

## Town of Lake Santeetlah

### Council Meeting Minutes

### Initial Draft Subject to Council Approval

**January 12, 2018**

Mayor Jim Hager called the meeting to order at 10:00AM. Council Members Karen Anderson, Keith Predmore, Patrick O'Donovan and Bob Wehr were present for the meeting. Town Administrator Kim Matheson, Clerk Emily Hooper and Public Works Technician Eric Hayes were also present.

The first order of business was the approval of the agenda. Mayor Jim Hager requested the approval of land sale to William & Carolyn Munn be added to New Business #5. Councilman Patrick O'Donovan made a motion to approve the agenda as amended. Councilman Keith Predmore seconded. All others approved, the motion carried.

After review of the December 4, 2017 Special & Organizational Meeting Minutes, there were no additions or changes necessary. Councilman Bob Wehr made a motion to approve the Special & Organizational Meeting Minutes. Councilman Keith Predmore seconded. All others approved, the motion carried.

**Financial Report/Tax Report:** Town Administrator Kim Matheson explained that the balance sheet presented displayed the balance as of December 31, 2017. Matheson reviewed specific transactions over the last two months since the December meeting did not allow adequate time for all bank accounts to be reconciled and presented. The general operating balance is \$102, 576.85 and water operating \$16,379.83. During the last fiscal year the millage rate was increased in order to build the reserves for road improvements. \$32,000 (the amount received yearly from the tax increase) was transferred from the general operating to the reserve account. The balance recorded does not reflect this transfer. The tax revenue from Graham County for December is \$48,361.82. The check from the County has not been received at this time. In November, HMC completed road repaving on Santeetlah Point and Lakeside. This was supposed to have been done in April 2017 (last fiscal year). Due to the unexpected delay there was an overage in paving as the funds were not carried over into the new budget. \$5,500 of the \$9,100 was in Lakeside and transferred from Escrow set aside during the road turnover process. Resident Jack Gross asked what is being deposited into the Escrow account. Town Administrator Kim Matheson explained that the funds received from the land transfers are being deposited into Escrow and payments to The Graham Star for advertising and Mack Tallant for deed preparation and recording are being paid from those funds. Gross also asked if the Town had received a bill from attorney Ellen Davis since June 30, 2017. Attorney Davis typically sends the bills quarterly but at this time the Town has not received one from her since June. Mayor Jim Hager also acknowledged that there was \$4,500.00 left from the Lakeside road turnover which is part of the balance in the Escrow account. Gross asked if the upset bid deposit required had been deposited into the Escrow account. Town Administrator Matheson confirmed that the deposit had been returned once the lawsuit was filed.

#### **Request for Public Comment:**

**Jack Gross:** Gross asked if there was an issue with a Town Council member accepting land from the Town while serving his/her term. There has been some discrepancy regarding this issue. The NC School of Government has an opinion but according to Town Attorney Ellen Davis there is no issue with a Town Council member accepting land from the Town while in office.

Last year when Planning Meetings were cancelled the meeting fee for each Council Member should have decreased by 50% according to Gross. The monthly fee to Council Members is \$100.00 and Mayor, Vice Mayor and Finance Officer receive \$200.00. Gross feels as though this should be reduced by half until Planning Meetings are rescheduled.

## Old Business

**#1 Cochran, Anderson, Mathews, McNally and McCoy Property on Santeetlah Trail/Appraisal Report:** The appraisal has been received and totals \$486,000.00 for the land value on Santeetlah Trail. The detailed appraisal was only received this week and will need to be reviewed thoroughly prior to any offers. Attorney Ellen Davis is scheduled to visit the office to review the appraisal next week and advise on how to proceed. A report will be provided at the February Council Meeting.

**#2 Lakeside Guardrail Proposal – Stable Guy Estimate:** Clean Cut Tree Service is coming to place a bid next week and may have additional ideas of how to place/install the guardrail. This project is not urgent therefore any action will be delayed until another estimate is received.

