

MINUTES OF THE TOWN OF STEDMAN BOARD OF COMMISSIONERS
 May 3, 2018-----7PM
 REGULAR MEETING

MEMBERS PRESENT

Mayor Martin L. Jones, Commissioner Jeremy George, Commissioner Paul Pirro, Commissioner Peggy Raymes and Commissioner Jordan Stewart

STAFF PRESENT

Town Attorney Tim Smith, Town Clerk Christy Horne, 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.

ADOPTION OF AGENDA

Commissioner Paul Pirro added items 8a Consider Donation of Old Police Car to Stedman Fire Department and 8b Consider Signage for Town under New Business. Commissioner Jeremy George added item 9f Closed Session to the proposed agenda. Commissioner Peggy Raymes made a motion to accept the revised Agenda and Commissioner Jeremy Stewart seconded and the motion was carried unanimously to accept the Revised Agenda for the May 3, 2018 meeting.

CONSENT AGENDA

Commissioner Peggy Raymes made the motion to adopt the April 5, 2018 minutes and Commissioner Paul Pirro seconded and was carried unanimously to adopt the regular meeting minutes from the April 5, 2018 meeting.

PRESENTATIONS – Stedman Elementary School Celebrations and Awards

There were several children, parents and staff members here from Stedman Elementary School for the Awards presentation. Mayor Jones called the name of each child receiving an award to come forward with their family members to accept their award and pose for a picture. The Mayor also handed out certificates to staff members/employees receiving awards.

Name	Award	Name	Award
Raegan Jackson	Sweetheart Queen	Anthony Morrow	Sweetheart King
Persia Garcia	Civic Oration	Lilly Lambert	Talent Show
Madison Price	Science Fair	Davis Spruill	Science Fair
Kaylee Headden	Spelling Bee	Karissa Tyndall	All-County Chorus
Corrine McGill	All-County Chorus	Emily Mozingo	All-County Chorus
Brooke McCaffity	All-County Chorus	Norah Spears	All-County Chorus
Lisa Pankey	Support Staff of the Year	Tonya Daniels	Teacher of the Year
Risa Garland	Employee of the Year		

The Mayor and the Board of Commissioners congratulated all the award recipients and thanked them for their attendance at the meeting.

PUBLIC FORUM – Linda Guedalia a Stedman resident stated that she has 2 things to talk about. First, the Crepe Myrtles in the Town. She does not know who trims them, but they look like a Crepe Murder. She said she sent in a picture to the grumpy gardener of Southern Living Magazine and right now she is in first place for the ugliest Crepe Myrtles. She said her sister is a horticulturist and she would be glad to get some tips on how to trim the trees. Second, she had the opportunity about 4 weeks ago to meet a very nice man and his son who came to her house and was sent to her house by the Chief of Police. He was interested in trapping and teaching his son how to trap. He told her he had been sent to her house by the Chief of Police who had told him that she had some land outside the Town of Stedman where she had a beaver problem. She stated that she does not own any land outside the Town of Stedman and she does not have a beaver problem. She had no idea the Chief of Police was concerned about her beaver problem and she is not sure why that was brought to her attention. The Chief knows her and knows she does not have any land outside of Stedman and she does not appreciate that and the man who was legitimately interested in trapping did not find it humorous either. She wanted to bring this to someone's attention. The Chief of Police, Bob Stocks, stated the man was sent to Jess Hall's home and they do not look alike but they do live in close proximity. The Chief stated that the trapper was at the wrong house. Ms. Guedalia stated that the man told her he was sent to the lady that lives directly behind the Town Hall and the last time she checked she was the only lady living directly behind the Town Hall. The Chief refuted her statement and said this is the kind of stuff that we have to deal with on a regular basis. Some of those attending the meeting started to interject and the Mayor called for a stop to all comments and stated "That is enough". As the meeting continued, there were other comments from the audience and the Mayor warned that he was giving his last warning.

OLD BUSINESS

- a. Consider Draft of Policy for Street Acceptance, Improvements and Maintenance for Town of Stedman – Commissioner George opened the discussion regarding the policy and Attorney Smith explained the process. Commissioner George made a motion to accept the policy for street acceptance, improvements and maintenance for the Town of Stedman. Commissioner Pirro seconded the motion and was carried unanimously by the Board. Commissioner Raymes suggested putting the final policy on the Town website so that people could know and understand the policy. The Board thought this was a good idea and the Mayor stated that there are currently 2 subdivisions in the Town that will be affected by the policy. The new section in Windwood and the Board will need to make a decision concerning the streets of Long Branch.

