

REGULAR MEETING
TOWN OF WAYNESVILLE
BOARD OF ALDERMEN
TOWN HALL – 9 SOUTH MAIN STREET
JANUARY 22, 2013
TUESDAY – 7:00 P.M.

The Board of Aldermen of the Town of Waynesville held a regular meeting on Tuesday, January 22, 2013. Members present were Mayor Gavin Brown, Aldermen Gary Caldwell, Julia Freeman, J. Wells Greeley and LeRoy Roberson. Also present were Town Manager Marcy Onieal, Assistant Town Manager Alison Melnikova, Town Clerk Phyllis McClure and Town Attorney Woodrow Griffin. Mayor Brown called the meeting to order at 7:00 p.m.

Welcome/Calendar/Announcements – Mayor Gavin Brown

Several events were included on the upcoming Calendar of Events, including the retirement receptions for Town Clerk Phyllis McClure on January 29, 2013 from 4 – 6 p.m. and the following day on January 30 for Jackie Pressley, Accounting Clerk in the Finance Department from 2-4 p.m. at the Hazelwood office. Mayor Brown said the retirement of Town Clerk Phyllis McClure will be like losing your little sister. When you call she is always in the background, and the Town will lose not only institutional knowledge, but family knowledge as well.

Public hearings are scheduled for February 12 at 7:00 p.m. and February 22 at 11 a.m. to receive public comment regarding the potential merger of Lake Junaluska and the Town of Waynesville. There will be several meetings at Lake Junaluska, beginning Saturday, January 26. Mayor Brown and Manager Onieal have both met and spoken at length with Senator Davis and others regarding the merger of Waynesville and Lake Junaluska. Town Manager Marcy Onieal was suggested that the Town Board hold their retreat on February 22, beginning at 9 a.m., with a public hearing at 11:00 a.m., then breaking for lunch and continuing the retreat in the afternoon. It was the consensus of the board to conduct the retreat and public hearing on the same day.

The Southwest Commission Meeting is scheduled for Monday, January 28 at 7:00 p.m. Mayor Brown is currently serving as Chairman of this group. Mayor Brown said historically the Southwest Commission has been focused on activities of counties and municipalities west of Waynesville. Bill Gibson asked Mayor Brown to serve as chair for the next couple of years, in hopes of getting the community in this area engaged in the process. Board Members are always welcome and encouraged to attend these meetings. Congressman Mark Meadows will be at the next meeting, and possibly Senator Davis and Representative Joe Sam Queen. Mayor Brown

said he enjoys meeting with and talking with others which gives him a perspective of what is happening west of Waynesville, adding that sometimes the meetings are simply a time to share goals. Southwest Commission is also looking for partnerships in the future. Waynesville is not a part of the Southwest Commission Planning area, but is located in the French Broad River Metropolitan Planning Organization.

Adoption of Minutes of January 8, 2013

Alderman Caldwell moved, seconded by Alderman Roberson to approve the minutes of the January 8, 2013 meeting as presented. The motion carried unanimously.

Haywood Waterways Association Presentation by Eric Romaniszyn, Executive Director

Eric Romaniszyn, Haywood Waterways Association Executive Director, requested time on the Board's agenda to report on the organization's work. Two milestones were reached this past year. The first is that they have now surpassed the \$6 million mark for grants received, as well as contributions from organizations including Pigeon River Fund, Clean River Fund, Haywood County Community Foundation and Haywood Rotary. The second milestone is that Haywood Waterways has now surpassed ten thousand students involved with "Kids in the Creek". In this program every eighth grade student in Haywood County receives hands on learning in the environment which is a "wow" factor for them. A recent survey revealed that this experience is having an impact on the students regarding the environment.

