

Town of Lake Santeetlah

Council Meeting Minutes

February 21, 2017

Mayor Jim Hager called the meeting to order at 10:00AM. Council Members Connie Gross and John Garland were present for the meeting. Town Administrator Kim Matheson and Clerk Emily Hooper were also present. Councilwoman Karen Anderson and Councilman Bob Wehr were unable to attend. Public Works Technician Eric Hayes was also unavailable as he continues to install water meters hoping to have them all installed prior to the next reading.

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

After review of the January 17, 2017 Council Meeting Minutes there were no additions or changes necessary. Councilwoman Connie Gross made a motion to approve. Councilman John Garland seconded. All others approved, the motion carried.

Financial Report: Town Administrator Kim Matheson reviewed the balance sheet through January 31, 2016. The balance in the General Operating Checking is \$109,438.30, Water operating \$25,830.54. After the tax deposit for January is received, the General Account balance will be \$135,692.42. The new Water Meter account has approximately \$7,000.00 remaining. All equipment, software and meters have been purchased. The remaining funds will be used for the difficult areas Eric discovered during the installation process that will require a back-hoe and plumber. These areas will be addressed when Eric has completed the installation of all other meters (which should be within the next two weeks). \$32,000 was transferred to the Savings account from the General Operating Checking to be used for re-paving. There will likely be approximately \$32,000 more to transfer from the General Operating for re-paving by the end of this fiscal year. We hope to complete approximately \$60,000 worth of paving this year. When the paving company is scheduled to be in Lake Santeetlah every home owner will be contacted to ask if they would like any areas on their personal property paved as the cost would be less with the paving company already in the area. Overall, the 2016-17 Budget is working sufficiently. There has been only a minimal amount of funds transferred from the contingency fund.

Request for Public Comment: There were no requests for comment at this time.

Old Business

#1 Water Meter Purchase follow-up/Billing Software Update: Public Works Technician Eric Hayes has around 30 meters left to install. He is working every day that the weather permits hoping to have all new meters in by March 9th when HD Supply comes to demonstrate how the read equipment and software works. The billing software has been purchased as well and Staff is working to input all customer and meter information in the new system prior to the March 9th date as well. We hope to be able to read the meters, transfer the data and run reports and sample bills that day. That will then allow a couple of weeks to “play around” and become more familiar with the equipment before the next water billing. Each quarter we have approximately three to four leaks discovered. Some leaks are very minor however some have used large amounts of water causing damage to both the inside and outside of the home. The new meters and equipment will be used and read on a daily/weekly basis so leaks will be detected more effectively.

#2 Award Contract for Security Officer/Mowing: The contracts for Security, Mowing and Leaf removal were put out to bid and opened at the Planning Meeting. After review of all bids, the two for leaf removal were unclear and there was no way to compare the bids directly. Town Administrator Kim Matheson contacted each applicant and re-defined specifically what was requested to be bid. The Town will guarantee two leaf clean-ups per year. Every road will be included in each clean up. A third clean up may be requested that would be considered a "light" clean up. A separate bid was requested for Lakeside. The updated bids will be opened and reviewed at the March Planning Meeting. There were six bids received for the mowing contract. The low bidder was Jonathan Holder at \$575.00 per mow of the Town, \$75.00 for Lakeside and \$100.00 for US 129. Williams Lawn Service was next at \$689.00 for the Town, \$100 for Lakeside and \$100.00 for US 129. Holder has worked for Graham County Schools in the Maintenance Department for the last two summers. Three different references were contacted concerning Holder and he was noted as a very dependable, hard worker by all. Councilman John Garland made a motion to award the two year mowing contract to Jonathan Holder pending he provide proof of the liability coverage required. Councilwoman Connie Gross seconded. All others approved. The motion carried. There were four bids received for the Town Security position. The two low bidders were Raymond Williams and Joshua Turner at \$10.00 per hour. Turner did not have the experience required to fill the position therefore Councilman John Garland made a motion to award Raymond Williams the two year security contract. Councilwoman Connie Gross seconded. All others approved. The motion carried.

#3 Sewer Study Update: The final report from Tetra Tech has been received and forwarded to all Council Members and Sewer Study Committee Members. Vic D'Amato has requested that any comments or suggestions be submitted as soon as possible in order to make any changes necessary and continue to meet the grant completion deadline. The grant will end in March and the final report must be accepted or adopted by that time. Accepting the final report acknowledges that Lake Santeetlah is satisfied with the report and findings presented. Adopting the study means the Town plans to move forward with future plans in result of findings from the study. There will be more discussion in March as to what the next step should be in this process.

