

**AGENDA**  
**Stoneville Town Council Meeting**  
**March 7, 2017**  
**7:00 PM**

**Call to Order-Mayor Craddock**  
**Pledge of Allegiance**  
**Invocation**  
**Approval of Minutes from Last Meeting**  
**Approval of Agenda**

**New Business:**

1. **Adopt a Highway / Simpson Street – Sarah Chandler**
2. **2017 Downtown Stoneville Cruise In – Michael Manuel**
3. **2017 Bark for Life – Chrissy Griffin**
4. **Proclamation – 15<sup>th</sup> Annual March for Meals Month – Mayor Craddock**
5. **Ordinance O-2017-01 – Amendment to Chapter 51 (Utility Use) of Stoneville Town Ordinances – Ken Gamble**
6. **Water-Sewer Billing and Collections Policy – Ken Gamble**
7. **Ordinance O-2017-02 – Amendment to Chapter 74 (Traffic Schedules) of Stoneville Town Ordinances – Ken Gamble**
8. **Approval to Replace Booster Station and 75,000 Gallon Tank Equipment Shed Roofs – Mark Malloy**
9. **Approval to Seek USDA Grant Funding for Public Works Truck – Mark Malloy**

**Public Comments:**

**Old Business:**

1. **Backflow Preventer Project Update – Mark Malloy**

**Town Manager Report:**

1. **Leaf Collection Contract**
2. **Matthews Street Project**
3. **Oakdale Street Storm Drain Replacement**
4. **Western Rockingham Chamber Dinner – March 17<sup>th</sup> 6p – Celebration Event Centre**
5. **Citizens Economic Development Annual Meeting – March 28<sup>th</sup> 5:30p – Eden Ball Room**

**Executive Session Into:**

**Executive Session Out Of:**

**Adjourn/Recess:**

**Stoneville Town Council  
Regular Meeting &  
Budget Retreat Minutes  
February 11, 2017  
9:00 AM  
Vera Holland Center**

**Present:** Present were Mayor Ricky Craddock, Mayor Pro-Tem Chuck Hundley, Councilwoman Lori Armstrong, Councilmen Bill Farris, Henry Thornton, and Jerry Smith.

Also, present were Town Manager Kenneth Gamble, Human Resource/Finance Officer Joanna Dalton, Town Clerk Sherri Darnell, Police Chief Frank Moore, Police Administrative Assistant Perry Webster, Fire Chief Tim Brown, Assistant Chief David Watkins and Public Works Director Mark Malloy.

**Welcome:** Mayor Ricky Craddock welcomed the assembly. After the Pledge of Allegiance and Invocation, Mayor Craddock called the meeting to order.

**Minutes:** Mayor Ricky Craddock asked if there were any corrections to the minutes from the last meeting. With no corrections, Mayor Craddock asked for a motion to approve the minutes. Councilman Farris made the motion to approve the minutes. Mayor Pro-tem Hundley seconded the motion. Motion carried.

**Agenda:** Mayor Ricky Craddock asked if there were any adjustments to the originally submitted Agenda. Town Manager Gamble asked to have Agenda item 5 under New Business be the last item addressed since it would require discussion in Executive Session. Mayor Craddock asked for a motion to approve the Agenda with this change. Councilman Smith made the motion to approve the Agenda. Councilman Thornton seconded the motion. Motion carried.

**New Business:**

**FY June 30, 2016 Audit Report:**

Mr. Craig Hopkins of Gibson & Company presented the audit report for fiscal year ending June 30, 2016. He complimented staff on their effective management of Town funds and thanked them for their assistance with the audit. Copy incorporated into the minutes.

**Installment Purchase Contract for Police Car:**

Finance Officer Dalton read the resolution of intent and the purchase contract and asked if there were any questions. After some discussion, Councilman Thornton made the motion to adopt the resolution. Councilman Smith seconded. Motion carried. Copy incorporated into the minutes.

**NC Governor's Crime Commission in Car Camera Grant:**

Police Administrative Assistant Webster asked Council for permission to pursue this grant application for \$23,661.00, which would be a no match grant. Councilman Smith made a motion to allow the application. Councilman Farris seconded. Motion carried.

**Greater Burning Bush Church Water Leak:**

Mr. Webster stated that the church had experienced a leak inside a wall at the church. Mr. Webster then requested that the sewer portion be reduced. After some discussion, Councilman Smith made the motion to reduce the sewer portion of the bill to a 6 month seasonal average. The total amount due will now be \$240.51. Mayor Pro-tem Hundley seconded the motion. Motion carried. Copy incorporated into the minutes.

