



## Town of Waynesville, NC

### Board of Aldermen Regular Meeting

Town Hall, 9 South Main Street, Waynesville, NC 28786

Date: March 24, 2020 Time: 6:30 p.m.

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(828) 452-2491 [eward@waynesvillenc.gov](mailto:eward@waynesvillenc.gov)

#### A. CALL TO ORDER - Mayor Gary Caldwell

1. Welcome/Calendar/Announcements
2. Adoption of Minutes

***Motion: To approve the minutes of the March 10th 2020 regular meeting as presented (or as corrected).***

#### B. PUBLIC COMMENT

#### C. NEW BUSINESS

3. Alliance Auto Gas Agreement
  - Interim Public Services Director, Jeff Stines

***Motion: To move forward with Fuel Supply Agreement (5 years) with Alliance Auto Gas to purchase propane for equipped vehicles.***

#### D. COMMUNICATIONS FROM STAFF

4. Town Attorney Report
  - Town Attorney, Bill Cannon
5. Manager's Report
  - Manager Rob Hites

- a. Approval of Design Build Bid with Bolton Construction

***Motion: Approve the quote from Bolton and authorize the staff to prepare and execute a contract.***

- b. Request for an extension of SOC Contract- McGill Engineering

***Motion: Approve Contract amendment #2.***

- c. Request of Matt Haynes of Giles Chemical to construct a device to warn and slow drivers approaching a pedestrian crosswalk on Commerce Street

***Motion: Approve the crosswalk and partner with Giles to fund the project.***

**E. COMMUNICATIONS FROM THE MAYOR AND BOARD**

6. Water Disconnection During the COVID-19 Outbreak

- Alderman Jon Feichter

7. Homelessness Task Force

- Alderman Jon Feichter

**F. CLOSED SESSION**

8. Enter into closed session to discuss potential acquisition of property under NC General Statute §143-318.11(a)(5)

***Motion: To enter into closed session under NC General Statute § 143.318.11(a)(5)(i) to consider the price or other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange or lease.***

**G. ADJOURN**



# TOWN OF WAYNESVILLE

PO Box 100  
 16 South Main Street  
 Waynesville, NC 28786  
 Phone (828) 452-2491 • Fax (828) 456-2000  
[www.waynesvillenc.gov](http://www.waynesvillenc.gov)

## CALENDAR

April 2020

2020	
Saturday April 4	Gateway to the Smokies Half Marathon/4 miler – <b>MOVE TO OCTOBER 25<sup>th</sup></b>
Friday April 10	Town Offices Closed – Good Friday
Tuesday April 14	Board of Aldermen Meeting – Regular Session
Tuesday April 28	Board of Aldermen Meeting – Regular Session
Sunday May 3	Drug Epidemic Awareness Walk – Walk across America – <b>MOVE TO SEPTEMBER 27</b>
Saturday May 9	Whole Bloomin Thing Festival – <b>anceled for 2020</b>
Tuesday May 12	Board of Aldermen Meeting – Regular Session
Monday May 25	Town Offices Closed – Memorial Day
Tuesday May 26	Board of Aldermen Meeting – Regular Session
Sunday June 2	First UMC Pig Pickin
Tuesday June 9	Board of Aldermen Meeting – Regular Session
Tuesday June 23	Board of Aldermen Meeting – Regular Session
Friday July 3	Town Offices Closed – Independence Day
Tuesday July 14	Board of Aldermen Meeting – Regular Session
Tuesday July 28	Board of Aldermen Meeting – Regular Session
Saturday August 1	Sarge's 15 <sup>th</sup> Annual Downtown Dog Walk
Tuesday August 11	Board of Aldermen Meeting – Regular Session
Sunday August 23	First UMC Back to School Bash
Tuesday August 25	Board of Aldermen Meeting – Regular Session
Monday September 7	Town Offices Closed – Labor Day
Tuesday September 8	Board of Aldermen Meeting – Regular Session
Tuesday September 22	Board of Aldermen Meeting – Regular Session
Tuesday October 13	Board of Aldermen Meeting – Regular Session
Tuesday October 27	Board of Aldermen Meeting – Regular Session
Thursday October 31	First UMC Trunk or Treat
Tuesday November 10	Board of Aldermen Meeting – Regular Session
Wednesday November 11	Town Offices Closed – Veterans Day
Tuesday November 24	Board of Alderman Meeting- Regular Session
November 26 & 27th	Town Offices Closed – Thanksgiving Holidays
Tuesday December 8	Board of Aldermen Meeting – Regular Session
December 24, 25 & 28th	Town Closed – Christmas Holidays
Saturday June 5, 2021	Oasis Shriners Spring Celebration Parade

## Board and Commission Meetings – April 2020

ABC Board	ABC Office – 52 Dayco Drive	<b>April 21st</b> 3 <sup>rd</sup> Tuesdays 10:00 AM
Board of Adjustment	Town Hall – 9 S. Main Street	<b>April 7th</b> 1 <sup>st</sup> Tuesdays 5:30 PM
Downtown Waynesville Association	UCB Board Room – 165 North Main	<b>April 23rd</b> 4 <sup>th</sup> Thursdays 12 Noon
Firefighters Relief Fund Board	Fire Station 1 – 1022 N. Main Street	<b>Meets as needed;</b> <i>No meeting currently scheduled</i>
Historic Preservation Commission	Town Hall – 9 S. Main Street	<b>April 1st</b> 1 <sup>st</sup> Wednesdays 2:00 PM
Planning Board	Town Hall – 9 S. Main Street	<b>April 20th</b> 3 <sup>rd</sup> Mondays 5:30 PM
Public Art Commission	Town Hall – 9 S. Main Street	<b>April 9th</b> 2 <sup>nd</sup> Thursdays 4:00 PM
Recreation & Parks Advisory Commission	Rec Center Office – 550 Vance Street	<b>April 15th</b> 3 <sup>rd</sup> Wednesdays 5:30 PM
Waynesville Housing Authority	Waynesville Towers – 65 Church Street	<b>April 14th</b> 2 <sup>nd</sup> Tuesday 3:30 PM

## BOARD/STAFF SCHEDULE

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**MINUTES OF THE TOWN OF WAYNESVILLE BOARD OF ALDERMEN**  
**Regular Meeting**  
**March 10, 2020**

**THE WAYNESVILLE BOARD OF ALDERMEN** held its regular meeting on Tuesday, March 10, 2020 at 6:30 p.m. in the board room of Town Hall, 9 South Main Street, Waynesville, NC.

**A. CALL TO ORDER REGULAR MEETING**

Mayor Gary Caldwell called the meeting to order at 6:30 pm with the following members present:

Mayor Gary Caldwell  
Mayor Pro Tem Julia Freeman  
Alderman Jon Feichter  
Alderman Chuck Dickson

Alderman Anthony Sutton was absent due to being out of town.

The following staff members were present:

Rob Hites, Town Manager  
Amie Owens, Assistant Town Manager  
Eddie Ward, Town Clerk  
Bill Cannon, Town Attorney  
Ben Turnmire, Finance Director  
Jesse Fowler, Planner  
Rhett Langston, Recreation Director  
Julie Grasty, Asset Services Manager  
Jonathan Yates, Outside Facilities  
Police Chief David Adams  
Various Police Officers

The following media representatives were present:

Becky Johnson, The Mountaineer

1. Welcome/Calendar/Announcements

Mayor Caldwell welcomed everyone and reminded them of the following Calendar events:

**Thursday March 19** – Homelessness Task Force Meeting – Public Services Training Room 6:00 – 8:00pm

2. Adoption of Minutes

***A motion was made by Alderman Julia Freeman, seconded by Alderman Chuck Dickson, to approve the minutes of the February 21, 2020 Winter Board Retreat and the February 25, 2020 regular meeting as presented. The motion carried unanimously.***

**B. SPECIAL PRESENTATION**

3. Resolution awarding badge and service sidearm to retiring Police Captain Brian Beck

Mayor Gary Caldwell read the resolution awarding Badge and Service Sidearm to retiring Police Captain Brian Beck. Captain Brian Beck has served as a member of the Police Department for the Town of Waynesville from January 3, 1991 to March 31, 2020 in varying capacities beginning as a Patrol Officer in 1991, to Sergeant in 1996, to Lieutenant in 2005, to his promotion to Police Captain in 2013 where he served until his retirement for the Town of Waynesville where he provided direction and leadership for the department.

***A motion was made by Alderman Julia Freeman, seconded by Alderman Jon Feichter, to present retiring Captain Brian Beck with his badge and service sidearm identified as Glock, Model 35; .40 caliber; Serial # WLK949. The motion carried unanimously.***

Police Chief David Adams presented Captain Beck with the badge worn by him during his service with the Waynesville Police Department and his service sidearm.

Alderman Julia Freeman said that it had been a pleasure to work with Captain Beck for approximately nine years. She said he had represented the Town with the upmost professionalism, and he would be greatly missed. Alderman Freeman thank him for his service.

**C. PUBLIC COMMENT**

**Larry Payne  
161 Riverbend Street  
Waynesville, NC**

Mr. Payne expressed concerns about a light pole that had been replaced at the end of his driveway, and the old one had not been removed. He said he felt that this would be a hazard to someone if the old pole fell. When asked if Mr. Payne had Town of Waynesville power, he stated he had Progress Energy. Mayor Caldwell explained that Duke Energy would be contacted to remove the pole.

