

MINUTES OF THE TOWN OF STEDMAN BOARD OF COMMISSIONERS  
June 28 2018-----7PM  
RECESSED MEETING

MEMBERS PRESENT

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

STAFF PRESENT

Town Clerk Christy Horne

INVOCATION AND PLEDGE OF ALLEGIANCE

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

PUBLIC HEARING 2018-2019 BUDGET – None

RECESSED NEW BUSINESS

- a. Consider Adoption of 2018-2019 Budget Ordinance, Fee Schedule and Personnel Policy – The Town Clerk advised the Mayor and the Board that 3% salary increases have been incorporated into the Budget based on recommendations from the budget workshop on June 18, 2018. Also, a conservative appropriation of \$15, 453 has been made from the Powell Fund balance for future storm drainage and street paving projects. A budget amendment may be necessary to update these costs at a later date when final costs are known. Commissioner George reminded the Board that phases of these projects could also be continued in subsequent years as the Town could afford. Commissioner Raymes made a motion to adopt the 2018-2019 Budget. Commissioner Stewart seconded the motion and the motion was carried unanimously by the Board.
- b. Consider 2017-2018 Budget Amendment Number 01-2018 – This budget amendment reflects excess expenditures of \$92,582.00 in the administration, street and sanitation departments of the General Fund. Most of these increases were due to building repairs from the tree damage to the building in June 2017 and unexpected termite damage to the building. To provide the additional revenues needed to balance this fund, the local option sales tax, insurance proceeds for building repairs and state grant for building repairs were also increased. A motion was made by Commissioner Mosley and seconded by Commissioner George to accept this budget amendment. The motion was carried unanimously to adopt the 2017-2018 budget amendment.
- c. Consider 2017-2018 Budget Amendment Number 02-2018 – This budget amendment is due to increased expenditures in the administration department of the Water/Sewer Fund. The administration department had increased expenses of \$11,186.00. To provide the additional revenue needed to balance this fund, the FIF charges and the equity retained earnings will also be increased. Commissioner Pirro made a motion that was seconded by Commissioner George to adopt this budget amendment. The motion was carried unanimously to adopt the 2017-2018 budget amendment.

STAFF REPORTS/BOARD OF COMMISSIONERS

- a. Town Clerks Report – The Town Clerk informed the Mayor and the Board about the situation with Pratt recycling and the notice going out last week to the Town that we no longer accept

glass in the recycling carts. The Town received a bill from Pratt for \$145 on June 12. This was a week between recycle pick-ups. This bill is for one day of recycle drop off to Pratt on May 29, 2018. We made contact with Pratt and asked for an explanation. We were told they no longer accept glass for recycle and that we will be charged for glass. The Town was never given any indication of this either verbally, in writing or any form of contact. We immediately began notifying our recycle customers by putting notice on the website, a notice on the Town Hall door and door tags on customer doors to inform that effective immediately the Town no longer accepts glass in the recycle carts. We received many calls and walk in visits from customers concerning this matter. I am sure we will receive further invoices from Pratt for glass in the recycle drop off due to the week that had already gone by without a recycle pick-up. Not everyone will go through their recycle cart to remove glass they already put in the cart. Also, it will take time for everyone to remember that they can no longer put glass in the recycle cart. We will look into other means of recycling glass, but there may not be a local option available. Also, does the Mayor and the Board still want to have a July 5<sup>th</sup> meeting? After, having meetings on June 7, June 18 and June 28, the Board decided to not meet on July 5. The next BOC meeting will take place on August 2, 2018. Last, the clerk notified the Board that she will be taking an Intro to Local Government Finance class during the last week of August. This is a 4-day class that touches on many areas of local government finance including budgeting.

- b. Mayor and Board of Commissioners – Commissioner George asked if any of the Board members had any questions or comments concerning a letter to be sent to Steve Fleming regarding the storm drainage projects. No and the letter has been sent by the Town Clerk. Also, he noticed some manhole covers that need to be repaired. He recommends locking covers be installed at a cost of \$700-800. These should save the Town money in the long term.

