



**OAK RIDGE TOWN COUNCIL MEETING  
APRIL 2, 2020 – 7:00 P.M.  
OAK RIDGE TOWN HALL**

**MINUTES**

**Members Present**

Ann Schneider, Mayor  
Jim Kinneman, Mayor Pro Tem  
George McClellan  
Doug Nodine  
Martha Pittman

**Staff Present**

Bill Bruce, Town Manager  
Sandra Smith, Town Clerk  
Sean Taylor, Planning Director  
Sam Anders, Finance Officer  
Michael Thomas, Town Attorney

*Note: Due to the COVID-19/coronavirus outbreak, the meeting was held electronically via the Internet using the Zoom platform.*

**1. CALL TO ORDER**

Mayor Ann Schneider called the meeting to order at 7:00 p.m. Schneider asked Town Clerk Sandra Smith to conduct a roll call for Council members and staff.

**A. Invocation/Moment of Silence.**

Mayor Schneider led meeting attendees in a moment of silence.

**B. Pledge of Allegiance.**

**2. MAYOR'S STATEMENT CONCERNING THE EMERGENCY**

Mayor Schneider read the following prepared statement:

“In order to protect the health of residents, staff and Council members, tonight’s Oak Ridge Town Council Meeting is being conducted electronically over Zoom. The public has been invited to join in by phone or electronic device, and instructions for joining the meeting have been shared on a variety of online platforms, including the Town website. In this way, the Town of Oak Ridge has attempted to make every effort to ensure that the public is able to watch the meeting while still maintaining statutory requirements and keeping the public safe, in accordance with current County- and State-wide emergency orders in response to the COVID-19 outbreak. You will also note that tonight’s agenda has been significantly abbreviated, with a consent agenda for most items. Our usual committee and community updates are not included. Fortunately, we have only one new business item. This abbreviated format reduces the number of presenters and will help keep our meeting brief as we try out this new online format.

"We are grateful to our staff and town attorney for their efforts in helping us ensure that this meeting complies with best practices and available legal opinions for the operation of local government meetings during this unprecedented time of national, and indeed world, crisis. Thanks also to each member of Town Council for their input and support. Please bear with us as we move forward and please know that, as always, we welcome your input and are seeking to do our best in serving the citizens of Oak Ridge."

**3. APPROVE AGENDA**

*Mayor Pro Tem Jim Kinneman moved to approve the meeting agenda, and Councilman George McClellan seconded. Via roll-call vote, the motion was passed unanimously (5-0).*

**4. CONSENT AGENDA**

- A. Approve February 19, 2020 Special Meeting Minutes and March 5, 2020 Regular Meeting Minutes.**
- B. Approve Finance Officer's Report.**
- C. Approve Courtenay Harton as HPC alternate.**
- D. Approve R-2020-01 Adoption of Title VI Policy to Prohibit Discrimination.**
- E. Approval of One-time Sick Leave Distribution for Non-essential Employees in Response to COVID-19 Outbreak.**
- F. Any other business.**

*Councilwoman Martha Pittman made a motion to approve the consent agenda, and Mayor Pro Tem Kinneman seconded. Via roll-call vote, the motion was passed unanimously (5-0).*

**5. NEW BUSINESS**

**Discuss/Approve NCPARTF application.**

Town Manager Bill Bruce presented a memo as well as the Whitaker property site plan and project costs table for the PARTF application, which are hereby incorporated by reference and made a part of the minutes. Questions/discussion by Council ensued.

*Councilman George McClellan moved to approve the Whitaker property site plan and project cost table. Councilwoman Pittman seconded the motion. Mayor Schneider asked to make a friendly amendment to the motion to include the reference to the proposed \$450,000 matching funds request; McClellan agreed to the friendly amendment. Via roll-call vote, the motion was passed unanimously (5-0).*

**6. PUBLIC COMMENTS**

In lieu of appearing in public due to the COVID-19 outbreak, Council had requested Public Comments be sent to the town clerk via email, fax or phone message.

Schneider asked if any Public Comments had been received. Town Clerk Smith responded that she had received one email that contained a question for the Council regarding how citizens are appointed to Town committees. She noted that since Council did not generally entertain questions during the Public Comments portion of the meeting, she could simply forward it to members of the Council if that was acceptable. Schneider said that it was.

**7. COUNCIL COMMENTS**

**8. ADJOURNMENT**

*Councilman McClellan made a motion to adjourn the meeting at 7:23 p.m., and Councilman Doug Nodine. Via roll-call vote, the motion was passed unanimously (5-0).*

Respectfully Submitted:

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Sandra B. Smith, CMC, NCCMC  
Town Clerk

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Ann K. Schneider  
Mayor