

STATE OF NORTH CAROLINA, COUNTY.

We, the undersigned, the County Board of Elections for said County, having opened, canvassed, and judicially determined the original returns of the election in the several precincts in this County, held as above stated, do hereby certify that the above is a true abstract thereof and contains the number of legal ballots cast in each precinct for the office named.

Given under our hands, this day of

Margaret Brown
June J. Haas
Melvin Beasley
County Board of Elections.

VOTE: AFFIRMATIVE ALL

COMMENTS BY OUTGOING MAYOR AND BOARD MEMBERS

Mayor Kinnaird, Frances Shetley and Randy Marshall made their final comments.

COMMENTS FROM CITIZENS

The following individuals made comments of thanks to Mayor Kinnaird, and the outgoing Aldermen:

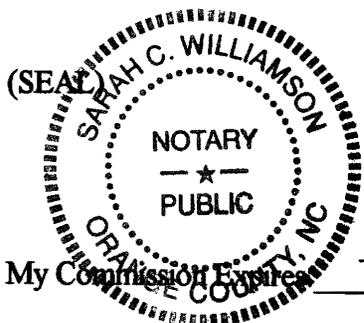
Allen Spalt, Ellen Perry, Gary Giles, Eileen Helton, Alex Hitt, Melva Okun, Richard Taylor, Denise Page. Richard Ellington presented a cake to Mayor Kinnaird.

SWEARING IN OF MAYOR-ELECT MICHAEL NELSON

I, Michael R. Nelson, do solemnly swear (or affirm) that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina not inconsistent therewith, and that I will faithfully discharge the duties of my office as Mayor of the Town of Carrboro, on which I am about to enter, according my best skill and ability; so help me God.

Michael R. Nelson
Michael R. Nelson

Sworn to and subscribed before me this 5th day of December, 1995.



Sarah C. Williamson
Notary Public

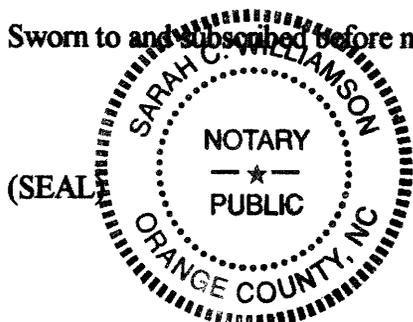
My Commission Expires 7-22-2000

SWEARING IN OF ALDERMAN-ELECT JAY BRYAN

I, James T. Bryan, III, do solemnly swear (or affirm) that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina not inconsistent therewith, and that I will faithfully discharge the duties of my office as Alderman of the Town of Carrboro, on which I am about to enter, according to my best skill and ability, so help me God.

James T. Bryan III
James T. Bryan, III

Sworn to and subscribed before me this 5th day of December, 1995.



Sarah C. Williamson
Notary Public

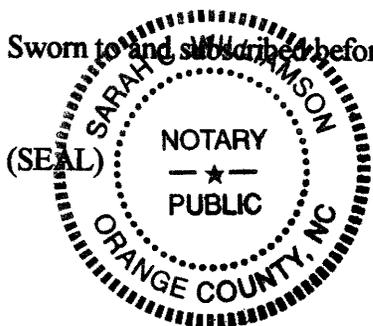
My Commission Expires: 7-22-2000

SWEARING IN OF ALDERMAN-ELECT HILLIARD CALDWELL

I, Hilliard Caldwell, do solemnly swear (or affirm) that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina not inconsistent therewith, and that I will faithfully discharge the duties of my office as Alderman of the Town of Carrboro, on which I am about to enter, according to my best skill and ability, so help me God.

Hilliard Caldwell
Hilliard Caldwell

Sworn to and subscribed before me this 5th day of December, 1995.



Sarah C. Williamson
Notary Public

My Commission Expires: 7-22-2000

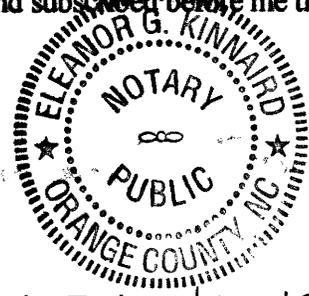
SWEARING IN OF ALDERMAN-ELECT ALEX ZAFFRON

I, Robert Alexander Zaffron, do solemnly swear (or affirm) that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina not inconsistent therewith, and that I will faithfully discharge the duties of my office as Alderman of the Town of Carrboro, on which I am about to enter, according to my best skill and ability, so help me God.