NEW BUSINESS

- a. Consider Donation of Old Police Car to the Stedman Fire Department - Commissioner Pirro has been considering budget items and he thinks donating the unused police car to the Fire Department would be good for the Town and the Fire Department. We are not currently using the vehicle and the Fire Department does have a use for the vehicle. We can include an exclusion in the contract that if the Fire Department stops using the vehicle and wants to get rid of it, the Town is offered the vehicle back. The Mayor and Commissioner Pirro have discussed this option with Chief Nobles. Commissioner Pirro made the motion to donate the unused police car to the Stedman Fire Department and the motion was seconded by Commissioner George and carried unanimously by the Board.

- b. Consider Signage for the Town of Stedman – Commissioner Pirro led discussion regarding the need for increased signage for Town businesses along the new Highway 24. He would like to continue researching along with the other Board members, the possibilities and costs associated with acquiring signage for Town of Stedman businesses. He will be working with DOT and other contacts to see what can be accomplished for the Town.

STAFF REPORTS/BOARD OF COMMISSIONERS

- a. Town Clerks Report – The Town Clerk advised the Mayor and the Board concerning interest and registration information for the NCLM Town and State dinner that is being held on May 29, 2018 in lieu of the Town Hall Day that is normally held in Raleigh. Information was previously emailed to the Mayor and the Board. If any are interested in attending, the registration deadline is May 21, 2018 and the cost is \$75 per person. The Mayor encouraged the Board to consider attending this event.
- b. Chief of Police Report – Chief Stocks reported that he received 88 calls for service in April. He also received a call concerning “Party in the Park” signs being stolen, but they were actually removed by DOT because they were on the State right-of-way. The signs were recovered and the “National Day of Prayer” signs were also removed by DOT and recovered by the Committee for the National Day of Prayer.
- c. Stedman Fire Department – None, but the Mayor did report on the nice reception held at the Fire Department for Jerry LaChance. Mr. LaChance is a 71-year-old Veteran that raises money for Project Hero which is an organization that helps Vets and First Responders. He is biking a total of 2,850 miles from Florida to New Hampshire to raise awareness and funds to benefit this organization. He spends the night at fire stations to save money and also spent the night in Stedman last year. The Mayor was with the Fire Department and others to welcome Mr. LaChance upon his arrival to Stedman on the previous Tuesday.
- d. Planners Report – None
- e. Mayor and Board of Commissioners – Commissioner Pirro stated that Linda Hudson had spoken to him regarding the installation of the speed bumps in the Windwood Subdivision. Most of the neighborhood is thankful to have the speed bumps. The Mayor advised those attending that they had replaced the speed bumps with a lower profile version. Commissioner George spoke with Aaron Barnes from Cumberland County Planning in reference to the DOT sidewalk project. He was advised that they are in the second phase of determinations and that Stedman is in the top 45% of 200 projects so hopefully we stand a good chance of making it to the next round of determinations. The next round will be locally with Greg Byrnes from DOT and he will be contacting him for further information/updates. We should know by next year if we will be awarded this project. Mayor Jones asked Commissioner George to contact DOT about the plan to repave Hillsboro Street. The Mayor commented on the National Day of Prayer and advised that the prayer for unity was continuing at the Stedman Community Building until midnight for anyone interested in attending.

A motion was made at 7:43 by Commissioner Raymes, seconded by Commissioner George and carried by the Board to go into closed session to discuss a personnel issue. At 8:14, a motion was made by Commissioner Raymes, seconded by Commissioner Pirro and carried unanimously by the Board to go out of closed session.

ADJOURNMENT

A motion was made by Commissioner Raymes and seconded by Commissioner Pirro to adjourn the May 3, 2018 meeting at 8:15PM.



TOWN OF STEDMAN

POLICY FOR STREET ACCEPTANCE, IMPROVEMENTS AND MAINTENANCE

Adopted: May 3, 2018

TOWN OF STEDMAN
POLICY FOR STREET ACCEPTANCE, IMPROVEMENTS, AND MAINTENANCE

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TOWN OF STEDMAN
POLICY FOR STREET ACCEPTANCE, IMPROVEMENTS, AND MAINTENANCE

This Policy is adopted on the ___ day of February, 2018 by the Stedman Town Board of Commissioners:

Section 1. Purpose

The purpose of this policy is to set forth regulations and standards for streets open to the public and maintained by the Town of Stedman. The Town Board has adopted the Policy herein for:

- A. Additions within the Town of Stedman street system;
- B. Maintenance within the Town of Stedman street system;
- C. Improvements within the Town of Stedman street system.

