



**OAK RIDGE TOWN COUNCIL MEETING
JULY 5, 2012 - 7:00 P.M.
OAK RIDGE TOWN HALL**

MINUTES

Members Present

Ray Combs, Mayor
Roger Howerton, Mayor Pro Tem
George McClellan
Spencer Sullivan

Staff Present

Sandra Smith, Town Clerk
Bruce Oakley, Town Manager
J. Michael Thomas, Town Attorney
Sam Anders, Finance Officer

Members Absent

Danny Yanusz

1. CALL TO ORDER

Mayor Ray Combs called the meeting to order at 7:00 p.m.

- **Invocation**

Mayor Pro Tem Howerton gave the invocation.

- **Pledge of Allegiance**

2. APPROVE AGENDA

Councilman George McClellan made a **motion** to approve July 5, 2012, agenda.
Councilman Spencer Sullivan seconded the **motion** and it was passed unanimously (4-0).

3. APPROVE MINUTES OF JUNE 7, 2012, MEETING AND CLOSED SESSION

Councilman McClellan made a **motion** to approve the minutes of the June 7, 2012, meeting and closed session. **Mayor Pro Tem Howerton** seconded the motion and it was passed unanimously (4-0).

4. RESOLUTIONS, PROCLAMATIONS, ANNOUNCEMENTS

- Jim Kinneman announced that the Oak Ridge Lions Club's annual Tom Brown Memorial Golf Tournament would be Aug. 25. The event is the group's primary fundraiser, and both players and sponsors are needed.

5. TOWN MANAGER'S REPORT

Town Manager Bruce Oakley presented:

- **Request N.C. DOT to study speed limit.** Oakley said a citizen had requested the speed limit be lowered on Millstaff Drive. Because N.C. DOT seems to respond better when municipalities are involved, he recommended council consider requesting DOT to study the area and see if a speed limit change is warranted.

Councilman McClellan made a **motion** to request N.C. DOT to do a study of the speed limit on Millstaff Drive. **Councilman Sullivan** seconded the motion and it was passed unanimously (4-0).

6. CITIZEN COMMENTS

None

7. MONTHLY FINANCIAL REPORT

Finance Officer Sam Anders presented:

- A strong position at the end of the year: Current liquid assets are at \$3.045 million and total assets are \$3.185 million. Liabilities are very low. Revenues for the month included quarterly franchise tax, monthly sales tax and property tax and some park revenue. Total revenue for the end of the 2011-12 fiscal year was \$1.29 million; net expenditures were \$295,000 less than revenues.
- He continues to shop CDARS for the best rate.
- Dixon Hughes has done the interim fieldwork for the annual financial audit.
- There would be one final budget adjustment in the amount of \$8,200.40 to cover miscellaneous charges including legal fees, enforcement, property maintenance, retirement matching, etc.

Mayor Pro Tem Howerton made a **motion** to accept the monthly financial report as submitted. **Councilman Sullivan** seconded the motion and it was passed unanimously (4-0).

8. COMMUNITY UPDATES:

- **Historic Preservation Commission**

Jim Kinneman reported that HPC met in June for what was primarily an administrative and outreach meeting. The Historic Architectural Inventory project is continuing and the Commission is developing a 5-year plan for adding historic markers. Sandra Smith obtained free database software from the N.C. Historic Preservation Office to help track historic properties. An ad appeared in

the June 21 issue of the Northwest Observer, asking residents to submit old photos, documents and remembrances of historic properties in the town; originals can be scanned and returned. Smith took photos of the seven existing historic markers in town and posted the photos and information about the sites to the town website. Kinneman said Smith was proving to be a great help to the Commission.

Councilman McClellan asked if markers would be installed during the 2012-13 fiscal year, and Kinneman said ones had been suggested for Ai Church and St. James AME Church. The Commission has enough money in its 2012-13 fiscal year to erect two markers.

Parks & Recreation Commission

No report

- **Planning & Zoning Board**

The Board did not meet in June.

- **Board of Adjustment**

Jim Kinneman said the Board met on June 14. There were no cases to be heard, so the Board approved the minutes of the previous meeting and, after reviewing the application of Dede Cunningham as an alternate to the Board, voted unanimously in favor of recommending her appointment.

In response to questions from Combs, Cunningham introduced herself and gave her qualifications.

Councilman McClellan made a **motion** to appoint Dede Cunningham as an alternate to the Board of Adjustment. **Mayor Pro Tem Howerton** seconded the motion and it was passed unanimously (4-0).

- **Finance Committee**

No report

- **Pedestrian Plan Committee**

Oakley reported that the Committee held an open house on June 17; unfortunately attendance was low. Good feedback was received from the committee's survey. The next meeting has not been scheduled, but will likely be held in September.

- **Fire Department**

Fire Chief Steve Simmons reported that in June, the department responded to 41 calls (20 medical and 21 fire/service related). Department members also completed 146 hours of training, installed five car seats and attended one public education event the previous month. Average response time for the month was

4.4 minutes. Simmons said the department had responded to a dehydration call the previous day. He advised attendees when working outside to take breaks often, drink plenty of fluids and to stay out of the sun as much as possible. In light of the recent severe storms in other states, Simmons advised residents to have a plan should their power be off for several days. If they plan to leave, have a plan on where to go and what to do with pets; if they stay at home, have, make or buy an emergency kit. Simmons said he appreciated the working relationship the department has with the town, something that not all departments have.

Mayor Combs said he also appreciated the way the fire department works with the town.

- **Schools**

None

9. CITIZEN COMMENTS

None

10. COUNCIL COMMENTS

- **Mayor Pro Tem Howerton** welcomed Northwest Observer reporter Sarah Burchette back home after returning the previous night from a trip to Kenya.
- **Councilman McClellan** thanked the committee members for their contributions and said Oak Ridge is a great place to live.
- **Mayor Combs** thanked those who attended the meeting.

11. CLOSED SESSION

Councilman Sullivan made a **motion** at 7:17 p.m. to go into closed session pursuant to N.C.G.S. 143-318.11(a)(6) to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee.

Councilman McClellan seconded the motion and it was passed unanimously (4-0).

Mayor Pro Tem Howerton made a **motion** to return to open session at 7:21 p.m.

Councilman McClellan seconded the motion and it was passed unanimously (4-0).

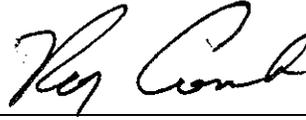
13. ADJOURNMENT

Councilman Sullivan made a **motion** to adjourn at 7:22 p.m. **Councilman McClellan** seconded the motion and it was passed unanimously (4-0).

Respectfully Submitted:



Sandra B. Smith, Town Clerk



Ray Combs, Mayor