Robert Alexander Zaffron
Robert Alexander Zaffron

Sworn to and subscribed before me this 5th day of December, 1995.

(SEAL)



[Signature]
Notary Public

My Commission Expires: 10-19-95

COMMENTS BY MAYOR AND BOARD OF ALDERMEN

Mayor Nelson and the Board members made comments.

APPOINTMENT OF ALDERMAN TO FILL SEAT VACATED BY MICHAEL NELSON

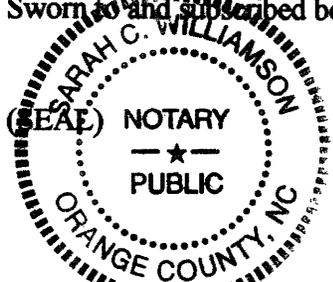
David Collins spoke in support of Diana McDuffie for the vacant seat.

MOTION WAS MADE BY ALEX ZAFFRON AND SECONDED BY JACQUELYN GIST THAT DIANA McDuffie BE APPOINTED TO THE VACANT SEAT. VOTE: AFFIRMATIVE ALL

I, Diana McDuffie, do solemnly swear (or affirm) that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina not inconsistent therewith, and that I will faithfully discharge the duties of my office as Alderman of the Town of Carrboro, on which I am about to enter, according my best skill and ability; so help me God.

[Signature]
Diana McDuffie

Sworn to and subscribed before me this 5th day of December, 1995.



[Signature]
Notary Public

My Commission Expires: 7-22-2000

APPOINTMENT OF MAYOR PRO TEM

MOTION WAS MADE BY JACQUELYN GIST AND SECONDED BY JAY BRYAN TO APPOINT HANK ANDERSON AS MAYOR PRO TEM. VOTE: AFFIRMATIVE ALL

BOARD OF ALDERMEN COMMITTEE ASSIGNMENTS

It was the consensus of the Board to delay consideration of this matter until December 12th.

COMMENTS BY CITIZEN

Cheryl Baker, a registered voter of Carrboro, expressed concern that Alex Zaffron had taken office as a member of the Board of Aldermen after having been arrested for DWI and other driving violations. Ms. Baker stated that she would be filing a certificate with the Board of Elections tomorrow to have Mr. Zaffron recalled.

Alderman Gist requested that Alderman Zaffron join MADD.

Barbara Downey spoke in support of Alex Zaffron.

Billie Cox spoke in support of Alex Zaffron.

SMALL AREA PLAN

Cathy Kelpman, a resident of the northern transition area, urged the Board to hold additional public hearings on the Small Areas Plan and have an environmental impact statement done to adopting the plan.

APPROVAL OF CONTRACT/CONSULTING ENGINEER FOR REPLACEMENT OF UNDERGROUND STORAGE TANKS AT THE PUBLIC WORKS FACILITY

The purpose of this agenda item was to authorize the Town Manager to enter into a contract with ENSCI Engineering Group, PA to provide engineering design services and bid solicitation services pertaining to the removal and replacement of the underground fuel storage tanks at the Carrboro Public Works Facility.

Roger Thorne, the town's Purchasing Officer, stated that federal underground storage tank regulations require that the fuel tanks located at the Public Works facility either be upgraded, removed or replaced by December 22, 1998. The town feels that the best option available is replacement of the tanks due to the age of the existing tanks and for reasons of staff efficiency.

MOTION WAS MADE BY ALEX ZAFFRON AND SECONDED BY HILLIARD CALDWELL TO AUTHORIZE THE TOWN MANAGER TO ENTER INTO A CONTRACT WITH ENSCI ENGINEERING GROUP, PA, FOR ENGINEERING DESIGN SERVICES AND BID SOLICITATION SERVICES PERTAINING TO REMOVAL AND REPLACEMENT OF THE UNDERGROUND FUEL STORAGE TANKS AT THE TOWN'S PUBLIC WORKS FACILITY FOR A TOTAL COST OF \$7,475.00. VOTE: AFFIRMATIVE

RE-ASSIGNMENT OF GROUNDSKEEPER/FIRST RESPONDER POSITION

The purpose of this item was to request approval from the Board of Aldermen to dismantle the First Responder program--re-assigning two of the three Groundskeeper/First Responder positions to the Public Works Department on a full-time basis and re-assigning the third Groundskeeper/First Responder position to the Fire Department as a full-time firefighter.

Larry Gibson, the town's Assistant Town Manager, explained this agenda item.

