



## MINUTES

**Town of Weaverville  
State of North Carolina**

**Town Council Regular Meeting  
Monday, June 26, 2023**

The Town Council for the Town of Weaverville met for its regular monthly meeting on Monday, June 26, 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, Planning Director James Eller, Finance Director Tonya Dozier, Town Clerk Tamara Mercer, 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. **May 22, 2023, Town Council Regular Meeting Minutes**– *Minutes approved as presented*
- B. **Monthly Tax Report** – *Information only*
- C. **Budget Amendment – Police** – *Budget amendment approved as presented*
- D. **Budget Amendment – Recreation Complex** – *Budget amendment approved as presented*
- E. **Board of Education MOU for North Buncombe High School Canopy Project** - *Approved*

**5. Town Manager’s Report**

Town Manager Coffey presented the Town Manager’s report to Council which included the introduction of the new Town Clerk, CodeRed notification system implementation, a review of some changes to parade planning to enhance safety, and the Weaverville/ Woodfin Water Interconnection project update.

**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@weaverville.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.

Although given an opportunity to provide public comment, no one who was present for the meeting or attending on-line wished to speak, and Mayor Fitzsimmons closed the Public Comment portion of the meeting.

**7. Discussion & Action Items**

**A. Active Weaverville Bike-Ped Plan Adoption**

Rachael Bronson, Transportation Specialist from Traffic Planning and Design, updated Town Council on the Active Weaverville Bike-Ped Plan that has now been approved by NCDOT. Ms. Bronson’s presentation highlighted the history of the steps taken so far, the plan overview and takeaways such as interconnectivity of networks, multi-model plans and the comprehensive plan improvements. She recommended adoption of the plan as it positions the town for future grant funding and partnerships with the MPO, supports local multimodal goals for inter-connectivity, and is a guide for increasing pedestrian and bike accessibility within the Town. As well, the plan provides the timeline for future project implementation.

In response to Vice Mayor McKenna’s inquiry, Ms. Bronson suggested appointing a committee to spearhead the strategic planning phase. There was discussion regarding funding mechanisms and procedures.

*Vice Mayor McKenna motioned to adopt ‘Active Weaverville Bike-Ped Plan’ as presented and consider appointing a committee to coordinate with staff on plan implementation. All voted in favor of the motion. Motion passed 7-0.*

**B. Adoption of FY2023-2024 Annual Budget, Fee Schedule and Pay Plan**

Town Manager Coffey reminded Town Council that the public hearing on the budget was held on May 22, 2023, and that Town Council is now eligible to take action to adopt it. She further informed Town Council that in accordance § 159-7 Local Government Budget and Fiscal Control Act, the attached Budget Ordinance, Fee Schedule, and associated Pay Plan and Position Classification Plan reflecting the Town Council’s deliberations are presented for consideration. It

is noted that, among other things, the budget includes increases in the stipends for the Mayor and Town Council as described in the Town Manager’s Budget Message.

Mayor Fitzsimmons called for discussion or a motion.

*Councilmember Jackson made a motion that Town Council adopt the FY2023-2024 Budget Ordinance which includes adoption of the fee schedule and pay plan as presented. All voted in favor of the motion. Motion passed 7-0.*

**C. Ratification of MOU with Buncombe County Schools for SRO Services**

Town Manager Coffey indicated that she signed a MOU with the Buncombe County School System that allows the Town to be reimbursed for the SRO services that were provided by Weaverville’s Police Department in FY2022-2023. Time constraints did not allow her to get approval by Town Council prior to the grant deadline and she asked for Town Council’s ratification of the MOU.

*Councilmember Nagle made a motion to ratify the MOU as presented. Without further discussion, the motion passed unanimously.*

**D. Recreation Complex Update**

Town Attorney Jackson provided an update on the status of this project and indicated that this is such a small project that contractors were difficult to find. Staff is told that 3 contractors are actively working on their bids but have not yet submitted. This project is within the informal bid range, which means that Town Council does not have to award the bid.

Town Manager indicated that she would like some citizens to be part of an ad hoc committee that will be working on the rules, regulations, and procedures for the operations of the Recreation Complex.

*Councilmember McKenna volunteered to assist with selecting citizen members and to serve on the Recreation Complex ad hoc Committee with staff members as assigned by the Town Manager, to which Mayor Fitzsimmons, without objection, appointed Vice Mayor McKenna to serve.*

*Councilmember Nagle made a motion to authorize the Town Manager to evaluate and award the bid on the Recreation Complex work to the lowest qualified responsive bidder and to negotiate and execute the related contract, subject to staff level approval. All voted in favor of the motion. Motion passed 7-0.*

**E. Water System Resiliency Project- Generator Purchase**

Public Works Director Pennell provided a summary on the Water System Resiliency Project and recommends accepting the lowest bid from Cummins Sales and Service as presented.

*Councilmember Chase made a motion to accept the Cummins Sales and Service quotes and authorize the Town Manager and Finance Officer to execute documents as necessary to purchase said generators for total purchase price of \$280,000 as defined in the terms of quotes. All voted in favor of the motion. Motion passed 7-0.*

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

Public Works Director Pennell presented Town Council with the quarterly report for activities related to Public Works and Water.

**8. Adjournment**

*Without objection, Mayor Fitzsimmons declared the meeting adjourned. Meeting adjourned at approximately 7:25 p.m.*



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**Tamara Mercer, Town Clerk**