



# Town of Mars Hill

## MAYOR AND BOARD OF ALDERMEN

John L. Chandler  
*Mayor*  
Nicholas A. Honeycutt  
*Vice-Mayor*  
Robert W. Zink  
*Treasurer*  
Stuart L. Jolley  
*Clerk*  
Larry H. Davis  
*Secretary*

### MINUTES REGULAR MEETING Mars Hill Town Hall – Conference Room October 4, 2021 at 6:00 p.m.

The Town of Mars Hill Mayor and Board of Aldermen met in regular session on Monday, October 4, 2021, at 6:00 p.m. in the Mars Hill Town Hall.

**MEMBERS PRESENT:** Mayor John Chandler; Aldermen Larry Davis, Nicholas Honeycutt, Stuart Jolley, and Robert W. (Bob) Zink.

**STAFF PRESENT:** Nathan R. Bennett, Town Manager and Jamie Stokes, Town Attorney

**OTHERS PRESENT:** Ann Bass, ARC Community Economic Development Planner – NC Department of Commerce, Johnny Casey – Madison News-Record & Sentinel, and Stephanie Phillips.

#### Call to Order

The meeting was called to order by Mayor John Chandler. Mayor Chandler welcomed those in attendance.

#### Approval of the Agenda

Mayor Chandler asked the Board to review the proposed agenda for approval. Upon review of the agenda, Mayor Chandler called for a motion. **Alderman Nicholas Honeycutt made a motion that the agenda be approved as presented.** Alderman Stuart Jolley seconded the motion. Upon a call for a vote on the motion by the Mayor, the agenda was approved unanimously. (Attachment A)

#### Approval of Minutes

Mayor Chandler then asked the Board to review the minutes of the meeting held on August 30, 2021 to conduct regular business for the month of September. There being no modifications to the minutes, **Alderman Larry Davis made a motion that the minutes for August 30, 2021 be approved as presented by management.** Alderman Honeycutt seconded the motion. Upon a call for a vote on the motion by the Mayor, the minutes were approved unanimously.

#### Community Economic Recovery and Resiliency Initiative (CERRI)

Mayor Chandler then recognized Ms. Ann Bass, ARC Economic Development Planner with the NC Department of Commerce to discuss the Community Economic Recovery and Resiliency Initiative (CERRI). Ms. Bass advised the Board that in response to the economic challenges communities have faced because of the COVID-19 crisis, the NC Department of Commerce, Rural Planning Program created the CERRI program. The CERRI provides a planning process for communities to develop strategies for local economic recovery from the impacts of COVID-19 and offers technical services to implement local strategies. She advised the sequence of the process

and delivery of services involve a community assessment and development of a recovery work plan. This will include the creation of a community work group that will review local economic data, compile survey information, and complete interviews with community stakeholders that will focus on the impacts of COVID-19 on the local economy. That process will identify community strengths, weaknesses, opportunities, and threats which will be used in the development of the Recovery Plan of Work with guidance from staff and the work group. The Plan of Work will then be used to direct the implementation of services that will be most beneficial for the community's recovery and resiliency efforts. Ms. Bass advised if the Town is agreeable to participate in the CERRI, the next step would be to formally adopt a resolution requesting participation in the program to establish a commitment to the planning process and implementation of the project when work is completed, to include the memorandum of understanding and recommendations for members of the work group. Mayor Chandler and other Board members thanked Ms. Bass for her presentation. Upon completing discussion of the matter, Mayor Chandler called for a motion. **Alderman Bob Zink made a motion to approve the proposed resolution entitled "A Resolution Requesting Participation in the Community Economic Recovery and Resiliency Initiative (CERRI) and the Associated Services for an Updated Downtown Improvement Plan from the North Carolina Department of Commerce, Rural Economic Development Division, NC ARC, and Main Street & Rural Planning Center" as presented.** Alderman Davis seconded the motion. Upon a call for a vote by the Mayor, the motion was approved unanimously. (Attachment B)

#### **Appalachian Barn Alliance – Update**

Mayor Chandler then recognized Ms. Sandy Stevenson, President, of the Appalachian Barn Alliance (ABA). Ms. Stevenson provided the Board with an update on activities to repair, stabilize, and rehabilitate the barns located at the Smith Farm owned by the Town. Ms. Stevenson highlighted a number of granting organizations that have provided funds for the work ABA has done at the Smith Farm including: the Blue Ridge National Heritage Area Partnership, Madison County Community Foundation, Madison Tourism Development Authority, Marion Stedman Covington Foundation, and the Richard J. Reynolds & Marie M. Reynolds Foundation. Ms. Stevenson invited Board members and members of the public to an event at the Smith Farm on October 29, 2021, at 11:00 a.m. to celebrate the progress made to preserve these structures and also unveil interpretive signage for each of three current barns which describes the type of barn structure and history concerning the property. The Mayor and Board members thanked Ms. Stevenson for her presentation and the work that the ABA has done on the barns at the Smith Farm.

#### **Old Business**

Mayor Chandler then moved to address old business.

#### **Request for Voluntary Annexation – Vicinity of 365 Spring Drive – PIN: 9757-10-3606**

Mayor Chandler recognized Mr. Nathan Bennett, Town Manager, to provide a report on the investigation concerning the petition submitted by William and Lynne Brown for voluntary annexation of real property located at and adjacent to 365 Spring Drive. Mr. Bennett advised that Mr. and Mrs. Brown are requesting voluntary annexation of property they own directly behind their current residence located at 365 Spring Drive in the Springside subdivision. This property is not addressed by the county addressing office but is identified by Madison County Property Identification Number (PIN) 9757-10-3606. Petition application includes a copy of the deed and a map. Mr. Bennett advised that the clerk investigation is complete and that the Clerk has provided the Certificate of Sufficiency. The staff investigation determined this property meets the criteria for voluntary contiguous annexation and recommends approval of the associated ordinance. Pursuant to previous Board direction given on August 30, 2021, the public hearing notice for this voluntary annexation petition was published as required by law in the Madison News-Record & Sentinel on September 22 and September 29, 2021. The next step is to hold the public hearing on the request for annexation.

**PUBLIC HEARING** – Mayor Chandler then convened the public hearing to hear comments from the general public concerning the request for voluntary annexation of the subject property located adjacent to 365 Spring Drive, and identified by Madison County PIN 9757-10-3606, pursuant to notice duly published to the public. There being no comments from the public, Mayor Chandler closed the public hearing.

**ORDINANCE** – Upon completing discussion of the matter, Mayor Chandler called for a motion. **Alderman Jolley made a motion to approve “An Ordinance to Extend the Corporate Limits of the Town of Mars Hill” pursuant to the petition for voluntary annexation of 365 Spring Drive (Madison County PIN: 9757-10-3606 and Madison County Registry Deed Book 613 at Page 339) by the property owner of record, William and Lynne Brown, as more fully set forth in the petition application.** Alderman Honeycutt seconded the motion. Upon a call for a vote by the Mayor, the motion was approved unanimously. (Attachment C)

**New Business**

Mayor Chandler then moved to address new business.

