

**MINUTES OF THE TOWN OF WAYNESVILLE BOARD OF ALDERMEN  
REGULAR MEETING  
MAY 13, 2014**

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**THE WAYNESVILLE BOARD OF ALDERMEN** held their regular meeting on Tuesday, May 13, 2014 at 7:00 p.m. in the board room of Town Hall, 9 South Main Street, Waynesville, NC.

**A. CALL TO ORDER**

Mayor Brown called the meeting to order at 7:00 p.m. with the following members present:

Mayor Gavin Brown  
Alderman Gary Caldwell  
Alderman Julia Freeman  
Alderman LeRoy Roberson

Alderman J. Wells Greeley was absent with notice, due to out of town travel.

The following staff members were present:

Marcy Onieal, Town Manager  
Woodrow Griffin, Town Attorney  
Amie Owens, Town Clerk  
Andrew Bowen, Management Assistant  
David Foster, Public Services Director  
Fred Baker, Utilities Director  
Eddie Caldwell, Finance Director  
Travis Ledford, Public Services, Electric Division  
Jeff Stines, Public Services, Water/Sewer Maintenance Division  
David Smith, Public Services, Wastewater Treatment Division

Representing the Media:

Mary Ann Enloe, The Mountaineer

1. Welcome /Calendar/Announcements

Mayor Gavin Brown welcomed everyone to the meeting and asked Manager Onieal to review the calendar events.

Manager Onieal explained that there were not many changes to the calendar and highlighted several dates including:

- May 14 – Opening of the Legislative Short Session in Raleigh
- May 15 – Retirement Reception for Paul Benson, Planning Director 3 p.m. to 5 p.m.
- May 15 – Community Needs Meeting – 3:30 p.m. at the Senior Resource Center
- May 22 – Downtown Waynesville Association Board Appreciation Breakfast – 8:30 a.m. at Town Hall
- June 3 and June 4 - Town Hall Day at the NC General Assembly
- June 4 - Rural Economic Development Roundtable at WCU

Mayor Brown added that the last meeting of the Haywood County Economic Development Commission would be held on May 15 at 4:00 p.m.

2. Revisions to Budget Workshop Calendar

Manager Onieal explained that due to board members' scheduling conflicts, the originally planned budget workshop schedule is being modified. She proposed Friday, June 6 at 9:00 a.m. and Tuesday, June 17 at 5:30 p.m. for the special called meetings. Manager Onieal explained that the Finance Director is working on the budget document, which hopefully will be ready for distribution at the May 27 Board of Aldermen meeting.

***The motion to revise the Budget Workshop Calendar was approved by consensus. The previously approved budget workshop on May 30, 2014 is cancelled and an additional budget workshop on June 17 at 5:30 p.m. in the Municipal Building, 16 S. Main Street was added.***

3. Adoption of Minutes

***Alderman Caldwell made a motion, seconded by Alderman Freeman, to approve the minutes of the April 22, 2014 (regular meeting session) as presented. The motion carried unanimously.***

The closed session minutes from April 22, 2014 will be presented for approval at the next regularly scheduled meeting.

4. Proclamation – National Public Works Week – May 18-24

Mayor Brown read a proclamation declaring May 18 – 24 as Public Works Week in the Town of Waynesville. Public Works Week is observed nationally and is held in conjunction with the American Public Works Association, who recognizes the contributions of Public Works professionals to the health, safety and welfare of citizens and visitors. The proclamation was presented to Public Services Director, David Foster who was accompanied by several staff members including the newest Public Services employee, Travis Ledford, and the longest serving employee David Smith. Another employee, Jeff Stines, was recognized for obtaining his Utility Management certification and as the March Public Services employee of the month.

All of the Aldermen present thanked the Public Services Department for their commitment and complimented them for their professionalism.

Proclamation – National Police Week – Peace Officers Memorial Day

Mayor Brown added that he had also signed a proclamation for National Police Week (May 11 – 17) and Peace Officers Memorial Day (May 15). Chief Hollingsed will receive this proclamation.



