

MINUTES

**Town of Weaverville
State of North Carolina**

**Town Council Regular Meeting
Monday, December 18, 2023**

The Town Council for the Town of Weaverville held its regular meeting on December 18, 2023, at 6:00 p.m. in Council Chambers within Town Hall at 30 South Main Street, Weaverville, NC with remote access via Zoom.

Councilmembers present: Mayor Patrick Fitzsimmons, and Councilmembers Doug Jackson, John Chase, Catherine Cordell, Michele Wood, Peter McGuire and Dee Lawrence.

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

1. Call to Order

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

2. Approval/Adjustments to the Agenda

Mayor Fitzsimmons made an adjustment to the agenda to remove item 7 (D) LDG Meribel Project per request from the applicant.

Council member Chase motioned to approve the agenda as adjusted. The motion was approved unanimously. 7-0.

3. Conflict of Interests Statement

Mayor Fitzsimmons stated that it is the duty of the Mayor and every Town Councilmember 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 on the agenda for tonight's Town Council meeting.

4. Consent Agenda

Town Manager Coffey reviewed the following consent agenda items.

Councilmember Jackson made a motion to approve and adopt the consent agenda items as presented. The motion was approved unanimously 7-0 as follows:

- A. *November 14, 2023, Town Council Workshop Minutes – Approved as presented*
- B. *November 20, 2023, Town Council Regular Meeting Minutes - Approved as presented*
- C. *Monthly Tax Report and Request for Refunds/Releases - Approved as presented*
- D. *Budget Amendments – Police Department - Approved as presented*
- E. *Board Appointments – Board of Adjustment - Approved as presented*
- F. *Code Amendments – Ch. 20 –Set Public Hearing for 1/22/24 at 6pm – Public hearing set*
- G. *Response Letter to LGC – Audit – Water Asset Depreciation – Approved as presented*
- H. *Resolution Adopting the Town Council Code of Ethics – Adopted as presented*

5. Town Manager's Report

Town Manager Coffey highlighted upcoming calendar dates, project updates, and provided information regarding:

- Town Council Strategic Planning Retreat January 20, 2024
- Short-term Rentals Sessions: December 5, 2023 for the first session, January 9, 2024 at 6pm in-person session for people in neighborhoods with STRs and January 17, 2024 at 6pm for a virtual Zoom session for STR owners only
- ADA accessibility improvements
- Street improvements and upgrades
- New Stock Road exit update
- 2 bridges at New Stock Road slated for replacement by NCDOT
- Public Service Announcements and Communications

6. General Public Comments

Mayor Fitzsimmons read the rules of procedure and he opened the public comment portion of the meeting. No one elected to speak, and no one online wished to address Council. No written comments were received in advance of the meeting.

7. Discussion & Action Items

A. Water Commitment Request – Northridge Farms

Public Works Director Pennell reviewed the water commitment application for the annexation at Northridge Farms Project for 227,000 gallons of water per day. He explained the layout of the water line extensions and connections and main line flows. Water capacity, the current system and future capacity projections, and the schedule of the Northridge Farms construction schedule is expected to be in June of 2026. The timeline of the Town's new expansion at the water treatment plant was noted by Mr. Pennell and he suggested a Staff and Town Council water-related workshop to discuss commitments and long-term planning.

There was a question-and-answer period regarding water capacity, system allocations for future annexation requests, anticipated and yet unknown, to which Director Pennell addressed the system's resiliency and long-term project planning for the whole system design. A comprehensive timeline is developed by the concept and civil engineers, specifically the Northridge Farms Development will use about 17% of the water usage capacity.

Manager Coffey noted that staff is working with the engineering team on the Town's water system expansion and related water matters at least twice a week addressing the plant expansion design and permitting, much of the long-term planning will be addressed at the Town Council January workshop.

Councilmember Jackon made a motion to approve the water commitment request for the Northridge Farms Project. The motion was approved unanimously. 7-0

B. Annexation Petition – Maple Trace – Update and Discussion

Mr. David King, HOA representative of the Maple Trace Subdivision, presented an update to the annexation petition request. He indicated that the HOA agreed that the storm drain testing and some of the street testing should be done, but they disagreed with the number of street tests that were recommended by Public Works Director Pennell. The street tests would mean drilling 62 test areas which the HOA board has an opinion from ESC Southeastern LLP, and it is too many core drillings. Mr. King stated the costs would be over \$20,000 as well as the \$15,000 for the storm drain tests, and he said the costs are too expensive and the testing too extensive. The HOA requested less testing of the roadways.

There was further discussion regarding core samples of asphalt base and the roadway evaluation as well as the engineering design, inspections and permitting done previously by Buncombe County. There was a question-and-answer period regarding the original developer, Windsor Built Home's blueprints, subdivision phases, roadway compaction, ground penetration radar, NCDOT standards, and the Town's roadway standards.

Director Pennell explained the Public Works Department and the engineers' assessments of Town roadways. He detailed asphalt roadway damage, testing for fill under roads and for cracks, and the reasons for core drill testing and cross-section standard testing.

A properly installed roadway should yield a 20-year lifetime if built correctly, and the Town has been getting about 25 years out of its roads. The streets in Maple Trace are 5-7 years old and signs of deterioration are already present. As the Town's engineer, Pennell needs to know why the streets are deteriorating if the Town is considering taking ownership and maintenance responsibilities for these streets. He also noted that the procedures for testing were previously required of other properties such as those in the Creekside development.

Manager Coffey cautioned Council about setting a precedent approving the Maple Trace streets into the Town's system without testing in relation to past Council decisions about accepting streets.

By a consensus of the Council, Mayor Fitzsimmons stated the subdivision HOA should work with Director Pennell and other Town staff to: (1) review the original plans and construction standards, (2) review the recommended testing sites and determine which should be performed in a phase 1 of testing. The HOA should then return to Town Council in a few months with an update of Maple Trace annexation request status including any results or reporting on the testing and on any progress made towards the HOA securing ownership of the entrance road.

C. Community Center Report

Community Center Manager/Recreation Coordinator Sarah Myers presented a Community Center report and summarized programs, facility reservation and event usage, and revenues received. Project updates were highlighted by Ms. Myers. Manager Coffey noted that with the increase in events and programming, staff will likely suggest an increase in fees to be addressed at Council's budget workshops for the next fiscal year.

D. LDG Meribel Project – Minor Modification and Fee in Lieu of Sidewalk

Removed from the agenda per the applicant's request.

E. Personnel Policy Amendments

Attorney Jackson reviewed the Personnel Policy updates noting that the amendments proposed are per Human Resources best practices. She highlighted the substantive changes and clarified the overtime, leave, payroll, education tuition, reporting for emergency personnel assisting public safety and FEMA responses. Also noted were the employee suggestion and incentive program, grievance policy, and typo corrections. There are no budget changes.

Councilmember Lawrence made a motion to approve the Personnel Policy amendments as submitted. The motion was approved unanimously. 7-0

F. Quarterly Report – Public Works & Water

Director Pennell presented and reviewed the Public Works Department quarterly report and answered questions from Town Council.

8. Adjournment

There being no further business and without objections, Mayor Fitzsimmons declared the meeting adjourned at 7:55 p.m.

ATTEST:



Tamara Mercer, Town Clerk