



MINUTES

**Town of Weaverville
State of North Carolina**

**Town Council Meeting
Monday, September 16, 2019**

The Town Council for the Town of Weaverville met for its regular monthly meeting on Monday, September 16, 2019, 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, Vice Mayor/Councilmember Doug Jackson, and Councilmembers Dottie Sherrill, Jeffrey McKenna, Andrew Nagle and Patrick Fitzsimmons.

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

1. Call to Order

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

2. Approval/Adjustments to the Agenda

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

3. Approval of Minutes

Councilmember Sherrill made the motion to approve the minutes from August 19, 2019 Town Council Regular Meeting. Councilmember Fitzsimmons seconded the motion and all voted in favor on the approval of the minutes.

4. General Public Comment

Public comments were received as follows:

Michelle Wood, 15 North College St., on behalf of the Dry Ridge Museum thanked Town Council, Mayor and staff for giving them the storage and display space for their historical items until their space in the Community Center is completed, and for all the help and support they have received.

5. Consent Agenda

Vice Mayor/Councilmember Jackson moved for the approval of the Consent Agenda. Councilmember McKenna seconded the motion and all voted unanimously to approve all action requested in the Consent Agenda.

A. Monthly Tax Report – Informational Only

B. Tax Releases– *Approved tax releases of the personal property of Matthew Pennell at 46 Church Street valued at \$1,350, so that \$5.13 can be released from the 2019 levy and business personal property owned by Engaged Asheville LLC at 31 North Merrimon Avenue valued at \$48,789, so that \$185.40 can be released from the 2019 levy.*

C. Ratification of Road Closure Ordinance: Art in Autumn – *Approved Ratification of Road Closure Ordinance for 2019 Weaverville Art in Autumn Festival that is scheduled for September 21, 2019*

- D. Set Public Hearing on Rezoning of Merrimon Avenue Property for October 21, 2019 at 7pm** – Council set Public Hearing on Rezoning of Merrimon Avenue property for October 21, 2019 at 7 pm.
- E. Set Public Hearing on Annexation Petition & Initial Consideration of Monticello Road Property for October 21, 2019 at 7 pm** – Council set Public Hearing on Annexation Petition and Initial Consideration of Monticello Road property for October 21, 2019 at 7 pm
- F. Budget Amendment: Pink Patch Project** – Approved Budget Amendment
- G. Approval of Temporary Construction Easements for Waterline Extension Project** – Approved Temporary Construction Easements for Waterline Extension Project

6. Town Manager’s Report

On behalf of Town Manager Coffey, Town Attorney Jennifer Jackson presented a report to Council including that 1) the 9/11 Remembrance Day at Lake Louise Park with Guest Speaker Craig Weeks was a very powerful event and thanked all of the organizers and staff that made the event possible; 2) the last 2nd Saturday Summer Series with performers, Fiddler Roger Howell and Friends, was held on September 14, 2019, and was a very enjoyable concert with a nice turnout; 3) Art in Autumn is Saturday, September 21, 2019 from 10am-6pm; 4) October is both Fire Prevention Month and Breast Cancer Awareness Month; The Fire Department will hold Fire Prevention activities during the month and the Police Department has been working on the Pink Patch Project; 5) Planning and Zoning Board meeting at October 1, 2019 at 6 pm; 6) Town Council Workshop on October 8, 2019 at 6 pm; 7) North Buncombe Homecoming Parade on October 11, 2019 from 4 – 5:30pm; 8) and next Town Council Regular meeting on October 21, 2019 at 7 pm; 9) lastly, Town Attorney Jackson noted that staff has been working on the upcoming Census, and reminded us that it is vitally important to have participation in this for representation and funding purposes. Ms. Jackson then asked that Lieutenant Somer Oberlin speak to Town Council about the Pink Patch Project.

Lieutenant Oberlin passed out Pink Patch Project patches and stickers to Town Council that are being sold to help raise funds for the project. She mentioned that the Pink Patch Project is designed to raise awareness of breast cancer and the importance of early detection. The Weaverville Police Department has been involved with this project for three years and this year the Town Manager has gotten all the departments to participate. All proceeds are donated to the Hope Chest for Women, which strictly serve Western North Carolina and helps women who have a positive cancer diagnoses. Upcoming fundraisers will be held at Eluvium’s Octoberfest, Rodney’s Bike Run on 10/10/19, and Lowe’s during the fire prevention campaign held by the Weaverville Fire Department.