New Business

#1 Approval of Graham County Board of Elections Agreement: The agreement received from the Graham County Board of Elections must be signed by the Mayor, Town Clerk and Town Attorney agreeing to the terms and conditions of the election to be held in November 2017. This year the election costs will be split between the Town of Robbinsville, and the Town of Fontana and will be less than the previous election. The quoted "approximate" cost is \$3,000.00. Town Administrator Kim Matheson contacted both Robbinsville and Fontana and neither plan to provide absentee voting in their election. Teresa Garland, Board of Elections Director, responded by email that the cost of absentee voting would only change the quote by possibly \$100.00. Councilman John Garland made a motion to approve the agreement and include absentee voting as it would be good to accommodate to those who could not be present in November with the cost difference only being \$100.00. Councilwoman Connie Gross seconded. All others approved. The motion carried.

#2 Approval of Variance Request for 37 Nantahala Terrace/Broyles: Contractor Charles Toomey has recently completed a new home at 37 Nantahala Terrace for Keith Broyles. Mr. Broyles has requested an additional deck be added to his original plans. Mr. Toomey presented the plans and identified that the new deck would encroach on the 10ft setback ordinance. The neighbor, Helen Ramey was contacted and provided an email confirmation that she was aware and agreed to the encroachment. After the new deck is built there will still be 12ft between the two homes. Mrs. Ramey acknowledged that her deck is currently over the 10ft setback requirement as well and was that way when she inherited the home. Mrs. Ramey requested the email state that both parties were aware of the encroachment on both ends and were in agreement that there were no issues or concerns. We have a confirmation from both parties. Public Work Technician Eric Hayes went and measured to conform the 12ft distance and agreed that the drawing presented did have the correct measurements. Councilman John Garland requested that a letter be typed and sent to each property owner asking for a signature to have on file confirming

the agreement of the variance request. Mayor Jim Hager suggested that a draft variance form be presented at the next Council Meeting so in the future when requests as this are made there is an official form that both parties sign. Town Administrator Kim Matheson will compose a draft and send to Attorney Davis for review. The sample will be reviewed at the March Planning Meeting. Councilman John Garland made a motion to approve the variance request pending a returned signature from both parties involved. Councilwoman Connie Gross seconded. All others approved. The motion carried.

Discussion Items

#1 Tax Report 2016: \$180,245.80 has been collected in property taxes since July 1, 2016. \$10,394.06 is the remaining total to be collected for 2016. The remaining total is now past due therefore the fee for collection increases from 5% to 10% for all outstanding balances.

#2 Emergency Response Plan/Update: Councilwoman Connie Gross has worked with Graham County EMS director, Larry Hembree in hopes of updating or composing a more effective emergency response plan. Graham County is working on a call system that will alert residents of emergencies, through call, text or email. Councilwoman Gross contacted, One Call, a company that provides a similar service, and received a quote that would allow the Town to send these same signals in the case of an emergency. There could be one or several administrators that had access to the numbers and passwords to enable them to send an emergency message. For \$250.00 per year 1000 messages can be sent. This would allow approximately five emergency warnings to be sent by text or phone call. Emails can be sent to all participants for no charge. Anyone who does not wish to receive messages can opt out. If the allotted messages are not used they roll over to the next year. Councilman John Garland felt this would be a great service to offer residents and would allow those who wish to participate the ability to receive the emergency messages about Lake Santeetlah even if they are away from the area. Councilwoman Connie Gross made a motion to proceed with the purchase of the One Call system. Councilman John Garland seconded. All others approved. The motion carried. Gross also explained an idea of an emergency magnet that would have all emergency contact numbers posted as well as the 911 address. This would be helpful to have posted in rental homes or those occupied by friends or family of the homeowners who may not know the 911 address. The magnets are inexpensive and could be an additional step in helping improve emergency management within the Town. It was suggested as a possibility that businesses purchase an ad for the bottom of the magnet which would compensate for the charge. Town Administrator Kim Matheson will research further and see if there is interest from local real estate agencies which would seemingly be the most appropriate approach. A report will be provided in March.

Announcements:

Mayor Jim Hager announced that the next Planning Meeting will be March 16, 2017 and the Council Meeting March 21, 2017 both at 10:00AM. The Zoning Regulation Workshop will be held Tuesday, March 14, 2017 at 10:00AM. A Synopsis of the comments and suggestions has been distributed for review.

With no further business at this time Councilwoman Connie Gross made a motion to adjourn the meeting. John Garland seconded, all others agreed. The motion carried. Mayor Jim Hager adjourned the meeting at 10:50AM.

Meeting Adjourned

Jim Hager, Mayor

Emily Hooper, Town Clerk

