



**MINUTES**  
of the Regular Meeting of the  
**WENTWORTH TOWN COUNCIL**  
September 1, 2015  
7:00 pm  
Wentworth Town Hall

**Council Members Present:** Mayor Dennis Paschal Jr., Mayor Pro Tem Evelyn Conner, Cheryl Moore, Dennis Paschal III, and Iris Powell

**Council Members Absent:**

A quorum was present.

**Staff Present:** George Murphy, Town Administrator  
Yvonne Russell, Town Clerk / Finance Officer

**Others Present:** Patrick Kane, Attorney – Smith Moore Leatherwood  
Rex Rouse, CPA – Rouse, Rouse, Penn & Rouse  
Tonya Caddle, Director – Rockingham County Planning Dept.  
Beth Robertson – Wentworth Appearance Committee  
Kellie Meador – Wentworth Appearance Committee  
Jason Rakestraw – Wentworth PTA Ball Program

**Article I. CALL TO ORDER**

Mayor Dennis Paschal called the meeting to order.

**Article II. INVOCATION**

Councilmember Dennis Paschal, III gave the invocation.

**Article III. APPROVAL OF TOWN COUNCIL AGENDA –**

**A. Requests and Petitions of Citizens**

No requests and/or petitions were made.

**B. Approve/ Amend Agenda**

**Mayor Paschal** noted that Jason Rakestraw is present with a request to amend the Wentworth PTA Ball Program Funding Request for FY 2015-2016.

**Councilmember Paschal, III** made a **MOTION**, “*We approve the Agenda with the addition of Jason Rakestraw*”.

**Mayor Pro Tem Conner** seconded the motion. All voted in favor and the motion carried. ‘Consideration of Amendment to Wentworth PTA Ball Program Funding Request for FY 2015-2016’ was added to Article VI, New Business as item D.

**Article IV. APPROVAL OF MINUTES**

**A. Town Council Meeting – August 4, 2015**

**Councilmember Iris Powell** made a **MOTION**, *“The minutes be accepted as written”*.

**Mayor Pro Tem Conner** seconded the motion. All voted in favor and the motion carried.

**Article V. OLD BUSINESS**

**A. Update: Zip Code Realignment for Wentworth, NC**

**George Murphy, Town Administrator** read a draft of the zip code realignment request that Town Council directed him to send to the United States Postal Service. The letter also includes a request for the USPS to allow the Town to educate the citizens on the process of zip code realignment before the USPS zip code realignment survey is conducted. At this time, Mr. Murphy is waiting to receive letters of support from local officials before sending the letter.

**Article V. OLD BUSINESS**

**B. Consideration of Repairs at Town Hall – Parking Lot**

**Mr. Murphy** reviewed the two proposals that were received.

(Note: The parking lot repair proposals are herein incorporated and made a part of these minutes.)

**Parking Lot Repair – Wentworth Town Hall**

<b>Jeff Johnson Suggested Contacts</b>	<b>Results of Contact</b>
Pro-Pave, Inc. 1453 N. NC Hwy. 87 Elon, N. C. 27344 336.584.7991 Contact: Scott Montgomery	Called; left message Call was not returned
Alamance Paving Compnay P. O. Box 5095 Burlington, N. C. 27216 336.213.7555 Contact: Scotty Wilson	Called; spoke with Scotty Wilson; declined to give estimate (“Not worth my time to drive up and take a preliminary look.”). Cost for bringing equipment to the site will be \$2,500.00 for the day. “We would have to dig, see what the problem is, and possibly go from there.”
Delta Contracting, Inc. 564-A Trollingwood Road Haw River, N. C. 27258 Contact: Eric Long	Called; left message Call was not returned

<b>David Southard Suggested Contacts</b>	<b>Results of Contact</b>
Horne Construction Company, Inc. P. O. Box 360 Reidsville, N. C. 27323 336.342.2427 Contact: William Horne	Answered Call Visited the site Provided an estimate for patching, sealing, and striping the parking lot at \$2,000.00
Long Asphalt Paving and Trucking Company 4349 US 220 N Summerfield, N. C. 336.451.1693 Contact: Greg Gibson	Returned Call Visited the site with an assistant 7/28/2015, 2:50 p.m. Indicated that I would be contacted the week of August 4 I called 8/24/2015 – Greg Gibson stated that they were not interested in the job. It was too small, and they had more work at present than they could handle.
D & D Asphalt Paving 3625 Pleasant Garden Road Greensboro, N. C. 27406 336.273.7591 Contact: Dean Smith	(This is the same company that paved the Wentworth Community Center site.) Returned Call Sent Fred Hannah, President of Hannah Asphalt Services, Inc. (Sealcoating-Striping-Crackfilling-Patching) Mr. Hannah did not think that the hole repair would be that involved. He suggested that whoever did the repair may want to install a metal plate underground next to the curve before refilling and patching the hole. Mr. Hannah took notes and reported back to D&D. D & D sent a proposal 8/19/15 for \$1,860.00.

