



C O U N C I L M I N U T E S D E C E M B E R 1 0 , 2 0 1 9 , 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. Rev. Cecil Donahue of Center UMC provided the invocation, followed by the Pledge of Allegiance. The following were present:

Council

- Gail Dunham, Mayor
- Dena Barnes, Mayor Pro-tem
- Dianne Laughlin
- John O’Day
- Teresa Pegram
- Reece Walker

Staff

- Scott Whitaker, Town Manager
- Dee Hall, Finance Officer
- Lance Heater, Town Clerk
- Bob Hornik, Town Attorney
- Chris York, Town Planner

CONSENT AGENDA

Upon motion by Barnes, seconded by O’Day and carried by a vote of 4-1 (Pegram opposed), the consent agenda was approved. It consisted of the meeting agenda and the open session minutes of 11/12.

ANNOUNCEMENTS

Whitaker reminded those present that Town Hall would be closed 12/23–27 and 1/1 in observance of the Christmas and New Year’s holidays.

EMERGENCY SERVICES REPORTS

- A. Summerfield Fire District:** During November, the department responded to 31 fire calls, 60 EMS calls, and 19 “other” calls for a total of 110 incidents. Pegram requested data on calls within the Town limits and was informed that it is tracked by fire district and not corporate limits.
- B. Guil. Co. Sheriff’s Dept.:** During November, the department responded to 131 calls in District 1.

COMMITTEE / BOARD / EVENT REPORTS

- A. Finance:** The Finance Committee planned to meet 12/16 to discuss the audit.
- B. Historical:** Gary Brown reported about the 11/21 meeting and previewed the 12/19 meeting.
- C. Trails & Open Space:** Jane Doggett reported about the 11/20 meeting.
- D. Founders’ Day:** Whitaker stated that positions were available on the Committee for any residents wishing to serve.

ATTACHMENTS FOR COUNCIL’S INFORMATION

Council received the following information with no action taken: committee minutes, event after-action reports, and the financial report for November.



AUDIT REPORT PRESENTATION

Craig Hopkins presented a review of the annual audit document for FY2018–19 produced by Gibson & Company, PA. He expressed appreciation to Hall and Whitaker for their assistance with the audit and stated that Hall maintained excellent financial records. In response to a question from O’Day, Hopkins stated that all funds were accounted for and the audit could be characterized as “perfect.”

PUBLIC COMMENTS – *None.*

BUSINESS FROM MANAGER AND COUNCIL

A. Revision of Personnel Policies and Manual: Upon motion by Barnes, seconded by Laughlin and carried unanimously, two amendments were approved, the first clarifying language regarding paid holidays and the second correcting a typographical error.

B. Reports, updates, or comments: Whitaker reported that: 1) in the case of *Rotruck v. Laughlin*, a stay had been lifted and the case was to be dismissed; and, 2) in the case of *Crawford and Wendelken v. Town, Laughlin, Barnes, O’Day and Walker*, a hearing was held by Judge Hall in Forsyth County earlier in the day and a decision would be forthcoming.

Dunham then addressed three topics for consideration by incoming Council later on the agenda: 1) she expressed concern that the water-related resolution would create a Summerfield water authority; 2) she commented about the proposed Council parliamentary procedure; and, 3) she stated that more needed to be done to inform the public regarding the UDO.

RECOGNITION OF OUTGOING COUNCIL MEMBERS

Plaques were presented to outgoing Mayor Dunham and outgoing Council members Barnes and Laughlin in recognition of their service to the Town.

A recess was declared at 7:15pm. The meeting was reconvened at 7:37pm.

INSTALLATION OF INCOMING COUNCIL MEMBERS

Retired Chief District Court Judge Lawrence McSwain administered the oaths of office to Mayor Barnes and Council members DeVaney, O’Day, Sessoms, and Walker. The following were present for the new-Council portion of the meeting:

<u>Council</u>	<u>Staff</u>
BJ Barnes, Mayor	Scott Whitaker, Town Manager
Lynne Williams DeVaney	Dee Hall, Finance Officer
John O’Day	Lance Heater, Town Clerk
Teresa Pegram	Bob Hornik, Town Attorney
Tim Sessoms	Chris York, Town Planner
Reece Walker	

Barnes read a prepared statement outlining goals and positions on issues such as the UDO, water service, taxes, reserve fund balance, rules of procedure, transparency, and public records requests.



