

Town of Lake Santeetlah

Draft Subject to Council Approval

Council Meeting Minutes

December 20, 2016

Acting Mayor Jim Hager called the meeting to order at 10:00AM. Council Members Bob Wehr, Connie Gross and Karen Anderson were present for the meeting. Town Administrator Kim Matheson, Clerk Emily Hooper and Public Works Technician Eric Hayes were also present. Councilman John Garland was unable to attend.

The first order of business was the approval of the agenda. There were no additions or changes therefore Councilwoman Karen Anderson made a motion of approval. Councilwoman Connie Gross seconded. All others approved, the motion carried.

After review of the November 15, 2016 Council Meeting Minutes there were no changes necessary. Councilwoman Connie Gross made a motion to approve. Councilman Bob Wehr seconded. All others approved, the motion carried.

After review of the November 18, 2016 Emergency Meeting Minutes there were no additions or changes necessary. Councilman Bob Wehr made a motion to approve. Councilwoman Karen Anderson seconded. All others approved, the motion carried.

Financial Report: Town Administrator Kim Matheson reviewed the balance sheet through November 30, 2016. The balance in the General Operating Checking is \$62,530.11, Water operating \$15,516.38. After the tax deposit for November is received, the General Account balance will be \$99,254.95. The \$20,000 that was budgeted to put in Reserves will be moved leaving a balance of \$79,254.95. Water Meters will be read December 30, 2016 and water bills will be processed the following week which will generate more income for the water account. Also, Julie Lawhorn, ARC Program Coordinator, confirmed that the reimbursement of \$16,621.45 from the Sewer Study Grant is on its way. The full amount will be directly deposited into the water fund.

Old Business

#1 Lakeside Road Turnover/Update: Jose Rosado and Jack Minski, owners of Santeetlah Lakeside, are working together with the road turnover process. Councilman Bob Wehr contacted both by email to clarify specifically what Surveyor Terry James needed in order to proceed but has not received a response back. Wehr acknowledged that with the holidays everyone was busy and it was possible that Rosado and Minski was out of the country. Wehr suggested that we allow a little more time for response and then make a phone call if needed. Attorney Davis sent an email to Town Hall stating exactly what is needed from the Surveyor to complete the road dedication. This information has been relayed to both Minski and Rosado as it is their responsibility to provide Terry James with the direction to proceed. Resident Roger Carlton requested that Town Staff and Council take it upon themselves to send the information to Mr. James so the process can move forward. Councilman Wehr explained that the Town was not paying for the service and could continue to prompt all those involved and hope to move things forward in that manner.

#2 Water Meter Purchase/Follow-Up: Public Works Technician Eric Hayes has replaced 84 water meters at this time. 100 were purchased therefore he only has 16 left. Mayor Jim Hager asked Town Administrator to contact HD Supply and order 50 more. Anthony Brown, an IT tech, who has been working on writing a software program that will be compatible with the new meters visited Town Hall to observe as Staff walked through the current billing process. Brown does not feel that he will be able to create a "hub" that will be compatible with QuickBooks as we had hoped, however Don Boyle, a representative from Neptune meters, confirmed that he had never seen that

done. Brown is still working and informed Town Administrator Kim Matheson that he would let her know after the holidays if he felt that he would be capable of producing a software program that would work for us. Mayor Jim Hager stated that when ¾ of the meters are in place we would like to purchase the read equipment and software to allow some time to become familiar before the next billing. Eric Hayes discovered a leak yesterday when placing a new meter and was able to contact the homeowner to alert them of water issues. The new meters will allow leaks to be noticed on a daily/weekly basis as the meters are read which should keep such large leaks from occurring.

#3 Contract Requirements for Security Officer/Mowing Update: The current contracts for both positions expire in April 2017. According to North Carolina State Law a Municipality must make a reasonable effort to provide notice of the service needed and receive a minimum of two bids. Mayor Jim Hager composed a draft ad for The Graham Star and an updated scope of work for both security officer and mowing contracts. Raymond Williams owner of Williams Lawn Service currently holds both positions. Williams will be notified that his contracts will be expiring and put to bid. Scott Kamps, currently provides leaf removal two or three times per year for a stated price in a written agreement. This service is not in contract form at this time. Chris Waldroup, a local contractor, asked about putting a bid in on the leaf removal. Mayor Jim Hager suggested that we compose a third contract during the renewal process of the other two and bid this job as well prior to the next leaf season. Scott Kamps will be notified by letter as well to acknowledge that the service will be bid as a two year contract next year. The updated scope of work for all contracts will be available at Town Hall for those interested by late January.