7. Discussion and Action Items

A. Ratification of First Due Size Up Interlocal Agreement

Town Attorney Jennifer Jackson mentioned that on April 15, 2019 Town Council approved an interlocal agreement that allowed the Town to serve as a purchasing agent to secure the First Due Size-Up program for the various fire departments within the County, who reimbursed the Town. Our Weaverville Fire Department would like to extend this out for another year in hopes that Buncombe County will then appropriate the funds to cover the cost of the program. Town Council is being asked to approve a ratification of first size up interlocal agreement for the Town to be the purchasing agent of this software. Fire Chief Ted Williams noted that this is a very instrumental tool for all the various fire departments and the Buncombe County manager is withholding her support until a review is complete. She doesn’t oppose but would like to see the review first. *Vice Mayor Jackson made a motion to ratify the Amended and Restated Interlocal Agreement for the Fire Departments and the First Due Size-Up Program. Councilmember Nagle seconded the motion. The motion passed by a unanimous vote of Council. Motion carries 5-0*

B. Update on Study of High-Density Single-Family Residual Development

Town Planner James Eller mentioned that before Town Council is a high priority goal identified in the adopted Comprehensive Land Use Plan (CLUP), High-Density Single-Family Residual Developments. The Planning and Zoning Board met on September 3, 2019 and discussed this topic and possible regulations and reached a consensus that the creation of a new district is preferable to amending an existing residential district. He also asked Town Council if they had an overriding goal of this district so that the regulations could be drafted to ensure compliance.

Town Planner Eller asked Council for their feedback on the decision to create a new zoning district for this type of development or if they would prefer to go another route.

Mayor Root noted that it makes sense to look at a new zoning classification, as opposed to amending an ordinance for something that is completely missing from our CLUP. Also, we need to determine what we mean by affordable housing. Councilmember Fitzsimmons agreed with the Planning and Zoning Board's decision to look at creating a new zoning classification and believes we need to have zoning districts that accommodate these types of developments. Vice Mayor Jackson mentioned that with having limited land and to follow the intentions of the CLUP, it would be smart to look into creating a new zoning district. Councilmember McKenna commented that he hopes the feedback we received from the Habitat group made its way into this discussion, so that all directions are being considered. Councilmember Nagle reiterated the comment about what is affordable. He noted that there can be expensive houses on smaller lots and lot size is the only thing we can control. There was consensus among Councilmembers to create a new district.

Town Attorney Jennifer Jackson gave recognition to new Planning and Zoning Board Chairman Gary Burge, who was in attendance.

C. Participation in Water Regionalization Feasibility Study

Public Works Director Dale Pennell mentioned that when he was at the North Carolina Rural Water Association Conference a couple weeks ago, he found out about a grant that was being offered by the North Carolina Department of Environmental Quality. He and Town Manager Coffey have visited with the consultant who helped with the waterline project and system development fees, as well as representatives from the Town of Mars Hill and Marshall concerning water as a regional resource. They would like for the three municipalities to engage in a joint study regarding individual water supplies and possible regionalization of this source. Mars Hill has offered to take the lead in applying for the grant of \$50,000 to fund this study but needs letters of support from Weaverville and Marshall prior to the grant application deadline of September 30th. Town Council was asked to consider supporting the grant application and participation in the feasibility study. *Vice Mayor Jackson made the motion to support the grant application and the Town's participation in a water regionalization feasibility study and to authorize the Town Manager to submit a letter of support for inclusion in the grant application that Mars Hill is working on. Councilmember Sherrill seconded the motion and all voted in the affirmative. Motion passed 5-0.*

D. Quarterly Report: Public Works and Water Department

Public Works Director Dale Pennell presented the Public Works and Water Services Quarterly Report for June 2019 through August 2019. Some highlights were that the total number of active water meters has increased to 2,884 and in July alone, they had over 200 water utility (811) calls to go locate water lines, both indicating that the Town is still experiencing a high level of growth. Mr. Pennell noted that at the Water Treatment Plant our daily average is only at 46% of the plant capacity, and if you include the current water commitments it increases to 68%. He thanked the Public Work employees for all their hard work this summer in helping with all the events and knows that the citizens were very thankful too. Lastly, Public Works Director Pennell mentioned that the Town of Weaverville has become a participant in North Carolina's new campaign called RecycleRightNC. Over the next 8-10 weeks, this program will educate customers on what can and can't be recycled to prevent damage to equipment and eliminate the waste of recycled goods. (Handout attached)

8. Closed Session

Vice Mayor/Councilmember Jackson made the motion to enter closed session as per N.C. Gen. Stat. § 143-318.11(a)(3) to consult with an attorney 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. Councilmember Nagle seconded the motion and by a majority vote Council entered into closed session.

