



STEDMAN BOARD OF COMMISSIONERS MEETING

AGENDA

JULY 2, 2026 @ 7:00 P.M.

REGULAR MEETING

STEDMAN TOWN HALL

5110 Front Street, Stedman, NC

1. CALL TO ORDER

2. INVOCATION & PLEDGE OF ALLEGIANCE

3. ADOPTION OF AGENDA –*Addition or Deletion*

(All additions, add to New Business, requires majority vote of Board to consider)

POTENTIAL ACTION: Motion to adopt the agenda

4. CONSENT AGENDA-

Items on the consent agenda are considered routine or have been thoroughly discussed previously. A member of the Board of Commissioners may request that an item be removed from the consent agenda for further discussion under New Business or at a later time.

- a.) Approval of June 4, 2026 – Regular Meeting Minutes
- b.) Approval of June 4, 2026 – Closed Session Minutes
- c.) Approval Budget Amendment 2026-

POTENTIAL ACTION: Motion to adopt the Consent Agenda as presented or as amended

5. PRESENTATIONS –None

6. PUBLIC HEARING - None

7. PUBLIC COMMENT

Each speaker is asked to limit comments to 3 minutes and the total comment period will be 15 minutes or less. Anyone desiring to speak must sign up with the Town Clerk by 6:55 p.m. The Board will not take action on an item that is presented during the Public Forum.

8. OLD BUSINESS –

- a.) Update for Site Plan Model for Belle Haven

POTENTIAL ACTION: None

- b.) WithersRavenel Fall Funding Application

POTENTIAL ACTION: Motion to have WithersRavenel move forward with the Fall Funding Application in the Viable Utility Plan.

9. NEW BUSINESS –

a.) Approve Alley Closure Behind Buildings/Homes on Front Street

POTENTIAL ACTION: Motion to approve the closure of the alley located behind the buildings and homes on Front Street and approve the Town Clerk to move forward with the process of the closure.

b.) Approve Ordinance Adopting a Schedule for Extension of Municipal Services to Annexed Property

POTENTIAL ACTION: Motion to approve Ordinance # Adopting a Schedule to Extend Municipal Services to Annexed Property

c.) Sewer/Sewer Base Past Due Accounts

POTENTIAL ACTION: Motion to approve Town Administrator/Clerk disconnecting and/or placing lien on property for unpaid account.

d.) Cumberland County Services (Code Enforcement)

POTENTIAL ACTION: None

12. STAFF REPORTS/BOARD OF COMMISSIONERS

- a. Town Clerk Report
- b. Chief of Police Report
- c. Stedman Fire Department-
- d. Code Enforcement Report-see report
- e. Planners Report
- f. Mayor & Board of Commissioners

13. CLOSED SESSION- G.S. 143-318.11

14. ADJOURNMENT

MINUTES OF THE TOWN OF STEDMAN BOARD OF COMMISSIONERS
July 2, 2026 ----- 7:00PM
REGULAR MEETING

MEMBERS PRESENT

Mayor Martin L. Jones, Jr., Mayor Pro Tem Louis Wood, Commissioner Vogt, Commissioner Horne, Commissioner Lee and Commissioner Cain

STAFF PRESENT

Connie Veeder/Town Clerk and Attorney Donald Hudson

INVOCATION AND PLEDGE OF ALLEGIANCE

Mayor Jones led the invocation and Pledge of Allegiance.

ADOPTION OF AGENDA

Commissioner Vogt made a motion to approve the agenda and Commissioner Wood seconded the motion. The motion passed unanimously.

CONSENT AGENDA

- a.) Approval of June 4, 2026 – Regular Meeting Minutes
- b.) Approval of June 4, 2026 – Closed Session Minutes
- c.) Approval Budget Amendment BA2027-01
- d.) Approval Budget Amendment BA2027-02

Commissioner Lee made a motion to adopt the Consent Agenda as presented above and Commissioner Cain seconded the motion. Motion passed unanimously.

PRESENTATIONS- None

PUBLIC HEARING- None

PUBLIC COMMENT- None

OLD BUSINESS-

- a.) Update for Site Plan Model for Belle Haven -An updated site plan and revised comment sheet was given to the board for review. The county shared the updated documents with the Town Clerk to inform the town of what was being sent to the developer.
- b.) WithersRavenel Fall Funding Application- Leonard McBryde from Withersravenel called to ask if the town would like for them to move forward in applying for fall funding through the Viable Utility program. The board thought we should continue with the application by them. Commissioner Vogt made a motion for Withersravenel to move

forward with the fall funding application process and Commissioner Wood seconded the motion. The motion was passed unanimously.