MOTION WAS MADE BY HILLIARD CALDWELL AND SECONDED BY DIANA MCDUFFEE TO DISCONTINUE THE GROUNDSKEEPER/FIRST RESPONDER PROGRAM AND THAT THE FOLLOWING POSITIONS BE RE-ASSIGNED: GROUNDSKEEPER/FIRST RESPONDER II (GRADE 8) TO THE POSITION OF GROUNDS CREW LEADER (GRADE 9) IN THE PUBLIC WORKS DEPARTMENT; THAT ONE OF THE TWO GROUNDSKEEPER/FIRST RESPONDER I POSITIONS (GRADE 7) BE RE-ASSIGNED TO THE POSITION OF GROUNDSKEEPER (GRADE 5) IN THE PUBLIC WORKS DEPARTMENT; AND THAT THE OTHER GROUNDSKEEPER/FIRST RESPONDER I (GRADE 7) BE RE-ASSIGNED TO THE POSITION OF FIREFIGHTER (GRADE 9) IN THE FIRE DEPARTMENT.

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IN ADDITION, THAT THE ORDINANCE AMENDING THE BUDGET ORDINANCE BE ADOPTED.
VOTE: AFFIRMATIVE ALL

MANDATORY DRUG TESTING FOR TOWN EMPLOYEES WITH COMMERCIAL DRIVER'S LICENSES

The purpose of this item was to inform the Board that effective January 1, 1996, cities and towns with less than 50 drivers that hold a commercial driver's license will be required to comply with a new regulation (49 CFR 382). This regulation will require drug and alcohol testing for employees holding a commercial driver's license.

Desiree White, the town's Personnel Administrator, explained this agenda item.

Alderman Gist apologized to the town's employees for having to put them through this.

Alderman Bryan requested that the town staff document the costs associated with administering this program.

Leahann Thomas , with Triangle J addressed the accuracy of the drug and alcohol testing.

It was the consensus of the Board to request that the Town Attorney investigate the origin of the federal legislation requiring the mandatory drug testing, determine whether the town has any alternatives available, and the consequences of non-compliance of the legislation. In addition, the Board requested that the town staff document the costs associated with this drug testing.

Mr. Morgan stated that the town would have to begin the drug testing on January 1, 1996.

RE-EVALUATION PROCESS FOR THE PAY AND CLASSIFICATION STUDY

At the November 14th Board Meeting, the Mayor and Board of Aldermen authorized the Town Manager to enter into a contract with Municipal Advisors, Inc. to conduct a pay and classification study for the town. The purpose of this item was to provide the Board with an explanation of the pay and classification process that will be used by Municipal Advisors and to present a procedure for handling employee requests for re-evaluation.

John Maxwell, with MAI, the department heads and the consultant review committee agreed on MAI's recommendation for the following re-evaluation process:

- (1) That MAI review the position description questionnaires completed by each employee and write class specs based upon the information submitted by the employee and their supervisor or department head. After this is complete, the class specs will be returned to the department heads, supervisors, and employees for their comments and/or corrections. At this point, no position will have been assigned a salary grade. Salary grades will be assigned after the department heads, supervisors, and employees have reached an agreement on the duties and responsibilities of the position.
- (2) Department heads, supervisors, and employees will review the class specs, making certain that the job description accurately defines the duties and responsibilities of the position.
- (3) Any department head, supervisor, or employee who disagrees with the classification of the position or the duties and responsibilities outlined in their class specification may request a re-evaluation by completing a form (supplied by MAI) stating the reasons why they disagree with the findings of MAI.
- (4) MAI will review all of the requests submitted and render a decision as to whether any changes will be made to the position classification or to the job content. The decision made by MAI will be final.

MOTION WAS MADE BY HANK ANDERSON AND SECONDED BY DIANA MCDUFFEE TO ADOPT THE RE-EVALUATION PROCESS AS PROPOSED. VOTE: AFFIRMATIVE ALL

ADOPTION OF BUDGET CALENDAR FOR FISCAL YEAR 1996-97

The administration requested that the Board of Aldermen adopt a schedule for developing and adopting the 1996-97 fiscal year budget.

¹⁰⁸ MOTION WAS MADE BY ALEX ZAFFRON AND SECONDED BY JAY BRYAN TO ADOPT THE FOLLOWING BUDGET CALENDAR FOR FISCAL 1996-97.

1996-97 BUDGET CALENDAR

October 2- December 29

Staff prepares goals, objectives, and work plans for 1996-97 year; the administration updates capital improvement plan, and staff identifies land available for purchase to meet capital facilities needs.

