

AGENDA
REGULAR MEETING
BOARD OF ALDERMEN
TOWN OF WAYNESVILLE
TOWN HALL
SEPTEMBER 9, 2008
TUESDAY - 7:00 P.M.

The Board of Aldermen held a regular meeting on Tuesday, September 9, 2008. Members present were Mayor Gavin Brown, Aldermen Gary Caldwell, Libba Feichter, Kenneth Moore and LeRoy Roberson. Also present were Town Manager A. Lee Galloway, Town Clerk Phyllis McClure, Town Attorney Woodrow Griffin and Assistant Town Manager Alison Melnikova. Mayor Brown called the meeting to order at 7:00 p.m.

Approval of Minutes of August 26, 2008

Alderman Caldwell moved, seconded by Alderman Moore, to approve the minutes of the August 26, 2008 meeting as presented. The motion carried unanimously.

Appointments/Reappointments Parks & Recreation Advisory Commission Members

On the Parks and Recreation Advisory Commission, the terms of three members, Lee Starnes, Wallace Messer and Trina Sandridge, will expire on September 30, 2008. They have been dedicated members of the Commission, showing a commitment to the department and being regular in their attendance at meetings of the Commission. Recreation Director Rhett Langston has spoken with the three members, and all three have indicated a willingness and interest in continuing to serve on this commission.

Mayor Brown said the Town has approximately ten years of payments invested in the Recreation Center at Vance Street and the Town will complete payment on the debt on this facility in another ten years. Payments on this facility are \$371,000 per year. After the facility is paid for, the Board won't be putting as many tax dollars into the facility. Manager Galloway said the month of August 2008 had the third highest attendance rate and revenues have steadily increased. Manager Galloway said the financial report submitted by Rhett Langston shows that for the fourth consecutive month the Recreation Center had the highest dollar income of any previous May, June, July and August for the past seven years. Out of the last twelve months, eight of those months were the top months in terms of revenue. Attendance was third for August by about 130 and he is on par to increase revenues this fiscal year by \$50,000. His attendance was 125,000 and his goal for this year was 130,000.

The Recreation Department operates with a 1.9 million-dollar budget. Board members stressed that when Parks and Recreation Commission members are appointed, it is important that they are committed to the purpose of serving the best interests of the Recreation Department. It was pointed out that Lee Starnes and Wallace Messer both have good attendance records and newly appointed

Trina Sandridge has not missed any meetings so far.

There was some discussion regarding the appointment of members serving on the Town's various boards and commissions and how important it is to make sure they are trained and serving in the best interest of the Town. Mayor Brown said Haywood Community College recently advertised that they are providing training for board members and he asked Manager Galloway to get information about this training and make the training available to members of the Town's various boards. It was the consensus of the Board that training for board members would be beneficial, and Alderman Roberson suggested that training for new members be a requirement for appointment. Manager Galloway added that the School of Government offers training for Planning Board Members and Board of Adjustment Members.

Alderman Feichter moved, seconded by Alderman Roberson, to appoint Lee Starnes, Wallace Messer and Trina Sandridge to serve another three-year term on the Parks and Recreation Advisory Commission. These terms will expire September 30, 2011. The motion carried unanimously.

Appointments/Reappointments Waynesville Housing Authority Members

On the Waynesville Housing Authority, there are two members, Hilliard Gibbs and Duncan MacDonald, whose terms will expire on September 30, 2008.

Mr. Jerry Cutshaw, Executive Director of the Waynesville Housing Authority, has spoken with Mr. Gibbs and Mr. MacDonald, and both have indicated a willingness and interest in continuing to serve on the Housing Authority. Mr. Cutshaw has indicated that both members have been dedicated members of the Housing Authority.

According to the rules and regulations governing the appointment of members to the Housing Authority, the Mayor of the town is given the assignment to make such appointments. Traditionally, the Mayor has made these appointments but has asked for the approval of members of the Town Board.

Mayor Brown reported that he has reappointed Hilliard Gibbs and Duncan MacDonald to serve on the Waynesville Housing Authority, to each serve a five-year term to expire September 30, 2013. It was the consensus of the Board to approve the reappointments by Mayor Brown.

Appointment Firemen's Relief Fund Board

The Firemen's Relief Fund Board oversees the special retirement fund that is used to pay fire fighters a small retirement check. Each year, the Town Board is asked to approve a list of fire fighters that the Fire Chief certifies as having met the requirements to remain in an "Active" status as a fire fighter. Those fire fighters that meet the training requirements and are certified in good standing with the fire department are eligible for this retirement check after accomplishing 20 years of service as a full time or volunteer firefighter. Funds for this special retirement supplement are provided through a tax levied against all insurance premiums sold in the State of North Carolina. Once a year, the State's Insurance Commissioner distributes the proceeds from the premium tax to fire departments throughout the State. The Firemen's Relief Fund Board manages these funds and

handles the distribution of the retirement check to eligible individuals.

