

**MINUTES OF THE TOWN OF WAYNESVILLE BOARD OF ALDERMEN**  
**REGULAR MEETING**  
**January 13, 2015**

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**THE WAYNESVILLE BOARD OF ALDERMEN** held its regular meeting on Tuesday, January 13, 2015 at 6:00 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 6:20 p.m. with the following members present:

Mayor Gavin Brown  
Alderman Julia Freeman  
Alderman J. Wells Greeley  
Alderman LeRoy Roberson

The following board and staff members were absent:

Alderman Gary Caldwell  
Woodrow Griffin, Town Attorney

The following staff members were present:

Marcy Onieal, Town Manager  
Chase Wells, Acting Town Attorney (in Mr. Griffin's absence)  
Amie Owens, Town Clerk  
Bill Hollingsed, Police Chief  
Joey Webb, Fire Chief  
David Foster, Public Services Director  
Rhett Langston, Recreation Director  
Paul Benson, Town Planner  
Lt. Tim O'Neill  
Captain Brian Beck

1. Welcome /Calendar/Announcements

Mayor Gavin Brown welcomed everyone and apologized for the delay in the start of the meeting. This is a new meeting time for the board and this is the first meeting under the new schedule.

Manager Onieal noted the following calendar events:

- January 19 – Town offices closed for Martin Luther King, Jr. holiday and the MLK breakfast will be held at 8:00 a.m. at Lambuth Inn
- January 21 – the Town will be hosting Leadership Haywood's Local Government/Law Enforcement day
- January 31 - Polar Plunge to support Haywood Waterways Kids in the Creek program – there is a team for Town and Manager Onieal encouraged the board to support the team. Alderman Greeley is also doing the Polar Plunge as a team member for his business.

2. Arbor Day Proclamation

Mayor Brown read a Proclamation declaring Friday, March 20, 2015 as Arbor Day in the Town of Waynesville and encouraged all citizens to support the efforts to protect our trees. He added that Waynesville was a Tree City and applauded Jonathan Yates and the horticulture staff for doing a great job with such a renewable resource.



3. Adoption of Minutes

***Alderman Greeley made a motion, seconded by Alderman Roberson to approve the minutes of the December 9, 2014 (regular meeting) and the minutes of the December 9, 2014 (closed session) as presented. The motion carried unanimously.***

## **B. REPORTS TO THE BOARD**

### **4. Last Shot Fired – 150<sup>th</sup> Anniversary Celebration**

Sarah Jane League, Chair of the Shelton House Board, explained that the Shelton House and multiple other groups had met and developed a commemorative celebration for the “Last Shot Fired” 150<sup>th</sup> anniversary beginning in April 2015. She provided background information about the historical events and noted the various venues and events planned for April and May as part of the celebration.

Carol Litchfield, Haywood County Historical and Genealogical Society and Shelton House board member also addressed the board. Ms. Litchfield added that the committee wanted to gain input from the board and clarify what can be done legally within the town limits. She explained that there would be a need to work with Parks and Recreation for parking and use of the park for a re-enactment of the Last Shot Fired. The plan is to then go to the memorial located just down the street from the park. Traffic control was requested to ensure safety of those walking to the site. Ms. Litchfield made a final request related to flags on Confederate graves in Green Hill Cemetery and the need to ensure that when mowing occurs that the flags are replaced.

Mayor Brown noted that all of the departments were represented at the meeting and that they could assist with meeting the needs of this celebration. Ms. League and Ms. Litchfield thanked the board and noted that the next meeting of their committee was on February 4.

Philan Medford requested to address the board immediately following the Last Shot Fired report as her comments were related. Ms. Medford explained that she was pleased that the committee was honoring and celebrating the Civil War ancestry and explained about Ruben Eldredge Medford and the story of his satchel. She noted that Laurel Rogers has the satchel if anyone wished to view it.

Mayor Brown thanked Ms. League and Ms. Litchfield for their presentation and Ms. Medford for the additional information.

