

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

MEMBERS PRESENT

Mayor Martin L. Jones, Commissioner Jeremy George, Commissioner Jordan Stewart, Commissioner Paul Pirro and Commissioner Wayne Mosley

STAFF PRESENT

Town Attorney Tim Smith, Administrative Assistant Rebecca Johnson and Chief of Police Bob Stocks

INVOCATION AND PLEDGE OF ALLEGIANCE

Mayor Martin Jones led the Invocation and the Pledge of Allegiance. The Mayor recognized members of Scout Troop 701 that were present for the meeting and thanked them for their attendance.

ADOPTION OF AGENDA

Commissioner Jeremy George added the following items to the Agenda: item 7b) Consider locations to address drainage issues 7c) Consider roadway standards for Town roads and 7d) Consider waterline update on Carol Street under Old Business to the March 1, 2018 Agenda. Commissioner Jordan Stewart made a motion to approve the Agenda with the added items and the motion was seconded by Commissioner Paul Pirro and carried unanimously by the Board.

CONSENT AGENDA

Commissioner Jeremy George made the motion to adopt the February 1, 2018 minutes and Commissioner Wayne Mosley seconded and was carried unanimously to adopt the regular meeting minutes from the February 1, 2018 meeting.

PRESENTATIONS – Stedman Historical Promotions - Jane Horne passed out information showing 2017 past expenses and 2018 proposed budget for the Party in the Park. She is requesting a \$2000 donation from the Town to help support the 2018 Party in the Park scheduled to be held in May. A motion was made by Commissioner Stewart and seconded by Commissioner Mosley to contribute \$2000 to Historical Promotions in support of the annual Party in the Park Celebration. The motion was carried unanimously by the Board.

PUBLIC FORUM – Stedman Athletic Club – Louis Wood who is the President of the Stedman Athletic Club spoke regarding a previous meeting of the club and thanked Commissioner Mosley for his attendance at the meeting. He stated that he reviewed areas of concern with James Parker of the Cumberland County Parks and Rec department. Parks and rec employees have worked on repairing the fields and walking trails and areas of safety issues. The Stedman Athletic Club is actively raising money to improve conditions in the ballfields of Stedman and the Stedman Parks and Recreation department, but he is unsure of what the Club is legally able to do. He is requesting guidance from the Mayor and the Stedman Board of Commissioners.

OLD BUSINESS

- a. Consider City Street Acceptance Policy – Town Attorney Tim Smith apologized for not having a draft policy ready for review. Mayor Jones stated that Samantha Grossman from Little & Young representing the Long Branch subdivision has been making inquiries and he feels it is important for the Town to have an official written policy concerning street acceptance. This is the reason he put the matter on the Agenda for discussion. The Attorney will work on a

policy for the Board to review which will include the manner in which subdivisions petition the Town for acceptance.

- b. Consider Locations to Address Drainage Issues – Commissioner George spoke regarding the status of the RFQ's that were sent out. The Town has received 4 responses that need to be reviewed. There was discussion among the Board and the Mayor as to the locations with drainage issues that should take precedence within the town. The Board voted unanimously with Commissioner Stewart making the initial motion and Commissioner George the second to address the drainage issues along Euclid, 1st and Front Streets as these have the greatest need and impact within the Town. An engineering firm will be selected from those gathered and estimates of costs associated with the above drainage issues collected in order to determine the scope of the project or projects.

- c. Consider Roadway Standards for Town Roads – Commissioner George spoke regarding the current roadway policy that exists in the Town. Stedman does have a Subdivision policy on the books that states that the streets must adhere to DOT standards. Attorney Tim Smith reiterated that there needs to be a clear policy that every street abides by these standards as well as having a written procedure in which streets are presented for acceptance by the Town. There was discussion and questions from the other Board members about the DOT standards for different types of roads and subdivisions. All of this should be addressed in the policy being drafted by the Town Attorney.

