



**OAK RIDGE TOWN COUNCIL MEETING
SEPTEMBER 7, 2017 - 7:00 P.M.
OAK RIDGE TOWN HALL**

MINUTES

Members Present

George McClellan, Mayor Pro Tem
Jim Kinneman
Mike Stone
Doug Nodine

Staff Present

Sam Anders, Finance Officer
Michael Thomas, Town Attorney
Sandra Smith, Town Clerk/Interim
Co-Town Manager
Bill Bruce, Planning Director/Interim
Co-Town Manager

1. CALL TO ORDER

Mayor Pro Tem George McClellan called the meeting to order at 7:00 p.m.

A. Invocation.

John Haynes, president of Oak Ridge Military Academy, offered the invocation.

B. Pledge of Allegiance.

2. APPROVE AGENDA

Councilman Mike Stone made a **motion** to approve the meeting agenda. **Councilman Jim Kinneman** seconded the motion, and it was passed unanimously (4-0).

3. APPROVE MINUTES

Councilman Kinneman made a **motion** to approve the minutes of the August 3, 2017 meeting. **Councilman Doug Nodine** seconded the motion, and it was passed unanimously (4-0).

4. RESOLUTIONS, PROCLAMATIONS, ANNOUNCEMENTS

None

5. REPORT FROM GUILFORD COUNTY SHERIFF'S OFFICE

Master Corporal James Goodnight said Oak Ridge is one of the safest places in Guilford County to live. He said Part 1 crimes (robberies, burglaries, etc.), are down 3 percent from this time last year and down 6 percent since January. He reminded

residents to lock their vehicles and not leave valuables in their vehicles in sight. With school now in session, he also reminded attendees to watch out for buses and in school zones.

6. **REPORT FROM OAK RIDGE FIRE DEPARTMENT**

Chief Steve Simmons reported the department had received 65 calls in August (33 medical and 32 fire/service related). In addition, personnel received 261 hours of training for the month. As a safety prevention tip, Simmons urged attendees to exercise patience and caution in school zones. He also advised residents to be prepared during hurricane season, as storms could result in extended periods with no power due to high winds and heavy rains. He encouraged them to install the ReadyNC app on their phones.

7. **TOWN MANAGERS' REPORT**

A. **Monitoring well agreement.**

Interim Co-Town Manager Sandra Smith presented the annual joint funding agreement for the USGS monitoring well on town hall property; the agreement includes a \$5,000 annual monitoring fee, which would be included in the 2017-18 fiscal year budget.

Councilman Kinneman made a **motion** to approve the agreement. **Councilman Stone** seconded the motion, and it was passed unanimously (4-0).

B. **Deputy clerk position.**

Smith presented a draft job description for a part-time deputy clerk to work 20-25 hours per week at a pay rate of \$12 to \$16 per hour.

Councilman Nodine said it should be made clear that the position is temporary. **Councilman Stone** said the minimum education requirement – that the candidate be a high school graduate – should be included in the advertisement for the position.

Councilman Nodine made a **motion** to approve the job description with the caveat that the position be announced as temporary and that the number of hours to be worked per week be stricken from the job description. **Councilman Stone** seconded the motion, and it was passed unanimously (4-0).

Councilman Kinneman made a **motion** to direct staff to advertise for and hire a temporary deputy town clerk to work 20-25 hours per week for the period until a town manager is hired. **Councilman Nodine** seconded the motion, and it was passed unanimously (4-0).

C. **Grant update.**

Interim Co-Town Manager Bill Bruce reported on the \$33,333 downtown revitalization grant the Town was recently awarded by the state. Per discussions with Council on possible projects, staff's recommendation is to submit an application for the grant to be used to hire a consultant to create a streetscape

vision plan for NC 150 to include the NC 68/NC 150 intersection. If a consultant could create the plan for less than \$33,333, the money could also be used for sidewalk construction along NC 150.

Councilman Kinneman made a **motion** to direct staff to apply for the grant. **Councilman Nodine** seconded the motion, and it was passed unanimously (4-0).

8. PUBLIC COMMENTS

- Patti Paslaru, 8543 Linville Road, said she was a candidate for Town Council and that she had concerns about hiring the deputy clerk since it sounded like staff did not have a lot of experience in that area. She suggested using a temporary agency to find a qualified applicant. She said she worked with temporary agencies frequently and volunteered to assist staff.
- Ann Schneider, 8506 Rosedale Drive, said she is also a candidate for Town Council. She said she believed she could provide the informed and inspired leadership needed, and outlined her goals. She announced her qualifications and experience, and invited citizens to contact her with their ideas.
- Randy Floss, 5914 Tarleton Drive, reported on the Cycle NC event which will come through Oak Ridge on October 2-3.
- John Haynes, president of Oak Ridge Military Academy, reported on several things taking place at the academy, including the Explore Historic Oak Ridge event on September 16.

9. MONTHLY FINANCIAL UPDATE

Finance Officer Sam Anders presented the financial report, which is hereby incorporated by reference and made a part of the minutes. He also presented a budget adjustment for a decrease in fund balance of \$15,456 for an allocation to salaries, property taxes and ordinance conversion.

Councilman Kinneman made a **motion** to accept the financial report. **Councilman Stone** seconded the motion, and it was passed unanimously (4-0).

Councilman Kinneman made a **motion** to approve the recommended budget amendment to decrease the fund balance by around \$15,000. **Councilman Stone** seconded the motion, and it was passed unanimously (4-0).

10. COMMUNITY UPDATES

A. Merchants of Oak Ridge.

Phillip Hanks said the organization has instituted a Business of the Week designation. Last week, Bistro 150 was selected and this week McClellan Financial was. The Great Pumpkin Event is scheduled for October 28.

B. Board of Adjustment.

No meeting

C. Historic Preservation Commission.

Chair Ann Schneider reported:

- HPC held a regular meeting on August 17 in which three COAs were approved, and a special called meeting on August 30.
- Sandra Smith and Debbie Shoenfeld attended a regional training session recently in Sanford.
- During Explore Historic Oak Ridge on September 16, NC 150 will be closed from Oak Ridge Military Academy to Oak Ridge United Methodist Church.

D. Parks & Recreation Commission.

Town Clerk Sandra Smith reported:

- The final Music in the Park event is scheduled for September 9.
- Heritage Day will be held in the park on September 30.

E. Finance Committee.

None

F. Planning & Zoning Board.

Planning & Zoning Board member Patti Paslaru reported the Board had met and approved a subdivision plan by unanimous vote.

11. PUBLIC COMMENTS

- Sam Anders, 1829 Oak Ridge Road, announced the Oak Ridge Fire Department's barbecue on October 7.

12. COUNCIL COMMENTS

13. ADJOURNMENT

Councilman Stone made a **motion** to adjourn the meeting at 8:11 p.m. **Councilman Kinneman** seconded the motion, and it was passed unanimously (4-0).

Respectfully Submitted:



Sandra B. Smith, NCCMC, CMC
Town Clerk



Spencer Sullivan
Mayor