

**Board of Aldermen  
Regular Meeting  
January 5, 2015  
6:00 P.M.  
Minutes**

**Present:** Mayor Dale Baldwin, Alderman Calvin Green, Alderman Tom Hartman, Alderman Stephen Shoemaker, Alderman Brett Summey, Town Manager Brantley Price, Town Clerk Wesley Barker, Town Finance Officer Heather Holdaway and Town Planner Matthew Levi were also present. Several other Town employees, business owners and residents of the community also attended.

At 6:02 p.m. Mayor Baldwin called to order the meeting of the Board of Aldermen.

Alderman Reeves made the motion to approve the agenda for the meeting, seconded by Alderman Hartman. The vote of 5-0 in favor.

**Approval of Minutes- November 3, 2014 Regular Meeting & December 18, 2014 Special Meeting**

With no discussion, Alderman Shoemaker made the motion to approve both sets of minutes as written. Alderman Reeves seconded with a vote of 5-0 in favor.

**Review of Streetscape Design- Jefferson Ave. & Second St.- Mike Norris**

Mike Norris from McGill Associates spoke to the Board on the streetscape design at Jefferson Ave. and Second St. Mike said the goal of this design was to ensure safe pedestrian traffic. Some of the goals mentioned in Mike's presentation included removal of signal lights and to replace with 4-way stop signs, provide pedestrian facilities along Second St., curb extensions which will shorten crossing distance for pedestrians and more defined travel areas. Further, with the transition to a 4-way stop intersection there is no longer a need for the turning lanes currently found here. This extra space will allow for parallel parking along Second St. and sidewalks. Also, 4-6 parking spaces could be added on Jefferson Avenue as a result of the intersection changes. Mike said the sidewalks should help with drainage issues and keep water in the roadway instead of running down by buildings as it currently does as most buildings are at road level. The road may have to be milled down to allow for the pedestrian sidewalk but McGill is still evaluating for cost effectiveness and maintenance friendly measures. Funding for this project will be \$275,000, all state and federal funds, with no Town match required. Mike said McGill is trying to match funds so nothing would be owed on this project. Alderman Reeves stated he didn't want to cut corners to ensure the project was done right. Mike said the start of construction could be this spring as DOT is still reviewing plans with McGill. The Board thanked Mike for his report.

**FY 2013-14 Town Audit Presentation- Priscilla Norris**

Priscilla Norris gave an overview of the Town's audit to the Board for the previous Fiscal Year. Priscilla said the overall audit went well and the Town was in good financial standing with no major findings. Some highlights from Priscilla's report included no expenditures over budget, 96.71% property tax collection (an increase of 1.07 % over last year), fund balance of the General Fund increased by \$216,287 as of June 30, 2014 and continued improvement in tracking of grant revenues and related expenditures. Priscilla also said the Town staff was very helpful with the audit process. The Board thanked Priscilla for a good job with the Town Audit.

### **Consideration of 2015 Holiday Schedule**

The Mayor stated this holiday schedule was the same as last year with 10 holidays being observed. With no discussion, Alderman Hartman made the motion to approve, seconded by Alderman Shoemaker. The vote of 5-0 in favor.

### **Consideration of Amendment to Noise Ordinance in West Jefferson Code of Ordinances- Section 93.01, Part B-3**

Upon reviewing this section within the Town's noise ordinance it has been recommended by our Attorney to revise this section by deleting the sentence that states "*however, on application to the Mayor, permits may be granted to responsible organizations to produce programs in music, speeches, or general entertainment.*" The Town Attorney recommends this deletion as the mayor does not have legal authority to issue such a permit. With no discussion, Alderman Hartman made the motion to approve this amendment, seconded by Alderman Green. The vote of 5-0 in favor.

### **Consideration of Tax Release**

Brantley explained that Miller Properties of Ashe are requesting a tax release for interest and penalties of \$183.66. This is on a piece of property that they had sold and financed to Nelson Properties. Nelson Properties had not paid the taxes for 2011 & 2012. Now Miller Properties has taken the property back over and wasn't aware past due taxes were due until they were contacted by Reeves Law Firm. Town Attorney David Paletta stated the Board cannot make this release as the interest and penalties are a liability the property owner should take on when taking over the land. David said the Board doesn't have a basis to release this. No action was taken on this item.

### **Police Report**

Chief Rose gave a report on the Police Department. Chief said during the month of December, 200 calls were dispatched through the communications center, 22 auto collisions were investigated, 14 people were arrested including charges of DWI, larceny, assault and drug related crimes. Further, the Chief said 10 persons were arrested for drug violations. The Board thanked the Chief for his report.

### **Water/Wastewater Report**

Charles said the sludge was building up at the plant as it does in the winter and they were awaiting for permits before sludge can be hauled off to the fields. Charles said 42.49 inches of rain were recorded for 2014. Further, the State is not requiring additional sampling at the filter plant. Both filters were currently running at the filter plant with an estimated 1.5 million gallons through the plant over the last year. The Board thanked Charles for his report.

### **Maintenance Report**

Eric reported that 3 sewer issues and 4 water leaks had been found and repaired over the past month. The water and sewer lines around Quality Oil had been moved and the hydrants had been placed. Further, Eric said his department had been performing routine maintenance of Town vehicles and Christmas tree/ brush pickup. High Country Council of Governments would be working with the department using GIS mapping to produce new maps. Eric said the recent sewer inspection went well. Alderman Green informed Eric of some streetlights that were still burnt out and had not been replaced by BREMCO.

### **Town Manager's Report**

Brantley spoke to the Board on a rotary press for the WWTP which would be cleaner and a smaller footprint than the sludge dryer. He said there were possible grants for this press. Taxes collected to date were \$905,800, or 87.8% of the levy. The CDBG grant for Burkett & Graybeal Avenues would be moving forward beginning next month. Brantley also announced the Town's streetscape project would be

featured in the ITE Traffic Engineers Handbook which would give the Town international press as this handbook is distributed to traffic engineers globally.

**Public Comment**

The Mayor opened public comment at 7:07 p.m. Mike Sawyer, Town Resident, spoke to the Board with a request to install more benches near the children's play area behind the library to provide more areas for parents to sit who bring their kids to the park. Mike also spoke on public restroom concerns including cleaning, security, graffiti and vandalism stating these should be monitored if constructed. With no other public comment, the Mayor closed Public Comment at 7:10 p.m.

The Mayor said the Board would be entering closed session to discuss a legal issue. Alderman Green made the motion to enter into closed session, seconded by Alderman Reeves. The vote of 5-0 in favor. The time was 7:13 p.m.

The Board returned to regular session at 8:30 p.m. With no items to be discussed, Alderman Reeves made the motion to adjourn the Board meeting. Alderman Shoemaker seconded with a vote of 4-0 in favor. *(Aldermen Hartman excused early).*

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Dale Baldwin, Mayor

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Wesley M. Barker, Town Clerk