## Town of Waynesville

# PROCLAMATION

### PUBLIC WORKS WEEK MAY 18-24, 2014

**WHEREAS**, the Town of Waynesville relies on Public Works infrastructure to ensure the safety, health, and well-being of its citizens and guests; and

**WHEREAS**, Public Works professionals, managers, administrators, and other allied support in the public and private sector, plan, design, build, operate, and maintain transportation, water supplies, sewage and refuse disposal, public facilities, and other structures and facilities essential to serving Town citizens and guests; and

**WHEREAS**, our Town is safer and more efficient where citizens can enjoy the quality of life that makes Waynesville special because of the dedication of Public Works professionals; and

**WHEREAS**, the Town of Waynesville joins the American Public Works Association and other interested agencies and organizations in recognizing the contributions of Public Works professionals to the health, safety, welfare of the Town;

**NOW, THEREFORE**, I, Gavin A. Brown, Mayor of the Town of Waynesville, do hereby proclaim May 18-24, 2014, as "**PUBLIC WORKS WEEK**" in the Town of Waynesville, and commend its observance to all Town citizens and treasured guests.

**IN WITNESS WHEREOF**, I have hereunto set my hand and affix the seal of the Town of Waynesville on this the 6th day of May, 2014.



TOWN OF WAYNESVILLE

Gavin A. Brown  
Mayor

**PROCLAMATION**  
**NATIONAL POLICE WEEK**  
**May 11 – 17, 2014**  
**And**  
**PEACE OFFICERS MEMORIAL DAY**  
**May 15, 2014**

**WHEREAS**, the Congress and President of the United States have designated the week of May 11 – 17, 2014 as National Police Week and Thursday, May 15, 2014 as Peace Officers Memorial Day, and

**WHEREAS**, the members of the law enforcement play an essential role in safeguarding the rights and freedoms of the citizens of the Town of Waynesville, and

**WHEREAS**, it is important that all citizens know and understand the duties, responsibilities, hazards and sacrifices of their law enforcement officers, and

**WHEREAS**, the men and women of the law enforcement agency of the Town of Waynesville serve the people by safeguarding life and property, protecting them against violence and disorder and providing a vital public service.

**NOW, THEREFORE**, I, Gavin A. Brown, Mayor of the Town of Waynesville, do hereby proclaim the week of May 11 - 17, 2014 as National Police Week and May 15, 2014 as Peace Officers Memorial Day for the Town of Waynesville and urge all citizens to recognize these officers' faithful and loyal devotion to their responsibilities.

This the 13<sup>th</sup> day of May, 2014.



TOWN OF WAYNESVILLE

Gavin A. Brown  
Mayor

## **B. REPORTS & PRESENTATIONS**

### 5. Waynesville Housing Authority Annual Update

Mr. Randolph Janes, Executive Director of the Waynesville Housing Authority (WHA) provided an annual update. Mr. Janes has worked for the WHA for 25 years and was named as the Executive Director in late April. Mr. Janes explained that through the federal Capital Funds Grant the WHA has been able to remodel the kitchens and bathrooms of the 100 rental units. Currently, WHA is working with Town of Waynesville inspections to ensure that improvements meet codes; some improvements include replacing outlets, lighting, replacing sidewalks and parking lots at various facilities. Mr. Janes noted that approximately \$125,000 is received annually for these improvements through Housing Urban Development (HUD). He added that the Waynesville Towers (a 62 unit building) WHA is in the process of recaulking the outside of the building and painting with a colored sealant that will both seal and beautify the building. Both of the building's elevators have been updated and meet requisite codes.

Mr. Janes explained that as units become vacant, they are updated. He added that the minutes of WHA board meetings will be forwarded to the Town Clerk monthly. Mayor Brown asked how long the WHA had been in operation. Mr. Janes confirmed operations since 1971. Mayor Brown congratulated Mr. Janes on his new position and thanked him for the report.