NEW BUSINESS-

- a.) Approve Alley Closure Behind Buildings/Homes on Front Street – There is an alley behind the buildings/homes on Front Street across the street from Ernest Freeman Park and at the corner of Hillsboro St. that a resident has emailed the board and asked if it could be closed and divide the land among the owners of the property that sits adjacent to the alley. The town clerk is asking for the board to decide if they want the alley closed and direct the town clerk to follow the alley closure process if their vote is yes. The board discussed the alley and decided closing the alley would be appropriate due to the town not using or needing the alley for any access. Commissioner Wood made a motion to approve the closure of the alley and approved allowing the town clerk to proceed in the steps that need to be taken to close the alley. Commissioner Vogt seconded the motion and the motion passed unanimously.
- b.) Approve Ordinance Adopting a Schedule for Extension of Municipal Services- Mr. Hudson presented a new ordinance addressing the adoption of a schedule for extension of municipal services to newly satellite annexations. This document is the official ordinance #2026-07-02. Commissioner Lee made a motion to approve the Ordinance #2026-07-02 Adopting a Schedule to Extend Municipal Services to Annexed Property and Commissioner Wood seconded the motion. The motion passed unanimously.
- c.) Sewer/Sewer Base Past Due Accounts- The Town Administrator shared information concerning sewer and sewer base past due accounts. The administrator asked for the boards direction in collecting these past due balances for now and in the future. The cost of mailing certified letters has increased to over \$10 and it is a waste due to the the letters being returned with no signatures. Mr. Hudson, the town attorney, stated that the town has the options of discontinuing service or to place a lien on the property. Placing a lien on the property will force the action due to not being able to discontinue service of a sewer base. Commissioner Lee made a motion to approve discontinuing service and/or placing a lien on properties that have a long overdue balance for sewer and sewer base utility accounts. Commissioner Vogt seconded the motion and the motion passed unanimously.
- d.) Cumberland County Services (Code Enforcement)- The town clerk contacted Rawls Howard with the County Planning and Zoning Department to discuss the steps that need to be taken to have the county take charge of our code enforcement. Mr. Howard had a meeting with his team and the county is discussing plan options to bring an interlocal agreement to municipalities. He said the department team could meet with the commissioner and/or mayor to discuss all concerns. The mayor and board agreed setting a meeting with Mr. Howard to discuss this further. The town clerk will get a

meeting set.

- e.) Approve 2026-2027 Contract for Services with McGeachy, Hudson, & Zuravel-
Commissioner Cain made a motion to approve the 2026-2027 contract with
McGeachy, Hudson, & Zuravel and Commissioner Horne seconded the motion. The
motion passed unanimously.

STAFF REPORTS/BOARD OF COMMISSIONERS

- a.) Town Clerk's Report- Observing Independence Day, Friday, July 3rd. A quote for services to upgrade the town's subdivision and zoning policies was received from Mid Carolina Council of Government. The quote was for \$15,000 for work. The town clerk will continue getting other quotes. A verbal proposal was presented to the board concerning bulk water purchases from developers/companies. The town clerk proposed that it be added to the town's fee schedule and put in place before the new developments begin. Commissioner Vogt made a motion for the town clerk to move forward with creating these changes and Commissioner Wood seconded the motion. The town clerk will share the final documents with the board when they are complete. Also the town clerk told the board that an email was forwarded to them from David Moon with County Planning and Zoning with a draft of the conditions for the Belle Haven Development. Mr. Moon was sending the same email to Jarred Corbell today.
- b.) Chief of Police Report –
Chief Jackson was not in attendance but sent a printed copy of his report for the month. Report is attached in the documents.
- c.) Stedman Fire Department-
 - Daniel Canosa was in attendance and provided the following report:
He reported a total of 57 incidents, 31 medical calls, 11 fire, 15 other calls. The fireworks display was a huge success again with not serious incidents.
- d.) Code Enforcement Report- Latest report attached in documents
- e.) Planners Report- None
- f.) Mayor & Board of Commissioners Report – Commissioner Wood started a discussion about zero lot lines being taken out of our subdivision and zoning ordinances and requiring that lot standards as listed in the ordinances be followed. Commissioner also stated that the town should change the side yard width to 12' for one story homes and 15' for two story homes. The board agreed and Mayor Jones called for a motion. Commissioner Wood made a motion to remove the zero-lot line option from the Town's current subdivision ordinance and require a 12' side yard width for one story homes and a 15' side yard for two story homes. Commissioner Vogt seconded the motion and the motion passed unanimously.
 - Mayor Jones stated that the PWC meeting had gone well and the process of correcting the billing is moving forward.
 - Commissioner Wood stated that the County Parks and Recreation is taking away funding for the Allstar Ball Teams to play in larger tournaments at the end of the season. Some of the top teams from the recreation 10U and 12U maybe setting up fundraiser to pay the teams way to one of the local tournaments.