Mr. Payne also stated that the sidewalks that had recently been poured were causing water to pool at the end of the driveway and at his neighbor's yard. Mayor Caldwell said that Public Services would be contacted and assess the sidewalks.

## **D. PUBLIC HEARING**

4. Public Hearing for consideration of amendments to the Cemetery Ordinance
  - Assistant Town Manager, Amie Owens

Assistant Town Manager Amie Owens explained to the Board that this would be the third Public Hearing on the Cemetery Ordinance and at the last meeting in February, Town Attorney Bill Cannon had made some changes that had not been reviewed by the Cemetery Committee. At that time the Board had requested that Attorney Cannon meet with the Cemetery Committee to go over how language was crafted, and the only sticking point was the mission statement that was placed before the actual sections of the Ordinance, describing how the Town and the Cemetery Committee had worked together to give everyone as much freedom as possible while still preserving regulations as necessary. Assistant Manager Owens told the Board that Mr. Cannon felt that the preamble could mitigate information in the Ordinance, and he suggested to place it in the adoption Ordinance, which would be a “best practice.” Attorney Cannon explained that the placement of the preamble could create ambiguity between the Ordinance and the mission statement.

Attorney Cannon went over the suggested changes in the language of the Draft Ordinance in Section 18-21 and Section 18-26.

Attorney Cannon opened the Public Hearing at 6:47 pm and asked if anyone wished to speak.

**Randy Mathis  
Cemetery Committee Chairman**

Mr. Mathis asked about the NC General Statute 14-288 Disorderly Conduct, and House Bill 465 and how if it can be placed in the Greenhill Cemetery revised Ordinance. Assistant Manager Owens suggested that the G. S. Statute 14-288 be placed in the cross-reference section.

**Larry Payne  
161 Riverbend Street  
Waynesville, NC**

Mr. Payne said he wondered what people that had buried in the Greenhill Cemetery many years ago would think today about tours being held in the Cemetery. Assistant Manager Owens explained that there are no commercial tours allowed, and that there is a process that has been built into the Ordinance that the Cemetery Committee would have to approve any non-commercial tours that take place in the cemetery.

Attorney Cannon closed the Public Hearing at 7:00 pm.

Aldermen Feichter stated he recognized the amount of work that had been put into the revision of the Ordinance, and he would like for the Mission Statement be left at the beginning of the Ordinance.

***A motion was made by Alderman Jon Feichter, seconded by Alderman Julia Freeman, to approve the revised Cemetery Ordinance #O-03-20 as presented with the Mission Statement in the beginning of the Ordinance, and General Statute 14-288 be placed in the cross-reference section. The motion carried unanimously.***

**E. NEW BUSINESS**

5. Sponsorship – Smoky Mountain 9-Ball Tournament
- Assistant Town Manager, Amie Owens

In the past, Assistant Manager Owens stated that the Town of Waynesville has done an ad in the program for the Smoky Mountain 9-Ball Tournament which the ARC of Haywood County. Assistant Manager Owens submitted a request for the Board to approve the ad and the size of ad for the program.

***A motion was made by Alderman Julia Freeman, seconded by Alderman Jon Feichter, to approve the ad in the amount of \$500.00 for the Smoky Mountain 9-Ball Tournament. The motion passed unanimously.***

6. Board Appointment to Waynesville Housing Authority
- Assistant Manager Amie Owens

Assistant Manager Owens told the Board that Mr. Tom Shaw had resigned from the Waynesville Housing Authority because he is moving out of Town. She said the replacement appointment needed to be a resident of the Housing Authority. Town Clerk Eddie Ward contacted Ms. Georgette Morand, and she wishes to be placed on the Waynesville Housing Authority Board with a term ending June 20, 2022.

***A motion was made by Alderman Julia Freeman, seconded by Alderman Chuck Dickson, to appoint Georgette Morand to the Waynesville Housing Authority with a term ending June 30, 2022. The motion carried unanimously.***

7. Site Plan Approval and approve to issue for bid for Recreation Park Restrooms
- Recreation Director, Rhett Langston

Recreation Director Rhett Langston explained to the Board that the Recreation Department is seeking approval of the site plan for Recreation Park restrooms. This plan is the same as the restrooms in Hazelwood. The building will have the same brick and siding, and a shingle roof. He

said this restroom will have a base rock work for each column and it will not be elevated like the restroom in Hazelwood.

***A motion was made by Alderman Jon Feichter, seconded by Alderman Julia Freeman, to accept the site plan and approve to issue for bid for the Recreation Department for restrooms. The motion carried unanimously.***

8. Calvary Craven Park Pavilion Bids

- Planner, Jesse Fowler

Jesse Fowler, Development Services Planner, stated that staff has received bid documents from six contractors for the construction of a covered pavilion at Calvary Craven Park. The work associated with these bids are as follows:

- Rough Framing Material and Labor
- Roofing Material and Labor
- Finish Carpentry Material and Labor
- Concrete Slab on Grade Prep and Placement Material and Labor
- Painting and Staining Material and Labor
- General Contractor Overhead and Profit

Mr. Fowler said that staff is requesting that the Board award the construction of the pavilion for Calvary Craven Park to the lowest responsive bidder, Lowell Ball Inc. at \$36,900.

***A motion was made by Alderman Jon Feichter, seconded by Alderman Chuck Dickson, to award the construction of the pavilion at Calvary Craven Park to Lowell Ball Inc. at a cost of \$36,900.00. The motion carried unanimously.***

F. **COMMUNICATIONS FROM STAFF**

9. Manager's Report

- Town Manager, Rob Hites

a. Municipal Building Repair/Renovation Bid Award

Town Manager Rob Hites gave an updated report for the informal bids to repair water damage and renovate the first floor of the Town Hall. After receiving only one bid the Town re-advertised and again received only one bid. That bid is a joint venture of Clark and Leatherwood of Waynesville and PBI Construction of Asheville. The original bid totaled \$270,000.00. Assistant Town Manager Owens and Manager Hites met with the contractor and discussed areas where the contract price could be reduced. The Contractor amended their bid with a \$240,106.00 which is a combined water damage bid due from the insurance company and a renovation bid due from the Town.

Manager Hites referred the Board to the original and revised bids, a memorandum from Manager Hites, specification sheets on replacing the insurance damage and renovations to the first floor that was not damaged by water, in the agenda packet. He outlined the areas where achieved cost savings were in case the Board chose to add features back into the contract. The Town will purchase both carpet and furniture from State contract. He said there is a wide selection to choose from that is available to the Town. In addition to the contract, the Town will expect to pay between \$10-\$12,000 for carpet. Replacement of furniture in the Mayor's Office and the Human Resources Office will be replaced.

Manager Hites asked the Board if they wished to include any of the additional items that had been placed on a "menu" in order to help control costs. The contractor reduced the cost of the First Floor Renovation Bid by eliminating the following items:

Ceramic Tile Wainscot in ADA bathroom	\$ 1,400
Refinish Terrazzo Flooring in foyer	\$12,254
Soap and Paper Towel Dispensers in Restroom	\$ 625
Sand and Refinish original hardwood floor in Mayor's Office, Halls and Conference Room	\$5,695

Alderman Julia Freeman noted that it was important to maintain the historic nature of the Municipal Building and that these items would assist in providing the most updated and functional, but still historically accurate, renovations. She felt that the citizens and staff deserved for the building to be brought back to its original glory and that these costs were acceptable. Also, these changes would be easier to do while the repair/renovation was occurring rather than waiting until a later date when it would be more difficult to move furnishings and cover new items to avoid dust and debris or potential damage. Alderman Freeman added that she felt the soap and paper towel dispensers should be left off but that the remaining three items should be included.

***Alderman Julia Freeman made a motion, seconded by Alderman Jon Feichter to approve the bid and the optional additions of the wainscoting in the ADA restroom, refinishing the terrazzo flooring and sanding and refinishing original hardwood floors throughout the building. The motion carried unanimously.***

***A motion was made by Alderman Julia Freeman, seconded by Alderman Jon Feichter, to approve and award contract to Clark and Leatherwood and PBI Contractors based on the Board's direction. The motion carried unanimously.***

- b. Budget Amendment for Repair/Renovation to Municipal Building
- Finance Director, Ben Turnmire

Finance Director Ben Turnmire explained that the Amendment No. 10 to the 2019/2020 Budget for the renovation of the Municipal Building would be in the amount of \$376,000.00.

***A motion was made by Alderman Julia Freeman, seconded by Alderman Jon Feichter, to approve Ordinance No. O-04-20, Amendment number 10 to the Fiscal Year 19/20 Budget in the amount of \$376,000.00 for the renovation of the Municipal Building. The motion carried unanimously.***

- c. RFP for Classification and Compensation Study and Analysis
- Assistant Town Manager, Amie Owens

Assistant Manager Owens commented that at the Board Retreat on February 21, 2020, she presented information related to salaries and the need to have a formal classification and compensation survey since the issue of compression was becoming difficult to combat. The Board approved moving forward with the RFP process in the current budget year to properly budget for any immediate adjustments for the upcoming fiscal year.

Alderman Chuck Dickson asked Ms. Owens to include review of current policies and practices to ensure gender non-discriminatory as part of the process.