The State maintains a list of impaired waterways, defined because of pollution, sedimentation and other issues. But this designation opens up opportunities for funding. Partners, including the town, have implemented a number of projects allowing waterways to be removed from the list. Hyatt Creek was removed in 2010 because of projects completed with \$1 million in grant funds. Fourteen miles of Richland Creek are currently on this list for bacteria and biological issues. Work is being done on restoration projects, including plantings at Evergreen Packaging for bank stabilization and efforts are being made to repair failing septic systems that leak raw sewage. About 45 have been repaired, which eliminated 8,000 gallons of raw sewage from entering the waterway each day. Mr. Romaniszyn applauded the town, and the work of Fred Baker and Robert Hyatt in locating the town's infrastructure and helping to make those repairs. Organizations are encouraged to adopt sections of the creek trash for clean-up. Every time it rains more trash enters and getting more volunteers to help with this work is important. Haywood Waterways is always trying to find win-win situations. They recently completed a stormwater management plan for the Junaluska Assembly, and projects are currently underway to create stormwater management plans for Waynesville Plaza and Waynesville Middle School. The next phase is writing a grant to construct the controls in those plans.

Haywood Waterways has a great fundraising committee and efforts are made to get money in place for long-term survival. A “Polar Plunge” is planned as a fundraising event on February 23rd at Lake Junaluska. All funds raised from this event will be earmarked for Kids In the Creek.

Alderman Roberson said for years raw sewage discharged in the waterways was called straight piping and a lot of work was done to correct this when Charles Hipps served as District Attorney. Mr. Romaniszyn said there have been only a few examples where pipes broke and raw sewage was running in the creek. Eric has been with Haywood Waterways since 2004. Mayor Brown said the town provides support to Haywood Waterways by providing office space in the Municipal Building. The Board thanked Mr. Romaniszyn for his presentation.

Request for Town Participation in Sewer Line Extension for Hyatt Trace Development

Workforce Homestead, Inc., and Grant, Inc., are proposing to develop Hyatt Trace, a 64-unit affordable rental apartment community for working families on Hyatt Creek Road in Waynesville. The complex will contain a mix of two and three bedroom units in two-story buildings, and will offer rents that will be affordable to households earning no more than 60% of the county median income. Since there is currently no sewer service on Hyatt Creek Road west of the highway, they are proposing to extend a sewer line as part of overall site development efforts. Not only would it serve the proposed multifamily complex, it would also facilitate any other future development initiatives on the remainder of the tract east of this apartment site. They are requesting that the Town of Waynesville participate in the extension of the sewer line down Hyatt Creek Road. Their preference would be to finance the entire length of the off-site utility installation. They have an estimate from the civil engineer for the 1,570 foot utility improvement at a cost of \$106,700. Such assistance would be in the form of a low interest loan to the project that would be repaid over a 20-year term. Manager Onieal said this development is proposed on the “Swift tract” of property. The request is a little bit unique for the board because a policy has not been adopted for these types of activities, and the board was encouraged to continue conversations to develop guidelines.

The proposed 6-acre development site is roughly 1,600 feet west of the intersection of the Highway 23/74 overpass, on cleared land that had previously been used for farming and pasture. It is a subdivided section of a larger 48-acre tract, and will be bordered on the west by Freeman Road, on the north by Hyatt Creek, and on the east and south by raw land.

Hyatt Trace will be developed through a joint venture between two highly experienced developers, Grant Inc., and Workforce Homestead, Inc. Together, the principals of the two companies, Charles Grant II and Jim Yamin, have almost 50 years of experience in affordable housing development and construction, having led the development of 36 high quality rental housing communities in North and South Carolina, totaling 1,608 units.

Grant Inc., was organized in North Carolina in 1977 and has successfully developed raw land, built single and multifamily housing as well as light commercial projects. Since 1994, Grant, Inc., has specialized in the development and construction of affordable apartment complexes using federal housing tax credits allocated by the North Carolina Finance Agency and the South Carolina Housing Finance Agency.

Jim Yamin, president of Workforce Homestead, Inc., said Charles Grant was unable to attend the meeting due to a family conflict. Mr. Yamin said their proposal would provide much needed housing for working families and help to boost the local economy. They will be buying a six acre subdivided parcel. The sewer line will access the site along Freeman Road (off Hyatt Creek Road), crossing over Hyatt Creek. A sixty foot right-of-way will run along Hyatt Creek to serve any subsequent development along the remainder of the acreage. The estimated cost of the sewer line extension is \$106,700, which is included as part of the project budget of \$8.1 million. Mr. Yamin requested assistance from the town for a 20 year low interest loan. The loan would also offer another benefit since they will be applying for federal housing tax credits, and it will make their application more competitive. This is a very competitive process because it has been a successful program and more applications are received than can be funded.

