



## Town of Waynesville, NC

### Town Council Regular Meeting

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

Date: October 8<sup>th</sup>, 2024 Time: 6:00 p.m.

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The agenda and all related documentation may be accessed electronically at [www.waynesvillenc.gov](http://www.waynesvillenc.gov).

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*Consider the environment ♦ Conserve resources ♦ Print only when necessary*

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

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

##### 1. Welcome/Calendar/Announcements

#### B. ADDITIONS OR DELETIONS TO THE AGENDA

#### C. CONSENT AGENDA

*All items below are routine by the Town Council and will be enacted by one motion. There will be no separate discussion on these items unless a Councilmember so requests. In which event, the item will be removed from the Consent Agenda and considered with other items listed in the Regular Agenda.*

2.
  - a. September 24, 2024 Regular Scheduled Meeting Minutes
  - b. September 30, 2024 Emergency Meeting Minutes
  - c. Reclassify one Meter Reader position to Meter Technician and change it from Grade 53 to Grade 56

**Motion: To approve the consent agenda as presented.**

#### D. OATH OF OFFICE

3. Joe Sam Queen-Appointment to the North Carolina Rural Infrastructure Authority
  - Mayor Gary Caldwell

#### E. PRESENTATIONS

4. Appointment of Josh Schick to Assistant Police Chief
  - Police Chief David Adams

TOWN OF WAYNESVILLE – REGULAR SESSION AGENDA

October 8, 2024

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**Motion: To approve the reclassification of one Meter Reader position to a Meter Technician and move it from Grade 53 to Grade 56**

5. Update on Hurricane Helene Flood Recovery Community Resources

- Elizabeth Teague, Development Services Director
- Alison Richmond, Haywood County Emergency Services PIO and Community Representatives as available

**F. PUBLIC COMMENT**

**G. COMMUNICATION FROM STAFF**

6. Manager's Report

- Town Manager, Rob Hites

7. Town Attorney Report

- Town Attorney, Martha Bradley

**H. COMMUNICATIONS FROM THE MAYOR AND COUNCIL**

**I. 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

October 2024

ALL COUNCIL MEETINGS TO START AT 6:00 PM IN THE BOARD ROOM LOCATED  
AT 9 SOUTH MAIN STREET UNLESS OTHERWISE NOTED

2024	
Sat. October 12	CANCELLED: Church Street Art and Craft Show 10am-5pm
Sat. October 19	Apple Harvest Festival 10am-5pm-TBD if cancelled...
Tues. October 22	Town Council Meeting – Regular Session
Thurs. October 31 <sup>st</sup>	Treats on the Street 5-7pm
Mon November 11	Town Offices Closed-Veteran's Day
Tues. November 12	Town Council Meeting – Regular Session
Thurs. & Fri. November 28 & 29	Town Offices Closed-Thanksgiving
Sat. November 30 <sup>th</sup>	Christmas Tree Lighting 6-7pm
Mon. December 2 <sup>nd</sup>	Waynesville Christmas Parade 4-6pm
Tues. December 10	Town Council Meeting – Regular Session
Sat. December 14	A Smoky Mountain Christmas 6-9pm
Tues, Wed, Thurs December 24, 25, and 26	Town Offices Closed-Christmas