#### ADJOURNMENT

A motion was made by Commissioner Pirro and seconded by Commissioner Mosely to adjourn the June 28, 2018 meeting at 7:15PM.



# Town of Stedman

## BUDGET MESSAGE

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TO: Honorable Mayor Jones  
Town Board of Commissioners

DATE: June 28, 2018

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### FY 2018-2019 Budget Message

Submitted herewith are the estimated revenues and expenditures for the fiscal year July 1, 2018 through June 30, 2019. The highlight of this budget year is to maintain our current services and continue positive growth. As our Town continues to develop, a vision should be maintained as to how the community will grow while maintaining the quality of life expected by its citizens. This vision should include quality services, programs that address the needs of citizens, economic development in keeping with our community, and adequate infrastructure to meet the requirements of our growing Town. The FY 2018-2019 proposed budget is designed to meet these needs during the next year. Highlights of the FY 2018-2019 budget are as follows:

### REVENUES - GENERAL FUND

- A. Ad Valorem Taxes: Figures are based on a 99.62% collection rate with an approximate tax base of \$99,348,994.00 and a tax rate of \$.32 per \$100 valuation (no tax increase).
- B. State Revenues: The state-shared revenues are estimated based on previous years' collections.
- C. Fund Balance: \$40,711 has been appropriated from Fund Balance. This reflects more expenditures than revenue. This budget includes the purchase of new maintenance equipment, to include lawn mower, tractor and excavator; however, the cost is only an estimate and there will be a considerable trade in allowance. Once the purchase of the maintenance equipment is approved and final cost are known an amendment can be made to the budget, if needed. While the Town's fund balance remains in a strong position, the Board should consider alternate sources of revenue in adopting future budgets. Salary increases for all employees have been figured at 3% rates.

### POWELL FUND

- A. Powell Bill Allocation: Revenue should stay around the same as last year, due to no additions/deletions to the Town owned and maintained streets.
- B. Fund Balance: \$15,453 has been appropriated from the Fund Balance. This reflects the cost of storm drainage projects and a street repaving project that will hopefully be completed during this fiscal year. This is a conservative estimate as the final costs of these projects are unknown at this time and a budget amendment may be necessary to amend these costs at a later date.

**REVENUES – WATER/SEWER FUND**

The rates and fees for this fiscal year are still being reviewed at the time of the proposed budget submission. If rates/fees need to be changed they may be included as part of the official budget before its' final adoption.

- A. Water & Sewer Sales: Water & Sewer rates will remain the same this year.
- B. Water & Sewer Tap Fees: Water & Sewer tap fee deposits will remain the same.
- C. Water & Sewer Facility Investment Fees (FIF): Water & Sewer FIF fees will remain the same.
  
- D. Equity Retained Earnings: \$60,080 reflects more expenditures than revenue. This figure does not take into account depreciation; however, depreciation is included during the audit process.

**EXPENDITURES – GENERAL FUND**

- A. All capital items have been appropriated at this time.
  
- B. This budget includes funds for contracting with nonprofit organizations in the amount of \$3000.00.
  
- C. This budget includes funds for Cumberland County Sheriff's Department to provide police coverage and fuel cost.
  
- D. All debt service requirements have been appropriated in this budget to meet our debt obligations. They are as follows: Town Maintenance Truck  
Town Police Vehicle

**EXPENDITURES – WATER/SEWER FUND**

- A. All debt service requirements have been obligated in the FY 2018-2019 budget. They are as follows:
  - Principal & Interest on \$85,000 water loan (outstanding balance \$50,300.00 payoff 2033)
  - Principal & Interest on \$860,000 sewer loan (outstanding balance \$673,000 payoff 2040)
  
- B. PWC Water Rates
  - PWC Bulk Water @ \$2.9123/1000 gallons
  - PWC Bulk Sewer @ \$4.1785/1000 gallons

**OTHER HIGHLIGHTS**

This budget is intended to be a balanced budget with the expenditures not exceeding the funds appropriated. There will be no increase in the tax rate, the water and sewer rates or any other town fees. No capital expenditures are designated. However, these issues may be revisited at a later time.