**Tax Collector Annual Settlement**

Mayor Chandler recognized Mr. Bennett to provide information concerning the Tax Collector Annual Settlement for FY 2020-21. Mr. Bennett advised the Board that NCGS 105-373(3) requires that the tax collector for each jurisdiction prepare a settlement of taxes collected and uncollected at the close of each fiscal year and that settlement shall be entered into the minutes of the governing body. Mr. Bennett advised that Tax Collector Stephanie Payne has prepared the annual settlement for FY 2020-21 as required and submitted for the Board’s review. Mr. Bennett summarized the contents of the report and specifically noted that total tax charges for FY 2020 were 4681,142.86 and of that amount \$655,142.86 has been collected for a percentage of 96.2%. Upon completion of discussion of the settlement report, Mayor Chandler called for a motion. **Alderman Zink made a motion to accept the “Tax Collector Annual Settlement for FY 2020-2021.”** Alderman Jolley seconded the motion. Upon a call for a vote by the Mayor, the motion was approved unanimously. (Attachment D)

**ORDER OF COLLECTION – FY 2021 and Prior Years’ Taxes**

Mayor Chandler then asked Mr. Bennett to provide information concerning the Order of Collection of FY 2021 and Prior Years’ Taxes. Mr. Bennett advised that the NCGS 105-321(b) requires the governing body to formally adopt an order of collection directing and authorizing the tax collector to collect the taxes set forth in the tax records and scrolls of real and personal properties located in the Town. Upon completion of discussion of the order of collection document, Mayor Chandler called for a motion. **Alderman Honeycutt made a motion to approve the “Order of Collection – Order of the Mayor and Board of Aldermen pursuant to NCGS 10-321 for the Collection of FY 2021 and Prior Years Taxes.”** Alderman Davis seconded the motion. Upon a call for a vote by the Mayor, the motion was approved unanimously. (Attachment E)

**RESOLUTION – Surplus Vehicles**

Mayor Chandler then moved to the resolution to surplus vehicles as presented by staff. Mr. Bennett advised that the Town has three vehicles at this time that are no longer needed for the Town’s current needs as follows: 2013 Dodge Charger, 2001 Ford Crown Victoria, and a 2005 Sterling Garbage Truck. Mr. Bennett advised that the garbage truck must be taken off the road and destroyed pursuant to the conditions of the state grant the Town received to replace that vehicle. The other vehicles will be sold by the methods allowed by NCGS 160A-266 and 274, specifically sealed bids and/or to provide to another government agency. Upon completion of discussion of the proposed resolution, Mayor Chandler called for a motion. **Alderman Zink made a motion to approve the “Resolution – Authorizing Sale of Personal Property Worth Less than \$30,000 (NCGS 160A, Article 12).”**

Alderman Honeycutt seconded the motion. Upon a call for a vote by the Mayor, the motion was approved unanimously. (Attachment F)

### **POLICY – COVID-19 Emergency Policy**

Mayor Chandler recognized Mr. Bennett to provide information to the Board concerning the proposed COVID-19 Emergency Policies. Mr. Bennett advised the Board that the emergence of the novel coronavirus, commonly referred to as COVID-19, in December 2019 has drawn a major worldwide response and was deemed a pandemic by the World Health Organization on March 11, 2020. The Town of Mars Hill declared a local state of emergency on March 15, 2020. From the very beginning of this situation, the Town implemented a number of measures to support employees who have been affected by this disease. Unfortunately, community spread of COVID-19 continues to a significant issue facing our community. These new policies recognize the importance of mitigation measures, most importantly the COVID—19 Vaccine, necessary to reduce the spread of the virus and to provide Town employees the level of protection necessary to provide to the continuity of Town government operations. These policies provide for an incentive payment to those employees who voluntarily obtain the vaccine, and provide administrative leave to employees to use in the event they become exposed or infected by COVID-19.

### **COVID-19 Vaccine Incentive Pay Policy**

Mr. Bennett explained that the COVID-19 Vaccine Incentive Pay Policy provides all full-time employees and those permanent part-time employees who are regularly scheduled for a minimum of 30 hours per pay period who voluntarily receive an approved COVID-19 vaccination, a one-time incentive payment of \$500.00. The policy is retroactive to January 1, 2021 and will expire December 31, 2021.

Upon completion of discussion of the proposed policy, Mayor Chandler called for a motion. **Alderman Jolley made a motion to approve the “COVID-19 Vaccine Incentive Pay Policy,” as presented.** Alderman Davis seconded the motion. Upon a call for a vote by the Mayor, the motion was approved unanimously. (Attachment G)

### **COVID-19 Administrative Leave**

Mr. Bennett explained that the COVID-19 Administrative Pay Policy provides all eligible full-time employees a one-time allocation of 80 hours of COVID-19 Administrative Leave to satisfy missed worktime due to the required quarantine period from exposure or infection of COVID-19. Employees must be fully vaccinated, and provide proof of same, in order to be eligible to receive this special leave. All other employees and those who have exhausted their available COVID-19 Administrative Leave may take individually accrued regular sick leave, or any other available leave option, to satisfy work time absence. Any remaining leave balance will expire upon the termination of the applicable Town of Mars Hill Local State of Emergency. This policy will become effective on January 1, 2022.

Upon completion of discussion of the proposed policy, Mayor Chandler called for a motion. **Alderman Honeycutt made a motion to approve the “COVID-19 Administrative Leave Policy,” as presented.** Alderman Jolley seconded the motion. Upon a call for a vote by the Mayor, the motion was approved unanimously. (Attachment H)

### **Town Manager Report – Nathan Bennett, Town Manager**

Mayor Chandler then recognized Mr. Bennett to provide the Town Manager Report.



### COVID-19 Response

Mr. Bennett provided the Board an update on the continuing Town response to the coronavirus and COVID-19 situation. The Town continues to be under the state and locally designated state of emergency in response to COVID-19. He advised there have been several employees who have been quarantined due to exposure or infection to COVID-19 but this has not affected town operations. He reported on the recent increase in COVID-19 cases, particularly the new "Delta" variant and the current vaccination rate for Madison County.

### General Update

Mr. Bennett advised the Board that the Town has been awarded a grant from the NC Parks and Recreation Trust fund in the amount of \$268,536 for development of recreational elements at the Smith Farm property of the Bailey Mountain Preserve on Forest Street. He advised the NC Parks and Recreation Authority approved the grant at their September 24, 2021 meeting and that formal notification will be coming from the State in the coming weeks. Mr. Bennett advised no work can begin until the formal grant contract and associated documents have been approved by both the Town and the State.

Mr. Bennett advised that NCDOT has tentatively approved the Town's request to lower the speed limit on NC 213 between Gabriel's Creek Road and Park Drive from the existing posted limit of 35 MHP to 25 MPH. This request is necessary due to the increased pedestrian traffic in this area entering Town. NCDOT requires the Town to concur in the implementation of an ordinance to make this speed limit change. Mr. Bennett provided the Board the Certification of Municipal Declaration to Enact Speed Limits and Request for Concurrence as requested by NCDOT. Upon completion of discussion of the proposed speed limit change, Mayor Chandler called for a motion. **Alderman Davis made a motion to approve the "Certification of Municipal Declaration to Enact Speed Limits and Request for Concurrence," as presented.** Alderman Jolley seconded the motion. Upon a call for a vote by the Mayor, the motion was approved unanimously. (Attachment I)

Mr. Bennett updated the Board on other items of interest to the Board.