[CLOSED SESSION]

Councilmember Fitzsimmons made the motion to exit closed session. Councilmember Nagle seconded and all voted unanimously to exit closed session and re-enter open session.

9. Re-enter Open Session

Vice Mayor Jackson made the motion to approve a 3% merit pay/merit bonus for Town Manager Selena Coffey that will be calculated based on her current base rate of pay of \$114,131.48 and is split between merit pay and merit bonus. Councilmember Fitzsimmons seconded the motion. The motion passed by a majority vote of Council. Motion passed 4-1. Councilmember Nagle voted nay.

10. Adjournment

Councilmember McKenna made the motion to adjourn; Councilmember Fitzsimmons seconded and all voted to adjourn the Council's meeting at 8:40 p.m.



Derek K. Huninghake, Town Clerk

APPROVED

TOWN OF WEAVERVILLE PUBLIC WORKS ACTIVITY SHEET

JUNE 2019 - AUGUST 2019

WATER MAINTENANCE DIVISION:

	Jun-19	Jul-19	Aug-19	3 month average
Water Leaks Repaired	2	3	2	2
New Water Taps	2	14	15	10
Total Active Water Meters	2,843	2,859	2,884	2862
Water Quality Complaints	0	0	0	0
Meter Re-Read Service Calls	58	64	47	56
General Service Calls	129	123	109	120
Water Door Tags Delivered	22	28	35	28
Water Line Locate Utility Service Calls (811)	131	200	169	167
Water Meter Change Outs to Radio Read	4	13	20	12
Reservoir-Pump Station Site Checks	151	154	147	151
Water Line Construction Inspections:	Maple Trace IV Amblers Chase	Maple Trace IV Amblers Chase Northridge commons 828 North	Amblers Chase 828 North Northridge commons	

WATER PRODUCTION DIVISION:

(Gallons per month)

	Jun-19	Jul-19	Aug-19	3 month average
1A. Raw water pumped from river to Water Treatment Plant	20,537,000	21,201,000	21,745,000	21,161,000
(daily average vs. 1.5 MGD plant capacity)	46%	46%	47%	46%
1B. Raw water used at the WTP	2,258,000	2,276,000	2,600,000	2,378,000
1C. Finished water Produced at WTP	18,279,000	18,925,000	19,145,000	18,783,000
2. Water Purchased from Asheville	0	0	0	0
A1. TOTAL WATER PRODUCTION (1.C. + 2)	18,279,000	18,925,000	19,145,000	18,783,000
3. Finish Water used at WTP	658,044	681,300	689,220	676,188
A2. TOTAL WATER AVAILABLE FOR SALES	17,620,956	18,243,700	18,455,780	18,106,812
B. TOTAL METERED FOR BILLING	15,984,500	12,992,800	12,747,300	13,908,200
C. Metered, Non-Metered & Non-Billed Use by Town	1,500,000	1,800,000	2,100,000	1,800,000
D. Total Accounted For Water (B+C)	17,484,500	14,792,800	14,847,300	15,708,200
E. TOTAL UNACCOUNTED (A-D)	794,500	4,132,200	4,297,700	3,074,800
F. MONTHLY UNACCOUNTED WATER (E/Ax100)	4.3%	21.8%	22.4%	16.4%

WATER CAPACITY VS PRODUCTION:

(Gallons per day)

Water Plant Design Capacity

	Jun-19	Jul-19	Aug-19	3 month average
Water Plant Design Capacity	1,500,000	1,500,000	1,500,000	1,500,000

