

Town of Lake Santeetlah

Council Meeting Minutes

April 19, 2016

Mayor Crabtree called the meeting to order at 10:03AM. Vice Mayor Jim Hager and Council Members Bob Wehr and Connie Gross were present for the meeting. Town Administrator Kim Matheson, Clerk Emily Hooper were also present. Public Works Technician Eric Hayes and Council Member John Garland were not present.

The first order of business was the approval of the agenda. With no additions or changes necessary Councilman Jim Hager made motion of approval. Councilman Bob Wehr seconded. All others approved, the motion carried.

After a review of the March 15, 2016 Council Meeting minutes no changes or corrections were needed. Councilman Bob Wehr made a motion of approval. Jim Hager seconded. All others agreed. The motion carried.

Financial Report: Town Administrator Kim Matheson reviewed the Budget Amendment presented with all updates and changes needed at this time. There will be one more amendment before the end of this fiscal year. Councilman Jim Hager made a motion to approve the amendment and Councilwoman Connie Gross seconded. Finance Officer Jim Hager and Town Administrator Kim Matheson are working on the budget for the upcoming year and will present a proposal to the Council in May. A budget hearing will be held May 28, 2016 at 10:00AM at Town Hall where citizens input is heard before the final adoption of the budget.

Request for Public Comment:

There were no request for comment.

Old Business

#1 Repairs/Maintenance throughout the Town (List on Board): There have been no additions to the items listed and no further items will be completed until the next fiscal year.

Items remaining incomplete include: New culvert on Black Bear Trail, and danger tree removal and repaving on Santeetlah Point

#2 Approval of Letter to McGill & Associates: The changes to the proposed letter have been completed as recommended at the Planning Meeting. The letter was presented for review. Councilman Bob Wehr made a motion to approve and send the letter to McGill president, Joel Storrow. Councilwoman Connie Gross seconded. All others agreed. The motion carried. Mayor Crabtree explained that if the result of this letter produced no reduction in funds then the Town would need to submit the remainder of the payment required as the only other action would be to take the company to court which would result in an increased charge. Councilman Bob Wehr suggested that if the Council wanted to proceed further a meeting could be requested with Mr. Storrow including the local newspaper editor where the Towns dissatisfaction could be made public.

#3 Plan to proceed with Water Meter Purchase: Town Administrator Kim Matheson and Town Clerk Emily Hooper have contacted approximately fifteen surrounding Towns who currently use AMR meters. Questions were asked hoping to receive clarification on the preference of meters used, the billing process and programs recommended, and problems that have occurred while using the system. An abundance of helpful information was received in this process. The overall recommended and most cost efficient meter company was Neptune. Several Towns use Neptune with little to no dissatisfaction. Anthony Brown, a local from Graham County, visited Town Hall and was confident that he could compose a billing software compatible to the read software supplied by the meter company. Anthony felt he could supply this software at a cost no greater than \$2000.00. This figure being compared to a range of \$15,000-\$20,000 including yearly fees to purchase the software is a great savings. Staff will continue to research and attempt to provide a close proximity cost for the meters, software and reading system to the Council in May. This item will also be added to the Budget Hearing in May to receive public input.

New Business

#1 GREAT/Budget Funds to Contribute: Councilman Bob Wehr provided a short overview of the maps that GREAT would like to create for Graham County. A natural resource map that includes the trails, waterfalls, camping spots, and outdoor adventure areas throughout the County for those interested and a commerce map pointing out businesses, food and lodging. These maps would be helpful to all tourist coming in the area and might encourage those passing through to stop and enjoy certain attractions of interest. Councilman Bob Wehr suggested \$500.00 be placed in the budget for a donation and given as needed.

#2 Approval of Stop Work Order: Councilman Bob Wehr had spoken with Building Inspector David Hyatt and explained that Mr. Hyatt recommended the title be changed to Stop Order as he issues Stop Work Orders. This change will be submitted to Attorney Ellen Davis and an updated form presented at the May Council Meeting.

#3 Plans to proceed with Code of Ordinances: Town Administrator Kim Matheson acknowledged that a copy of the updated ordinances had been mailed to Attorney Ellen Davis. A report of her recommendations will be given when available.

4 Approval of Auditor for FY 2016/17/Joseph Turchetti: A pre-audit conference call is scheduled for April 26, 2016 with Mr. Turchetti. This will allow Finance Officer Jim Hager and Town Administrator Kim Matheson to ask questions, receive suggestions and recommendations for the upcoming audit. Joseph Turchetti completed the audit last year for the Town and was recommended by the Council to proceed for the upcoming year. Councilman Bob Wehr made a motion to approve Joseph Turchetti, CPA to complete the 2015/16 audit for the Town of Lake Santeetlah at a rate of \$12,000. Councilwoman Connie Gross seconded. All others approved. The motion carried.

