

Town of Lake Santeetlah

Council Meeting Minutes

September 15, 2015

Mayor Crabtree called the meeting to order at 10:03 am. Vice Mayor Roger Carlton and Councilmembers John Garland, Jim Hager and Bob Allmond were present for the meeting. Town Administrator Kim Matheson and Town Clerk Emily Hooper were also present for the meeting. First order of business was the approval of the Agenda. With no additions or changes Councilmember Bob Allmond made a motion to approve the Agenda, John Garland seconded and all others approved. The motion carried.

The approval of the Minutes from the August 18, 2015 Council Meeting: There were no additions or corrections needed therefore Bob Allmond made a motion to approve, John Garland seconded. All others approved. The motion carried.

Request for Public Comment: Mayor Crabtree request for public comment from attending citizens. Jack Gross requested that the agenda be available at an earlier time for the public to review in order to have questions prepared prior to the meeting as required by the new policy. Jack Gross also requested that the construction bond policy be reviewed as according to his recollection it doesn't state that clean-up of property is listed as justification to withhold the funds.

Mrs. Mills asked the Council who is responsible for the repair and upkeep of the roads throughout the Town. Her concern is near her property on Santeetlah Point. There is a danger tree in the area that is breaking through the asphalt and needs attention. Also, a newly constructed house nearby has possible issues with its septic system and needs attention before final C/O is given by the County to assure all codes have been followed. Roger Carlton requested Town Administrator Kim Matheson to look into the two issues and report back with her recommendation.

Roger Schiff asked if Public Comment was open at Planning Meetings throughout the meeting or controlled as at the Council Meetings. Mayor Crabtree responded that since no final decisions could be made at the Planning Meeting, discussion and comment was more flexible.

Old Business #1: Approval of Sale for Old Town Truck - There were three sealed bids submitted for the sale of the truck. The highest being awarded to Scott Kamps at \$807.00. The bid was approved by the Council and the title will be signed and transferred when the check is received. Vice Mayor Roger Carlton moved to release the truck subject to payment from Scott Kamps. John Garland seconded and all others approved. The motion carried.

Old Business #2: Tetra Tech Engineering Services/Sewer Study Progress - A review of the Sewer Study Advisory report sent by Tetra Tech was presented at the meeting. Vice Mayor Roger Carlton asked for this to be reviewed in order to determine, what is the scope of work expected from the Town of Lake Santeetlah and what is expected from the consultant. Carlton ask for Town Administration to review the initial contract with Tetra Tech and compare to the actual submission to ensure that the Town wasn't being asked to provide services that were agreed on previously by Tetra Tech. This matter will be reported in the October 15, 2015 Planning Meeting, however, if there is a difference, the matter will be discussed sooner with the consultant.

Old Business #3: Construction Bond Refund/Dana & Jackie Adams - The property had been observed by several Councilmembers as well as Town Administrator Kim Matheson and all agreed that it had been properly cleaned and the refund could be released. Vice Mayor Roger Carlton moved to refund the bond. John Garland seconded and all others agreed. The motion carried.

Old Business #4: Mary Williams of 834 Sequoyah Trail/Remodeling project - The presence of both parties was requested at the meeting. Neither were able to attend. A survey of both Mary Williams and Jane Jett's property was requested by the Council in order to prove that the addition proposed by Mrs. Williams does not encroach on Jett's land. It was decided that Town Clerk Emily Hooper would invite both parties to the Town Council meeting on October 20, 2015. Vice Mayor Roger Carlton moved to schedule the final decision during the October 20, 2015 Council Meeting. Councilmember Jim Hager seconded. Councilmember John Garland abstained from voting on this as he will be the contractor on this project. All others approved. The motion carried.

Old Business #5: Auditor Ken Schuckers progress for new Quick Books program - Ken Schuckers has re-scheduled the date for training two times due to personal and work issues. The new date is September 29, 2015. This training is considered urgent due to the data that will have to be re-recorded when the update is in place. Therefore, Town Administrator Kim Matheson was instructed to contact Tri-County Community College to see if an instructor there would be available for training before that date. Vice Mayor Roger Carlton moved to authorize the acceleration of receiving the Quick Books training whether it be from Schuckers or another individual. Councilmember Bob Allmond seconded and all others agreed. The motion carried.

Old Business #6: Ken DeGarmo of 40 Santeetlah Point/Request for refund of Building Application Fee - The refund of Mr. Degarmo's fees has been discussed in numerous meetings and after clarification from attorney M. Ellen Davis that the fees were not "illegally" collected as asserted by Jack Gross and Ken DeGarmo, the Council further discussed the matter and no action was taken in response to Mr. DeGarmo's request.

Old Business #7: Insurance Claim for Well Field Repairs/Reimbursement - The insurance claim for well field repairs is complete with a reimbursement check received of \$13,772.10. The Town Council complemented staff on a job well done.