## Board and Commission Meetings – October 2024

ABC Board	ABC Office – 52 Dayco Drive	<b>October 15th</b> 3 <sup>rd</sup> Tuesday 10:00 AM
Board of Adjustment	Town Hall – 9 S. Main Street	<b>CANCELLED</b> 1 <sup>st</sup> Tuesday 5:30 PM
Cemetery Commission	Public Services Building	<b>January, March, July, and October</b> 3 <sup>rd</sup> Tuesday 2:00 PM
Downtown Waynesville Commission	Municipal Building – 16 South Main Street	<b>October 15th</b> 3 <sup>rd</sup> Tuesday 8:30 AM
Environmental Sustainability Board	Municipal Building-16 South Main Street	<b>October 17th</b> 1 <sup>st</sup> and 3 <sup>rd</sup> Thursdays 4:30pm
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>CANCELLED</b> 1 <sup>st</sup> Wednesday 2:00 PM
Planning Board	Town Hall – 9 S. Main Street	<b>October 20th</b> 3 <sup>rd</sup> Mondays 5:30 PM
Public Art Commission	Town Hall – 9 S. Main Street	<b>October 10th</b> 2 <sup>nd</sup> Thursdays 4:00 PM
Recreation & Parks Advisory Commission	Rec Center Office – 550 Vance Street	<b>October 21st</b> 3 <sup>rd</sup> Monday 5:30 PM
Waynesville Housing Authority	Main Office-48 Chestnut Park Drive	<b>October 16th</b> 3 <sup>rd</sup> Wednesday 9:00 AM

**MINUTES OF THE TOWN OF WAYNESVILLE TOWN COUNCIL**  
**Regular Meeting**  
**September 24, 2024**

**THE WAYNESVILLE TOWN COUNCIL** held a regular meeting on Tuesday, September 24, 2024, at 6:00pm in the Town Hall Board Room located at 9 South Main Street Waynesville, NC.

**A. CALL TO ORDER**

Mayor Gary Caldwell called the meeting to order at 6:00 pm with the following members present:

Mayor Gary Caldwell  
Mayor Pro Tem Chuck Dickson  
Councilmember Jon Feichter  
Councilmember Anthony Sutton  
Councilmember Julia Freeman

The following staff members were present:

Rob Hites, Town Manager  
Jesse Fowler, Assistant Town Manager  
Candace Poolton, Town Clerk  
Town Attorney Martha Bradley  
Elizabeth Teague, Director of Development  
Page McCurry, Director of Human Resources  
Brittany Angel, Human Resources Coordinator  
Chris Mehaffey, Assistant Fire Chief  
Jeff Stines, Public Services Director  
Luke Kinsland, Recreation Director  
David Adams, Police Chief  
Ian Barrett, Finance Director

Members of the Media:

Paul Nielson, The Mountaineer

1. Welcome/Calendar/Announcements

Mayor Gary Caldwell welcomed everyone and announced that Art After Dark will be October 4<sup>th</sup> and the next Town Council meeting will be held on October 8<sup>th</sup>.

**B. PUBLIC COMMENT**

No public comment.

## C. ADDITIONS OR DELETIONS TO THE AGENDA

***A motion was made by Councilmember Dickson, seconded by Councilmember Sutton, to remove Item E. (3.) Appointment of Josh Schick to Assistant Chief of Police from the agenda. The motion passed unanimously.***

## D. CONSENT AGENDA

*All items below are routine by the Town Council and will be enacted by one motion. There will be no separate discussion on these items unless a Councilmember so requests. In which event, the item will be removed from the Consent Agenda and considered with other items listed in the Regular Agenda.*

2.
  - a. Motion to approve the September 10, 2024 Regular Scheduled Meeting Minutes
  - b. Motion to approve the Hazelween Special Event Permit
  - c. Motion to approve the Axe and Awl Birthday Bash Special Event Permit
  - d. Motion to approve the Policies for Stormwater/ARPA Grant
  - e. Motion to approve the increase in part-time classification salaries for Parks & Recreation from \$11.00/hr minimum-\$13.00/hr maximum to \$11.50 minimum/hr-\$13.5/hr maximum for recreation aides.

***A motion was made by Councilmember Sutton, seconded by Councilmember Freeman, to approve the consent agenda as presented. The motion passed unanimously.***

## E. PRESENTATION

3. Local Government Workplace Initiative (LGWI)
  - Clay Flemming, Local Government Workplaces Initiative (LGWI) Assistant Director

Clay Flemming with the LGWI reviewed the importance of surveying employees and defined Workplace Climate surveys as a holistic view of the organization, an assessment of both strengths and opportunities, and an opportunity to show employees you value their perspectives. He reported that the Town of Waynesville employee survey revealed high level results. He said it is important to act on the results of the survey.

