Town Council Regular Meeting Minutes

The Town Council held its regularly scheduled meeting on Monday, August 25, 2025, at 6:00 p.m. in the Town Council Chambers at Town Hall, 30 S. Main Street, Weaverville, N.C.

1. Call to Order

Vice Mayor Chase called the meeting to order at 6:00 p.m.

Town Council Present: Vice Mayor John Chase, Council members Michelle Wood, Doug Jackson, Catherine Cordell, Peter McGuire, and Dee Lawrence. Absent: Mayor Patrick Fitzsimmons

Attorney and Staff Present: Town Attorney Michael Frue, Town Manager Scottie Harris, Assistant Town Manager Jennifer Jackson, Planning Director James Eller, Assistant Public Works Director Eric Cutshall, Water Treatment Plant Superintendent Randall Wilson, Finance Director Tonya Dozier, Town Clerk Tamara Mercer, Planner Graham Crawford, Fire Chief Michael Hunter, Community Center Manager Mike DeSerio, Police Chief Somer Oberlin, and A/V Coordinator Lauren Ward.

2. Approval/Adjustments to the Agenda

Motion to approve the agenda as presented.

Moved by: Doug Jackson

Aye Peter McGuire, Doug Jackson, Michele Wood, Dee Lawrence, John Chase, and Catherine Cordell

Carried unanimously. 6-0

3. Conflict of Interests Statement

Vice Mayor Chase stated it is the duty of Town Councilmembers to avoid both conflicts of interest and appearances of conflicts. No member had any known conflict of interest or appearance of conflict with respect to any matters on the agenda for tonight's Town Council meeting.

4. Consent Agenda

Town Manager Harris reviewed the consent agenda items.

Motion to approve and adopt the Consent Agenda as presented.

Moved by: Dee Lawrence

Aye Peter McGuire, Doug Jackson, Michele Wood, Dee Lawrence, John Chase, and Catherine Cordell

Carried unanimously. 6-0

A. July 28,2025 Town Council Meeting Minutes-*approved as presented.*

B. FY 2024-25 Tax Settlement, Appointment & Order of Collection for FY2025-26-*approved as presented.*

C. Monthly Tax Report, Refunds/Releases-*approved as presented*.

D. Budget Amendment - FY 2025 Transfers-*approved as presented.*

E. Budget Amendment Reappropriations-*approved as presented.*

F. Budget Amendments Public Works and Community Center-*approved as presented.*

G. Board Appointments-*approved as presented.*

H. Road Closure for Art in Autumn event-*approved as presented.*

I. Helene Recovery Plan Update & draft projects-*approved as presented.*

J. Tree Assessment Inventory Project-*approved as presented.*

5. Town Manager's Report

Manager Harris reviewed the following projects, updates and events:

- AdventHealth Weaverville PET Scanner and Update
- Code Amendments
- Preserving a Picturesque America (PAPA) non-profit
- Waterwheel Reinstallation update
- 9/11 Observance Program
- ABC Store Expansion Project and costs
- Asheville Butterfly Trail and Clock sculpture
- Frontier Fiber Optic Cable Installation
- Water Commitment at 4 Doan Road cancelled
- Upcoming Town Meetings and Events calendar

6. Public Comment

No one elected to speak or address Town Council.

Attorney Frue stated that an online citizen comment was received from Darla Letourneau and was given to Town Council which addressed support for a robust Strategic Plan process.

7. Discussion & Action Items

A. **Project Bids - Raw Water Generator/Chlorine Gas Conversion**

Manager Harris reviewed the contract bidding process and the bid received from T.P. Howard Plumbing for the Raw Water Generator and expansion project including the grant deadlines, project scope, costs, and comprehensive overview.

Motion to award the bid on the Raw Water Intake Generator and Chlorine Gas Conversion Project to T.P. Howard's Plumbing Co. based on the bid amount of $1,818,568.00 and authorize the Town Manager, Town Clerk, and Finance Director to execute the contract and other documents necessary to proceed with this project.

Moved by: Dee Lawrence

Aye Peter McGuire, Doug Jackson, Michele Wood, Dee Lawrence, John Chase, and Catherine Cordell

Carried unanimously. 6-0

B. **Weaverville Strategic Plan Goals Draft and Next Steps**

Manager Harris provided an update on the Weaverville Strategic Plan process that he has been working on with Mayor Fitzsimmons and Councilmember Lawrence. The following 7 goals were identified and some objectives and initiatives have been developed for each:

- Sustainable Growth and Development
- Downtown Vibrancy, Economic Growth & Character
- Emergency Preparedness & Community Resilience
- Public Safety & Neighborhood Resilience
- Infrastructure & Environmental Resilience
- Parks, Recreation, Special Events & Community Vitality
- Organizational Culture & Communication

Council members were asked to identify their top 3 priorities under each goal and anything that needs to be added and submit that to the Town Manager in advance of the September meeting. Town Manager Harris was asked to develop a public input plan on this topic.

C. **Weaverville Water System Improvements - Engineer Services Agreement Amendment #3**

Manager Harris updated Town Council on the Water Treatment Plan Expansion Project with respect to grant funding. When considering risk liability and oversight of grant funds he recommended approval of an amendment to the professional services agreement with the engineering firm WithersRavenel to add professional grant administration services.

Motion to approve Amendment 3 to the Professional Services Agreement with WithersRavenel Engineering dated August 19, 2025, as presented.

Moved by: Catherine Cordell

Aye Peter McGuire, Doug Jackson, Michele Wood, Dee Lawrence, John Chase, and Catherine Cordell

Carried unanimously. 6-0

D. **Quarterly Report – Fire**

Chief Hunter provided the Fire Dept quarterly report highlighting incidents, training, education and community programs.

E. **Quarterly Report – Police**

Chief Oberlin provided the Police Dept report, and reviewed the latest training programs, PD highlights, activities, community outreach and public partnerships.

9. Closed Session

Attorney Frue requested that Town Council hold a closed session as allowed by N.C. G.S. 143-318.11 (a) (3) in order to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege.

Motion to enter into closed session citing N.C. G.S. 143-318.11 (a) (3) at 6:50 p.m.

Moved by: Peter McGuire

Aye Peter McGuire, Doug Jackson, Michele Wood, Dee Lawrence, John Chase, and Catherine Cordell

Carried unanimously. 6-0

[CLOSED SESSION]

Motion to reconvene from closed session to open session at 7:58 p.m.

Moved by: Catherine Cordell

Aye Peter McGuire, Doug Jackson, Michele Wood, Dee Lawrence, John Chase, and Catherine Cordell

Carried unanimously. 6-0

10. Adjournment

There being no further business, and without objection, Vice Mayor Chase adjourned the meeting at 8:00 p.m.

Tamara Mercer, Town Clerk

Patrick Fitzsimmons, Mayor