



meeting date: June 14, 2022

attachment(s): yes

Remote Meeting Participation/Teleconferencing Policy
(correcting inconsistency)

STAFF COMMENTS AND/OR RECOMMENDATION:

The current POL-2016-001 (attached) says: *"This policy pertains only to Town Council meetings. Remote participation is not permitted within town committee meetings, planning/zoning committee meetings, or Board of Adjustment meetings."* It was last updated mid-2018 and prior to COVID-19. The pandemic changed how the town needed to conduct business regarding "remote participation or teleconferencing."

The quoted portion is in conflict with the current ORD-2015-002 Consolidated Committee Ordinance's page 6 provision that: *"Teleconferencing is allowed as long as the member not in attendance can hear and participate effectively. The minutes should reflect any teleconferencing participation."* The request is to strike the indicated 2 sentences in the Remote Meeting Participation/Teleconferencing Policy to eliminate the inconsistency.

NOTES:

COUNCIL ACTION AND/OR DIRECTION:



POLICY NAME: **REMOTE MEETING PARTICIPATION/TELECONFERENCING**
POLICY #: POL-2016-001

ORIGINAL ADOPTION DATE: 11-9-16 REVISION DATE(S): 6-12-18, 6-14-22
ORIGINAL EFFECTIVE DATE: 11-9-16 REVISED PAGE(S): 1-2, 1-2

PURPOSE AND INTENT: It is desired that each elected member of the Summerfield Town Council be able to openly participate in all Council meetings. However, at times Council members are unable to physically attend. This policy permits teleconferencing as an occasional means of participation (not a regular occurrence), in compliance with state open meeting laws.

~~This policy pertains only to Town Council meetings. Remote participation is not permitted within town committee meetings, planning/zoning committee meetings, or Board of Adjustment meetings.~~

DEFINITION: Remote participation or teleconferencing involves an off-premises Council member using technology to participate in a formal meeting so that other Council members, the participant, and the public can conduct town business.

RULES AND PROCEDURES:

- 1) Notice of remote participation shall be made to the Clerk and/or Manager as soon as possible with the reason for the expected absence. Examples include illness or disability of the member or a close relative, military service, unexpected lack of child care, family emergency, and work or public service obligations which prevent the member from being physically present at the meeting. Remote participation shall not be allowed solely for the convenience of the Council member or to avoid attending a particular meeting.
- 2) Remote participation shall only be permitted when it is logistically feasible, meaning available technology can be arranged in time for the particular meeting location, and that any connection between the member participating remotely and those physically present, is clear and audible.
- 3) Acceptable means of remote participation include speaker phone, real-time internet, satellite-enabled audio or video conferencing, or any other technology that enables the remote participant, Council members, and public to be clearly audible to one another. Text messaging, instant messaging, email, and web chat without audio are *not* acceptable methods of remote participation.
- 4) At the beginning of the meeting, the Mayor shall announce that a member is requesting to participate remotely. The member shall acknowledge the request and state the reason for its need. The Clerk shall note the remote participation within meeting minutes.
- 5) The remote participant shall have the same rights as on-site Council members. He or she may make motions, second motions, deliberate and discuss, and vote just as if physically present. However, the remote participant *may not* vote in any quasi-judicial hearings.



- 6) A remote participant shall be provided with the same meeting materials as attending Council members with the understanding that new material could be presented during the meeting that is not immediately available outside of the meeting location.
- 7) Remote participation is allowed within closed sessions, provided that an acceptable means of participation is also available within the closed session room and if the remote participant is in a private, confidential location so that others cannot hear closed session discussions.
- 8) As head of the Council, the Mayor may elect to discontinue remote participation at any time if satisfactory audio is not available. The meeting minutes shall reflect the time and reason for excusing the remote participant.
- 9) All final decisions regarding remote participation rest solely with Council.

Approved:

~~Gail Dunham~~, **Tim Sessoms**, Mayor

_____ date

_____ Lance G. Heater, Town Clerk

_____ date



June 7, 2022

Re: **Council budget amendment #3 (FY2021-22)**

Summerfield Town Council:

As provided in the approved FY2021-22 Budget Ordinance, the "The Finance Officer may not transfer any amounts between line items...except as approved by the Town Council." The following action is requested to accomplish the needs identified below:

Adjust amounts between line items as follows:

3012301 Professional Services/Professional Services/Contract Legal Services increase \$40,000.00 from \$190,000.00 to \$230,000.00

4010101 Administration/Admin Personnel/Salaries & Wages increase \$20,000.00 from \$306,000.00 to \$326,000.00

4010102 Administration/Admin Personnel/FICA increase \$1,500.00 from \$24,000.00 to \$25,500.00

4010107 Administration/Admin Personnel/Retirement-Pension increase \$2,200.00 from \$35,500.00 to \$37,700.00

4010110 Administration/Admin Personnel/Retirement-401K increase \$600.00 from \$9,300.00 to \$9,900.00

4010212 Administration/Admin Operating Exp/Admin Misc increase \$4,500.00 from \$300.00 to \$4,800.00

6011416 Parks & Rec/P & R Capital Outlay/Bandera Farms Park increase \$250,000 from 0.00 to \$250,000

5010402 Public Property/Public Property Capital Outlay/Construction Services decrease \$318,80.00 from \$2,840,730.00 to \$2,521,930

Increased funds are needed in the FY2021-22 Legal Fees due to the Teresa Perryman and Danny Nelson lawsuit; Admin salaries, FICA, and retirement due to increased admin staff hours; Admin miscellaneous to cover a temporary clerk; and a contribution to Piedmont Land Conservancy for the Dulane property purchase. Sufficient funds are available within Construction Services to cover these costs.

Respectfully,

Dee Hall
Finance Officer



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meeting date: June 14, 2022

attachment(s): no

Audit contract
(Wade Greene, CPA)

STAFF COMMENTS AND/OR RECOMMENDATION:

The town used CPA Wade Green for the last 2 years to conduct the annual audit. The Finance Officer's recommendation is to contract with Wade Greene again for the upcoming year at a total cost not to exceed \$12,000 (same as last year's pricing).

NOTES:

COUNCIL ACTION AND/OR DIRECTION: