

**TOWN OF WEDDINGTON
REGULAR TOWN COUNCIL MEETING
MONDAY, SEPTEMBER 13, 2021 – 7:00 P.M.
WEDDINGTON TOWN HALL
1924 WEDDINGTON ROAD WEDDINGTON, NC 28104
AGENDA**

1. Open the Meeting
2. Pledge of Allegiance
3. Determination of Quorum
4. Additions, Deletions and/or Adoption of the Agenda
5. Mayor/Councilmember Reports
6. Public Comments
7. Public Safety Report
8. Consent Agenda
 - A. Approval of August 9, 2021 Regular Town Council Meeting Minutes
 - B. Approve P-2021-06 Proclamation for the Domestic Violence Awareness
 - C. Approve P-2021-07 Proclamation for Constitution Week
9. Old Business
 - A. Discussion and Review of Solid Waste Bids and Consideration of Solid Waste Contract
10. New Business
 - A. Discussion and Review of Town Administrator and Town Planner Job Descriptions
11. Update from Town Planner
12. Code Enforcement Report
13. Update from Finance Officer and Tax Collector
14. Transportation Report
15. Council Comments
16. Enter into Closed Session pursuant to NCGS 143-318.11(a)(6) Personnel Matters and NCGS 143-318.11(a)(3) To Consult with an Attorney to Protect Attorney Client Privilege relating to Providence Volunteer Fire Department vs. Town of Weddington
17. Adjournment

**TOWN OF WEDDINGTON
REGULAR TOWN COUNCIL MEETING
MONDAY, SEPTEMBER 13, 2021 – 7:00 P.M.
WEDDINGTON TOWN HALL
MINUTES
PAGE 1 OF 5**

1. Open the Meeting

Mayor Callis called the meeting to order at 7:01 p.m.

2. Pledge of Allegiance

Council led the Pledge of Allegiance.

3. Determination of Quorum

Quorum was determined with all Councilmembers present: Mayor Elizabeth Callis, Mayor Pro Tem Janice Propst, Councilmembers Anne Pruitt, Mike Smith, and Jeff Perryman.

Staff: Interim Administrator/Clerk Karen Dewey, Interim Planner Leamon Brice, Permit Technician Janet Peirano, Finance Officer Leslie Gaylord, Town Attorneys Karen Wolter and Jennifer Nancarrow.

Visitors: Bill Deter, Craig Horn, Rusty Setzer, Patricia Hines

4. Additions, Deletions and/or Adoption of the Agenda

Mayor Callis requested changes to the agenda:

- Item 8.C. to read “Approve P-2021-07 Proclamation for Constitution Week presented by the Daughters of the American Revolution Halifax Convention Chapter
- Item 10.A. to add Consideration of job descriptions

Motion: Mayor Pro Tem Propst made a motion to approve the agenda as amended.
Vote: The motion passed with a unanimous vote.

5. Mayor/Councilmember Reports

Mayor Callis reported that she is attending a Chamber of Commerce meeting to give a municipal update to the Chamber on Wednesday the 15th. She welcomed Katherine Vanzant Arno and Ashley Korizis from the Halifax Convention Chapter of the Daughters of the American Revolution.

Councilmember Smith reported that he was invited to attend a meeting of Lake Providence residents with Senator Todd Johnson. The meeting was about the Airbnb issues the residents in the neighborhood are experiencing. Senator Johnson was very accommodating and willing to work with Council on language to present to the General Assembly. Councilmember Smith has spoken briefly

Mayor Pro Tem Propst attended the August WUMA meeting for Councilmember Perryman. Discussion was about the Airbnb issues throughout the towns. The best strategy is to pursue stronger language in town ordinances regarding nuisance and noise and possibly pursuing stronger language in the Airbnb contracts. Wesley Chapel is working on their 2040-2050 Plan, Stallings is hosting a car show this month, Marvin is holding their first Marvin Day in 2022. Representatives from the southwest regional library gave an update. They must raise 1.5 million dollars in capital funding for fixtures. It will be located on the Cuthbertson campus, will be built in 3 phases, and they are hoping to break ground by the end of this year. Also discussed was American Rescue Plan Funding.

Councilmember Perryman thanked Mayor Pro Tem Propst for attending the WUMA meeting. He reported that he and Councilmember Pruitt held a question and answer session regarding solid waste earlier this evening and there was good conversation.

