



**OAK RIDGE TOWN COUNCIL MEETING
AUGUST 3, 2017 – 7:00 P.M.
OAK RIDGE TOWN HALL**

MINUTES

Members Present

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

Staff Present

Bruce Oakley, Town Manager
Sam Anders, Finance Officer
Sandra Smith, Town Clerk
Bill Bruce, Planning Director
Donnie Sparrow, Sitting in for
Town Attorney Michael Thomas

1. CALL TO ORDER

Mayor Spencer Sullivan called the meeting to order at 7:00 p.m.

A. Invocation.

Rev. Marcia Isley, pastor of St. James AME Church, offered the invocation.

B. Pledge of Allegiance.

2. APPROVE AGENDA

Councilman Jim Kinneman made a **motion** to approve the meeting agenda. **Councilman Doug Nodine** seconded the motion, and it was passed unanimously (5-0).

3. APPROVE MINUTES

Councilman Mike Stone made a **motion** to approve the minutes of the July 6, 2017 meeting. **Mayor Pro Tem George McClellan** seconded the motion, and it was passed unanimously (5-0).

4. RESOLUTIONS, PROCLAMATIONS, ANNOUNCEMENTS

Mayor Spencer Sullivan read a proclamation naming September as Historic Heritage Month in the Town of Oak Ridge.

5. REPORT FROM GUILFORD COUNTY SHERIFF'S OFFICE

None

6. REPORT FROM OAK RIDGE FIRE DEPARTMENT

Assistant Fire Chief Sam Anders reported the department had received 70 calls in July. Of those, 34 were of a medical nature and 36 were fire/service related. The department received 234 hours of training for the month. For a fire prevention tip, Anders urged attendees to make sure their house numbers can be seen from both directions so they can be located by the department if needed. He also advised residents to consult the fire department if they have questions regarding things around their homes (narrow driveways, gates, low-hanging limbs) that might slow the department down in an emergency.

7. TOWN MANAGER'S REPORT

A. Addition to state maintenance system.

Mayor Pro Tem McClellan made a motion to approve a resolution to add Koala Drive, Panda Drive, and Panda Court to the N.C. State Maintenance System. Councilman Stone seconded the motion, and it was passed unanimously (5-0).

B. Road closing.

Town Manager Bruce Oakley announced that the bridge on Linville Road would be replaced, and the road would be closed beginning August 7. Traffic will be detoured by Pepper Road and Oak Ridge Road.

C. Mountains-to-Sea Trail and Cycle N.C. update.

Oakley updated the Council on the MST In a Day event on September 9 and the Cycle N.C. event, which will be in the park on October 2.

D. Other.

Oakley announced that he had accepted the position of city manager of the City of Southport, N.C. He said it had been a pleasure to serve in Oak Ridge for the nearly 15 years. He thanked the Council, as well as former mayors Ray Combs and Tom Brown, and said he was proud of the Town's accomplishments during his time here. He also said the Town had a great team of employees and that he was proud of the relationships he had built with them.

Mayor Sullivan and Mayor Pro Tem McClellan commended Oakley for the job he had done for the Town.

8. DISCUSSION OF ORDINANCE TO ALLOW ALCOHOL SALES AT 10 A.M. ON SUNDAYS

Mayor Sullivan said the topic had been in the news recently after the state legislature passed a law making alcohol sales at 10 a.m. on Sundays an option for municipalities. He said this was not a public hearing, but because the item was of local interest, he would allow a brief period of public comments.

Public comments:

Lindsey Shropshire, 7605 Daltonshire Court, said she was one of the managers of Lowes Foods, and she supported the proposed ordinance change. She said if other towns allowed it, Lowes Foods did not want to lose revenue from customers who might go elsewhere.

Jerry Cooke, 7911 Quiet Place, told about how things had changed through the years. He said it was impossible to legislate morality, and asked the Council to pass the proposed ordinance for the merchants and the community.

Rev. Marcia Isley, pastor of St. James AME Church, 6709 Sandylea Road, said she was speaking from the standpoint of religious people in Oak Ridge. Isley said she felt allowing alcohol sales before noon on Sundays was opening up a can of worms. She asked the Council to do what was in the best interest of Oak Ridge and its young people.