- d. Consider Waterline Update on Carol Street – Commissioner George and Mayor Jones spoke regarding the status of the Carol Street waterline update related to the bridge repairs. PWC has begun working to replace/relocate a 2" water main that was disturbed by DOT during the Carol Street bridge repairs. This is an improvement that should alleviate any future disruptions in water service that arise due to repairs or maintenance.

NEW BUSINESS

- a. Consider Town Water Shortage Response Plan Review – The Town's Water Shortage Response Plan is due to be reviewed/updated for 2018. Commissioner George made a motion to accept the current plan with no changes. The motion was seconded by Commissioner Pirro and carried unanimously by the Board.

STAFF REPORTS/BOARD OF COMMISSIONERS

- a. Town Clerks Report – Rebecca Johnson reported in the absence of the Town Clerk. New Town emails have been set up for the Mayor and individual Commissioners. Please log in and verify that you received the initial test email.

- b. Chief of Police Report – Chief Stocks reported on the status of speed bumps. Doug has found several sets of speed bumps while cleaning/organizing the shop. Discussion concerning speed bump locations resulted in Windwood Drive, Azelia and Raspberry being the areas of the most complaints. Doug will need to purchase bolts, a hammer drill and a portable generator for

installation. Discussion will be made between Justin Nobles, Doug and Chief Stocks to determine the best locations to install the speed bumps. The Board approved needed expenditures for installation to come from Doug's budget. Chief Stocks reported that there was a Code Red Drill at Stedman Primary School and included the Fire Department in the drill. There will also be a Code Red Drill at the Elementary School on Friday at 9:00 AM. They did discover issues with locks on some doors that need to be addressed. Commissioner Mosley had questions regarding local daycares. They do not participate in Code Reds since they are not schools, but Chief Stocks does have diagrams of these areas and has been over policies and walked the premises with those that are interested. The Chief also stated that he has contacted Frank West regarding City limit signs that are still missing in areas of Stedman after completion of the Highway 24 road project. The Chief reported 84 events for the month of February that include domestic, shoplifting and other crimes.

- c. Stedman Fire Department – Chief Nobles was out of town, but Mayor Jones reported that the Fire Department has been working hard to keep the community safe. They purchased a new truck from another county and will be adding names of local businesses to the truck that made donations to the Fire Department that aided with the purchase.
- d. Planners Report – None
- e. Mayor and Board of Commissioners – Mayor Jones reported on the status of the Town 2016-2017 Audit. He has spoken with David Maxwell and the audit has been submitted to the State for approval and he will be here in April to report on the Audit findings. The Mayor reported on the status of the Town Hall building. In the process of replacing windows in the building due to water damage, extensive termite damage has been discovered in the building and will need to be repaired. Commissioner Mosley spoke to officials at the Cumberland County Parks and Rec regarding responsibilities for Ernest Freeman Town Park and the Town is responsible for mowing the grass in the Town park, but Parks and Rec will deliver needed mulch to the Park. Commissioner Pirro is looking into the possibility of grant money from Walmart Corporation for needed items for the Park and will report as information is available.

ADJOURNMENT

A motion was made by Commissioner George and seconded by Commissioner Stewart to adjourn the March 1, 2018 meeting at 7:51PM.

2018 Proposed Budget

							5187 ¹⁰
Advertising					2000 ⁰⁰		
Entertainment Benson Pro Audio Tams		2000-	5500-				
Rivermist Brittany McLamb Blue Grass Experience		1800-	1210 ⁰⁰	1250 ⁰⁰	11760 ⁰⁰		
Stage					2000 ⁰⁰		
Insurance					475 ⁰⁰		
Jobsite + Water					500 ⁰⁰		
Security					1400-		
Misc Mailing/Supplies					500 ⁰⁰		18635-
Sponsors					8000 ⁰⁰		
Excludes Town of Dredman State Farm					2500 ⁰⁰		
Vendor Fees Craft 35 @ 50					1750-		
Vendors Food					1500-		
Fundraiser		11/2017			3369 ⁶⁴		3671 ²⁴



Water Resources
Environmental Quality

ROY COOPER

Governor

MICHAEL S. REGAN

Secretary

LINDA CULPEPPER

Interim Director

February 12, 2018

Stedman

Jennifer Wilson-Kersh, Town Clerk

PO BOX 220

Stedman, NC 28391

Re: Water Shortage Response Plan 5-Year Update

Dear Water System Manager or Administrator:

All local governments and community water systems subject to G.S. 143-355(l) are required to update their Water Shortage Response Plans (WSRP) based on their procedures for revising and updating their plans in order to improve plan effectiveness and adapt to new circumstances. An updated or reviewed WSRP is due to the Division of Water Resources (DWR) no later than **June 1, 2018**.