***A motion was made by Alderman Julia Freeman, seconded by Alderman Chuck Dickson, to approve the RFP for Classification and Compensation Study and Analysis for posting March 11, 2020 through April 17, 2020. The motion carried unanimously.***

10. Request from Haywood County Soil and Water Conservation District for Conservation Easements in Chestnut Park and East Street Park.

- Jesse Fowler, Planner

Mr. Fowler explained to the Board that the Town has worked with Haywood Waterways and the Southwestern Soil and Water Conservation District to implement stream bank restoration activities within Chestnut Park and East Street Park. These projects were funded by the North Carolina Clean Water Management Trust Fund (CWMTF Project No. 2016-423). He said that CWMTF has asked that the footprint of the restoration areas on Town property now be placed into a conservation easement with the Soil and Water Conservation District in accordance with their grant requirements, and submit a letter of intent and record a conservation easement on the areas of work covered by the Chestnut Park and East Street Park Stream Restoration projects.

***A motion was made by Alderman Chuck Dickson, seconded by Alderman Jon Feichter, to submit a letter of intent to the Soil and Water Conservation District and record a conservation easement on the areas of work covered by the Chestnut Park and East Street Stream Restoration projects. The motion passed unanimously.***

11. ABC Officer – Waynesville Police Department

- Assistant Town Manager, Amie Owens

Assistant Manager Owens explained that with the retirement of Captain Brian Beck, it was necessary to name a new ABC officer for the Town of Waynesville in order to approve ABC permitting within the Town. Currently there are three permits pending. The proper paperwork is being sent from the State ABC Board and it is a requirement that the Board of Aldermen approve whomever will handle that permitting. Lt. Brandon Gilmore has been the officer recommended for this position.

***Alderman Chuck Dickson made a motion, seconded by Alderman Jon Feichter, to approve Lt. Brandon Gilmore to be the ABC officer for the Town of Waynesville. The motion carried unanimously.***

11. Town Attorney Report

- Town Attorney, Bill Cannon

Attorney Cannon had nothing to report.

**G. COMMUNICATIONS FROM THE MAYOR AND BOARD**

11. Discussion regarding increase of number on Homelessness Task Force by two (2) representatives from Hazelwood

- Alderman Jon Feichter

Alderman Feichter stated that Mr. Clifford Ruff had removed his name from the list of applicants from Hazelwood to be considered for the additional two positions on the Homelessness Task Force. He said he would like to table this item until the full Board is present.

**Richard Thomas Ruff  
194 Belle Meade Drive  
Waynesville, NC**

Mr. Ruff expressed his concerns about the County transfer station being located inside the city limits of Waynesville. He said there was a lot of trash that would blow onto the surrounding property and that in turn would lower property values. Manager Hites said he would be in touch with David Francis, Program Specialist from Haywood County, about the situation.

**H. ADJOURN**

*With no further business, a motion was made by Alderman Jon Feichter, seconded by Alderman Julia Freeman, to adjourn the meeting at 7:42 p.m. The motion carried unanimously.*

**ATTEST:**

\_\_\_\_\_  
Gary Caldwell, Mayor

\_\_\_\_\_  
Robert W. Hites, Jr. Town Manager

\_\_\_\_\_  
Eddie Ward, Town Clerk

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN  
REQUEST FOR BOARD ACTION  
Meeting Date: March 24, 2020**

**SUBJECT:** Alliance Auto Gas Agreement

**AGENDA INFORMATION:**

**Agenda Location:** New Business  
**Item Number:** C3  
**Department:** Public Services Department  
**Contact:** Interim Public Services Director, Jeff Stines  
**Presenter:** Interim Public Service Director, Jeff Stines

**BRIEF SUMMARY:**

In 2014 the Town of Waynesville moved forward with an alternative fuel option for various fleet vehicles. This included the purchase of several new vehicles for various departments as well as propane conversion kits for these vehicles. This would allow these vehicles to run on both gasoline as well as propane. At that time this program would allow the Town of Waynesville to purchase propane at a much lower rate than that of gasoline. I have included the propane comparison from FYE19 as well as the inventory of fleet related to propane from the beginning of the program until now.

**MOTION FOR CONSIDERATION:**

To move forward with Fuel Supply Agreement (5 years) with Alliance Auto Gas to purchase propane for equipped vehicles

**FUNDING SOURCE/IMPACT:** (must have approval by Finance Director prior to submission to the Board)

<u>S. Ben Turnmire</u>	<u>03/17/2020</u>
Ben Turnmire, Finance Director	Date

**ATTACHMENTS:**

- FYE 19 Propane Comparison per department.
- Vehicle Inventory of propane vehicles

**MANAGER'S COMMENTS AND RECOMMENDATIONS:**



**Alliance Auto Gas  
Fuel Supply Agreement**

This agreement is entered into by and between Blossman Gas whose address is 2161 Dellwood Rd. Waynesville, NC 28786, a supplier member of Alliance AutoGas (Supplier), and Town of Waynesville (Customer) whose address is 129 Legion Drive Waynesville, NC 28789.

For the term of this agreement, Supplier agrees to sell to Customer and Customer agrees to purchase from Supplier all of Customer's propane needs for use as a motor fuel in vehicles (AutoGas).

The term of this agreement shall be for a period of FIVE (5) years commencing on February 1<sup>st</sup> 2020 and ending on January 31<sup>st</sup> 2025. This agreement shall automatically be extended for an additional and subsequent ONE (1) year terms, unless either party notifies the other party of its intent not to renew in writing at the address specified above, delivered at least ninety (90) days prior to the expiration of the initial or any renewal term.

For such AutoGas, Supplier agrees to charge and Customer agrees to pay a price per gallon computed as follows:

Supplier's laid in cost of AutoGas at the Apex terminal of the Dixie Pipe Line Pipeline listed for LP Gas as published in Butane Propane News, in effect on the day of purchase plus .58 cents per gallon, plus applicable federal, state and local motor fuel, excise and/or sales taxes. Exemption certificates must be provided before taxes can be exempted from billings.

Supplier agrees to install at Customer's facility in Waynesville NC a 1000 gallon AutoGas dispenser with necessary equipment required for the refueling of Customer's motor vehicles. The dispenser will remain the property of Supplier who will be responsible for ordinary maintenance and ensure the general operation of the refueling equipment. Any damage to dispenser due to negligence on the part of the Customer or its agents, employees or others on its premises will be the responsibility of the Customer. Customer agrees to pay to Supplier for use of the dispenser a fee of \$12.00 per year.

Supplier or its agent will invoice Customer for each delivery of AutoGas purchased under this agreement within five days of the purchase date. All invoice payments will be due within ten (10) days from the invoice date, and shall be considered past due on the 30<sup>th</sup> day following the invoice date.

Signed and agree this \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

CUSTOMER:

SUPPLIER:

\_\_\_\_\_

\_\_\_\_\_

By \_\_\_\_\_

By \_\_\_\_\_



Dept. Police 4310																				
Vehicle #	Year	Model	Vin #	Assigned Employee	Percent Propane Usage 4 QTR FY 18	Percent Propane Usage 3 QTR FY 18	Percent Propane Usage 2 QTR FY 18	Percent Propane Usage 1 QTR FY 18	Percent Propane Usage 4 QTR FY 17	Percent Propane Usage 3 QTR FY 17	Percent Propane Usage 2 QTR FY 17	Percent Propane Usage 1 QTR FY 17	Percent Propane Usage 4 QTR FY 16	Percent Propane Usage 3 QTR FY 16	Percent Propane Usage 2 QTR FY 16	Percent Propane Usage 1 QTR FY 16	Percent Propane Usage 4 QTR FY 15	Percent Propane Usage 3 QTR FY 15	Percent Propane Usage 2 QTR FY 15	
10	2015	Dodge Charger SE	9184	Jon Ramsey	82.27%	30.71%	75.00%	21.32%	75.33%	15.77%	50.27%	39.07%	56.71%	74.29%	0.00%	21.03%	71.48%	90.09%	64.30%	
11	2015	Dodge Charger SE	9186	Joey Fox	78.59%	94.01%	88.97%	95.42%	92.41%	91.13%	46.15%	55.48%	90.96%	96.06%	98.52%	90.70%	87.14%	87.66%	75.25%	
12	2015	Dodge Charger SE	9187	Ryan Griffin	81.64%	84.90%	85.71%	92.11%	81.15%	67.83%	84.58%	84.41%	59.97%	90.51%	89.37%	76.12%	87.75%	91.59%	59.18%	
13	2015	Dodge Charger SE	9189	Dee Parton	96.41%	96.45%	96.66%	95.60%	100.00%	89.14%	86.22%	89.66%	93.85%	91.77%	97.08%	94.17%	95.76%	95.92%	63.66%	
14	2015	Dodge Charger SE	9191	Tim Carver	0.00%	0.00%	0.00%	51.12%	0.00%	11.66%	0.00%	51.12%	37.98%	50.05%	44.26%	52.38%	62.52%	68.34%	58.37%	22.14%
15	2015	Dodge Charger SE	9194	Eric Dickey	92.46%	90.39%	95.62%	92.63%	91.27%	53.40%	34.05%	82.32%	79.43%	78.95%	100.00%	91.56%	96.05%	98.34%	74.87%	
17	2013	Dodge Charger SE	4703	David Clancy	69.58%	73.30%	53.62%	100.00%	100.00%	76.54%	80.32%	20.31%	100.00%	88.54%	86.04%	85.83%	90.52%	40.33%	N/A	
18	2013	Dodge Charger SE	4704	Josh Schick	29.73%	78.78%	36.61%	52.74%	85.99%	91.74%	91.68%	89.38%	90.83%	100.00%	97.00%	85.35%	87.42%	57.81%	N/A	
19	2016	Dodge Charger SE	5146	Tim O'Neill	91.05%	93.45%	83.92%	87.06%	97.97%	76.63%	42.69%	83.32%	94.53%	N/A	N/A	N/A	N/A	N/A	N/A	
28	2015	Dodge Charger SE	8052	Tyler Trantham	8.65%	20.50%	18.00%	19.65%	21.06%	0.27%	13.74%	12.58%	11.46%	25.13%	8.93%	16.34%	11.74%	N/A	N/A	
30	2016	Dodge Charger SE	5144	Michael Whitley	57.11%	67.14%	69.51%	100.00%	61.40%	53.21%	42.49%	48.34%	61.08%	N/A	N/A	N/A	N/A	N/A	N/A	
32	2016	Dodge Charger SE	5145	Justin Price	93.78%	78.44%	79.69%	94.69%	93.97%	90.48%	93.19%	90.98%	78.10%	N/A	N/A	N/A	N/A	N/A	N/A	
36	2015	Dodge Charger SE	9183	Shaun Messer	95.27%	100.00%	92.78%	97.31%	88.83%	94.57%	96.32%	83.07%	88.76%	97.19%	91.25%	88.83%	94.97%	94.93%	60.59%	
37	2015	Dodge Charger SE	9185	Jared Flesch	49.13%	46.59%	63.01%	73.55%	93.69%	68.00%	71.38%	78.64%	82.78%	71.37%	69.55%	71.03%	86.71%	84.16%	46.96%	
38	2015	Dodge Charger SE	9188	Cody Corn	62.84%	86.69%	83.57%	90.62%	91.23%	67.24%	66.60%	55.34%	87.14%	84.37%	74.18%	92.98%	85.90%	77.00%	63.92%	
39	2015	Dodge Charger SE	9192	Matthew Cogburn	82.99%	79.03%	90.30%	83.85%	85.79%	81.02%	76.62%	69.98%	52.49%	69.04%	90.48%	45.17%	86.94%	89.18%	81.68%	
40	2015	Dodge Charger SE	9190	TAC-Heath Pressley	98.85%	91.89%	77.32%	88.64%	91.66%	61.34%	45.76%	64.21%	93.48%	87.33%	96.61%	90.14%	94.42%	87.52%	74.93%	
41	2015	Dodge Charger SE	9193	TAC-Nick Hefner	81.17%	89.14%	88.76%	92.89%	92.90%	Not In Service	94.47%	82.07%	85.95%	N/A	N/A	86.16%	90.54%	79.70%	33.07%	
42	2015	Dodge Charger SE	9195	TAC-Evan Davis	68.25%	65.36%	48.82%	58.73%	65.28%	44.96%	61.60%	72.19%	61.76%	59.02%	65.49%	74.70%	65.17%	79.85%	53.10%	
43	2015	Dodge Charger SE	9196	TAC-Jason Reynolds	81.60%	0.00%	54.77%	34.51%	77.58%	32.47%	8.23%	20.87%	80.36%	77.41%	79.86%	83.96%	88.80%	60.27%	49.89%	
104	2015	Ford F-150	8325	Watershed	19.63%	64.56%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	81.50%	77.90%	85.41%	93.95%	N/A	N/A	
Average					67.67%	68.16%	65.84%	72.50%	75.60%	58.37%	56.49%	60.01%	71.41%	77.46%	74.98%	74.56%				
Dept. Fire 4340																				
Vehicle #	Year	Model	Vin #	Assigned Employee	Percent Propane Usage 4 QTR FY 18	Percent Propane Usage 3 QTR FY 18	Percent Propane Usage 2 QTR FY 18	Percent Propane Usage 1 QTR FY 18	Percent Propane Usage 4 QTR FY 17	Percent Propane Usage 3 QTR FY 17	Percent Propane Usage 1 QTR FY 16	Percent Propane Usage 1 QTR FY 16	Percent Propane Usage 4 QTR FY 16	Percent Propane Usage 3 QTR FY 16	Percent Propane Usage 2 QTR FY 16	Percent Propane Usage 1 QTR FY 16	Percent Propane Usage 4 QTR FY 15	Percent Propane Usage 3 QTR FY 15	Percent Propane Usage 2 QTR FY 15	
1506	2015	Ford F-250 4 x 4	6436	Shannon Morgan	64.47%	62.91%	44.43%	33.25%	49.01%	43.68%	41.21%	52.65%	70.59%	62.59%	67.68%	48.48%	64.46%	60.61%	49.85%	
1508	2013	Chevrolet	4311	Joey Webb	68.70%	78.40%	86.44%	81.17%	68.27%	84.79%	87.42%	82.54%	69.43%	86.39%	86.99%	83.73%	76.48%	79.43%	N/A	
Average					66.59%	70.66%	65.44%	57.21%	58.64%	64.24%	64.32%	67.60%	70.01%	74.49%	77.34%	66.11%	70.47%	70.02%	49.85%	
Dept. Recreation 6120																				
Vehicle #	Year	Model	Vin #	Assigned Employee	Percent Propane Usage 4 QTR FY 18	Percent Propane Usage 3 QTR FY 18	Percent Propane Usage 2 QTR FY 18	Percent Propane Usage 1 QTR FY 18	Percent Propane Usage 4 QTR FY 17	Percent Propane Usage 3 QTR FY 17	Percent Propane Usage 1 QTR FY 16	Percent Propane Usage 1 QTR FY 16	Percent Propane Usage 4 QTR FY 16	Percent Propane Usage 3 QTR FY 16	Percent Propane Usage 2 QTR FY 16	Percent Propane Usage 1 QTR FY 16	Percent Propane Usage 4 QTR FY 15	Percent Propane Usage 3 QTR FY 15	Percent Propane Usage 2 QTR FY 15	
860	2014	Ford Goshen Bus	3770	Tim Petrea	0.00%	0.00%	10.69%	15.32%	10.15%	40.77%	48.19%	62.50%	50.67%	18.67%	N/A	N/A	N/A	N/A	N/A	
Dept. Public Services																				
Vehicle #	Year	Model	Vin #	Assigned Employee	Percent Propane Usage 4 QTR FY 18	Percent Propane Usage 3 QTR FY 18	Percent Propane Usage 2 QTR FY 18	Percent Propane Usage 1 QTR FY 18	Percent Propane Usage 4 QTR FY 17	Percent Propane Usage 3 QTR FY 17	Percent Propane Usage 1 QTR FY 16	Percent Propane Usage 1 QTR FY 16	Percent Propane Usage 4 QTR FY 16	Percent Propane Usage 3 QTR FY 16	Percent Propane Usage 2 QTR FY 16	Percent Propane Usage 1 QTR FY 16	Percent Propane Usage 4 QTR FY 15	Percent Propane Usage 3 QTR FY 15	Percent Propane Usage 2 QTR FY 15	
101	2016	Ford F-150	2979	Water Plant	90.35%	83.31%	89.61%	88.10%	66.15%	58.03%	N/A									
410	2015	Ford F-150		Marvin Crawford	100.00%	87.34%	100.00%	78.73%	80.81%	87.85%	87.85%	100.00%	86.46%	100.00%	100.00%	87.07%	N/A	N/A	N/A	
418	2008	Ford F-150	7330	Daryl Hannah	85.87%	74.44%	81.70%	100.00%	76.67%	92.63%	88.14%	94.34%	88.48%	87.41%	85.42%	84.01%	71.86%	N/A	N/A	
1010	2016	Ford F-150		Jonathan Yates	60.38%	68.12%	82.41%	95.91%	83.75%	69.16%	N/A									
1025	2016	Ford F-150		Malcom Beasley	91.84%	92.34%	100.00%	91.26%	98.39%	90.70%	45.83%	N/A								
1045	2012	Ford F-150	6954	Purchasing	0.00%	0.00%	32.80%	0.00%	0.00%	0.00%	0.00%	90.33%	83.51%	92.44%	0.00%	0.00%	100.00%	100.00%	N/A	
Average					71.41%	67.59%	81.09%	75.67%	67.63%	66.40%	55.46%	94.89%	86.15%	93.28%	61.81%	57.03%				

14

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31

31

28

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2019-26  
2020-26

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN  
REQUEST FOR BOARD ACTION  
Meeting Date: March 24, 2020**

**SUBJECT:** Approval of Design Build Bid with Bolton Construction

**AGENDA INFORMATION:**

**Agenda Location:** Manager's Report  
**Item Number:** D5a  
**Department:** Recreation  
**Contact:** Rob Hites, Town Manager  
**Presenter:** **Rob Hites, Town Manager**

**BRIEF SUMMARY:**

The Board chose Bolton Construction and their HVAC engineer to carry out a Design-Build project for replacement of the dehumidification system in the pool area of the recreation center. Bolton's concept is to replace the existing unit located in the second floor of the center with two forty-ton outdoor units. Using two units will permit one unit to partially dehumidify the air while the companion unit is being repaired. The units will be venting through two windows in the rear of the pool area. They will be connected to the exiting duct work. The building code requires that the old unit be flushed of freon and removed. Two new sections of ductwork will be added to the current duct system to make it more efficient. The five existing floor level exhaust fans will be tested for efficiency and repaired if necessary. When operating properly the fans will help eliminate the chlorine fumes generated at the pool level. Should the Board wish to paint the duct work in the pool Bolton has added a \$18,178 option. The new ductwork is unpainted. They also quote a \$4,860 addition to replace the existing duct hangers if necessary. The base bid to remove the old unit and install two new units is \$732,926.

