



MINUTES

**Town of Weaverville
State of North Carolina**

**Town Council Regular Meeting
Monday, May 21, 2018**

The Town Council for the Town of Weaverville met for its regular monthly meeting on Monday, May 21, 2018, at 7:00 p.m. in Council Chambers within Weaverville Town Hall at 30 South Main Street, Weaverville, North Carolina.

Council members present were: Mayor Al Root, Councilwoman Dottie Sherrill, Councilman Doug Jackson, Councilman Andrew Nagle and Councilman Patrick Fitzsimmons. Vice Mayor/Councilman John Penley was absent.

Staff present was: Town Manager Selena Coffey, Town Attorney Jennifer Jackson, Town Clerk Derek Huninghake, Police Chief Alan Wyatt, Fire Chief Ted Williams, Town Planner James Eller, Finance Officer Tonya Dozier, Public Works Director Dale Pennell and Water Treatment Plant Supervisor Trent Duncan.

1. Call to Order

Mayor Al Root called the meeting to order at 7:00 p.m.

2. Approval/Adjustments to the Agenda

Councilman Jackson made a motion to approve the agenda as presented. Councilman Nagle seconded and all voted in favor of the motion.

3. Approval of Minutes

Councilwoman Sherrill made the motion to approve the minutes from April 16, 2018 Town Council regular meeting and April 23, 2018 Town Council Budget Workshop/ Special-called meeting as presented. Councilman Nagle seconded the motion and all voted in favor on the approval of the minutes.

4. Consent Agenda

A. Monthly Tax Report – *Ms. Coffey noted that the tax report shows the current collection rate at 99%.*

B. 6 Garrison Road Major Subdivision Preliminary Plat Approval – *Approval of Major Subdivision Preliminary Plat for 6 Garrison Road*

C. Schedule Special-Called Meeting and Set Public Hearing for Weaverville Town Homes Conditional Zoning District Application for June 18, 2018 at 6:45pm – *Scheduled Special-Called Meeting on June 18, 2018 to hold Public Hearing on Conditional Zoning District application. Set Public Hearing for June 18, 2018 at 6:45 pm.*

D. Purchase of Fire Department Structural Firefighting Personal Protective Equipment – *Approved the purchase of Structural Firefighting Personal Protective Equipment for Weaverville Fire Department*

5. Special Recognitions

Mayor Root and Councilwoman Sherrill on behalf of Town Council presented a plaque in special recognition to the Reuter Center Singers group, North Buncombe's ROTC Drill team and Howard Dusenbury for their involvement in helping honor Memorial Day, Veterans Day, and Patriot Day at Lake Louise each year.

6. General Public Comment

Public comments were received as follows:

Thomas Veasey, Lakeshore Drive, thanked Council for everything they do for the Town and said he heard there might be a vacancy coming up on the board to which he would like to be considered to fill the open seat.

7. Discussion and Action Items

A. FY 2018-2019 Budget Presentation & Set Public Hearing for June 6, 2018 at 6:00pm

Town Manager Selena Coffey mentioned that the proposed budget and budget message is available on the Town's website. She gave an overview of the proposed budget with the General Fund budget at \$7.4 million and Water Fund at \$2.2 million. The tax rate is projected to stay at \$0.38, a request to Buncombe County has been made to increase fire tax rate to \$0.12, and sales tax is projected to be around \$0.109 this year. Also, it is proposed to add a School Resource Officer to help at the Weaverville schools and the addition of three firefighter positions. Included expenditures within the General Fund proposed budget are upgrades in security and connectivity technology, new flooring at the Town Hall, new capital equipment for the Police Department and Public Works, continuing the Streets Improvement Plan and appropriation of \$550,000 to the Lake Louise Community Center. As for the Water Fund revenue, it includes a proposed water rate increase of 2%, and an addition of system development fees. The expenditures proposed are capital equipment and improvements for two fleet trucks and radio read water meters, upgrades to the SCADA system and water treatment plant and ox creek reservoir repairs. **Please note that in the budget message on page 6, it shows that \$40,000 is budgeted for the two fleet trucks, this should actually be \$73,600.** In closing, the proposed budget also includes a 2% COLA and merit rate increase for employees and health insurance increasing by approximately 8%. Town Manager Coffey asked Council to schedule a Public Hearing on the proposed budget for June 4, 2018 at 6:00 pm.

Councilwoman Sherrill made a motion to schedule a public hearing on the proposed budget for June 4, 2018 at 6:00pm . Councilman Jackson seconded the motion. The motion passed by a unanimous vote of Council.

B. Water Leak Protection Program

Finance Officer Tonya Dozier discussed with Town Council that this matter was brought before them at the February Town Council meeting and now it is back for their approval. With their approval, the Town would no longer provide water adjustments and a letter from the Town Manager and flyer would be sent out in May's water bill informing customers of the change. If they don't want to be enrolled in the program, they can call ServLine and be withdrawn.

Town Attorney Jennifer Jackson mentioned that in order to implement this program, Town Council would have to take action on an amendment to Section 30 – 107 of Town Code, a Customer Service Policy that deals with water issues in relation to customers, and adoption of the Water Leak Protection Policy.