Estimates from Horne Construction Company, Inc. and D&D Asphalt Paving are included in the September 1, 2015, agenda packet.

**HORNE CONSTRUCTION COMPANY, INC.**

P.O. Box 360  
 Reidsville, N.C. 27323  
 Phone (336) 342-2427 FAX (336) 361-0750

**RECEIVED**  
 JUL 13, 2015

*[Handwritten Signature]*

PROPOSAL SUBMITTED TO <i>Town of Wentworth</i>		PHONE	DATE
STREET		JOB NAME	
CITY, STATE and ZIP CODE		JOB LOCATION	
ARCHITECT	DATE OF PLANS	JOB PHONE	

We hereby submit specifications and estimates for:

*Patching, Sealing + Stripe*

**We Propose** hereby to furnish material and labor — complete in accordance with above specifications, for the sum of:

dollars (\$ *2000<sup>00</sup>* ).

Payment to be made as follows:

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature *William D. Horne*

Note This proposal may be withdrawn by us if not accepted within \_\_\_\_\_ days.

**Acceptance of Proposal** — The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature \_\_\_\_\_

Date of Acceptance: \_\_\_\_\_

Signature \_\_\_\_\_

**D & D ASPHALT PAVING & TRUCKING, INC**  
**3625 PLEASANT GARDEN ROAD**  
**GREENSBORO, NC 27406**  
**OFFICE # (336) 273-7591**  
**FAX # (336) 273-9128**

**Proposal**

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**RECEIVED**  
 AUG 19, 2015  
*[Signature]*

PROPOSAL SUBMITTED TO Town of Wentworth		PHONE 336-342-6288	DATE 8/19/2015
STREET 124 Peach Tree Road		JOB NAME Wentworth Town Hall Parking Lot	
CITY, STATE AND ZIP CODE Reidsville, NC 27320		JOB LOCATION 124 Peach Tree Road, Reidsville, NC	
ARCHITECT ATTN: George Murphy	DATE OF PLANS	gtmurphysr@triad.rr.com	JOB PHONE

We hereby submit specifications and estimates for:

CATCH BASIN REPAIR: SAW CUT BROKEN ASPHALT, HAUL OFF DEBRIS, RECOMPACT STONE, AND FILL WITH CONCRETE TO FILL VOID (AREA WILL BE FLUSH WITH CONCRETE \$700.00

CLEAN AND FILL APPROX. 420 LF OF ASPHALT PAVEMENT CRACKS \$600.00  
 \*\*\*PLEASE NOTE: CRACKS SMALLER THAT 1/4" IN WIDTH AND ALLIGATORRED AREAS CANNOT BE FILLED

RESTRIPE LOT TO CONFORM TO EXISTING LAYOUT \$560.00

- \*\*\*WE EXCLUDE ANY OTHER WORK ITEM NOT SPECIFICALLY MENTIONED ABOVE
- \*\*\*ALL WORK IS TO BE MEASURED UPON COMPLETION
- \*\*\*GRADE TO BE WITHIN ONE TENTH (+ or -) ON A NON-YIELDING SUBBASE
- \*\*\*NOT RESPONSIBLE FOR STAKING, TESTING, PERMITS, OR INSPECTIONS
- \*\*\*NOT RESPONSIBLE FOR UNDERGROUND, LANDSCAPING, OR TREE ROOTS
- \*\*\*NOT RESPONSIBLE FOR SCARRING OR TIRE MARKS ON ASPHALT DUE TO WEATHER CONDITIONS, TWISTING & TURNING OF VEHICLES, ETC...
- \*\*\*ANY EXTRA MOBILIZATIONS WILL BE AT \$1,000.00 EACH PER CREW
- \*\*\*PRICES ARE SUBJECT TO INCREASE DUE TO RISING FUEL/MATERIAL COSTS
- \*\*\*ANY STRIPING DONE ON CONCRETE CANNOT BE GUARANTEED