January 16

Board holds public hearing for community needs assessment.

January 18

Staff and Board hold worksession to discuss Town goals.

January 21-22

Board of Aldermen and staff hold annual retreat to discuss priorities for the new year. Manager presents revenue estimates for the 1996-97 year and five year financial projections, and recommends "bottom line" financial goals.

February 6

Board identifies its policy goals for staff to develop cost estimates.

February 20

Manager presents cost estimates for Board's policy goals and for Manager policy goals. Board decides upon policy goals and financial goals for the 1996-97 year.

February 21

Manager gives department heads their allocations based upon the Board's and top management's goal decisions.

March 1

Manager and Department Heads complete Five Year Capital Improvements Plan.

March 19

Department heads submit budgets to Manager based upon Manager's allocations, providing decision packages and supplemental budget requests.

April 8-10

Manager meets with department heads and arrives at final decisions on what will be included in the Manager's budget.

May 21

Manager submits proposed budget and Five-Year Capital Improvements Plan to Board.

May 28

Board holds public hearing on proposed budget.

May 30

Board holds first budget worksession

June 6

Board holds second budget worksession.

June 11

Board directs Manager to prepare a revised budget.

June 25

Board adopts 1996-97 budget.

VOTE: AFFIRMATIVE ALL

ESTABLISHMENT OF JOB RESPONSIBILITIES FOR YOUTH COORDINATOR POSITION

Included in the 1995-96 Budget was an appropriation of \$15,000 for a part-time youth coordinator position for the Town. The purpose of this item is to identify the responsibilities of this position and its location in the town organization.

Mr. Morgan stated that the administration recommended that the job announcement be accepted as the general outline for a youth coordinator program in Carrboro, with the Youth Coordinator reporting to the Community and Economic Development Officer.

It was the consensus of the Board to approve the job announcement for the part-time youth coordinator's position with the following changes:

- a. That the position would assist youth in all areas of town rather than just in the areas served by the Community Policing Program;
- b. That the position coordinate with school officials to identify potential problems in attendance and absenteeism of youth.

In addition, Alderman Gist requested that a copy of the job announcement be sent to Susan Worley, a member of the Youth Committee, for her review.

It was the consensus of the Board to authorize the Manager to advertise the position.

SCHEDULING OF 1996 ASSEMBLY OF GOVERNMENT MEETINGS AND JOINT PLANNING PUBLIC HEARING DATES

The Board was requested to set the 1996 Assembly of Government Meetings for Thursday, February 29, 1996 and Monday, September 30, 1996. In addition, the Board was requested to set the 1996 Joint Planning Public Hearing dates for Thursday, April 18, 1996 and Wednesday, October 9, 1996.

MOTION WAS MADE BY ALEX ZAFFRON AND SECONDED BY HILLIARD CALDWELL TO SET THE DATES FOR THE ASSEMBLY OF GOVERNMENTS MEETINGS AND JOINT PLANNING PUBLIC HEARINGS AS OUTLINED ABOVE. VOTE: AFFIRMATIVE ALL

ORANGE COUNTY OPEN SPACE PRESERVATION STRATEGIES

Alderman Bryan requested that a member of the Orange County Board of Commissioners and a member of the Orange County staff be requested to make a presentation to the Board of Aldermen in January on the County's proposed open space preservation strategies.

SCHOOL CONSTRUCTION STUDY COMMISSION PUBLIC HEARING

Alderman McDuffee volunteered to attend the School Construction Study Commission's public hearing on December 12, 1995 at 3:00 p.m. Alderman Bryan requested that Alderman McDuffee be given information any relative information concerning this matter.

COMMUNITY LAND TRUST FUND

Alderman Zaffron requested that the Agenda Planning Committee schedule a discussion of the Community Land Trust Fund.

STATUS REPORT ON NEIGHBORHOOD FORUM

Alderman Bryan requested a status report on neighborhood representatives for the Neighborhood Forum.

APRIL MEETING SCHEDULE

Mayor Nelson requested that the Agenda Planning Committee not schedule a Board meeting during the spring break for the Chapel Hill-Carrboro City Schools.

MOTION WAS MADE BY HILLIARD CALDWELL AND SECONDED BY JAY BRYAN TO adjourn at 10:45 PM. VOTE: AFFIRMATIVE ALL

Michael R. Nelson
Mayor

Sarah C. Williamson
Town Clerk