Net Sellable Production Capacity (80%)	1,200,000	1,200,000	1,200,000	1,200,000
Average Daily Production Total Water Production (A above) / 30 days in month	609,300	630,833	638,167	626,100
AVERAGE USE RELATIVE TO DESIGN CAPACITY	40.6%	42.1%	42.5%	41.7%
Current Water Commitments for future development	407,504	407,504	407,504	407,504
MONTHLY USAGE & FUTURE USAGE VS 1,500,00 GPD	67.8%	69.2%	69.7%	68.9%

STREET MAINTENANCE DIVISION:

	Jun-19	Jul-19	Aug-19	3 month average
Street/Sidewalk/Drainage /Sign Repairs Completed	5	8	4	6
Roads paved	na	Church Street Oakwood Drive Clock Parking Lot	North Street West Street Wildwood Ave Florida Ave Georgia Ave	Hamburg Drive

**PARKS, RECREATION, & FACILITY
MAINTENANCE DIVISION:**

	Jun-19	Jul-19	Aug-19	3 month average
P&R Special Projects/Repairs Completed	1	1	3	2

SANITATION DIVISION:

	Jun-19	Jul-19	Aug-19	3 month average
Residential Collection Points	1844	1844	1844	1844
Monthly Residential Collections (4/month)	7376	7376	7376	7376
Business Pick Ups	76	76	76	76
Business Pick Ups (4/month)	304	304	304	304
Residential Set-Outs	84	84	84	84
Residential Set-Outs (4/month)	336	336	336	336
TOTAL points picked up per month	8016	8016	8016	8016
Total Tons to Landfill	104.23	140.31	104.65	116.40
Average Pounds Per Collection Point (per week)	26.0	35.0	26.1	29.0
Cubic Yards - Yard Debris	45	67	175	96
Cubic Yards - Brush Chipped	193	269	258	240
Cubic Yards - Leaf Collection	0	0	0	0

MISC

1. We are participating in the state's campaign "Recycle Right NC" in an effort to minimize contamination of our recyclables.
2. USDA water line project is proceeding with permitting, easement acquisition, and interim financing.
3. Community Center plans 90% complete and almost ready for permitting.
4. 33 toter garbage cans were sold during the quarter.
5. Sludge disposal issue at WTP has been resolved by agreement with Buncombe County Landfill allowing dried sludge at \$43.75/ton.
6. May 2019 Outstanding Water Commitments total is 439,704 GPD; August 2019 is 407,504 GPD.

TOWN OF WEAVERVILLE - PUBLIC WORKS DEPARTMENT - WATER COMMITMENTS

Prepared by:

Dale Pennell, Public Works Director

REVISED 05/21/2019

Water Line Status	Project with current commitment	Address	Description	Number of Units	Gallons per Connection	Projected Demand (GPD)
Design (outside town)	Doan Road Duplexes	near N Windy Ridge School	8 - 2 family duplexes	16	400	6,400
Construction	828 North (aka Blue Ridge Crossing)	Garrison Branch Road	174 Unit Apartment Project	176	229	40,304
Construction	Fairfield Inn	off of Weaver Blvd	104 Rooms	104	125	13,000
Construction	Amblers Chase Subdivision	Reems Creek Road	22 homes	21	400	8,400
Construction	Weaverville Townhomes	Monticello and Northcrest Dr	53 units	53	400	21,200
Pending	Brown Street Apartments	37 Brown St	16 apartments	16	300	4,800
Pending	Stump Dump Apartments	135 Monticello Road	234 apartments	234	400	93,600
			Subtotal Current Projects			187,704
on-going	Existing but not active meter sets		164 open meter sets	164	250	41,000
on-going	Projected inside-town vacant land development			397	400	158,800
on-going	Projected Outside-town-limit residential units			50	400	20,000
			Subtotal On-going Projections			219,800
			Total Outstanding Commitments			407,504
SUMMARY OF PROJECTED WATER DEMANDS (GPD)						
Average metered and unmetered town usage per day	Unaccounted-for daily water	Outstanding Commitments	Mars Hill agreement for emergency water	Current usage and commitment	WTP Capacity and permitted withdrawal	Current % of WTP used or committed
June 2019 - August 2019	June 2019 - August 2019	(as of August 31, 2019)	(expired Oct. 20, 2015)			
523,606	102,493	407,504	0	1,033,603	1,500,000	68.91%
523,606	102,493	407,504	200,000	1,233,603	1,500,000	82.24%