- Commissioner Cain shared that the House Bill 1220 Changing the Town Charter to allow alcohol sales in the town had passed and did not have to go to the governor for signature.

CLOSED SESSION- pursuant N.C.G.S 143-318.11 to discuss legal matters with attorney concerning a proposed contract

- Commissioner Vogt made a motion to enter closed session at 7:30 p.m. pursuant to N.C.G.S. §§143-318.11 and 11(a)(3) to consult with the Town Attorney regarding legal advice on a contract and controversial issues with a vendor. Commissioner Lee seconded the motion. The motion passed unanimously.
- Commissioner Vogt made a motion to return to open session at 7:58 p.m. Commissioner Lee seconded the motion. The motion passed unanimously. The board returned to the open meeting.

ADJOURNMENT

A motion was made by Commissioner Horne and seconded by Commissioner Lee to adjourn the July 2, 2026 meeting at 7:58 p.m.



Town of Stedman
Budget Amendment
 Fiscal Year 2026-2027
 Budget Amendment # BA2027-01

BE IT ORDAINED by the Governing Board of the Town of Stedman, North Carolina, that the following amendment is made to the annual budget ordinance for the fiscal year ending June 30, 2027:

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

EXPENDITURE				
Account Code	Department	Description	Decrease	Increase
10-420-02	Admin	Salaries/Admin		\$ 6,780
10-420-05	Admin	FICA		\$ 563
10-420-07	Admin	Retirement		\$ 1,031
10-420-08	Admin	401K		\$ 573
10-420-09	Admin	Longevity/Bonus		\$ 21
10-510-02	Police	Salaries & Wages Police		\$ 5,850
10-510-05	Police	FICA		\$ 450
10-510-07	Police	Retirement		\$ 1,000
10-510-08	Police	401K		\$ 293
10-510-09	Police	Longevity/Bonus		\$ 67
10-560-02	Streets	Salaries/Wages		\$ 2,390
10-560-05	Streets	FICA		\$ 183
10-560-07	Streets	Retirement		\$ 361
10-560-08	Streets	401K		\$ 119
10-560-09	Streets	Longevity/Bonus		\$ 96
10-580-02	Sanitation	Salary/Wages		\$ 1,615
10-580-05	Sanitation	FICA		\$ 123
10-580-07	Sanitation	Retirement		\$ 244
10-580-08	Sanitation	401K		\$ 81
10-580-09	Sanitation	Longevity/Bonus		\$ 32
REVENUE				
Code Number		Description	Increase	Decrease
10-399-00	General Fund	Fund Balance	\$ 21,872	
Totals			\$ 21,872	\$ 21,872
Reason(s) for the above request is/are as follows:				
Increase 2026-2027 Budget to reflect payroll increases for all staff.				

Section 2: Copies of this budget amendment shall be furnished to the Town Clerk/Finance Director for her direction.

ADOPTED this 2nd day of July 2026 by the Stedman Board of Commissioners.

 Martin L. Jones, Jr.
 Mayor

 Connie P. Veeder
 Town Clerk



Town of Stedman
Budget Amendment
Fiscal Year 2026-2027
Budget Amendment # BA2027-02

BE IT ORDAINED by the Governing Board of the Town of Stedman, North Carolina, that the following amendment is made to the annual budget ordinance for the fiscal year ending June 30, 2027:

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

EXPENDITURE				
Account Code	Department	Description	Decrease	Increase
30-720-02	Water/Sewer	Salaries/Wages		\$ 4,680
30-720-05	Water/Sewer	FICA		\$ 351
30-720-07	Water/Sewer	Retirement		\$ 705
REVENUE				
Code Number		Description	Increase	Decrease
30-399-00	Water/Sewer	Fund Balance	\$ 5,736	
Totals			\$ 5,736	\$ 5,736
Reason(s) for the above request is/are as follows:				
Increase 2026-2027 Water/Sewer Budget to reflect payroll increases for all staff.				

