



**Stanley Town Council Meeting
Official Minutes
Monday, January 8, 2018**

The regular monthly meeting of the Stanley Town Council was held on Monday, January 8, 2018 at Tug Deason Gym. The following elected officials and staff were present:

Steven Denton, Mayor
Cathy Kirkland, Council Member
Rob McMinn, Council Member
Kerry Hart, Council Member
Bud Pate, Council Member
Danny Sparrow, Mayor Pro-Tem

Jim Windham, Town Attorney
Heath Jenkins, Town Manager
Catherine Greder, Town Clerk
Derek Summey, Police Chief
Olivia Smith, Finance Director
Michael Hullet, Deputy Fire Chief

Call to Order:

Mayor Denton called the meeting to order at 6:00 p.m.

Invocation:

Council Member Cathy Kirkland gave the invocation.

Pledge of Allegiance:

All citizens present recited the Pledge of Allegiance.

Approval of Agenda:

Mayor Denton asked for a motion to approve the agenda. Manager Jenkins asked that the SECU item be moved to Closed Session as it includes potential lease negotiations. Council Member Kerry Hart made a motion to accept the agenda and Council Member Cathy Kirkland seconded the motion. A vote was held and the motion passed unanimously.

Approval of Minutes:

Mayor Denton asked for a motion to accept the December 4, 2017 Regular Meeting Minutes. Mayor Pro-Tem Danny Sparrow made a motion to accept the minutes and Council Member Rob McMinn seconded the motion. A vote was held the motion passed unanimously.

Citizen Comments & Presentations: Mayor Denton asked if there were any citizen comments related to the agenda items. There were none.

Old Business:

A. Impact Fee Study

Mayor Denton asked for a motion to call for a Public Hearing regarding the System Development Fee Study (Impact Fee Study) completed by Gavel & Dorn. The public hearing will take place in March. The document will be available for public inspection immediately.

Council Member Kerry Hart made a motion to call for a public hearing and Council Member Cathy Kirkland seconded the motion. A vote was held and the motion passed unanimously.

B. Capital Project Ordinance and Budget Amendments

Manager Jenkins explained that there are two separate items: a budget amendment and a capital project ordinance. These items include earnest money for the initial purchase of the new Town Hall, additional funding for an addition to the building.

Council Member Cathy Kirkland made a motion to approve the Capital Project Ordinance and Mayor Pro-Tem Danny Sparrow seconded the motion. A vote was held and the motion passed unanimously.

Council Member Kerry Hart made a motion to approve the Budget Amendments and Council Member Rob McMinn seconded the motion. A vote was held and the motion passed unanimously.

Old Business:

A. Appointment to STLC Board

Town Clerk, Catherine Greder, explained that with Mayor Quinley no longer on the Town Council, a new member is needed to serve on the STLC Board. She explained that Mayor Denton has agreed to fill the vacancy, if the Council so wishes.

Council Member Kerry Hart made a motion to appoint Mayor Denton to the STLC Board and Mayor Pro-Tem Danny Sparrow seconded the motion. A vote was held and the motion passed unanimously.

B. Coin Acceptance Policy

Town Clerk, Catherine Greder, explained that a discussion took place on the listserv about a disgruntled customer that paid a \$700 fine in pennies. She explained that as we make additional improvements in enforcing code violations, etc. we want to eliminate the chance of this happening to our billing staff. She further explained that the maximum amount of rolled coins was recommended at \$55 due to that being an average amount for utility bills. She explained the policy is not meant to penalize anyone on hard times, but to deter disgruntled individuals from using pennies, or other excessive amounts of change to pay fines, etc. Council Member Cathy Kirkland made a motion to adopt the Coin Acceptance Policy and Council Member Bud Pate seconded the motion. A vote was held the motion passed unanimously.

C. Beautification Committee

Mayor Denton explained that he would like to see this future committee address holiday decorations, Yard of the Month, etc. to enhance the overall beauty of Stanley. Mayor Denton nominated his wife, Paige, to chair the Beautification Committee. Mayor Denton explained that Paige Denton had taken initiative to form this committee and encourage other residents to participate. Council Member Cathy Kirkland asked if there was an existing committee. Manager Jenkins explained that there was a garden club, but this was no official affiliation to the Town. Council Member Kerry Hart made a motion to appoint Paige Denton as Chair of the new Beautification Committee and Council Member Cathy Kirkland seconded the motion. A vote was held the motion passed unanimously.

Citizen Comments: Mayor Denton asked if there were any citizen comments.

Paige Denton – 3000 J.R. Court – Mrs. Denton explained that she would like to work with other residents and business owners to create a beautiful Town.

Department Reports:

Finance Department: The financial reports were provided to the Council.

Public Works: Mr. Roseberry had no further report.

Recreation: Mr. Deason had no further report.