### 6. Haywood County Fair

Mr. Sam Smith representing the County Fair Advisory Council of the Haywood County Fairgrounds provided information regarding the upcoming Haywood County Fair (Fair). Mr. Smith noted that the Fairgrounds hosts 65 to 70 events annually with the Fair being the largest event. He provided the dates Aug 19 – 25 for the 2014 County Fair and added that the Council is gathering sponsorships. Mr. Smith referenced the sponsor levels and described the different ways that sponsors are acknowledged including an insert that is in the Mountaineer just prior to the Fair. Mr. Smith concluded by thanking the board for their consideration for sponsorship.

Mayor Brown asked how many vendors would be at the Fair. Mr. Smith noted that approximately 60 vendors participate each year with close to 50 sponsors. Mayor Brown inquired as to the total number of people attending the Fair each year. Mr. Smith answered that the estimated total is between 12,000 and 15,000 annually. He added that the Fairgrounds does charge parking fees, concessions and vendor space.

Mayor Brown thanked Mr. Smith for the information and the board will consider whether to be a sponsor.

## **C. NEW BUSINESS**

### 7. Waynesville First United Methodist Church – Street Closure Request

Manager Onieal explained that Reverend Becky Brown from Waynesville First United Methodist Church submitted a request to close Academy Street between the intersections of Haywood Street and Tate Street for three events.

- Pig Pickin’ – Church Community Event on Sunday, June 1 beginning at 4pm and ending at 8pm.
- Back to School Bash – Church Community Event on Sunday, August 24 beginning at 4 and ending at 7pm.
- Trunk or Treat – Community Event on Friday, October 31 beginning at 5pm and ending at 8pm.

***Alderman Roberson made a motion, seconded by Alderman Freeman, to approve the various street closure requests from Waynesville First United Methodist Church for the remainder of 2014 as presented. The motion carried unanimously.***

8. Call for Public Hearing – Land Development Standards Amendment – Quasi-Judicial Hearing Procedure

Manager Onieal explained that proposed Land Development Standards required updating to meet legislative requirements. The proposed amendment:

- Changes public notice of Variance and Appeal requests to remove published notice and add mailed notice to affected and adjacent property owners.
- Enables the Clerk to the Board as well as the Chair to swear in witnesses.
- Clarifies the requirements for written notice of decision and the delivery of that notice.
- Adds provisions for an expedited hearing process in cases where enforcement actions are not stayed until the hearing is held.
- Eliminates the super-majority (4/5ths) vote required to uphold an appeal of an administrative decision.
- Requires that the Administrator appear as a witness in cases of appeal of an administrative decision.
- Eliminates the “practical difficulties” language from considering the granting of a variance.
- Eliminates the test that a variance may not be properly granted if the applicant can make reasonable use of the property without the variance.

Manager Onieal noted that the action required was to call for a public hearing.

***Alderman Caldwell made a motion, seconded by Alderman Roberson, to call for a public hearing to consider amending the Town of Waynesville Code of Ordinances (Sections 15.2 – 15.13), regarding the quasi-judicial hearing process for Tuesday, May 24, 2014 at 7:00 p.m., or as soon thereafter as possible, in the Board Room of Town Hall, 9 South Main Street. The motion carried unanimously.***

9. Call for Public Hearing – Boards and Commissions Composition and Meeting Schedules and Adoption of Board & Commissions Manual

Manager Onieal explained that Ms. Owens had compiled information on all of the Boards and Commissions including the vital records, procedures, terms, duties and powers, and processes for member replacements and will include the most current rosters for each group.

Manager Onieal explained that in addition to the Boards and Commissions Manual, a revision to the Code of Ordinances related to the membership and meeting schedules would be presented which would allow for the Board of Aldermen to administratively change the membership number or meeting

schedule in the Boards and Commissions Manual without having to amend the Code of Ordinances each time such a change was requested.