**Public Comments:** None

**Old Business:** None

**Town Manager's Report:**

Town Manager Gamble stated that the Stoneville Elementary School roof resolution passed the Rockingham County Board and that work should begin after the 16-17 school year. The Mayor and Town Manager also attended a meeting at the school board office regarding the redistricting plan. The Town's concerns of how closely our school is tied to the community and our recreation department were communicated. The final redistricting report should be out in April. Oakdale Street storm drain replacement is scheduled for the week of February 13<sup>th</sup>, weather permitting. The Matthews Street project is waiting on one easement and will be underway as soon as it is in hand.

**Budget Retreat:**

Each Department head presented what would be needed and/or wanted in the upcoming 2017-2018 budget. Copy incorporated into the minutes.

**Executive Session:**

Mayor Craddock asked for a motion to enter into executive session. Councilman Farris made the motion. Councilman Thornton seconded. Motion carried.

**Regular Session:**

Mayor Craddock asked for a motion to return to regular session. Councilwoman Armstrong made the motion. Councilman Thornton seconded. Motion carried.

Mayor Craddock stated that a personnel matter was discussed with no action taken. Also, renewal of the leaf collection contract was discussed with the Council leaving negotiation of the contract in the hands of the Town Manager.

**Excused from Next Meeting:**

Councilman Farris asked the he be excused from the March 7, 2017 meeting due to a scheduling conflict. Councilman Smith made the motion to approve. Councilwoman Armstrong seconded the motion. Motion carried.

**Adjourn:** Mayor Craddock asked for a motion for adjournment. Councilman Farris made the motion. Councilman Thornton seconded. Motion carried.



## A PROCLAMATION PROCLAIMING MARCH 2017 AS THE 15<sup>th</sup> ANNUAL MARCH FOR MEALS MONTH

**WHEREAS**, the 2017 observance of March for Meals celebrates 15 years of providing an opportunity to support Meals on Wheels programs that deliver vital and critical services by donating, volunteering and raising awareness about senior hunger and isolation; and

**WHEREAS**, Meals on Wheels programs – both congregate and home-delivered, in Stoneville, North Carolina have served our community admirably for more than 30 years and

**WHEREAS**, volunteers for Meals on Wheels programs in Stoneville, North Carolina are the backbone of the program and they not only deliver nutritious meals to seniors and individuals with disabilities who are at significant risk of hunger and isolation, but also caring concern and attention to their welfare; and

**WHEREAS**, Meals on Wheels programs in Stoneville, North Carolina provide nutritious meals to seniors throughout the community that help them maintain their health and independence, thereby preventing unnecessary falls, hospitalizations and/or premature institutionalization; and

**WHEREAS**, Meals on Wheels programs in provide a powerful socialization opportunity for millions of seniors to help combat loneliness and isolation; and

**WHEREAS**, Meals on Wheels programs in Stoneville, North Carolina deserve recognition for the contributions they have made and will continue to make to local communities, our State and our Nation.

**NOW, THEREFORE**, I Ricky Craddock, as Mayor of Stoneville, North Carolina, do hereby proclaim March 2017 as the 15<sup>th</sup> Annual March for Meals Month and urge every citizen to take this month to honor our Meals on Wheels programs, the seniors they serve and the volunteers who care for them. Our recognition of, and involvement in, the national 2017 March for Meals can enrich our entire community and help combat senior hunger and isolation in America.

Dated this 7th day of March, 2017

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Mayor

Attest: \_\_\_\_\_  
Town Clerk Sherri Darnell, CMC, NCCMC



O-2017-01

## ORDINANCE AMENDING CHAPTER 51 (UTILITY USE) OF THE TOWN OF STONEVILLE CODE OF ORDINANCES

**WHEREAS**, changes to Chapter 51 – Utility Use were required when the Town changed its form of government from Mayor-Council to Council-Manager, and;

**WHEREAS**, updates to Chapter 51 were needed to revise internal policies and practices to ensure efficient operation of the utility, and;

**WHEREAS**, minor changes including wordsmithing to Chapter 51 were needed to improve the overall quality and professionalism of this chapter of our ordinances.

**NOW, THEREFORE, BE IT ORDAINED** by the Town Council of the Town of Stoneville that the following section of Chapter 51 be amended and replaced by the section that follows: 51.04 BILLING

### § 51.04 BILLING.

(A) *Person responsible for payment.*

(1) Utility charges, rents, fees, rates and penalties connected therewith shall be the legal obligation of the property owner only when:

(a) The owner is also the tenant; or

(b) The property or premises is leased or rented to more than one tenant and services rendered to more than one tenant are measured by the same meter.