**MOTION FOR CONSIDERATION:** Approve Bolton's quote and authorize the staff to prepare and execute a contract.

**FUNDING SOURCE/IMPACT:** Loan from the Electric Fund

**ATTACHMENTS:** Bolton's quote. Picture of ductwork

**MANAGER'S COMMENTS AND RECOMMENDATIONS:** Approve the bid. Study the attached pictures of the ductwork and add painting the ductwork and inspecting and replacing the duct hangers connected to the existing ducts. The pictures will show you the existing duct work and hangers. If you will look closely you will observe the corrosion on the hangers connected to the large duct.



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BoltonServiceWNC.com

## DESIGN-BUILD PRICE AND SCOPE AGREEMENT

BOLTON CONSTRUCTION & SERVICE OF WNC, INC.  
N.C. LICENSE # 01042 PH 1,2,3 GENERAL # 53407

PROPOSAL NO: 20-229

CUSTOMER'S NAME Town Of Waynesville Parks and Recreation	DATE 03/03/2020	CONTACT Town of Waynesville ATTN: Robert W. Hites, Jr.
PROJECT STREET 550 Vance Street		JOB NAME Waynesville Parks and Recreation Indoor Pool Dehumidification System
CITY, STATE, AND ZIP CODE Waynesville, NC 28786		LOCATION OF INSTALLED EQUIPMENT SAME

### FURNISH ALL NECESSARY LABOR, MATERIAL, ENGINEERING DESIGN, AND CONTRACT ADMINISTRATION TO COMPLETE THE FOLLOWING SCOPE OF WORK:

Turn-key project for the removal and replacement of existing Waynesville Recreation Center Natatorium HVAC System. The project shall meet all minimums as outlined in project description below as well as all other provisions of the RFQ dated November 21<sup>st</sup>, 2019.

Replacement of a dehumidification system currently located on the second floor of the Recreation Center.

The unit(s) shall be connected to the existing duct work within the pool area.

The duct work that connects the old unit and is no longer in service shall be removed.

The system shall be capable of heating, cooling, ventilation, dehumidification, and pool water heat recovery with one or more units for the 150' x 110' x 24' natatorium that has 4650 sq. ft. lap and 2658 sq. ft. activity pools.

The system sizing shall include 0.48 cfm / sq. ft. fresh air ventilation, space conditions of 84 ° F / 50% RH, 100 occupants, 84 ° F activity pool temperature, and 82 ° F lap pool temperature.

Sizing shall be performed by a licensed professional engineer and submitted for owner review as part of the contract between the Town and the successful bidder.

#### Per the above description Bolton shall:

- Provide permit, engineering and inspections for scope of work
- Provide crane and platform-lift for access and material placement
- Remove and properly dispose of existing unused equipment and unused duct
- Provide and Install (2) Seresco 40 ton outdoor packaged dehumidification unit
  - The new equipment shall be installed near the rear wall of building at the end of the paved service road
  - The site will be graded and new concrete pads shall be installed to set equipment
  - Bollards shall be installed to protect equipment as necessary
- Provide and Install Semco single wall architectural spiral duct constructed of aluminum including aluminum fixed bar return grilles
  - Supply duct and return grills to be installed in place of windows currently installed.
  - All penetrations shall be properly sealed and made weather tight.
- Provide and Install (4) new Loren Cook side wall exhaust fans with aluminum fixed bar grilles (lower level exhaust) to aid in removal of Chloramines
- Provide and install all required insulation to meet current energy code.
  - All exterior duct insulation to be closed cell type, preventing moisture penetration into insulation material and reducing its effectiveness
- Provide and install all necessary piping
- Provide and install all necessary electrical and control wiring
- Factory assisted start up



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• BoltonServiceWNC.com

### **Key Design Considerations**

**Reliability** - A key advantage of packaged equipment is being long lasting and reliable due to all major components being produced and installed in a controlled environment with strict quality control measures. Not only is Sereso the number one pool dehumidification manufacturer in the market, they claim this system to be the longest lasting and most reliable dehumidifier in the industry.

**Less Refrigerant** - Factory built and charged refrigerant system uses a fraction of the amount of refrigerant over traditional systems that use a remote condenser. Using as much as 1/6 of the traditional refrigerant charge will help lower overall operating costs.

**Redundancy** - When one of the two identical units are taken offline for maintenance or repair, the building will still receive partial conditioning.

**Ease of Maintenance** - The two package systems are easy to access at ground level. Each system is a mirror image of the other with access doors on the outward facing side, giving maintenance personnel access to key components without being restricted by the other unit.

**Energy Efficient** - The proposed equipment uses a proprietary heat rejection design that makes the Protocol series 5-7% more energy efficient compared to all traditional DX systems throughout the year.

### **NOTE:**

To the best of our ability all work shall be performed to minimize impact to owner's normal operating schedule.

### **CUSTOMER TO PROVIDE:**

Safe and clear access to all work area

### **EXCLUSIONS:**

Any costs incurred or delays over moving or testing hazardous materials included but not limited to asbestos  
Any updates or changes to the existing building required by code official not included in this scope  
Condition of existing components being reused

### **WARRANTY:**

One year warranty on equipment and labor  
Manufacturer warranty

- 5 yr coil warranty
- 2 yr drive line and compressor warranty



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BASE BID.....\$732,926.00  
SEVEN HUNDRED THIRTY TWO THOUSAND NINE HUNDRED SIX AND 00/100

Component Options/Add Ons:

Paint newly installed spiral duct and fittings white	\$18,178.00	Initial _____
Replace existing spiral duct hangers (only if necessary or requested)	\$4,860.00	Initial _____

All material is guaranteed to be as specified. All work to be completed in a workman like manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control.

NOTE: This contract proposal may be withdrawn if not accepted within 30 days.

AUTHORIZED SIGNATURE *Mark D. Bolton*  
**Mark Bolton, Vice President**

CUSTOMER ACCEPTANCE: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Owner contract to be provided in AIA format.

DATE OF ACCEPTANCE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

**Eddie Ward**

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**From:** Robert Hites <rwhites1952@gmail.com>  
**Sent:** Tuesday, March 17, 2020 1:45 PM  
**To:** Rob Hites  
**Subject:** IMG\_2169.jpg

Dehumidification Duct Hanger's

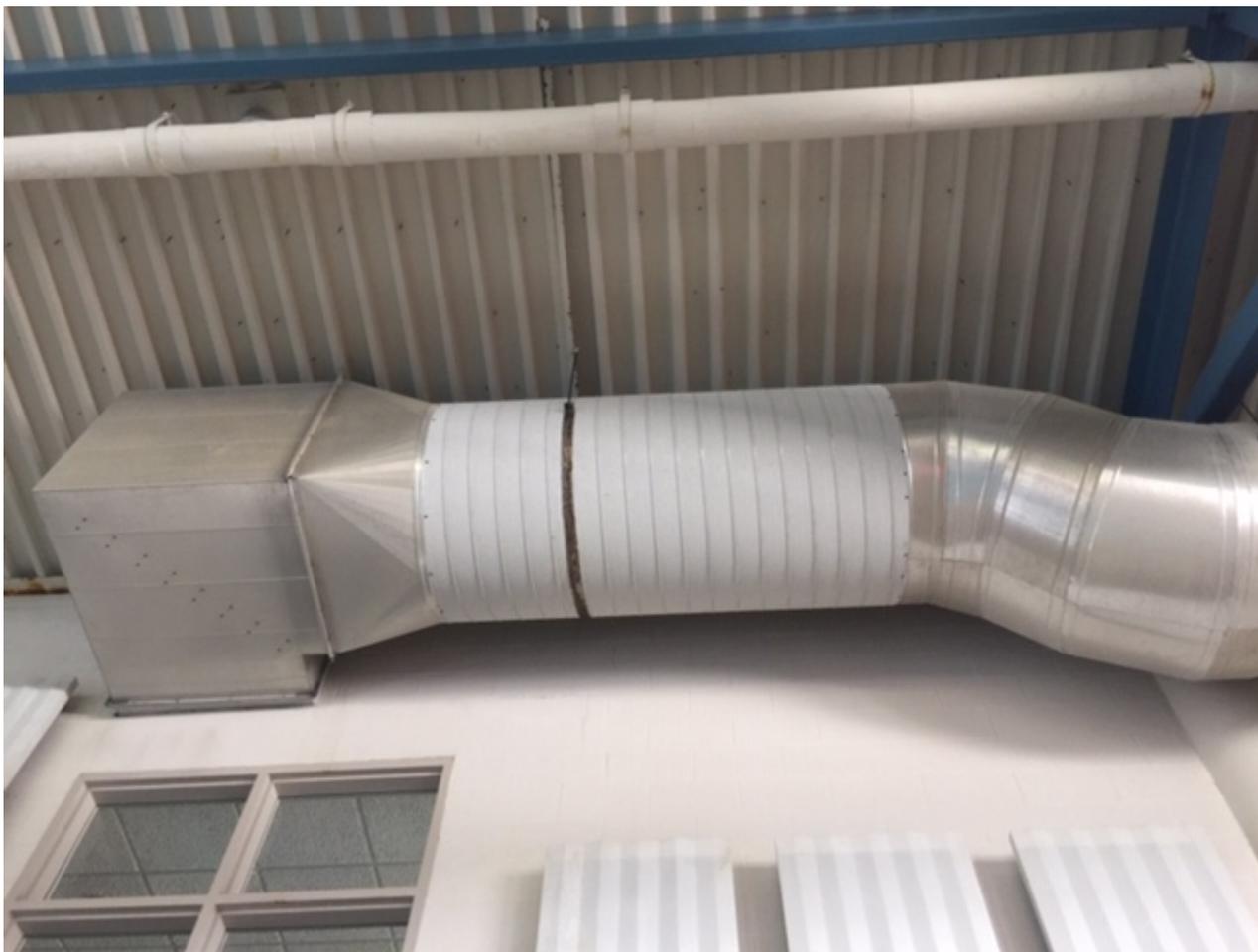


Sent from my iPhone

## Eddie Ward

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**From:** Robert Hites <rwhites1952@gmail.com>  
**Sent:** Tuesday, March 17, 2020 12:53 PM  
**To:** Rob Hites  
**Subject:** IMG\_2167.jpg



