

Town of Fletcher
Agenda Review Meeting
Minutes
February 7, 2022

Call the meeting to order at: 06:00 pm

Swearing in of new councilmember Keith Reed for the District 2 seat by Town Clerk Christine Thompson

Those who were in attendance are as follows:

Mayor Preston Blakely
Mayor Pro-Tem Bob Davy
Councilwoman Sheila Franklin
Councilman Trevor Lance
Councilman Keith Reid
Town Manager Mark Biberdorf
Planning & Zoning Director Eric Rufa
Tax Collector Candy Broome

Moment of Silence or reflection
Pledge of Allegiance: Mayor Preston Blakely

Public Comments
None at this time.

Approval of minutes-corrections, additions or deletions
(1/3, 1/10 & 1/24)

No comments were made on the minutes at this time.

Recognition of Mr. Robert Lance, outgoing member of the Fletcher Planning Board/Zoning Board of Adjustment for his years of service. (Regular Meeting)

Council Updates

Mayor Pro-Tem Bob Davy stated that he will have an update next week on DOT projects in the county.

Consent Agenda

Tax refunds/releases

Reappointment of George Clayton to the Fletcher Planning Board/Zoning Board of Adjustment for a new 3 year term.

Approval of audit contract with Lowdermilk & Church for a 21/22 fiscal year.

Approval of Resolution R-22-01 on financing terms for garbage truck.

Town Manager Mark Biberdorf commented on the item concerning the audit and he stated that it may have to be removed if we are required to bid out on this.

Discussion Followed:

Year-end tax collector’s report and permission to advertise delinquent taxes per NCGS 105-369 in March 2022-Candy Broome, Tax Collector.

Tax Collector Candy Broome gave a report on the taxes collected for this past year and what is outstanding.

	<u>January 2022</u>
2021 Total Tax Collector’s Charge	\$ 4,462,318.83
Discoveries	98,139.42
Releases	\$ (7,513.62)
2021 Collections	<u>\$ (4,478,761.94)</u>
	\$ 74,182.69

Advertisement of delinquent taxes will be on March 24, 2022 with an advertising cost of \$5.00 each.

She then answered questions that council had on her report.

Discussion Followed:

Introduction of applicants to council for the three current Planning Board/ZBA vacancies with questions from council (District 2 seat and two At Large Vacancies)

The applicants each took a few minutes to introduce themselves to council and answer questions that council had for them.

Applicant Robyn Mondin did not show up for the meeting.

Mayor Blakely thanked all the applicants and stated that council would select the individuals for planning board next week at the regular meeting.

Staff report and recommendations on the use of the American Rescue Plan (ARP) allocation – Mark Biberdorf, Town Manager

Town Manager Mark Biberdorf stated that in your packet you have a copy of a staff report to give you more information on these funds. The allocation that the town received was a little over 2.6 million dollars. The initial rules that came out on this seemed pretty restrictive that is was difficult to come up with eligible projects to fit the initial criteria. The final rule has been released and it provides some flexibility on the use of the funds.

Discussion Followed:

After discussion council has agreed to send a letter to the county commissioners regarding a proposal for a joint venture (Multiuse facility) to include an EMS station, a library and a community college presence. The Town Manager will draft a letter for review at the regular meeting by council.

Approval of lowest responsible bidder for designated street projects - Ben Cathey, McGill Associates.

Town Manager Mark Biberdorf stated that the bids are due this week (tomorrow at 2) and McGill & Associates will certify the bids. Hopefully with the lowest responsible bidder we will be able to get all 3 streets paved and a drainage culvert repaired as well.

Request for proposals (RFP) for demolition of structures for Town Center project - Mark Biberdorf, Town Manager.

Town Manager Mark Biberdorf stated that Wednesday is the deadline for the bids and I have had a decent amount of interest in this. I hope to present the lowest responsible bidder at the regular meeting next week.

Consideration of Paid Family leave for employees-Preston Blakely, Mayor.

Mayor Blakely stated that this is an item that he worked with Heather on and I find it to be incredibly important giving our employment climate. Paid FMLA leave will support our families and encourage retention and recruitment. This makes the town more competitive since Hendersonville, Laurel Park, Buncombe County and Asheville have all done this. He urges council to support this.

Discussion Followed:

Discussion on filling the vacant seats by council for advisory boards and committees.

Mayor Blakely stated that he would like to take the ARP committee and he has already attended this meeting with Mark.

Council agreed who will serve on the committees and the list will be updated next week for approval to include dates and times of each meeting per the recommendation of Mayor Pro-Tem Bob Davy.

