

Town of Lake Santeetlah

Council Meeting Minutes

December 15, 2015

Mayor Crabtree called the meeting to order at 10:00am. Vice Mayor Jim Hager and Councilmembers Bob Wehr and Connie Gross were present for the meeting. Town Administrator Kim Matheson, Clerk Emily Hooper and Public Works Technician Eric Hayes were also present for the meeting. Councilmember John Garland was unable to attend.

The first order of business was the approval of the agenda. Mayor Crabtree ask to add an item to new business. Phillip Rhodes has requested a variance of the ordinance the Town has of discharging firearms within Town limits so that he may shoot down mistletoe. He is having a difficult time finding an abundance of mistletoe and requested that he be allowed to retrieve some within the Town.

Connie Gross shared an email from the Graham Star regarding the increase of potential wilderness area in the County. This email included a link for the public to voice their opinion on the matter. This item will be added to new business. Connie has done research on different providers of office supplies that may save the Town money and would like to provide a report of her findings. This will be item #10 under new business.

With no further additions or changes Councilmember Jim Hager made a motion to approve the agenda. Connie Gross seconded, all others agreed. The motion carried.

After review of the November 17, 2015 Council Meeting minutes and no suggestions of changes or corrections needed, Councilmember Connie Gross made a motion of approval. Jim Hager seconded, all others agreed. The motion carried.

Financial Report: Finance Officer Jim Hager provided a brief explanation that the financial report distributed today was the same one provided at the December 10th Planning Meeting however additional revenues have come in since then to cause a significant increase in the ending balance. Town Administrator Kim Matheson provided the details of those revenues. A check was received for \$38,025.68 from Graham County for tax collection, the sales and use tax was deposited in the amount of \$4039.16 and the Franchise tax was \$3809.65 leaving an ending balance in the general account of approximately \$59,550. The water account has a balance of around \$11,000, but recently paid McGill Associates, Tetra Tech, and the remainder of the audit. New water bills will be mailed out in January bringing that balance back up.

Old Business

#1 McGill Associates/Water Meters Bid Document: After sending out the water meter document for bids there will be a time span of approximately 60 days to respond to the bidders or those bids could be subject to change. The plans are to not move forward with any purchases until at least Spring therefore the document will be held until January. An additional bid document needs to be designed in order to seek interest and bids for installation. Lamar Williams is familiar with the water system and is interested in providing a bid for installation. This can be advertised locally and is expected to receive a quick response in order to allow this process to move forward parallel with the water meter purchase. Staff will attempt to provide an estimated cost of installation by the January meeting. Before proceeding with

installation it will be researched as to what the legal requirement is by the State regarding shut off valves to ensure that the Town is abiding by all necessary rules and procedures required.

Councilmember Bob Wehr made a motion to defer sending the bid document until January. Connie Gross seconded, all others agreed. The motion carried.

#2 Simple IRA/Recommendation by John Garland: Councilmember John Garland was unable to attend the meeting but had previously explained that after speaking with Shelia Engleman from UCB for the first year the Town must match a minimum of 3%. This rate can change after the first year. The approved plan in November was a plan with a 1% match. Councilmember Connie Gross made a motion to move forward with the recommended IRA plan avoiding all fees and dues attached to a 401K with a match of 3%. Bob Wehr seconded, all others agreed. The motion carried.

#3 Town Website Transition/Recommendation of New Vendor: Councilmember Jim Hager met with Miranda Buchanan, the lowest bidder for developing the website, and reported that he felt she would be fully capable of providing the services that the Town would be satisfied with. Miranda plans to begin work on the website immediately and hopes to have it completed by the first of the year. Jim Hager made a motion to accept the bid from Miranda and allow her to design a new website for the Town. Bob Wehr seconded, all others agreed. The motion carried.

#4 Request for Building Application at 75 Nantahala Terrace: Resident Jack Gross explained his reasoning for withholding the application request. He explained that there were others doing similar projects who had not submitted an application. The project did not require a building application from Graham County. Mr. Gross asked that he be permitted to postpone filling out the application until the changes had been made to the building application. Those changes are being made by John Garland and will be available for review at the January Planning Meeting. Jim Hager agreed to allow the extension requested.