6. Public Comments

7. Public Safety Report

Deputy Kropp gave the public safety report: Congratulations to Deputy Hunt for completing the Instructor Training Program during the last month. He spent three weeks in class to achieve this certification, this is a major achievement. There was an unfortunate event with the Town Radar Trailer. It was damaged while stationed on the 300 Block of Weddington Road. If anyone has any information about the incident, including any subjects involved, please contact the Town Hall or Deputy Kropp directly by email. This is the second time the radar trailer has been damaged during the past year.

8. Consent Agenda

- A. Approval of August 9, 2021 Regular Town Council Meeting Minutes**
- B. Approve P-2021-06 Proclamation for the Domestic Violence Awareness**
- C. Approve P-2021-07 Proclamation for Constitution Week *presented by the Daughters of the American Revolution Halifax Convention Chapter***

Motion: Mayor Pro Tem Propst made a motion to approve the Consent Agenda as amended.

Vote: The motion passed with a unanimous vote.

9. Old Business

A. Discussion and Review of Solid Waste Bids and Consideration of Solid Waste Contract

Councilmember Perryman reviewed the solid waste question and answer session. There were some detailed questions that would need the single vendor to be chosen before specific information could be given.

Councilmember Pruitt asked if any councilmember had questions or concerns before narrowing down the vendors.

Mayor Callis confirmed that picking the vendor is the first step and then authorize contract negotiations, which doesn't automatically enter the Town into a contract. The contract will be presented to the Council for final approval.

Motion: Councilmember Pruitt made a motion to select Active Waste Solutions.

Vote: The motion passed with a unanimous vote.

Motion: Councilmember Pruitt made a motion to authorize Town Administrator and Town Attorney to enter into contract negotiations with Active Waste Solutions.

Vote: The motion passed with a unanimous vote.

10. New Business

A. Discussion and Consideration of Town Administrator and Town Planner Job Descriptions

Ms. Nancarrow explained the process she used editing the job descriptions.

Mayor Callis asked to add to the Town Administrator Job Description "Conduct Annual Employee Evaluations".

Motion: Councilmember Pruitt made a motion to approve job descriptions as provided and amended.

Vote: The motion passed with a unanimous vote.

11. Update from Town Planner

Ms. Peirano gave the update: The Town has received six inquiries about different properties in Town. Staff has received a submission from Haven Estates, a development of 45 lots off Lochaven Road. Mr. Brice and Ms. Peirano will be reviewing this week.

12. Code Enforcement Report

7200 Forest Ridge Road has ceased sawmill operations and submitted a plot to combine parcels, need structures on the plan. Waiting for floodplain permit applications as well

13. Update from Finance Officer and Tax Collector

Ms. Gaylord presented the update: The Balance Sheet shows the American Rescue Plan funds, \$817,593.75. It is kept separate from the Town's other funds in the money market account. The new BB&T account is open, and the lock box is operational. We do anticipate some tax payments to be mistakenly sent to the old lockbox, so that will be kept open for an overlapping period of time.

14. Transportation Report

15. Council Comments

Councilmember Jeff Perryman: Thank you everybody for being here tonight. It's always good to have a room full of folks interested in what we're doing. I also ask if you're here, spread the word about what is going on and help keep people informed. Because I know one of the concerns I hear is that we need to

make sure more people are informed about what is going on and the best way to do that is word of mouth. The more informed folks are, the better decisions we are able to make.

Councilmember Anne Pruitt: Last month Leamon mentioned, and Janet mentioned tonight, that several folks had reached out regarding possible projects around the Providence Rd/84 corridor, no specifics, and no plans or applications have been submitted. And at the last Planning Board meeting they discussed the new UDO and the 4-step process for new development projects. While we can continue along our same path and address projects as they are submitted to the town, Planning Board Chairman Hogan brought forth the idea we can work together to provide guidance for future development in Weddington and establish a guide or small area plan for Economic Development, Land Use, Utilities, and Zoning. I'd like the Council to think about it over the next few weeks to see if this is something we should look into. If we can put together a sort of advisory committee, with members from Council, staff, the Planning Board, and residents. There are also outside consultants that may provide some guidance. With the goal to provide future councils, residents, as well as developers, a guide to how we foresee the future of Weddington.

Mayor Pro Tem Janice Propst: I want to thank everybody for coming out and thank you to our staff, you are very much appreciated. We appreciate our attorneys too. Thank you all for coming out.

Councilmember Mike Smith: I agree with what Janice said. Thank you.

Mayor Elizabeth Callis: I agree with what everybody said. It is always nice to see folks out here. We do value your opinion. Thank you.

16. Enter into Closed Session pursuant to NCGS 143-318.11(a)(6) Personnel Matters and NCGS 143-318.11(a)(3) To Consult with an Attorney to Protect Attorney Client Privilege relating to Providence Volunteer Fire Department vs. Town of Weddington.

