**Town of Lake Santeetlah**

**Council Meeting Minutes (Zoom)**

**July 14, 2022**

Mayor Connie Gross called the meeting to order at 5:30PM. Councilmembers Tina Emerson, Diana Simon, Jim Hager and Ralph Mitchell were present for the meeting. Town Administrator Kim Matheson, Town Clerk Emily Hooper, Town Technician Scott Kamps and Attorney Derek Allen were also present.

Emerson made a motion to open the Council Meeting. Mitchell seconded. All approved. The motion passed unanimously.

Scott Kamps presented the invocation.

Ralph Mitchell presented the Pledge of Allegiance.

**Approval of the Agenda:** Councilmember Emerson made a motion to approve the agenda as presented. Mitchell seconded. All approved. The motion passed unanimously.

**Approval of the June 9, 2022 Council Meeting Minutes:** Councilmember Emerson made a motion to approve the June 9, 2022 Council Meeting minutes as presented. Mitchell seconded. All approved. The motion unanimously.

**Approval of the June 23, 2022 Special Meeting Minutes:** Councilmember Hager made a motion to approve the June 23, 2022 Special Meeting minutes as presented. Emerson seconded. All approved. The motion unanimously.

**Financial/Tax Report:** Matheson reported the tax collection for June was $638.98. Matheson explained that line item: miscellaneous income shown in the general fund reflects the sale of the side by side, the money for the sale of ads for the directory and the due to due from (what water owed the general fund, January – June).

Diana Simon asked if the donation to the fire department had been paid for the 2021-22 fiscal year. Matheson confirmed that the donation had been mailed. The donation for the 2022-23 year will be given at the fundraising event in August.

Hager asked what the sales and use distribution for June was. Matheson stated, 9,643.10.

Tina Emerson explained the financial report presented was for the end of the 2021-22 fiscal year.

**Brookfield Representative, Tyler Bragg:** Bragg provided a brief overview of Brookfield and his position with the company. Bragg replaced Land Use Specialist, George Stephens and has been working to update dock permits since his hire. This process will take some time. Bragg stated he was working through approximately 300 permits and permit applications at this time. Bragg shared his email and encouraged residents to reach out to him for any questions or concerns: [tyler.bragg@brookfieldrenewable.com](mailto:tyler.bragg@brookfieldrenewable.com)

Bragg pointed out that many residents are unaware that a permit is needed for shoreline development. This includes, plantings, vegetation removal, seawalls, and stone installation. Brookfield’s guiding document is known as the Shoreline Management Plan. This can be found at [www.safewaters.com](http://www.safewaters.com). This will provide detailed information of what is required from Brookfield for lakefront homeowners. Bragg encouraged residents to review the Shoreline Plan and if there are further questions email him personally.

**Request for Public Comment:**

There were no request for comment at this time.

**Old Business:**

1. **Report on Identification of water lines within the Town:** Mayor Gross and Scott Kamps met with a representative from US Radar. There were three different machines that could be used to identify water lines, two were handheld and the other similar to an old fashioned lawn mower. The presentation last half a day and was impressive to see the machines locate the lines. The equipment needed would cost approximately $15,000 or more. Kamps notified Gross that the Town of Robbinsville purchased this same equipment last year. Gross and Kamps attended a Town meeting in Robbinsville and asked if the Alderman would consider leasing the equipment for three or four months during the winter for Kamps to use and locate the water lines. This is being considered and Gross will provide a report in August. If a lease is approved the Town Attorney will create an agreement that both parties can sign for use of the equipment.
2. **Public Records Request Policy:** Matheson presented the Public Records Policy created by Attorney Bo Carpenter. Emerson made a motion to approve the policy as presented. Gross seconded. All approved. The motion passed unanimously.
3. **Paving on Black Bear Trail:** Matheson presented the before and after pictures of Black Bear Trail. Kamps worked with the Aldridge Brothers to remove shrubbery so the culverts could be repaired. This was completed and paid for in the last budget year (2021-22).

