

MINUTES OF THE TOWN OF WAYNESVILLE TOWN COUNCIL
Regular Meeting
February 13, 2024

THE WAYNESVILLE TOWN COUNCIL held a regular meeting on Tuesday, February 13, 2024, at 6:00 pm in the Town Hall Board Room located at 9 South Main Street Waynesville, NC.

A. CALL TO ORDER

Mayor Gary Caldwell called the meeting to order at 6:20 pm with the following members present:

Mayor Gary Caldwell
Mayor Pro Tempore Chuck Dickson
Councilmember Jon Feichter
Councilmember Anthony Sutton

The following staff members were present:

Rob Hites, Town Manager
Jesse Fowler, Assistant Town Manager
Town Attorney Martha Bradley
Candace Poolton, Town Clerk
Elizabeth Teague, Director of Development
Misty Hagood, Finance Director
Fire Chief Joey Webb
Assistant Fire Chief Chris Mehaffey
Police Chief David Adams
Assistant Police Chief Brandon Gilmore

Members of the Media:

Becky Johnson, The Mountaineer
Paul Nielson, The Mountaineer

1. Welcome/Calendar/Announcements

Mayor Gary Caldwell welcomed everyone and announced that the next Town Council meeting will be held on February 27th.

B. PUBLIC COMMENT

There was no public comments.

C. ADDITIONS OR DELETIONS TO THE AGENDA

A motion was made by Councilmember Feichter, seconded by Councilmember Sutton, to approve the agenda as presented. The motion passed unanimously.

D. CONSENT AGENDA

All items below are routine by the Town Council and will be enacted by one motion. There will be no separate discussion on these items unless a Councilmember so requests. In which event, the item will be removed from the Consent Agenda and considered with other items listed in the Regular Agenda.

2.
 - a. Approve the January 24th, 2024 Regular Scheduled Meeting Minutes
 - b. To approve the budget amendment for WNC Community Enhancement Fund & Dogwood Trust Grant Award as presented.
 - c. Approval of the audit contract and authorize the mayor to sign the Contract to Audit Accounts.
 - d. Approve annual contract for legal services.

A motion was made by Councilmember Dickson, seconded by Councilmember Sutton, to approve the consent agenda as presented. The motion passed unanimously.

E. PROCLAMATION

3. Herbert “Cowboy” Coward Day
 - Mayor Gary Caldwell

Mayor Gary Caldwell read the proclamation and proclaimed August 21st, 2024 Herbert “Cowboy” Coward Day.

F. NEW BUSINESS

4. AFG Portable Radio Grant
 - Chris Mehaffey. Assistant Fire Chief

Assistant Fire Chief Chris Mehaffey reported that the Waynesville Fire Department wants to apply for an AFG grant through FEMA for P25-compatible radios and equipment. He said the P25 compliance requirement goes into effect in 2025. He said the grant will ask for \$270,000 in funding, including a 5% town match for \$13,500 and the RFP is due March 8, 2024. He said the new radios will improve communications.

A motion was made by Councilmember Dickson, seconded by Councilmember Sutton, to approve moving forward with applying for the AFG Portable Radio Grant that would allow the Fire Department to purchase 20 P25 compatible radios, 5 mobile radios, and 48 P25 compatible pagers. The motion passed unanimously.

5. Reclassify one of the Land Use Administrator positions to an Assistant Development Services Director and adjust it within the Pay/Classification Table from a Grade 70 to a Grade 72.

- Elizabeth Teague, Director of Development Services

Development Services Director Elizabeth Teague reported that as part of Career Track and succession planning, and in preparation to enter a hiring process to replace Byron Hickox, she would like to reclassify one of the Land Use Administrator positions to create an Assistant Director position.

A motion was made by Councilmember Sutton, seconded by Councilmember Dickson, to approve the reclassification of one of the Land Use Administrator positions to an Assistant Development Services Director. The motion passed unanimously.

G. OLD BUSINESS

6. Establish a capital projects fund to account for the CDBG Grant South Waynesville Water and Sewer Improvements- Phase 1
 - Misty Hagood, Finance Director

Finance Director Misty Hagood reported that staff are requesting to establish a capital project fund for the CDBG Grant South Waynesville Water and Sewer Improvements- Phase 1 since it will take place over a period of several years and needs to be accounted for in a separate fund for accounting purposes. She said that a capital project fund is easier to manage for a multi-year project because it does not close out at the end of the fiscal year.

A motion was made by Councilmember Sutton, seconded by Councilmember Dickson to approve the attached capital project ordinance as presented. The motion passed unanimously.

H. COMMUNICATION FROM STAFF

7. Manager's Report
 - Town Manager, Rob Hites

Town Manager Rob Hites reminded Town Council of the Retreat that will be on March 1st at the Rec Center. He requested that Council let staff know what they would like to discuss. He also reported that the Town was awarded a \$2 million CDBG Grant to replace failing sewer lines and upgrade smaller water lines to larger lines in a low-income precinct. He said the larger water line will allow for fire hydrants to be installed in the neighborhood. Mr. Hites said he will ask the state to merge the two grants because of the proximity of the two projects, which will save money on engineering.

Mayor Caldwell asked for an update on the water situation in Canton and Clyde. Mr. Hites said they are doing well, but the incident shows the importance of interconnecting water lines between the towns in the county.

8. Town Attorney Report
 - Town Attorney, Martha Bradley

Nothing to report.

I. COMMUNICATIONS FROM THE MAYOR AND COUNCIL

Councilmember Dickson said that the Environmental Sustainability Board is having their retreat this Thursday.

J. CLOSED SESSION

9. To enter into closed session pursuant to NCGS sec. 143-318.11(a)(3) "To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged. General policy matters may not be discussed in a closed session and nothing herein shall be construed to permit a public body to close a meeting that otherwise would be open merely because an attorney employed or retained by the public body is a participant. The public body may consider and give instructions to an attorney concerning the handling or settlement of a claim, judicial action, mediation, arbitration, or administrative procedure."

- Martha Bradley, Town Attorney

A motion was made by Councilmember Sutton, seconded by Councilmember Dickson, to enter into closed session pursuant to NCGS sec. 143-318.11(a)(3) "To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged. General policy matters may not be discussed in a closed session and nothing herein shall be construed to permit a public body to close a meeting that otherwise would be open merely because an attorney employed or retained by the public body is a participant. The public body may consider and give instructions to an attorney concerning the handling or settlement of a claim, judicial action, mediation, arbitration, or administrative procedure at 6:35pm. The motion passed unanimously.

A motion was made by Councilmember Dickson, seconded by Councilmember Sutton, to go back into open session at 7:15pm. The motion passed unanimously.

K. ADJOURN

A motion was made by Councilmember Sutton, seconded by Councilmember Dickson, to adjourn at 7:15pm. The motion passed unanimously.

ATTEST:

Gary Caldwell, Mayor

Robert W. Hites, Jr. Town Manager

Candace Poolton, Town Clerk