Sent from my iPhone

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN  
REQUEST FOR BOARD ACTION  
Meeting Date: March 24, 2020**

**SUBJECT:** Request for an extension of SOC Contract- McGill Engineering

**AGENDA INFORMATION:**

**Agenda Location:** Manager's Report  
**Item Number:** D5  
**Department:** Wastewater Treatment  
**Contact:** Rob Hites, Town Manager  
**Presenter:** **Rob Hites, Town Manager**

**BRIEF SUMMARY:** We are having a difficult time negotiating an SOC for the Waste Treatment Plant. We sent them an in depth SOC application in August and they responded with a paragraph of comments three months later. We have traveled to Raleigh to shake it loose. The issue we are having is that our local office is requesting limits on Total Suspended Solids, and Fecal Coliform and additional flow that the plant cannot meet while it is under construction. If we violate those limits, we will be fined \$1,000 per day. The Town has extended Forrest Westall's contract several months ago under the belief that we could wrap this up after discussing our predicament with the staff in Raleigh. While we have made some progress, the Regional office continues to insist on conditions that we know we cannot meet. If we accept the flows, they are requesting we will run out of approved flows within a year and must request additional flow for every hookup. This includes Clyde, Lake Junaluska and Junaluska Sanitary District. Mr. Westall is requesting a second contract amendment of \$5,000 to permit him to continue our negotiation. Without a Special Order of Consent in place we will have to undertake our project under our current chemical limits and flows. DENR will have to approve every hookup without additional flows being permitted.

**MOTION FOR CONSIDERATION:** Approve Contract amendment #2.

**FUNDING SOURCE/IMPACT:** Wastewater Fund

**ATTACHMENTS:** Correspondence from Forrest Westall of McGill Engineering

**MANAGER'S COMMENTS AND RECOMMENDATIONS:**

Without an SOC that protects the Town from fines when we exceed our permit limits during construction, we will fail to meet them every month during the eight-month period when clarifiers are taken out of service. Without additional approved flows we cannot issue building permits requiring new flows without the concurrence of the Director of the Western DENR region. We need to make the best deal we can, so I recommend approval of the 2<sup>nd</sup> amendment.



March 17, 2020

Mr. Rob Hites, Town Manager  
Town of Waynesville  
Post Office Box 100  
Waynesville, North Carolina 28786

RE: Second Fee Modification Request  
Engineering Services  
Assistance: Special Order by Consent (SOC)  
Town of Waynesville  
Wastewater Treatment Plant (WWTP)

Dear Mr. Hites:

McGill Associates and the Town of Waynesville entered into an agreement for Engineering Services to support the Town in developing an SOC application and helping secure appropriate conditions in an SOC for the Town's WWTP as described in the letter agreement for these services (attached). This agreement included support to assist with securing an SOC from the Division of Water Resources (DWR). This agreement was approved by the Town on September 11, 2018. A fee increase request was approved by the Town on October 24, 2019 (copy attached).

As you know, an SOC application was submitted to the Division on August 14, 2019. Leading up to a final application, DWR provided resistance to the reasonable provisions of the draft application resulting in more time and effort than should have been necessary. Since submittal, there has been considerable outreach from the Town and its consultant to DWR, working to move DWR forward on providing a draft of an SOC that could be reviewed and negotiated. After additional prodding from us, that draft was finally received on February 26, 2020. We promptly did a preliminary review of the draft, noting significant issues with the proposal. There has been some revision by DWR in response to the preliminary comments, but significant additional changes and negotiation effort will be necessary to produce a draft that the Town will be able to support. We have reminded DWR that it is an order "by consent" of both parties. Completing this process will require additional effort from McGill Associates. The funds in this project account have been exhausted. I am disappointed that DWR continues to make this process more difficult than necessary. I also regret having to request additional funding, but the SOC process has several steps remaining before it can be finalized.

I believe we and the Town have made every effort to work with DWR's Regional and Central Offices staff to develop an SOC that reflects the Town's huge commitment of resources to upgrade its WWTP. In order to provide the assistance needed, I am requesting that the SOC support budget be increased by \$5,000. I am hopeful that this entire amount will not be required

Mr. Rob Hites  
Waynesville SOC Support Effort  
Fee Revision Request  
March 17, 2020  
Page 2

to finish the SOC, but completion is dependent on securing reasonable SOC conditions for the Town.

If you concur with this request to increase the fee for this work by \$5,000, please sign the acceptance below and submit to us an executed original (a scan of the original signed acceptance should be emailed to me). This would increase the total of the services agreement to a not-to-exceed level of \$30,000. We appreciate the opportunity to provide support to the Town of Waynesville. If you have any questions regarding this request, please do not hesitate to contact me.

Sincerely,  
McGILL ASSOCIATES, P.A.

  
FORREST R. WESTALL, SR., PE  
Principal

**ACCEPTED BY TOWN OF WAYNESVILLE:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Type or Print)

\_\_\_\_\_  
Title



October 10, 2019

Mr. Rob Hites, Town Manager  
Town of Waynesville  
Post Office Box 100  
Waynesville, North Carolina 28786

RE: Fee Modification Request  
Engineering Services  
Assistance: Special Order by Consent (SOC)  
Town of Waynesville  
Wastewater Treatment Plant (WWTP)

Dear Mr. Hites:

McGill Associates and the Town of Waynesville entered into an agreement for Engineering Services to support the Town in developing an SOC application for the Town's WWTP as described in the letter agreement for these services (attached). This agreement included support to assist with securing an SOC from the Division of Water Resources (DWR). This agreement was approved by the Town on September 11, 2018. In consultation with the Town, an SOC application was completed, coordinated through DWR's Asheville Regional Office and submitted to the Division on August 14, 2019.

As you know, the Town and McGill Associates has made every effort to work with DWR's Regional and Central Offices staff to develop an SOC application that reflects the Town's significant commitment to upgrade its WWTP and to secure an SOC with conditions that are reasonable and that allow the Town to continue to effectively supply service to its customers now and for reasonable growth over the period of the SOC. Despite several meetings and communications with the Division, there has been unanticipated resistance from the agency to follow established procedures for developing an SOC of this type and it has resulted in the need for significantly more support than the current agreement was designed to cover. The original not to exceed budget level for this work of \$20,000 has been exhausted and DWR has yet to provide even a draft of an SOC for the Town to consider.

Considering DWR's refusal to act consistently on this application, it is clear that additional negotiation and engagement with DWR and other State organizations and representatives will be needed to secure a realistic SOC for the Town. Based on discussions with the Division prior to developing the original proposal, it appeared that DWR would respond to this SOC application consistent with established Division actions on similar requests. The original proposal was developed based on this expectation. DWR's resistance and unreasonable positions on key components of the SOC has delayed this process well beyond what was anticipated. This letter requests a revision to the fee for this support work. While it is unknown exactly how much

Mr. Rob Hites  
Waynesville SOC Support Effort  
Fee Revision Request  
October 10, 2019  
Page 2

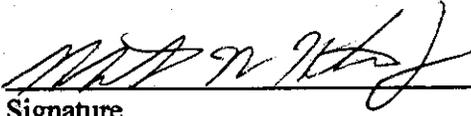
additional assistance will be needed, I believe an increase of \$5,000 to the not to exceed total is a realistic estimate of the additional support that may be required. This would bring the project's not to exceed total to \$25,000. All other conditions of the previous agreement would remain in place.

If you concur with this request to revise the fee for this work to a not to exceed total of \$25,000, please sign the acceptance below and submit to us an executed original. We appreciate the opportunity to provide support to the Town of Waynesville. If you have any questions regarding this request, please do not hesitate to contact me.

Sincerely,  
McGILL ASSOCIATES, P.A.