Revised or reviewed plans can be submitted to the DWR's WSRP system at https://www.ncwater.org/Water_Supply_Planning/Water_Shortage_Response_Plans/. To submit your WSRP update, click the "Upload" tab. Then, please follow Steps 1 through 3 and then click the "Upload Your Plan" button to submit your revised WSRP for review. If no changes are required, please upload the current WSRP or send an electronic copy to the review engineer listed in the following paragraph.

If you have questions about updating or submitting your revised Water Shortage Response Plan, please contact Vardry Austin at (919) 707-9002 or vardry.austin@ncdenr.gov or other DWR staff at (919) 707-9000. We encourage anyone who needs assistance to contact DWR prior to the deadline. We appreciate this opportunity to work with you to assure that North Carolina can meet its future water needs.

Sincerely,

Linwood Peele
Water Supply Planning Branch



Town of Stedman

AMENDED WATER SHORTAGE RESPONSE PLAN ORDINANCE

BE IT ORDAINED by the Board of Commissioners for the Town of Stedman;

Section 1. Authority to Implement

When conditions dictate, the Town of Stedman's Town Clerk, under the Direction of the Town's Mayor, shall implement a Water Shortage Response plan (WSRP). Conditions, which shall require the WSRP to be enacted, are outlined in Section 2.

Section 2. Factors Requiring Implementation of the Water Shortage Response Plan

Several parameters or conditions shall require the Town of Stedman to begin the WSRP. These include but will not be limited to significant reduction in the amount of water that is supplied to the Town from Public Works Commission of Fayetteville, (PWC) or contaminants in our water system, acts of terrorism, vandalism, main breaks and natural disasters that shall occur within our town's water system.

If the factors listed above reduce the availability of water to our customers by any event or combination of events, the following WSRP phases will be enacted in the following order as directed by same degree of restrictions that are being followed by Public Works Commission users when the situation is due to drought or water supply problems in City of Fayetteville. If shortage problems arise within the Town of Stedman due to main breaks, vandalism, contaminants in the distribution system, then the restrictions will be mandated by the Town Clerk until the situation is resolved and water supplies can be returned to normal.

Stage I: Voluntary Conservation Measures.

This phase will be enacted when the Town of Stedman mandates water restrictions, or the town is notified by our supplier of water, the Public Works Commission of Fayetteville. When the Public Works Commission of Fayetteville finds that a potential water supply shortage is indicated, it shall be empowered to declare that Voluntary Water Conservation measures should be enacted for all users including towns purchasing water from PWC. The Town Clerk of Stedman shall maintain daily contact with PWC to monitor the situation. The Town Clerk is authorized to call upon all customers to employ Voluntary Conservation measures to limit water use (especially Class 3 uses) in order to eliminate wasting water. The voluntary conservation measures shall be made available to the general public by all media resources in the area. They include the following: local newspaper, notice posted in Town Hall and/or Post Office, by mail or included on monthly utility bill.

Stage II: Mandatory Conservation.

Mandatory Conservation shall be initiated when water supplies are consistently below seasonal averages and the continued decline of water supplies would result in a water supply shortage. The Public Works Commission of Fayetteville or by the Town Clerk of Stedman shall continue to encourage voluntary water conservation measures as defined under the voluntary conservation declaration. In addition, a ban on all Class 3 (see WSRP Section 4.0 and 5.0) water uses for the duration of the water shortage until it is declared ended by a governing board. Publication of the mandatory restriction level is to be made available to the general public by all media resources in the area. The following measures shall be followed: local newspaper, notice posted in Town Hall and/or Post Office, by mail or included on monthly utility bill.