### Public Comment

Mayor Chandler then moved to public comment. The Mayor recognized Stephanie Phillips who spoke to the Board concerning a physical interaction with officers with the Police Department several years ago during a traffic stop. Ms. Phillips also spoke about an apparent motivation to erase her family ancestry in Madison County and a hostile take over of the family farm for water rights to provide additional commercial/residential real estate development. She states that her farm has been sabotaged to run her off her land. She states that she has requested protection under federal whistleblower statutes from other jurisdictions. Mayor Chandler thanked Ms. Phillips for her comments.

There were no additional public comments.

### Closed Session (Pursuant to N.C.G.S. 143-318.11)

Mayor Chandler then reported that there is a need for the Board to enter closed session to discuss legal matters with the Town Attorney. **Alderman Zink made a motion to enter closed session pursuant to N.C.G.S.143-318.11(3) and (5).** Alderman Jolley seconded the motion. Upon a call for a vote by the Mayor, the motion was approved unanimously.

Upon completion of discussion of items subject to the closed session, Mayor Chandler called for a motion to end the closed session. **Alderman Zink made a motion to end the closed session and return to open session.**

Alderman Davis seconded the motion. Upon a call for a vote by the Mayor, the motion was approved unanimously.

**Adjourn**

There being no further business before the Board, Mayor Chandler called for a motion to adjourn. **Alderman Jolley made a motion to adjourn.** Alderman Honeycutt seconded the motion. Upon a call for a vote on the motion by the Mayor, the motion to adjourn was unanimously approved.

Approved and authenticated this the 1<sup>st</sup> day of November, 2021.

  
John L. Chandler, Mayor

ATTEST:

  
Nathan R. Bennett,  
Town Manager



ATTACHMENT A



# Town of Mars Hill

MAYOR AND BOARD OF ALDERMEN

John L. Chandler  
*Mayor*  
Nicholas A. Honeycutt  
*Vice-Mayor*  
Robert W. Zink  
*Treasurer*  
Stuart L. Jolley  
*Clerk*  
Larry H. Davis  
*Secretary*

## AGENDA

### REGULAR MEETING

*Mars Hill Town Hall Conference Room*

*October 4, 2021 at 6:00 p.m.*

1. Call to Order – *Mayor John L. Chandler*
2. Approval of Agenda
3. Approval of Minutes: August 30, 2021
4. Community Economic Recovery and Resiliency Initiative (CERRI) – Ann Bass, NC Commerce
  - a. **RESOLUTION** – Requesting Participation in CERRI and Associated Services for an Updated Downtown Improvement Plan
5. Appalachian Barn Alliance – Update – Sandy Stevenson
6. Old Business
  - a. Request for Voluntary Annexation – William & Lynne Brown  
Vicinity of 365 Spring Drive, Mars Hill – Madison PIN: 9757-10-3606
  - b. **PUBLIC HEARING**
    - i. **ORDINANCE** – An Ordinance to Extend the Corporate Limits of the Town of Mars Hill, North Carolina
7. New Business
  - a. Tax Collector Annual Settlement for FY 2020-2021
  - b. **ORDER OF COLLECTION** – Collection of 2021 and Prior Years' Taxes
  - c. **RESOLUTION** – Surplus Vehicles
  - d. **POLICY** – Town Employee COVID-19 Vaccine Incentive Policy
  - e. **POLICY** – Town Employee COVID-19 Administrative Leave Policy
8. Town Manager Report – Nathan Bennett, Town Manager
  - a. COVID-19 Response Update
  - b. General Update
9. Public Comment  
[Policy: Each speaker shall be limited to a maximum of three (3) minutes. The public comment period is not intended to require the Board of Aldermen or staff to answer any impromptu questions. The Board will not take action on an item presented during the public comment period. The Board may refer inquiries made during the public comment period to the Town Manager to address as appropriate. If necessary, the item may be placed on the agenda of a future meeting.]
10. Closed Session (*Pursuant to N.C.G.S. 143-318.11 – if needed*)
11. Adjourn

**Mars Hill Town Hall**

280 North Main Street • P.O. Box 368

Mars Hill, North Carolina 28754

Phone: (828) 689-2301 • Fax: (828) 689-3333



**Town of Mars Hill**  
**Mayor and Board of Aldermen**

**A Resolution Requesting Participation in the  
 Community Economic Recovery and Resiliency Initiative (CERRI) and the  
 Associated Services for an Updated Downtown Improvement Plan from the  
 North Carolina Department of Commerce, Rural Economic Development Division, NC ARC and Main  
 Street & Rural Planning Center**

**WHEREAS**, in response to the economic challenges small towns and rural communities have been facing due to the COVID-19 pandemic, the NC ARC Program and Main Street & Rural Planning Center (“Center”) developed the Community Economic Recovery and Resiliency Initiative (“CERRI”); and

**WHEREAS**, the CERRI provides a planning process to help communities develop strategies to recover from the economic impacts of COVID-19 and build local economies that are more resilient to future crises and also includes technical services to assist communities with implementing those strategies; and

**WHEREAS**, there is no cost for these services to the Town of Mars Hill beyond any locally desired possible bulk reprinting of report documents; and

**WHEREAS**, the Mayor and Board of Aldermen of Town of Mars Hill, NC (“Board”), would like to participate in the CERRI (“Project”); and

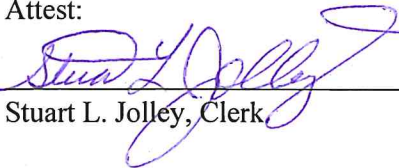
**WHEREAS**, the Board would like assistance with the Project from the Center; and

**WHEREAS**, the Board and the Center have reached a mutually agreeable scope of work for the Project (Memorandum of Understanding attached), which outlines the tasks to be performed by the Center and those to be performed by the Town of Mars Hill and/or by other Project partners (if applicable), as well as the projected timeframe within which the Project will be completed.

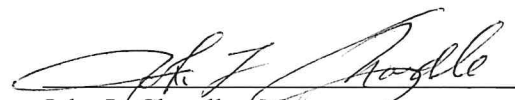
**NOW, THEREFORE, BE IT RESOLVED**, that the Board hereby requests that the Center assist the Town of Mars Hill with the Project and expresses its commitment to the planning process and the implementation of the Project when work is completed.

**ADOPTED** this 4<sup>th</sup> day of October 2021, by the Mayor and Board of Aldermen for the Town of Mars Hill, North Carolina.

