

MINUTES
FOXFIRE VILLAGE COUNCIL
ORGANIZATIONAL and REGULAR BUSINESS MEETING
Foxfire Town Hall Meeting Room
December 12, 2023 ~ 4:30 PM

- 1. Call to Order: Mayor Boito called the meeting to order at 4:30 PM

- 2. Members Present: Mayor Pro Temp Janice Gregorich, Councilmembers Janet Nauman, Don Nelson, and Gary Samuels

- 3. Others Present: Mary Gilroy-Councilmember Elect, Chief Chad Shue, and several members of the public.

- 4. Moment of Silence: Mayor Boito requested those present to pause for a moment of silence followed by the Pledge of Allegiance.

- 5. 2023 Municipal Election Abstract of Votes

Mayor Boito read aloud the certified November 7, 2023 Municipal Election Abstract of Votes.

Janice Gregorich	127
Mary Gilroy	109
Warren Morgan	87
George Hedrick	23

Elected to serve on the Village Council are Janice Gregorich and Mary Gilroy. Mayor Boito turned the meeting over to current Mayor Pro Temp Gregorich. Village Clerk Lisa Kivett administered the Oath of Office to both Mayor Pro Temp Janice Gregorich and Councilmember Mary Gilroy.

6. Election of Mayor

Councilmember Nauman nominated Mayor Pro Temp Janice Gregorich to serve as Mayor. There were no other nominations. Councilmember Samuels asked if Mayor Pro Tem Gregorich had concerns about leaving her current duty as Finance Director in order to serve as Mayor and if she was confident someone else could fill that position. Gregorich replied she was confident that Councilmember Mary Gilroy could fill that position.

The vote was called and carried unanimously. Mayor Pro Temp Janice Gregorich was elected to serve as the Foxfire Village Mayor.

7. Election of Mayor Pro Temp

Mayor Gregorich nominated Janet Nauman to serve as Mayor Pro Tempore. Councilmember Gary Samuels nominated Mary Gilroy to serve as Mayor Pro Tempore.

A vote was called on the first nomination of Janet Nauman.

Gregorich	yes
Nauman	yes
Nelson	yes
Gilroy	yes
Samuels	no

By majority vote, Councilmember Janet Nauman was elected to serve as Mayor Pro Temp.
The second motion to elect Councilmember Mary Gilroy failed.

Village Clerk Lisa Kivett administered the Oath of Office to both Mayor Janice Gregorich and Mayor Pro Temp Janet Nauman.

8. Council Appointments

Mayor Gregorich appointed Councilmember Mary Gilroy as Finance Director. Village Clerk Lisa Kivett administered the Oath of Office to Councilmember Mary Gilroy.

9. Recognition of Outgoing Mayor-Don Boito

Mayor Gregorich presented an Award of Appreciation to outgoing Mayor Don Boito who served the Village as Councilman / Streets & Park Director from December 2015 – November 2021, and Mayor from December 2021 – November 2023.

10. Approval of the December 12, 2023 Regular Business Meeting Agenda

Mayor Gregorich added *Closed Session Minutes for November 14, 2023 and November 30, 2023* to the Consent Agenda and Mayor Pro temp Nauman added *Spectrum Quote* to her report.

Mayor Pro Temp Nauman made a motion to adopt the December 12, 2023 agenda as amended. The motion carried unanimously.

11. Consent Agenda

All items listed below are considered routine and will be enacted by one motion and without discussion.

- a. Approval of Minutes
 - November 14, 2023 Regular Business Meeting
 - *November 14, 2023 Closed Session*
 - November 30, 2023 Work Session
 - *November 30, 2023 Closed Session*
- b. 2024 Village Council Meeting Schedule
- c. Budget Amendment #2024-03

Councilmember Nelson made a motion to approve the consent agenda as amended. The motion carried unanimously.

