MEMORANDUM

TO: Mayor and Town Council

FROM: Mark E. Biberdorf, Town Manager

COPY TO: Heather Taylor, Assistant Town Manager

DATE: October 31, 2024

SUBJECT: Process for Potential Vacancy on Council

Due to the upcoming election and Councilwoman Sheila Franklin's candidacy for the Henderson County Board of Commissioners, there is the possibility that there will be a vacancy for the District 1 seat on Town Council. In the event that this occurs, I have attached a public notice process to receive applications should Council want to proceed in that fashion. I have also attached a copy of the application for your review.

If you should have any questions on this item prior to the meeting, please let me know.

MEB/meb

Attachments

Public Notice

The Town of Fletcher is now accepting applications for an upcoming vacancy on Town Council. District 1 which comprises the eastern portion of Fletcher will be vacant due to current Councilwoman Sheila Franklin's recent election to the Henderson County Board of Commissioners. Councilwoman Franklin will remain on Council through November 30, 2024.

The Fletcher Town Council has established a process by which they will appoint a Councilmember for District 1. The process will include submission of an application, a review period by Council, and an appointment of the new Councilmember at a regular Council meeting.

The timeline for the selection process will be as follows:

Applications Received at Town Hall	November 13 – November 28
Applications Reviewed by Town Council	November 29 – December 6
Appointment at Regular Council Meeting	December 9th at 6:00 p.m.

Applications will be accepted up until 5:00 p.m. on Thursday, November 28, 2024. Applications should be addressed to Christine Thompson, Town Clerk, at 300 Old Cane Creek Road, Fletcher 28732. The application will also be available on the Town's website at www.fletchernc.org.

Any questions regarding this process should be directed to the Town Manager's Office at 687-3985.

Application for Appointment to Fletcher Town Council

Name: _____

Address: _____

Phone Number: Home/Cell_____ Work: _____

Employer: _____ Occupation: _____

Years in Position: _____ Job Title: _____

E-Mail Address: _____

Do you reside in the town limits of Fletcher? Yes____ No_____

Length of Residency_____

Are you a registered voter in Henderson County? Yes_____ No_____

Which Fletcher Council District do you reside in? _____

Why do you want to serve on the Town Council? _____

_____

_____

Why do you think that you would be an asset to this council? _____

_____

_____

Comments: _____

_____

_____

Affirmation of Eligibility

Have any formal charges of professional misconduct, criminal misdemeanor or felony ever been filed against you in any jurisdiction? Yes_____ No_____ If yes, please explain disposition: _____

_____

_____

Are there any conflicts of interest or other matter(s) that would create problems or prevent you from fairly and impartially discharging your duties as a member of the Town Council? Yes_____ No _____ if yes, please explain _____

_____

Are you currently serving on any other Board/Commission/Committee?

No _____ Yes_____

Local Government _____
Board/Commission/Committee_____

Date Appointed_____ Term Expiration_____

Do you have any prior experience with a Local Government Agency?

Yes_____ No_____ If yes, please explain_____

_____

I understand this application is public record and I certify that the facts contained in this application are true and correct to the best of my knowledge.

I understand that regular attendance at Council meetings is essential to conscientious representation of the residents of the District and the Town of Fletcher, and that should I be appointed to Council, I will be responsible for representing the best interest of the residents of my District as well as all the residents of the Town of Fletcher.

I understand that should I be appointed to Council, full disclosure of conflicts of interest and potential financial gain from any matter brought before Council must take place prior to any discussion or vote, and that when deemed appropriate, I must rescues myself from discussion and action taken by Council.

Signature: _____ Date_____

Return completed form to:

Town of Fletcher
Attn: Town Clerk
300 Old Cane Creek Road
Fletcher, NC 28732
Phone: 687-3985 Fax: 687-7133