Attest:

  
 Stuart L. Jolley, Clerk



  
 John L. Chandler, Mayor

TOWN OF MARS HILL  
 RESOLUTION  
 PARTICIPATION IN THE COMMUNITY ECONOMIC RECOVERY  
 AND RESILIENCY INITIATIVE (CERRI) FROM THE NC DEPARTMENT OF COMMERCE



ORDINANCE # 260

**AN ORDINANCE TO EXTEND THE CORPORATE LIMITS OF  
THE TOWN OF MARS HILL, NORTH CAROLINA**

WHEREAS, the Board of Aldermen has been petitioned under G.S. 160A-31, as amended, to annex the area described herein; and

WHEREAS, the Board of Aldermen has by resolution directed the Town Clerk to investigate the sufficiency of said petition; and

WHEREAS, the Town Clerk has certified the sufficiency of said petition and a public hearing on the question of this annexation was held at the Mars Hill Town Hall at 6:00 o'clock, p.m. on the 4<sup>th</sup> day of October, 2021 after due notice by publication on the 22<sup>nd</sup> day of September, 2021; and

**NOW, THEREFORE, BE IT ORDAINED** by the Board of Aldermen of the Town of Mars Hill, North Carolina:

**Section 1.** By virtue of the authority granted by G.S. 160A-31, as amended, the following described territory, is hereby annexed and made part of the Town of Mars Hill as of the 4<sup>th</sup> day of October, 2021.

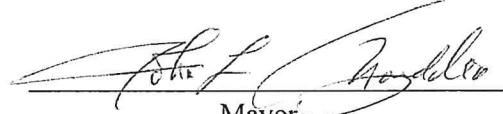
(Insert Metes and Bounds Description)

**That real property located on Spring Drive, Mars Hill currently owned by William and Lynne Brown, as set forth and more fully described in Deed Book 613 at Page 339 in the Madison County Registry, Office of the Register of Deeds of Madison County, North Carolina, and further identified by Madison County Property Identification Number 9757-10-360 and the attached Exhibit 1.**

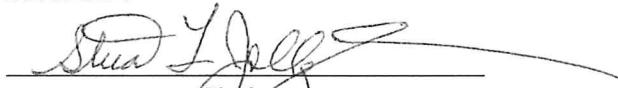
**Section 2.** Upon and after the 4<sup>th</sup> day of October, 2021, the above described territory and its citizens and property shall be subject to all debts, laws, ordinances, and regulations in force in the Town of Mars Hill and shall be entitled to the same privileges and benefits as other parts of the Town of Mars Hill. Said territory shall be subject to municipal taxes according to G.S. 160A-58.10.

**Section 3.** The Mayor of the Town of Mars Hill shall cause to be recorded in the Office of the Register of Deeds, Madison County, and in the Office of the Secretary of State at Raleigh, North Carolina, an accurate map of the annexed territory, described in Section 1 hereof, together with a duly certified copy of this Ordinance.

ADOPTED this the 4<sup>th</sup> day of October, 2021.

  
\_\_\_\_\_  
Mayor

ATTEST:

  
\_\_\_\_\_  
Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Town Attorney



STATE OF NORTH CAROLINA  
COUNTY OF MADISON  
TOWN OF MARS HILL

I, Stuart L. Jolley, Town Clerk of the Town of Mars Hill in the State of North Carolina, **DO HEREBY CERTIFY**, that:

1. The attached is a copy of an Ordinance to extend the Corporate Limits of the Town of Mars Hill, North Carolina.
2. The Ordinance was adopted on the 4<sup>th</sup> day of October, 2021, at a regularly scheduled meeting of the Mayor and Board of Aldermen of the Town of Mars Hill, North Carolina.

IN WITNESS WHEREOF, I have hereunto set my hand and have hereunto affixed the Corporate Seal of the Town of Mars Hill, North Carolina, this 4<sup>th</sup> day of October, 2021.

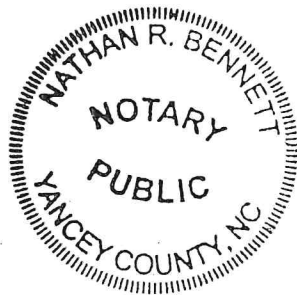


Stuart L. Jolley  
TOWN CLERK

STATE OF NORTH CAROLINA  
COUNTY OF MADISON

I, Nathan R. Bennett, a Notary Public of the aforesaid State and County, do hereby certify that Stuart L. Jolley, personally appeared before me this day and acknowledged the due execution of the foregoing certificate.

WITNESS my hand and Notarial Seal this 4<sup>th</sup> day of October, 2021.



Nathan R. Bennett  
NOTARY PUBLIC

My Commission Expires:

November 19, 2022

This certifies that there are no delinquent ad valorem taxes, or other taxes which the Madison County Tax Collector is charged with collecting, that are a lien on:

BOOK 613 PAGE 339 (8)

322157



Parcel Identification Number 9757-10-3606

This is not a certification that this Madison County Parcel Identification Number matches this deed description.

*James M. Redford*  
Tax Collection Staff Signature

07-28-16  
Date

Filed: Madison County, NC  
07/28/2016 04:51:55 PM  
Susan Rector, Register of Deeds  
Excise Tax: \$70.00

**NORTH CAROLINA SPECIAL WARRANTY DEED**

EXCISE TAX: \$70.00

Tax Parcel Identifier No. 9757-10-3606

Mail after recording to: Law Offices of Richard J. Maita, P.A., Box #~~40~~ 90

This instrument was prepared by: Walter E. Daniels III, DANIELS LAW FIRM, P.C.  
14 South Pack Square, Suite 502, Asheville, NC 28801

BRIEF DESCRIPTION FOR INDEX: 2.355 acres off East View Dr., Mars Hill, NC 28754

THIS DEED made this 6th day of July, 2016, by and between

GRANTOR	GRANTEE
Susan Kiser and Kathy Beck, as Trustees of and for Mars Hill United Methodist Church of the Blue Ridge District, Western North Carolina Conference, The United Methodist Church PO Box 427 Mars Hill, NC 28754	William E. Brown and Lynne A. Brown, husband and wife 365 Spring Dr. Mars Hill, NC 28754 <i>W.E.B.</i>

The designation Grantor and Grantee as used herein shall include said parties, their heirs, successors, and assigns, and shall include singular, plural, masculine, feminine or neuter as required by context.

WITNESSETH, that the Grantor, for a valuable consideration paid by the Grantee, the receipt of which is hereby acknowledged, has and by these presents does grant, bargain, sell and convey unto the Grantee in fee simple, all that certain lot or parcel of land situated in Madison County, North Carolina and more particularly described as follows:

See "Exhibit A" attached (legal description)  
See also attached Exhibits B, C and D



The property herein conveyed does not include the primary residence of a Grantor

TO HAVE AND TO HOLD the aforesaid lot or parcel of land and all privileges and appurtenances thereto belonging to the Grantee in fee simple.

And Grantor covenants with Grantee, that Grantor has done nothing to impair such title as Grantor received, and Grantor will warrant and defend the title against the lawful claims of all persons claiming by, under or through Grantor, other than the following exceptions:

2016 ad valorem taxes, easements, restrictions and rights of way of record or in use as such may cross or otherwise affect the premises, and the use provisions of any governmental ordinance affecting the above.

IN WITNESS WHEREOF, the Grantor has duly executed the foregoing as of the day and year first above written.