**BUDGET HEARING**

- On the same day that the budget is presented to the governing body, a copy shall be filed in the office of the Town Clerk for public inspection and schedule a public hearing. *Said hearing is scheduled for Thursday, June 28, 2018 at 7:00 p.m.* The date of the public hearing is being published as required by general statutes. NCGS 159-13 specifies that no earlier than 10 days after the budget is presented to the governing body and not later than July 1<sup>st</sup>, the governing body shall adopt a budget ordinance.

Please review the information and should you have questions, please let me know.

Respectfully submitted,

*Christy Horne*

Christy Horne  
Town Clerk/Finance Officer

**TOWN OF STEDMAN BUDGET ORDINANCE  
FY 2018-2019**

Section 1. The following amounts are hereby appropriated in the General Fund for the operation of the town government and its activities for the fiscal year beginning July 1, 2018 and ending June 30, 2019, in accordance with the chart of accounts heretofore established for this Town:

DEPARTMENT	2017-2018	2018-2019
ADMINISTRATION	\$193,853	\$180,600
POLICE	210,483	220,647
FIRE	90,452	90,452
STREET	75,320	82,665
SANITATION	34,557	44,078
PARK & RECREATION	1,100	3,100
SPECIAL APPROPRIATIONS	3,000	3,000
CONTINGENCY	-0-	-0-
<b>TOTAL</b>	<b>\$ 608,765</b>	<b>\$624,542</b>

Section 2. It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2018, and ending June 30, 2019.

REVENUES	2017-2018	2018-2019
TAXES, CURRENT YEAR	\$319,136	\$304,000
TAXES, PRIOR YEAR	1,028	911
TAX PENALTIES & INTEREST	700	820
CITY AUTO LICENSES	4,000	4,800
INTEREST ON INVESTMENTS	200	200
MISCELLANEOUS REVENUE	400	400
UTILITY FRANCHISE	55,000	62,000
SOLID WASTE DISPOSAL TAX	625	700
LOCAL OPTION SALES TAX	182,000	210,000
FUND BAL. APPROPRIATED	45676	40,711
<b>TOTAL</b>	<b>\$608,765</b>	<b>\$624,542</b>

**Section 3.** The following amounts are hereby appropriated in the Water/Sewer Fund for the operation of the water/sewer utilities for the fiscal year beginning July 1, 2018, and ending June 30, 2019, in accordance with the chart of accounts heretofore approved for the Town:

EXPENDITURES	2017-2018	2018-2019
SPECIAL APPROPRIATIONS	\$59,503	\$56,729
WATER ADMINISTRATION	53,939	54,800
WATER OPERATIONS	176,181	178,000
WASTEWATER OPERATIONS	256,800	261,696
CONTINGENCY	-0-	-0-
<b>TOTAL</b>	<b>\$546,453</b>	<b>\$551,225</b>

**Section 4.** It is estimated that the following revenues will be available in the Water/Sewer Fund for the fiscal year beginning July 1, 2018, and ending June 30, 2019.

REVENUES	2017-2018	2018-2019
INTEREST ON INVESTMENTS	\$1,620	\$1,620
CHARGES FOR WATER	210,000	212,000
CHARGES FOR SEWER	260,000	262,000
WATER/SEWER TAPS	-0-	-0-
UTILITIES PENALTIES	4,500	525
FIF CHARGES	10,000	15,000
MISCELLANEOUS REVENUE	300	-0-
INSPECTION FEE	-0-	-0-
EQUITY RET EARNINGS	60,033	60,080
TRANSFER FROM CAP RES	-0-	
<b>TOTAL</b>	<b>\$546,453</b>	<b>\$551,225</b>

**Section 5.** The following amounts are hereby appropriated in the Water/Sewer Capital Reserve Fund for the fiscal year beginning July 1, 2018, and ending June 30, 2019 in accordance with the chart of accounts heretofore approved for the Town:

EXPENDITURES	2017-2018	2018-2019
TRANSFER TO CAP PROJ	\$ -0-	\$ -0-
<b>TOTAL</b>	<b>\$ -0-</b>	<b>\$ -0-</b>

**Section 6.** It is estimated that the following revenues will be available in the Water/Sewer Capital Reserve Fund for the fiscal year beginning July 1, 2018, and ending June 30, 2019.