The proposed project will be built, owned and managed for the long term by the developers. Examples of their developments include Elsworth Commons, in Greenville, NC; a new development under construction in Concord, NC.; a 76 unit development for independent living seniors in Hillsborough, NC; Charles Point in Florence, SC with 148 family units; Water Brook, a 64 unit development in Raleigh, NC for independent living seniors; and Randall Place in Goldsboro, NC.

Manager Onieal said the developer is proposing that the loan be paid back in a 20 year period. This project would be one year or more out. The issue is whether the Town would be willing to assist in this project. The water line extension costs would be paid by the developer. Mr. Yamin explained that if families initially apply and their income allows acceptance in the community and later their income exceeds allowable limits they will not be evicted.

Mayor Brown said the town does not have a policy for this type activity. The Town installed a water line for Sonoco by installing a water line earlier than planned. Money contributed for work at The Strand Theatre was based on the creation of jobs.

Fred Baker also mentioned \$75,000 that was committed by the Town for a proposed project by developer Hollis Fitch at the old hospital. That project did not get enough points on the state system and the project was never done.

It was felt that this is a good project with a lot of appeal, as it is located within the town's urban growth boundary, in an area that is going to develop, with some standards in place. Alderman Freeman asked what would be offered to the residents of the homes on Freeman Road. Mayor Brown asked if there was a possibility that the town could do some of this work. Fred Baker this is something that could be handled administratively by contracting for this project. Fred Baker said water and sewer was installed to this tract in 1985 and was one of the first projects he was involved with after coming to Waynesville. Another policy for the board to consider would be to waive capacity fees to encourage affordable housing development. Mayor Brown said this was done for the old hospital project that did not work out.

Patrick Bradshaw clarified that the sewer line would run along the creek rather than the road. The water line will likely run along the road. The preliminary application deadline is Friday, January 25. The full application deadline is in May.

Alderman Roberson moved, seconded by Alderman Freeman to participate with Workforce Homestead/Grant Construction & Development in the extension of sewer to the Hyatt Trace Development as proposed, and to authorize the town manager to negotiate terms of participation in a principal amount not to exceed \$106,700. The motion carried unanimously.

Mayor Brown added that he would like to have discussion of policy added to the retreat agenda. Mayor Brown and the Board thanked Mr. Yamin and Patrick Bradshaw for attending the meeting.

Parks and Recreation Trust Fund (PARTF) Grant Application for Tennis Courts Resurfacing and Construction

The Waynesville Parks and Recreation Department would like to apply for a grant from the North Carolina Parks and Recreation Trust Fund (PARTF) in the amount of \$75,000 to help fund a project which will include resurfacing the six existing tennis courts and construction of two additional tennis courts at the old swimming pool location in Recreation Park at a total cost of \$150,000.

Rhett Langston said this is a great opportunity to apply for this grant which will provide an opportunity to repair cracks in the tennis court and build a new tennis court. The Town would provide \$75,000 and the grant is for \$75,000. Manager Onieal said the master plan for this project was approved in July 2012.

Alderman Freeman said the tennis community is very excited about this project. Rhett Langston added that they are also very excited about the new restrooms to be built in this area.

Alderman Caldwell moved, seconded by Alderman Greeley to authorize the manager to submit a grant application in the amount of \$75,000 to the Parks and Recreation Trust Fund (PARTF) for resurfacing and construction of tennis courts at the Recreation Park. The motion carried unanimously.

Amendment to Chapter 30 (Sections 3, 4 and 66) of the Town of Waynesville Code of Ordinances Fire Prevention and Protection Code

State law requires that fire inspections be conducted for certain structures, including but not limited to commercial, institutional, industrial and high rise structures, on a systematic scheduled basis. Current Town of Waynesville's standards for Fire Prevention Inspections do not conform to the North Carolina Fire Prevention Code.