Section 2: Copies of this budget amendment shall be furnished to the Town Clerk/Finance Director for her direction.

ADOPTED this __2nd__ day of _____ July____, 2026 by the Stedman Board of Commissioners.

Martin L. Jones, Jr.
Mayor

Connie P. Veeder
Town Clerk

ORDINANCE NO. 2026-07-02

AN ORDINANCE ADOPTING A SCHEDULE FOR EXTENSION OF MUNICIPAL SERVICES TO ANNEXED PROPERTY

BE IT ORDAINED by the Board of Commissioners of the Town of Stedman, North Carolina, as follows:

SECTION 1. TITLE.

This Ordinance shall be known as the "Schedule for Extension of Municipal Services Ordinance."

SECTION 2. PURPOSE.

The purpose of this Ordinance is to establish the schedule and manner by which municipal services shall be provided to territory annexed into the corporate limits of the Town in accordance with applicable North Carolina law.

The Town intends to provide municipal services to annexed areas on substantially the same basis and in the same manner as such services are provided within the existing corporate limits, subject to Town ordinances, utility policies, engineering feasibility, available funding, operational capacity, and lawful appropriations.

SECTION 3. APPLICABILITY.

This Ordinance shall apply to all property annexed into the corporate limits of the Town after the effective date of this Ordinance unless otherwise expressly provided in a specific annexation ordinance.

SECTION 4. GENERAL MUNICIPAL SERVICES.

(A) Police Protection.

Police protection services shall commence effective upon the effective date of annexation.

(B) Street Maintenance.

Routine municipal street maintenance services shall commence only after:

1. The streets have been accepted into the Town street system; and
2. The streets have been approved by the North Carolina Department of Transportation where such approval is required.

(C) Solid Waste Collection.

Where solid waste collection services are provided generally throughout the Town, such services shall commence within thirty (30) days after occupancy of the first residence located within the annexed area.

(D) Code Enforcement and Zoning Administration.

Code enforcement, zoning administration, and land development regulation services shall commence effective upon the effective date of annexation.

SECTION 5. WATER SERVICE.

(A) Existing Accessible Water Lines.

Properties located within five hundred (500) linear feet of an existing municipal water main capable of providing adequate service capacity may apply for connection to the municipal water system in accordance with Town ordinances, utility regulations, engineering specifications, permitting requirements, and payment of all applicable fees.

(B) Areas Beyond 500 Feet.

The Town shall not be required to extend municipal water infrastructure to properties located more than five hundred (500) linear feet from existing municipal water lines unless:

1. The extension is approved by the Town Board;
2. Adequate system capacity exists;
3. The extension complies with applicable engineering and construction standards;

4. Necessary easements are obtained;
5. Funding is available through developer installation, assessments, grants, capital appropriations, or other lawful funding mechanisms; and
6. For newly developed properties, the Developer may be required to fund connections to the city water line.

(C) Timing of Extensions.

Approved water extensions shall occur in accordance with engineering priorities, utility planning, available funding, and adopted capital improvement schedules. Nothing herein shall obligate the Town to immediately construct water infrastructure where infrastructure does not presently exist within the required distance.

SECTION 6. SEWER SERVICE.

(A) Existing Accessible Sewer Lines.

Properties located within five hundred (500) linear feet of an existing municipal sewer main having available transmission and treatment capacity may apply for connection in accordance with Town ordinances, engineering standards, permitting requirements, and payment of all applicable fees.

(B) Areas Beyond 500 Feet.

The Town shall not be obligated to extend sewer infrastructure beyond existing service areas unless approved by the Town Board and supported by available funding, engineering feasibility, topographic suitability, and applicable regulatory approvals.

(C) Extraordinary Infrastructure Costs.

The Town may require developers, petitioners, or benefiting property owners to bear the costs associated with lift stations, force mains, oversized infrastructure, or extraordinary utility improvements necessary to provide service to annexed areas.

(D) For newly developed properties, the Developer may be required to fund connections to the city sewer line.

SECTION 7. PRIVATE STREETS.

Private streets shall remain the responsibility of adjoining property owners or homeowners' associations unless and until formally accepted by the Town.

SECTION 8. UTILITY CONNECTION REQUIREMENTS.

