

**MINUTES OF THE TOWN OF WAYNESVILLE BOARD OF ALDERMEN**  
**REGULAR MEETING**  
**May 9, 2017**

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**THE WAYNESVILLE BOARD OF ALDERMEN** held a regular meeting on Tuesday, May 9, 2017 at 6:30 p.m. in the board room of Town Hall, 9 South Main Street, Waynesville, NC.

**A. CALL TO ORDER**

Mayor Gavin Brown called the meeting to order at 6:28 p.m. with the following members present:

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

The following staff members were present:

Rob Hites, Town Manager  
Woody Griffin, Town Attorney  
Amie Owens, Assistant Town Manager/Town Clerk  
David Foster, Public Services Director  
Elizabeth Teague, Development Services Director

The following media representatives were present:

Cory Vaillancourt, Smoky Mountain News

1. Welcome /Calendar/Announcements

Mayor Gavin Brown welcomed everyone to the meeting and noted the following calendar events including:

- May 11 – Tuscola High School AFJROTC Awards Banquet – Mayor will be presenting certificates to cadets
- May 12 – Art After Dark – Main Street – sponsored by the Downtown Waynesville Association
- May 13 – Whole Bloomin’ Thing Festival sponsored by the Frog Level Merchant’s Association – 9:00 a.m. until 5:30 p.m.
- May 13 - Commission for a Clean County Waynesville Litter Pick Up – 9:00 a.m. for Pigeon Street area

Mayor Brown asked Assistant Town Manager/Town Clerk Amie Owens to tell the board members about her recent graduation. Ms. Owens explained she had completed a seven-month course from the UNC School of Government entitled Municipal and County Administration.

2. Adoption of Minutes

***Alderman Caldwell made a motion, seconded by Alderman Freeman, to approve the minutes of the April 25, 2017 regular meeting, as presented. The motion carried unanimously.***

**B. PROCLAMATIONS**

3. Proclamations

a. Strive Not to Drive – May 12 – 19, 2017

Mayor Brown read aloud the Proclamation for Strive Not to Drive Week, May 12 through May 19<sup>th</sup> and encouraged citizens and visitors to walk, ride a bicycle or carpool as ways to promote healthier transportation options. The Mayor presented the proclamation to Elizabeth Teague, Development Services Director who has been serving on the Strive Not to Drive Planning Committee on behalf of the Town.

Ms. Teague commented that in her position, it is wonderful to see the ordinances at work and to be in a community where there has been a commitment to planning for cyclists, pedestrians and transit options. Ms. Teague provided a schedule of events related to Strive Not to Drive and thanked the Board for their support of this initiative.

b. National Public Works Week – May 21 – 27, 2017

Mayor Brown read aloud the Proclamation for Public Works Week, May 21 through May 27 noting that the theme of “Public Works Connects Us” was, indeed, a true statement. He presented David Foster, Public Services Director with the proclamation and asked that Mr. Foster to update on the Public Services building renovations.

Mr. Foster noted that the Public Services building renovations were nearly complete with a tentative move-in for staff set for around May 18<sup>th</sup>. The renovated facility will provide a training area, a breakroom and more efficient manner to traverse through the building and obtain supplies. Mr. Foster added that it is hoped that there would be an open house/ribbon cutting for the second week in June so that everyone could come and view the new facility. Mayor Brown explained that the Public Services building renovation had been in planning since the early 2000’s. Mayor Brown thanked Mr. Foster and the Public Services staff for their service to the Town.

**C. NEW BUSINESS**

4. Request to utilize general funds to resurface Chinquapin Lane

Mr. Foster explained that Chinquapin Lane is in desperate need of resurfacing; however, it does not meet the Powell Bill standards for resurfacing. Savings in the current fiscal year are available which could be utilized for such resurfacing. The estimated cost for the resurfacing is \$20,000.00. Town Manager Rob Hites added that this street clearly needs repair and that this is the only option to fund the repairs.

***Alderman Roberson made a motion, seconded by Alderman Caldwell to approve and authorize the utilization of general funds residual from the Streets Division to resurface Chinquapin Lane, as presented. The motion carried unanimously.***

5. Request Approval of five year contract for Sharp Copiers

Ms. Owens explained that the Town has been utilizing Sharp Business Solutions for its copier contract since 2013. While the current contract does not expire until February 2018, an opportunity presented itself to renegotiate to show substantial savings and equipment upgrades. Ms. Owens noted the current fee for the contract is \$4,295.23 monthly which includes all parts, labor, service and supplies excluding paper and staples. In discussion with Sharp representatives, it was noted that several machines had excessive numbers of copies and could be upgraded as part of the renegotiation as well as obtaining a Free Sharp Aquos Smart Board.

Ms. Owens presented three options for board consideration – a three-, four- and five-year contract period. The five year contract would provide a savings of \$32,893.80 over the current contract. Ms. Owens did get information from the Xerox copier representative; however, the cost would have been more expensive and required the changing of all copiers. By renegotiating the contract, the Town would keep 9 existing machines and upgrade five.