The Town of Waynesville Code of Ordinances dictates an inspection schedule based on hazards and building systems. The proposed amendments base the inspection schedule on occupancy and use of the building, consistent with state standards.

The current standard also directs the codes administrator and the fire chief to administer the inspections in Chapter 30. The proposed changes will direct these inspections to be administered by the Development Services Department. Fire Chief Webb said the changes are recommended.

Alderman Roberson moved, seconded by Alderman Greeley, to adopt amendments to Chapter 30 of the Town of Waynesville Code of Ordinances as presented. The motion carried unanimously. (Ord. No. 1-13)

Revised Municipal Records Retention and Disposition Schedule

Town Clerk Phyllis McClure presented a request for approval of a revised Municipal Record Retention and Disposition Schedule. This schedule was developed by the State Archives of North Carolina, a division of the Department of Cultural Resources. Ms. McClure said the Town adopts the new schedule each time the State Archives issues a revision. Without the schedule, municipalities are obligated to obtain the State Archives of North Carolina's permission to destroy any record, no matter how insignificant. Each record series listed in the schedule has specific disposition instructions which indicate how long that series must be kept. These instructions are determined by the State. In the past, the disposition instructions for some documents were "destroy in office when administrative value ends" and now each municipality must determine what the minimum requirements for these record series should be. Ms. McClure explained that this has been determined for each area, with the help of several departments, and is included in the revised Municipal Record Retention and Disposition Schedule being presented at this meeting.

Alderman Caldwell moved, seconded by Alderman Freeman, to approve the Municipal Records Retention and Disposition Schedule as presented. The motion carried unanimously.

NCLM Municipal Advocacy Goals Conference 2013 Review & Discussion of Goals and Appointment of Voting Delegate

Every two years, the N. C. League of Municipalities holds a municipal advocacy goals conference to provide the opportunity for the League's member jurisdictions to thoroughly debate legislative issues important to municipalities across the state, and set advocacy priorities. In preparation for the conference, NCLM Legislative Action Committees have been meeting for the past year to develop goals and legislative positions pertaining to the following areas: Planning & Environment, General Government, Tax & Finance, and Regulatory (technical environmental regulations).

A list of 57 advocacy goals proposals recommended by the NCLM Board of Directors for consideration by the membership, which will need to be voted on at the goals conference on January 24. These series of votes will result in 30 priority legislative goals on behalf of NC cities and towns for the next biennium (2013 long session and 2014 short session of the NC General Assembly).

Manager Marcy Onieal said several board members have brought their priorities to her individually. This item was on the agenda at a prior meeting and placed on the agenda once more to see if there are others to add. Mayor Brown said one goal is to protect what small communities do and they should be able to continue doing those things. NCLM represents 540 towns and cities (many are less than 10,000). Some of the goals are particular to urban areas. Voting responsibility was given to Town Manager and Assistant Town Manager at the last meeting. Mayor Brown had hoped to attend but will not be able to go at this time. No board members had additional goals to add.

Mid-Year Reports From Town Staff

Assistant Town Manager Alison Melnikova reported that the Administration Department includes the staff in the Municipal Building, and Public Works Director Fred Baker and Assistant Public Works Director Robert Hyatt. Administration also oversees Public Buildings, which includes Horticulturalist Jonathan Yates. Since June 30 studies and plans for Lake Junaluska have been ongoing, with a study currently being prepared by McGill Associates expected for presentation in February 2013. The Information Technology Assessment has been ongoing with a presentation expected in February 2013 by VC3. The Fuel Shortage Response

Plan is currently in draft form; the creation of it was a grant requirement from the State Energy Office. This plan will serve as the basis for a more comprehensive plan in the next year.

Public Facilities - Construction documents are being finalized on the new Skatepark. The project will be out for bid in February with hopes to award the bid in early March with completion in June. Construction documents are almost complete for the new recreation restrooms and it is hoped to have this project out for bid in February. Mr. Melnikova did not have a report available for the work being done by Horticulturist Jonathan Yates. The Public Art Commission has three finalists for a new art piece which will be installed in September 2013. The next six months include the upcoming retirement of Town Clerk Phyllis McClure, implementation of a new employee evaluation program (the initial setup is currently underway), employee training sessions on various safety, health and technology issues and the Health Fair which is scheduled for March 21. Town Manager Onieal said that this is a group that has been a joy to work with and their efforts are appreciated during the past year of transitions.