12. Public Comment Period

Andy Moody – Bobolink Rd. reminded the council of the Annual FPOA meeting. He invited Mayor Gregorich to give the Year in Review-State of the Village report at the meeting.

13. Zoning Administrators Report - Lisa Kivett

This report covers zoning activities from November 15, 2023 through December 12, 2023.

Currently a total of forty-three (43) homes are under construction or in the beginning stages of lot clearing.

One (1) Single Family Residence Application:
none

Three (30) Certificate of Occupancy were issued:
*4 Fawn Circle
61 Richmond Rd
160 Vista Ridge (Grande Pines)*

Other Permits Issued:
Two (2) Fence

14. Council Member Reports:

A. Finance – Mayor Janice Gregorich

Mayor Gregorich presented her final financial report as Finance Director. She reported cash balances as of November 30, 2023. The general fund balance is \$2,970,068 of which \$1,478,239 is reserved. The water fund balance is \$1,170,790 of which \$471,076 is reserved. The fiscal year to date interest received in the Capital Trust account is \$64,000.

B. Streets and Park – Janet Nauman

Mayor Pro Temp Nauman reported that Mick McCue repaired the Lending Library door at the Village Park. Mr. McCue was confident the library was not damaged by vandalism. The door just needed to be thicker material.

Nauman provided an update on the Spectrum internet installation and gave a handout on pricing to council members. The monthly charge for the Village office and Police Department will be \$229.98

monthly for speeds of 600 mps. The Village pool will be \$64.99 monthly for speeds of 300 mps. There will be a one-time installation charge of \$100 each for the office and the pool. Monthly charges for all three locations are \$295.00. The annual fee for all three is \$3,500 compared to the \$2,270 we are currently paying to Velocity. If we can get back with Spectrum by tomorrow, they can install it by the end of December. Velocity will be left on until the installation is complete so there is no down-time for the office.

Mayor Pro Temp Nauman made a motion to go with Spectrum for internet service at the Village office, Police Department and Pool Facility. The motion carried unanimously.

C. Public Safety – Don Nelson

Councilmember Nelson reported that West End Fire Department is doing a Santa Tour and driving fire engines through the Village with Santa Claus. Andy Moody spoke up providing details on the Christmas parade and pictures with Santa at the clubhouse at 4:00 pm.

Chief Shue provided the council with call sheets for the periods of November 1st thru December 12th and January 1st thru December 12th.

Shue said in driving through other local towns, he noticed that “Hidden Driveway Signs” are prevalent in areas located on hills and curves. He suggested one of these signs be posted on Woodland Circle in the area of the reported speeding. The cost for a 2’ sign is \$50.00. Nauman added she had a stop sign ordered and will need an additional post. Shue reported he moved the digital speed sign back to the top of the hill on Woodland Circle.

Shue reported the Dodge dealership is still working on the patrol car which has been out of service for 4 months. He has had little luck in finding a new patrol vehicle. However, Performance Dodge in Clinton, NC has a Durango less than State Contract price. The department that ordered it couldn’t pick it up, so Foxfire was next on the list. The vehicle was delivered and parked out front in case anyone wanted to see it. To outfit the vehicle with new equipment will cost around \$5,000. Total cost for vehicle and equipment is just under \$47,000. Mayor Gregorich asked when the three new speed signs would be delivered. Shue responded he would receive an email once they hit production and were shipping. We can expect them in mid-late December.

Councilmember Samuels thanked Chief Shue for doing all the legwork in procuring the new vehicle for the impressive stats on the call sheets. A brief discussion ensued on police vehicles, which officers would be driving each and the retaining of the Dodge Charger currently out of service.

D. Water Department – Gary Samuels

▪ New Well Update

Councilmember Samuels reported the Village agreed to a contract with Underwood Engineering on November 30th. The amount of the contract is \$223,000. An engineer will be going out to do a site assessment. The entire operation will take at least 12 months to finish and bring the well online. The new site is situated off Hoffman Road. Based on the capacity and need for a separate independent well, we are going with an independent building with a chemical distribution system and generator.

