

**MINUTES OF THE  
SUMMERFIELD TOWN COUNCIL  
SUMMERFIELD COMMUNITY CENTER  
August 2, 2005  
6:30 P.M.**

**NOTE: The official minutes are a CD recording of the meeting. The following is a summary of the events of the meeting.**

The meeting was called to order at 6:33 by Mayor Dena Barnes

The invocation was led by Don Wendelken, followed by the Pledge of Allegiance, led by Council.

**INTRODUCTIONS:**

Dena Barnes, Mayor  
Carolyn Collins  
Mark Brown  
Jane Doggett  
Michael Stewart

Michael Brandt, Town Administrator  
Bill Bruce, Town Planner  
Dianne Laughlin, Town Clerk  
Bill Trevorrow, Town Attorney

It was noted that Mayor Pro-Tem Bob Williams was absent due to recent surgery.

A motion was made by Carolyn Collins to approve the Consent Agenda which includes the Meeting Agenda, approval of the Minutes of June 20 and July 5, 2005, the monthly Financial Report and the Revised Audit Contract. The motion was seconded by Carolyn Collins and carried unanimously.

**ANNOUNCEMENTS:** There were no announcements.

**COMMITTEE REPORTS:**

**A. Community Relations:** Laughlin reported there will be no meetings until September or October.

**B. Finance:** Ronnie Stafford stated there was no report, and the Committee will meet on August 22<sup>nd</sup> at Town Hall.

**C. Historical:** Bill Gordon presented to the Town, a framed document from the State of NC Department of Cultural Resources Office of Archives and History certifying that the Town's Historic District has been listed on the National Register of Historic Places, to hang in the Town Hall. Mayor Barnes accepted and read the document.

**D. Parks & Rec.:** Mark Brown reported a meeting is scheduled for August 11, 7 pm at Town Hall. Prof. Sellers from UNCG will be present to talk about Commercial Recreation assessments, and the committee should have a presentation by the September Council meeting.

**E. Public Safety:** No meeting

**F. SYC:** Laughlin reported the Youth Council will meet on Monday to elect their officers for the year, and asked that everyone check out their updated Website.

**G. Thoroughfare:** Gordon reported that they attended the meeting concerning the widening of Hwy. 220 and there are still 30 days left in the public comment period for this project. He encouraged everyone to submit their opinions to NCDOT.

**H. Water Resource:** Gordon reported they would be meeting on Aug. 18<sup>th</sup> at 9 am at Town Hall to finalize plans for the next public meeting which will be held on August 30, 7 pm at the Community Center.

**PRESENTATION BY FORSYTH COUNTY ABC BOARD (Jim Waddell)**

Mr. Waddell, President Forsyth Municipal ABC Board, introduced ABC Board members: Greg Bradsher, Vice-President/Finance Director; Danny Burton, ABC Law Enforcement Director; Patrice Britton, Store Operations Director; and Leon Tomlin, Distribution Director. They distributed packets to the Council and those in attendance. The packets included names of the Forsyth ABC Board members, a map showing locations of ABC Boards in North Carolina, their Mission Statement, Summerfield demographics, miles to nearest ABC store, indirect and indirect expense calculations, Administration & warehouse expenses associated with an ABC store, Law Enforcement expenses associated with an ABC store as per NCGS 18B-50; Article 5 Chapter 50, new member phase in for law enforcement expenses and mortgage interest; first and second year projected revenues and steps the Town should take to make this happen. Examples given show first year projected revenue as \$28,900 and second year projected revenue as \$29, 020.

Waddell explained that they are quasi-judicial; regulated by the state; controlled by the Board. He reported there would be no tax dollars expended in the ABC Board.

There was discussion about “liquor by the drink” bringing in approximately \$15,000 per year and that the Town would not be liable for ABC debt. Waddell reported the ABC Commission has a quarterly book with pricing and there is a 38% mark-up. It was reported that there are seven members allowed on the board and they would possibly seek a name change if Summerfield joins them to the Triad ABC Board.

Waddell stated they would look for the best location with help for town Staff and the business would be opened in about six to nine months from the starting date. He stated he felt a temporary location would be more trouble than its worth.

There was a break from 7:17 to 7:25.

**PUBLIC HEARING:**

**NEW BUSINESS:**

**A. COLLECTOR STREET PLAN (Bill Bruce)**

Bruce introduced Lydia McIntyre with the Greensboro MPO (Metropolitan Planning Organization). McIntyre stated they request approval of a collector street plan which had been developed over a period of several years; trying to represent a future plan for roads in Summerfield. She reported the roads would not be built unless large plats were developed. She emphasized this is meant to be a guide, not strictly adhered to; with Staff recommending endorsement.

McIntyre stated the purpose of the collector street plan would be incorporated with the Town Ordinance and would collect traffic from subdivisions to minor or major thoroughfares. She reported Oak Ridge has such a plan.

She noted that five corrections have already been made including a Millbrook Road proposal and Windspray has been deleted since a Subdivision is being planned in that area. She spoke to funding and reported that DOT doesn't recognize these roads; they are built by the developer, although MPO would be there to update plans. She reported they look at avoiding dead-ends for emergency vehicles, school buses, etc.

Bruce reported that the scale on the map is vague and that if a line is drawn off a cul-de-sac it is in error and Councilman Brown stated that neighbors on St. Crispin's Way and Lanier Road have been

assured of no roads off their cul-de-sacs. Mayor Barnes stated that if this Council made a promise, it shouldn't be included in this plan.