  
FORREST R. WESTALL, SR., PE  
Principal

**ACCEPTED BY TOWN OF WAYNESVILLE:**

  
\_\_\_\_\_  
Signature

Robert W. Hites Jr.  
\_\_\_\_\_  
Name (Type or Print)

10/24/19  
\_\_\_\_\_  
Date

Town Manager  
\_\_\_\_\_  
Title



September 6, 2018

Mr. Rob Hites, Town Manager  
Town of Waynesville  
Post Office Box 100  
Waynesville, North Carolina 28786

RE: Proposal for Engineering Services  
Assistance: Special Order by Consent (SOC)  
Town of Waynesville Wastewater Treatment Plant

Dear Mr. Hites:

McGill Associates is pleased to present this proposal for engineering services to the Town of Waynesville for assistance in developing for submittal to the North Carolina Division of Water Resources, Department of Environmental Quality (NC DWR and DEQ) a Special Order by Consent (SOC) application. These services would also include support of the negotiations with DEQ to secure issuance of an appropriate Special Order by Consent (SOC) for the Town's Wastewater Treatment Plant (WWTP) improvements project. We anticipate accomplishing the following tasks:

1. Conduct initial meeting with appropriate Town staff and elected official to review overall strategy to guide SOC discussions with DEQ.
2. Contact DWR Regional staff to provide status on the Town's process to identify the selected alternative for its WWTP and establish a general plan for proceeding with the SOC process.
3. Following decision on the selected alternative, meet with DWR Regional Office to coordinate and review the recommended WWTP Capital Improvements Plan (CIP) alternative with DWR Regional Office staff.
4. In coordination with the Town, incorporate input from the agency into the general WWTP improvements plan.
5. Develop preliminary information to facilitate discussions at the required SOC pre-application meeting (this would include review of the anticipated steps of the process to fund, design, construct and put into operation the WWTP improvements).
6. Arrange, support and participate in an SOC pre-application meeting with DWR Regional Office and the Town.
7. Develop an approach and timeline for completing the selected CIP alternative for the WWTP (this will represent the basis for an SOC schedule). This schedule will include the following items with appropriate dates:
  - A. Actions needed to secure funding for the WWTP CIP (including the time needed to develop a Preliminary Engineering Report, developing a funding application and securing financing).

Mr. Rob Hites  
Waynesville SOC Support Proposa  
September 6, 2018  
Page 2

- B. Completion of Plans and Specifications.
  - C. Permitting of the construction plans.
  - D. Advertise for bids.
  - E. Begin construction.
  - F. Complete construction.
  - G. Place WWTP into operation.
  - H. Comply with final limitations.
8. Provide an evaluation to support development of the relaxed interim effluent limits (SOC limits) that will be requested for inclusion in the SOC and applicable until the WWTP CIP project can be completed.
  9. Coordinate with DWR Regional Office the inclusion and settlement of all outstanding NOV's and civil penalties.
  10. Assist with the development of projections of additional flow allocation needed by the Town over the timeframe of the SOC (to be included in the SOC as an authorization to add flow—allows for sewer extensions and connections over the SOC period).
  11. Develop a final SOC application for submittal by the Town and discuss with DWR before it is submitted.
  12. Continue to engage DWR to address any questions or additional information needed to move forward with the issuance of an SOC.
  13. Monitor any public comments offered during the public notice of the proposed final SOC and review with the Town before providing input to DWR on any needed responses to public comments.
  14. Review with Town staff the issued SOC and go over all reporting required in the order.

We propose to perform the tasks noted above for a maximum not to exceed fee of \$20,000. Please note that I will be heavily involved in this assignment at my normal hourly rate of \$190/hr. Addition needed support costs associated with this effort will be provided in accordance with the attached fee schedule. If you concur with the provisions of this proposal, please sign the acceptance below on page 3 and submit to us the executed original.

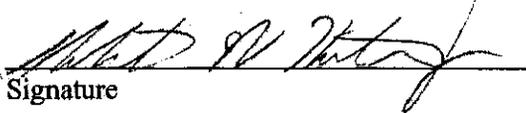
We appreciate the opportunity to submit this proposal to the Town of Waynesville. If you have any questions regarding this proposal, please do not hesitate to contact me.

Sincerely,  
McGILL ASSOCIATES, P.A.

  
FORREST R. WESTALL, SR., PE  
Principal

Mr. Rob Hites  
Waynesville SOC Support Proposa  
September 6, 2018  
Page 3

**ACCEPTED BY TOWN OF WAYNESVILLE:**

  
Signature

Robert W. Hites Jr  
Name (Type or Print)

9/11/18  
Date

Town Manager  
Title



## BASIC FEE SCHEDULE

September 2017

<u>PROFESSIONAL FEES</u>	<u>Hourly Rate</u>
Firm Principal	\$190.00
Program Services Manager I	\$150.00
Program Services Manager II	\$160.00
Senior Project Manager I	\$160.00
Senior Project Manager II	\$170.00
Senior Project Manager III	\$175.00
Project Manager I	\$140.00
Project Manager II	\$150.00
Project Engineer I	\$105.00
Project Engineer II	\$115.00
Project Engineer III	\$125.00
Engineering Associate I	\$ 85.00
Engineering Associate II	\$ 90.00
Engineering Technician I	\$ 80.00
Engineering Technician II	\$ 90.00
Engineering Technician III	\$100.00
Environmental Specialist I	\$ 80.00
Environmental Specialist II	\$ 90.00
Electrical Engineer I	\$105.00
Electrical Engineer II	\$115.00
Electrical Engineer III	\$125.00
Electrical Engineering Associate I	\$ 85.00
Electrical Engineering Associate II	\$ 90.00
Electrical Engineering Technician I	\$ 80.00
Electrical Engineering Technician II	\$ 90.00
Electrical Engineering Technician III	\$100.00
Mechanical Engineer I	\$105.00
Mechanical Engineer II	\$115.00
Mechanical Engineer III	\$125.00
Mechanical Engineering Associate I	\$ 85.00
Mechanical Engineering Associate II	\$ 90.00
Mechanical Engineering Technician I	\$ 80.00
Mechanical Engineering Technician II	\$ 90.00

Mechanical Engineering Technician III	\$100.00
CADD Operator I	\$ 75.00
CADD Operator II	\$ 80.00
CADD Operator III	\$ 85.00
Construction Services Manager I	\$120.00
Construction Services Manager II	\$135.00
Construction Administrator I	\$ 90.00
Construction Administrator II	\$100.00
Construction Administrator III	\$110.00
Construction Field Representative I	\$ 75.00
Construction Field Representative II	\$ 80.00
Construction Field Representative III	\$ 85.00
Construction Project Coordinator	\$ 75.00
Planner I	\$ 95.00
Planner II	\$110.00
Planner III	\$125.00
Planner IV	\$135.00
Surveyor I	\$ 80.00
Surveyor II	\$ 90.00
Surveying Associate I	\$ 70.00
Surveying Associate II	\$ 75.00
Survey Technician I	\$ 70.00
Survey Technician II	\$ 75.00
Survey Field Technician I	\$ 55.00
Survey Field Technician II	\$ 60.00
Survey Field Technician III	\$ 65.00
Administrative Assistant (I-II)	\$ 70.00
Administrative Assistant III	\$ 75.00
Accounting Assistant (I-II)	\$ 80.00

1. **EXPENSES**

- a. Mileage - \$0.65/mile
- b. Robotics/GPS Equipment - \$25/hr.
- c. Survey Drone - \$100/hr.
- d. Telephone, reproduction, postage, lodging, and other incidentals shall be a direct charge per receipt.

2. **ASSOCIATED SERVICES -**

- a. Associated services required by the project such as soil analysis, materials testing, etc., shall be at cost plus ten (10) percent.

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN  
REQUEST FOR BOARD ACTION  
Meeting Date: March 24, 2020**

**SUBJECT:** Request of Matt Haynes of Giles Chemical to construct a device to warn and slow drivers approaching a pedestrian crosswalk on Commerce Street

**AGENDA INFORMATION:**

**Agenda Location:** Manager's Report  
**Item Number:** C5  
**Department:** Streets  
**Contact:** Rob Hites, Town Manager  
**Presenter:** **Rob Hites, Town Manager**

**BRIEF SUMMARY:** Employees of Giles must make regular trips to the loading and dumpster area across Commerce Street from their plant. Giles operates a three-shift operation. They have encountered incidents where their employees have nearly been hit by vehicles traveling along Commerce Street. Giles requests that the Town join with them in installing a raised surface to alert motorists to the presence of pedestrians through a raised and marked section of pavement for the safety of their employees. The crosswalk will serve as a physical and visual deterrent for motorists that are traveling the Commerce Street area unaware of the activities of the plant. Giles will partner in the cost of the deterrent up to \$7,500.

**MOTION FOR CONSIDERATION:** Approve the crosswalk and partner with Giles to fund the project.

**FUNDING SOURCE/IMPACT:** Street Maintenance Funds

**ATTACHMENTS:** Designs of crosswalk provided by Town Staff

**MANAGER'S COMMENTS AND RECOMMENDATIONS:** Approve the crosswalk and its construction with Giles and the Town sharing the cost.