**#3 Review of Front Entrance:** Mike Donnell, homeowner on Black Bear Trail, is a landscape architect, and has agreed to design a spec at no charge for the Town to upgrade the front entrance. Nothing has been received from Donnell at this time. A report will be provided upon receipt of his drawings.

**#4 Front Entrance Security – Sounds Good Electronics Estimate:** After the front gate and rock pillar at the front entrance was destroyed the Town discussed placing a security system at the front entrance that would capture a description of vehicles and eliminate a similar situation from occurring again. Sounds Good Electronics from Andrews placed a bid to install a security system in the area for \$2,882.18. This was more than anticipated therefore the Town will research different systems that could be installed by the Town Technician or IT Specialist.

Rock Mason, Mark Watkins was supposed to start the repair on the pillar in January. Town Administrator Kim Matheson will follow up with Mark to get a start date. The new gate will be installed when the rock work is complete.

## New Business

**#1 Town Technician Maintenance Report:** Town Technician Eric Hayes reported a water meter that froze and burst due to the very cold temperatures over the past few weeks. HD Supply explained where a meter should burst if this type incident occurred and the meter did burst just as they had explained. The plastic piece is an easy and inexpensive repair. Hayes explained that it had been suggested that a piece of insulation, wood chips, peanuts, or some type of insulating material be placed inside each meter box to help prevent meters from bursting. Hayes stated that he would be glad to install any material the Council recommended. After discussion Hayes plans to place insulation at each meter when he returns from his vacation.

Hayes explained that for the next two weeks he will be on vacation and will have his Town phone, but have limited service. If there is a water problem, Contract Operator Lamar Williams can be contacted. Scott Kamps plans to treat and scrape the roads in the event of snow. Hayes encouraged those who may need to contact him to leave a message and he would return the call as soon as he could.

Scott Kamps provides the leaf removal for the Town and should complete one more pick up.

The Town truck got new tires earlier this morning.

A cable line is hanging down on Nantahala Trail and has been tied up in a tree to avoid a vehicle getting caught while driving through. The cable company has been notified and plans to fix the line when the weather improves.

**#2 Keith E. & Lori M. Broyles, 37 Nantahala Terrace, Purchase of Town Property abutting the 1817 Contour Line of Lake Santeetlah:** Councilman Keith Predmore made a motion to approve the land transfer from the Town of Lake Santeetlah to Keith E. & Lori M. Broyles as presented. Councilman Bob Wehr seconded. All others approved. The motion passed.

**#3 Helen Ramey, 21 Nantahala Terrace, Purchase of Town Property abutting the 1817 Contour Line of Lake**

**Santeetlah:** Councilman Bob Wehr made a motion to approve the land transfer from the Town of Lake Santeetlah to Helen Ramey as presented. Councilman Keith Predmore seconded. All others approved. The motion passed.

**#4 Judith G. Harper, 118 Cherokee Trail, Purchase of Town Property abutting the 1817 Contour Line of Lake**

**Santeetlah:** Councilman Bob Wehr made a motion to approve the land transfer from the Town of Lake Santeetlah to Judith G. Harper as presented. Councilman Keith Predmore seconded. All others approved. The motion passed.

**#5 William & Carolyn Munn, 534 Thunderbird Trail, Purchase of Town Property abutting the 1817 Contour Line of Lake Santeetlah:**

Councilman Bob Wehr made a motion to approve the land transfer from the Town of Lake Santeetlah to William & Carolyn Munn as presented. Councilman Keith Predmore seconded. All others approved. The motion passed.