Finance Director Eddie Caldwell presented a mid-year budget report, July 1, 2012 – December 31, 2012, with the revenues and expenses broken down into major categories. It is done on a modified cash basis – checkbook accounting, not the full accrual method presented in the annual audit. But this is how we track each department’s spending and the revenues as they come in. In the General Fund revenues are as expected and pretty much on budget. Sales tax for first quarter is up 4% percent. Departments are doing a very good job in watching their budget and keeping their expenditures in line. The Water Fund is always one month behind in revenues, with the water usage in December billed in January. So far it has not been necessary to use any fund balance appropriated. In the fiscal year 2013 budget permission was granted to loan funds from the general fund to the water fund for a several major projects at the water treatment plant. With the sewer fund balance at \$1.6 million he may be back before the Board this spring to borrow from the sewer fund instead. Several projects have been delayed in the sewer fund until now, and so \$157,000 has been made in the sewer fund so far compared to \$63,000 last year and \$68,000 in the prior year. Work will begin soon on \$350,000 in line repairs.

The Electric Fund is improving, but town staff will continue to observe rates very closely each month. Electric usage in December is billed in January. One major manufacturer has shown increased electrical usage.

The Town has two internal service funds, which charge the other funds for the services they provide. Both Public Works and the Garage are benefitting because of recent lower prices for gasoline purchased.

Finance Department Report - Major accomplishments for the Finance Department include the receipt of a clean audit, completion of financing for new bucket truck and financial records being

moved to “the clouds” on accounting software in November. This last process took about one half day to complete, but was months of planning and testing by the entire department. There were some internet connectivity issues with Charter this past week which have now been resolved.

Planning Director Paul Benson gave an overview of building permit activity for the first six months of the fiscal year. \$6.8 million in private sector construction activity is currently underway. For the same June – December time period in 2011 the Town had issued permits for \$5.9 million in construction, and \$3.7 million in 2010. Ingles representatives have indicated that they would be in soon to begin their renovations. They have until August 2013 to begin construction under their current permit.

The Planning Department has several grant projects underway this year. One was received from the Historic Preservation Office to develop downtown historic district and design standards. This would create new downtown design guidelines, and the Historic Preservation Commission is interested in the designation of local historic districts. This was attempted a few years back but was met with concern, especially from downtown property owners but they are now interested. Guidelines could be adopted that could be tailored to Waynesville. Design standards are also being considered that would make portable signs more acceptable. These items will be discussed further at next Historic Preservation Commission Meeting on Feb 6.

A Transportation grant was funded to complete a redesign project for the North Main Street/Walnut Street intersection. This area is a missing link in the Town’s greenway system and Waynesville is also dealing with a dysfunctional intersection at this location. The consultant will obtain traffic counts and include sidewalks and bike lanes. This area has been identified as major pedestrian area. Having a plan in hand makes it easier to get funding for project.

Manager Onieal said Paul Benson’s staff has been working diligently with changes and workload transition which includes cross training, learning new skills, and job responsibilities.

Parks and Recreation Director Rhett Langston reported that in the last six months a new basketball court design has been added, various sport camps, basketball camps and volleyball camp have been held, money raising efforts were begun for improving the tennis courts, softball fields were improved by installing new sod and new recreation programs have been added. Attendance at the Recreation Center exceeded 144,000 people during 2012. During the next six months the new skate park will be built, the department will host the Special Olympics for Haywood County, and new restrooms will be built to replace the restrooms that were destroyed by fire. Mr. Langston said he is very proud of his staff and other employees for improvements around park.

Mayor Brown asked if Rhett has been in contact with Haywood County regarding their possible construction of an area to be used for ball tournaments in Jonathan Creek. Rhett Langston has not spoken to them yet. Mayor Brown added that however the town can work with the county will be beneficial. Rhett will speak with Haywood County's Parks and Recreation Director Claire Stewart.