REVENUES	2017-2018	2018-2019
TRANSFER FROM W/S FUND	\$-0-	-0-
INTEREST ON INVESTMENTS	-0-	-0-
FUND BALANCE APPROPRIATED	-0-	-0-
<b>TOTAL</b>	<b>-0-</b>	<b>-0-</b>

**Section 7.** The following amounts are hereby appropriated in the Powell Bill Fund for the fiscal year beginning July 1, 2018, and ending June 30, 2019 in accordance with the chart of accounts heretofore approved for the Town:

EXPENDITURES	2017-2018	2018-2019
POWELL BILL EXPEND.	\$ 37,198	46,750

**Section 8.** It is estimated that the following revenues will be available in the Powell Bill Fund for the fiscal year beginning July 1, 2018 and ending June 30, 2019:

<b>REVENUES</b>	<b>2017-2018</b>	<b>2018-2019</b>
<b>INTEREST ON INVESTMENTS</b>	<b>\$ 540</b>	<b>\$540</b>
<b>POWELL BILL ALLOCATION</b>	<b>31,000</b>	<b>30,757</b>
<b>FUND BAL APPROPRIATED</b>	<b>5,658</b>	<b>15,453</b>
<b>TOTAL REVENUES</b>	<b>\$ 37,198</b>	<b>\$46,750</b>



**TOWN OF STEDMAN  
CURRENT FEE SCHEDULED FOR  
Fiscal Year 2018-2019  
Effective July 1, 2018**

**ADMINISTRATION**

Return Check Fee	\$25.00
Copies	\$.10 per page
Public Records Request*	Per copy charge plus special service fee on all requests that exceed 30 minutes.
Notary Fees per signature	\$3.00 – Town Residents \$5.00 – Non-Town Residents
Election Filing Fee	\$5.00
Fax	\$1.25 per page
Sunshine List	\$10.00 per year
Yard Sale Permit	\$1.00
Privilege License	See attached schedule

*\*For all Public Records Request that take more than 30 minutes to complete, a Special Service Fee will be charged in 15 minute increments at a rate of the hourly wage of the administrative staff that is completing the request*

**UTILITY FUND**

**WATER RATES**

Residential & Commercial

Inside Town Limits	\$17.00 flat rate + \$3.00 per 1000 gallons
Outside Town Limits	\$21.00 flat rate + \$4.00 per 1000 gallons
Bulk Water – Maxwell Water Company	\$4.00 per 1000 gallons

**SEWER RATES**

Residential & Commercial (based on water consumption)

Inside Town Limits	\$20.50 flat rate + \$4.00 per 1000 gallons
Outside Town Limits	\$27.25 flat rate + \$5.50 per 1000 gallons
Sewer Only (no water connection)	\$60.00 flat rate

**UTILITY SERVICE FEES**

Utility Deposit	Homeowners – no charge Rentals - \$150.00 Commercial - \$100.00
Late Fee (assessed on the 26 <sup>th</sup> of the month)	\$5.00
Tampering (cutting on or off by other than town employee – If damage occurs to meter, there will be an additional charge)	\$75.00
Reconnect Fee	\$15.00 during normal working hours \$30.00 after working hours
Payments made after cut-off process begins	\$10.00
Water Meter Box Replacement (Replaced at no cost for normal wear and tear)	\$75.00
Water meter Box to be Raised (Raised at no cost if no more than 1 layer of brick)	Cost of parts plus labor

**WATER TAP-FEE**

Water Tap Deposit Inside Town Limits	\$500.00
Water Tap Deposit Outside Town Limits	Inside Town limit Rate + 50%
<i>*Water tap fee based upon PWC actual cost plus ten percent (10%). Customer will be required to pay the water tap deposit in advance of work being performed. Balance is due upon completion of work.</i>	