Councilperson Doggett asked if Council could propose the plan be reviewed ever two to three years and Bill Trevorrow stated they could and the minutes should state such a proposal.

McIntyre stated that the Federal Government mandates this plan and referenced NCGS 136. She also stated this is the Town's plan and it's up to them to keep it up to date. She stated the Town could approve this plan by Resolution.

Flor White stated she is opposed to this plan because of two crossing on her property. She recommended they move one road 50 feet north to the Doggett property and asked for an amendment citing safety issues with horses on her property. She stated her facility is youth oriented and that the proposed connections would kill her project.

McIntyre emphasized the proposed roads would only be there if the property is developed. Brandt stated this is a concept and would be better addressed at a re-zoning hearing when needed. Bruce stated that staff is familiar with White's property and stated that some of these proposed roads might not be for fifty years, but that something must be in place for the future.

Don Wendelken asked if the Resolution must be adopted and he would like to see development kept in check.

It was decided by consensus to continue "Collector Street Plan" to the September meeting for further review and discussion.

Break from 8:29 until 8:36.

#### **BUSINESS FROM TOWN ADMINISTRATOR:**

##### **A. Off-site storage of municipal documents contact agreement**

Brandt spoke to 10 years of records being stored in an old building and stated that three companies had sent quotes; Iron Mountain, Data Chambers and Triad Storage. Brandt stated that he had received good references and recommended Data Chambers in view of that and their cost structure. He explained how the system would work. One resident in attendance stated his company uses Data Chambers and they are well pleased.

A motion to approve a contract with Data Chambers for offsite document storage at the Yanceyville Street location was made by Carolyn Collins and seconded by Jane Doggett. The motion carried unanimously.

##### **B. Cavanaugh Engineering Town Engineer contract agreement**

Brandt reported that engineering services which were provided by Guilford County are no longer available to the Town. He reported that Planning Staff had interviews with and recommends Cavanaugh Engineering, a Winston-Salem Company. Brand explained this is a "do not exceed \$10,000 in one year" contract. If it exceeds that amount, it must come back to Town Council. Bill Trevorrow stated he had made some changes in the contract which are agreeable with Cavanaugh.

After some discussion, a motion was made by Jane Doggett to accept Staff's recommendation to contract with Cavanaugh Engineering for engineering needs for the Town of Summerfield. The motion was seconded by Mark Brown and carried unanimously.

##### **C. Town Hall copier contract agreement**

Laughlin reported quotes from five companies, explaining she was recommending updating the copier to color options also. It was reported that the number of copies had increased significantly since the

addition of the Planning Department, one month going over 10,000; averaging a cost of \$177.00 per month to Dean's Office Machines for black and white copies. There was discussion about the number of color copies and Laughlin stated there was no way to estimate since this hasn't been done before. After further discussion, Laughlin recommended Toshiba business Solutions because they had the lowest cost.

A motion was made by Carolyn Collins to approve a lease contract with Toshiba Business Solutions at prices quoted. The motion was seconded by Michael Stewart and carried unanimously.

Brandt reported that D&W Cleaning Services had given a 30 day resignation for cleaning of the Town Hall. Brandt reported he would like to increase the service level to more than once a week due to increased traffic, including dirty boots from construction workers. Brandt emphasized any prospective company must have license and insurance.

Brandt announced that we now have a municipal bulletin board at the right-rear of the Town Hall for Town Business announcements.

## **10. BUSINESS FROM COUNCIL**

### **A. Consider appointments to Committees and Zoning Board**

It was decided by consensus to postpone appointments to alternate positions on the Zoning Board until after August 10<sup>th</sup>, so that the rest of the applicants could be interviewed.

There was discussion about the three applicants who had been interviewed for the Finance Committee and the number of seats vacant. Those interviewed were Becky Strickland, Mildred Hoffler-Fouchee and Phyllis Meyer.

Michael Stewart stated that they were all three good candidates and after reviewing their experience, he made a motion to appoint Phyllis Meyer and Mildred Hoffler-Fouchee to the Finance Committee. The motion was seconded by Jane Doggett and carried unanimously.

A motion was made by Michael Stewart to appoint Bob Johnson to the Safety Committee. The motion was seconded by Jane Doggett and carried unanimously.

### **B. Consider policy for Speakers from the Floor**

Barnes asked if the Town Attorney was recommending they consider this type of policy and he stated he was. By consensus, Council stated they would review and bring this item back next month for consideration.

### **C. Consider ethics Ordinance**

Bill Trevorrow stated he has presented a recommendation based on a group of ideas that this is a code or policy.

There was discussion about code of conduct and that state law provides for removal from office if a Council member doesn't abide by this code.

Councilman Brown stated that when you sit on the Council, you must set an ethical tone as your life is changed.

Bill Trevorrow stated this code is for Town Council only.

After further discussion, a motion was made by Michael Stewart to adopt the Ethics Code as presented. The motion was seconded by Jane Doggett and carried unanimously.

## **SPEAKERS FROM THE FLOOR (limited to 5 min. on non-agenda items)**

Bill Gordon spoke in opposition to the proposed 220 widening, stating it is not the right thing for Summerfield, and he asked Council to consider coming out in opposition of this issue.

With no further business before the Town Council, a motion was made at 9:30 pm to adjourn. The motion was seconded by Michael Stewart and carried unanimously.

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Dena Barnes, Mayor

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Dianne Laughlin, Town Clerk