*Thomas E. Vanhook* (SEAL)  
Thomas E. Vanhook,  
as Trustee for Mars Hill United Methodist Church

*Kathy Beck* (SEAL)  
Kathy Beck,  
as Trustee for Mars Hill United Methodist Church

SEAL-STAMP STATE OF NORTH CAROLINA  
COUNTY OF MADISON


I, a Notary Public of the County and State aforesaid, certify that Thomas E. Vanhook and Kathy Beck, Trustees for Mars Hill United Methodist Church, Grantor, personally appeared before me this day in their capacity as Trustees for Mars Hill United Methodist Church and acknowledged the execution of the foregoing instrument. Witness my hand and official stamp or seal, this 19th day of July, 2016.

*Emily M. Wheeler*  
Notary Public

My commission expires: August 25, 2018



I, Wiley Cooper, Pastor of Mars Hill United Methodist Church, Mars Hill, NC, pursuant to The Book of Discipline of The United Methodist Church, do hereby give my written consent to the conveyance to William F. Brown and Lynne A. Brown of that property commonly known as and further described in Exhibit A attached hereto.

  
Wiley Cooper, Pastor  
Mars Hill United Methodist Church

SEAL-STAMP STATE OF NORTH CAROLINA  
COUNTY OF BUNCOMBE

I, a Notary Public of the County and State aforesaid, certify that Wiley Cooper, Pastor of Mars Hill United Methodist Church, Grantor, personally appeared before me this day and acknowledged the execution of the foregoing instrument. Witness my hand and official stamp or seal, this 19th day of July, 2016.

  
Notary Public

My commission expires. August 25, 2018



**Exhibit A**

Lying and being in No. 15 Township, Madison County, NC, adjoining the lands of McElroy's, J. Woodson Anderson, et al., BEGINNING on a bunch of thorn bushes on the North side of what is known as the Burnett Prong of the Big Branch, a prong near the residence of the said J. Woodson Anderson and in the line of the old Deaver tract, and running South 23 deg. 45 min. West 20 poles, 9 links to a line, O.P. Burnett corner; thence South 4 deg. 15 min. East 9 poles to a stake in the old field; thence up and with the top of the ridge, South 25.5 deg. West 28 poles, less 4 links to a stake; thence South 79 deg. West 4 poles, 15 links to a stake in Mrs. McElroy's line; thence South 61 deg. 15 min. East with Mrs. McElroy's line, 46 poles to a stake in the public road; thence North 23 deg. East with said road, 26 poles to a stake; thence North 10 deg. East 19 poles to a stake in said road; thence North 56 deg. West 18 poles to a line; thence North 31 deg. West 24 poles to a stake on the North bank of the branch first mentioned; thence with the North margin of the same, North 82 deg. West 4 poles to the BEGINNING, containing 13 acres more or less.

Being the same land conveyed by J. Woodson Anderson and wife, M.J. Anderson by deed dated August 29, 1906, to F. A. Clark, which deed is duly recorded in Book 21 at Page 167, in the Register of Deeds Office for Madison County, NC

And being the same real property described in a deed recorded in Deed Book 77 at Page 310 in the Office of the Register of Deeds, Madison County, NC.

**THERE IS EXPRESSLY EXCEPTED, HOWEVER,** from the above-described property, all prior conveyances of record. The property being conveyed by this Deed consists of the remaining 2.355 acres, more or less.

Prior conveyances of record include, but are not limited to the following Deed references shown in the Madison County Registry:

Deed Book 207 at Page 98; Deed Book 268 at Page 441.

*(Note: The first paragraph of the legal description above contains several corrections, including adding "a stake in the old field" to the second call, adding "less" to the third call, and correcting the distance to "24 poles" in the ninth call. The second paragraph corrects the page number of the deed to Clark to "167". These corrections conform to the Deed found at Book 21 at Page 167, Madison County Registry.)*

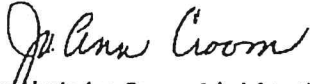
Resolution Regarding Sale of Properties (parsonage and separate piece of land) of Mars Hill United Methodist Church.

(Exhibit B)

A vote was held at a special Charge Conference of the members of the Mars Hill United Methodist Church at 12:00 p.m. on April 17, 2016 to sell the Mars Hill United Methodist Parsonage located at 745 Mountain View Road and the 2 acre parcel of land described in property card 3281 of the Tax Records of Madison County. Notice of the proposed action and the date and time of the meeting was given at least ten days prior to the meeting from the pulpit of the church during Sunday worship announcements and from emails to the congregation (see attached email from April 7 and reminder from April 14). The resolution was presented and then passed by a majority vote of the charge conference members present and voting.

Any contract, deed, bill of sale, or other necessary instrument may be executed by and on behalf of Mars Hill United Methodist Church by any two of the officers of its Board of Trustees, who thereupon shall be duly authorized to carry out the direction of the charge conference and any written instrument so executed shall be binding and effective as the action of Mars Hill United Methodist Church.

The meeting was duly adjourned at 12:30.



Signed by Jo Ann Croom, Administrative Chair and Acting Secretary



## Exhibit C



Rev. Beth M. Crissman  
District Superintendent  
BLUE RIDGE DISTRICT

July 18, 2016

To: Board of Trustees, Mars Hill United Methodist Church

From: Beth Crissman

I am writing to provide my consent for the sale of the 2 acre vacant parcel of land known as Madison County PIN 9757-10-3606, as required by the 2012 *Book of Discipline*. The property is located off of East View Rd. near Mars Hill, NC in Madison County.

This consent must be affixed to or included in the instrument of sale. The sale is to be executed by and on behalf of the local church by any two of the officers of its Board of Trustees. This sale was approved by the Mars Hill United Methodist Church, as well as the Blue Ridge District Committee on Church Building and Location.

The two trustees who carry out this sale are duly authorized to carry out the direction of the charge conference and any written instrument so executed shall be binding and effective as the action of the local church. By my consent, any trust clause restricting the use of the property for the church is no longer binding and the church has the right to sell the property.

The consent of the pastor of Mars Hill United Methodist Church is required to be affixed to or included in the instrument of sale.

Thank you for your assistance in this matter.

In Christ's service,



Rev. Beth M. Crissman  
District Superintendent

¶ 2540. *Unincorporated Local Church Property—Sale, Transfer, Lease, or Mortgage*—Any real property owned by or in which an unincorporated local church has any interest may be sold, transferred, leased for a term of thirty days or more (which shall include leases for less than thirty days if such a lease is consecutive with the same lessee), or mortgaged subject to the following procedure and conditions:

1. Notice of the proposed action and the date and time of the regular or special meeting of the charge conference at which it is to be considered shall be given at least ten days prior thereto from the pulpit of the church and in its weekly bulletin, newsletter or electronic notice, or other means if required or permitted by local law.

2. A resolution authorizing the proposed action shall be passed by a majority vote of the charge conference members (in a pastoral charge consisting of two or more local churches, the church local conference; see ¶ 2527) present and voting at a special meeting called to consider such action.