Alderman Feichter inquired if the Town would own the copiers at the end of the lease. Ms. Owens confirmed.

***Alderman Feichter made a motion, seconded by Alderman Freeman to approve the five year contract with Sharp Business Solutions and authorize the Town Manager to execute the agreement, as presented. The motion carried unanimously.***

**D. COMMUNICATIONS FROM STAFF**

6. Manager's Report – Town Manager Rob Hites

Manager Hites explained that he, Finance Director Eddie Caldwell, and Ms. Owens have been working on finalizing the budget document. Once finalized, the board will be provided with a budget schedule that will include dates for presentation, public hearing and final approval.

Mayor Brown inquired about insurance benefits for the upcoming year. Mr. Hites noted that there would be a zero (0) increase for the third year in a row for health insurance. A new dental insurance provider was chosen exceeds the existing benefit, but does so for less than the proposed renewal rate for the current provider.

7. Attorney's Report – Town Attorney Woody Griffin

Attorney Griffin had nothing to report.

## **E. CALL ON THE AUDIENCE**

### Shelton House

Sarah Jane League, Treasurer for the Shelton House, spoke to the board in thanks of their special appropriations support in previous years and requested consideration for funding in the upcoming budget year. She explained that the board had provided a utility offset grant for \$5,000 and had graciously funded a capital improvement grant to restore chimneys at the Shelton House.

Ms. League noted that the Shelton House was the first structure on National Register of Historic homes in Haywood County and is recognized as part of the Blue Ridge Heritage Trail. She added that the handicrafts in the museum represent a vibrant partnership with the community and strategic partners Haywood Community College and Western Carolina University. Ms. League reminded the Board that while the home is open May through October, other events are held on the grounds. The goal for the Shelton House is to be self-sustaining within the next five years.

Ms. League thanked the Board for their consideration of funding, commenting that the Shelton House is a special property that is an asset to visitors and the community.

### Private Sanitary Sewer System

Tonya Wilson addressed the Board. Ms. Wilson lives in a home that is adjacent to David Boulay on 152 Broadview Street. At a previous board meeting, Mr. Boulay made a request to see if the Town would take over the sanitary sewer system. Ms. Wilson received a letter from the Town outlining the requirement to clear the sanitary sewer system and make repairs. Ms. Wilson had concerns that the time limit for the repairs to the system had been reached and there had not been a resolution and she was afraid that the Town would impose fines.

Manager Hites explained that there would be no issue with extending the deadline for the completion of any repairs and reiterated that this was a private matter, not a town matter aside from a public health complaint being received.

Jim Grasty addressed the Board. Mr. Grasty is another neighbor to Mr. Boulay who had also been served with paperwork. He asked if the Town could take over the sewer line. Manager Hites again explained that this was a civil matter. Manager Hites reassured both parties that the deadline would be extended based on the fact that they had contacted a plumber who was actively looking at the problem. He added that he was looking into potential grant funding to assist the property owners with offsetting the cost.

## **F. COMMUNICATION FROM THE MAYOR AND BOARD**

### **8. Request for Sponsorship**

Alderman Caldwell presented information and requested board support for the 9th Annual Community Kitchen Golf Classic. The sponsorship from last year was \$1,000 and the same amount is requested for this year. Alderman Caldwell explained that the problem of hunger was a countywide issue and all should provide support.

Mayor Brown noted in the interest of transparency that his daughter was the Executive Director but that he had not been approached to assist. He would recuse himself from voting if the Board felt that was necessary. Manager Hites interjected that since the Mayor had no personal financial gain, there was no conflict with him voting.

**Alderman Caldwell made a motion, seconded by Alderman Roberson to approve a \$1,000 sponsorship for the Community Kitchen's 9<sup>th</sup> Annual Golf Classic. The motion carried unanimously.**

**G. CLOSED SESSION**

9. Enter into closed session for the purpose of discussion of personnel under North Carolina General Statute §143.318.11(a)(6)

***Alderman Roberson made a motion, seconded by Alderman Freeman to enter closed session at 7:13 p.m. for the purpose of discussion of personnel- the hiring of a Town Attorney. The motion carried unanimously.***

Mayor Brown noted that no action would be taken on this matter at this meeting.

***Alderman Roberson made a motion, seconded by Alderman Freeman to return from closed session at 7:40 p.m. The motion carried unanimously.***

Mayor Brown explained upon returning to open session that the Board requested Manager Hites to contact a candidate for the Attorney's position to see if he could attend a Special Meeting at 5:15 on May 18th. Once confirmed the meeting will be properly noticed.

**H. ADJOURN**

***There being no further business to discuss, Alderman Roberson made a motion, seconded by Alderman Caldwell to adjourn the meeting at 7:46 p.m. The motion carried unanimously.***

ATTEST

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Gavin A. Brown, Mayor

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Robert W. Hites, Jr., Town Manager

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Amanda W. Owens, Town Clerk