Mr. Flemming said the employee response rate was 66%, which is higher than average. Mr. Flemming said that the areas that employees rated highly were Diversity Climate, Inclusion, and Team Climate.

Mr. Flemming said that the team dynamics are very strong, and some of the “hotspots” are typical for other organizations as well. He said that citizen incivility has been growing since 2020. He said that citizen incivility is the greatest contributor to employee exhaustion. He said that Supervisory Practices rated very positively.

Mr. Flemming outlined the following steps for staff to take:

- Create Focus Groups to get departmental feedback
- Have a Department Director Meeting with a Q&A session and brainstorming activity
- Department Directors will be working with Page and Brittany to develop SMART goals

Councilmember Sutton said that some of the results are contradicting, but he said overall it's what he expected. He said changes have already begun to be made, and that needs to continue. He said he doesn't want to be average and wants to know what Council can do to make employees feel better about their work and what they do. Councilmember Sutton agreed that citizen incivility is a problem and asked Mr. Flemming what can be done. Mr. Flemming suggested that Council and staff watch the UNC School of Government class about citizen incivility and to potentially create a policy that protects employees. Mr. Flemming also suggested creating a citizen academy where residents can tour different town departments and meet employees and learn about their jobs. Councilmember Feichter said he was surprised that the majority of staff did not have trust in the council and that Council considers staff in every one of their decisions. He said he also wants to develop plans to address the issues that have been found. Mr. Flemming recommended that Council waits to do another survey for 18 months to allow some changes to be made. it takes time to allow for changes. Mayor Caldwell emphasized that council has an open door policy and that Council should also pass along the positive feedback from the citizens to the staff, not just the complaints.

## **F. COMMUNICATION FROM STAFF**

### **4. Manager's Report**

- Town Manager, Rob Hites

Town Manager Hites reported that there is potential for severe weather for Haywood County.

### **5. Town Attorney Report**

- Town Attorney, Martha Bradley

Nothing to report.

## **G. COMMUNICATIONS FROM THE MAYOR AND COUNCIL**

Councilmember Dickson announced that all the lights in the Recreation Center are LED lights. He requested that fellow Councilmembers allow him to work with Rob, Ian, and Councilmember Sutton to create a format for financial statements to be placed on the agenda for review each month, to eventually be placed on the consent agenda. Council agreed that this was a good idea. Councilmember Feichter requested that the Folkmoot sculpture next to the police department gets moved. Assistant Town Manager Jesse Fowler said that the Public Arts Commission has already discussed it and Folkmoot would like the statue to be placed on their property. Mr. Fowler said he and Ms. Bradley will prepare an easement for the sculpture. Councilmember Sutton said the French Broad MPO is revising its understanding with municipalities, and he will be presenting the updates at a Council meeting each month. He said that their priority is to get South Main Street completed.

## **H. ADJOURN**

***A motion was made by Councilmember Sutton, seconded by Councilmember Dickson, to adjourn at 7:31pm. The motion passed unanimously.***

ATTEST:

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

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

\_\_\_\_\_  
Candace Poolton, Town Clerk

DRAFT





## Town of Waynesville, NC

### Town Council Emergency Council Meeting

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

Date: September 30<sup>th</sup>, 2024

Time: 5:00 p.m.

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#### A. CALL TO ORDER

Mayor Caldwell called the meeting to order at 5:02pm.