3. The written consent of the pastor of the local church and the district superintendent to the proposed action shall be necessary and shall be affixed to or included in the instrument

## LOCAL CHURCH PROPERTY

¶ 2541

of sale, conveyance, transfer, lease, or mortgage. Prior to consenting to any proposed action required under this paragraph involving any United Methodist church property, the pastor, district superintendent, and the district board of church location and building shall ensure that: (a) a full investigation shall be made and an appropriate plan of action shall be developed for the future missional needs of the community; (b) the transfer or encumbrance shall conform to the *Discipline*; (c) the congregation, if no longer to continue as an organized local United Methodist Church, does not sell but may transfer title of its facilities to another United Methodist church or agency; and (d) the congregation, in case of relocation, first offers its property to a United Methodist congregation or agency at a price not to exceed fair market value. The district strategies or other missional strategies should include the ministries of both United Methodist congregations and the community where the existing facility is located. Certification by the district superintendent shall be conclusive evidence that the transfer or encumbrance conforms to the *Discipline*. The requirements of investigation and the development of a plan of action, however, shall not affect the merchantability of the title to the real estate or the legal effect of the instruments of sale or transfer.

4. Unless the charge conference directs otherwise, any contract, deed, bill of sale, mortgage, or other necessary written instrument needed to implement any resolution authorizing action regarding local church property may be executed by and on behalf of the local church by any two officers of the board of trustees, who thereupon shall be duly authorized to carry out the direction of the charge conference; and any written instrument so executed shall be binding and effective as the action of the local church.



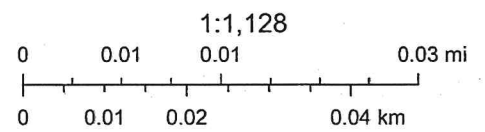
# ArcGIS Web Map



8/24/2021, 9:51:12 AM

 2019 Madison County Tax Parcels

 Roads



NC CGIA, Maxar, Microsoft





# Town of Mars Hill

## CERTIFICATE OF SUFFICIENCY

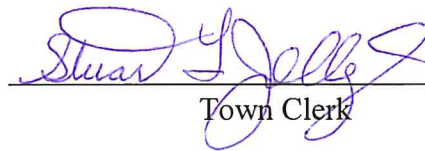
To the Board of Aldermen of the Town of Mars Hill, North Carolina:

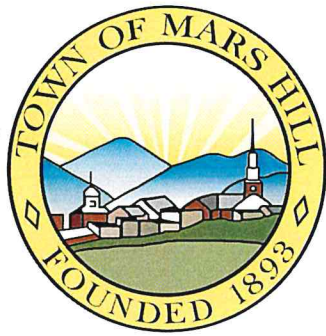
I, Stuart L. Jolley, Town Clerk for the Town of Mars Hill, do hereby certify that I have investigated the petition of annexation attached hereto and have found as a fact that said petition is signed by all owners of real property lying in the area described therein, in accordance with N.C.G.S. 160A-31, as amended.

In witness whereof, I have hereunto set my hand and affixed the seal of the Town of Mars Hill, this the 4<sup>th</sup> day of October, 2021.



(SEAL)

  
Town Clerk



ATTACHMENT D

**TAX COLLECTOR  
ANNUAL SETTLEMENT**

**FY 2020-2021**

September 30, 2021

Pursuant to the provisions of NCGS 105-373, the following is the Tax Collector's Report of Settlement for 2020 taxes for Fiscal Year 2020-2021 as of September, 30, 2021.

2020 Levy from Scroll (Real & Personal Property Value)	\$142,804,152.00
Exemptions, Releases & Deferrals	(\$1,206,543.00)
Afterlist	
Public Service Companies Value	\$3,351,693.00
2020 Total Levy	\$144,949,302.00
Penalties, Cost & Interest (01/06/2021-09/01/2021)	\$1,851.52
2020 Total Charges	\$681,261.72
Collected (2020 Real & Personal)	\$655,142.86
Uncollected (2020 Real & Personal)	\$25,858.17
Percentage of Levy Collected	96.2 %
Prior Years Collected During Period	\$11,672.23
Overpayments / Prepayments	\$1,448.99

List of 2020 Delinquent Taxes – Real Property

Name	PIN	Amount
------	-----	--------

\*See Attached\*

Total Delinquent Taxes by Year

Year	2011	2012	2013	2014	2015	2016	2017	2018	2019
Amount	\$901.57	\$25.44	\$25.44	\$23.86	\$23.86	\$137.67	\$125.95	\$2262.00	\$8,146.44

*NCGS 105-373(3) requires that this settlement be submitted to the governing body. The settlement shall be entered into the minutes of the governing body as required by statute.*

## 2020 Tax Balance for Real Property

Alshaer, William D. Omar & Savannah	9757-16-5727	\$137.17
Barnes, Bryce A.	9747-84-2514	\$647.43
Boyle Enterprises, LLC	9747-56-4563	\$3,279.05
Boyle Enterprises, LLC	9747-57-1282	\$502.43
Boyle Enterprises, LLC	9747-56-2961	\$33.16
Briggs, Barbara	9757-09-5097	\$748.29
Briggs, G.E. & Sandra	9748-70-8596	\$1,193.79
Briggs, Phillip	9747-94-2819	\$18.84
Crane Clark Properties, LLC	9747-84-3755	\$1,107.26
Drummond, Stephen	9747-97-1510	\$1,259.89
Erwin, Hallie	9757-07-2587	\$384.37
Fish, James	9747-73-1530	\$133.85
Fish, James M & Gwendola	9747-76-0490	\$1,262.47
Glisson, Sandra	9747-56-6978	\$138.48
Griffin, Kathy Ann & Joseph	9747-85-9709	\$403.66
Griffin, Lorraine	9757-02-5376	\$1,346.44
KJM Properties	9757-08-2707	\$796.84
KJM Real Estate, LLC	9747-98-6567	\$52.64
KJM Real Estate, LLC	9747-99-6586	\$41.75
KJM Real Estate, LLC	9747-99-5151	\$42.15
Nulty, Laurel	9757-07-4506	\$121.28
Ohnishi, Kay M.	9757-05-4162	\$1,177.23
R.J. L. Properties Inc.	9747-86-4144	\$69.85
Raymer, Timothy	9757-06-6738	\$485.07
Reese, Marla	9747-67-7332	\$156.13
Reese, Marla & Michael	9747-67-6739	\$230.66
Robinson Family Land Co.	9757-03-5763	\$124.44
Robinson Family Limited Partnership	9747-84-3663	\$971.23
Robinson, Willaree	9757-04-4785	\$142.34
Robinson, Willaree B.	9757-11-6736	\$41.92
Robinson, Willaree M.	9757-11-6640	\$1,688.66
Sherline, Everette	9757-07-3536	\$360.54
John E. Rice Estate (Sonya Hughes)	9747-97-4633	\$619.83
The Joseph M. Rivera Trust	9757-00-1407	\$1,355.79
The Kelley Living Trust	9747-82-1730	\$7.67
Thomason, Wilma Jean	9747-53-6084	\$343.89
Tomberlin, Rosa Lee	9747-97-3219	\$520.05
Verhulst, Margaret M.	9747-67-9052	\$706.36
Wright, Edward Andrew	9747-85-4339	\$264.43

