



**Nov. 5, 2013**

## MINUTES

The Holly Springs Town Council met in regular session on Tuesday, Nov. 5, 2013 in the Council Chambers of Holly Springs Town Hall, 128 S. Main Street. Mayor Sears presided, calling the meeting to order at 7 p.m. A quorum was established as the mayor and four council members were present as the meeting opened.

**Council Members Present:** Mayor Sears and Councilmen James Cobb, Chet VanFossen and Tim Sack and Councilwoman Linda Hunt-Williams.

**Council Members Absent:** Councilwoman Cheri Lee.

**Staff Members Present:** Chuck Simmons, town manager; John Schifano, town attorney; Joni Powell, town clerk, (recording the minutes); Linda Harper, deputy town clerk; Jeff Wilson, information technology director; Len Bradley, parks and recreation director; Adam Huffman, assistant parks and recreation director; Stephanie Sudano, engineering director; Kendra Parrish, senior project engineer, development review engineer; Gina Clapp, planning director; Mary Hogan, finance director; Leroy Smith, fire chief; Daniel Weeks, project analyst; Barb Koblich, public information assistant; and Mark Andrews, public information officer.

**2 and 3.** The Pledge of Allegiance was recited, and the meeting opened with an invocation Brian Evans of the Church of Jesus Christ of Latter Day Saints.

**4. Agenda Adjustment:** The Nov. 5, 2013 meeting agenda was adopted with changes, if any, as listed below.

**Motion by:** Sack

**Second by:** Cobb

**Vote:** Unanimous

**Items added to the Agenda:** None.

**Item removed from Public Hearing Agenda:** None.

**Items removed from the Consent agenda:** None.

**Other changes:** None.

**5. Public Comment:** At this time, an opportunity was provided for members of the audience who had registered to speak to address the Council on any variety of topics not listed on the night's agenda. The following input was recorded: None.

**6a. Pancreatic Cancer Awareness Month** – Mayor Sears said he is advising residents that November is Pancreatic Cancer Awareness Month, and he has issued a proclamation to this effect. Janette Wilson of Holly Springs accepted the proclamation.

Mayor Sears would like to increase awareness of this illness and also celebrate with those who have survived this most deadly disease.

Residents can learn more about this disease and read survival stories at the network's Web site, [www.pancan.org](http://www.pancan.org).

**Action:** None.

**6b. Recognition of 2013 Citizen of the Year** - Mayor Sears presented Citizen of the Year Carol Moran with a proclamation commemorating her being named Citizen of the Year by the Holly Springs Citizen of the Year Committee and recognizing her extraordinary service to the community.

**Action:** None.

**7. Consent Agenda:** The Council approved a motion to approve all items on the Consent Agenda. The motion carried following a motion by Councilman Sack, a second by Councilman VanFossen and a unanimous vote. The following actions were affected:

7a. Minutes – The Council approved minutes of the Council’s regular meeting held Oct. 15, 2013.

7b. Surplus Resolution 13-43 – The Council adopted Resolution 13-43 declaring certain personal property surplus to the needs of the town. *A copy of Resolution 13-43 is attached to these minutes.*

7c. Budget Amendment, \$89,700 - The Council adopted an amendment to the FY 2013-14 budget in the amount of \$89,700 for water sales. *A copy of the budget amendment is attached to these minutes.*

7d. Town’s Fiber Optic Network Project – The Council authorized the Town’s fiber optic network contractor to complete quality assurance and construction management for the project.

7e. Budget Amendment, \$546,415 – The Council adopted an amendment to the FY 2013-14 budget in the amount of \$546,415 to receive grant funds for right of way acquisition for the Main Street extension project. *A copy of the budget amendment is attached to these minutes.*

7f. 2013 Zoning Map Certification – The Council adopted Resolution 13-44 certifying the 2013 zoning map. *A copy of Resolution 13-44 is attached to these minutes.*

7g. Arbor Creek Townhomes - The Council extended the plan approval expiration date for 07-DP-14 for Arbor Creek Townhomes.

7h. Budget Amendment, \$18,200 - The Council adopted an amendment to the FY 2013-14 budget in the amount of \$18,200 to allocate funds for bleachers at Holly Grove Middle School. *A copy of the budget amendment is attached to these minutes.*

**8a. Bass Lake Sewer Outfall** – Ms. Parrish said the existing Bass Lake sewer outfall is a major backbone for a large portion of the Town’s sanitary sewer system, handling flow from a drainage basin that includes – among other things – a portion of Sunset Ridge, Southpark, Shoppes at Holly Springs, Pecan Grove, Main Street Square, Hampton Inn, etc.

She said flow calculations indicate that the existing line is nearing capacity. The Town’s east side sewer report has indicated for several years that this was imminent, and with the recent upswing in the economy, it now needs to be addressed. The consultants who prepared the report have stated that this sewer line may in fact have to be paralleled in the near future.

Ms. Parrish said this is the sewer line that runs parallel to and under Bass Lake. There is a need to closely monitor the flow with equipment actually installed within manholes, and then to evaluate the actual flows including peaks from both rain and usage. The proposal presented, she said, is for field flow monitoring and report recommendations to accommodate existing and future demand. The flow data will be collected for four weeks and then a report delivered within three weeks.

**Action:** The Council approved a motion to adopt budget amendments in the amount of \$26,900 and to approve a proposal from Diehl & Phillips, including contingency, for field flow monitoring of the Bass Lake sewer outfall.

**Motion by:** Sack

**Second by:** Cobb

**Vote:** Unanimous.

*A copy of the budget amendment is attached to these minutes.*

**9. Other Business:** Ms. Powell noted for Council members that the Holly Springs Town Council Procedures Manual is in need of a few updates since the last update was completed nearly five

years ago. She asked Council members to read over the booklet and to make note of changes they would like to see considered. She asked Council members to bring their notes to the Nov. 19 meeting so that she can compile them and draft an updated manual for consideration on Dec. 3.

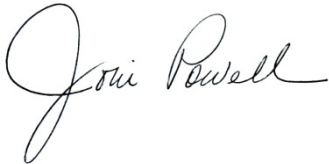
Ms. Powell reported that Councilwoman Lee had said she would like to see included in the manual a requirement that a report be given to the Council as a whole any time Council members or the mayor speak to the press on behalf of the Town or Council. She said she felt like it would be a good idea so that if other Council members are approached by the same media that they would not be caught off guard.

**10. Manager's Report:** Mr. Simmons reported on a number of events and programs.

**11. Closed Session:** None.

**12. Adjournment:** There being no further business for the evening, the Nov. 5, 2013 meeting of the Holly Springs Town Council was adjourned following a motion by Councilman Sack, a second by Councilman Cobb and a unanimous vote.

Respectfully Submitted on Tuesday, Nov. 19, 2013.

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