NEW BUSINESS FROM MANAGER AND COUNCIL

- A. Council parliamentary procedure:** Pegram expressed opposition to adoption of the proposed rules, stating that there was a need to have a workable document apart from the “purple book” that would not be in “fill-in-the-blank” form. Sessoms made a motion to adopt the 4th/2017 edition of “*Suggested Rules of Procedure for a City Council*” by Trey Allen with the only modification being that ‘Rule 22. Second Not Required’ (page 35) is not observed, meaning a second to a motion is still required as part of the normal deliberation and voting process. This motion was seconded by O’Day. In response to a question from O’Day, Hornik expressed general support for these rules of parliamentary procedure. By a vote of 4-1 (Pegram opposed), the motion was carried. Pegram noted her opposition was due to the “fill-in-the-blank” issue.
- B. Public Comment Policy:** Whitaker noted Mayor Barnes’ request to align public speaker times at regular monthly Council meetings with other town policies and procedures. The proposed change would shorten the length of time allowed for individual speakers during the public comment period from 5 to 3 minutes. Whitaker recommended several other policy changes and updates. Upon motion by DeVaney, seconded by Sessoms and carried by a vote of 4-1 (Pegram opposed), the revisions to POL-2006-001 were approved.
- C. Selection of Mayor Pro-Tem:** O’Day made a motion to name Sessoms as the Mayor Pro-Tem. The motion was seconded by Walker. Pegram made a substitute motion to name DeVaney, stating that she had received the most votes in the recent election. Barnes and others commented that the position had not always gone to the highest vote-getter in the past. In response to a question, Hornik advised that the substitute motion was out of order and the first motion should be brought to a conclusion. By a vote of 4-1 (Pegram opposed), the motion naming Sessoms as Mayor Pro-Tem was carried.
- D. Selection of Council member as authorized check signer:** Upon motion by Sessoms, seconded by O’Day and carried unanimously, DeVaney was named as the Designated Town Council Member authorized to sign checks per the Cash Management and Investment Policy.
- E. Appointment to GUAMPO’s Transportation Advisory Committee (TAC):** Whitaker noted that a vacancy existed due to the retirement of Dena Barnes from Council. The position is a collective seat for the towns of Summerfield, Oak Ridge, Stokesdale, Pleasant Garden, and Sedalia. The four other towns had expressed agreement with the proposal to appoint O’Day to the vacancy. Pegram expressed concern regarding O’Day’s ability to regularly attend meetings and stated the issue should have been brought to the Council at an earlier meeting. Upon motion by Sessoms, seconded by Walker and carried by a vote of 4-1 (Pegram opposed), O’Day was selected for appointment to GUAMPO’s TAC.
- F. Approval of 2020 meeting schedule:** Upon motion by DeVaney, seconded by Sessoms and carried unanimously, the 2020 meeting schedule was approved.
- G. Plan for remaining process re: Unified Development Ordinance (UDO):** Whitaker explained the need for clear process steps between the Zoning Board’s concluding work and final Council adoption of the UDO. York reviewed the steps and answered questions. Upon



motion by DeVaney, seconded by O'Day and carried unanimously, the proposed plan for consideration and possible adoption of the UDO was approved.

H. Allocation of Area Water Authority Funds for Local Water Investment resolution:

Whitaker summarized the general position of the towns of Summerfield, Oak Ridge, and Stokesdale regarding development of an area water system following the feasibility study – the projected overall costs were too high to address water needs regionally and the towns were inclined to deal with needs independently instead. He explained the status of the state funding and political interest in splitting the remaining funds among the towns for each to address its own needs. He explained that Oak Ridge and Stokesdale were considering similar resolutions for a local bill to request the equal division of the remaining Guilford-area appropriation of the original \$3.6 million from the General Assembly. Pegram expressed opposition to the Town possibly taking on responsibility for capital needs of the Summerfield Fire District. Upon motion by Walker, seconded by O'Day and a vote of 4-1 (Pegram opposed), Resolution 2019-005 was approved.

I. Reports, updates, or comments from Mayor and Council: In response to a question from Whitaker, the consensus of Council was to begin the Council retreat at 8:00am on 2/1.

OTHER BUSINESS

Barnes and Council Members DeVaney, Sessoms, O'Day, and Walker expressed appreciation to the voters on the recent election.

Upon motion by Sessoms, seconded by Walker and carried unanimously, the meeting was adjourned at 9:20pm.

BJ Barnes, Mayor

Lance G. Heater, Town Clerk