Discussion on the Mayor-Pro Tem seat for this term - Preston Blakely, Mayor.

Mayor Blakely stated that now that we have a full board we need to select the Mayor Pro-Tem for this term and that I would like to vote on this tonight and then take it off the agenda for next week. He then stated that he thought that Bob Davy should serve another term if he is interested and if not then Councilwoman Sheila Franklin should take the seat.

Mayor Pro-Tem Bob Davy stated that he is willing to serve another term as Mayor Pro-Tem.

Mayor Blakely stated that is there a motion for Bob to serve another term as Mayor Pro-Tem and Councilman Trevor Lance stated that he would make that motion and it was seconded by Councilwoman Sheila Franklin.

Motion carries all in favor.

Comments from the Town Manager Mark Biberdorf.

Last month you approved the agreement for the Town Center project and we have executed that. I am waiting on the signed one back from them and they will start

marketing the property and doing site planning and a traffic study. They are working with DOT for a right of way acquisition for the two pieces of property at the northwest and southwest corner.

Discussion Followed:

On the budget process I emailed you the updated budget schedule and we are going through budget requests from department heads. The budget workshop meeting is March 22 from 8:00 to 3:00. Make sure you have that date marked.

The shred event is scheduled for Saturday April 23 from 9:00 to noon and the police department will be doing a pill drop as well.

On the gateway sign public works has cleaned the base of the sign and the old panels have come off. The new ones will be put in soon and hopefully we can look at one on the south end of town as well.

I have been trying to set up a meeting with Senator Chuck Edwards and Senator Tim Mofitt and it will be sometime in late afternoon. Usually two council members attend the meeting as well and Sheila has expressed an interest. Mayor Blakely has said that he would like to be there as well.

Mayor Blakely asked for a motion to adjourn and it was so moved by Mayor Pro-Tem Bob Davy and seconded by Councilman Keith Reed and Councilwoman Sheila Franklin.

Motion carries all in favor.

Adjourned: 08:01 pm

Approved

3-19-22
Date



Mayor Preston Blakely

Town of Fletcher
Council Meeting
Minutes
February 14, 2022

Call the meeting to order at: 06:00 pm

Those who were in attendance are as follows:

Mayor Preston Blakely
Mayor Pro-Tem Bob Davy
Councilman Keith Reed
Councilwoman Sheila Franklin
Councilman Trevor Lance
Town Manager Mark Biberdorf
Planning & Zoning Director Eric Rufa
Assistant Town Manager Heather Taylor
Public Works Director Jabbo Pressley

Moment of Silence or reflection

Pledge of Allegiance: Mayor Preston Blakely

Public Comments

None at this time.

Approval of minutes-corrections, additions or deletions.
(1/3, 1/10 & 1/24)

Mayor Blakely asked council if there was any corrections, additions or deletions to the minutes and if not do we have a motion to approve the minutes as presented and it was so moved by Mayor Pro-Tem Bob Davy and seconded by Councilman Trevor Lance.

Motion carries all in favor.

Recognition of Mr. Robert Lance, outgoing member of the Fletcher Planning Board/Zoning Board of Adjustment for his years of service.

Mayor Blakely gave Councilman Trevor Lance the certificate to give to Mr. Lance.

Council Updates

Mayor Pro-Tem Bob Davy went over the updated DOT project list for the area.
(see attached)

Councilman Trevor Lance stated that Parks & Recreation put on a great Father Daughter dance. Job well done.

Consent Agenda

Tax refunds/releases

Reappointment of George Clayton to the Fletcher Planning Board/Zoning Board of Adjustment for a new 3 year term.

Approval of audit contract with Lowdermilk & Church for the 21/22 fiscal year.

Approval of Resolution R-22-01 on financing terms for garbage truck.

Approval of year-end tax collector's report and permission to advertise for delinquent taxes per NCGS 105-369 in March 2022.

Mayor Blakely asked for any questions on the items on the Consent Agenda and if none do we have a motion to approve the Consent Agenda as presented.

Councilwoman Sheila Franklin made a motion to approve the Consent Agenda and it was seconded by Councilman Keith Reed.

Motion carries all in favor.

Selection of applicants to fill the three current Planning Board/ZBA vacancies. (District 2 seat and two At Large Vacancies).

Mayor Blakely stated that we have three vacancies one in district 2 and two at large seats. We will vote on the district 2 seat first and the person that does not get that will be moved to the candidacy for the at large positions.