Old Business #8: Status of Withdrawal from Regional Library - The response letter received on August 8, 2015 from the Nantahala Regional Library was unacceptable to Councilmembers as they would like to understand what is currently being done regarding personnel issues that have avoided being addressed. The Town of Lake Santeetlah would like to continue to support the library however will not do so and plans to proceed with the withdrawal if changes fail to be made. Vice Mayor Roger Carlton suggested a public records request to the regional library for the closed session meeting minutes to understand how the personnel issues had been handled. These requested minutes will be brought back to the October 20, 2015 Council Meeting to determine how to proceed.

Old Business #9: Grass cutting on US 129 - The Department of Transportation contracts the mowing of public roads which includes US 129 and it is supposed to be mowed four times per season, however, to date has been done only twice. As Lake Santeetlah is a tourist attraction it has been requested by both homeowners and Councilmembers that prices be sought from Raymond Williams and Scott Kamps to mow the stretch of road leading into the Town as needed throughout peak season. Vice Mayor Roger Carlton suggested that we contact Graham County about the possibility of linking this issue with the

Travel and Tourism Board in order to see if the cost of additional mowing could be provided with those funds resulting in better appearance to our visitors.

Old Business #10: Discussion of FY 2014/15 Audit - The 2014/15 Audit is in the process of being completed and a Special Meeting is scheduled for October 2, 2015 at 10:00am. CPA, Joseph Turchetti, will be present for the meeting to provide reviews and feedback. Changes in the draft audit are currently being made as the auditor was unaware that the payments and distribution from the United Community Bank loan should be allocated to both Water and General Operating accounts.

Old Business #11: Review of Water Meter Specifications from McGill Associates - The Council asked that the documents provided by McGill be reviewed with a report provided pertaining to the specification within a week. Advertising may begin at that point without proceeding to award until after the storm clean-up reimbursement is received from the State.

New Business #1: Authorization of Credit Cards for Town Administrator/Town Clerk – Vice Mayor Roger Carlton moved for approval of new Town credit cards with a limit of \$1000 through United Community Bank for both Town Administrator Kim Matheson and Town Clerk Emily Hooper. Councilmember John Garland seconded and all others agreed. The motion carried.

New Business #2: Approval of \$500 for Tourism Plan Phase 2 Implementation - After the presentation at August 18, 2015 Council Meeting all agreed that the GREAT committee should move forward with the Phase 2 Tourism Implementation Study and the \$500 donation, a match of local funds, would be beneficial. Vice Mayor Roger Carlton moved to commit to the \$500 donation. Councilmember Bob Allmond seconded and all others agreed. The motion carried. There was also discussion of the need to make a decision regarding implementation of the Tourism Development legislation that the General Assembly had passed and the Town Council agreed to schedule a meeting to discuss the opportunities and costs.

New Business #3: Approval of proposal from Scott Kamps for leaf removal for the 2015 season - Town Administrator Kim Matheson recommended that Council approve Proposal B: which included a second cleaning of Black Bear Trail, Snowbird Trail and Suicide Hill. Councilmember Jim Hager made a motion to approve proposal B from Scott Kamps. Councilmember John Garland seconded and all others agreed. The motion carried.

New Business #4: Discussion of excess lighting requested by Bob Allmond - Councilmember Bob Allmond shared his concerns that lighting from a neighboring property is an annoyance to both him and others nearby. Allmond ask that a formal complaint be submitted to Brookfield concerning the lights. Mayor Crabtree suggested that a letter be sent from the Town asking the homeowner to dim the lights and turn them off at 10:00pm to avoid the disturbance of neighbors. Councilmember Bob Allmond agreed that this could be the first step of action in hopes of the homeowner's compliance. Councilmember Bob Allmond made a motion to send a letter to the homeowner. Vice Mayor Roger Carlton seconded and all others agreed. The motion carried.

New Business #5: Approval of Resolutions to change signatories - Councilmember John Garland stated that upon his recent visit to United Community Bank, Pam Shaffer shared with him that with the new updated signature cards neither the new Town Administrator nor Town Clerk could call with any inquiries concerning the accounts within the bank. Vice Mayor Roger Carlton moved to approve the new signatories including all Councilmembers except himself as he is the only Councilmember able to

sign the vouchers therefore should not sign the checks. The motion also included giving Town Administrator Kim Matheson and Town Clerk Emily Hooper authorization to call about accounts if needed. The motion was seconded by Councilmember John Garland and all others agreed. The motion carried.

New Business #6: Eleanor Burgess of 828 Sequoyah Trail permit application - Councilmember John Garland provided all documents needed for approval. The new dock has been approved by Brookfield. Vice Mayor Roger Carlton made a motion to approve the application. Councilmember Bob Allmond seconded. Councilmember John Garland abstained from voting as he will be the contractor on this project. All others agreed, the motion carried.

