

Town of Lake Santeetlah

Council Meeting Minutes

August 18, 2015

Mayor Crabtree called the meeting to order at 10:03 am. Councilmembers Roger Carlton, John Garland, and Bob Allmond were present for the meeting. Town Administrator Kim Matheson, Town Clerk Emily Hooper and Public Works Technician Eric Hayes were also present for the meeting. Vice Mayor Guy Owen was not in attendance. First order of Business was the approval of the Agenda. There were additions to be added: a proposal from Scott Kamps with a bid for leaf removal, a draft letter to the Nantahala Regional Library written by the Mayor and a request from Mary Williams to be added to the Agenda at a later date to discuss her building project. After the additions were listed John Garland made a motion to approve the Agenda, Bob Almond seconded and all others approved. The motion carried.

The approval of the Minutes from the July 21, 2015 Council Meeting: There were no additions or corrections needed therefore Roger Carlton made a motion to approve, John Garland seconded. All others approved. The motion carried. Approval of the July 27, 2015 Special Meeting Minutes was moved by Bob Allmond with a second from John Garland, All others approved. The motion carried. Approval of the Special Meeting Minutes from August 7, 2015 was moved by Bob Allmond, John Garland seconded. All others approved. The motion carried.

Old Business #1: GREAT Organization – Rick Davis, Beth Fields and consultant Chris Cavanaugh were present on behalf of the GREAT organization. Rick Davis spoke of the \$10,000 grant which had been received. The grant came with the requirement to be matched with 20% of local funds which has been met. Rick Davis thanked The Town of Lake Santeetlah for their donation of \$250.00 and being part of this program. The goal of the grant, also shared by Chris Cavanaugh, is to develop a strategic tourism plan to be implemented over a ten year period. Councilmember Roger Carlton suggested that the Tourism Development Agency approved by the General Assembly be discussed at the next Planning Meeting. Roger Carlton made a motion to accept and endorse the tourism plan. John Garland seconded and all others approved. The motion carried.

Old Business #2: Rosado Follow up – Mr. Rosado has declined to agree with the Town's plan to pay half of the cost of an independent study to determine the condition of the roads in Santeetlah Lakeside. John Garland suggested that Eric Hayes, Public Works Technician, meet with the paving company which recently repaved roads throughout Town, inspect the road, and receive a cost estimate by the October Planning Meeting so that this issue may be further discussed. Roger Carlton said he would work with Eric Hayes to identify the areas of concern. There was no need for a vote on this approach.

Old Business #3: Process to sell the Town truck – The old Town truck has been advertised for sale in the Graham Star and the ad will run through August 28, 2015. Sealed bids will be received at Town Hall. John Garland was designated by the Town Council to open bids and approve who would purchase the truck. The new truck has been equipped with snowplow and other accessories and Eric will be taking it for the bed liner and undercoating to be sprayed Monday, August 24, 2015.

Old Business #4: Adoption of Policy for Public Comment – An overview of the proposed policy was given by both Mayor Crabtree and Roger Carlton. Mayor Crabtree explained that the intention of this policy would be to set procedures for comment to enable the Town Council meetings to be more productive. It

was explained that after the approval of the Agenda the public would at that time be asked to provide Public Comment with limitations as to the number of comments and the time per comment. A clarification will be added to the policy that requests submitted by email are acceptable. Roger Carlton made a motion to approve the policy with the clarification and to review the policy in six months. Bob Allmond seconded and all others agreed. The motion carried. A copy of the official policy is attached and made part of this record.

Old Business #5: Adoption of Policy for Public Records Request – Mayor Crabtree explained a procedure needed that would allow records to be supplied to the requestor at their expense. Roger Carlton read a portion of North Carolina General Statute 132.6 to clarify some concerns expressed by Jack Gross. Roger Carlton moved to adopt the policy with a review in six months. Bob Allmond seconded and all others approved. The motion carried. A copy of the policy is attached to these minutes and made part of this record.

Old Business #6: Absentee Voting – Town Clerk Emily Hooper gave an update regarding the difference of cost between having absentee voting and not. Teresa Garland from the Board of Elections, was unable to give an exact cost, but estimated \$6000 with absentee voting and \$5000 without. Council agreed to move forward with the election without absentee voting due to the additional expense and the limited usage of absentee voting the last time it was available. The Town Clerk was directed to notify Teresa Garland of this decision.