(2) Except as provided in division (A)(1) above, water, sewer and/or sanitation charges, rents, fees, rates and penalties shall be the legal obligation of the person contracting for such services.

(B) *Multiple meter users.*

(1) *Multiple minimums.* Two or more commercial or industrial units or residential dwelling units, including, but not limited to, multi-family houses, apartments, duplexes and mobile homes, receiving water through the same water meter shall pay, if separate meters are not installed, the minimum utility bill for water, sewer and sanitation service, as applicable, for each unit being served through the meter. Any water usage exceeding the total minimum usage for the number of units served by one meter shall be charged in accordance with approved water and sewer rate schedules.



(2) *Reduction of minimum number.* Once established the number of utility minimums to be paid for any water meter shall not be reduced until the property owner notifies the Director of Finance in writing for the reduction.

(3) *Increase of minimum number.* The property owner is hereby responsible for immediately notifying the Director of Finance of any increase in the number of units being served by any water meter.

(4) *Mobile home minimum number.* The town water meter reader shall report each month the number of mobile homes connected to or in position to be connected to the town water system or to a private system which obtains its water from the town. The number reported by the meter reader if greater than the number established in this section shall be the number of minimums charged to the applicable meter.

(5) *Determination of unit vacancy.* The town cannot determine whether or not a dwelling, commercial or industrial unit has been vacant for some or all of any utility billing period. Therefore, the number of minimum charged for each billing period will be equal to the number of active or potential commercial, industrial or dwelling units served by the water meter in accordance with this section.

(C) *Penalties for late payment and non-payment.*

(1) *Due date.* Utility bills mailed on or about the first workday of any month shall be past due and delinquent if not paid by 5:00 p.m. on the twentieth day of the month. All customers or user accounts past due and delinquent shall be placed on a list which shall be continually modified to reflect last payments. Any utility account paid after 5:00 p.m. on the twentieth day of the month shall have added to the month's total due a late payment fee, in the amount established from time to time by the Council, to cover the administrative costs of processing the late payment.

(2) *Cut-off for non-payment.* A cut-off list indicating the unpaid utility accounts shall be delivered to the appropriate public works personnel approximately 30 days after bills are mailed. Upon receipt, authorized public works personnel shall immediately begin cutting off all water meters serving the users listed on the cut-off list.

(3) *Delinquency fee.* Customers paying utility bills on or after the cut-off day of the month shall also be assessed, in addition to the monthly total due and the late payment fee, a delinquency fee in the amount established from time to time by the Council. In the event that a customer's service is disconnected for non-payment the customer must pay the current amount due plus any late fee and delinquency fee prior to service being reinstated.

(4) *Extensions of due date.* The Town Manager may establish policies and procedures for granting short term, temporary extensions of the utility bill due date for users to pay the current month's utility bill because of temporary unexpected circumstances.



(5) *Removal and reinstallation of meters.* If any utility user or customer, after having their water meter cut-off by the town, cuts on, has his or her meter cut on or allows his or her meter to be cut on, the water meter shall be immediately removed. A meter shall not be reinstalled until the entire amount due is paid, including, but not limited to, unpaid usage charges, late fee, delinquency fee, tampering fee and installation fee.

(6) *Severing sewer connections.* Failure to pay utility bills in accordance with this section may result in the disconnection of the individual sewer collection line or building sewer. If disconnected or severed, the line or sewer will not be reconnected until the total bill due, fees and penalties are paid in full. In addition, the user will pay the cost of reconnection including material and labor in full. Disconnection or severance of lines shall automatically make the user in violation of § [51.42](#) of this chapter.

(D) *Leak adjustments.* A customer protesting an unusually high water and sewer bill due to a leak may claim a hardship if the charges are significantly higher than their normal average bill, upon providing evidence that repairs have been made and the system is up to standard. Once approved, the sewer bill may be reduced by 1/3 of the current billed usage. The customer must pay for all water used. Customers are limited to one leak adjustment in a 12 month period.

(E) *Pool adjustments.* Pool adjustments are limited to one per customer per 12 month period. Customers who have a swimming pool and do not wish to pay sewer charges when filling the pool have two options:

(1) At the customer's expense, install a dedicated water line connected to a separate water meter. The line and meter must be pre-approved by Town Public Works staff and pass inspection prior to being used.