New Business

#1 Public Hearing/Amendments to Zoning Ordinance: Mayor Crabtree opened the Public Hearing and asked that anyone who wished to speak during the hearing to be sworn in by Town Clerk Emily Hooper. Resident Roger Carlton, Jack Gross, Carleton Kelly, Steve Poole, and by phone Craig Zachriach were sworn in.

There are two items presented for today's hearing: The updated Land Use Codes have been available for the Council to review and a workshop was held in November with attorney M. Ellen Davis concerning the changes. This document being approximately 35 pages that will become the adopted codes of the Town needs more time for Council review and public input therefore it is recommended by the Mayor to defer this hearing until the Memorial Day weekend annual budget hearing that many residents attend. Between now and that time the updated codes need to have been discussed and reviewed by the Council as well as the residents available in order to have all corrections and changes ready to present at the next hearing.

The additional item is the recently adopted Town Zoning Map. The map was adopted at November's Council Meeting as a starting point for the Town's use. Roger Carlton shared his research and background of the Old Lodge area and explained what is now zoned commercial and residential. His requests are to update and amend the current map to only zone Town Hall, Randall Veal's home, Aura

Griffith's shop, and the metal building around Town Hall as commercial all other areas residential. Mr. Carlton explained that this change would reduce opposition from Lakeside residents.

Jack Gross stated that some residents had been notified of this map however many have not. His wishes are to wait until all have had time to provide their input before any changes are made.

Mayor Crabtree recommended that in order to move forward with this properly the Councilmembers changes and corrections be solicited for review in February (before the Council Meeting). A workshop will held in March to discuss these changes. An updated document could then be distributed to the public for feedback (possibly attached with the April water bills). The Public Hearing will be continued in conjunction with the May budget hearing. Councilmember Connie Gross made a motion to proceed in this manner. Jim Hager seconded, all others agreed. The motion carried.

Mayor Crabtree reviewed the second motion needed concerning any changes or amendments to the zoning map. Councilmember Jim Hager made a motion to change the map as presented today with only Town Hall, Randall Veal's house, Aura Griffiths shop and metal building labeled as commercial. Bob Wehr seconded. Connie Gross opposed. The motion passed two to one.

Councilmember Jim Hager made a motion to defer the Public Hearing to conjunct with the May budget hearing. Bob Wehr seconded, all others agreed. The motion carried.

Councilmember Bob Wehr made a motion to close the Public Hearing. Jim Hager seconded, all others agreed. The motion carried.

#2 Approval of Council Member Officers: After discussion at Tuesday's Planning Meeting the determination of the officers for this two year term is as follows: Mayor: Bob Crabtree, Vice Mayor: Jim Hager, Finance Officer: Jim Hager, and Assistant Finance Officer: Bob Wehr. Councilmember Connie Gross will review the minutes and provide feedback to Town Clerk Emily Hooper. The new Councilmembers will all be added to the signature cards for all Town accounts. Jim Hager made a motion to approve the new officers. Bob Wehr seconded, all others approved. The motion carried.

#3 Clarification to Building Application/John Garland: John Garland was unable to attend the meeting therefore this item will be deferred until January. It was requested that John submit his changes to the Council prior to the meeting for review.

#4 Review of Suggested Rules for Local Government Boards: The book presented can possibly be used as a guideline for the Town. The Council agreed that there may need to be additional topics added that were not mentioned in the book. Councilmember Connie Gross suggested this be deferred until all members of the Council have had adequate time to review the book in detail. Mayor Crabtree offered to make a scanned copy of the book acknowledging the copyright to have available. Jim Hager seconded, all others agreed. The motion carried.

#5 Employee Christmas Bonus: Councilmember Jim Hager made a motion to give each of the three employees a bonus equal to one week's pay. This is the traditional agreement as stated in each employee's job description if the budget allows. Mr. Hager, also the Finance Officer, felt as though the funds were available. Connie Gross seconded, all others agreed. The motion carried.

#6 2015-16 Budget Amendment: The changes discussed at Thursday's Planning Meeting were made in the budget amendment showing the truck expenditures. Though there is no legal requirement, having

these figures available allows for better planning for the remainder of the year in relation to the budget. The amendment proposed is attached to these minutes. Jim Hager made a motion to accept the amendment. Bob Wehr seconded, all others agreed. The motion carried.

