

**MINUTES OF THE TOWN OF STEDMAN BOARD OF COMMISSIONERS**  
**May 4, 2023-----7:02 PM**  
**REGULAR MEETING**

**MEMBERS PRESENT**

Mayor Martin L. Jones, Commissioner Billy Horne, Commissioner Paul Pirro, Commissioner, Commissioner Mark Lee,

**STAFF PRESENT**

Town Clerk Connie Veeder, Admin. Asst. Whitney Barlow, Attorney Donald Hudson, Deputy White

**INVOCATION AND PLEDGE OF ALLEGIANCE**

Mayor Jones led the invocation and the Pledge of Allegiance.

**ADOPTION OF AGENDA**

Mayor Jones called for adoption of the agenda. Motion was made by Commissioner Pirro to adopt the agenda. Commissioner Horne seconded the motion and the motion to adopt the agenda was passed unanimously by the board.

**CONSENT AGENDA**

May 4, 2023 – Regular Meeting Minutes – Commissioner Pirro made a motion to accept the minutes as written which was seconded by Commissioner Horne and was passed unanimously by the board.

**PRESENTATIONS** – None

**PUBLIC FORUM** – None

**OLD BUSINESS** –

- a) RWA rate study. The staff met with Bobby Cavanaugh about a rate study that he had been completing for the Town. With the increases for water and sewer from PWC the town has no choice but to raise rates. According to the study with the growth and development that is coming, the town needs to begin looking for space and funding for an additional water tank to service our customers. RWA is also going to help us get funding for an I & I study to check our flow rates, wear and tear in the infrastructure and what capacity our current infrastructure can add on without having to upgrade. Smoke testing will begin the week of May 9, 2023 to begin pin pointing areas in our sewers that need repair. There will be more information to come on this as it develops. Mayor Jones called for a motion to approve the increases to the water and sewer rates for the Town. Commissioner Horne made a motion to approve the motion and Commissioner Lee seconded the motion. The board voted unanimously to move forward with the increases.
- b) For an update on the park installation of the restrooms, Commissioner Wood and Mayor Jones spoke with Tim Johnson about the location of the restrooms. They are continuing the work on the design for the project.

- c) The Billing Policy and Procedure was updated to reflect new changes and increases to most all of our rates and fees. With the increases from PWC, increase in yearly expenses, and the development and growth coming to the Town the rates and fees had to be increased. The new rate schedule encompasses administrative fees, labor charges, and all the extra costs that are encumbered from PWC that involves developers and their work. Along with the rate increase we have also changed the policy on customer accounts in the event of a death. A death certificate or power of attorney document will have to be shared with the town in order to change the information on the existing account. After reviewing the changes Commissioner Lee made a motion to approve the changes and Commissioner Horne seconded the motion. The board voted unanimously to approve all the changes and updates to the Billing Policy and Procedure.
- d) The need to have an Inflow & Infiltration study completed needs to be approved to move forward, Mid Carolina COG and RWA are helping the Town seek funding for the I & I project. According to RWA our water tank now with our population is at 80% capacity. When the new subdivision with 157 houses are included that is going to increase our capacity by 12 %. By state rules if a town is running at 90% capacity with their water tank, it is time for a new one to be added to be able to handle the growth that is coming. Mayor Jones called for a motion to move forward with the I & I study and search for funding for the project. Commissioner Horne made the motion to approve moving forward and Commissioner Lee seconded the motion. The board voted unanimously to move forward with the project and search for funding.
- e) Code Enforcement Agreement with the Mid Carolina COG was presented to the board to approve. The agreement allows the COG to handle all the leg work and paperwork that goes into getting properties cleaned. There are several properties in Stedman that need to be addressed. The Code Enforcement officer will keep the town informed of all rulings on properties. Commissioner Pirro made the motion to approve the contract and Commissioner Lee seconded the motion. The board vote was unanimous to put the contract in motion.

