



C O U N C I L M I N U T E S J A N U A R Y 9 , 2 0 1 8 , 6 : 3 0 P M , S F D C O M M U N I T Y C E N T E R

The meeting was called to order at 6:30pm by Gail Dunham. Linda Southard provided the invocation, followed by the Pledge of Allegiance. The following were present:

Council

Gail Dunham, Mayor
 Dena Barnes, Mayor Pro-tem
 John O'Day
 Teresa Pegram
 Todd Rotruck
 Reece Walker

Staff

Scott Whitaker, Town Manager
 Dee Hall, Finance Officer
 Lance Heater, Town Clerk

CONSENT AGENDA

Upon motion by Barnes, seconded by O'Day, the meeting agenda was approved unanimously after removing item 11A, due to the absence of the Town attorney. It was noted that it was Council's intention to consider closed session Item 11A, to consult with the attorney as provided under NCGS 143-318.11(a)(3) at the 1/16 special called meeting.

There then commenced a discussion of Committee meeting minutes which were included in the agenda packet under Committee Reports. Regarding the UDO Committee meeting minutes of 12/7/17, Rotruck expressed concern that the Committee bring in professionals to provide more accurate market analyses. Pegram supported the Committee selecting a permanent recording secretary. Whitaker suggested Council pass along any concerns regarding items discussed in committee meetings to the respective committees. Regarding the Founders' Day Committee minutes of 12/14/17, Pegram noted that a quorum was not present and stated that the meeting should have not taken place without a quorum. Whitaker noted that the Committee was designed to have 5 resident members but currently only has 2, he had inquired with Attorney Hill about the quorum determination, and Hill advised that basing the quorum on the actual number of members was reasonable. Whitaker explained that the Committee did have general discussion, but did not take any formal actions. Pegram stated that the Consolidated Committee Ordinance should be amended to reflect that a meeting not be held if a quorum is not present. Walker stated that it would be difficult to hold the Founders' Day event if meetings were cancelled due to a lack of a quorum. Whitaker stated that in the future, in the event of a quorum not being reached, the meeting would not even have general discussions. Instead, if there is a pressing matter, staff will proceed and report to the Committee.

Upon motion by O'Day, seconded by Walker, the 12/12/17 Council open session minutes were approved unanimously, as amended, (there were 3 corrections: (1) page 4, section F, line 10— "Dunham also questioned if three council members..." was changed to "Walker questioned..."; (2) page 3, New Business, item A to read "Motion to reappoint Barnes passed 3-2 with Pegram and Rotruck voting no"; and (3) page 3, New Business, item B, second line should show the motion passed 5-0 (*unanimous*). Consideration of the approval of 12/12/17 closed minutes was deferred until the 1/16 special called meeting.



Upon motion by Walker, seconded by O'Day, the Financial Report for the period of July–December, 2017 was approved.

ANNOUNCEMENTS

Dunham reminded those present of the 1/16 special called meeting, to be held at Community Lutheran Church, beginning at 7:00pm for the purpose of hearing a presentation on plans for the Gordon Building, Martin House, and Town Hall intersection.

Whitaker reminded those present of the Council's strategic planning retreat scheduled for 1/27, from 9:00am to 5:00pm at a location to be determined.

PUBLIC COMMENTS

Beth Kaplan, 7979 Highfill Road, asked if new Council members had signed up for orientation classes held by North Carolina League of Municipalities, suggesting that it might make meetings run more efficiently.

Bill North, 3090 Pleasant Ridge Road, congratulated the Mayor and newly-elected Council members. He also expressed concern with individuals "harassing" the mayor at the last meeting and stated that in today's environment, extra caution should be taken to avoid harassment of women.

Elizabeth McClellan, 7103 Lentz Court, stated that at the last Council meeting, the continuing members made all of the decisions and expressed support for the Council working together.

Frank Ficca, 6300 Westcott Drive, stated that he had toured the Martin House in the previous week and expressed concern over work being done without a building permit. Whitaker stated that the work was not significant enough to require a building permit. Ficca also expressed concern over the historical character of replaced wood flooring.

COMMITTEE / BOARD/EVENT REPORTS

- A. **Finance:** Hall noted the Committee did not meet on 1/8 due to town hall HVAC issues. Hall stated the Local Government Commission had approved the Town's FY16-17 audit.
- B. **Historical:** Linda Southard reported the committee did not meet in December. In response to a question from Dunham, Southard said the committee hoped to see the Martin House used as a museum.
- C. **Trails and Open Space:** There was no December meeting.
- D. **UDO Review:** O'Day reported the committee approved draft recommendations for policy areas 4 and 7.
- E. **Founders' Day:** Whitaker reported the event was scheduled for 5/18-19 and stated that individuals interested in being a parade participant, vendor, sponsor, or volunteer should contact town hall.

