

Town of Summerfield – Council Minutes

Summerfield Community Center

January 8, 2013 | 6:30PM | 5404 Centerfield Road

Town Council Minutes Meeting

Meeting Presided by:

Mark Brown

Dianne Laughlin

Elizabeth McClellan

John W. Wray, Jr.

Valarie Halvorsen (Clerk)

Scott Whitaker (Manager)

The meeting was called to order at 6:30pm by Mark Brown.

The invocation was led by Linda Southard, followed by the Pledge of Allegiance. The following were present:

Council

Mark Brown, Mayor
Dena Barnes
Alicia Flowers
Dianne Laughlin
John Wray

Staff

Scott Whitaker, Town Manager
Jim Secor for William Hill, Town Attorney
Dana Luther, Finance Officer
Valarie Halvorsen, Town Clerk

Barnes made a motion to formally excuse McClellan, seconded by Laughlin and carried unanimously.

CONSENT AGENDA

Wray made a motion to approve the consent agenda, including the meeting agenda, minutes of the 12/11 and 12/18/12 meetings, and the financial report. The motion was seconded by Barnes and carried unanimously.

PUBLIC COMMENTS

Don Wendelken, 3406 Windswept Drive, spoke about tax increases and the importance of citizens educating themselves regarding taxes and government.

Dwayne Crawford, 1106 NC Highway 150 West, agreed with Wendelken about the importance of citizen awareness. He also stated there are few things that government does well.

COMMITTEE / GROUP REPORTS

- A. **Finance:** Luther stated there would be no meeting in January.
- B. **Historical:** Linda Southard said the committee would meet January 31, during which they would continue to plan upcoming events.
- C. **Public Safety:** Wendelken said the committee would meet January 16.

BUSINESS FROM TOWN MANAGER

A. Revision of ordinance establishing Founders' Day Committee

Flowers asked why there was a need for an ordinance due to the temporary nature of the committee. Brown stated it was more a work group than a committee, but the members were subject to the same policies and procedures as other committees, thereby warranting an ordinance. Flowers asked if non-voting members were counted when determining a quorum; Secor said they were not.

Barnes made a motion to adopt revisions presented by Whitaker to O-2009-003 Ordinance Establishing the Town of Summerfield Founders' Day Committee. The motion was seconded by Wray and carried unanimously.

B. Appointment of 2013 Founders' Day Committee members

Flowers asked if the *position* of Finance Officer should be approved for membership, rather than the person; Brown responded that the ordinance stipulates that.

Barnes made a motion to appoint the proposed members listed on the roster to the 2013 Founders' Day committee. The motion was seconded by Wray and carried unanimously.

C. Revision of Personnel Policies and Manual

Whitaker recommended the following changes: 1) page 15, Section 4, Retirement: in the second sentence changing the word "must" to "should" and adding "but no later than one month prior" to "...submit a written request to the Town Clerk two (2) months prior..."; 2) Page 23, Section 7, Vacation Leave – Use and Reporting: changing the wording to allow employees to be paid for accumulated or unused vacation under extenuating circumstances; 3) Page 24, Section 8, Vacation Leave – Payment of Leave Upon Termination of Employment: removal of the last sentence of the section, additions of "If a probationary employee is terminated payment will not be made for accumulated vacation leave" and changing the last section to say "An employee who is separated from employment shall be paid for vacation leave accumulated to the date of separation"; 4) page 25, Section 15, Sick Leave – Physician's Certification: removal of the word "all" from the first sentence.

There was much discussion about item 2. The Manager wanted discretion to pay accumulated vacation to employees under extenuating circumstances and it was suggested that Council would approve such circumstances for the Manager. Wray made a motion to amend the language to read as follows: "Employees shall not normally be paid for accumulated or unused vacation leave while still in the employment of the Town; however, the Town Manager may approve such payment under extenuating circumstances." Flowers offered a friendly amendment to change the text to "An employee may be paid for accumulated or unused vacation leave while still in the employment of the Town at the Town Manager's discretion"; Luther suggested also adding "under extenuating circumstances," which was accepted by Wray. The motion was seconded by Laughlin and carried unanimously.

Barnes made a motion to adopt the other proposed changes as delineated by the manager. The motion was seconded by Wray and carried unanimously.

D. Discussion of Trails and Open Space Committee

Whitaker presented the following: A route for the A&Y Greenway is being actively investigated. The plan has been to have a relatively solid route determined prior to engaging a formal Town committee to assist with further planning and development. The committee will likely be called the Trails and Open Space Committee. Considering that a formal procedure for forming a committee is in place and that it will take some time to form it, he suggested beginning that process with Council's approval. A list of interested parties has been maintained internally and a suggestion had been made to advertise for additional interested parties.

Following brief discussion, Flowers made a motion directing the Town Manager to form a Trails and Open Space Committee, and to advertise in the *Northwest Observer* for interested members, who will be interviewed by a subcommittee of Council consisting of Barnes and Flowers. The motion was seconded by Barnes and carried unanimously.

E. Mounting of security camera for VFW Memorial

Whitaker stated there had been some minor vandalism to the VFW memorial. VFW Post 7999 wished to install a security camera to monitor the monument, but the most appropriate location involved a Duke Power utility pole and the company would not allow installation. Following brief discussion, it was decided by consensus that the Town Manager would coordinate with the VFW to determine an appropriate location for mounting a camera, including installing a pole if needed.

F. Reports, updates, or comments

Whitaker announced the following: a Town Planner had been hired and would start soon; the Manager Assistant/Events Coordinator and Finance Officer positions had been advertised; a contract was in place with a traffic engineer to address 220 widening-related issues; a Parks & Recreation update had been included in the agenda packets; and the need for a Special Called meeting to discuss property matters.

BUSINESS FROM MAYOR AND COUNCIL

Reports, Updates, Comments

Brown stated he attended a meeting hosted by the Piedmont Triad Regional Council, City of Greensboro, and City of Burlington about the Jordan Lake rules; engineers have put together suggested changes that will be submitted to the General Assembly. Brown, Barnes, and Flowers attended an event to meet new Governor Pat McCrory.

Luther and Secor were excused at 7:40pm.

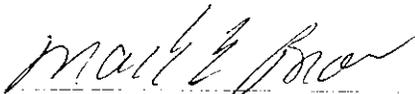
HIGHWAY 220 NOISE WALL PRESENTATION BY PARAGON NOISE BARRIERS, INC.

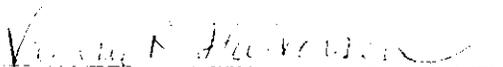
Susan Boyd, owner of Paragon Noise Barriers, Inc., stated the 220 widening project was moving forward ahead of schedule and it was expected that the wall installation would begin in the near future. Wall color options were discussed with a final decision needed by the first week in February. Artwork was briefly discussed and will be addressed as part of a broader plan as work progresses. Boyd further stated that a curvature at the entrance to Elmhurst Estates can be done, and Paragon will personally take care of any graffiti that occurs over the next 10 years.

OTHER BUSINESS

There will be a Special Called meeting to discuss property matters; the date will be decided based on Council availability; Whitaker will attend the NC City and County Management Association (NCCCMA) conference February 6-8.

With no further business before the Town Council, a motion was made at 8:15 pm by Laughlin to adjourn. The motion was seconded by Barnes and carried unanimously.


Mark E. Brown, Mayor


Valarie R. Halvorsen, Town Clerk