**#6 Budget Amendments:**

- A. Public Buildings (Gas):** \$1,000.00 is needed as a budget adjustment in Utilities (Gas). The Town has used Heritage Propane for several years. On January 2, 2018 the heat was frozen at the office and Heritage was contacted to re-fill the tank and check for an issue. After waiting for hours, a local company, Freeman Gas was called and reported in less than an hour. The service from Freeman was great and it was decided to switch companies. The tank used at Town Hall was leased. A new tank was purchased, filled and a safety and pressure test performed.
- B. Council Member Meeting Fee:** During the budget preparation process Mayor Jim Hager maintained the role as both Mayor and Finance Officer both, of whom receive \$200 monthly. The new officers were appointed in December and Patrick O'Donovan is now the Finance Officer. A \$600.00 Budget Amendment is needed to cover the Finance Officer meeting fee for the remainder of the fiscal year.
- C. Paving:** \$9,100.00, is the necessary Budget Amendment for an overage when the paving project was completed. This was explained in detail during the Financial Report.
- D. Truck Maintenance:** Truck Tires were not budgeted this fiscal year. We expected the tires to last more than one year, however it was necessary to get new tires on the Town truck. \$650.00 from the general account and \$350.00 from the water account is necessary to adjust the budget appropriately.
- E. Internet Webpage Service:** Charles and Judy Matthews, of Chalet Village, were reimbursed by the Town for Wi-Fi services that could serve others visiting Manierre Park. The Town Council decided the service was not used enough to justify payment and verbally informed the Matthews that the plan was to no longer reimburse. The Matthews did not cancel the service until they were informed in writing by the Town which occurred a few months later. The \$400.00 Budget Amendment is necessary to cover the final payment to Mr. Matthews.
- F. Election Costs:** Teresa Garland, Election Board Director, sent an emailed quote of the cost for the Town of Lake Santeetlah 2017 election. The invoice sent after the election was \$247.84 more than the quoted amount, therefore a budget amendment is necessary.

Councilmember Patrick O'Donovan stated that despite the budget amendment necessary he will be donating 100% of his fee to a Town of Lake Santeetlah Scholarship Fund. This fund will be established immediately and awarded to a recipient at the end of each school year.

Councilmember Bob Wehr made a motion to approve all the amendments as presented. Councilman Keith Predmore seconded. All others approved. The motion carried.

**#7 Approval of Updates Officer Signature Cards – UCB & First Citizen's:** All signature cards have been updated according to the new Council members and Officers.

**#8 Resolution to Adopt the Smoky Mountain Regional Hazard Mitigation Plan:** It is necessary that the Town of Lake Santeetlah adopt the Resolution presented in order to receive assistance In the case of a storm (snow, wind,

hail/rain) that could cause damage to the Town similar to the storm in 2016. Councilmember Patrick O'Donovan made a motion to approve the Resolution. Councilmember Keith Predmore seconded. All others approved. The motion passed.

**#9 Authorization for Mayor Jim Hager & Finance Officer Patrick O'Donovan to perform online bank transfers:** Mayor and Former Finance Officer Jim Hager have completed all online bank transfers necessary over the past two years. In the case of Hager's absence an additional member should be authorized to complete transfers. Councilmember Bob Wehr made a motion to approve Patrick O'Donovan and Jim Hager to complete bank transfers. Councilman Keith Predmore seconded. All others approved. The motion carried.

**#10 Approval to transfer surplus water meters to the Town of Robbinsville:** The Town has 196 old water meters that were replaced last spring by automatic read meters. The meters take up a lot of space and could be used by the Town of Robbinsville. Robbinsville offered to purchase the meters for \$5.00 each, \$980.00. Councilman Bob Wehr made a motion to transfer the meters to the Town of Robbinsville for \$5.00 per meter. Councilman Patrick O'Donovan seconded. All others approved. The motion carried.

**Announcements:**

Mayor Jim Hager announced that the next Council Meeting is February 9, 2018 at 10:00AM.

With no further business at this time Councilman Keith Predmore made a motion to adjourn the meeting. Councilman Patrick O'Donovan seconded, all others agreed. The motion carried. Mayor Jim Hager adjourned the meeting at 10:47AM.

**Meeting Adjourned**

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Jim Hager, Mayor

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Emily Hooper, Town Clerk