Old Business #7: Tetra Tech Engineering Services/Update on Sewer Study kickoff – The Tetra Tech Sewer Study has officially “kicked off.” John Garland asked specifically what “kicked off” meant pertaining to the study. The response was that the Advisory Committee and the Consultant would research the failed or near failing systems throughout the Town and look at possible creation of new systems that could potentially serve a group of homes from a small package plant. Roger Carlton asked that the email notification system be used when the inspection begins to notify residents of what is going on as the Tetra Tech staff will be entering on properties. Roger Carlton and Mayor Crabtree were pleased with the consultants from Tetra Tech and both felt optimistic about the study.

Old Business #8: Construction Bond Refund/Jackie and Dana Adams – Mayor Crabtree and Councilmember John Garland looked at the property and it had not been cleaned up to justify a refund. Councilmember Roger Carlton requested Town Administrator Kim Matheson to notify Dana and Jackie Adams that until the site is cleaned up the refund will be withheld.

Old Business #9: Relocation of Malibu Boats – Mayor Crabtree emailed a letter to Malibu Boats explaining the concerns from residents of Lake Santeetlah. The Mayor asked that a representative respond to him, however Greg Cable, Graham County Manager, was contacted by Malibu Boats regarding the letter from the Mayor. The debate continues as to whether the economic impact from the boats overrides the damage done from wakes as well as inappropriate behavior from the operators while on the lake. It was decided that Malibu Boats should be asked to communicate with the Town and understand the expectations of the residents in order for their return to be welcome. Roger Carlton said he would discuss this with Greg Cable.

Old Business #10: Draft Letter to the Nantahala Regional Library – A draft letter was reviewed to be sent to the Nantahala Regional Library Director. The letter shared concerns with the Town continuing in the ten year agreement and stated the decision to withdraw effective July 1, 2016. Councilmember Roger Carlton moved to approve the letter, John Garland seconded. All others approved and the motion carried. A copy of the letter is attached to these minutes and made a part of this record.

New Business #1: Gas Purchases/Shell Card – The Shell station will no longer be used for gas due to a surcharge on credit cards. Eric Hayes was directed to use a less expensive station and use his general credit card from the Town for these purchases.

New Business #2: Dana Jones of 716 Cherokee Trail/Reimbursement for Repairs – Dana Jones submitted a receipt for a refund for a pipe purchased to complete a drainage system of which a portion had already been funded by the Town. The pipe cost was \$197.80. Mayor Crabtree moved to provide the refund. Councilmember Bob Allmond seconded and all others approved excluding Councilmember John Garland from whom the pipe was purchased and felt it a conflict to vote on the issue. With a majority vote, the motion carried.

New Business #3: Proposal from Town Auditor, Ken Schuckers regarding training for QuickBooks – Mr. Ken Schuckers has suggested a new start for QuickBooks. Once installed the data in the old version would be migrated and any needed write-offs would be brought to the Town Council for approval. He offered training and assistance for employees. Jim Hager was appointed to work directly with Schuckers. Ultimately, a profit/loss statement should be available at the monthly Planning Meeting once the new system is in place. Councilmember Roger Carlton moved to accept the proposal from Mr. Schuckers in the amount of \$75.00 per hour plus gas mileage from Blairsville, Georgia. John Garland seconded and all others approved. The motion carried. A copy of this proposal is attached to these minutes and made a part of this record.

New Business #4: Insurance claim for well field repairs/lighting rod – There was no update for the insurance claim for well repairs, Eric Hayes had no news on the lighting rod cost. The new Town Administrator Kim Matheson will put this item on a priority list to gather any additional information needed for this claim to be complete and to bring the cost of the lighting rod to the Town Council for discussion during the September 2015 Planning Meeting.

New Business #5: Ken DeGarmo of Santeetlah Point/Request for refund of building application fees – Ken DeGarmo was not present for the meeting. He responded by email stating he felt the “impact fee” was collected illegally. Ellen Davis was present to explain legal issues with this argument. The Town Clerk will respond to DeGarmo by asking him to explain why he believes the formerly misnamed “impact fee” was illegal.

New Business #6: Burgess/Dock and Deck – Councilmember John Garland requested approval of a dock to be built for Mr. Burgess. It was brought to the attention of the Councilmembers that a Town permit was needed to build a dock even though Smoky Mountain (formerly Brookfield) had issued a permit. John agreed to submit an application. The requirement for deck permits will be reviewed in the future to determine if the Town wishes to issue such permits.