He then asked council to cast their ballots and pass them down to him when finished.

Mayor Blakely stated that we have a tie and I think that I am able to break that tie is that correct (asked Town Manager Mark Biberdorf)?

Town Manager Mark Biberdorf stated yes that is correct.

Mayor Blakely stated so we have a tie as we have two votes for Jeff Groh and two votes for William Bowser. Do we have a motion to appoint either Jeff Groh or William Bowser?

Councilman Keith Reed stated that he makes a motion to appoint William Bowser for the District 2 seat and it was seconded by Mayor Pro-Tem Bob Davy.

Mayor Blakely stated all in favor.

For:

Councilman Keith Reed
Mayor Pro-Tem Bob Davy

Against:

Councilwoman Sheila Franklin
Councilman Trevor Lance

Mayor Blakely broke the tie and selected Mr. Bowser for the District 2 seat.

Mr. Jeff Groh goes on the ballot for the at large seat vacancy.

Mayor Blakely asked council to vote for the two at large positions.

Mayor Blakely then read the ballots and stated that we have 4 votes for Mr. Bruggeman does someone want to go ahead and make the motion for Dr. James Bruggeman for the at large position and it was so moved by Mayor Pro-Tem Bob Davy and seconded by Councilwoman Sheila Franklin.

Motion carries all in favor.

Dr. James Bruggeman will serve on the board as an at large representative.

Mayor Blakely stated that for our other at large seat we have one vote for Mr. Warren, (Ladbrook) two votes for Mr. Groh and one vote for Ms. Cuevas. Do we have a motion for Mr. Groh?

Councilman Trevor Lance made a motion for Jeff Groh and it was seconded by Councilman Keith Reed.

Mayor Blakely stated all in favor.

For:

Councilman Trevor Lance
Councilwoman Sheila Franklin
Councilman Keith Reed

Against:

Mayor Pro-Tem Bob Davy

Motion carries in favor of Mr. Jeff Groh

Mr. Jeff Groh will serve on the board as an at large representative.

Mayor Blakely stated that we have Mr. Bowser for District 2, Dr. Bruggeman for one a large seat and Mr. Jeff Groh for the other at large seat.

Staff report and recommendations on the use of the American Rescue Plan (ARP) allocation-Mark Biberdorf, Town Manager.

Town Manager Mark Biberdorf stated that I had handed out a report to you last week that basically was running through the eligible uses for the funding. I also included comments coming into the final rule with much greater discretion now being authorized by the department of treasury on the use of these funds. We are at just over 2.6 million in our allocation and recommending that you consider previously our high priority projects for the town. One item was looking at the extension of the greenway trail from Bill Moore Community Park out to the Meritor property. The other project to be consistent with our town center project is a multi-use facility to the north of town hall here to do a library, EMS, and community college presence. Last week you reviewed a draft of a letter I put together (to the county commissioners) and there was a suggestion of a minor edit on it.

Discussion Followed:

After some discussion the town manager stated that he will get a final draft together of the letter for the mayor's signature.

Approval of lowest responsible bidder for designated street projects-Ben Cathey, McGill Associates.

Town Manager Mark Biberdorf stated that we only received two bids for paving from Tarheel Paving & Asphalt and JLS Company LLC. Tarheel Paving was lowest responsible bidder at a cost of \$329,609.00. The bids have been certified by Ben Cathey of McGill & Associates.

Ben Cathey of McGill Associates stated that both contractors have done well and have worked with us in the past on other projects. Tarheel Paving is the lowest responsible bidder

Town Manager Mark Biberdorf stated that normally we have enough money in our disbursing account (Powell Bill) so when we get our annual allocation it typically comes into our disbursing account. Then we have our reserve account that is at just over \$522,000.00 because of the bids coming in more than our annual allocation it is recommended that we use some part of our reserves to completely fund this project. What we are recommending on it is to make an appropriation of \$57,000 from our reserves account to completely fund the project.

You don't have to vote on this tonight just agree to moved forward with this and Heather will come back with a budget amendment next month for the \$57,000.

Discussion Followed:

Mayor Blakely stated do we have a motion to accept Tarheel Paving & Asphalt Company as the lowest responsible bidder and it was so moved by Councilman Trevor Lance and seconded by Councilwoman Sheila Franklin.

Motion carries all in favor.

Request for proposals (RFP) for demolition of structures for Town Center project-Mark Biberdorf, Town Manager.