Police Chief Bill Hollingsed said the number one law enforcement issue is prescription drug abuse. One in four deaths is because of drug overdose, exceeding motor vehicle accidents. A grant was written this year for 120 "med safe boxes" and 75 of the boxes have already placed. Parents and grandparents have become drug suppliers, and the boxes allow them to safely keep these medications in their homes. An outside disposal unit installed at the Police Department on Wall Street has shown increased usage. Police Department personnel have been emptying the unit two and three times per week and transporting the drugs to Charlotte for disposal. Chief Hollingsed recently spoke at North Carolina Probation/Parole Conference in Charlotte.

Chief Hollingsed said legislation is the best way to deal with this controlled substance issues. Three bills have been written with legislators to include the requirement of identification to buy controlled substances. This helps keep track of those receiving the medications as well as with Medicaid fraud. It is hoped that bills that did not go to the floor last year will be reintroduced this year.

Department accomplishments for the previous six months include participation in the Computer Aided Dispatch (CAD) for all agencies in Haywood County. All agencies are now on the same network which helps everyone work together. Mobile data units, which allow officers to complete reports in the field have been installed. You can now see patrol vehicles in neighborhoods and shopping areas as officers are doing their reports, instead of in the office. A new canine was added this year, and it is hoped to have "Valor" fully certified this spring. Detective Tamara VanderMolen is now certified for in-house fingerprint identification, which is much faster. She has been training for this for several years.

Other work included implementing a practical combat and readiness shooting course, upgrading the field training program, expanding the training and equipment for officers regarding active shooter scenarios, implementing new safety and security plans for school systems in conjunction with the school systems, and actively working with legislators for the expansion of the WNC Crime lab.

Manager Onieal thanked the Police Department for their work, adding that there has been a lot of activity regarding sweepstakes machines, including the work of Tax Collector James Robertson, Land Use Manager Byron Hickox and Codes Administrator Jason Rogers.

Fire Chief Joey Webb reported the purchase and implementation of emergency reporting software, and a new Sutphen Fire Engine and been designed and ordered, with delivery scheduled in March 2013, and all career firefighters completed the NC Medical Responder Certification. When he became Fire Chief it was discovered that firemen could not handle such issues as heart attacks. On July 4th a gentleman collapsed on Main Street. One of the firemen began CPR and a life was saved as a result on this occasion and one additional occasion. In Haywood County there are six ambulances and citizens don't have anyone to intervene until someone gets there if ambulances are all tied up with other calls. Fires are down overall and the Fire Department is doing a better job with public education and fire inspections. With the new fire reporting software he will be able to do more sophisticated reports. In calendar year 2012 the department ran 1,854 calls. In light of the recent Connecticut events, Waynesville will be reviewing plans for all emergency events, including flood, fire and others.

Fred Baker, Public Works Director gave reports on the various utility and service functions. Public Works is fully staffed and the last two employees hired have Class C Driver's License.

Water and Sewer Treatment and Distribution - Concrete basin repairs are now complete at the Water Plant and money remains in capital outlays for additional repair work in the pipe gallery. An area wide optimization award was received by the Water Treatment Plant and Waynesville has a good crew.

Year-end calculations for the Wastewater Treatment Plant include 3.1 million gallons per day (mgd) passing through the plant. This is the lowest in 26 years. Last year was 3.2 mgd and 10 years ago it was 3.5 or 4.0 mgd. The bad news is that water sales are down. There seems to be a lot of inactive accounts at the present time. 542 meters were changed to radio read meters in 2012 and the goal was about 400. Over 10% of the system is radio read meters. More than 2 miles of water line were replaced in several areas, including Morning Drive, Vance Street, and through contract work on Maxima Lane and Arnold Heights. Earlier in 2012 a water line replacement project was completed in Ivy Hills. The Town experienced water line breakage issues in the Russ Avenue area. One of the biggest challenges at the Wastewater Treatment Plant was losing long time employee Johnny Reece, and the town is trying to fill the position of Plant Mechanic.