New Business #7: Building application for 37 Nantahala Terrace - All documents were provided by Contractor Charles Toomey. The deck will exceed setback requirements by 11 feet. However, Mayor Crabtree met with the contractor and due to the location of the structure he felt that it would not intrude on neighboring properties. Vice Mayor Roger Carlton moved to approve the application. Councilmember Jim Hager seconded and all others agreed. The motion carried. There was also discussion regarding the contractor breaking the new pavement in the area. Town Administrator Kim Matheson was directed to ensure that the cost of repair was deducted from the deposit.

New Business #8: Construction Bond Refund for Patrick O'Donovan at 404 Santeetlah Point - The area was confirmed to have followed procedures with clean up after construction, Councilmember Jim Hager moved to release the refund. Councilmember Bob Allmond seconded and all others agreed. The motion carried.

New Business #9: Santeetlah Fire Department Request for Donation - Jerry Collins, a representative of the volunteer fire department, was present at the meeting with a request for the annual \$6000 donation and an additional \$1500 this year due to rising costs. Councilmembers agreed that the funds were allotted in the budget for this donation. The donation will be released with the recommendation that the volunteer fire department provide additional service to the Town including flushing storm drains. Mr. Collins was informed that the payment would be made before December 2015 since our cash flow was tight. The funds will be allocated \$6000 from the General Operating Account and \$1500 listed as a service to the Town therefore coming from the Water Operating Account.

Discussion #1: Candidate Forum October 24, 2015 - The Candidate Forum will be held at Town Hall from 3:00-5:00pm on October 24, 2015. Resident Dick Eyestone was appointed to be the Moderator for the Forum. Candidates' names will be drawn randomly in order to determine order of speaking for the introduction and reversed for the conclusion. An e-mail will be sent to all Town property owners within the next week that will request any questions they wish to be asked be sent to Moderator Dick Eyestone by October 21, 2015, four days prior to the Forum.

Discussion #2: Finance Officer Monthly Compensation Adjustment – The monthly stipend for the Finance Officer will be raised to \$200 due to the work load required. Councilmember Jim Hager the current Finance Officer, suggested the increase become effective after the election. Vice Mayor Roger Carlton moved to approve the increase effective after the election. Councilmember John Garland seconded and all others approved. The motion carried.

Discussion #3: Contact for emergencies after business hours policy - The policy in place lists Town Administrator Kim Matheson as the first contact in case of emergency. If she is unavailable Mayor

Crabtree is the second contract. On the recording it is explained if there is a question concerning maintenance or water problems contact Public Works Technician Eric Hayes. It was presented by the Town Administrator that Eric Hayes does not have cell service where he lives and would be unable to receive calls. It was suggested he order a booster in order to have cell phone service after hours so that he may be contacted in case of an emergency. Councilmember Jim Hager made a motion to purchase a booster for Eric. Councilmember John Garland seconded and all others agreed. The motion carried.

Discussion #4: 2015 Town Directory Update - After discussion the Council agreed the Town is in need of a new updated directory. A proposal from Miranda Buchanan for \$350 has been received to update the directories and link a copy to the Town of Lake Santeetlah website. Buchanan will also sell ads to local businesses to place in the directory and receive half of the compensation. Vice Mayor Roger Carlton moved to accept the proposal and move forward with the directory. Councilmember John Garland seconded and all others approved. The motion carried.

Discussion #5: Candidate/Campaign Treasurer Training - The training required for each Candidate must be completed every four years. A link was provided for the Candidates in order to take the training if needed. It was recommended by the local and State Election Board offices to take the training each term which for some would not have been the full four years to ensure no rules or guidelines had changed.

Discussion #6: Report on Past Due Water Bills/Draft Letter - A draft Policy was proposed by Councilmember Jim Hager concerning past due water bills. The letter will be reviewed and discussed in the October 15, 2015 Planning Meeting. In the meantime letters and invoices will be sent to those with past due balances. Response from payees will be required within 30 days or meters will be locked or removed.

Discussion #7: 911 Re-addressing update - Public Works Technician Eric Hayes with the assistance of Skip Kruse, Dick Eyestone, Councilmember Jim Hager and Vice Mayor Roger Carlton is working daily to install new street address signs for each residence throughout the Town. There are approximately 93 signs still needed from the county and expected to be received within the next two weeks.

Discussion #8: Box Tops for Education – A box will be obtained by Town Administration and placed at the Town entrance to collect “Box Tops for Education.” These box tops will be donated to Graham County Schools which can be turned into cash for school purposes. Karen Pittinger, a resident in the Town of Lake Santeetlah, has agreed to take the box tops monthly and turn them in at the school.

Mayor Crabtree announced the upcoming Special Meeting regarding the 2014/15 Audit on October 2, 2015 at 10:00 am. The Planning Meeting is scheduled for October 15, 2015 at 10:00 am and the Council Meeting will be October 20, 2015 at 10:00 am.

Councilmember John Garland made a motion to adjourn the meeting. Bob Allmond seconded. Mayor Crabtree adjourned the meeting at 11:45 pm.

Robert P. Crabtree, Mayor

Emily Hooper, Town Clerk