Motion: Councilmember Smith made a motion to enter into Closed Session pursuant to NCGS 143-318.11(a)(6) Personnel Matters and NCGS 143-318.11(a)(3) To Consult with an Attorney to Protect Attorney Client Privilege relating to Providence Volunteer Fire Department vs. Town of Weddington at 7:33 p.m.

Vote: The motion passed with a unanimous vote.

Motion: Councilmember Perryman made a motion to return to open session at 8:52 p.m.

Vote: The motion passed with a unanimous vote.

Mayor Callis called the meeting back to order

Motion: Mayor Callis called for a motion to offer Janet Peirano a \$2,000.00 bonus for extra work that has been performed since May 2021.

Vote: The motion passed with a unanimous vote.

17. Adjournment

Motion: Councilmember Pruitt made a motion to adjourn the September 13, 2021 Regular Town Council Meeting at 8:54 p.m.

Vote: The motion passed with a unanimous vote.

Approved: October 11, 2021

Karen Dewey
Karen Dewey, Town Clerk

Elizabeth Callis
Elizabeth Callis, Mayor



**TOWN OF WEDDINGTON
PROCLAMATION
P-2021-07**

WHEREAS, The Constitution of the United States of America, the guardian of our liberties, embodies the principles of limited government in a Republic dedicated to rule by law; and

WHEREAS, September 17, 2021, marks the two hundred thirty fourth anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and

WHEREAS, It is fitting and proper to accord official recognition to this magnificent document and its memorable anniversary, and to the patriotic celebrations which will commemorate it; and

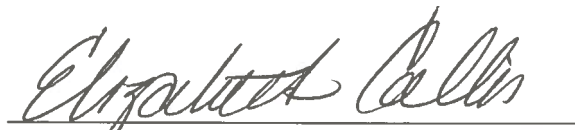
WHEREAS, Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution Week,

NOW, THEREFORE I, Elizabeth Callis, by virtue of the authority vested in me as Mayor of the Town of Weddington do hereby proclaim the week of September 17 through 23, 2021 as


CONSTITUTION WEEK

and ask our citizens to reaffirm the ideals the Framers of the Constitution had in 1787 by vigilantly protecting the freedoms guaranteed to us through this guardian of our liberties.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the Town of Weddington to be affixed this 9th day of August 2021.


Elizabeth Callis, Mayor

Attest:


Karen Dewey, Town Clerk





**TOWN OF WEDDINGTON
PROCLAMATION
P-2021-06**

WHEREAS, domestic violence affects all Union County residents, and far too many people suffer abuse at the hands of a spouse, partner, parent, child, or sibling; these victims can be of any age, race, religion, or economic status and the resulting damage is inflicted not only on the victims, but their children, families, and communities; and

WHEREAS, domestic violence includes not only physical but also mental abuse, emotional abuse, financial abuse, sexual abuse, and isolation; and

WHEREAS, domestic violence is widespread, including one in four families is impacted by domestic violence with an annual cost to Union County of \$11,688,756; and

WHEREAS, according to the North Carolina Coalition Against Domestic Violence, there have been 1,421 women, men, and children murdered as a result of domestic violence since January 1, 2002 in North Carolina; and

WHEREAS, according to the North Carolina Council for Women, domestic violence programs across the state responded to over 48,310 crisis calls and provided services to over 34,245 victims last year; and

WHEREAS, the key to prevention is education, community awareness, having zero tolerance for domestic violence, and requiring accountability by the abuser; and

WHEREAS, Union County recognizes the importance of having collaborations by multiple partners to promote social norms, policies and laws that support gender equity and foster intimate partnerships based on mutual respect, equality, and trust; and

NOW, THEREFORE, be it resolved that I, Elizabeth Callis, Mayor of the Town of Weddington, do hereby proclaim October 2021 as Domestic Violence Awareness Month in Union County and urge all citizens to support this observance. I further urge our citizens to increase their awareness and education of this destructive force which deeply affects a large number of families in our State each year and to become part of the efforts to stop violence in families.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the Town of Weddington to be affixed this the 1st day of October 2021.




Elizabeth Callis, Mayor



Town Administrator/Clerk

TITLE: Town Administrator/Clerk

REPORTS TO: Works under the direction of and is responsible to the Town Council.

FLSA STATUS: Exempt.