Street Maintenance - Street paving was done this year on Burma Street, Farley Street and Brown Avenue, and some BTS Treatment was completed on streets such as Sanctuary Drive, Marigold and Raytown Heights. There is still some work to be completed on Brown Avenue (four-lane section) to be ground up or patched. The town is trying to stretch the asphalt budget. Some seal coating has been done on Skylark Lane, and full depth patching was done on Brown Avenue, Boyd Avenue, Smathers Street and Haywood Street.

Sanitation - A big change was seen in sanitation since the town began hauling garbage to the White Oak Landfill. This has gone well and personnel and equipment costs have remained lower than estimated. Sidewalk projects on Vance Street, Wall Street behind the old Strand Theatre, and a project near the railroad in Hazelwood. Mr. Baker expressed appreciation to Daryl Hannah, Chris Snyder and Shane Messer for their work on the Shelton branch restoration project and plantings by Jonathan Yates.

Electric - The Electric Department has replaced 33 utility poles in the last six months as part of their annual replacement plan, and tree trimming trees has begun again this week. It is felt that this preventive maintenance program has paid off and reduced electrical outages. A large transformer was installed at Sonoco. The town now has 560 radio read electric meters in place, making approximately 1/6 of electric system is on radio read. The lighting project is almost complete in Frog Level.

Manager Onieal, Mayor Brown and the Board of Aldermen thanked the town staff for attending the meeting and presenting updates of their ongoing work. Manager Onieal added that it is important to hear what a good job town staff is doing because the Board doesn't always hear about the daily operations unless there is an issue. She added that she attended the annual planning retreat of the Downtown Waynesville Association and some of the same issues and projects were discussed.

Payments to Boards and Commissions

The Planning Board and Board of Adjustment members currently receive a stipend as a means of trying to reimburse for travel expenses. This began at a time when there were a lot of times when the members of those boards had to be out in the field more often for each meeting. There is a concern that it isn't being taxed correctly, or if it is meant to be a stipend or a reimbursement for actual expenses. Mayor Brown said the obvious thing is that boards and commissions should be treated the same. Alderman Roberson felt that it should be consistent across the board. It was a consensus of the Board to discuss the issue further at the upcoming retreat.

Alderman Greeley asked about appointed boards when he came on board and understood that the only paid board was ABC Board. Alderman Roberson asked if this should be viewed as travel expense and Mayor Brown said the town should adopt a policy that these funds be strictly reimbursement and not salary and the other Board Members agreed. Alderman Caldwell thought that all boards were voluntary except for the ABC Board. Manager Onieal said if it is acceptable to the Board, payment will be made for the past year and all boards will be made aware that service on the various boards and commissions is all voluntary. It was the consensus of the Board that payment be made for the past year and all boards and commissions be made aware that service on the town's boards is voluntary.

Resolution to Name Assistant Town Manager Alison Melnikova as Deputy Town Clerk

Manager Onieal said the town will not have a new clerk in place when Town Clerk Phyllis McClure retires, and there currently is not a Deputy Town Clerk. In the future Manager Onieal would like for several employees to step into the role of Deputy Town Clerk as needed. This would allow more cross-training across the organization and be in addition to their normal job duties. In order to ensure that statutory requirements are being met in the coming month, a resolution was introduced to name Assistant Town Manager Alison Melnikova as Deputy Town Clerk.

Alderman Caldwell moved, seconded by Alderman Roberson to adopt a resolution designating Assistant Town Manager Alison Melnikova as Deputy Town Clerk. The motion carried unanimously. (Res. No. 2-13)

Communications From the Mayor and Board of Aldermen

Alderman Greeley said the property across from Barberville Baptist Church is getting to be a bit of an eyesore and two people have approached him in the past ten days. Planning Director Paul Benson said dirt is being taken to Barber Orchard and the property owner has indicated that the property will eventually be a building site, although no plans have been submitted for development to date.

Junaluska Merger Update

Mayor Brown said everyone is moving ahead with the Junaluska project and we will all know more once the report is received from McGill. Manager Onieal said the town is beginning to receive some preliminary information. The Lake Junaluska Board of Directors has an executive committee meeting on January 25 which will be followed by another meeting on February 7.

Adjournment

It was the consensus of board to adjourn the meeting at 9:25 p.m.

Phyllis R. McClure
Town Clerk

Gavin A. Brown
Mayor