

Town of Lake Santeetlah

Council Meeting Minutes

January 17, 2017

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

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 Bob Wehr seconded. All others approved, the motion carried.

After review of the December 20, 2017 Council Meeting Minutes a minor change was necessary. The minutes were amended as requested therefore Councilman Bob Wehr made a motion to approve. Councilwoman Connie Gross seconded. The others approved, the motion carried. Councilman John Garland refrained from voting on the minutes as he was not present at the December Council Meeting.

Financial Report: Town Administrator Kim Matheson reviewed the balance sheet through December 30, 2016. The balance in the General Operating Checking is \$88,918.91, Water operating \$15,433.13. After the tax deposit for December is received, the General Account balance will be \$124,440.87. There is one obligation of budget this month from the new water meter account in the amount of \$10,155.66. This was to purchase fifty more water meters.

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

Old Business

#1 Water Meter Purchase follow-up/Purchase Read Equipment: Approximately 90 meters have been installed at this time and Public Work Technician Eric Hayes will continue to make progress as weather permits. The read equipment and software that allow the meters to be read automatically is \$14,838.25, as confirmed by HD Supply sales representative, Mike Wallace. Purchasing this equipment now would allow Eric and Office staff time to work with the equipment and run reports prior to water billing. This would also allow IT Tech Anthony Brown, who is working on building a software program for TOLS to assure that his program is compatible with the read software. The handheld reader is charged on a cradle which costs \$750.00. Kim Matheson called Mike Wallace to ask about an additional more cost effective charger. A wall cord is available for \$155.00. Councilman Bob Wehr suggested that Kim, contact Don Boyles with HD Supply to enquire of any differences between the cradle and wall charger. The cradle is described as a charger and communicator therefore it may perform necessary tasks that the wall cord is unable to provide. Councilman Bob Wehr made a motion to proceed with the purchase of the read software and equipment. After clarification is received concerning the chargers, proceed with purchase. No additional vote or approval necessary. Simply consider the best interest of the Town. Councilman John Garland seconded. All others approved. The motion carried.

#2 Contract Requirements for Security Officer/Mowing/Leaf Removal: The existing contracts for Mowing and Security expire in April 2017. There is no current contract for leaf removal however an independent contractor came by Town Hall requesting to bid on the leaf removal for the coming year. A scope of work was composed and this service will become a contract as well. All updated contracts will be for a two year term. Mayor Jim Hager developed an updated scope of work for each service as well as a draft advertisement to be posted in the Graham Star concerning each job. After review John Garland suggested that an addition be made to the Security Officer scope of work. As stated they will be expected to work 25 hours per week. If an Emergency were to occur (such as

a fallen tree that blocked the road) the officer would be expected to remain on site until the emergency has been taken care of. Public Works Technician Eric Hayes will oversee the Security Officer and order any extra hours needed in other situations. Any time above the 25 hours, will be compensated with the standard hourly rate. There were no recommended changes to the mowing or leaf blowing contracts. The invitation to bid will be posted in the Graham Star and on the website. The bids must be received by 5:00PM on February 15, 2017. The Planning Meeting will be held on February 16, 2017 and the bids will be opened and reviewed. A decision will be made at the February Council Meeting.

#3 Zoning Regulations/Schedule Workshop: The deadline for comments on the Zoning regulations was Monday January 15, 2017. Mrs. Emerson, 106 Santeetlah Trail, was present at the meeting and stated her concerns with the 25' setback from the road. Her own home currently sits closer than this distance. Councilman John Garland explained that variances can be requested and approved by the Council. In her situation the home would be "grandfathered in." The comments received have been recorded and will be reviewed at a workshop held after the February Council Meeting. A Public Hearing will follow the workshop after all suggested changes have been presented to attorney Ellen Davis and a new draft has been submitted. We will request Attorney Davis be present at the Public Hearing to answer any further questions or concerns.

#4 Lakeside Road Turnover/Update: Surveyor Terry James has completed the survey according to his most recent email. The final plat has been sent to Jose Rosado, Jose Minski and Attorney Davis for approval. Once approved the plat will be recorded and Attorney Davis can proceed with the road dedication.