Town Manager Mark Biberdorf stated that we sent the RFP out back in January and bids were due on February 9th closing at 5:00 pm. We received a total of two bids on this, one from DH Griffin Wrecking Company and then one from Four Seasons Demolition. DH Griffin is a local contractor who does demolition in the area. Four Seasons is from Wilmington. DH Griffin is the apparent low bidder at \$168,000.00 and Four Seasons Demolition was \$278,600.00. If you are comfortable with DH Griffin I will work on a contract with them.

Discussion Followed:

Mayor Blakely asked for a motion to accept DH Griffin as the lowest bidder and it was so moved by Councilman Trevor Lance and seconded by Mayor Pro-Tem Bob Davy.

Motion carries all in favor.

Consideration of paid family leave for employees-Preston Blakely, Mayor.

Mayor Blakely briefly went over this information from last week and stated that Heather Taylor is here for anyone who has questions.

There were no questions from council at this time.

Discussion Followed:

Mayor Blakely asked do we have a motion to approve this item and Councilman Trevor Lance stated that he would make that motion and it was seconded by Councilwoman Sheila Franklin.

Motion carries all in favor.

Review and approval of updated board/committee list for council.

Mayor Blakely thanked the town clerk for putting together the committee list and asked for a motion to approve the committee list as presented and it was so moved by Councilman Keith Reed and seconded by Mayor Pro-Tem Bob Davy.

Motion carries all in favor.

Comments from the Town Manager Mark Biberdorf.

The contract was executed for the Town Center project and they are now working on a traffic study and additional site plans and marketing the property. We have been contacted by our attorney and the developer would like to close by April the 4th. I was kind of surprised by this thinking it would take a little longer and with a little bit more due diligence.

Discussion Followed:

On the budget process I just emailed our newest councilmember the budget timeline so that he has that on his calendar.

The shred event/pill drop is scheduled for Saturday April 23, 2022 from 9:00 to 12:00 It has been really successful and the public appreciates it.

The gateway sign should be installed soon as they have taken down the old sign and the base has been pressure washed.

Discussion Followed:

I am working on the meetings with our Legislative delegation and we had one set up for tomorrow and there was a conflict so I am working on rescheduling those. Sheila and the Mayor were going to meet along with myself.

Council had some brief discussion on appointments of residents to town boards/committees and all residents who are interested being given an opportunity to serve on a board.

Mayor Blakely asked for a motion to adjourn and it was so moved by Mayor Pro-Tem Bob Davy and seconded by Councilman Trevor Lance and Councilwoman Sheila Franklin.

Motion carries all in favor.

Adjourned: 07:04 pm

Approved:

3-14-22
Date

Preston Blakely
Mayor Preston Blakely

<u>DUI</u> Project ID	County	Project Description	Acquisition Begins	Project Let Date	Completion Date	% Complete	Status Updated	Comments
U-6163	Bunc	Construct roundabout at the intersection of Mills Gap Rd and Cane Creek Rd changed to realign intersection and add left turn lanes	10/18/2024	8/19/2026			Jan 2022	
I-4700	Bunc	I-26 Widening from I-40 to Airport Rd			7/18/2024	36%	Jan 2022	
U-2801A	Bunc	Improvements to US 25A (Sweeten Creek Road) from Rock Hill Road/SR 3081 to US 25	7/21/2023	9/21/2027			Jan 2022	
U-3403B	Bunc	NC 191 (Brevard Road) from SR 3498 (Ledbetter Rd) to north of Blue Ridge Parkway	3/16/2029	Project on Hold			Jan 2022	
U-5834	Bunc	Improvements to Mills Gap Road from US 25 to Weston Road	Started but put on hold	7/18/2023			Jan 2022	
I-4400BB, I-4400C	Bunc, Hend	I-26 FROM 0.05 MILES NORTH OF US-64 TO NC-280 (EXIT 40)			5/31/2024 to 11/30/24	43%	Jan 2022	
I-4400A	Hend	I-26 Widening from US 64 in Hendersonville to US 25 south of Hendersonville	7/26/2029	Project on Hold			Jan 2022	
I-4400BA	Hend	I-26 at US 64 Rebuild Interchange	7/21/2028	Project on Hold			Jan 2022	
R-2588B	Hend	NC 191 from SR 1381 (Mountain Rd) TO NC 280 South of Mills River	7/16/2021	7/18/2023			Jan 2022	
W-5714J	Hend	Signal Installation at Fanning Bridge Rd and Rutledge Rd		10/11/2022			Sep 2021	
EB-6037B	Hend/Tra	Ecusta Rail to Trail	9/30/2021					