**SEWER TAP-FEE**

Sewer Tap Deposit Inside Town Limits	\$500.00
Sewer Tap Deposit Outside Town Limits	Inside Town Limit Rate + 50%
<i>*Sewer tap fee based upon PWC actual cost plus ten percent (10%). Customer will be required to pay the sewer tap deposit in advance of work being performed. Balance is due upon completion of work.</i>	

**WATER FACILITIES INVESTMENT FEES**

Size of Water Meter	Cost per connection
¾"	\$ 625.00
1"	\$ 1 500.00
1 ½"	\$ 3 000.00
2"	\$ 4 687.50
3"	\$10 187.50
4"	\$17 500.00
6"	\$36 250.00
8"	\$52 500.00

**SEWER FACILITIES INVESTMENT FEES**

Size of Water Meter	Cost per connection
¾"	\$ 875.00
1"	\$ 2 125.00
1 ½"	\$ 4 312.50
2"	\$ 6 875.00
3"	\$ 14 875.00
4"	\$ 25 625.00
6"	\$ 52 625.00
8"	\$ 75 925.00

*\*Water & Sewer FIF charges are due upon final plat approval for new subdivisions (major or minor) or upon application for a building permit whichever occurs first.*

**ENGINEER REVIEW FEES**

Reimbursement of costs incurred by the Town of Stedman for the Town's Consulting Engineer to review and provide comments/recommendations on development plans, including, but not limited to (1) Review of site and subdivision plans (whether preliminary or construction plans), (2) attendance at meetings and (3) special projects as required. Reimbursements of actual costs plus 10% administrative costs will be due upon invoice.

**WATER/SEWER RELOCATION FEES**

Water lateral relocation <12'	\$500.00
Water lateral relocation >12'	PWC Cost for a new tap
Sewer lateral relocation	PWC Cost plus Town Cost

**These Certain Privilege License Taxes will remain in effect after July 1, 2015.**

1. Municipal vehicle taxes (Cumberland County collects for the Town)
2. Municipal taxicab taxes (We do not currently have any taxicabs)
3. Municipal and county beer and wine taxes (Town is dry, this does not apply)
4. Municipal and county animal taxes will remain (Cumberland County collects for the Town)

All of these taxes arise under statutes not affected by the law that repealed the general privilege license tax (“PLT”) authority for local governments.

Part XII of S.L. 2014-3 repeals G.S. 153A-152 and G.S. 160A-211 as of July 1, 2015. Those two statutes authorize counties and cities respectively to levy PLTs. Without those two statutes, counties and cities have no authority to levy PLTs unless they can find authority for such a tax elsewhere.

1. Municipal vehicle taxes for “the use and privileges of the public highways” remain authorized by G.S. 20-97(b) & (c). Every city is authorized to levy a vehicle tax of up to \$5 per vehicle. Cities that operate public transportation systems may levy additional vehicle taxes of \$5 (or up to \$30 with local legislation) to help fund those systems.
2. Similarly, municipal taxicab (and limousine) privilege taxes remain authorized by G.S. 20-97(d). These taxes of \$15 per vehicle may be levied on all taxicabs and limousines operating in the city—in other words, all taxis and limos that pick up or drop off passengers in the city limits. A taxicab company need not have its headquarters in your city to be subject to taxicab taxes in your city.
3. Local beer and wine privilege license taxes are authorized by G.S. 105-113.77 (city) and G.S. 105-113.78 (county) and G.S. 105-113.79 (city wholesaler). Any business in your jurisdiction selling beer or wine for on-premises or off-premises consumption should be paying the applicable local beer and wine tax.
4. Finally, let’s not forget Fido and Fluffy. Cities and counties will still be able to levy taxes on the “privilege” of keeping domestic animals under G.S. 153A-153 (counties) and G.S. 160A-212(cities).

