



SEDALIA TOWN COUNCIL MEETING
SEDALIA TOWN HALL
6121 Burlington Road
July 10, 2023
7PM

Minutes

- **CALL TO ORDER:** The regular scheduled meeting for the Town of Sedalia was called to order at 7:00 pm at the Sedalia Town Hall by Mayor Morgan.
- **PRAYER & MEDITATION:** Time was allotted for silent prayer and meditation.
- **PLEDGE OF ALLEGIANCE:** Time was allotted for pledge to the U.S. Flag.
- **ROLL CALL:** Mayor Morgan, Mayor Pro Tem Faison, Councilwoman Jones, Councilwoman Wrenwick, and Councilman Sharpe

A. MOTION to approve the agenda was made by Councilwoman Wrenwick and seconded by Councilman Sharpe. Motion carried.

B. MOTION to approve the minutes from the June 26th Town Council Agenda meeting was made by Councilman Sharpe and seconded by Mayor Pro Tem Faison. Motion carried.

C. GUESTS/REPORTS/DISCUSSIONS

I. Code Enforcement Report

Tristan Smith provided the presentation for cases within the month of June

- **206 Grand Oaks Drive**, junk pile in yard and on trailer.
- **6149 Blue Lantern Road**, overgrown lot. Case abated.
- **6101-6103 Blue Lantern Road**, overgrown lot, open storage of trash and debris, and junk fence. Also, a building was constructed without a permit.
- **5902 Blue Lantern Road**, overgrown lot, open storage of trash, and junk vehicle.
- **6009 Stewart Bend Road**, open storage of washer and dryer under carport. Spoke with property owner.
- **6307 Jennie Drive**, overgrown lot, junk/wrecked vehicle, and open storage. Case abated and closed.
- **6217 Creek Lane**, open storage of junk and overgrown lot. Case abated and closed.
- **6128 Blue Lantern Road**, overgrown lot.
- **6134 Blue Lantern Road**, overgrown lot.
- **509 Three Cedars Lane**, overgrown lot and junk vehicle.
- **6004 #2 Blue Lantern Road**, nuisance junk vehicle(s). The property owner will abate the property. The property owner indicated a privacy fence will be installed.
- **6098 Burnside Drive**, nuisance tree limbs, junk, and debris.

Planning Board member Jones expressed concern about a trash/junk pile at 6303 Rolling Acres Drive. Also, a meeting attendee expressed concern about high grass and a

large, cut-up tree at 335 Sedalia Road on the corner of Jennie Road. Mr. Smith will reach out to both property owners.

II. Sedalia Administration Department Resolution

At the Town Council Agenda meeting on June 26th, Carolyn Cole with RGJ presented a resolution for a proposed administration department and new town administrator position. She noted the duties of town administrator and town manager are similar. The difference is the town manager's duties are codified in law, whereas the town administrator's duties are delegated by the Council.

Ms. Cole recommended Clerk Dungee for the town administrator position based on her experience, current duties, and knowledge of the town's business affairs with a salary of \$65,000. The Council questioned the Town's ability to fund the new position. Ms. Cole introduced Calvin Blanton, an accountant. He reviewed the Town's budget and based on numbers over the next three years, the Town could afford the new position with funds from the town's general fund, and because a few of the Town's grants, it could cover administrative costs.

Councilwoman Jones commented the budget sheet showed the Town's income for the next three years remained the same and asked shouldn't the revenue's increase from year to year. Ms. Cole responded yes, income would increase, but the Town's current budget was used in this analysis because the budget history was unknown. Planning Board member Jones asked if the proposed salary was the average, and if it would increase over time to that amount. Mayor Pro Tem Faison responded the Council has discussed a gradual increase up to \$65,000. Ms. Cole responded that her recommendation is to start at \$65,000, but acknowledged this is a Council decision.

Councilman Sharpe noted the current total for all the Town's salaries and wages for FY 2023-24 with the town clerk and administrative assistant (part-time) positions is \$120,685. The estimated total after creating the new town administrator position with a town clerk (part-time) and administrative assistant (part-time) is \$127,399. He asked if the proposed total with the three positions is only \$6,714 more than with the two positions. Ms. Cole responded yes, that it is correct.

Councilman Sharpe commented the total contract services for FY 2023-24 is \$131,080. However, the revised amount is \$182,277 and includes \$52,197 in contract services that can be paid from grant funds. He asked for a description of those contract services. Ms. Cole responded the Town can use any contractor but if RGJ provided contract services, they have experienced network partners (e.g., legal, marketing, etc.) to mentor or coach small towns and businesses in rebuilding to solve problems. They can help develop fiscal policies, codify its ordinances, assist with master planning, etc. Mayor Morgan commented some grants are earmarked already for other projects. Ms. Cole responded they are looking at personnel needed to manage the grants.

