unit has no audit committee, mark this section "N/A"

Date Primary Government Governing Body Approved
Amended Audit Contract - G.S. 159-34(a)

Pre-Audit Certificate to be completed if the Primary Government audit fee is changed in the Amended Contract:

PRE-AUDIT CERTIFICATE: Required by G.S. 159-28 (a)

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act. Additionally, the following date is the date this audit contract was approved by the governing body.

By Christy Horne

Primary Governmental Unit Finance Officer:
Type or print name

SIGN HERE

Primary Government Finance Officer Signature

Date
(Pre-audit Certificate must be dated.)

chorne.los@ncrrblz.com
Email Address of Finance Officer

Contract to Audit Accounts (cont.)

Town of Stedman

Governmental Unit

Discretely Presented Component Units (DPCU) if applicable

**** This page to be completed by Discretely Presented Component Unit named in this Audit contract****

DPCU Governmental Unit Signatures:

Name of Discretely Presented Government

By
DPCU Board Chairperson: Type or print name and title

Signature of Chairperson of DPCU governing board

Signature Date

By
Chair of Audit Committee - Type or print name

Signature of Audit Committee Chairperson

Signature Date

**** If Discretely Presented Government Unit has no audit committee, mark this section "N/A"**

Date DPCU Governing Body Approved Audit Contract - G.S. 159-34(a)

Pre-Audit Certificate to be completed if the DPCU audit fee is changed in the Amended Contract:

PRE-AUDIT CERTIFICATE: Required by G.S. 159-28 (a)

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.

By
DPCU Finance Officer:
Type or print name

DPCU Finance Officer Signature

Date
(Pre-audit Certificate must be dated.)

Email Address of Finance Officer

Governmental Unit

Discretely Presented Component Units (DPCU) if applicable

Steps to Completing the Amended Audit Contract

1. **Complete all parts of the Header Information** -- Include the audit firm name, Unit name, Discretely Presented Component Unit (DPCU) name if applicable (indicate N/A if not applicable), original contract date, fiscal year end date, and original audit report due date.
2. **Explanation for Amending Audit contract** - Previously we required a separate letter of explanation to accompany amended audit contracts. The explanation is now to be included in the body of the amended audit contract detailing the reason for the extension of time request and the steps the unit and auditor will take to prevent a recurrence of lateness with subsequent year's audits.
3. **Signature Area** -- The same people that signed the original audit contract must also sign the amended audit contract. If there has been a change in staff of the person(s) who signed the original audit contract, indicate this in the explanation area of the amended contract. Make sure all applicable signatures are evident and properly dated. NOTE - If the original audit contract named and included auditing a DPCU that is a *Public Authority under the Local Government Budget and Fiscal Control Act*, the Board chairperson (and finance officer if there is a fee change) of the DPCU must also sign the amended audit contract in the areas indicated on Page 3.
4. **Governing Board Approval** - Amended audit contracts must ALSO be approved by the Unit's governing board pursuant to G.S. 159-34(a). Indicate this new date on the amended contract under the signatures on Page 2. This includes the date the DPCU governing board approved the amended audit contract (if applicable) on page 3.
5. **Pre-Audit Certificate** is to be completed by the finance officers if there is a change in fee. This should be noted in the explanation.
6. **Reminders:**
 - a. Provide correct email addresses for the audit firm and Unit finance officer as these will be used to communicate official approval of the audit contract.
 - b. Has the name and title of the Mayor or Chairperson of the Unit's Governing Board and the DPCU's Chairperson (if applicable) been typed or legibly printed on the contract and has he/she signed in the correct area directly under the Auditor's signature?
7. **Sending amended audit contract** - After all the signatures have been obtained and the amended audit contract and is complete, please convert the signed contract into PDF form and submit it for LGC approval. Send the amended audit contract using the most current audit contract submission process. The current process will be found at the NC Treasurer's web site at the following link - <https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx>.