#### B. ADDITIONS OR DELETIONS TO THE AGENDA

***A motion was made by Councilmember Freeman, seconded by Councilmember Dickson, to approve agenda as presented. The motion passed unanimously.***

#### C. PRESENTATION OF IMPACT OF HURRICANE HELENE

##### 1. Fire Department

- Fire Chief Joey Webb

Fire Chief Joey Webb reported that they did not lose any firefighters during the rescues, but neighboring counties have lost first responders. Chief Webb said they have a rescue boat they were able to utilize for swift water rescues. Chief Webb said they rescued over 100 people from homes and vehicles and so far, have no fatalities. Assistant Fire Chief Chris Mehaffey reported that the police department assisted with many of the rescues. He said that SAR from Raleigh and Winston-Salem assisted as well. He said that the department is assisting with hazardous waste removal now. Chief Webb reminded residents not to burn within town limits.

##### 2. Police Department

- Police Chief David Adams

Police Chief David Adams reported that dispatch has been assisting with Haywood County. Assistant Chief Schick said they were able to establish another dispatch center. Councilmember Sutton thanked the Police Department for rescuing his family.

##### 3. Public Services

- Director of Public Services, Jeff Stines

Public Services Director Jeff Stines reported that the Wastewater Treatment Plant has experienced some moderate damage and there are land slides that they have not been able to assess. He said the land slides have

increased the turbidity of the water. He said the boil water advisory has since been rescinded. Mr. Stines reported that a 24 inch sewer main was taken out at Lake Junaluska and is currently under repair. He said everyone's power has been restored within a day and a half and that under the Russ Ave bridge has propane tanks, vehicles that still needed to be cleaned up by HazMat.

#### 4. Recreation Department

- Director of Parks & Recreation, Luke Kinsland

Recreation Director Luke Kinsland reported that all public parks are closed until further notice. He said the Rec Center will remain open from 8am-5pm. He said that most fitness classes will be cancelled due to staff availability. He said Vance Park and along Richland Creek, the new section of the greenway, as well as the Softball Field were flooded. Mr. Kinsland reported that the outside bathrooms were flooded at Dutch Fisher, Vance Park, and near the Mountain Creek Apartments and that the Dog Park is a total loss. He said the skate park, playgrounds, and tennis courts seem to be unaffected. He said the Old Armory was flooded and closed until further notice.

#### 5. Development Services

- Director of Development Services, Elizabeth Teague

Development Services Director Elizabeth Teague reported that staff have been working to evaluate damage assessments. She said staff will only do storm associated building assessments and waive those building permit fees for the coming weeks.

### E. **PRESENTATION IN CHANGES IN DAILY WORK PRIORITIES**

Town Manager Rob Hites reported the following:

1. Finance Department building has been closed until further notice. Department staff will be relocated to the Municipal Building. Residents should deliver utility or tax payments to the Municipal Building.
2. Debris, furniture, yard waste, will be picked up by contractors, not the Town staff.
3. Regular garbage & recycling will continue with normal service. **DO NOT PLACE STORM DEBRIS IN TOWN OF WAYNESVILLE CANS. STORM DEBRIS IS CONSIDERED A BIOHAZARD.**
4. Consider all Town public parks closed until further notice: Do not cross red warning tape because there are safety hazards along the trail. Playgrounds and play structures may be damaged and unsafe to use in ways that are not visibly apparent. Please exercise good judgment in accessing all Town facilities during this clean-up and recovery period.
5. Development Services will conduct a damage assessment survey from for FEMA.
6. Residents should observe and obey all road closure signs. Do not drive through standing water. Residents should stay home and shelter in place.

### F. **ADOPT STATE BIO DEBRIS CONTRACT**

#### **ADOPT STATE BIO DEBRIS REMOVAL MONITORING SERVICE CONTRACTS**

Town Manager Rob Hites reported that FEMA regulations require bids to be in place before a storm event, which the state has approved for debris removal.