Section 2. Definitions

- A. Town Street means a street that has been accepted by the action of the Stedman Town Board of Commissioners for maintenance purposes.
- B. DOT Street means a street of highway that has been accepted for maintenance by resolution of the governing board of the NC Department of Transportation.
- C. DOT means the North Carolina Department of Transportation.
- D. Town Engineer means the engineer, firm, or its designated agent or inspector directed by the Town to review the suitability of additions, maintenance, and/or improvements of Town Streets.
- E. Street means roadway, shoulders, ditches, pipes and structures lying within the subject right-of-way.
- F. Board means the Stedman Town Board of Commissioners.

Section 3. Acceptance of Streets for Maintenance - General

- A. The Town will provide maintenance and improvements for Town Streets consistent with N.C. Gen. Stat. § 160A-296 AND 136-41.1 through 136-41.4 (the Powell Bill) and as described in this Policy as it deems proper. Maintenance may include but is not limited to patching and repaving, storm water, street shoulder, traffic signs and signals, and snow/ice removal.
- B. The Town will not provide routine maintenance for DOT Streets except as provided for by interagency agreement (contract for service to DOT) as approved by the Board. However, the Town may provide services such as street name signs and street lighting that are not provided by DOT and that are provided on the Town streets.

- C. The Town is not responsible for maintenance or improvements to any street that has not been formally accepted by the Town.

Section 4. Conditions for Accepting Streets for Maintenance Purposes

- A. The Town may accept streets for maintenance by the Town upon either of the following:
 - i. Existing non-dedicated streets (no dedication from plat; not owned by a developer/builder):
 - 1) A petition signed by the landowners holding title to one hundred percent (100%) of the property fronting the street; and
 - 2) A finding that the street meets standards for acceptance (each landowner must also execute proper documentation to dedicate a right of way as described in Section 6).
 - ii. Existing dedicated streets (dedication from plat or other public dedication but not petition by the developer/owner):
 - 1) A petition signed by the Town Engineer or a person with direct interest; and
 - 2) A finding that the street meets standards for acceptance.
 - iii. New Streets:
 - 1) A petition by the developer/owner of the streets, and;
 - 2) A finding that the street meets standards for acceptance.

In the event that a petition is insufficient, said petition may be presented to the Board for further consideration.

- B. The Town will not accept any street where the street does not connect to an existing public street maintained by the Town of DOT.

Section 5. Minimum Standards for Accepting Streets for Maintenance Purposes

- A. Streets made available for public shall comply with the requirements of the Town of Stedman Zoning Ordinance prior to acceptance for maintenance by the Town.
- B. Methods and materials for construction shall be based on engineer analysis including the Town's Engineering Standards and Procedures Manual (when implemented). Streets shall generally meet or exceed the following:
 - i. The sub-grade must contain a minimum twelve (12") inches compacted earth.

- ii. The stone base must contain a minimum eight (8") inches compacted stone.
 - iii. The base course of asphalt must contain a minimum two (2") inches of SF9.5A asphalt.
 - iv. When each street has had sixty (60%) percent of the lots on that street with certificate of occupancies issued a minimum one and one-half (1-1/2") inches of SF9.5A final surface course shall be applied.
 - v. All streets shall pass a proof roll test on the sub-grade and the stone base and shall be conducted by the Town of Stedman with all applicable fees paid.
 - vi. Prior to the final surface course of asphalt the Town Engineer shall conduct an inspection with the developer of the base course asphalt who shall repair any damages or failures to the streets.
- C. In those instances where existing development or improvements prohibit the dedication of the required right-of-way, the Town Board may accept less than standard width upon the written recommendation of the Town Engineer.
 - D. In special circumstances involving existing streets, the Town Engineer may submit a petition to the Town Board to accept a street not meeting minimum standards.

Section 6. Procedure for Requesting Streets to be accepted for Maintenance Purposes

- A. The Town Engineer shall, upon receipt of a proper petition, perform inspections to determine compliance with minimum standards and will inform the petitioners of compliance or deficiencies that must be corrected to gain compliance.
- B. Upon inspection and verification of compliance with minimum standards, the Town will review recorded plats and/or surveys as necessary to define required right-of-way.
- C. The petitioner will submit any additional right-of-way plats or documents as necessary for dedication.
- D. Upon confirmation of valid right-of-way documentation and upon compliance with minimum standards, the Town Engineer will submit the petition to the Board for approval.
- E. In special circumstances involving existing streets not meeting minimum standards, the Town Engineer may submit a petition to the Board. The Town Engineer must describe the special circumstances supporting acceptance, the deficiencies/ condition of the street, and an estimate of any repair or upfit costs.