**We Propose** hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:

**100% UPON COMPLETION OF WORK** \_\_\_\_\_ dollars (\$ 1,860.00)

Payment to be made as follows:  
**\*\*\*NOTE: IN SOME CASES A PARTIAL DRAW WILL BE NECESSARY AND THE BALANCE OF THESE DRAWS WILL BE DUE THIRTY (30) DAYS AFTER THE DATE OF THE INVOICE**

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delay beyond our control. Owner to carry fire, tomado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature \_\_\_\_\_

Note: This proposal may be withdrawn by us if not accepted within 30 days.

<b>Acceptance of Proposal</b> The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.	SIGNATURE
DATE OF ACCEPTANCE:	SIGNATURE



**Mayor Paschal** suggested Council approve the less expensive proposal.

**Councilmember Paschal III** made a MOTION, “That we award the contract to D&D Asphalt Paving”.

**Mayor Paschal** seconded the motion. All voted in favor and the motion carried.

## Article VI. NEW BUSINESS

### A. Annual Audit Report for Fiscal Year 2014 – 2015

- Rex Rouse, CPA

During his review of the annual audit report, **Mr. Rouse** noted the following:

- Cash and Investments were down from \$748,019 to \$697,595.
- Accounts payable were up, due mostly to Prepaid Insurance because the Town’s property and liability insurance premium invoice was not received until after June 30, 2015.
- General Fund Revenues were up from \$620,839 to 649,617.
- General Fund Expenditures were down from \$533,108 to \$414,735.
- Final construction cost to up-fit the Wentworth Community Center was \$441,669, the majority of which was for the USPS Office.
- The Town of Wentworth has outstanding debt of \$136,444.
- The Town’s Total Fund Balance is \$811,121. The Town’s Unassigned (available) Fund Balance is \$685,547.
- The auditors encountered no significant difficulties in dealing with management in performing and completing the audit.
- There were very few auditing adjustments made.

The following deficiency was found in internal controls:

Because of the limited number of personnel employed by the Town, it is not practical to have an adequate separation of duties. The same employee makes the deposits, posts cash receipts and disbursements to the general ledger, and reconciles the bank accounts. Although this is a material weakness in internal control, the internal controls for the disbursements are somewhat stronger because of budgetary controls and the independent dual signature check-signing requirement. Also, a council member reviews the bank statements and bank reconciliations. The weakness in internal control relative to receipts is greatly mitigated by the fact that nearly all of the receipts of the Town are directly deposited by the NC Department of Revenue.

**Mr. Rouse** noted that this finding is common with all of the small towns he audits. He added, “With only two employees I think it would be hard to improve on what you have”.

**Mr. Rouse** said he would like to see the Town consider adopting a Minimum Fund Balance Policy. He suggested implementing a policy requiring a minimum fund balance of 40%-50% of the following year’s expenditures.

**Mayor Paschal** said he would not want to see the Town's Fund Balance drop that low.

**Mr. Rouse** agreed and explained that would be the minimum that the Town must keep in Fund Balance, but he did not see any reason why the Fund Balance would ever need to be that low. He said you could make the minimum higher or lower; 40%-50% was only an average based on what he has seen other towns adopt.

**Councilmember Paschal III** asked if the adoption of a policy is only a suggestion.

**Mr. Rouse** said it was a recommendation by the Local Government Commission, which he felt was more than just a suggestion; however, it is not a requirement.

There were no more questions and **Mayor Paschal** thanked Mr. Rouse.

**Mr. Rouse** thanked Council for the opportunity to perform the audit and the Town staff for their help during the audit.

## Article VI. NEW BUSINESS (cont.)

### B. Discussion of Recommended Text Amendments to the Wentworth Planning & Zoning Ordinance

- Tonya Caddle, Rockingham Co Planning & Zoning

**Ms. Caddle** reviewed two potential text amendments to the Town of Wentworth's Planning & Zoning Ordinances.

1. Add and update language to subdivision chapter for clarity; and, delete the subdivision plat approval rule requiring lots to be evaluated for suitability of on-site wastewater availability for minor subdivisions only.

**Ms. Caddle** noted this change would allow surveyors to place a Non-evaluation Certificate on a minor subdivision plat before a percolation test is required for the property. She explained that the certificate would be beneficial to property owners that would like to divide their property among their heirs, but do not have any immediate plans to develop the property. A percolation test would still be required before any development could take place on the property.