***A motion was made by Councilmember Sutton, seconded by Councilmember Feichter, to adopt the attached contracts for Bio Debris Contracts. The motion passed unanimously.***

**G. RESOLUTIONS FOR STORM-RELATED EXPENDITURES**

Town Manager Rob Hites requested Council permission to make large purchase decisions for emergency expenditures without having to meet with Council for each expenditure approval. Councilmember Feichter asked if funds spent would be reimbursed by FEMA. Mr. Hites said that FEMA would reimburse any amount spent making storm related repairs as well as staff hours spent on storm related work.

***A motion was made by Councilmember Dickson, seconded by Councilmember Freeman, to adopt Resolution R-21-24 to authorize manager to make large purchases related to the emergency and to direct the Finance Director to allocate these fund balance transfers, and other expenses related to storm recovery as “FEMA Reimbursement.” The motion passed unanimously.***

**H. ADOPT BUDGET AMENDMENT ALLOCATIONS OF \$500,000.00 EACH FROM GENERAL, WATER, AND POWER FUND BALANCES TO “STORM RELATED EXPENSES” TO COMPLY WITH FEMA COMPLIANCE REQUIREMENTS.**

***A motion was made by Councilmember Sutton, seconded by Councilmember Feichter, to adopt budget amendments of \$500,000.00 each from the General, Water, and Sewer fund balances to “Storm Related Expenses.” The motion passed unanimously.***

**I. ADOPT SUSPENSION OF UTILITY CUTOFFS FOR NONPAYMENT**

Town Manager Rob Hites reported that many residents have had their daily lives severely disrupted. He recommended to Council that mandatory cutoffs be postponed. He said bills still need to be paid, but after the suggested deadline.

***A motion was made by Councilmember Sutton, seconded by Councilmember Freeman, to approve suspension of mandatory utility service cut-off for nonpayment through October 1, 2024 to November 30th. The motion passed unanimously.***

**J. ADOPT MUTUAL AID AGREEMENT**

Town Manager Rob Hites reported that in a FEMA event if the town is called to assist another municipality or county, the mutual aid agreement allows them to keep track of services and have them charged to FEMA.

***A motion was made by Councilmember Feichter, seconded by Councilmember Sutton, to approve North Carolina Department of Public Services 2023 Mutual Aid Agreement. The motion passed unanimously.***

**K. OTHER BUSINESS**

***A motion was made by Councilmember Feichter, seconded by Councilmember Freeman, to waive the permit fees for storm related recovery efforts. The motion passed unanimously.***

**L. COMMENTS BY TOWN COUNCIL**

Councilmember Dickson thanked everyone for their help. Councilmember Freeman said that she knows Waynesville is good hands, especially after attending an emergency meeting listening to staff's plans. Mayor Caldwell said he went to Frog Level and spoke to merchants and the damage is devastating. He said he is thankful that Waynesville have not lost lives. Councilmember Feichter asked if staff have heard anything about cell service. Councilmember Sutton said the fiber lines coming into Haywood County were severely damaged and will most likely need to be replaced. He said it will take a while because equipment is coming from up north. Councilmember Feichter and Sutton thanked town staff. Council asked for everyone to have extra patience and understanding.

Councilmember Freeman said that Rep. Chuck Edwards is fighting hard for resources for WNC and asked the audience to contact Mark Pless and other state representatives and request help. Councilmember Sutton said Mark Pless reached out to him personally and stated he would do what he could to help Waynesville. Mr. Hites sad FEMA has not reached out to the Town yet. He encouraged people to reach out to their insurance agents. Ms. Bradley reported that there are free legal resources to help during disasters through the NC BAR association.