Section 7. Street Improvements – General

Improvements to Town streets will be considered in accordance with this Policy. Improvements to DOT streets will be in accordance with DOT regulations and policies and will not be accomplished by the Town. No improvements will be completed by the Town on streets not formally accepted for maintenance by the Town.

Section 8. Citizen Participation in Cost of Improving Streets Proposed for Acceptance by the Town to Minimum Standards

When requested by the Board, the Town Engineer shall prepare an estimate of the cost of planning, survey, design, and construction required to improve a segment of street to minimum standards for maintenance by the Town.

Upon receipt of the estimate, the Board of Commissioners may inform the petitioners of the amount to be paid by the petitioners. The amount will be a portion or percentage of the total estimate as established by the Board. Upon receipt of petitioner's payments, and any other required documentation for proper dedication, the Town Engineer will recommend acceptance of the street for Town maintenance.

Section 9. Unauthorized Street Modifications and Improvements Prohibited

- A. No modifications to a Town street will be permitted except as approved in writing by the Board.
- B. Improvements shall be constructed by the Town or by a qualified contractor approved by the Town.
- C. Unauthorized improvements may be removed or modified by the Town and costs for removal or modification may be charged to the person making the unauthorized improvements.

Section 10. Effective Date.

The effective date of this policy shall be the 3rd day of May, 2018.

PETITION FOR STREET IMPROVEMENT

TOWN OF STEDMAN, NORTH CAROLINA

We, the undersigned, hereby request that improvements to public streets be completed, as described below. We hereby agree to pay fees owing to the Town for said improvements in accordance with the Town Policy for Street Improvements and Maintenance.

Improvement Requested:

Paving:

Street Name, including beginning and ending point

Driveway Pipe:

Street address, including length requested

Storm Water System:

Describe location of pipe requested

Curb and Gutter:

Describe location of curb and gutter requested

Petitioners Name

Address

Date

TOWN OF STEDMAN

**PETITION FOR ADDITION OF PUBLIC STREETS
TO THE STREET SYSTEM OF
THE TOWN OF STEDMAN, NORTH CAROLINA
(Existing Streets)**

We, the undersigned, being all the property owners having an interest in the streets described below, do hereby request that the Town of Stedman accept said streets for public use and maintenance. We hereby agree to dedicate to the Town of Stedman a permanent right-of-way as required by the Town, including sight triangles and drainage easements for the installation of maintenance of streets and other public utilities

<u>Street Name</u>	<u>To</u>	<u>From</u>	<u>Approximate Length (in ft.)</u>
1.			
2.			
3.			
4.			
5.			

(Attach additional sheets if necessary)

<u>Petitioners Name</u>	<u>Address</u>	<u>Date</u>
<hr/>		

Accepted by motion of the Town of Stedman Board of Commissioners on ____ day of _____, 20__.

Mayor

Date

TOWN OF STEDMAN

PETITION FOR ADDITION OF PUBLIC STREETS
TO THE STREET SYSTEM OF
THE TOWN OF STEDMAN, NORTH CAROLINA
(Developers/Builders)

I hereby certify, as the owner, that to the best of my knowledge the improvements in the _____ subdivision have been constructed in accordance with the preliminary plan and are shown on a record map filed in the Cumberland County Register of Deeds Office. All work conforms to the construction standards of the Town of Stedman Code of Ordinances and the Town of Stedman Policy for Street Improvements and Maintenance.

I, therefore, request that the Town of Stedman consider the following streets in the _____ subdivision for maintenance purposes. I understand that the acceptance of said street shall be made only by the Town of Stedman Board of Commissioners in accordance with the Town's Policy for Street Improvements and Maintenance.

<u>Street Name</u>	<u>To</u>	<u>From</u>	<u>Approximate Length (in ft.)</u>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

(Attach additional sheets if necessary)

Owner Name

Date

Address

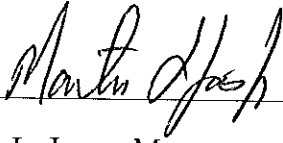
Phone Number

Accepted by motion of the Town of Stedman Board of Commissioners on ____ day of _____, 20__.

Mayor

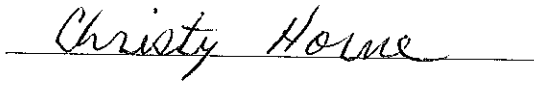
Date

This Policy Adopted May 3, 2018 by the Mayor and Stedman Board of Commissioners.

A handwritten signature in cursive script, appearing to read "Martin L. Jones", written over a horizontal line.

Martin L. Jones, Mayor

Attest:

A handwritten signature in cursive script, appearing to read "Christy Horne", written over a horizontal line.

Christy Horne, Town Clerk/Finance Officer