Total \$23,269.11

## 2020 Tax Balance for Personal/Business Property

Big Ivy Guns	BPP	\$49.80
Blue Ridge Karate Center	BPP	\$97.32
Blue Ridge Overstock	BPP	\$31.14
Boyle Enterprises, LLC	BPP	\$743.91
Context Media, LLC	BPP	\$3.88
Collier, Shawn & Vieginia	SWMH	\$24.94
Cutshall, Jeremy	SWMH	\$31.76
English, Susan	SWMH	\$24.94
FLA YK Farm, LLC	BPP	\$535.09
Franklin, Tony	SWMH	\$24.94
Gann, Brannon Cody	SWMH	\$2.51
Griffin Industries	BPP	\$8.06
Henderson, Dewayne Allen	SWMH	\$25.28
Hensley, Jeffrey	SWMH	\$24.94
Higgins, Amy Rose	SWMH	\$24.94
Higgins, Amy Rose	PP	\$2.51
Hobson, Christopher	PP	\$5.02
Laboratory Corporation of America	BPP	\$176.51
Mars Hill Barber Shop	BPP	\$190.02
Mars Hill Commons, LLC	BPP	\$1.32
Mars Hill Exxon	BPP	\$34.23
Marshall, Matthew & Carletta	PP	\$211.24
Meadows, Leanne	SWMH	\$24.94
Meghan Rolfe Photography, Inc	BPP	\$39.43
Office Alignment	BPP	\$121.63
Reese, Marla & Michael	SWMH	\$24.94
Rice's Performance & Modification	BPP	\$263.96
S & D Coffee, Inc.	BPP	\$0.19
Sacred Mountain Yoga	BPP	\$24.94
Shelton, Kathryn C.	SWMH	\$24.94
Stroupe, Marjorie	SWMH	\$118.32
Superior Welding & Metal Work	BPP	\$0.35
The Burlap Boutique	BPP	\$140.11
The Kelley Living Trust	PP	\$2.51
The Law Office of Steven Blackwell	BPP	\$111.33
The North American Heavy Rescue	BPP	\$24.94
The Original Papa Nick's	BPP	\$760.22
The Petaler	BPP	\$24.94
The Wagon Wheel	BPP	\$358.91
The Well Being	BPP	\$49.80
Whitaker, Syvella	SWMH	\$24.94
Wright, Fred	SWMH	\$24.94
	Total	\$4,440.58



John L. Chandler  
*Mayor*  
 Nicholas A. Honeycutt  
*Vice-Mayor*  
 Robert W. Zink  
*Treasurer*  
 Stuart L. Jolley  
*Clerk*  
 Larry H. Davis  
*Secretary*

**Town of Mars Hill**  
**Mayor and Board of Aldermen**

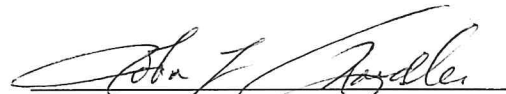
**ORDER OF COLLECTION**

**ORDER OF THE MAYOR AND BOARD OF ALDERMEN  
 PURSUANT TO NCGS 105-321 FOR THE  
 COLLECTION OF FY 2021 AND PRIOR YEARS' TAXES**


**TO THE TAX COLLECTOR OF THE TOWN OF MARS HILL:**

You are hereby authorized, empowered, and commanded to collect the taxes set forth in the tax records filed in the Office of Administration and in the tax receipts herewith delivered to you, in the amounts and from the taxpayers likewise therein set forth. Such taxes are hereby declared to be a first lien upon all real property of the respective taxpayers in the Town of Mars Hill, and this order shall be a full and sufficient authority to direct, require, and enable you to levy on and sell any real or personal property of such taxpayers, for and on account thereof, in accordance with law.

**ADOPTED** this 4<sup>th</sup> day of October 2021, by the Mayor and Board of Aldermen for the Town of Mars Hill, North Carolina.

  
 John L. Chandler, Mayor

Attest:

  
 Stuart L. Jolley, Clerk



*The Order of Collection shall be entered into the minutes of the governing body as required by statute (NCGS 105-321(b)).*

TOWN OF MARS HILL  
 ORDER OF COLLECTION  
 COLLECTION OF FY 2021 AND PRIOR YEARS' TAXES





# Town of Mars Hill

## RESOLUTION

### AUTHORIZING SALE OF PERSONAL PROPERTY WORTH LESS THAN \$30,000 (N.C.G.S. 160A, ARTICLE 12)

**WHEREAS,** the Town of Mars Hill owns certain items of personal property that have become surplus for its current needs; and

**WHEREAS,** North Carolina General Statute § 160A-266 and 160A-274 permits the Town to dispose of such property by methods more fully set forth in said statutes upon authorization by the Mayor and Board of Aldermen at a regular meeting; and

**WHEREAS,** the Mayor and Board of Aldermen is convened in a regular meeting.


**NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND BOARD OF ALDERMEN OF THE TOWN OF MARS HILL THE FOLLOWING:**

1. The Town Manager is authorized to dispose of the item(s) of surplus personal property identified as follows:
  - a. *2013 Dodge Charger – VIN 2C3CDXAT0DH689899*
  - b. *2001 Ford Crown Victoria – VIN 2FAFP71W21X174887*
  - c. *2005 Sterling Garbage Truck – VIN 2FZACHDC85AU8319*
2. The Town Manager may dispose of such item(s) by any method deemed appropriate pursuant to the authority granted in North Carolina General Statute §160A-266 (all items) and 160A-274 (as to item “a”), and to include salvage disposal (as to item “c”).


**ADOPTED** this the 4<sup>th</sup> day of October 2021 by the Town of Mars Hill Mayor and Board of Aldermen.

  
\_\_\_\_\_  
JOHN L. CHANDLER,  
Mayor

Attest:

  
\_\_\_\_\_  
STUART L. JOLLEY,  
Town Clerk



	<b>TOWN OF MARS HILL</b>  <b>COVID-19 EMERGENCY POLICY</b>  <b>COVID-19 VACCINE INCENTIVE PAY</b>	Effective Date: <u>October 4, 2021</u>  Council Approval Date: <u>Oct. 4, 2021</u>  Page 1 of 2
		<u>Town Manager</u> Responsible Party

## **INTRODUCTION**

The emergence of the novel coronavirus (COVID-19) in December 2019 has elicited a major worldwide response and was deemed a pandemic by the World Health Organization on March 11, 2020. The Town of Mars Hill declared a local state of emergency March 13, 2020. Community spread of COVID-19 continues to be a significant issue facing this community with the escalation in the number of positive cases. This policy recognizes the importance of mitigation measures, most importantly the COVID-19 Vaccine, necessary to reduce the spread of the virus and to provide Town employees the level of protection necessary to provide for the continuity of Town government operations.

## **SECTION 1. PURPOSE**

The purpose of the Town of Mars Hill's COVID-19 Vaccine Incentive Pay Policy is to support a healthy and safe workplace by encouraging vaccination against COVID-19.