General Position Description: The Town Administrator/Clerk is the chief administrator of the Town and is responsible for assuring effective management of Town affairs and operations. The Administrator/Clerk oversees Town departments, activities, and projects; prepares and implements operating and capital budgets; supervises human resources functions, conducts research, and provides information, and serves as liaison and coordinator between elected and appointed Town officials, employees, volunteers, and citizens. This is a 30 hour a week position and the Town Administrator/Clerk is expected to work some nights and weekends, as necessary.

Work Location/Environment: The Town Administrator/Clerk works in the Town Hall located in the Thomas Wren House at 1924 Weddington Rd, Weddington, NC 28104.

Essential Job Functions: The Town Administrator/Clerk shall be responsible to the council for administering all municipal affairs as delegated by the council and shall have the following powers and duties:

Town Administrator/Clerk Duties:

- To ensure all state laws, the Town charter, Town ordinances, resolutions, and regulations are faithfully executed within the Town.

- To appoint, suspend, or remove town officers and employees at the direction of the council and the mayor.
- To direct and supervise the administration of all departments, offices, and agencies of the town, subject to the general direction and control of the council.
- To direct, coordinate and participate in the operations and functions of the town hall to ensure smooth, effective, and efficient operation.
- To act as an agent to the council in developing, interpreting, and implementing policy.
- To make any other reports that the council may require concerning the operations of Town departments, offices, and agencies subject to the Administrator/Clerk's direction and control.
- To respond to requests and correspondence from outside organizations and individuals or refer such requests and correspondence to the appropriate town official.
- To attend all meetings of the council and all town boards and committees.
- To annually submit to the council and make available to the public a complete report on the finances and administrative activities of the Town as of the end of the fiscal year.
- To oversee the preparation and submission of the annual budget to the council.
- To perform such other duties as may be required or authorized by the council.
- Maintains personnel records and job descriptions and performs other personnel related tasks.
- Conducts annual performance evaluations of Town staff.
- Manages the Town's contracts.
- Manages park construction projects.
- Provides notice of the Town's Council Meetings.
- Maintains a journal of the proceedings of the Council.
- Acts as the Town's custodian of records.
- Performs other duties as required by law of Council.

Physical Qualifications: The work is primarily sedentary but involves some standing. The tasks include seated work, some light carrying, manual dexterity and bending and lifting. The Town Administrator/Clerk is occasionally required to drive through the Town and throughout the state on limited occasional travel.



Town Planner

TITLE: Town Planner

REPORTS TO: Works under the direction of and is responsible to the Town Administrator/Clerk.

FLSA STATUS: Nonexempt.

General Position Description: The Town Planner is responsible for assuring effective management of Town affairs and operations. The Planner oversees Town planning, permitting, zoning, activities, projects and provides information to the Town Administrator/Clerk, employees, volunteers, and citizens. This nonexempt position requires 35 hour per week and some work on nights and weekends, as necessary.

Work Location/Environment: The Town Planner works in the Town Hall located in the Thomas Wren House at 1924 Weddington Rd, Weddington, NC 28104.

Essential Job Functions:

The Town Planner is responsible to the Town Administrator/Clerk for administering all municipal planning affairs including zoning, permitting, and other responsibilities as delegated by the Town Administrator/Clerk and shall have the following powers and duties:

Town Planner Duties:

Typical duties as performed by Town Planner as prescribed by law and Town Charter.

- Performs and coordinates the Town's planning and zoning functions relating to long-range planning, land use, zoning code, subdivision, annexation, subdivision administration for all land development.
- Presents oral and written reports, including special maps, charts and graphics to the Town Council, Planning Board and Board of Adjustment.
- Act as staff support for the Planning Board and Board of Adjustment.
- Assists Town Administrator/Clerk in compiling agendas for Joint Public Hearings, Planning Board, Board of Adjustment, and other town advisory board meetings.
- Reviews and recommends rezoning requests; interprets, applies, and recommends zoning and land use ordinance amendments; serves as staff to the Planning Board and Board of Adjustment.
- Reviews applications and issues zoning related permits.
- Maintains necessary records and reports.
- Assists Budget Officer in calculating zoning related revenues and expenditures for the annual budget.
- Uses Union County GIS data base as needed.
- Represents the Town on various regional boards and committees.
- Attends all meetings of the council and public involvement meetings.
- Responds to citizen complaints and questions on all planning related topics.
- Administers successful grants and executes appropriate actions as required.
- Erosion and Sedimentation Control Administrator.
- Floodplain Administrator.
- Performs other duties as required.

Physical Qualifications: The work is primarily sedentary but involves some standing. The tasks include seated work, some light carrying, manual dexterity and bending and lifting. The Town Planner is occasionally required to drive through the Town and throughout the state on limited occasional travel.