New Business #7: Town Map Request/How copies will be distributed – Council discussed if there would be a fee for the new Town maps to be distributed. After discussion it was decided to authorize Alan Carver, the surveyor, to distribute the maps upon request. The charges for a map would be between him and the requestor. Roger Carlton moved to instruct Alan Carver that he may sell the maps in the current state. Any changes made must be approved through Council. Councilmember Bob Allmond seconded, all others agreed and the motion carried. John Garland has requested a map for his own purposes therefore he abstained on this matter.

New Business #8: Resignation of Vice Mayor Guy Owen/Appointment of Councilmember to replace Guy Owen – Guy Owen, Vice Mayor resigned as he will be relocating to Georgia at the end of August 2015. Jim Hager was nominated to replace Guy Owen as a member of the Council by Bob Allmond until the coming election. Roger Carlton seconded and all others concurred. The motion carried.

Other changes to the Council occurred as Guy had been the Vice Mayor. Roger Carlton was nominated for the Vice Mayor position by John Garland. Bob Allmond seconded the motion and all others approved. The motion carried.

With a vacant Finance Officer position Bob Allmond moved that Jim Hager be the replacement John Garland seconded. All others agreed. The motion carried.

It has been recommended by the Auditor that an Assistant Finance Officer be appointed. Bob Allmond moved that Roger Carlton be the Assistant Finance Officer. John Garland seconded. All others agreed. The motion carried.

Updated signatures will be needed for United Community Bank in order to replace Guy Owen and assure that a Councilmember is available to sign documents/checks as needed. Mayor Crabtree, John Garland, Jim Hager (required by the State since he is the Finance Officer) and Bob Allmond will be able to sign checks. Roger Carlton will sign the check vouchers as Assistant Finance Officer. Roger Carlton moved for approval, John Garland seconded and all others approved. The motion carried. Kim Matheson was directed to obtain the new signature cards from United Community Bank.

New Business #9: Scott Kamps proposal for leaf removal – Mr. Kamps dropped of the proposal only a short time before the meeting. The Councilmembers had not had adequate time to review his proposal, therefore, this will be reviewed and discussed at the September Planning Meeting. Last year the funds for a trailer were advanced by the Town. A lien on the trailer was held until the debt was worked off with services provided. The Councilmembers were unsure if the service had been complete so the Town Clerk will find out this information and report back at the September 2015 Planning Meeting.

New Business #10: Mary Williams remodeling project – Mary Williams of 834 Sequoyah Trail, would like to enclose an existing deck which encroaches in her 10 foot setback. . Mary has not been able to solve the differences with her neighbor, therefore the Town will try to mediate with the individuals and assist by looking into both homeowners concerns. Roger Carlton moved that this matter be deferred, Bob Allmond seconded. John Garland will be the contractor on this job so he abstained from voting on the matter. With the Mayor voting in favor, the motion carried.

Discussion #1: Internet access point/Charles and Judy Matthews – Charles and Judy Matthews have offered their home for the internet access point. The Mayor will contact the Matthews to make sure they are offering this service year around and discuss the payment arrangements. Roger Carlton moved to approve the location and Bob Allmond seconded. All others agreed. The motion carried.

Discussion #2: 911 re-addressing update – Shawn Garrison, a representative of the Graham County Mapping Department, was present for the meeting to answer questions from both Councilmembers and residents concerning the new address numbers. This project is on-going as address signs are to be placed at each residence. The Town will install the new signs to ensure consistency. Jack Gross and Eric Hayes were delegated to oversee this project. An update will be given at the September Planning Meeting.

Discussion #3: Storm Clean-up update – Eric reported that there are still some areas in need of clean up. Mayor Crabtree ask that Jerry Collins be contacted to come with a fire truck and hose roads that still have debris. This will remain on the Agenda until re-imbusement is received from the State.

Discussion #4: Candidate Forum – A date was set for a Candidate Forum for Saturday, October 24, 2015 from 3:00-5:00pm. In the September Planning Meeting a moderator will be appointed and rules set for the Forum.

Discussion #5: S&S Electric Bill for Upper Gate Upgrade – The S&S Electric bill for the upper gate upgrades was more than the original bid, however, it was agreed that the extra work done was needed. Roger Carlton moved to release the check in the amount of \$1,685.00, John Garland seconded. All others approved and the motion carried.

Mayor Crabtree announced the Land Use Workshop to begin at approximately 1:00pm, and the date for next month's Planning (September 10, 2015) and Council (September 15, 2015) Meetings. With no further business Councilmember Roger Carlton moved to adjourn the meeting. Councilmember Bob Allmond seconded. Mayor Crabtree adjourned the meeting at 12:25.

Robert P. Crabtree, Mayor

Emily Hooper, Town Clerk