## **C. NEW BUSINESS**

### **5. Award of Bid for new flocculator and flash mixer at the Water Treatment Facility**

Manager Onieal explained that certified bids were taken for a flocculator and flash mixer for use at the Water Treatment Facility. The lowest responsible responsive bidder was Jim Myers and Sons with an amount of \$104,335. Manager Onieal noted that this is a significant piece of equipment and that the existing equipment was installed in 1971. This purchase was included in the budget for this fiscal year. David Foster, Public Services Director provided a diagram of and explained the function of the flocculator.

Mayor Brown noted that we take great pride in our water and if this is something that would ensure continued quality it seemed like a good thing. Alderman Freeman inquired as to how long the installation would take. Mr. Foster answered installation would take 6 to 9 months.

***Alderman Freeman made a motion, seconded by Alderman Greeley to approve the award of bid to Jim Myers and Sons in the amount of \$104,335 for flocculator and flash mixer at the water treatment facility as presented.***

6. Request for Street Closure – Kids Advocacy Resource Effort (KARE) 5K Run/Walk

Manager Onieal noted that the Kids Advocacy Resource Effort (KARE) 5K Run/Walk is scheduled for Saturday, April 25, 2015 beginning at 8:00 a.m. This is the third year that the event has taken place and the request is for police escort for runners (rolling street closures) between Main Street (courthouse) and Country Club Drive (Waynesville Inn) and back.

***Alderman Roberson made a motion, seconded by Alderman Greeley to approve the rolling street closure for the KARE 5K Run/Walk on Saturday, April 25, 2015 beginning at 8:00 a.m. from Main Street to Waynesville Inn and return, as presented.***

7. Approve amendment to Employee Benefits Article IX of the Town of Waynesville Personnel Policy manual related to group health insurance and health insurance for retirees

Manager Onieal asked to defer this agenda item to the next meeting so that additional language revisions could be made related to Medicare and the Local Government Employee Retirement System. She noted that there are employees who currently are or who may in the future work for the Town who have not reached the age of 55, but who have served long enough (30 years) to retire. The previous policy stated that benefits would only be provided for ten (10) years from 55 to 65 Medicare Eligibility. Manager Onieal added that this would not be a major cost to the town and is something that is fair and appropriate for those employees who have committed their career to Waynesville. This is not retroactive. This change would be from the approval date forward.

***No action was taken on this item and it will be placed on the agenda for the January 27, 2015 regular meeting.***

**D. CALLS FOR PUBLIC HEARING**

8. Call for Public Hearing for technical corrections to the Land Development Standards

Paul Benson, Interim Planning Director, explained that since the ordinance adopted in 2011, there have been several technical corrections that needed to be made to ensure consistency and clarity in the Land Development Standards including names of districts not spelled out correctly and grammatical changes. None of these errors changes the meaning of ordinance, but it is important to get these corrections made. The Planning Board has reviewed the proposed changes and recommended adoption of these amendments.

Mayor Brown asked Mr. Benson to address the next call for public hearing and that the board would consider the motion for both at the same time.

9. Call for Public Hearing for consideration of amendments to Section 11.5.12 of the Land Development Standards to make Town standards for Political Signs consistent with State regulations

Mr. Benson explained that amendments to Section 11.5.12 were prompted by changes made at the State level. This is more of a technical change but does have impact on the substance of the ordinance. The Planning Board recommends changing the Town ordinance to meet the same standards and limitations as the state including size, distance to the road, and permission of the owner of private property. Mr. Benson noted that this would allow for ease in enforcement and would eliminate deposits that have to be refunded after the election. He added that there were no serious violators after elections related to abandoned signs.

Mayor Brown asked if the Planning Board was unanimous in their recommendation. Mr. Benson noted that there was one dissenting vote on Planning Board and that there is still an enforcement option included in the ordinance; this is just making the Town's ordinance consistent with the State.