Council agreed to permit the Planning Department to move forward with this potential text amendment.

2. Update language to the Zoning chapter for clarity; and, review the current Article X. Signs section to recommend updates and changes to the sign requirements for the Town.

**Ms. Caddle** referenced Rockingham Community College and the Employment Security Office as two local businesses that have expressed a desire to install signs larger than what is currently permitted in the Zoning chapter of the Planning & Zoning Ordinances. She asked Council if they had any interest in updating the sign requirements listed in the Zoning chapter.

**Mayor Paschal** asked Ms. Caddle to give Council some comparative information and/or ordinances to review. Ms. Caddle and the Planning staff will review ordinances of towns similar in size to Wentworth and provide that information to Council. At that time, Council will advise whether or not they want to move forward with potential text amendments to the sign regulations in the Zoning chapter.

**Article VI. NEW BUSINESS**

**C. Recognition of Appearance Award Recipient: Randy Fuqua – 134 Meador Lake Road**

- Beth Robertson, Kellie Meador – Wentworth Appearance Committee

**Ms. Robertson** noted that Appearance award recipient Randy Fuqua was not able to attend the meeting but has graciously accepted the award. Ms. Robertson and Ms. Meador will place an Appearance Award sign in Mr. Fuqua’s yard, and present a gift and certificate to him from the Town.

**Mayor Paschal** thanked the Appearance Committee.

**Article VI. NEW BUSINESS**

**D. Consideration of Amendment to Wentworth PTA Ball Program Funding Request for FY 2015-2016**

**Mayor Paschal** asked Jason Rakestraw to present his request to Council.

**Mr. Rakestraw** stated, “I’d like to request that the funds appropriated to the Wentworth PTA Ball Program in the 2015-2016 Fiscal Year Budget be amended to also include non-permanent equipment such as a portable pitcher’s mound, pitcher’s equipment, baseballs, etc. in addition to uniforms”.

**Mayor Paschal** asked the Finance Officer, Yvonne Russell, how such purchases would be handled. Ms. Russell explained that she would consult with the Town’s attorney before making requested purchases to ensure that it is appropriate to use Town funds for said purchase.

**Mayor Paschal** made a MOTION, “*We grant Mr. Rakestraw’s request*”.

**Mayor Pro Tem Conner** seconded the motion. All voted in favor and the motion carried.

**Article VII. PUBLIC COMMENTS**

No one signed the speaker register for public comment.



## Article VIII. ANNOUNCEMENTS

**Mayor Paschal** made the following announcements:

- The next regular meeting of the **Wentworth Planning Board** is **September 15, 2015, at 7pm** in the Town Hall Council Chambers.
- The next regular meeting of the **Wentworth Town Council** is **October 6, 2015, at 7pm** in the Town Hall Council Chambers.
- The Town of Wentworth, in conjunction with the Dan River Basin Association (DRBA), will hold a **Trail Building Day** on **Saturday, September 12, 2015**, beginning at **9:00 a.m.** and ending no later than **12:00 noon** for the Wentworth Post Office Trail.
- The **2015 Run with the Cows 5K Fun Run/Walk** to benefit the Chinqua-Penn Trail will be held on **Sunday, September 27, 2015** at **3:00 p.m.** A **Kids' Fun Run** will be held at **2:00 p.m.** Registration forms are available at Town Hall and at [www.townofwentworth.com](http://www.townofwentworth.com).
- The MARC (Museum and Archives of Rockingham County), the Town of Wentworth, and Rockingham Community College are sponsoring **PICKIN' AT the ROCK - Bluegrass and Old-Time Fiddler's Convention** on **October 17, 2015**. The event will be held on the campus of Rockingham Community College, NC 65, Wentworth, NC. For more information, email [wayneseymour@triad.rr.com](mailto:wayneseymour@triad.rr.com).

## Article IX. ADJOURN

**Mayor Paschal** made a **MOTION**, "*We adjourn*".

**Mayor Pro Tem Conner** seconded the motion. All voted in favor and the meeting adjourned.

*Respectfully Submitted by:* \_\_\_\_\_

*Yvonne Russell, NCCMC  
Town Clerk*

*Approved by:* \_\_\_\_\_

*R. Dennis Paschal Jr., Mayor*