

REGULAR MEETING
BOARD OF ALDERMEN
TOWN OF WAYNESVILLE
JULY 10, 2001
TUESDAY - 7:00 P.M.
TOWN HALL

The Board of Aldermen held a regular meeting on Tuesday, July 10, 2001. Members present were Mayor Henry Foy, Aldermen Gavin Brown, Gary Caldwell, Libba Feichter and Kenneth Moore. Also present were Town Manager A. Lee Galloway, Town Clerk Phyllis McClure and Town Attorney Michael Bonfoey. Mayor Foy called the meeting to order at 7:00 p.m.

Approval of Minutes of May 14, 15 and June 26, 2001

Alderman Caldwell moved, seconded by Alderman Moore, to approve the minutes of the May 14, 15 and June 26, 2001 meetings as presented. The motion carried unanimously.

Parking/No Parking - Virginia Avenue - Old Hazelwood Elementary School

When the former Hazelwood Elementary School on Virginia Avenue was used as a school, there were parking restrictions on that street which had been approved by the Town of Hazelwood. When Waynesville and Hazelwood merged in 1995, the ordinances adopted by the Town of Hazelwood became legal and enforceable by the Town of Waynesville.

Now that this facility is no longer used as an elementary school, there have been requests to the Waynesville Police Department to remove the "No Parking" signs on Virginia Avenue. Police Chief Bill Hollingsed has spoken with representatives of the Board of Education about this matter. There is a plan to use a portion of the school for a day care program, and if that is the case, for child safety, there may still need to be a "Drop-Off and Pick-Up Area" designated along Virginia Avenue.

Town Manager Galloway said there are still some unanswered questions regarding this request and Police Chief Hollingsed plans to meet with the school board members to discuss the issue further before action is taken. Manager Galloway asked that the request be removed from tonight's agenda.

It was the consensus of the Board to remove the item from the agenda and discuss it further at a future meeting.

Amendment to Personnel Policy Regarding Longevity Pay

Town Manager Galloway said that the Town has two employees who plan to retire within the next couple of months. During the 1997-1998 budget year the Town began awarding longevity pay to reward the long term employees. These longevity checks are issued based upon years of service on July 1st of each year. If an employee has a long career of 28 or 30 years with the Town, he may be

eligible for a longevity check for \$700 or more. If he reaches the point when he is eligible for retirement on August 31, 2001, he may be tempted to work another four months simply to receive that \$700 check. It is felt that the retiring employee should receive the longevity check in August, so that he does not feel compelled to stay on for another three or four months just so he will qualify for that check.

The current policy reads as follows: "Employees shall receive longevity pay in the last payroll in November that reflects years of service as of July 1 of each year."

It is proposed that specific language be added to allow for the longevity to be paid to employees who retire at any time in the year, for their years of service, effective July 1, 2001. Employees who retired after July, 1997, but prior to July 1, 2001, would not be eligible to recover any longevity benefits. The proposed change is as follows:

"Effective 07/01/01, in each fiscal year, employees shall receive longevity pay in the last payroll of November each year that reflects the years of service as of July 1, of that fiscal year. Any employee that retires from service with the Town between July 1, and the date when the last payroll of November is issued, shall receive the longevity check at their time of retirement. An employee shall only be entitled to receive one longevity check in any fiscal year."

Alderman Moore moved, seconded by Alderman Caldwell, to amend the Personnel Policy regarding longevity pay as proposed. The motion carried unanimously.

Set Public Hearing Date Regarding Annexation - 442 Knollwood Drive - Brinkley

Town Clerk Phyllis McClure has investigated the sufficiency of the petition for annexation submitted by Bobby G. Brinkley and Carol A. Brinkley for the property at 442 Knollwood Drive and determined that the property meets the State requirements for annexation.

Alderman Moore moved, seconded by Alderman Feichter, to set the public hearing date for the annexation request for July 24. The motion carried unanimously. (Res. No. 18-01)

Amendment to Municipal Records Retention and Disposition Schedule

The North Carolina Department of Cultural Resources has developed a "Municipal Records Retention and Disposition Schedule" for the use of local governments in determining what should be retained and what should be discarded and when. This is based upon State Law concerning various records, some of which are maintained by the Town and some of which the Town does not maintain. In 1997, the Town Board adopted the schedule recommended by the State.

Town Manager Galloway said that there have been two amendments to the 1997 Schedule, and it is recommended that the Board adopt these amendments. The first amendment deals with the Budget and Fiscal Records on the Escheat and Unclaimed Property File, with the retention period being amended. The second amendment deals with Police Department Records, clarifying the minimum retention period for items in the Communications Records File.

Alderman Brown moved, seconded by Alderman Moore, to approve the two amendments to the 1997 Municipal Records Retention and Disposition Schedule. The motion carried unanimously.

Report by Town Manager Galloway Regarding Funds Released by the State of NC

Manager Galloway said that the Governor has released the money to local governments which was being held by the State of NC. This money should have been sent to local governments by April 30. Manager Galloway said that it is still unsure what the State will do about the money for this fiscal year, which is approximately \$180,000 for Waynesville. In developing the Town's budget for this fiscal year, \$342,000 in expenditures has been frozen until more information is received from the State.

Concerns Regarding Construction of Concrete Medians by NCDOT

Mayor Foy said the NC Department of Transportation has been installing guardrails on the 23/74 Bypass, and at the intersection of US 276 the landscaped island is being completely taken out and will be replaced with concrete. A letter was written by Mayor Foy in June, 2001 to Conrad Burrell with NCDOT, regarding his concerns; however, a reply has not been received. Mayor Foy felt that since a large part of this work is being done inside the corporate limits of Waynesville, the NCDOT should have discussed the work with the Town. Mayor Foy was also concerned that this work will contribute to storm water runoff and will not be beneficial to the area.

Adjournment

With no further business, Alderman Brown moved, seconded by Alderman Moore, to adjourn the meeting at 7:18 p.m. The motion carried unanimously.

Phyllis R. McClure
Town Clerk

Henry B. Foy
Mayor