## **SECTION 2. SCOPE**

This policy applies to all active Town of Mars Hill full-time employees and those permanent part-time employees who are regularly scheduled for a minimum of 30 hours per pay period during the applicable term of this policy.

## **SECTION 3. TERM**

This policy will be effective upon adoption by Mayor and Board of Aldermen as of the date noted above ("Date Adopted") and will remain in effect until December 31, 2021. This policy is retroactive to January 1, 2021 to include those eligible employees who may have already received the COVID-19 vaccine.


## **SECTION 4. INCENTIVE PAY PROGRAM**

All eligible employees who receive the recommended dosage of COVID-19 vaccine will receive a one-time payment of \$500. Depending on vaccine manufacturer, this may be a two-dose vaccine or single dose vaccine; employees must complete the recommended dosage to receive the vaccine incentive pay.

## **SECTION 5. PROCESS FOR REQUESTING INCENTIVE PAY**

Employees must submit the Incentive Pay Request Form (Attachment A) along with proof of vaccination to the Town Manager in order to receive the pay incentive. Such proof of vaccination must document the date the vaccination dosages were received, the vaccine manufacturer, and the provider that administered the vaccine. Only vaccines approved by the United States Food and Drug Administration for use and administered by a source authorized to administer the vaccine by State or Federal authorities will be considered for incentive pay. No incentive will be paid without a completed Incentive Pay Request Form, nor for failure to submit an Incentive Pay Request Form prior to the termination of the policy per Section 3. Only employees following these requirements are eligible to receive Incentive Pay. Failure to follow these requirements will be considered a declination of the Incentive Pay.



	<b>TOWN OF MARS HILL</b> <b>COVID-19 EMERGENCY POLICY</b>  <b>COVID-19 VACCINE INCENTIVE PAY</b>	Effective Date: <u>October 4, 2021</u> Council Approval Date: <u>Oct. 4, 2021</u> Page 2 of 2
		<u>Town Manager</u> Responsible Party

**ATTACHMENT A**

**TOWN OF MARS HILL**  
**COVID-19 Vaccine Incentive Pay Request Form**

I am requesting COVID-19 Vaccine Incentive Pay be paid pursuant to the provisions of this policy. By signing below, I am acknowledging and certifying the following:

1. I have voluntarily received a complete COVID-19 Vaccine series. A complete series consists of receiving the number of doses recommended by the specific vaccine manufacturer.
2. The vaccine I received is approved by the United States Food and Drug Administration for use in the United States.
3. The vaccine was administered by a source authorized to administer the vaccine by State or Federal authorities.
4. I have attached proof of vaccination that includes the date the vaccinations(s) was/were administered, the vaccine manufacturer, and the provider who administered the vaccine.

\_\_\_\_\_  
 Employee Name (please print)

\_\_\_\_\_  
 Employee Signature

\_\_\_\_\_  
 Date

---


***FOR OFFICE USE ONLY***

Date Received: \_\_\_\_\_

Proof of vaccination was provided supporting criteria #1-4 \_\_\_\_\_

Staff Initials

Date Processed: \_\_\_\_\_

	<p><b>TOWN OF MARS HILL</b></p> <p><b>COVID-19 EMERGENCY POLICY</b></p> <p><b>COVID-19 ADMINISTRATIVE LEAVE</b></p>	<p>Effective Date: <u>January 1, 2022</u></p> <p>Council Approval Date: <u>Oct. 4, 2021</u></p> <p>Page 1 of 1</p>
		<p><u>Town Manager</u> Responsible Party</p>

## **INTRODUCTION**

The emergence of the novel coronavirus (COVID-19) in December 2019 has elicited a major worldwide response and was deemed a pandemic by the World Health Organization on March 11, 2020. The Town of Mars Hill declared a local state of emergency March 13, 2020. Community spread of COVID-19 continues to be a significant issue facing this community with the escalation in the number of positive cases. This policy recognizes the importance of mitigation measures, most importantly the COVID-19 Vaccine, necessary to reduce the spread of the virus and to provide Town employees the level of protection necessary to provide for the continuity of Town government operations.

## **SECTION 1. PURPOSE**

The purpose of the Town of Mars Hill's COVID-19 Administrative Leave Policy is to support a healthy and safe workplace by providing this temporary leave benefit for employees who are unable to work due to exposure or infection to COVID-19.

## **SECTION 2. SCOPE**

This policy applies to all active Town of Mars Hill full-time employees during the applicable term of this policy.

## **SECTION 3. TERM**

This policy will be effective January 1, 2022, following adoption by Mayor and Board of Aldermen as of the date noted above ("Date Adopted") and will remain in effect until the termination of the applicable Town of Mars Hill Local State of Emergency.

## **SECTION 4. COVID-19 ADMINISTRATIVE LEAVE**

Throughout the COVID-19 Local State of Emergency period, the Town of Mars Hill has provided paid administrative leave to all full-time employees who were subject to the quarantine period required by public health officials due to exposure or infection of COVID-19. *This policy is hereby modified and will become effective January 1, 2022, as follows:*

1. Employees must be fully vaccinated, and provide proof of same, in order to be eligible for COVID-19 Administrative Leave.
2. All eligible employees will receive a one-time deposit of 80 hours of COVID-19 Administrative Leave.
3. COVID-19 Administrative Leave may be taken only for the purpose of quarantining upon a verified infection or exposure to COVID-19 of the employee or to care for immediate family member as defined in the Town's Personnel Policy who has an infection of COVID-19.
4. COVID-19 tests required by this policy **SHALL** be performed, and documentation provided, by a medical provider. The "at-home" over-the-counter tests are **NOT** acceptable verification for the purposes required by the Town.
5. All other employees and those who have exhausted their available COVID-19 Administrative Leave may take individually accrued and available regular sick leave, or any other available leave option, to satisfy work time absence due to COVID-19 exposure or infection.
6. Any remaining balance of COVID-19 Administrative Leave will expire upon the termination of the applicable Town of Mars Hill Local State of Emergency.

### Certification of Municipal Declaration To Enact Speed Limits and Request for Concurrence

Concurring State Ordinance Number: 1080855

Division: 13 County: MADISON

Municipality: MARS HILL

Type: Municipal Speed Zones

Road: NC 213

Car: 25 MPH

Truck: 25 MPH

Description: Between a point 0.301 miles northeast of SR 1565 and SR 1560.

#### Municipal Certification

I, Stuart L. Jolley, Clerk of the Town of Mars Hill, do hereby certify that the municipal governing body, pursuant to the authority granted by G.S. 20-141(f), determined upon the basis of an engineering and traffic investigation and duly declared, on the 4th day of October, 2021, the speed limits as set forth above on the designated portion of the State Highway System, which shall become effective when the Department of Transportation has passed a concurring ordinance and signs are erected giving notice of the authorized speed limit.

The said municipal declaration is recorded as follows:

Minute Book: 10 Page: N/A Ordinance Number: 261

In witness whereof, I have hereunto set my hand and the municipal seal this 4th day of October, 2021.



Stuart L. Jolley  
(signature)

(municipal seal)

#### Department of Transportation Approval

Division: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Region: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_