Councilwoman Jones asked Mr. Blanton if he would need to coordinate with the Town's financial manager in this process. Mr. Blanton responded he would coordinate with Councilwoman Wrenwick (financial officer), Clerk Dungee, the Town's accountant and

the Town's auditor to understand the Town's process to make proper decisions and facilitate the Town's decision-making process.

Councilwoman Jones asked if Parks and Recreation staff must coordinate with the Town Administrator. Ms. Cole responded the organizational chart shows that the Town's employees and contract services would report to the Town Administrator, but the Council has the ultimate decision authority. She added the Town could consider having a Council member that oversees finance, one that oversees planning, etc. Councilwoman Jones asked if the RGJ services proposed are a one-time or monthly fee. Ms. Cole responded it is an annual fee for the transition year when Clerk Dungee moves from town clerk to town administrator. Ms. Cole mentioned that if the town has in place its attorney, town administrator, and auditor, those are the three key personnel needed to run things effectively.

The Town Council entertained a vote on the proposed resolution. Councilwoman Wrenwick read #TC 1-2023 – a resolution establishing the general administration department and position of administrative officer for the Town of Sedalia. The Town decided the administrative officer will be titled Town Administrator.

MOTION to adopt the resolution establishing the general administration department and position titled Town Administrator for the Town of Sedalia was made by Councilwoman Wrenwick and seconded by Mayor Pro Tem Faison. Motion carried.

The Council congratulated Clerk Dungee on her promotion to Town Administrator. Clerk Dungee extended a thank you to the Council and those in applause. She also expressed interest in attending the UNC School of Government's 8-month training course in municipal and county administration. She noted the course starts in October and that scholarships are available. She does intend to apply for the scholarships.

III. Sedalia Development Clearance Certificate Fee Increase

Councilman Sharpe stated the Town increased some of its Development Clearance Certificate fees to recoup administrative costs in issuing permits. The fees for a single-family site-built home, modular home, and double-wide mobile home will increase from \$35 to \$75. Also, categories were added for Accessory Structures (\$35), Solar Collectors (\$75 + \$100 per acre), Conditional Zoning (\$500), and Building Without a Permit Penalty (\$25). The penalty fee would be a one-time penalty fee because it is too complicated to do as a per day penalty since Guilford County would need to provide the Town with when the penalty phase ended. The Town's fees are comparable to those charged by other municipalities. Other information added to the DCC included the property owner's phone number, the need to submit a site plan, etc. with the DCC, and the DCC is submitted to Guilford County Planning and Development Department for further processing after it is approved by the Town. He thanked those that worked on revising the DCC. Councilman Sharpe also reported the Town recently became aware that no permit is needed to demolish structure or to repair or replace a septic system. Mayor Morgan commented that the DCC's purpose is for the Town to be made aware of all

development happening within the town’s boundaries. Administrator Dungee added that many residents are unaware a DCC is needed to receive a permit from Guilford County.

MOTION to adopt the fee increases and other changes as discussed for the Town’s Development Clearance Certificate was made by Councilman Sharpe and seconded by Councilwoman Jones. Motion carried.

IV. Upcoming Event Announcements

Mayor Pro Tem Faison provided information on four upcoming events.

- A preliminary Flood Insurance Rate Map public open house meeting for Guilford County will be held on July 25th from 5:30 to 7:30 pm. The meeting will provide citizens an opportunity to see the revised studies and new flood hazard areas and to ask questions about the hazard data update process, flood insurance coverage, and floodplain management.
- Guilford County is conducting a community pulse survey. Responses to the survey will be used to guide the update of the County’s Comprehensive Plan that will shape policies for the next 10 to 20 years. The plan update is expected to be completed in Summer, 2024.
- The Sedalia Fresh Market will be held on August 5th from 11 am to 3 pm at the Charlotte Hawkins Brown Museum. There will be food trucks, and vendors selling homemade crafts, organic products, and fresh produce.
- The Charlotte Hawkins Brown Museum is holding a school supply drive for Sedalia Elementary School from July 1st through August 31st. Supplies can be dropped off at the Museum and a free tour voucher will be provided. Also, purchases can be made online from their Amazon wish list.

D. CITIZENS COMMENTS

*No comments.

E. ANNOUNCEMENTS

All regular scheduled meetings are held at the Sedalia Town Hall at 7:00 pm.

- The next Planning Board meeting will be held on July 20th.
- The next Town Council Agenda meeting will be held on July 31st.
- The next Town Council meeting will be held on August 7th.

Meeting adjourned.

Submitted By:

Approved By:

Cam Dungee, Town Clerk

Howard Morgan, Mayor

Date

(SEAL)