▪ Golf Course Maintenance Building Update

Councilmember Samuels reported he now has a point of contact for the maintenance building. He received an update that Brown Golf has finalized a plan and is awaiting budget approval to proceed. They will submit to the Village for approval, and we can get things going again. Brief discussion ensued.

15. New Business

▪ Public Hearing Date

Mayor Gregorich suggested moving the public hearing scheduled for February 20th to February 13th due to the Village Clerk being away from the office.

Mayor Gregorich made a motion to change the public hearing dates from February 20th to February 13th. The motion carried unanimously.

- LRP Job Tasks

Mayor Gregorich handed out a responsibility list for each council member. The Mayor and Finance Director have a majority of duties and some council members will be working together on duties.

- Water Infrastructure Mapping Initiative

Councilmember Samuels said the mapping initiative will take our old and dated paper maps and notes we've acquired over many years and put them into this new program. We received two proposals and chose to go with the larger and most user-friendly mapping system called ESRI. It will take approximately 12-18 months to complete the mapping and will be an ongoing process. Samuels provided information on the company and what they will do for the Village.

- Finalize Administrative Assistant Job Posting

Mayor Gregorich reported that she and Mayor Pro Temp Nauman reviewed and made some revisions to the Administrative Assistant job description/job listing. Gregorich suggested posting the listing immediately. Village Clerk Kivett asked to meet with Gregorich to go over the job duties and make some revisions before posting. Gregorich agreed. Samuels asked when we would like to fill the position, Gregorich replied as soon as possible. Discussion followed on office logistics for the new person and desired qualifications.

Councilmember Gilroy questioned if the Municipal District rezoning public hearing would also be held on February 13th, Gregorich replied it is. Village Clerk Kivett asked if P&Z had prepared a list of properties to be rezoned and contiguous property owners. Gilroy said they would provide a list.

16. Old Business

- Job Descriptions and Salary Ranges

Gregorich provided pay scales from other police departments for the council to review. She suggested the council begin working on salary ranges and job descriptions for each position. The council will begin discussing and working on this at the upcoming work session.

- Water Department Capital Depreciation and New Reporting Requirements Dictated by the LGC

Mayor Gregorich reported that due to the age of the water infrastructure, the capital assets in the infrastructure are over 50% depreciated. This puts the Village in a category where we need to make a special report to the LGC (Local Government Commission) within 60 days with a response on what we are doing with our water system. The system is in good shape and maintained wonderfully. We are reserving funds for infrastructure and will continue to do so. Samuels added this was brought up through the recent audit. Once this was identified by the auditor, he and Jesse discussed a format for Jesse to follow.

17. Public Comments:

Tom McClellan-3 Dogwood Court said his house was built in 1981 and he wasn't sure if it would be an issue with the water infrastructure. He additionally suggested that employees make a list of their job duties to assist in creating job descriptions.

Chris Kragel-25 Pine Tree Terrace previously worked as an assistant superintendent of water and was familiar with aging infrastructure. He asked if hydrants would also be mapped and if they opened on a regular basis.

18. Closed Session Pursuant to: *NCGS §143-318.11 (a)(6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee.*

Mayor Pro Temp Nauman made a motion to recess the regular meeting and go into Closed Session Pursuant to NCGS §143-318.11 (a)(6). The motion carried unanimously. The Council

entered the Closed Session at 5:26 PM.

Councilmember Gilroy made a motion to close the Closed Session and return to the regular meeting at 6:53 PM. The motion carried unanimously.

19. Adjournment

Councilmember Samuels made a motion to adjourn. The motion was carried unanimously, and the meeting adjourned at 6:55 PM.



Lisa A. Kivett, MMC, NCCMC, CZO
Village Clerk



Janice Gregorich
Mayor