EMERGENCY SERVICES REPORTS



- A. **Summerfield Fire District:** December calls totaled 132 (24 fire, 73 EMS, 35 "other"). For calendar year 2017, the department responded to 1301 calls versus 1178 in 2016. Seventeen car seats were installed.
- B. **Guilford Co. Sheriff's Dept.:** In December the Sheriff's office District 1 responded to 601 calls, 139 of which were in Summerfield. For 2017 the Sheriff's office answered 1806 calls in Summerfield. For 2017, Part 1 crimes were down 8% in the district.
- C. **Guilford Co. Emergency Services:** There were 71 calls in the Summerfield area in December. The Emergency Management division shared information about a potential winter storm.

BUSINESS FROM TOWN MANAGER

- A. **Revision of Cash Management and Investment Policy:** Dunham noted the policy had been revised at the 12/12/17 meeting by the previous Council. Dunham stated that she had a number of concerns about the policy, particularly the deletion of the Bank of Oak Ridge, citing a memo from the State Treasurer. Dunham also expressed concern that Federal Treasury notes were not an allowed investment option under the policy and that the policy does not allow for maximum return on investments. Hall stated the policy does not eliminate the Bank of Oak Ridge and that the majority of the Town's investments were in CDARS (Certificate of Deposit Account Registry Service) with the Bank of Oak Ridge. Whitaker noted the Town's investment priorities were safety, liquidity, and yield, in that order. Whitaker suggested that concerns about the policy be directed to the Finance Committee. After discussion, it was the consensus of Council that questions regarding the policy raised by the mayor be directed to the Finance Committee and consideration of the proposed change be deferred until the February meeting.

Dunham began a discussion of the FY2016-17 audit, which was presented at the December Council meeting. Hall explained that Council was not asked to take action on the audit. Instead, it was approved by the Local Government Commission. Dunham expressed concern regarding "deficit spending," citing an available fund balance of \$4.74 million on page 13 of the report. Hall explained that this figure represented unassigned funds (funds not restricted for future obligations) and not the budgeted unexpended fund balance. Dunham stated she was concerned about the Town's ability to fund current and anticipated capital projects. After much discussion, it was agreed that Whitaker would ask the audit firm to be present to respond to questions at the February meeting.

- B. **Revision of Continuity of Operations Plan (COOP):** Whitaker noted this was an annual update to the Plan, which provides a way for organizations to ensure they are able to provide essential functions in the event of an emergency. Upon motion by Barnes, seconded by Rotruck, the revisions to the contact information in the Plan were approved unanimously.
- C. **Piedmont Triad Regional Council (PTRC) delegate appointment:** Upon motion by O'Day, seconded by Barnes, Council appointed Mayor Dunham as the Town's representative to the PTRC.
- D. **FY2018-19 budget calendar:** Whitaker noted that this item would be considered at the Council's retreat scheduled for 1/27.



- E. Reports, updates, or comments:** Whitaker gave an update on the water feasibility study, which is a regional effort with Oak Ridge, Summerfield, Stokesdale, and Guilford County, stating the work should be completed in February or March.

BUSINESS FROM MAYOR AND COUNCIL

- A. Committees:** Dunham initiated a discussion of committees, including a review of the Consolidated Committee Ordinance, reporting requirements, and membership/vacancies on the various committees. After discussion regarding the UDO Review Committee, a motion was made by Rotruck to amend the UDO Review Committee Ordinance to specify that there be 2 Council representatives serving as ex-officio members. This motion was seconded by O'Day and passed by a vote of 4-1 (Walker voting no). In response to a concern expressed by Pegram, it was the consensus of Council that the issue of reactivating the Public Safety Committee be placed on the February agenda.
- B. Reports, updates, or comments:** In response to a question from Pegram, it was the consensus of Council that consideration of an amendment to the Personnel Policies and Manual to allow for direct deposit of Council members' stipends would be placed on the February agenda.

OTHER BUSINESS (AS NEEDED)

In response to a request from Tabitha Ministry to conduct a 5k race prior to the Founders' Day parade, it was the consensus of Council to follow the recommendation of the Founders' Day Committee to not allow the race due to expected logistical challenges. It was suggested that staff work with Tabitha Ministry to develop an alternate date.

It was the consensus of Council that the retreat scheduled for 1/27 be held at Summerfield Farms.

CLOSED SESSION

Barnes made a motion at 9:30pm to go into closed session for the purpose of (1) instructing the public body's staff or negotiating agents concerning the price and other material terms concerning real property as provided under NCGS 143-318.11(a)(5) and (2) to consider the qualifications, competence, performance, character, fitness, conditions of appointment or conditions of initial employment of an individual employee as provided under NCGS 143-318.11(a)(6). This motion was seconded by Walker and passed unanimously.

Barnes motioned to return to open session at 10:04pm, seconded by Walker, which carried unanimously.

With no further business, a motion was made at 10:04pm by Barnes to adjourn. The motion was seconded by Walker and carried unanimously.

Gail Dunham, Mayor

Lance G. Heater, Town Clerk