**TOWN OF STEDMAN  
ANNUAL PERSONNEL POLICY UPDATE FOR SERVICE AWARD & HOLIDAY SCHEDULE FOR  
Fiscal Year 2018-2019  
Effective July 1, 2018**

This annual personnel policy service award and holiday schedule are included as part of the annual budget process. These items are part of the “Personnel Policy”.

**Personnel Policy**

**Article III The Pay Plan**

**Section 20. Service Award Pay**

Years of Service	Amount of Longevity Pay
6 months to 1 year	½ % of year’s wages, up to \$50 maximum
1 to 4.9 years	1%
5 to 9.9 years	2%
10 to 14.9 years	3%
15	4%
16 years or more	increased an additional .25% annually

See chart below

Years	%	Years	%	Years	%	Years	%
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16	4.25	23	6	30	7.75	37	9.5
17	4.50	24	6.25	31	8	38	9.75
18	4.75	25	6.5	32	8.25	39	10
19	5	26	6.75	33	8.5		
20	5.25	27	7	34	8.75		
21	5.5	28	7.25	35	9		
22	5.75	29	7.5	36	9.25		

## Article VII Holiday & Leaves of Absence

### Section 2. Holidays

The Town shall grant holidays as follows; which follow the North Carolina State schedule:

New Year's Day  
 Martin Luther King Birthday  
 Easter  
 Memorial Day  
 Independence Day

Labor Day  
 Veterans' Day  
 Thanksgiving (2 days)  
 Christmas (3 days)

# Town of Stedman

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## BUDGET ORDINANCE AMENDMENT NO. 02--2018

BE IT ORDAINED by the Governing Board of the Town of Stedman, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2018.

Section 1. To amend the Water/Sewer Fund, the expenditures are to be changed as follows:

<u>DEPARTMENT</u>	<u>INCREASE</u>	<u>DECREASE</u>
ADMINISTRATION	\$ 11,186.00	
<b>TOTAL</b>	<b><u>\$ 11,186.00</u></b>	

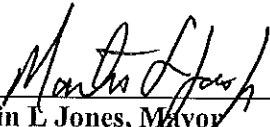
This will result in a net increase of \$11,186.00 in the expenditures of the Water Administration Department.

To provide the additional revenue for the above, the following Revenues will be increased:

FIF Charges	\$ 8,000.00
Equity Retained Earnings	\$ 3,186.00
<b>TOTAL</b>	<b><u>\$ 11,186.00</u></b>

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board for her direction.

ADOPTED THIS 28th DAY OF JUNE 2018.

  
\_\_\_\_\_  
Martin L. Jones, Mayor

ATTEST:

  
\_\_\_\_\_  
Christy Horne, Town Clerk

# Town of Stedman

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## BUDGET ORDINANCE AMENDMENT NO. 01--2018

**BE IT ORDAINED** by the Governing Board of the Town of Stedman, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2018.

**Section 1.** To amend the General Fund, the expenditures are to be changed as follows:

<u>DEPARTMENT</u>	<u>INCREASE</u>	<u>DECREASE</u>
ADMINISTRATION	\$ 61,598.00	
STREET	\$ 24,382.00	
SANITATION	\$ 6,602. 00	
<b>TOTAL</b>	<b><u>\$ 92,582.00</u></b>	

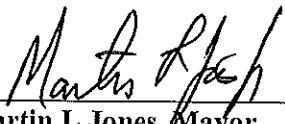
This will result in a net increase of \$92,582.00 in the expenditures of the Administration, Street and Sanitation Departments.

To provide the additional revenue for the above, the following Revenues will be increased:

Local Option Sales Tax	\$26,294.00
Insurance Proceeds (Bldg Repairs)	\$41,288.00
State Grant (Bldg Repairs)	\$25,000.00
<b>TOTAL</b>	<b><u>\$ 92,582.00</u></b>

**Section 2.** Copies of this budget amendment shall be furnished to the Clerk to the Governing Board for her direction.

**ADOPTED THIS 28th DAY OF JUNE 2018.**

  
\_\_\_\_\_  
Martin L. Jones, Mayor

**ATTEST:**

  
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Christy Horne, Town Clerk