#5: Annual Donation to the Santeetlah Fire Department: Mayor Jim Hager and Town Administrator Kim Matheson met with the new Fire Chief and Secretary of the Santeetlah Fire Department on Saturday. Jerry Collins had held several positions within the fire department for many years and passed away unexpectedly late last year. Scott and Kim Cunningham were left with responsibilities that were new and unfamiliar to both of them. At this time there have been no financial statements located to adhere how past contributions were spent. Scott Cunningham explained that there were new regulations passed regarding the requirements for the turn out gear for each firefighter. These suits can cost up to \$3,000.00 each. There are no other contributors to the Santeetlah Fire Department other than the Town of Lake Santeetlah and the funds received from Graham County. Mayor Jim Hager shared that he felt there was an obvious need for the donation and suggested a contribution of \$5,000.00 this year. A cover letter will be included with the donation thanking the Fire Department for their service to Lake Santeetlah. Financial Statements will be requested in the 2017/18 fiscal year prior to a donation. John Garland mentioned that he spoke with Rex Waldroup, a member of the fire department last week and he acknowledged two non-functioning hydrants on the mountain. Public Work Technician Eric Hayes will contact Waldroup and ask if he knows the specific hydrants that are not working. Eric will open the hydrants and check for the problem. If Water Operator Lamar Williams is needed for assistance the Council ordered Eric to contact him. Public Work Technician will notify the Town Administrator of his findings and progress concerning the hydrants. Councilwoman Connie Gross made a motion to donate \$5,000.00 to the Santeetlah Fire Department. Councilman Bob Wehr seconded. All others approved. The motion carried.

#6: Occupancy Tax/Plan to Proceed: There is more research necessary in order to make a decision regarding the collection of Occupancy Tax. There are several options of how the tax could be collected at this time, and more information is needed to assure the best decision is made. Those who book through Cherokee Realty or advertise on sites such as VRBO have already starting booking for the summer season. It would be best if a decision could be made by this summer and approved allowing the tax to be enforced for the 2018 year.

New Business

#1 Directory/Update and Re-print: There are several updates needed in the directory to make it as useful as possible for property and homeowners in Lake Santeetlah. Miranda Moody developed the directory last year and sold ads to help compensate the cost for printing. Town Staff has composed a list of updates to provide to Mrs.

Buchanan upon approval. Buchanan can sell ads once again for those interested. Also, it was mentioned that those who were not interested in an ad, but would like their name listed as a “plumber, electrician, and house cleaner” could pay \$30 to have their name listed and the service provided. A form will be sent to each individual home owner requesting updated information as well as what information they would prefer to be printed in the directory. It was also suggested that a map be placed in the center of the directory to help those navigate through the various roads within the Town that often seem difficult to locate. This idea will be presented to Miranda as well. This process will take some time, but we would like to see all updates completed and ready for printing by early April. This would allow the new directory to be available when most homeowners arrive for the summer season.

Discussion Items

#1 Tax Report 2016: \$151,074.55 has been collected in property taxes since July 1, 2016. \$40,180.71 is the remaining total to be collected.

#2 Emergency Response Plan/Update: Councilwoman Connie Gross has been working along with a committee on different ways to make the town a safer place for everyone. Gross has met with Larry Hembree, Graham County EMS director and ask about his assistance with an evacuation plan. Gross plans to ask Mr. Hembree to visit the town and walk around the mountain with her to become familiar with the layout. Hembree will then attend a meeting to present his ideas of how to proceed with an updated evacuation plan.

Announcements:

Mayor Jim Hager announced that Vic D’Amato, Tetra Tech Representative will be here at 12:00PM today to present the preliminary report from the Sewer Study. The next Planning Meeting will be February 16, 2017 and the Council Meeting February 21, 2017 both 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 11:07AM.

Meeting Adjourned

Jim Hager, Mayor

Emily Hooper, Town Clerk