#### **NEW BUSINESS** –

- a) Fee schedule changes and updates. More updates and increased fees had to be made to the fee schedule due to the increase of the digital water meters along with the other increases and changes that have already been discussed. Commissioner Lee made a motion to approve of the extra changes and Commissioner Horne seconded the motion. The board vote was unanimous.
- b) 152 Carol Street duplex unit update. The County Planning Committee did not approve the plans for parking for this development. The developer may need to send the surveyor to the county office to add an overlay to define the parking lot lines and driveway lines.
- c) A quote for Carol Street lift station was shared with the board. The vendor who offered the quote is EATON. The quote for the repair was about \$20000 cheaper than the quote from PWC. The parts have a 1-5 year warranty and the quote also included in the quote is monitoring for two days after the repairs are made by the vendor to make sure it is working properly. Commissioner Pirro made a motion to approve the acceptance of the quote from EATON and have them make the repairs needed. Commissioner Lee seconded the motion, The board was unanimous in approving the repair to be done by EATON.

- d) Accounts Receivable software program addition: With the upgrade in technology for the office, a request for an AR program from Southern Software was requested by office staff. The additional program will eliminate extra paperwork and make record keeping for receipting money for everything other than utility billing charges so much easier and organized. The software will be in place by the beginning of the new budget year. Commissioner Lee made a motion to approve the addition and Commissioner Pirro seconded the motion. The board voted unanimously to approve.
- e) Annexation Resolution for Creekside Subdivision: The town attorney, Donald Hudson shared that the HOA of Creekside is required to submit the plans for the development to him for review. There are two lots that need to be annexed into the town limits. A resolution was presented to the Board that instructed the Town Clerk to investigate the said property to make sure it met all the requirements of annexation. Commissioner Horne made a motion to approve the signing of the document and Commissioner Pirro seconded the motion. The Board approved and Mayor Jones signed the resolution granting the Town Clerk to investigate and bring her findings to the next meeting on June 1<sup>st</sup>.
- f) Mayor Jones asked for the board to inquire about a new candidate to represent Stedman on the Cumberland County Planning Board. The position was previously held by Jordan Stewart but he has stepped down. The mayor asked that the board bring any candidate names forward during the next meeting if they are willing to serve in this capacity.
- g) Interlocal Cooperation Agreement between the Town of Stedman and Cumberland County was agreed to by the board and signed by Mayor Jones and the Town Clerk, Connie Veeder to be voted on at the next County Commissioners meeting.

#### **STAFF REPORTS/BOARD OF COMMISSIONERS**

- a) Town Clerk's Report – Greg Staderman and Joe Garrison have been working with the town office staff to begin ACH drafts for customers who would like to participate in this service. The upfront cost should be \$1550. This is new to the two vendors we already are in business with, we are like a pilot program for them. In the end implementing this service will decrease our monthly terminal fees and other charges. If the cost increases, we will bring it back before the board to discuss before we move forward. Commissioner Pirro made a motion to approve the beginning process of ACH drafts and Commissioner Lee seconded the motion. The board voted unanimously to approve the cost of the process. The new website will be up and running soon. We have the Memorial Day holiday coming up at the end of the month.
- b) Chief of Police Report –
- c) Stedman Fire Department –
- d) Planners Report – None
- e) Code Enforcement Report
- f) Mayor and Board of Commissioners: Commissioner Lee stated that he had been approached by several residents in his neighborhood about cars speeding. The residents are getting frustrated and wanting to take matters into their own hands. They are asking for speedbumps to be installed. Questions were asked to the town attorney about orphaned road, roads that developers did not turn over to the town or the roads are not up to DOT standards. Mr. Hudson explained the liability of installing speedbumps. The town cannot use Powell Bill funding to take care of any expenses for the orphaned roads.

#### **ADJOURNMENT**

A motion was made by Commissioner Horne to adjourn the meeting and seconded by Commissioner Lee to adjourn the May 4, 2023 meeting at 8:07 pm.