

Town of Lake Santeetlah

Council Meeting Minutes

Initial Draft Subject to Council Approval

August 16, 2016

Mayor Crabtree called the meeting to order at 10:04AM. Vice Mayor Jim Hager and Council Members Bob Wehr, John Garland and Connie Gross were present for the meeting. Town Administrator Kim Matheson and Clerk Emily Hooper were also present. Public Work Technician Eric Hayes was not available due to water problems within the town.

The first order of business was the approval of the agenda. Councilman Jim Hager added the approval of the Suggested Rules of Government for Local Boards to Old Business #3. With no further additions or changes Councilwoman Connie Gross made a motion of approval. Councilman Bob Wehr seconded. All others approved, the motion carried.

After review of the July 19, 2016 Council Meeting minutes there were no changes or additions necessary therefore Councilwoman Connie Gross made a motion to approve. Councilman Bob Wehr seconded. All others approved. The motion carried.

Financial Report: Finance Officer Jim Hager briefly explained that the reports in QuickBooks are not properly breaking down items such as water surcharge and service fee. An appointment was scheduled with Terri Philips from Hometown Tax to assist with the issue, however she had a virus and had to reschedule for tomorrow. Town Administrator Kim Matheson manually fixed the reports for today's meeting and Terri should be able to get the problem resolved before the next meeting so accurate figures are displayed. The total expenses in July were \$16,310.53.

Request for Public Comment:

There were no requests for public comment

Old Business

#1 Removal of Steps on Town Property: Attorney Ellen Davis attended the Planning Meeting on August 11, 2016 and was informed of the issue with the Town steps. Davis was going to research the information received in order to make a recommendation. As of this morning we had not heard back from her regarding this item. Councilman Jim Hager commented that those steps had been in place for many years, the Town has liability insurance and suggested we not make such a large issue and allow Mr. Cochran to replace the steps if Davis agrees. Councilwoman Connie Gross acknowledged that she had been contacted by Kevin McNally, a Town resident that was aware of the access points. It was not determined by the email if he wished to purchase or had any plans for use but simply stated he was aware of the public access area near his home. The Town currently has three access points that are used very minimal by residents. Ellen was informed that upon purchase some residents with lake view homes were told that the Town had public access points. This has been verified by several homeowners verbally but it has not been located in writing. Ellen will provide a report of her research and offer a recommendation by the September Council meeting and a decision will be made at that time.

#2 Plans to Proceed with Water Meter Purchase: Councilman Jim Hager explained that there were two decisions to be made: if we plan to purchase the meters and which collection system would best suit our needs. This item has been researched and discussed thoroughly and a decision is needed. Councilman Bob Wehr stated that the plan had been to begin meter replacement in September when the weather was still pleasant and fewer people were here. In accordance to that plan there needs to be action to get a loan or determine the route of purchase. Using money from the water reserves is an option however the reserves are already lower than state

recommendations and finance officer Jim Hager said he would prefer to pay for them over a four year period rather than deplete more of the reserves. This fiscal year \$14,000 was budgeted to be placed from the Water Operating Checking to the Water reserves. These funds could be used to purchase water meters instead or used temporarily while applying for a loan. A loan could take up to two months to complete so in order to begin installation before cold weather some action is needed. Using the reserves would expedite the process and when the loan is received the reserves could be repaid. Applying for a loan through the Local Government Commission costs \$1250.00 and is a lengthy process. Resident Roger Carlton stated that if the total amount to be borrowed is less than ½ of 1% of your taxable value the approval is automatic. Councilmember Jim Hager suggested that we contact the LGC to explain our intentions and determine the legalities. A local bank would approve this loan quickly if the LGC approves that route. Councilman Bob Wehr made a motion for the Town to pursue purchasing a portion of the meters. Jim Hager included that we would also need the billing and read software in order to receive the full benefits from the new meters. Mayor Crabtree explained that we could specify certain areas within the Town that could be replaced first. Zones could be created that would allow replacement in a specific zoned area then moving on to the next. The zones could be created by the areas with the oldest meters, trouble areas or those that will be simple to replace. Councilman Jim Hager amended the motion by authorizing \$10,000 to spend from water reserves, determining the legalities from the LGC, and receiving approval from the bank to purchase new meters and software. Councilwoman Connie Gross seconded. All others approved. The motion carried.