***Alderman Greeley made a motion, seconded by Alderman Roberson to call for public hearing on Tuesday, January 27, 2015 at 6:00 p.m., or as soon thereafter as possible in the Board Room of Town Hall, 9 S. Main Street to consider adoption of technical corrections to and amendment of the Land Development Standards including Section 11.5.12 to make Town standards for Political Signs consistent with State regulations.***

10. Call for Public Hearing for consideration of adoption of an ordinance to require pawn brokers and second-hand dealers to submit daily pawn and/or purchase transactions to law enforcement through electronic means

Police Chief Bill Hollingsed explained that using electronic submission versus handwritten tickets requiring pick up and data entry by the Police Department will be more efficient as the vendors have access to the Leads On-Line system free-of-charge. The Police Department currently has a subscription to Leads On-Line. Chief Hollingsed explained that by using the system, serial numbers can be cross referenced to ensure that stolen items are not being sold. Many of the surrounding local municipalities utilize the Leads On-Line system and have incorporated this into their Ordinance. In order to provide ample time for the information to be disseminated about the upcoming public hearing, it was requested that February 10, 2015 be the date for the hearing.

***Alderman Greeley made a motion, seconded by Alderman Freeman to call for public hearing on Tuesday, February 10, 2015 at 6:00 p.m., or as soon thereafter as possible in the Board Room of Town Hall, 9 S. Main Street to consider the adoption of an ordinance to require pawn brokers and second-hand dealers to submit daily pawn and/or purchase transactions to law enforcement through electronic means.***

## E. COMMUNICATIONS FROM STAFF

### 11. Mid-Year Departmental Update

#### **Recreation**

Rhett Langston, Recreation Director, provided his report via video format, taking the Board members through the Recreation Center including visiting the Base Camp program room and the new sauna. Mr. Langston noted that the Recreation department will be working with the Advisory Committee to develop a Parks and Recreation Master Plan for the future.

#### **Administrative Services**

Amie Owens, Town Clerk, provided information from Human Resources, Wellness and Communications/Record Maintenance. Notable information was a minimal increase in health care premiums with optimal enrollment in supplemental benefit offerings, steady participation in wellness initiatives and programs, an expanded presence on social media for the town, and the clean up of stored records in adherence with the NC State Records Retention and Disposition schedule.

#### **Finance**

Ms. Owens shared information regarding the Finance department with highlights including:

- Successful annual audit without any findings
- Implementation of Munis software upgrade
- Over 350 hours in continuing education and training
- Development of the Financial Services Career Track program

#### **Public Services**

Mr. Foster noted many successful endeavors by each of the various divisions including paving, patching, sidewalk maintenance and public art installations by Streets and Sanitation. The Water division improved efficiency by installing auto-read meters, replaced over one mile of water lines, and developed the bid specifications for the just approved flocculator and flash mixer. The Streets and Water division are working collaboratively on a project to restore drainage and ground cover at Big Cove \$2 million gallon tank to facilitate FY16 tank maintenance and inspection.

Mr. Foster added that the Sewer division had cleaned out over 10 miles of line and is involved in larger projects at the waste water treatment facility. The Electric division has completed installation of over 500 auto read meters to enhance meter reading efficiency, and installed over 50 new and more efficient LED street lighting fixtures, with an additional 30+ planned for next quarter.

Mr. Foster reminded the board that the new division – Asset Management- had been implemented to oversee the town's assets (buildings, facilities and vehicles). In the brief time since this reorganization occurred, the division has been instrumental in the design of roof repairs at Fire Station 1 and the installation new Recreation Center sauna. Vehicles and building maintenance work orders are completed via a new system called PubWorks which leads to greater efficiency, improved tracking and cost-allocation capabilities.

### **Development Services**

Mr. Benson noted that the value of construction is about 50% greater than the same time last year. Fire inspections have dropped off which is indicative of an aggressive inspections program. Mr. Benson added that the big news is that the State Transportation Improvement Program has been released and the Russ Avenue corridor is included with approximately \$18 million allocated for the project. The timeline for construction is tentatively for 2022. Mr. Benson reported what is anticipated, besides just traffic flow areas, are bike lanes and landscape improvements.

Mr. Benson explained that the Brown Avenue realignment has been funded with \$500,000 and should begin in fiscal year 2016 with preliminary engineering work this year. This project will make it safer for children as they will not have to cross the street to access the school. Mr. Benson concluded by noting that Chic -fil-A would be coming to Waynesville. The franchise owner is investigating the site, and performing due diligence.