**M. ADJOURN**

***A motion was made by Councilmember Dickson, seconded by Councilmember Freeman, to adjourn the meeting at 6:08pm. The motion passed unanimously.***

ATTEST:

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

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

\_\_\_\_\_  
Candace Poolton, Town Clerk

**TOWN OF WAYNESVILLE TOWN COUNCIL**  
**REQUEST FOR COUNCIL ACTION**  
**Meeting Date: October 8, 2024**

**SUBJECT:** Reclassify one Meter Reader position to Meter Technician and change it from Grade 53 to Grade 56

**AGENDA INFORMATION**

**Agenda Location:** Consent Agenda  
**Department:** Finance  
**Contact:** Ian Barrett, Finance Director  
**Presenter:** Ian Barrett

**BRIEF SUMMARY**

We would like to transition one of our meter reader positions to a meter technician role. With the change over to radio transmitting water meters, we are needing a technician to swap out and repair broken meters and dead registers. With this position we would finally be able to finish up a project that started 14 years ago and be able to take care of the many registers that are reaching the end of their lifespan.

This position will also be able to monitor and return defective registers and meters to get credit as these meters have a 10-year full warranty that we have not been taking advantage of. This position will monitor inventory levels of water meters and registers to assure we have enough on hand to meet our growth and maintenance needs. They will also assist with disconnection for non-payment and theft.

**MOTIONS FOR CONSIDERATION**

Approve the reclassification of one Meter Reader position to a Meter Technician and move it from Grade 53 to Grade 56

**ATTACHMENTS:**

**MANAGER'S COMMENTS AND RECCOMENDATIONS**



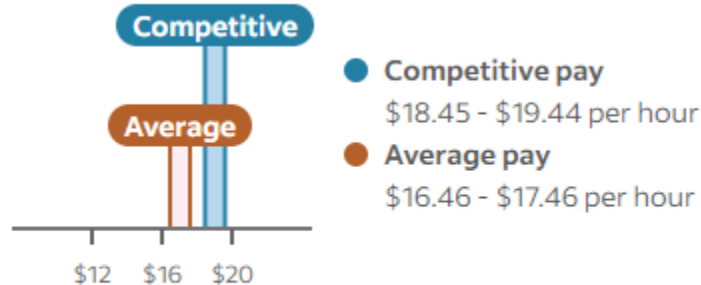
## MEMORANDUM

To: Ian Barrett, Director of Finance  
From: Page McCurry, Director of Human Resources  
Date: October 1, 2024  
Subject: Market Analysis Data for Meter Technician

Dear Mr. Barrett,

I hope this memo finds you well. This is to inform you that after performing a market analysis of competitive pay rates for Meter Technician positions in North Carolina I have determined the following:

According to market data of Meter Technician positions advertised for applications in North Carolina through the Indeed Recruitment Platform over the last 12 months, competitive pay for like positions is advertised between \$18.45 and \$19.44 per hour and average pay for like positions is advertised between \$16.46 - \$17.46 per hour.



\*Based on an analysis of Restoration Technician jobs in North Carolina posted on Indeed in the last 12 months.

When I surveyed other local government entities in NC, the average hourly rate of pay for employees in the same or similar roles is \$21.61 per hour per data from Municipalities with populations between 5,000 – 9,999.

Based on this market data, I recommend classifying the Meter Technician position in salary grade 56, which offers a starting salary of \$16.79 per hour and an average salary of \$21.83 per hour.

Page McCurry  
HR Director



The Town of Waynesville, NC

**JOB DESCRIPTION**

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

**Meter Technician**

Department: Finance

Grade: 56

Starting Salary: \$34,928.78 with 5% increase after probation

FLSA Status: Non-Exempt

**GENERAL DESCRIPTION OF CLASS**

The purpose of the class is to replace and repair electric and water meters, and to assist in the accurate recording of consumption to facilitate proper billing, and to perform related technical and clerical work as required. This class works according to some procedures but decides how or when to do things; work is reviewed regularly by supervisor.

**ESSENTIAL TASKS**

Performs various technical and mechanical work functions associated with installation, repair, and maintenance of water meters and related equipment: installs, removes, repairs, or replaces water meters, water cut off valves, water meter boxes and lids, yokes, washers, couplings, etc.; diagnoses and repairs water leaks; program meters; and performs water flow and pressure tests.

Tests accuracy of meters to ensure compliance with established standards: investigates, identifies, and resolves irregularities in meter readings.