#3 Approval of Resolution to Adopt Rules of Procedure for Small Government Boards: Each Council member has had a copy of the Rules of Procedure book to read and review. Attorney Ellen Davis suggested an additional book that the Council might consider ordering and adopting that simply narrows the rules down to small city councils. The current book includes a small amount of material that does not concern a Town Council however the rules explained are appropriate and sufficient for Lake Santeetlah board members. Town Administrator Kim Matheson will order the additional book suggested and it can be adopted if the council feels the need to do so. Councilman Jim Hager made a motion to adopt the resolution prepared by Ellen Davis for Rules of Procedure for Lake Santeetlah. Councilman Bob Wehr seconded. All others approved. The motion carried.

New Business

#1 Approval of Policy for Tree Removal: Councilman Jim Hager presented the proposed tree removal policy which included the addition suggested from the Planning Meeting of appropriate tree disposal. A copy of this policy will be sent to all vendors who have been approved for tree removal. Councilwoman Connie Gross asked about the length of time that it could take to receive two bids for removal once the tree had fallen. Gross was concerned that residents would not have the patience to wait for clean-up. In the past the response time has been very quick from the approved vendors so this should not be an issue. Councilwoman Connie Gross made a motion to approve the proposed policy. Councilman Bob Wehr seconded. All others approved. The motion carried.

#2 Response from Nantahala Regional Library: The Nantahala Regional Library requested a signature of commitment for the 2016-17 fiscal year for \$1000.00. An MOE form and letter was received requesting a signature. Beth Carlton, a town resident and involved member of the library, reviewed the letter and MOE and felt that it was not any type of agreement but simply a commitment for donation. The past contract that entered the Town into a ten year agreement that no one seemed to be aware of makes all involved skeptical of signing any requests without investigation. After review Mrs. Carlton felt that the MOE should be signed. She also drafted a brief response letter that acknowledged a mistake in the letter we received which was likely a typo however it was pointed out for clarification. The Town officially withdrew from the contract in 2015-16 and not 2016-17 as stated in the letter. The response letter also thanked the Nantahala Regional Library for the recent director change. Councilman Jim Hager made a motion to send the letter presented that clarified the dates concerning the 10 year agreement and signing the MOE. Councilman John Garland seconded. All others approved. The motion carried.

#3 Approval of Building Application for 70 Marina Drive: Aura Griffith submitted her building application with all necessary documents attached. Mayor Crabtree asked about driveways and parking at the new residence and

Griffith pointed out that she has three entrances to the home. One driveway from 129 that would allow parking, another driveway from Marina Drive that would also allow parking. Griffith also owns the land above Town Hall parking lot where her metal building currently sits and can reach the home from this area as well. Resident Bill Piel asked if there are any regulations for joining a state road. Councilman John Garland informed Griffith that she should contact the DOT for a driveway permit. There are no additional issues of concern therefore Councilwoman Connie Gross made a motion to approve the application for 70 Marina Drive. Councilman John Garland seconded. All others approved. The motion carried.

#4 Resignation of Mayor Bob Crabtree: Mayor Crabtree shared a brief overview of his experience as Town Council Member and Mayor. Crabtree first ran for Town Council in 2003 and was elected. Crabtree then became Mayor in 2007 and served through 2009. He remained on the Council from that point but became Mayor again in December 2013 – current. With much grief Mayor Crabtree will be leaving Lake Santeetlah in September. There is a contract on his home and the closing date is set for late September. With the duties of moving and other commitments Crabtree felt it was best he resign at this time. Mayor Crabtree and his wife will be relocating to Chattanooga.

Discussion Items

#1 Tax Report 2016: The tax collection amount for 2016 is \$16,734.49. A balance of \$5.94 is due for 2014 and \$175.35 for 2015.

Announcements:

Mayor Crabtree announced that there would be a Planning Meeting September 15, 2016 at 10:00AM and a Council Meeting September 20, 2016 at 10:00AM.

The TPOA dinner had the wrong date posted on the bulletin and is scheduled for September 10, 2016 at the Santeetlah Fire Hall however the scheduled date conflicts with the Methodist Church Annual Fin and Feather Dinner from 4:00-7:00PM. The date may be changed and all TPOA members will be notified. Mayor Crabtree has tickets to the Fin and Feather Fry for anyone interested.

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 10:50AM.

Meeting Adjourned

Robert P. Crabtree, Mayor

Emily Hooper, Town Clerk