Phillip Hanks, 6702 Ashton Park Drive, who is the president of the Merchants of Oak Ridge, said he did not think the change would represent a significant amount of revenue, but said he supported it because it would be a convenience to residents.

Mayor Pro Tem McClellan made a **motion** to adopt the ordinance to allow the sale of alcohol at licensed premises between 10 a.m. and noon on Sundays. **Councilman Kinneman** seconded the motion. After additional discussion, Council's vote was 4-1 in favor (Councilman Stone against).

9. **CITIZEN COMMENTS**

Michelle Davidson, 2800 Lockland Drive, who is a member of the Parks & Recreation Commission, expressed concern about the last chairman of the Commission's resignation, and said he had not been welcomed by Town staff. She took points from the book "Good to Great," and said she thought communication was the problem. She asked Council not to repeat this with the next Parks & Recreation Commission chair.

10. **MONTHLY FINANCIAL UPDATE**

Finance Officer Sam Anders presented the financial report, which is hereby incorporated by reference and made a part of the minutes.

Mayor Pro Tem McClellan made a **motion** to accept the financial report. **Councilman Stone** seconded the motion, and it was passed unanimously (5-0).

11. **COMMUNITY UPDATES**

A. **Merchants of Oak Ridge.**

Phillip Hanks said the organization is a great group with a range of businesses. Last month, they presented Next Step Ministries with a check for \$1,000. He said the membership is strong, and Oak Ridge is growing their businesses.

B. Board of Adjustment.

No meeting

C. Historic Preservation Commission.

Chair Ann Schneider:

- Thanked the Mayor for the proclamation naming September as Historic Heritage Month in Oak Ridge.
- Reported work is beginning at St. James AME Church, who had received a Historic Heritage Grant from the Town.
- Said the State Historic Preservation Office had recently published an article in its online newsletter about the Town's grant program.
- Reported on the Explore Historic Oak Ridge event on September 16.
- Thanked Oakley on behalf of the Commission for his service, and said he had been a pleasure to work with.

E. Parks & Recreation Commission.

Town Clerk Sandra Smith reported:

- Construction is continuing on the new parking lot in the park, and the playground equipment will be installed soon.
- The next Music in the Park event is scheduled for September 9 and will feature Shaggy Maggie.
- Heritage Day will be held in the park on September 30.

F. Finance Committee.

None

A. Planning & Zoning Board.

None

12. CITIZEN COMMENTS

- Phillip Hanks, a former member of the Parks & Recreation Commission, said he appreciated the Commission. He thanked Oakley for always having an open door. Mayor Sullivan said he appreciated Hanks' service.
- Micah Spencer, 6315 Nesting Way, also a former member of the Parks & Recreation Commission, said whenever he had a concern, he had been able to communicate freely with the Mayor, Council, Commission and staff. He said his feelings about serving on the Commission had always been positive.

13. COUNCIL COMMENTS

Council members thanked Oakley for his service to the Town and said he would be missed.

14. **CLOSED SESSION**

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; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee pursuant to N.C.G.S. 143-318.11(a)(6).

Mayor Pro Tem McClellan made a **motion** to go into closed session at 8:09 p.m. **Councilman Kinneman** seconded the motion, and it was passed unanimously (5-0).

Councilman Kinneman made a **motion** to return to open session at 8:37 p.m. **Councilman Stone** seconded the motion, and it was passed unanimously (5-0).

Councilman Kinneman made a **motion** to appoint Bill Bruce and Sandra Smith as interim co-town managers. **Councilman Stone** seconded the motion, and it was passed unanimously (5-0).

Councilman Kinneman made a **motion** to give Bruce and Smith each a supplemental stipend of \$750 per month until the position of town manager is filled. **Mayor Pro Tem McClellan** seconded the motion, and it was passed unanimously (5-0).

Councilman Kinneman said Oakley had already created separation of duties for Bruce and Smith. He asked that Smith be the one who makes the primary contact with Council and to make the manager's reports. Council agreed by consensus.

15. **ADJOURNMENT**

Councilman Kinneman made a **motion** to adjourn the meeting at 8:39 p.m. **Mayor Pro Tem McClellan** seconded the motion, and it was passed unanimously (5-0).



**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).