Performs routine service functions on meters: connects and/or disconnects services; clears meter boxes and pumps out water; plumbs new meters; changes out meters and connections; and generates work orders to resolve complex meter and service issues.

Operates or uses various equipment, power tools, hand tools, and supplies in order to complete work assignments: operates and maintains pipe saw, grinder, gas monitor, metal detector, meter tester, flow tester, line locator and other tools and equipment; operates a motor vehicle; conducts pre- and post-trip inspections, including checking all fluids, gauges, lighting, mirrors, tires, body damage, seats and seatbelts, cleanliness of vehicle, etc.; fuels vehicle; loads and secures materials; reports all problems or necessary repairs to appropriate personnel; and completes and maintains inspection, gas usage and other associated documentation.

Adheres to established safety procedures: monitors work environment and use of safety equipment to ensure safety of employees and other individuals.

Communicates with supervisor, subordinates, other City employees, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, service orders, meter test reports, confined space permits, work logs, vehicle maintenance reports, and other documentation; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, database, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

**DATA INVOLVEMENT:**

Ability to read and understand basic workplace data, such as simple forms, tables, graphs, schedules, etc.

**PEOPLE INVOLVEMENT:**

Requires serving others such as customers, attending to their requests and exchanging information with them. Ability to communicate effectively in spoken and written form. Ability to develop and maintain effective working relationships as required by work assignments.

**INVOLVEMENT WITH THINGS:**

Requires handling or using machines, tools or equipment requiring brief instruction or experience, such as computers for data entry, fax machines, copiers, telephones, or similar equipment; may service office machines, including adding paper and changing toner.

**REASONING REQUIREMENTS:**

Requires performing semi-skilled work involving set procedures and rules but with frequent problems. Ability to analyze situations to pinpoint problems and assist with solving problems or



identifying sources of obstacles. Ability to analyze and interpret policy and procedural guidelines and to apply this understanding to tasks.

**MATHEMATICAL REQUIREMENTS:**

Requires using addition and subtraction, multiplication, and division, and/or calculating ratios, rates, and percentages.

**LANGUAGE REQUIREMENTS:**

Requires reading technical instructions, procedures, manuals, and charts to solve practical problems; composing routine reports and specialized reports, forms and business letters with proper format and grammar; speaking compound sentences using normal grammar and word form.

**MENTAL REQUIREMENTS:**

Requires doing clerical, manual, or technical tasks prescribed by standard practices, but which may require computation, the use of several procedures, and the use of independent judgments with obvious choices; requires normal attention for accurate results.

**VOCATIONAL/EDUCATIONAL AND EXPERIENCE PREPARATION**

**VOCATIONAL/EDUCATIONAL PREPARATION:**

High school diploma or equivalency (GED)

Applicants with equivalent experience and/or education may be considered.

**SPECIAL CERTIFICATIONS AND LICENSES:**

Must possess a valid driver's license.

Advanced knowledge of procedures and practices to analyze and resolve unusual or difficult problems.

**EXPERIENCE REQUIREMENTS:**

Minimum of 1 year of related experience including but not limited to construction work and repair, plumbing, other construction trades

**PHYSICAL AND DEXTERITY REQUIREMENTS:**

Requires light-to-medium work that involves walking or standing virtually all of the time and also involves exerting between 20 and 50 pounds of force on a recurring basis, or considerable skill, adeptness and speed in the use of fingers, hands or limbs in tasks involving close tolerances or limits of accuracy. Must be able to perform the basic life operational functions of stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling.

**ENVIRONMENTAL HAZARDS:**

The job may risk exposure to bright / dim light, extreme heat and/or cold, wet, or humid conditions, dusts and pollen, animals / wildlife, traffic, moving machinery, electrical shock.

**SENSORY REQUIREMENTS:**

October 2024

The job requires normal visual acuity, field of vision, hearing and speaking abilities.