#5 Review of Public Comment/Public Records Request Policy: Councilwoman Connie Gross provided an overview of the state statues for these issues. Gross explained her recommendations that should be added to the Public Records Request statute. The first five pages are free to the requestor then a .25 fee per page follows thereafter. If a cd is provided for an audio copy there will be no fee, if no disk is provided a \$1.00 fee will be charged. Staff will be allowed three business days to complete requests. The release of documents will be determined by the Town Administrator and Town Clerk. If a request is

rejected a written form is required explaining the reason for denial. Councilwoman Gross will make these additions and have available for review at the May Planning Meeting. The statute for Public Comment will include the addition that those who wish to speak be limited to three topics on the agenda at three minutes per topic. The time given to speak can always be extended upon the Mayor's approval. A period during each Council Meeting will be allotted for Public Comment and at no other time is speaking allowed unless authorized by the Mayor.

#6 Approval of Letter to Tax Assessor Erma Phillips concerning questionable property within the Town: A letter was available for review to acknowledge this property currently on the tax scroll was not within Town limits. Councilwoman Connie Gross make a motion to approve the letter and mail to Tax Assessor Erma Phillips. Councilman Jim Hager seconded. All others approved. The motion carried.

#7 Liability Insurance and Workman's Compensation for Contract Workers: Town Administrator Kim Matheson spoke with a local insurance agent concerning liability coverage. He suggested that a contractor used by the Town have a minimum of \$500,000 coverage. Councilman Bob Wehr suggested that the price for liability coverage be determined and then further discussion for a minimum required be set.

#8 Approval of Building Application for James Martin at 147 Snowbird Trail: In 2007 a variance was granted to Charles Gibson from the Town of Lake Santeetlah to build fifteen feet from the road. The Town currently has no time frame that a variance would become void. After consulting with the Town Attorney Ellen Davis it was confirmed that the variance would still be valid and followed the property when it was sold. James Martin provided copies of the variance granted as well as the minutes to the meeting in which it was approved. Martin also provided a current survey of the property along with his building application and plans. Councilwoman Connie Gross made a motion of approval for the building application at 147 Snowbird Trail with the underlying condition that any road or water damage done by the electric company be repaired at the homeowner's expense. The current water meter box on the property must be hardened to enable parking on the box without damage. A water connection fee of \$500 must be paid before water can be hooked up at the property. Councilman Jim Hager seconded. All others agreed. The motion carried.

#9 Develop List of Qualified Danger/Downed Tree Removal Contractors: Same as above #7. When a minimum amount of liability coverage is determined by the Town a list will be composed and kept on file.

#10 Response to State Treasurer/Audit 2104/15: A letter of response to last year's audit has been mailed to the State Treasurer and is attached to these minutes.

#11 Annual Contribution to Nantahala Regional Library/Letter from Daphne Simmons: Mayor Crabtree will compose a letter of response to the Nantahala Regional Library's request for donation. The Town of Lake Santeetlah will commit to a \$1000.00 donation for the 2016/17 fiscal year and donate more if funds are available. Mayor Crabtree will ask in the letter if individual residents of the Town can donate and the funds go directly to the Regional Library rather than to the friends of the Library.

Discussion Items

#1 Report of Past Due Water/Tax Collection: The past due water collection is now \$12,655.89. Attempts are still being made to collect on some accounts and the remaining will be prepared for a write off by

the end of this fiscal year. Graham County provided a list of remaining taxes due for 2014/15 totaling \$4,945.42. With only \$45.28 being from 2014. The total collected is now \$151,990.77. The Town of Lake Santeetlah has been satisfied with the collection efforts of Graham County and plan to renew the contract for them to continue.

Announcements

Mayor Crabtree announced that there would be a sewer study conference call April 21, 2016 at 3:00PM. Repairs to the Guard house will be Friday May 13, 2016 at 10:00AM. The next Planning meeting will be May 12, 2016 and Council meeting May 17, 2016 both at 10:00AM. A budget hearing will be held May 28, 2016 at 10:00AM.

With no further business at this time Councilman Jim Hager made a motion to adjourn the meeting. Bob Wehr seconded, all others agreed. The motion carried. Mayor Crabtree adjourned the meeting at 11:40AM.

Robert P. Crabtree, Mayor

Emily Hooper, Town Clerk