

**Town of West Jefferson - Board of Alderman  
Regular Meeting Minutes  
December 4, 2023 | 6:00 p.m.**

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

**Town Staff Present:** Town Manager Brantley Price, Town Attorney Jak Reeves, Assistant Town Manager Rebecca Eldreth, Maintenance Supervisor Eric Miller, and WWTP Superintendent Brandon Patrick.

Several other residents of the community also attended.

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

**Approval of the December 4, 2023 Agenda** – Alderman Shoemaker made the motion to approve the agenda as presented. Alderman Barr seconded the motion with a vote of 5-0 in favor.

**Approval of the November 6, 2023 Meeting Minutes** – With no discussion, Alderman Shoemaker made the motion to approve the minutes as presented. Alderwoman Miller seconded the motion with a vote of 5-0 in favor.

**Organizational Meeting**

**Swearing in Ceremony of Newly Elected Officials** – Mayor Hartman introduced Clerk of Superior Court Pam Barlow who would be performing the swearing in ceremony of the newly elected officials. Mrs. Barlow preceded to swear in Alderman-elect Rusty Barr, Alderwoman-elect Beth Shelton, and Mayor-elect Tom Hartman.

**Comments by Outgoing Officials** – Alderwoman Miller reflected on her term as alderwoman for the town. She thanked the board and town staff for their dedication to the Town.

**Comments by Newly Sworn Officials** - Each newly sworn official spoke to those in attendance expressing their appreciation to the citizens for electing them to their positions, and how they looked forward to serving on the Board alongside their fellow Board members.

**Appointment of Mayor Pro tempore** - With no discussion, Alderman Green made the motion to appoint Alderman Barr as Mayor pro tempore. Alderwoman Shelton seconded with a vote of 5-0 in favor.

**Regular Session**

**Consideration of Resolution for DEQ AIA Water and Sewer Project** – Mayor Hartman stated the NC Department of Environmental Quality has approved the Asset Inventory Assessment (AIA) for both water and sewer. Approval of the offer and acceptance letter by resolution will need to be approved to move forward with the project. The resolution will also give the mayor and Town Manager authority to sign the appropriate paperwork for the project. Alderman Barr made the motion to approve the resolutions as presented. Alderman Shoemaker seconded the motion with a vote of 5-0 in favor.

**Consideration of Approval for Rural Water Contract** – Mayor Hartman informed the Board that the Request for Qualifications has been advertised for the Asset Inventory Assessment for both water and sewer. Town Manager Price and WWTP Superintendent Patrick felt that NC Rural Water would provide the town with a more thorough assessment. Alderman Shoemaker made the motion to approve the contract as presented. Alderman Barr seconded the motion with a vote of 5-0 in favor.

**Consideration of 2024 Stomp and Brew** – Harry Galer with Stomp and Brew Events presented a check to Melody Rector and Martin Little with Shoes for Kids from the proceeds of 2023 event in the amount of \$20,000. Harry then asked the board for approval for the same footprint for the event on September 13 and 14. Alderman Shoemaker made the motion to approve the road closure and dates for the 2024 event. Alderman Reeves seconded with a vote of 5-0 following the motion.

**Review of Short-term Rentals and Permit** – Town Manager Price presented the short-term rental regulations and permit for final inspections. Alderman Green asked that the inspection be required annually. Alderman Barr made the motion to approve the regulation and permit with “annually” added to the inspection regulation. Alderwoman Shelton seconded the motion with a vote of 5-0 in favor.

**Discussion of Safety and Health Ordinance** – The Attorney for App Health mentioned an ordinance that Surry County adopted to assist with the safety and health of their county. Town Attorney Reeves reviewed the ordinance with the Board to gauge interest. Alderman Green made the motion to approve moving forward with the adoption of the ordinance. Alderman Barr seconded the motion with a vote of 5-0 in favor.

**Consideration of Appointment of New Planning Board Member** – Alderman Reeves lead the discussion concerning a new planning board member. After some discussion, they agreed to table the topic to a later date.

**Discussion of January 2024 Meeting Date** – The Board agreed to meet Monday, January 8.

**Police Report** – Absent

**Water/Wastewater & Maintenance Report** – WWTP Superintendent Brandon Patrick gave his report to the Board. Rain totals for the month were reported at 1.5 inches, making the yearly total 45 inches. The plant is operating great, and the flow is down considerably due to the continuing dry weather. The filter plant was able to be run a few times but only for a few hours each day. The Board thanked Brandon for his report.

**Maintenance Report** – Maintenance Supervisor Eric Miller gave his report to the Board. Monthly totals were reported with 39 locate tickets, 2 water leaks, and 3 sewer issues. The department installed Christmas lights, picked up brush, picked up the new ton truck, spotted a 4-inch water line, worked with Mike Trew on controlling the water runoff at the park, and closed the park facilities for the season. Eric provided each of the board members with a log of completed tasks from the fire department. The Board thanked Eric for his report.

**Town Managers Report** – Brantley Price, Town Manager congratulated the newly elected and reelected members of the board and gave a reminder of the required ethics training along with another training opportunity for newly elected officials. Brantley extended a Happy Birthday to Mayor Hartman. Then gave his report to the board starting with project updates. Surveying has begun for the Golden Leaf

Stormwater project. Contracts for the PARTF Grant have been signed with bid documents to be prepared and ready for bid by mid-January. Alost a mile of trail has been completed. The town will be assessing the Beaver Creek pump station with funds from the NCLM. The highway 88 widening project in Warrensville has removed the peanut roundabout and will not be cutting through the rock at Devils Stairs due to negative feedback. Taxes collected to date total 75% of the levy. Sales tax for the month of Augst is up 1.5% of prior year. Brantley thanked Alderman Barr for the beautiful Christmas tree for Town Hall. A thanks was given to the Rotary Club on the job well done on the parade. Hometown Christmas went well. Part time Officer Randy Arial resigned after 11 years. Additional funds were received from the ABC Board. The Town audit is almost complete. Brantley finished by inviting the board to the annual Christmas dinner on December 15<sup>th</sup>. The Board Thanked Brantley for his report.

**Public Comments** – None

**Aldermen Comments** – Alderman Shoemaker expressed his desire for the streetlights on Jefferson Avenue to all be replaced to LED lights and shared a statue on smoke screens. Alderman Reeves complimented the lights in downtown and wished everyone a Merry Christmas. Alderman Barr also complimented the lights in town. Alderwoman Shelton expressed her support for the lights and thanked the west jefferson business association for their part in decorating the town. Alderman Green echoed all the comments. Mayor Hartman wished everyone a Merry Christmas.

**Adjournment** – With nothing further, Alderman Green made the motion to adjourn the regular meeting, seconded by Alderman Barr. A vote of 5-0 in favor.

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Tom Hartman, Mayor

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Rebecca Eldreth, Town Clerk