



Town Council
Meeting Minutes - Draft
September 03, 2025, 5:00 PM
RM 102 | First Floor Conf. RM

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ROLL CALL

- Present:** 7 - Mayor Jessica Anderson, Mayor pro tem Amy Ryan, Council Member Camille Berry, Council Member Paris Miller-Foushee, Council Member Adam Searing, Council Member Melissa McCullough, and Council Member Elizabeth Sharp
- Absent:** 1 - Council Member Theodore Nollert

OTHER ATTENDEES

Town Manager Ted Voorhees and Deputy Town Manager Loryn Clark.

1. Announcement of Council Vacancy

Mayor Anderson formally announced the vacancy on the Town Council following the resignation of Council Member Karen Stegman, effective June 27th. This announcement marks the official beginning of the process to fill the vacancy, in accordance with Town ordinance.

The mayor noted that the Town Clerk will publish notice of the vacancy following this meeting. Council discussed the length of the application window for interested candidates. Per Town guidelines, the application period may range from 7 to 30 days. The mayor proposed a 30-day application window, which would bring the item back to Council on October 22nd.

Mayor Anderson confirmed that the Town Clerk will post the advertisement within the next seven days.

A motion was made by Mayor pro tem Ryan, seconded by Council Member Berry, that the Council approved a motion to set the application window for 30 days. The motion carried by a unanimous vote.

2. Scheduling a Council Check-In with the Town Manager

Mayor Anderson provided an update on scheduling the Council's initial check-in with the new Town Manager, Ted Voorhees. Per his contract, Council is to meet with the Town Manager within his first month to set initial goals. However, both the mayor and Mr. Voorhees agreed

that waiting until the two-month mark would allow for more meaningful discussion after he has had time to attend Council meetings and learn more about the organization.

Mayor Anderson referenced a draft list of six potential focus areas for goal-setting, which had been circulated to Council Members for feedback.

Council was asked to provide guidance on two items:

1. Agreement to wait until the two-month mark for the first check-in with the Town Manager.
2. Support for finalizing the current focus list as a starting point for goal-setting, or interest in engaging Development Associates for assistance.

Mayor Anderson relayed that Steve Straus from Development Associates offered to assist with goal development, though Council Member Nollert expressed that the current list may already be sufficient.

3. Town Attorney Search

Mayor Pro Tem Amy Ryan led the discussion on an update on the Town Attorney Search.

The Search Committee introduced its recommendation to the Council to select Ralph Anderson and Associates as the preferred firm to conduct the search and authorize the Town Manager to execute a contract consistent with the proposal submitted to begin the search process.

A motion was made by Mayor pro tem Ryan, seconded by Council Member Berry, that the Council entered Into closed session as authorized by General Statute Section 143-318.11(a)(6) to consider the conditions of appointment of an individual prospective employee. The motion carried by a unanimous vote.

ADJOURNMENT

The meeting was adjourned at 6:20 p.m.