All utility connections within annexed areas shall comply with:

1. Town ordinances;
2. Utility regulations and policies;
3. Engineering and construction standards;
4. Permitting requirements;
5. Applicable state and federal regulations; and
6. Payment of all required connection, impact, inspection, and capacity fees.

Nothing contained herein shall waive or eliminate standard development review procedures.

SECTION 9. RESERVATION OF MUNICIPAL AUTHORITY.

The Town expressly reserves the authority to:

1. Prioritize infrastructure projects based upon public necessity and available funding;
2. Amend utility ordinances, standards, and policies from time to time;
3. Deny or defer utility extensions where system capacity is insufficient;
4. Require development agreements where appropriate; and
5. Impose reasonable engineering and operational requirements for extension of services.

SECTION 10. GOOD FAITH COMPLIANCE.

This Ordinance is intended to satisfy the Town's obligations under applicable North Carolina annexation laws. The Town shall make reasonable good-faith efforts to provide municipal services in accordance with this Ordinance, subject to lawful appropriations, operational limitations, permitting requirements, force majeure events, and engineering constraints.

SECTION 11. SEVERABILITY.

If any section, subsection, sentence, clause, or phrase of this Ordinance is held invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance.

SECTION 12. EFFECTIVE DATE.

This Ordinance shall become effective upon adoption.

DULY ADOPTED by the Board of Commissioners of the Town of Stedman, North Carolina at a regular meeting duly called and held on the ____ day of _____, 2026.

TOWN OF STEDMAN, NORTH CAROLINA

By: _____

Martin L. Jones, Jr., Mayor

ATTEST:

Connie P. Veeder, Town Clerk

[SEAL]

CUMBERLAND COUNTY

NORTH CAROLINA

AGREEMENT

This independent contractor agreement made and entered into this the 30th day of June, 2026, by and between the Town of Stedman, a North Carolina Municipal Corporation, and McGeachy, Hudson & Zuravel, Attorneys at Law.

WITNESSETH:

Whereas, the Town of Stedman herein after referred to as "Town" desires to contract for legal services for its municipality; and

Whereas, McGeachy, Hudson & Zuravel desires to provide said legal services as Stedman's Attorney through an independent contract with the Town.

NOW, THEREFORE, in consideration for the mutual covenants and agreements hereinafter entered by the parties, and for other good and valuable consideration, receipt of which is hereby acknowledge, the parties agree as follows:

1. That McGeachy, Hudson & Zuravel, through its attorneys, shall provide legal services to the Town as its Town Attorney.
2. Donald C. Hudson shall serve as primary Town Attorney with back up and supplementation being provided by David Lee Zuravel.
3. This contract is non-exclusive, and the Town may employ other attorneys for specialized legal work in coordination with its Town Attorney.
4. That McGeachy, Hudson & Zuravel, shall receive the amount of Five Hundred Dollars (\$500.00) per month from the Town of Stedman as a retainer for providing the following services:
 - a. Attendance, where appropriate and necessary, at regularly scheduled meetings of the Town of Stedman, but in no event, more than 10 meetings per year. It is anticipated that the regularly scheduled meetings shall be for approximately 1 hour. In the event that the meetings exceed 1 and ½ hours at the attorney's discounted hourly rate, herein below.
 - b. Brief telephone consultations with the Town manager (not exceeding 10 minutes) as necessary to assist in the conduct of the Town's business.
 - c. Prepare and render an annual contingent liability letter for audit purposes.

- d. Provide additional legal services to Stedman at a discounted rate of 30% off of the normal hourly rate of the attorney performing said additional work. Current hourly rate is \$350.00 per hour, \$245.00 after said 30% discount.
- 5. In addition to the above referenced payments for service, the Town will reimburse McGeachy, Hudson & Zuravel for the following:
 - a. Any out-of-pocket costs associated with providing said services, such as court costs, transportation costs recording fees, copy charges, overnight deliver fees, etc.
 - b. Tuition, room, meals and mileage associated with the primary attorney or back-up attorney attending one in-state municipal attorney's conference per year.
 - c. No handling charges or premiums will be added to the afore-referenced reimbursements and no additional reimbursement shall be made for support staff utilization.
- 6. That either party may terminate this agreement at any time for any cause whatsoever by giving the other party 30 days written notice by email or fax.

TOWN OF STEDMAN

McGEACHY, HUDSON & ZURAVEL

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

FINANCE DIRECTOR