(2) Contact Public Works to schedule a pre and post water meter reading. The customer meter must be read by Public Works staff prior to filling the pool and after filling is complete. This service is only available when Town Hall is open during normal operating hours Monday – Friday (8:30 a.m. – 4:00 p.m.).

(Ord. 2007-13, passed 11-6-2012)

This ordinance is to be effective on the 1<sup>st</sup> day of July, 2017.

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Ricky Craddock, Mayor

Attested to:

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Sherri Darnell, Town Clerk



# TOWN OF STONEVILLE

101 Smith Street • PO Box 71 • Stoneville NC 27048  
Phone: 336-573-9393 • 336-573-9695 • Fax: 336-573-2020

To: Mayor Craddock, Mayor Pro-Tem Hundley, Councilwoman Armstrong, Councilmen Farris, Thornton and Smith

From: Ken Gamble – Manager

Date: 03/02/2017

Subject: New Water-Sewer Billing & Collections Policy

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**After Council approval this policy will become effective on July 1, 2017:**

## **Billing Calendar**

The Town will publish a billing calendar annually and distribute it via US mail to all utility customers. New customers will receive the calendar when opening their account. A copy will also be displayed at Town Hall. The calendar will include monthly due dates, dates late fee and delinquency fees are applied and dates service will be terminated for non-payment. Customers who fail to pay their account balance by the cutoff date will have their service terminated without further notice.

## **Application of Late Fee**

A late fee in an amount determined by the Council and published in the Stoneville Schedule of fees will be assessed on all account balances that have not been paid by 5:00 p.m. on the 20<sup>th</sup> day of the month. However, when the 20<sup>th</sup> day of the month falls on a day that Town Hall is closed (Holiday, Inclement Weather, Saturday or Sunday) all payments received by 5:00 p.m. on the next business day will be processed with no late fee applied. A customer may request a waiver of a late fee if the customer has not had a late fee assessed in the previous 12 months.

## **Application of Delinquency Fee**

A delinquency fee in an amount determined by the Council and published in the Stoneville Schedule of Fees will be assessed on all account balances that have not been paid by 8:30 a.m. on the cutoff date.

## **Restoration of Service**

When water-sewer service has been terminated due to non-payment the customer must pay the entire past due amount to include all fees (late, delinquency, tampering, etc.) assessed on the account. Any

## **New Water-Sewer Billing & Collections Policy – Page 2**

balance on the account that is not yet due will not be included in the amount to be paid to restore service.

### **Extensions of Due Date**

The Town Manager may grant up to a 14 day extension on a cutoff date for a customer who has not had an extension in the previous 12 month period and where the customer has experienced a loss of employment or other similar, unexpected financial hardship.



O-2017-02

**ORDINANCE AMENDING CHAPTER 74 (TRAFFIC SCHEDULES) OF THE TOWN OF STONEVILLE CODE OF ORDINANCES**

**WHEREAS**, changes to Chapter 74 – Schedules II, III, and IV were required when the Town changed its form of government from Mayor-Council to Council-Manager, and;

**WHEREAS**, updates to Chapter 74 were needed to revise Schedules II, III and IV so the most current approved traffic control devices and locations were included, and;

**WHEREAS**, minor changes including wordsmithing to Chapter 74 – Schedules II, III and IV were needed to improve the overall quality and professionalism of this chapter of our ordinances.

**NOW, THEREFORE, BE IT ORDAINED** by the Town Council of the Town of Stoneville that the following sections of Chapter 74 be amended and replaced by the sections that follow: SCHEDULE II – STOP SIGNS, SCHEDULE III – ONE WAY STREETS, SCHEDULE IV – YIELD RIGHT OF WAY SIGNS

**SCHEDULE II. STOP SIGNS.**

(A) *Stop signs required at certain intersections.*

(1) The second-named street in the following list of intersections is hereby designated as a main traveled or through street, and the Manager shall erect stop signs on the first named street at the entrance to the main traveled or through street. The effect of such stop signs on vehicles and pedestrians shall be as provided in G.S. §§ 20-158 and 20-172.