Stage III: Emergency Water Conservation.

An emergency water shortage level will be enacted when the governing body of the Public Works Commission of Fayetteville notifies the Town that raw water supplies are below the level necessary to meet normal needs and a serious water shortage situation exists. This determination can be enacted by authorized Town of Stedman personnel if the situation is within town limits. Class 1, essential uses shall be identified as targets for voluntary conservation initiatives. Also, all Class 2, Social or economically important uses shall be banned in addition to the Class 3, Non-Essential Uses (see WSRP Section 4.0 and 5.0). These restrictions shall continue until the emergency is declared to be ended by the Public Works Commission, or authorized by the Town Clerk.

Section 3. Water Use Classification

In order to facilitate a fair and equitable WSRP, every water use will be grouped into one of three classifications.

Class 1 – Essential Water Uses:

These uses include but will not be limited to water use required to/for:

- Sustain human life and the lives of domestic pets
- Maintain minimum standards of hygiene and sanitation
- Health care uses necessary for patient care and rehabilitation

Public Use:

- Firefighting, including training and drills as approved by the Town's Clerk
- Flushing of sewers and hydrants as needed to ensure public health and safety when approved by the Town Clerk after conference with the Public Works Commission of Fayetteville.

Class 2 – Socially or Economically Important Water Uses:

These include but will not be limited to water use required to/for:

- Preserving commercial vegetable gardens, fruit orchards, nursery stock and livestock maintenance.
- Outdoor commercial watering, public or private
- Establishing vegetation, after construction/earth moving activities
- Filling and operation of municipal or private swimming pools provided that these swimming pools serve 25 or more residents.
- Operation of commercial car washes, restaurants, laundromats, clubs, schools, churches and other similar establishments.

Class III – Non-Essential Water Uses:

These uses include but will not be limited to:

- Operation of water fountains, ornamental pools and recreational swimming pools that serve fewer than 25 persons
- Non-commercial washing of motor vehicles, sidewalks, houses, etc
- Non-commercial watering of gardens, lawns, parks, playing fields and other recreational areas.

Public Use:

- any purpose, including testing fire apparatus and for fire department
- Drills, except as listed in Class I.

Section 4. Phased WSRP and Water Use Reduction Goals

When the WSRP is implemented, the below phased approach will be followed:

Phase I – Voluntary Conservation

This phase will be enacted when it is determined that one or more of the parameters Outlined in Section 2 is met. If this occurs, the consumers will be notified promptly by any or all of the following: mailers, door hangers, public postings at the Town Hall, Post Offices, etc. The public will be asked to begin voluntary conservation measures and Class III Non-Essential uses will be halted. Specific conservation measures and tips can be seen on Attachment I. Continued water consumption by Class III, non-essential users will result in a written notice of violation for the first offense and a \$25.00 fine for each subsequent offense.

If the determining factors return to seasonal norms, the implemented measures will be lifted. However, failure of the determining parameter{s} to return to a state of seasonal normalcy shall require the initiation of Phase II.

Phase II – Mandatory

This phase will begin when the Town's Clerk or Mayor issues a water shortage advisory. The consumers will be notified by one of the methods noted in Phase I. All users will be required to adhere to the voluntary conservation measures as noted in Attachment I. Class III uses will be banned. Class II uses will be allowed although outdoor vegetative watering will be limited according to the resident's street address. Even numbered addresses will be allowed to water on even days of the month. Odd numbered addresses will be allowed to water on odd days of the month.

During Phase II, industrial facilities will be required to develop and demonstrate to the Authorized Town of Stedman personnel a water shortage response program. This program should show, at least, a 25 % reduction in water usage.

Failure to adhere to the Phase II (Mandatory) required conditions will result in a written notice of violation for the first offense and/or a \$50.00 fine. Thereafter, each violation increases by a factor of \$50.00. Any violation past a fourth offense shall result in a disruption of water service to the offending party until Phase II has been rescinded.

