

REGULAR MEETING
BOARD OF ALDERMEN
TOWN OF WAYNESVILLE
OCTOBER 25, 2005
TUESDAY - 7:00 P.M.
TOWN HALL

The Board of Aldermen held a regular meeting on Tuesday, October 25, 2005. Members present were Mayor Henry Foy, Aldermen Gavin Brown, Gary Caldwell and Kenneth Moore. Also present were Town Manager A. Lee Galloway, Town Clerk Phyllis McClure and Town Attorney Woodrow Griffin. Mayor Foy called the meeting to order at 7:00 p.m.

Approval of Minutes of October 11, 2005

Alderman Moore moved, seconded by Alderman Caldwell to approve the minutes of the October 11, 2005 meeting as presented. The motion carried unanimously.

Haywood Community Partnership Mountain Area Resource Council (MARC)

At the Board meeting of October 11, 2005, Ms. Victoria Young and Ms. Denise Mathis appeared to present information about the Haywood Community Partnership which has been organizing under the Haywood County Council on Aging. It was indicated that a grant of \$750,000 has been applied for from the Robert Johnson Foundation and that local funds of \$198,000 were needed to match that grant. It was also indicated that this amount was being requested from the local governments in the four following years as well as in the current year.

Board members requested additional information from the Agency on Aging Program and asked for a budget for the project proposed under the Haywood Community Partnership project. At that time, the Board members asked Finance Director Eddie Caldwell to recite the requirements for donations to non-profit agencies. Criteria for non-profit agencies was set by the Board of Aldermen to receive Town funding, and just recently the threshold was increased when an annual audit is required from \$3,000 to \$5,000. Ms. Mathis indicated that she felt that the agency would have no trouble meeting those requirements.

On Wednesday of this week, Ms. Young came to meet with Eddie Caldwell, and he learned that the Agency on Aging last had an audit in 2003. That agency has a budget of \$485,000, and the Town has pledged \$4,000 to the Agency on Aging for the current fiscal year. While the \$4,000 would not necessitate an audit, any contribution the Board approves that would place them in excess of the \$5,000 would require an annual audit. At present, the Haywood Economic Development Commission and Folkmoot are two agencies receiving more than \$5,000 annually and both have annual audits. The Downtown Waynesville Association receives more than \$5,000 annually and for the first time, to meet this requirement, that organization has entered a contract to have their financial records audited. At this time, it appears that there would be some problem for the Haywood County Agency on Aging to meet the Town Board's requirements for funding of \$5,000 or more.

On Thursday, the Town received a copy of the proposed budget for the Haywood Community Partnership. While the budget reflects expenditures and revenues of \$290,378, it may not answer the questions asked as to how the money is being spent in terms of services to the Town's citizens.

Ms. Mathis explained that the grant application will be mailed this week. The Robert Johnson Foundation has contacted them for a site visit for the second round of the funding process. If the grant is approved, Ms. Mathis said she will return and ask the Board for additional funding. The maximum amount which can be applied for in any one year is \$225,000.

Alderman Brown asked Ms. Mathis about their audit and she explained that the last audit that was done was in 2003 and they are in the process of having another audit done which should be completed sometime after January 2006. Ms. Mathis said the Town has already committed to a \$4,000 contribution for their organization in this fiscal year and she amended her original request to add \$1,000 to this amount, which would be a total of \$5,000 for this fiscal year. Next year if the grant is approved, they will request a contribution of \$10,980 from Waynesville.

Finance Director Eddie Caldwell said all the information requested from the Council on Aging has been submitted, including their Board of Directors, meeting schedule and 2003 Audit.

Alderman Brown moved, seconded by Alderman Caldwell, to increase the Town of Waynesville's contribution to the Council on Aging for the current fiscal year from \$4,000 to \$5,000 to be used as a cash match for the grant being applied for. The motion carried unanimously.

Report on Annexation Petition - Terry M. Morgan and Gail G. Morgan - 54 Jacobs Drive

At the Board meeting of October 11, 2005, a petition was received from Terry M. Morgan and Gail G. Morgan for the annexation of property they own at 54 Jacobs Drive. This property is located just off Felmet Street on the north side of North Main Street near the County Annex. At that time, the Board passed a resolution directing Town Clerk Phyllis McClure to investigate the sufficiency of that petition. Ms. McClure has done so and found that the petition meets the requirements of the General Statutes of the State of North Carolina.

Alderman Brown moved, seconded by Alderman Moore, to set the date for the public hearing regarding annexation of the property located at 54 Jacobs Drive for November 8, 2005. The motion carried unanimously. (Res. No. 18-05)

Vacancies on Community Appearance Commission

During the past few months, two resignations were received from the Community Appearance Commission, leaving seven members on the nine member commission. Ms. Lillian Norris and Mr. Steve King submitted their resignations during the late summer.