Councilman Fitzsimmons made a motion to adopt the proposed ordinance amending Section 30-107 of Town Code as it pertains to water billing adjustment, effective July 1, 2018, and adopt the proposed resolution that amends the Town's Customer Service Policy as it pertains to water billing adjustments and enacts the new Water Leak Protection Policy effective July 1, 2018. Councilman Nagle seconded the motion. The motion passed by a unanimous vote of Council.

C. Amendments to Personnel Policy: Position Classification, Pay Plan, Recruitment and Selection

Town Attorney Jennifer Jackson reviewed the following proposed amendments to the Personnel policy with Town Council.

1. **Article II (Amended) – Position Classification Plan** – Utilized as a guide in recruitment, promotion, review of salary, etc.
2. **Article III (Amended) – Pay Plan** – Designed to ensure equitable compensation for all positions. (On Budget Ordinance up for adoption by Town Council)
3. **Article IV (Amended) – Recruitment and Selection** – Equal Employment Opportunity Policy, Job Advertisements, Probation, Promotion, Demotion, etc.

Town Attorney Jennifer Jackson mentioned that the changes to these amendments are minor, compared to the other amendments. They have been established for a long time and needed to be updated.

Discussion among Council was to replace HR officer with designee in the provisions and change the name of Section 14 to holiday bonuses or compensation besides longevity pay.

Town Attorney Jennifer Jackson noted that Town Council can still approve the amendments to Article II and Article IV, and staff will bring back Article III after changes to the longevity pay.

Councilman Jackson made a motion to approve the amendments to Article II and Article IV . Councilman Nagle seconded the motion. The motion passed by a unanimous vote of Council.

D. Text Amendments related to Political Signage

Town Planner James Eller mentioned that before Town Council is an initial review consideration that the Town's ordinance related to the placement of political signage is noncompliant with state statute. The ordinance proposes to regulate political signage within the rights-of-way of state owned roads where no statutory authority exists to do so and requires that such signage be removed two days following the election where statute grants ten days. Town Planner Eller is requesting to send this initial review to Planning and Zoning Board for full review.

Councilman Nagle made a motion to approve the request for an initial review of proposed text amendment related to political signage and referral to the Planning and Zoning Board for full review process . Councilman Fitzsimmons seconded the motion. The motion passed by a unanimous vote of Council.

E. Text Amendments related to Nonconforming Uses, Lots of Record, and Structures

Town Planner James Eller mentioned that before Town Council is a request for an initial review of proposed text amendment related to nonconformities and referral to the Planning and Zoning Board for full review process. Staff and the Zoning Board of Adjustment believe that ordinances related to such nonconformities need review and possible revisions, because the ordinances have been unchanged since the adoption of the Town's original zoning ordinance in 1978.

Councilman Nagle made a motion to approve the request for an initial review of proposed text amendment related to nonconforming and referral to the Planning and Zoning Board for full review process. Councilman Jackson seconded the motion. The motion passed by a unanimous vote of Council.

F. Text Amendments related to Conditional Zoning Districts

Town Planner James Eller mentioned to Council that as a result of a recent zoning map amendment application, the PZB recognized a need for a zoning district which would ease the transition from commercially zoned to residentially zoned properties. Staff believes the objective of the PZB may be accomplished through conditional zoning rather than the creation of a new zoning district. Town Planner Eller is requesting to send this initial review to the Planning and Zoning Board for full review.

Councilman Jackson made a motion to approve the request for an initial review of proposed text amendment related to conditional zoning districts and referral to the Planning and Zoning Board for full review process . Councilman Nagle seconded the motion. The motion passed by a unanimous vote of Council.

G. Police Department Quarterly Report

Police Chief Alan Wyatt presented the Weaverville Police Departments Quarterly Report from February – April 2018, which included activities and call data. The report is attached below.

H. Fire Department Quarterly Report

Fire Chief Ted Williams presented the Weaverville Fire Departments Quarterly Report from February – April 2018, which included activities and call data. The report is attached below.

8. Town Manager's Report

Town Manager Selena Coffey presented her Manager's report to Council including the Strategic Plan draft has been sent out, OSHA visited last week and all the departments were in good standing, the Greenway update is Buncombe County still has in their budget to match the Town's contribution, and the Mayor and Ms. Coffey were at the Ribbon-cutting for the opening of ASPCA.

Mayor Root also recognized Clint Parker on the 15th Anniversary of the Weaverville Tribune.

9. Closed Session

Councilman Fitzsimmons made the motion to enter closed session as per N.C. Gen. Stat. § 143-318.11(a) (3) to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and public body, and N.C. Gen. Stat. § 143-318.11(a)(6) to consider the qualifications, competence, performance, character, fitness, conditions of appointment, of conditions of employment of a public officer or employee, or to hear or investigate a complaint, charge or grievance. Councilman Nagle seconded the motion and by a unanimous vote Council entered into closed session.

[CLOSED SESSION]

Councilwoman Sherrill made the motion to exit closed session. Councilman Nagle seconded and all voted unanimously to exit closed session and re-enter open session.

10. Adjournment

Councilman Nagle made the motion to adjourn; Councilwoman Sherrill seconded and all voted to adjourn the Council's meeting at 9:46 p.m.



Derek K. Hunningake, Town Clerk