The current members of the Firemen's Relief Fund Board include:

Trustees appointed by the Fire Department:

Charles Emmitt Higgins, 130 Old School Road, Waynesville
Retired Firefighter

William H. Morris, 315 Hodges Drive, Waynesville
Pharmacist

Trustees appointed by the Town Board:

William A. Fowler, Retired Fire Chief

William L. Metts

Trustee appointed by the Insurance Commissioner:

Lynn Sylvester, CPA

With the retirement of Bill Fowler from the position of Fire Chief, Alderman Moore moved, seconded by Alderman Roberson, to appoint Fire Chief, Joey Webb, Sr., as a member of the Firemen's Relief Fund Board. The motion carried unanimously.

Records Retention and Disposition Schedule Amendment

The Division of Archives and History under the North Carolina Department of Cultural Resources oversees the Records Retention and Disposition Schedule in an attempt to protect and secure important public records in the State. The Schedule also provides a time frame for the disposal of certain records after a specified period of time. If a unit of government did not dispose of some of these records, it would simply be overrun by an enormous volume of paper.

The Town Board of the Town of Waynesville has adopted the Records Retention and Disposition Schedule in the past and town staff has attempted to follow the suggestions for when records should be destroyed. Manager Galloway said in recent weeks, there has been reason to review the Schedule and it was discovered that there was an amendment passed by the General Assembly in 2002, but town staff was unaware of the amendment at that time. These changes are made to clarify issues that were unclear in the original document.

There was some discussion about public records, scanning and digital documents. Manager Galloway said there is a backup every night, through the Munis software company, of documents on the Town's computers. Town Clerk McClure said some of the larger towns scan documents. There are systems that can be purchased for scanning and preserving documents digitally. Town Staff will gather some information regarding scanning and digital documents.

Alderman Roberson moved, seconded by Alderman Feichter to adopt amendment #2 to the Records Retention and Disposition Schedule to comply with the 2002 amendment as presented. The motion carried unanimously.

Speed Limit Violations on East Street

Mayor Brown said an article will appear in The Mountaineer in the near future with the results of a recent study of vehicles traveling East Street, revealing that 85% of people driving in this area were violating the speed limit. The study revealed that there are three problem areas along East Street where speed limit violations are occurring. Those areas were Hospital Street, Johnson Hill and Howell Street.

Manager Galloway said a survey was developed by the Bishop family at the end of Johnson Hill Drive. Manager Galloway and Public Works Director Baker have reviewed the survey and made comments. Ms. Bishop sent out part of the survey and should deliver the other part this week. Hopefully the surveys will be turned in by October 1 and we can see what the neighborhood is willing to accept. A meeting will be held with the residents in this neighborhood.

Alderman Moore said he was in the business of enforcing speed limits for thirty years and it is very difficult to make people stop speeding. Alderman Moore added that the Police Department is doing a good job in dealing with this. Various options such as speed bumps are being reviewed to help reduce speeding in problem areas in Waynesville.

Pedestrian Survey

Manager Galloway said a pedestrian survey is being circulated to find out what neighborhoods are willing to accept. Surveys are available at Town Hall and on the Town's web site.

Special Meeting Regarding Watershed

Manager Galloway reminded the Board that there will be a special meeting on Friday, September 12 at 2:00 p.m. Board Members will meet at Town Hall and travel to the Water Plant to look at the new addition. Dr. Bates and the Watershed Advisory Board will also attend. The comments on the Watershed Management Plan are back and Dr. Bates would like to meet with the Board and look at the two treatment areas. One is the White Pine area and the White Pines he is talking about removing near the shore line. The other area is in the Rocky Branch section, within the five hundred acres beside the watershed. The Watershed Advisory Board has been meeting for the past year and will probably meet with the Board of Aldermen in October to seek approval of the Watershed Management Plan.

Pedestrian Improvements Neighborhood Meeting

Manager Galloway said on Tuesday, September 16, a Pedestrian Improvements Neighborhood Meeting will be held at the Waynesville Middle School. There was discussion about how the railroad crossing was going to be worked into the plan. Manager Galloway said Public Works Director Fred Baker would like to install an island in the large area on the west side of the Boyd Avenue and Brown Avenue intersection.

Pay and Classification Plan Study

Manager Galloway said when the budget was approved, it included the costs for a Pay and

Classification Study. MAPS Representative Becky Veazey met with town employees and forms have been distributed for employees to fill out and return to their supervisors for review and comments. Manager Galloway said this is a time-consuming process, but should be completed and turned in to the MAPS Group in October. Interviews of town employees will then be scheduled and a draft report should be completed by December. Final revisions will be made and presented to the Board in late January or early February 2009.

Adjournment

With no further business, it was the consensus of the Board to adjourn the meeting at 7:50 p.m.

Phyllis R. McClure
Town Clerk

Gavin A. Brown
Mayor