#4 Zoning Regulations/Schedule Workshop: Due to the holidays and busy time of year the deadline for comments on the Zoning Regulations will be extended to January 15, 2017. The updated regulations have been posted on the Town website along with a form to submit comments. A notification will be put in each water bill that will be mailed the first week of January. This should allow every property owner adequate time to review and submit comments if they wish. This will also assure that every property owner is notified. A mass email will be sent as well stating the extension. When all comments are received and reviewed a Public Hearing will be scheduled.

#5: Sewer Study/Update: The deadline for the Sewer Study grant has been extended to April 2, 2017. Vic D'Amato, a Tetra Tech representative, confirmed by email that he would send a final report by the holidays. This will allow time for review and questions. D'Amato plans to attend the January Council Meeting to answer questions and provide an overview of the final report. Any changes that occur from questions, concerns, or suggestions can be added to the report and still meet the deadline. A bill for \$14,517.44 has been received from Tetra Tech. The Council agreed to pay half that amount at this time and wait to release the remainder of that balance once the final report is received and reviewed. Councilman Bob Wehr suggested that the final report be posted on the website and available for anyone interested to view.

New Business

#1 Resolution to the Alcoholic Beverage Control Commission/Appoint Representative: The proposed resolution will allow an appointed member to attest to the character of an individual or business applying for alcohol sales. This resolution was outdated with an appointed member employed by Lake Santeetlah who is no longer a resident of Graham County. It is unknown if the resolution will ever be needed or necessary in the case of those applying for alcohol sales, but if it became a necessity Lake Santeetlah would have an appointed member on file. The resolution will be filed with the state. Councilwoman Karen Anderson made a motion to approve both Mayor Jim Hager as the appointed representative and the proposed resolution. Councilman Bob Wehr seconded. All others approved. The motion carried.

#2 Annual Donation to Santeetlah Fire Department: Each year Lake Santeetlah gives a generous donation to the Santeetlah Fire Department. Jerry Collins, fire department finance officer, would request a specific amount and explain what the funds would be used for. Mr. Collins passed away unexpectedly this year and the department has a new finance officer. Town Administrator Kim Matheson contacted Graham County asking what yearly

contributions the local fire departments received. Each department in the County receives \$26,850 each year. Timber money is disbursed as well among each department averaging a total of \$30,000 yearly (this includes the funds received from the County) according to Kim Crisp, Graham County Clerk. Lake Santeetlah has requested financial statements from Santeetlah Fire Department in order to determine the amount of the donation. This is the standard process when giving a donation. The Graham County Library receives a yearly donation from Lake Santeetlah and provides financial statements at the end of each year. Mayor Jim Hager asked if areas such as Santeetlah Shores or Cross Creek, which are nearby the Santeetlah Fire Department give any type of annual donation. The Council will make a decision once financial statements are received.

Discussion Items

#1 Tax Report 2016: \$106,807.31 has been collected in property taxes since July 1, 2016. \$89,920.12 is the remaining total to be collected.

#2 Emergency Response Plan/Update: Councilwoman Connie Gross has been working to update the evacuation plan for Lake Santeetlah as well as an Emergency Response Plan. Along with an appointed committee Gross has researched ideas such as alarms/sirens to place at the top of the mountain that could be activated at Town Hall or by Graham County dispatch. The sirens are expensive and may not be effective. Gross met with Larry Hembree, Graham County 911 Director, concerning an effective Emergency Plan for the area and provided the information received. Councilwoman Gross asked if Hembree could come to a meeting to share his thoughts and suggestions first hand. Mayor Hager asked that Councilwoman Gross invite Mr. Hembree to the Planning Meeting in January.

Announcements:

Mayor Jim Hager announced that there would be a luncheon following today's Council meeting for anyone who would like to attend. The next Planning Meeting will be January 12, 2017 at 10:00AM and a Council Meeting January 17, 2017 at 10:00AM.

With no further business at this time Councilman Bob Wehr made a motion to adjourn the meeting. Connie Gross seconded, all others agreed. The motion carried. Mayor Jim Hager adjourned the meeting at 10:49AM.

Meeting Adjourned

Jim Hager, Mayor

Emily Hooper, Town Clerk