

**Town of West Jefferson - Board of Aldermen**  
**Regular Meeting Minutes**  
**October 2, 2023 | 6:00 pm**

**Board Members Present:** Mayor Tom Hartman, Alderman Rusty Barr, Alderman Calvin Green, Alderwoman Crystal Miller, Alderman John Reeves, and Alderman Stephen Shoemaker

**Town Staff Present:** Town Manager Brantley Price, Town Attorney Jak Reeves, Town Clerk Rebecca Eldreth, Police Chief Brad Jordan, and Wastewater Superintendent Brandon Patrick

At 6:00 pm Mayor Hartman called to order the meeting of the Board of Alderman. After the invocation was given, those in attendance stood for the Pledge of Allegiance.

**Approval of October 2, 2023 Agenda** – Alderman Barr made the motion to approve the agenda with no additions. Alderman Reeves seconded the motion with a vote of 5-0 in favor.

**Public Hearings**

**Consideration of Voluntary Annexation of Parcel 19267393** – Mayor Hartman stated the purpose of the public hearing is to hear any comments on the proposed annexation of parcel 19267393. The public hearing was open at 6:01pm. With no comment Mayor Hartman closed the public hearing at 6:02pm.

**Regular Session**

**Approval of Minutes** – With no discussion, Alderman Miller made the motion to approve the minutes for the September 11<sup>th</sup> Regular Meeting. Alderman Barr seconded the motion with a vote of 5-0 in favor.

**Update on Saving Seeds, Saving Stories Library Project** – Librarian Laura McPherson came before the board to announce the completion of the Saving Seeds, Saving Stories project. The project features the stories of twelve individuals and is available online or in print. Laura shared copies of the project with the board and extended an invitation to the reception. The board thanked Laura for the invitation.

**Consideration of Voluntary Annexation of Parcel 19267393** – With no discussion, Alderman Miller made the motion to approve the annexation. Alderman Green seconded the motion with a vote of 5-0 in favor.

**Consideration of Temporary Road Closure of West Second Street on Sunday** – The West Jefferson Methodist Church would like to close a section of West Second Street on Sunday mornings. Alderman Shoemaker made the motion to allow the temporary closure of the road as needed. Alderman Reeves seconded the motion with a vote of 5-0 in favor.

**Consideration of 5K** –The West Jefferson Lions Club is requesting board support for the 11<sup>th</sup> annual Jim Snyder Christmas Tree 5K to be held on December 2<sup>nd</sup>. With no discussion,

Alderman Barr made the motion to approve the 5K. Alderman Shoemaker seconded the motion with a vote of 5-0 in favor.

**Consideration Fire Chief and Assistant Fire Chief Appointments** – Eric Miller and Jody Walters are both willing to be reappointed to chief and assistant fire chief. With no discussion, Alderman Shoemaker made the motion to approve the appointments. Alderman Barr seconded the motion with a vote of 5-0 in favor.

**Discussion of Short Term Rental Regulations** – A follow up conversation on Short Term Rentals concerning inspections was held by the board. The main topic of discussion was the role of the fire department in the inspection of the premises for compliance with the regulations. The board has agreed to compile a checklist for the fire department to follow when they complete onsite inspections which will be discussed at the next meeting.

**Consideration of Paddy Mountain Conservation Easement** – Attorney Reeves provided an overview of the agreement for the board. No action was taken on this item.

**Consideration of Tax Releases** – With no discussion, Alderman Green made the motion to release the taxes as presented. Alderman Miller seconded the motion with a vote of 5-0 in favor.

**Police Report** – Chief Jordan gave his report to the Board for the month. A total of 209 calls were dispatched through the communications center including 11 motor vehicle crashes, 10 larcenies, 2 drug cases, 1 minor citation, and other miscellaneous calls. The Board thanked Chief Jordan for his report.

**Water and Wastewater Report** – Wastewater Superintendent Brandon Patrick gave his report to the Board. A total of 2.5 inches of rain were recorded for the month. The installation of the new blower piping should be installed tomorrow with electric lines scheduled for installation next month. The filter plant is shut down due to the dry weather. The Board thanked Brandon for his report.

**Maintenance Report** – Maintenance Supervisor Eric Miller gave his report to the Board. A total of 63 one call tickets were located, 2 water leaks, and 2 sewer issues were reported for the month. The gas company hit a six-inch line on Mount Paddy that had to be repaired. Some flooding issues were reported so the department worked with DOT to unstop the drains. Banners have been installed on the poles on North Jefferson Avenue. Paving is 90% complete and stop bars will be replaced. The dry hydrant has been installed at the pond at Frosty's. The hydrant will be tested when the water in the pond is restored. The department took 4 trips to the landfill. Eric invited all the board members to the annual fire department dinner. The board thanked Eric for his report.

**Town Managers Report** – Brantley Price, Town Manager, gave his report to the Board beginning with project updates. The town received funding for the lead service line replacement project for the full amount with no loan forgiveness. The town is waiting for a contract from Municipal Engineering to move forward with the stormwater project and waiting for DEQ to approve the scope of work submitted by rural water for the AIA water and sewer project.. DEQ is revising the acceptance letter to include \$5000 in administration fees for the Interconnect Grant. The sidewalk feasibility study group will be reviewing the proposed plans on October 20<sup>th</sup>

and plan to present to the board in November. Blue Ridge Conservancy will transfer ownership of Mount Paddy to the town after the PARTF contract is received. Brantley then recognized Representative Ray Pickett for his support as the town received \$726,000 to upgrade the pump station at Greenfield and \$250,000 for Paddy Mountain in the state budget. The application for the DEQ stormwater project has been submitted. Taxes collected to date total 66% of the levy. Sales tax for June was up 5% over the prior year with year-to-date sales tax up 12%. Powell Bill funds came in \$3800 over budget. Generation will be holding their fuel assistance fundraiser on October 6 with a rain date of October 13. Lena Duncan will be using the Backstreet Park stage on October 27 for Scottish Highland Dance and bag pipes. The holiday parade will be held on November 18 at 2pm. The Board thanked Brantley for his report.

**Public Comments** – None

**Aldermen Comments** – Alderman Green requested that the caboose be opened back up to the public. Alderwoman Miller thanked the police department and fire department for their assistance with the homecoming parade. Alderman Barr thanked everyone for their support. Alderman Reeves thanked Laura McPherson for the book on the Saving Seeds, Saving Stories project. Alderman Shoemaker also thanked Laura and everyone in attendance. Mayor Hartman closed comments by thanking all those in attendance.

**Adjournment** – Alderman Shoemaker made the motion to adjourn the regular meeting, seconded by Alderman Barr with a vote of 5-0 in favor.

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Tom Hartman, Mayor

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Rebecca Eldreth, Town Clerk