



## MINUTES

**Town of Weaverville  
State of North Carolina**

**Town Council Regular Meeting  
Monday, March 27, 2023**

The Town Council for the Town of Weaverville met for its regular monthly meeting on Monday, March 27, 2023, at 6:00 p.m. in Council Chambers within Town Hall at 30 South Main Street, Weaverville, NC, with remote electronic access by the general public via zoom.

Councilmembers present were: Mayor Patrick Fitzsimmons, Vice Mayor Jeff McKenna, and Councilmembers Doug Jackson, Andrew Nagle, John Chase, Catherine Cordell, and Michele Wood.

Staff members present were: Town Manager Selena Coffey, Town Attorney Jennifer Jackson, Clerk/Planning Director James Eller, Finance Officer Tonya Dozier, Communications Coordinator Grace Keith, Police Chief Ron Davis, Fire Chief Scottie Harris, Public Works Director Dale Pennell, Water Treatment Plant Supervisor Randall Wilson, and Zoom Room Coordinator Lauren Ward.

### 1. Call to Order

*Mayor Patrick Fitzsimmons called the meeting to order at 6:00 p.m*

### 2. Approval/Adjustments to the Agenda

*Vice Mayor McKenna motioned to approve the agenda as presented. All voted in favor of the motion. Motion passed 7-0.*

### 3. Conflicts of Interest Statement

Mayor Fitzsimmons noted that it is the duty of the Mayor and every Town Council Member to avoid both conflicts of interest and appearances of conflicts. No member had any known conflict of interest or appearance of conflict with respect to any matters presented before Town Council.

### 4. Consent Agenda

*Vice Mayor McKenna motioned for the approval of the Consent Agenda. All voted in favor of the motion to approve all action requested in the Consent Agenda listed below. Motion passed 7-0.*

- A. **February 21, 2023 Town Council Workshop Minutes**– *Minutes approved as presented*
- B. **February 27, 2023 Town Council Regular Meeting Minutes**– *Minutes approved as presented*
- C. **Monthly Tax Report** – *Information only*
- D. **Budget Amendment – Police** – *Budget Amendment approved*
- E. **Proclamations: Jan Lawrence Day** – *April 21, 2023*
- F. **Extension of Tax Collections Agreement with County** – *Extension of Tax Collections Agreement approved, see information attached*
- G. **Approval of Updated ABC Law Enforcement Agreement** – *Agreement approved*

**H. Set Public Hearing on Code Amendments – Nonconforming Lots, Table of Dimensional Requirements, and Mapping Standards – *Public Hearing set for Monday, April 24, 2023 at 6pm in the Community Room/Council Chambers at Town Hall***

**5. Town Manager’s Report**

Town Manager Coffey presented her Manager’s report to Council which included a recognition of the NC Division of Water Resources Commendation for Weaverville Water Treatment Plant, and an update on audio system improvements.

**6. General Public Comment**

General public comments may be submitted either during the meeting or in writing in advance of the meeting. Normal rules of decorum apply to all comments. The general public comments section of the meeting will be limited to 20 minutes and priority will be given to those commenters in attendance. Individuals presenting comments during the meeting are generally limited to 3 minutes. Written comments that are timely received will be provided to Town Council and read into the record during the 20-minute general public comment period as time allows. Written comments are limited to no more than 450 words and can be submitted as follows: (1) by emailing to public-comment@weavervillenc.org at least 6 hours prior to the meeting, (2) by putting your written comment in a drop box at Town Hall (located at front entrance and back parking lot) at least 6 hours prior to the meeting, (3) by mailing your written comment (must be received not later than Monday’s mail delivery) to: Town of Weaverville, PO Box 338, Weaverville, NC, 28787, Attn: Public Comments. For more information please call (828) 645-7116.

No public Comment was received.

**7. Discussion & Action Items**

**A. Annexation Agreement with Woodfin – Sourwood Inn Area**

Town Manager Selena Coffey stated that in February of 2021 the Town of Weaverville and the Town of Woodfin both approved an annexation agreement that designated certain annexation areas with a focus on properties that are contiguous to current primary municipal borders. This agreement did not address two parcels near the Sourwood Inn property that is located at 810 Elk Mountain Scenic Highway. The Town of Woodfin has received a voluntary annexation petition for the Sourwood Inn property and an adjoining property, both of which combine to total approximately 192 acres. Woodfin needs a formal annexation agreement with the Town of Weaverville before this voluntary annexation petition can go forward.

A public hearing must be advertised and held prior to taking any action concerning an annexation agreement for the purpose of providing an opportunity for the public to provide comment to Town Council on the proposed annexation agreement.

*Councilmember Doug Jackson made a motion to set a public hearing for April 24, 2023, at 6 pm in the Community Room/Council Chambers at Town Hall, 30 South Main Street, Weaverville, NC. All voted in favor. Motion passed 7-0.*

**B. Staff Recommendation for Annual ARPA Reporting**

Finance Director Tonya Dozier stated that as previously reported, the Town has received \$1,283,394 in funding from the American Rescue Plan Act (ARPA). These funds are currently accounted for in a grant project ordinance that Town Council adopted on July 27, 2021, and must be encumbered not later than December 31, 2024, and spent not later than December 31, 2026.

Ms. Dozier noted that guidance from the NC School of Government and the NC League of Municipalities has suggested ways to use the revenue replacement option to simplify the reporting process, while avoiding costs of additional auditing and compliance. Advantages of choosing the revenue replacement option include:

- Avoiding a Single Audit (which costs on average \$3,000 - \$5,000)
- Avoiding federal procurement requirements and other compliance
- Ability to use the funds on any authorized expenditure the Town chooses
- Freedom from time constraints and deadlines

*Councilmember Nagle made a motion to elect the standard allowance and revenue replacement option for use of the Town's ARP award. All members voted in favor. Motion passed 7-0.*


*Consensus was reached to develop a spending plan on these funds in the next few months.*

**C. Quarterly Report – Public Works and Water**

Public Works Director Dale Pennell presented the Town Council with the quarterly report for the Public Works and Water Departments.

**8. Adjournment**

*Without objection, Mayor Fitzsimmons declared the meeting adjourned. Meeting adjourned at approximately 6:40 pm.*

  
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James Eller, Town Clerk