# Speed Hump Proposal

Giles Chemical  
Waynesville, NC

## Legend

 Hump

Hump 1

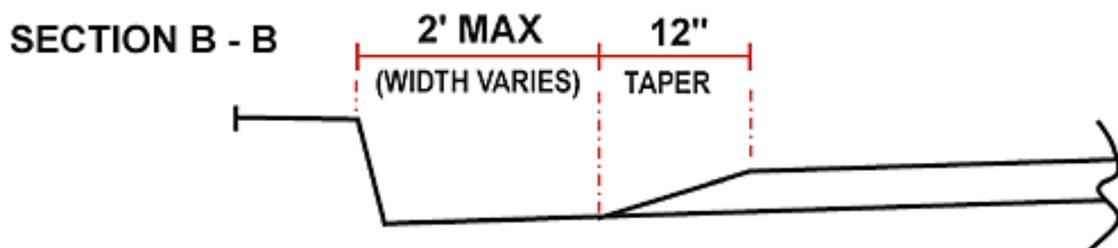
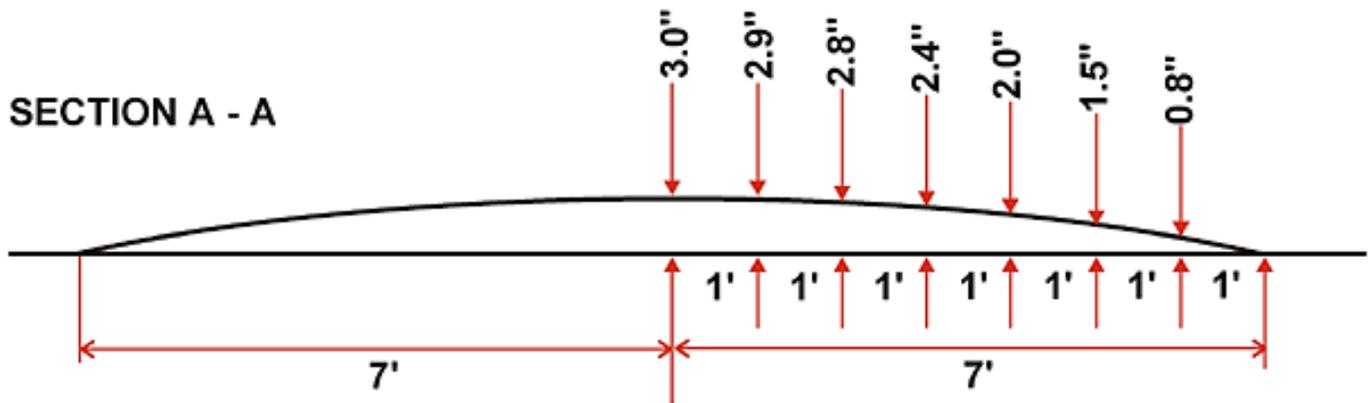
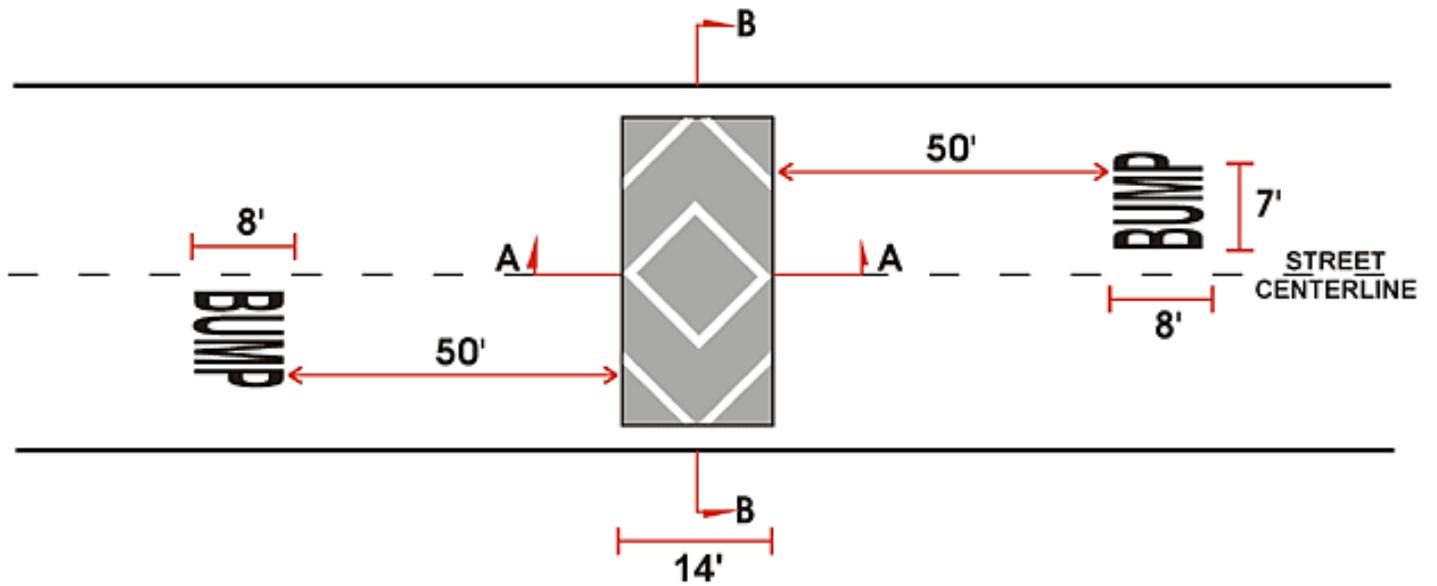
Hump 2

Google Earth

100 ft



# SPEED HUMP SPECIFICATIONS



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## Coates' Canons Blog: Water Disconnections During the COVID-19 Outbreak

By Kara Millonzi

Article: <https://canons.sog.unc.edu/water-disconnections-during-the-covid-19-outbreak/>

This entry was posted on March 12, 2020 and is filed under **Featured Posts Related To COVID-19, Finance & Tax, Public Enterprise / Utility Finance**

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Among the myriad concerns local governments and community members are facing during the covid-19 global pandemic is ensuring access to water for citizens. An important front-line defense to prevent the spread of the disease is to wash hands often with soap and water for at least 20 seconds. What happens, though, when the local government water utility has shut off a customer's water for non-payment or other violation of the utility's regulations? May the local government reconnect service? May it waive the outstanding fees and/or penalties? May it temporarily suspend future disconnections? This post will address a local government utility's options.

### Reconnecting Water Service and Suspending Disconnection Policy

Disconnecting service is a collection tool that a local government utility has to compel payment for its services or compliance with its regulations. A local governing board is free to stop using this tool or suspend its use for a period of time. If it wants to stop using this tool (either temporarily or permanently) the local governing board must amend its ordinance to modify the disconnection policy and specify the new terms of continued service.

For customers whose service is currently disconnected, the board has the option to simply reconnect service without requiring any contribution towards the outstanding balance, or it could reconnect only after the customer makes some nominal payment. It also could condition reconnection on the customer agreeing to a longer-term payment plan to satisfy the delinquency.

The governing board also could suspend all future disconnections for a specified period of time or until there is further action of the board. Alternatively, it could impose stricter criteria for the use of disconnections, such as authorizing disconnections only when a customer fails to pay for X billing cycles or only when an outstanding balance reached a certain threshold level.

The board could vary its disconnection policy by customer class. For example, it could suspend disconnections for residential service, but not for commercial or industrial service. Or it could suspend disconnections for all classes of service.

What if the board cannot meet or does not want to meet under the circumstances? Could the manager, administrator, utility director, or other employee make the change to the disconnection policy without formal board action? The law requires counties and municipalities to adopt all regulations related to the utility by ordinance. And the board must take action to amend the ordinance, unless the ordinance itself delegates certain authority to local government employees. Having said that, under these unique circumstances, even in the absence of a specific delegation of authority, if the manager, administrator, or utility director feels that the board would support this action, he or she could make the temporary policy change and then seek board ratification at the next board meeting. I suggest consulting with the local unit's attorney for guidance before taking this action, though.

### Utility Fee Waivers and Subsidies

What if the local government instead (or additionally) wants to simply waive or pay off the outstanding water balances? Generally, a local government does not have authority to waive the utility fees owed by an individual customer. However, a county or municipality could establish a water payment subsidy program for residents who are senior citizens (over the age of 60), see **G.S. 160A-497**, or for citizens who qualify as low or moderate income, see **G.S. 153A-376** (counties) and **G.S. 160A-456**



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(municipalities). The subsidy program could pay the water balances owed by qualifying customers who are also residents of the county or municipality. The board would have to fund these programs with general fund monies (property or sales tax proceeds or unrestricted fee revenue), though.

## Links

- [www.cdc.gov/coronavirus/2019-ncov/about/prevention.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fabout%2Fprevention-treatment.html](https://www.cdc.gov/coronavirus/2019-ncov/about/prevention.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fabout%2Fprevention-treatment.html)
- [www.ncleg.gov/EnactedLegislation/Statutes/PDF/BySection/Chapter\\_160A/GS\\_160A-497.pdf](http://www.ncleg.gov/EnactedLegislation/Statutes/PDF/BySection/Chapter_160A/GS_160A-497.pdf)
- [www.ncleg.gov/EnactedLegislation/Statutes/PDF/BySection/Chapter\\_153A/GS\\_153A-376.pdf](http://www.ncleg.gov/EnactedLegislation/Statutes/PDF/BySection/Chapter_153A/GS_153A-376.pdf)
- [www.ncleg.gov/Laws/GeneralStatuteSections/Chapter160A](http://www.ncleg.gov/Laws/GeneralStatuteSections/Chapter160A)

Waynesville Board of Aldermen

March 10, 2020

BALLOT

Homelessness Task Force

**Members should choose (2) candidates**

- Wanda Brooks
- Chad Warren Brown
- Shelbia Dyer Hyatt
- Peggy Hannah
- Travis Dustin Smith

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Alderman Signature