| <i>Stop Street</i> | <i>Through Street</i> |
|--------------------|-----------------------|
| Brown              | E. Matthews           |
| Brown              | Thomas                |
| Bryan              | W. Main / Hwy 770     |
| Bryan              | N. Glenn              |
| Church             | E. Main / Hwy 770     |



|              |                             |
|--------------|-----------------------------|
| Clark        | Church                      |
| Claybrook    | Smith                       |
| Duncan       | N. Henry / Hwy 220 Business |
| Forrest      | N. Glenn                    |
| Gerry        | E. Main / Hwy 770           |
| Golden Eagle | S. Henry / Hwy 220 Business |
| Glendale     | Clark                       |
| Glendale     | Mebane                      |
| N. Glenn     | W. Main / Hwy 770           |
| S. Glenn     | Hwy 220 Business            |
| S. Glenn     | W. Main / Hwy 770           |
| Hampton      | W. Main / Hwy 770           |
| Haywood      | N. Glenn                    |
| Haywood      | Leslie                      |
| Highland     | N. Glenn                    |
| Joyce        | N. Glenn                    |
| Joyce        | W. Matthews                 |
| Kellam       | Highland                    |
| King         | E. Main / Hwy 770           |
| Larry        | S. Glenn                    |
| Lee          | Hampton                     |
| Lemons       | E. Main / Hwy 770           |
| Lemons       | Oak                         |
| Leslie       | Forrest                     |
| Leslie       | Bryan                       |
| W. Matthews  | N. Glenn                    |
| E. Matthews  | N. Henry / Hwy 220 Business |
| Mebane       | Church                      |



|                     |                             |
|---------------------|-----------------------------|
| Oak Lawn            | E. Main / Hwy 770           |
| Oak                 | Lemons                      |
| Oakdale             | W. Main / Hwy 770           |
| Old Leaksville Road | N. Henry / Hwy 220 Business |
| Price               | Priddy                      |
| Priddy              | W. Main / Hwy 770           |
| Randolph            | S. Glenn                    |
| Roberts             | N. Glenn                    |
| Simpson             | E. Main / Hwy 770           |
| Smith               | E. Main / Hwy 770           |
| Stone               | Mebane                      |
| Taylor              | Simpson                     |
| Thomas              | N. Henry / Hwy 220 Business |
| Watford             | Vernon                      |
| White Pine          | Pine Cone                   |
| Woodland            | Lee                         |
| W.E. Crews          | N. Henry / Hwy 220 Business |
| W.E. Crews          | Smith                       |

(2) The intersections of certain streets are declared to be four-way stop intersections, and the Manager shall erect stop signs on each street at the entrance to the intersection. The effect of such a stop sign on vehicles and pedestrians shall be as provided in G.S. §§ 20-158 and 20-172.

(Prior Code, § 6-4)

(3) The intersections of certain streets are declared to be three-way stop intersections, and the Manager shall erect stop signs on each street at the entrance to the intersection. The effect of such a stop sign on vehicles and pedestrians shall be as provided in G.S. §§ 20-158 and 20-172.

(B) *Stop signs at places other than intersections.* The Council finds that a particular hazard exists at the locations enumerated, and the Manager is hereby directed to erect a stop sign at the location indicated. The effect of such a stop sign on vehicles and pedestrians shall be as provided in G.S. §§ 20-158 and 20-172.



(Prior Code, § 6-5)

Penalty, see § [70.99](#)

### **SCHEDULE III. ONE-WAY STREETS.**

(A) Whenever a street is designated a one-way street and traffic-control devices are installed in accordance with division (B) below, no person may drive any vehicle on such street, except in the direction indicated by the traffic-control devices. (Note: G.S. § 20-165.1 makes it unlawful to drive contrary to a sign erected by the State Department of Transportation.)

(B) The following streets are hereby designated one-way streets as indicated below, and the Administrator shall install appropriate traffic-control devices at every intersection clearly indicating the direction of lawful traffic movement: Old Leaksville Road - one-way west.

(Prior Code, § 6-6) Penalty, see § [70.99](#)

### **SCHEDULE IV. YIELD RIGHT-OF-WAY SIGNS.**

The second named street in the following list of intersections is hereby designated as a main traveled or through street, and the Administrator shall erect yield-right-of-way signs on the first named street at the entrance to the main traveled or through street. The effect of such yield-right-of-way signs on vehicles and pedestrians shall be as provided in G.S. §§ 20-148 and 20-172.

| <i>Yield Street</i> | <i>Through Street</i>        |
|---------------------|------------------------------|
| N. Glenn            | N. Glenn (Railroad Crossing) |
| Woodland            | Hampton                      |
| Hampton             | Woodland                     |

(Prior Code, § 6-7) Penalty, see § [70.99](#)



This ordinance is to be effective upon its adoption this 7<sup>th</sup> day of March, 2017.

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Ricky Craddock, Mayor

Attested to:

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Sherri Darnell, Town Clerk