### **Fire Department**

Fire Chief Joey Webb reported the statistics for the fire department for 2014 including the number of fires and other calls totaling 2210. He added that his department also provides training and presentations. In 2014, there were 665 fire and life safety presentations to 55 groups with 4,764 participants of which 4,100 were students. This equivocates 861 hours of presentation. Chief Webb noted that 65 car seats were installed and 590 hydrants were serviced and inspected 590 hydrants with testing completed annually on approximately 110. The department had 3,027 hours of training/continuing education and performed four (4) controlled burns.

### **Police Department**

Chief Bill Hollingsed reported the statistics for the police department for 2014 including:

- 23,561 Calls for Service
- Total Index Crimes (Rape, Robbery, Aggravated Assault, Burglary, MV Theft)
  - 2014 - +/- 400      2013 – 447
- Persons Crimes Decreased – Property Crimes Decreased
- 1442 Arrests Made
- 586 Traffic Crashes (76 Serious Injury)
- Repeat Offender Program (ROP) initiated – this is where the most frequent offenders' names are provided to the patrol and tactical units to easily identify those who are repeat offenders.

Chief Hollingsed reported about the success of the K-9 program and noted that Levi, the most recently retired K-9 had passed away. The Uniformed Narcotics Investigative Team (UNIT), a multi-jurisdictional team, was responsible for several higher profile cases in Haywood County including illegal gambling, illegal prostitution and drug-trafficking. Chief Hollingsed added that the assigned vehicle program was beginning to show savings.

### **Town-wide Initiatives**

Ms. Owens reported on several town initiatives including Information Technology, Customer Service and Community Service. From an IT standpoint, the conversion to cloud-based computing with VC3 will be completed in January. All of the email and web addresses associated with the Town have been updated to reflect waynesvillenc.gov. The staff is vigilant in their pursuit of developing new and

enhancing existing partnerships and collaborations for cost savings and efficiency for the best possible customer service. Ms. Owens added that the town employees through their community service efforts were able to provide three (3) truckloads of food and \$3,150.25 to Haywood Christian Ministry as well as supporting the Haywood Pathways Center via in-kind services.

Manager Onieal added that she was extremely proud of the leadership team and their efforts to establish new projects/new initiatives that improved customer service and response, done during a year that has been extremely difficult. It has been a great deal of work, but well worth it. Manager Onieal thanked the board for supporting the initiatives. She applauded the leadership team and their staff for their accomplishments.

Manager Onieal added that she appreciated everyone's patience during the IT implementation/transition. There is much that goes on behind the scenes that allows for the success of the project. Manager Onieal noted that this transition will allow for better security, speed, reliability and eliminate redundancy. The dedicated fiber line connection will go live January 18<sup>th</sup>.

Mayor Brown thanked everyone for their reports and congratulated them on their successes.

12. Town Attorney – Woody Griffin

Attorney Griffin was not present and Mr. Wells had no business to discuss.

13. Town Manager – Marcy Onieal

Manager Onieal included information in the packet regarding the Chamber of Commerce's legislative agenda for review by the Board.

Manager Onieal explained that there was a public meeting being held at Haywood Vocational Opportunities related to the Benfield Superfund site and final remediation of the site. The only responsibility that the Town has is as the holder of the plan. Manager Onieal and Alderman Roberson met with the EPA to discuss plans. There is a 30-day comment period for individuals to contact the EPA regarding the site.

Manager Onieal noted that there is a need to reschedule the Board Retreat in order to coordinate with consultants; it will most likely be February 20.

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

Mayor Brown thanked the staff and the Aldermen for their attendance to his mother-in-law's funeral.

Manager Onieal reminded members that the audit presentation would be at the next meeting and to please bring their copies of the audit reports with them.



**G. CALL ON THE AUDIENCE**

Pat Meier complimented the Public Services staff for their professionalism and courteousness while they were installing new waterlines and paving on Hy Street.

**H. ADJOURN**

*There being no further business to discuss, Alderman Greeley made a motion, seconded by Alderman Roberson, to adjourn the meeting at 7:57 p.m. The motion passed unanimously.*

ATTEST

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Gavin A. Brown, Mayor

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Marcia D. Onieal, Town Manager

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Amanda W. Owens, Town Clerk