Fire: Deputy Chief Hullett stated that the Fire Department has become a completely different organization over the last several years. Deputy Chief Hullett stated that they have frequently tried to stop businesses from resetting fire alarms before the Fire Department arrives. He stated that these businesses, schools, etc. are not evacuating the building and are resetting the alarm. This creates a potential life hazard if there were to be a serious issue and the alarm is reset and the building not evacuated. Council Member Hart asked Deputy Chief Hullett to address the recent situation at the school. Deputy Chief Hullett explained that they have not had success communicating with the Principals at the schools. Council Member Hart explained

that recently the fire alarm went off two times and they were told not to evacuate the building, yet they practice fire alarms each month. Council Member Hart experienced the failure to evacuate first-hand, now that she works at one of the schools in Town. Deputy Chief Hullett explained that this time, someone had bumped the alarm, but this may not be the case the next time an alarm goes off. Deputy Chief Hullett explained that the Fire Department does not want to have to issue citations, but businesses and schools are not cooperating with the Fire Departments orders to not reset the alarm. Manager Jenkins asked if there were written notices being handed out to businesses and schools. Deputy Chief Hullett explained that at the time, only verbal notices were provided. Manager Jenkins stated that a notice should be issued to all business owners, equally, letting them know that no further verbal notices will be issued. Manager Jenkins asked the Council if they would like the letter to come from the Fire Department or the Manager's Office. Council Member Rob McMinn said that the problem seems to be with businesses and schools and maybe they should be treated differently. Council Member McMinn stated that the businesses and schools have procedures in place and that department heads, etc. are supposed to be checking with all areas of the establishment before they are resetting. Deputy Chief Hullett stated that he is not confident or comfortable with businesses or schools resetting the alarms as they are not trained to be certain that there is no threat to safety. Council Member McMinn stated that he believes the Fire Department should review policies with the businesses. Deputy Chief Hullett said that they have done this with Stanley Total Living and things have gotten better there. Manager Jenkins said that he would send a letter with a copy of the ordinance to businesses and schools and have the Chief and Deputy Chief review the letter before it is sent.

Mayor Denton asked Deputy Chief Hullett about response time. Deputy Chief Hullett explained that response time is much longer at night after the station is no longer staffed. Council Member McMinn stated that he thought staffing was moved from days to nights. Deputy Chief Hullett explained that funding was not approved to staff at night. No shifts were moved from day to night as there is a need in the day time too. Deputy Chief Hullett explained that we have two staff members during the day, from 7 am to 3 pm and from 10 am to 6 pm. This still leaves six hours per day where only one person is at the Station. Mayor Denton asked what would happen if his house caught fire at midnight. Deputy Chief Hullett explained that response would be reliant on volunteers and other departments in the area, which are in the same situation lacking volunteers and staff. Deputy Chief Hullett explained that they have a mutual aid agreement and often there is only one fireman from the other department to respond and then they cannot enter a building because of the two in, two out rules. Deputy Chief Hullett explained they ran over 300 calls in 2017. Deputy Chief Hullett explained that EMS response time can be as long as 40-45 minutes.

Police: Chief Summey had no further report. A call log was provided to the Council.

Manager's Report: Manager Jenkins updated the Council on the annual audit. Manager Jenkins explained that the Council would usually have received the audit report by now, but Collis & Associates terminated their contract with us on July 12th. Manager Jenkins immediately contact the LGC and contracted with the new firm. Manager Jenkins explained that we have run into

some challenges with the new audit firm as they do things much differently than the former firm. Manager Jenkins explained that certain requirements of the new firm were always completed by the former firm and we have now had to do additional work to prepare for the new firm's audit on FY 16-17. Manager Jenkins explained that the staff has spent a significant amount of time locating historic data, reports, contracts, etc. Manager Jenkins stated that he hopes to have some kind of audit findings by the next meeting. He explained that this has nothing to do with the staff slowing the process, but the additional needs of the new auditor. Manager Jenkins also explained that the single-audit required creates additional work and time on the audit.

Manager Jenkins explained that he and the Clerk met with the new CDBG Administrator and that he is confident that we are in good hands and she will ensure that our grant is well-handled.

Manager Jenkins let the Council know that the email conversion is complete. He also completed security surveys and was satisfied with the results of the assessment on our technical security.

Council Comments: Mayor Pro-Tem Danny Sparrow stated that there is a new chairman in the MPO. He is glad to see the rotation of chairman from all of the represented counties.

Adjournment of meeting to go into Closed Session:

Mayor Denton asked if there was a motion to adjourn to closed session. Council Member Cathy Kirkland made the motion. Council Member Kerry Hart seconded the motion. A vote was held and the motion passed unanimously.

Respectfully Submitted:



Steven Denton – Mayor



Heath Jenkins – Town Manager



Catherine Greder - Town Clerk