Manager Onieal noted that the action required was to call for a public hearing.

***Alderman Freeman made a motion, seconded by Alderman Roberson, to call for a public hearing to consider amending the Town of Waynesville Code of Ordinances regarding composition and meeting schedules of town boards and commissions and to consider adoption of a Boards and Commissions Manual on May 27, 2014 at 7:00 p.m., or as soon thereafter as possible, in the Board Room of Town Hall, 9 South Main Street. The motion carried unanimously.***

10. Update on Wholesale Power Market

Kevin O'Donnell, Nova Energy Consultants provided an update regarding the Wholesale Power Market. His presentation included information on the Request for Proposal (RFP) process to date, an analysis of proposals received, information on the pros and cons of potentially leaving the existing vendor, Duke Energy and preliminary recommendations related to contract review and potential timetable for action.

Brief discussion was held. Mr. O'Donnell will forward contract information to Mr. Griffin and staff for review and comment. Mr. O'Donnell will update the Board as necessary. Mayor Brown thanked Mr. O'Donnell for his expertise and for his analysis and presentation.

**D. COMMUNICATIONS FROM STAFF**

11. Town Manager – Marcy Onieal

Manager Onieal noted that the Planning Director position would be posted soon and that Mr. Benson has agreed to serve on a contract basis beginning July 1 until his successor is appointed. This will allow for the completion of some current projects and provide an opportunity to work with the new individual hired. In the interim, Utilities Director Fred Baker will serve as primary contact and temporary supervisor for the Planning Department, while Manager Onieal will staff Planning Board and Board of Adjustment as needed and Town Clerk Amie Owens and Administrative Assistant Ginny Boyer will staff Historic Preservation Committee.

Manager Onieal explained that the most recent Citizen Police Academy has graduated. She praised the program and the commitment displayed by participants. Manager Onieal commended staff for their instruction on all facets of law enforcement and for a well-balanced and comprehensive program. She noted that there were 23 individuals who graduated from this class.

Manager Onieal complimented the Mayor for his outstanding job emceeding the regional Opt-In meeting with over 300 in attendance. A first draft of the final report from this regional planning effort has been emailed to all Board members. Manager Onieal explained that the Opt In effort provides an opportunity to look at the future of the region from all facets including natural resources, planning, growth and development.

Manager Onieal provided an IT Update explaining that the implementation of the exchange/VOA is progressing. All town email addresses will be changing May 19. Manager Onieal added that while VC3 staff is onsite, testing of applications will begin and information will be moved to the cloud. The entire process should be completed by late summer.

Manager Onieal shared that the Wade/Tomlinson property transfer has concluded. Copies of the deeds are with the appropriate parties.

Manager Onieal highlighted that sites within Waynesville and Haywood County would be part of a family film production entitled "Chasing Grace" by an independent feature film producer out of Charlotte. Greenhill Cemetery has been selected for a funeral scene, with local homes and locations such as the 1<sup>st</sup> Baptist Church, Wine Cellar, Municipal Building and Canton Police Department being used in the film.

Manager Onieal concluded by noting that the Commission for Clean County Waynesville litter pick up on Highway 276/Pigeon Street went well with good participation and inmate assistance supervised by the Sheriff's Department. She thanked the Administrative Services staff and Aldermen for their participation.

12. Town Attorney - Woody Griffin

Attorney Griffin indicated that he is continuing to work on easements related to the Balsam Rest Area project with Mr. Baker.

**E. COMMUNICATIONS FROM MAYOR AND BOARD OF ALDERMEN**

**F. CALL ON THE AUDIENCE**

No one addressed the Board.

**G. ADJOURN**

***There being no further business to discuss, Alderman Caldwell made a motion, seconded by Alderman Freeman, to adjourn the meeting at 8:29 p.m. The motion passed unanimously.***

ATTEST

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Gavin A. Brown, Mayor

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Marcia D. Onieal, Town Manager