In an effort to recruit individuals who may be interested in serving on this Board, Town Clerk Phyllis McClure will be working with the local news media to have an article printed

encouraging applicants. In addition, other members of the Community Appearance Commission have been asked to suggest individuals who might be interested in serving with this group. An application is available at Town Hall from Ms. McClure or from Ms. Freida Rhinehart.

There was discussion regarding the various boards and commissions in Waynesville and the parameters required for attendance at the regularly scheduled meetings. By laws of some of the commissions state that members cannot continue to serve if they miss three consecutive meetings without a valid reason. The Board felt that there may need to be an additional requirement that a member must attend at least 75% of the regularly scheduled meetings during the year. By laws of those boards and commissions will be reviewed.

Roscoe Wells - Speeding Issues

Roscoe Wells, 85 East Marshall Street, said he appreciated the information he received from the Town regarding speeding violations issued in Waynesville. However, he could not see from the information where the speeding problems occurred. Mr. Wells said he spoke with Police Chief Bill Hollingsed and they discussed a radar type equipment available which can be attached to a utility pole, providing information such as where the speeding problems are and what time during the day they occur. This equipment costs approximately \$3,800 and Mr. Wells said if the Town does not have these funds available he would be willing to contribute the money himself or ask for contributions from a group of others. He added that one of the women that walks along East Marshall Street said that she and her dog were almost hit while walking along this street recently.

Mayor Foy said speeding is a problem in other areas of Waynesville as well. He was walking from Welch Street to East Street recently and was almost clipped by a vehicle. Manager Galloway said there are areas in Waynesville where people violate the speed limit. Alderman Brown said the Town has a limited number of resources in which to handle these type issues. Alderman Moore asked that Town Manager Galloway speak with Police Chief Bill Hollingsed to see if he would recommend purchasing this equipment.

Mr. Wells said he also discussed with the Police Chief a type of speed table used in front of the Pisgah High School in Canton which has been successful in slowing traffic.

Alderman Moore - Vehicles Parked on Jarvis Street

Alderman Moore said he received a complaint regarding vans parked on the wrong side of the road on Jarvis Street, a dead end street located off Broad Street. Town Manager Galloway will ask the Code Enforcement Officer to investigate the complaint.

Discussion Regarding Succession Planning - Changes in Position of Fire Captain

Manager Galloway said at a Manager's Meeting this past September, he attended a session regarding succession planning to ensure a smooth transition when employees retire. Fire Captain Mike Warren recently passed away and at some point in the next couple of years Fire Chief Bill Fowler plans to retire. Manager Galloway asked the Board to consider their feelings about

filling the fire captain's post with someone who would serve as a "stepping stone" and could step up and fill the position of fire chief upon his retirement. Manager Galloway said he has worked in other towns where educational backgrounds such as a Fire Science Degree were required when filling these types of positions.

Alderman Brown asked if this position would be considered as a Director of Safety as recommended by the Staffing Study. Manager Galloway said there would still be a Fire Chief. Alderman Brown and the other Board Members felt that it would be a good idea to set some educational requirements for this position and it was always good planning to stay one step ahead of the curve. Manager Galloway added that during the next few years there were several department head positions which may become vacant due to retirement. The Town should plan for these vacancies and have someone in place to step up when retirement occurs.

Town Attorney Griffin - Cemetery Issues

Attorney Griffin reported that he has been reviewing the North Carolina General Statutes regarding municipally owned cemeteries. Attorney Griffin said there no doubt that the Town has the authority to regulate its cemeteries. However, whether people can or cannot place items on the grave sites is not addressed in the Town's Ordinances. He felt that this, along with other issues, should be addressed in ordinance form and in the cemetery deeds. Mayor Foy said the Town wants to maintain an attractive cemetery and suggested the appointment of a cemetery committee to review and make recommendations regarding the cemetery.

Manager Galloway said there has been some work done in developing better regulations and operational rules but these rules have not been finalized. A committee was appointed to review and develop regulations regarding the columbarium units, and town staff has compiled several regulations which should be included in the cemetery rules. There was discussion regarding the appointment of a cemetery committee. Attorney Griffin said he was not quite sure what role a committee would play. Manager Galloway said some draft regulations will be available to present to the Board for their consideration at the next meeting or in the near future.

Adjournment

With no further business, Alderman Moore moved, seconded by Alderman Caldwell, to adjourn the meeting at 8:05 p.m. The motion carried unanimously.

Phyllis R. McClure, Town Clerk
Henry B. Foy, Mayor