#7 UCB Loan Payoff: The loan through United Community Bank has been paid off and the state has been notified. Town Administrator Kim Matheson spoke with Robin Hammond, the state representative, and she acknowledged that no further information would be needed and the account was noted.

#8 Request for Variance of Ordinance by Phillip Rhodes: Phillip Rhodes has requested that he be allowed to shoot down mistletoe within the Town Limits. He is having a difficult time locating mistletoe in other parts of the County. Councilmember Jim Hager made a motion to grant the variance for Mr. Rhodes through December 31, 2015. Connie Gross seconded, all others approved. The motion carried.

#9 Graham County Editorial Link for Comments of Wilderness Area: Councilmember Connie Gross shared an email from the County regarding the plan to increase the wilderness area throughout parts of Graham County. The link provided on the email provides easy access for those who wish to share comments of support or opposition on this matter. Today is the deadline for comments.

#10 Office Supply Research/Connie Gross: After discussion at Tuesday's Planning Meeting of the expense of office supplies Councilmember Connie Gross offered to do some research of other providers to determine if the Town could save money. Mrs. Gross reported her findings that Office Depot would be less expensive than the current supplier, Quill. Office Depot would offer the same benefits of free shipping that we currently receive. It was decided that the Town would begin using Office Depot immediately. Connie Gross will be in contact with the representative to set up the account.

Discussion Items

#1 2015 Town Directory/Draft: The new directory is completed with all the updates provided. Any additional updates can be provided until the print date. Miranda Buchanan has sold ads that will be placed in the directory which has covered the cost of printing. 200 copies will be printed by WCU print shop and a link of the directory will be available on the website.

#2 Audio Equipment for Town Commission Meetings/Report from Best Buy: The Geek Squad will visit Town Hall today at 2:00pm to do an on-site survey. After the survey a proposal will be devised of the equipment needed for the Town's needs. A report will be given at the January Meeting.

#3 Status of Quote from HMC Paving for Road Repairs on Lakeside and Santeetlah Point: A proposal was received from HMC for the road repairs needed however this item of discussion will be deferred until next spring when it will be clear if the budget will allow such repairs. The Town will proceed with sending Jose Rosado (the owner of the roads) a letter of request to take over the roads for a payment of \$5000. In the letter it will be explained that if he neglects to respond to the request he will be billed for the charges of the road repairs as well as \$150.00 each time the roads need plowed during a snow event. Mayor Crabtree asked Roger Carlton to submit a draft letter for Mr. Rosado. The Council will seek legal advice concerning the proper way to move forward with Rosado as this issue has been going on for thirteen years.

#4 Report of Past Due Water Collection: As of today \$10,189.06 has been collected in past due water bills. New bills will be mailed the first week in January and any past due statements at this time will be

attached with the current invoice along with a copy of the new water policy to inform customers of the newly adopted consequences that will apply to late payments.

#5 Snow Plowing in Lakeside/Cost Estimate for Rosado: The estimated cost for both staff time and salt for the roads on Lakeside is \$150 per plow. This will be billed to Rosado each time the roads have to be plowed. If he agrees to turn the roads over this will be taken care of by the Town. In the event of snow prior to an agreement with Mr. Rosado the roads will be plowed by the Town and billed for service to Rosado.

#6 Construction work at 741 Black Bear Trail without Building Application: Councilmember Bob Wehr is a neighbor of Mr. Hornsby and will ask him to comply with the requests of the Town to fill out the building application required for his home improvements.

Announcements

Mayor Crabtree announced that the next Planning meeting would be January 14, 2016 and Council meeting January 19, 2016 both at 10:00am. An Occupancy Tax workshop will follow the January Planning meeting at 1:00pm. The Codification Study workshop will be held February 11, 2016 at 1:00pm.

With no further business at this time Councilmember Bob Wehr made a motion to adjourn the meeting. Jim Hager seconded, all others agreed. The motion carried. Mayor Crabtree adjourned the meeting at 12:05pm.

Robert P. Crabtree, Mayor

Emily Hooper, Town Clerk