**JUDGMENTS AND DECISIONS:**

Ability to work independently with limited supervision. Ability to bring resources together to resolve a problem or provide a solution.

**ADA COMPLIANCE**

The Town of Waynesville is an Equal Opportunity Employer. ADA requires the Town to provide reasonable accommodation to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

*The Town of Waynesville has the right to revise this job description at any time. This description does not represent in any way a contract of employment.*

# Finance Department

Finance Director

Assistant  
Finance  
Director

Billing &  
Collections  
Supervisor

Payroll  
Specialist

Accounts  
Payable

Grants  
Manager

Senior  
Customer  
Service  
Rep

Customer  
Service  
Reps

Utility  
Billing

Meter  
Technician

Meter  
Readers

Purchasing

Buyer

Receiving &  
Purchasing

**TOWN OF WAYNESVILLE TOWN COUNCIL  
REQUEST FOR COUNCIL ACTION  
Meeting Date 10/8/2024**

**SUBJECT:** Swearing in of Joe Sam Queen for his appointment to the North Carolina Rural Infrastructure Authority

**AGENDA INFORMATION:**

**Agenda Location:** Oath of Office

**Item Number:**

**Department:**

**Contact:** Mayor Gary Caldwell

**Presenter:** Mayor Gary Caldwell

**BRIEF SUMMARY:** Administering the Oath of Office for Joe Sam Queen to be appointed to the North Carolina Rural Infrastructure Authority .

**MOTION FOR CONSIDERATION:**

**FUNDING SOURCE/IMPACT:**

**ATTACHMENTS:**

**MANAGER'S COMMENTS:**



**STATE OF NORTH CAROLINA  
OFFICE OF THE GOVERNOR**

ROY COOPER  
GOVERNOR

I, Joe Sam Queen, do solemnly swear (affirm) that I will support the Constitution of the United States.

I, Joe Sam Queen, do solemnly swear (affirm) that I will be faithful and bear true allegiance to the State of North Carolina, and to the constitutional powers and authorities which are or may be established for the government thereof; and that I will endeavor to support, maintain and defend the Constitution of said state, not inconsistent with the Constitution of the United States.

I, Joe Sam Queen, do solemnly swear (affirm) that I will well and truly execute the duties of my office as a member of the North Carolina Rural Infrastructure Authority according to the best of my skill and ability, according to law, so help me God.

---

Joe Sam Queen

\_\_\_\_\_ County, NC

Sworn to and subscribed before me, this

the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print

My commission expires on \_\_\_\_\_.

**TOWN OF WAYNESVILLE COUNCIL  
REQUEST FOR COUNCIL ACTION  
Meeting Date: October 8, 2024**

**SUBJECT:** Update on Hurricane Helene Flood Recovery Community Resources

**AGENDA INFORMATION:**

**Agenda Location:**

**Item Number:**

**Department:** Development Services

**Contact:** Elizabeth Teague

**Presenter:** Elizabeth Teague, Development Services Director  
Alison Richmond, Haywood County Emergency Services PIO  
Community Representatives as available

**BRIEF SUMMARY:**

Hurricane Helene recovery efforts are on-going. Information on resources for citizens to get assistance is evolving as local, state and federal recovery efforts and resources are present in Haywood County. This is a current update for Waynesville Town Council and citizens on efforts and resources. <http://readyhaywood.com> is a vetted and up to date source of information for resources in Haywood County and updates on recovery efforts. Town Clerk and PIO Candace Poolton tracks, updates and shares information as it is known. Town inspections staff in the field are providing handouts and information to citizens during flood damage assessments. Through collaboration, everyone is working to connect people in need with resources.

**MOTIONS FOR CONSIDERATION:**

N/A

**FUNDING SOURCE/IMPACT:**

N/A

**ATTACHMENTS:**

N/A

**MANAGER'S COMMENTS AND RECOMMENDATIONS:**

This is for public and Council information.