Phase III – Emergency:

This phase will commence with the issuance of a water shortage emergency declaration from the Town's Clerk or Town's Mayor. Users will be notified by any or all of the methods noted in Phase I. All users will be required to use voluntary conservation measures outlined in "Attachment I". Class III uses will be banned and Class II uses will be allowed with the exception of vegetative watering. Industrial users will be required to implement their water reduction program, immediately.

Failure to comply with the mandates during Phase III will require the offending party to pay \$50.00 fine for the first offense, \$200.00 fine for the second offense and \$300.00 for each additional violation.

In addition, residential users will be allotted 1000 gallons per month per person per connection. If the user uses 1001 – 1250 gallons per month per person per connection, a surcharge of 25% will be added to the monthly bill. If the user uses 1251 – 1500 gallons per month per person per connection, a surcharge of 75% will be added to the monthly water bill. If the user uses 1501 or more gallons per month per person per connection, a surcharge of 150% will be added to the monthly bill.

Commercial, industrial and institutional facilities will be required to reduce their monthly water consumption by 25% of the previous 12 month water consumption average to maintain the current water rate for that month. The average water use can be evaluated on an individual basis for facilities with seasonal demand fluctuations. A 10 – 24% water use reduction from the previous 12 month water use average will require the Town to impose a 25% surcharge on the monthly water bill. A 0 – 9% water use reduction from the previous 12 month water use average will require the Town to impose a 50% surcharge on the monthly water bill. An increase of 1 – 25% above the previous 12 – month water use average will result in surcharge of 100% added to the next monthly bill. Any amount used above 25% of the previous 12 month average water use will require the Town to add a surcharge of 150% to the monthly bill.

Section 5. Enforcement

Enforcement of mandatory conservation and associated fines will be the responsibility of the Town's Clerk under the direction of the Town's Mayor.

Section 6. Variances

The Town Clerk will be authorized to issue variances to the water use restrictions in Section 2. These variances will be considered on a case by case basis.

Section 7. Public Comment

A copy of the WSRP will be posted in the Town Hall for public review and comments prior to the Town Board approval.

Section 8. Water Shortage Response Plan Cancellation

As the determining parameter(s) decrease in severity and return to acceptable levels, the Town will lift the Water Shortage Response requirements in the reverse order of the WSRP implementation.

Attachment 1.

Conservation of Water for Indoor Use:

- Use dishwashers only when they are full.
- Use washing machines only when full loads of laundry are to be washed.
- Turn off faucets while brushing teeth, shaving, washing dishes, etc.

- Reduce water used per flush by installing toilet tank displacement inserts, such as plastic jug filled with water and put in tank of toilet.
- Use sink and tub stoppers to avoid wasting water.
- Fix leaky faucets, toilets, and other water using appliances, take shorter showers instead of baths.
- Adapt plumbing fixtures with flow-restricting, or other water-saving devices.

Outdoor Use:

- Limit lawn and garden watering to 1" per week and water before 10:00 am.
- Position sprinklers to water the lawn, not the pavement, don't let sprinklers run any longer than necessary, water thoroughly, not frequently to soak roots
- Do not allow children to play with hoses or sprinklers.

Commercial Use:

- Repair all leaking fixtures and water-using equipment.
- Assure that valves and solenoids that control water flows are operating properly.
- Shorten rinse cycles for laundry machines as much as possible.
- Place water-saving posters and literature where employees, customers, or patients have access to them.
- Check water meters on a frequent basis to determine consumption patterns.

Section 9. Evaluation

To evaluate the effectiveness of the WSRP, a meter reading will be taken at least one time per week to verify a reduction in water usage.

Section 9. Revision

The WSRP will be reviewed every five (5) years or if new circumstances arise or after implementation of any emergency restrictions.

AMENDMENT ADOPTED THIS THE 7th DAY OF JANUARY, 2010.

Billy D. Horne
Mayor

ATTEST:

Jennifer Wilson-Kersh
Town Clerk