



OAK RIDGE TOWN COUNCIL MEETING
NOVEMBER 8, 2012 – 7:00 P.M.
OAK RIDGE TOWN HALL

MINUTES

Members Present

Roger Howerton, Mayor Pro Tem
Danny Yanusz
George McClellan
Spencer Sullivan

Members Absent

Ray Combs, Mayor

Staff Present

Sandra Smith, Town Clerk
Bruce Oakley, Town Manager
J. Michael Thomas, Town Attorney

Staff Absent

Sam Anders, Finance Officer

1. CALL TO ORDER

Mayor Pro Tem Roger Howerton called the meeting to order at 6:59 p.m.

- **Invocation**

Howerton led meeting attendees in a moment of silence, especially remembering the victims of Hurricane Sandy.

- **Pledge of Allegiance**

Howerton asked Boy Scout Kirk Atwell to lead the Pledge of Allegiance.

2. APPROVE AGENDA

Councilman George McClellan made a motion to approve the November 8, 2012, agenda. **Councilman Danny Yanusz** seconded the motion, and it was passed unanimously (4-0).

3. APPROVE MINUTES OF OCTOBER 4, 2012, MEETING

Mayor Pro Tem Howerton made a motion to approve the October 4, 2012, meeting minutes. **Councilman McClellan** seconded the motion, and it was passed unanimously (4-0).

4. RESOLUTIONS, PROCLAMATIONS, ANNOUNCEMENTS

- None

5. TOWN MANAGER'S REPORT

Town Manager Bruce Oakley presented:

- **Proposed property annexation.** Oakley said a public hearing will be held at the Council's December 6 meeting for several properties whose owners have requested they be voluntarily annexed into the town.
- **2013 meeting schedule and 2013 Town holiday schedule.** Oakley presented the two schedules for Council's approval.

Councilman McClellan made a **motion** to approve both the 2013 meeting schedule and 2013 Town holiday schedule. **Councilman Yanusz** seconded the motion, and it was passed unanimously (4-0).

- **Request from MAOR.** Oakley directed Council to a request in their packets from the Merchants Association of Oak Ridge (MAOR) for office space in Town Hall. Oakley said after an email exchange with some Council members, he had asked that a MAOR representative attend the meeting to answer questions.

Howerton asked if anyone from MAOR was present, and no one responded.

Councilman Yanusz made a **motion** to continue discussion of allowing MAOR to have office space in the Town Hall until the next meeting so that a MAOR representative could be present to discuss the matter. **Councilman Sullivan** seconded the motion, and it was passed unanimously (4-0).

- **Request for speed limit change.** Oakley presented a request for DOT to reduce the speed limit on Cravenwood Drive to 25 mph.

Councilman McClellan made a **motion** to lower the speed limit on Cravenwood Drive to 25 mph. **Mayor Pro Tem Howerton** seconded the motion, and it was passed unanimously (4-0).

- **Other.** Oakley said two board members' terms are expiring. Both expressed willingness to continue serving.

Councilman McClellan made a **motion** to reappoint Bill Edwards to the Parks & Recreation Commission and Jim Kinneman to the Board of Adjustment. **Councilman Yanusz** seconded the motion, and it was passed unanimously (4-0).

6. NEW BUSINESS

- **Presentation of auditor's report.** Brandon Flinchum of Dixon Hughes Goodman, LLP, presented the annual financial audit report, a copy of which is incorporated by reference. He reported that the Town received a clean unqualified opinion with no identified significant deficiencies or material weaknesses. Flinchum said the financial records were received in good shape, staff had provided assistance in the audit process, and the required information had been sent to the state as of the October 31 deadline.

7. CITIZEN COMMENTS

None

8. MONTHLY FINANCIAL UPDATE

Finance Officer Sam Anders was not present, but submitted financial reports in advance.

Councilman McClellan made a **motion** to accept the monthly financial reports as submitted. **Councilman Yanusz** seconded the motion, and it was passed unanimously (4-0).

9. COMMUNITY UPDATES

- **Planning & Zoning Board**

No meeting, no report

- **Board of Adjustment**

No meeting, no report

- **Finance**

No meeting, no report

- **Pedestrian Plan**

Ellen Langlois reported that the Committee recently discussed its progress with citizens at the firemen's barbecue and Great Pumpkin Event. Several members had also walked along Oak Ridge Road to get a view of where sidewalks might be placed and see issues that would need to be addressed. The Committee is beginning to prioritize portions of the plan and will soon present some figures; a few issues that could be addressed in the 2013-14 budget will be brought to Council's attention.

- **Fire Department**

Fire Chief Steve Simmons reported that the month was busy with 61 calls (22 medical and 39 fire/service). Department members had completed 241.5 hours of training, installed three car seats and attended five public education events. The average call response time was 4.5 minutes. Simmons thanked all who supported the firemen's barbecue.

Simmons said that fire departments have traditionally used the time change as a reminder for people to check the batteries in their smoke detectors. Now many clocks are computerized and automatically change, and Simmons urged everyone to still check their smoke detector batteries.

Mayor Pro Tem Howerton asked Simmons about Kernersville Fire Chief Walt Summerville, who recently died unexpectedly. Simmons said he was a good chief

and a good man; the Oak Ridge department planned to do some fill-in so Kernersville Fire personnel could attend Summerville's funeral.

- **Historic Preservation Commission**

No report

- **Parks & Recreation Commission**

Bill Edwards reported that the Usage Agreement with Oak Ridge Youth Association has been approved by the Commission, but the Town has not received a signed copy; he requested discussion of the document be delayed until the Council's December 6 meeting. He said the Commission is discussing Phase II of park construction based on information gathered in the surveys.

9. **CITIZEN COMMENTS**

- Kirk Atwell requested a moment of silence in memory of Kernersville Fire Chief Walt Summerville.

10. **COUNCIL COMMENTS**

- **Councilman McClellan** thanked those in attendance, especially Kirk Atwell and several civics students. He said many people had recently taken part in a great civics exercise – the election – and thanked all those who voted.
- **Councilman Sullivan** said the following Sunday was Veterans Day; he offered thanks and appreciation to veterans, especially those currently serving.
- **Mayor Pro Tem Howerton** also thanked meeting attendees, and encouraged citizens to let Council members know when they need any kind of help.

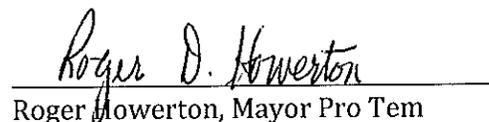
11. **ADJOURNMENT**

Councilman Sullivan made a **motion** to adjourn the meeting at 7:21 p.m. **Councilman Yanusz** seconded the motion, and it was passed unanimously (4-0).

Respectfully Submitted:



Sandra B. Smith, Town Clerk



Roger D. Howerton
Roger Howerton, Mayor Pro Tem