**New Business:**

1. **Budget Amendment:** Matheson explained the Budget Amendment presented was to “clean-up” the 2021-22 budget for end of year. There could be an additional budget amendment next month to do the same thing. This amendment is for specific line items that went over under certain categories in the budget. The amendment details the line items that needed the increase. All funds came from line item, legal fees. Emerson made a motion to approve the amendment as presented. Hager seconded. All others approved. The motion passed unanimously.
2. **Quote for water pump rebuild and new pump:** Kamps explained that a storm on July 3rd appears to have caused damage to the water pump and motor starter near the water tank. This services the homes at the top of the mountain and they were without water when the damage occurred. The system has two pumps and two motor starters so during the repair one pump and starter is servicing those homes. Kamps sent the pump back to Valley Equipment for repair. A quote for $1,441was received for a new pump so the Town would have a spare in this situation. Kamps pointed out that the Town had previously discussed getting a generator. Kamps talked with Valley Equipment about the possibility of getting a 110 generator for that area which would be more cost effective. Kamps stated he would continue to work with Valley Equipment and Scott Sawyer for best options and provide a report in August. Diana Simon asked if it was possible to have battery back-up. Kamps stated that potentially with a 110 generator there could be battery back-up.
3. **Contact with Graham County Sheriff’s office concerning security cameras:** Officer Jeff Knight from Graham County Sheriff’s office contacted Mayor Gross about the purchase of security cameras. The cameras, send pictures to the sheriff’s office and store tag numbers. Graham County reached out to the Town of Santeetlah, Fontana and Robbinsville to discuss purchasing cameras to install throughout all areas in Graham County. Mayor Gross has asked a town resident with expertise in this area to attend a live webinar July 20th at 10:00AM to find out more detail about the cameras, their capabilities and if it is feasible for the Town to purchase. Gross stated, after research is completed, if it seemed like a good purchase for security purposes the Town would reach out to Lakeside and TPOA for help. An update will be provided in August.
4. **TPOA update:** Betty LoBue presented TPOA news. The deadline for summer newsletter is tomorrow. LoBue needs positive news from around the mountain. If someone has taken a trip, or has positive news to announce send an email to Betty. LoBue is also looking for a “know your neighbor candidate.” If you haven’t been featured before and would like to be considered reach out to Betty. The next TPOA meeting is August 8th at 7:00PM at Town Hall. The officers for 2023-2024 will be presented. If interested in being an officer contact Susan Robinson. TPOA has a new committee, Man’s Best Friend, and needs two volunteers to empty the dog waste stations around Town. Contact Betty if you would like to volunteer for this committee. LoBue stated that she would like to plan a training session for the proper use of fire extinguishers for property owners. Jack Gross, retired fire fighter offered to plan the training.
5. **Quote on Roof on Town Hall:** Cox Roofing submitted a quote for $6806 for new shingles for Town Hall and $8,756 for metal. The wait time is approximately 6 weeks for shingles and 3 months for metal. Emerson explained the warranty for an additional $160 the shingles would be upgraded to GAF System Plus. The details of this warranty can be found at [www.gaf.com/roofing/residential/warranty\_information](http://www.gaf.com/roofing/residential/warranty_information)

Emerson explained if the Town decides to replace the roof with shingles the old ones will be removed and any boards that need replaced will be done at that time. If metal, the new roof will be installed on top of the shingles that are currently there. If the old roof was removed that would increase the quote provided for metal.

Kamps pointed out two things to consider: If the roof is changed to metal then it is likely new gutters will be necessary. Kamps currently gets on the roof and cleans gutters but will not be able to do that on a metal roof.

After discussion the Council decided to proceed with shingles. Matheson will confirm with Cox that the quote for shingles includes the “icing” which is a membrane that sticks to the wood and acts as a sealant for the wood below and get the Town on the schedule for a new roof.

**Discussion:**

1. **Santeetlah Fire Department Fundraiser/Appreciation Event:** The event will be August 4th from 5:00-7:00PM at Memorial Park. This date will be confirmed tonight at the fire meeting. Notice will be emailed when the event is scheduled. Bring a dessert and come meet the firefighters and first responders.

**Final Public Comment:**

Hager stated that his family gave the fire department a $420 donation for assisting with fireworks.

Hager asked Mayor Gross to consider sending a letter to those who donated to the front entrance project. The project is complete and looks great.

Jack Gross mentioned that it would be a good idea for a couple of town residents to learn more about the water and electric functions within the Town for incidents like the one on July 3rd. Gross suggested that the Town stock an extra pump and also an extra motor for emergency circumstances if the water budget allowed. Gross has been working with Kamps to dig a ditch on suicide hill. Gross offered to continue working with Kamps to clean the ditches/culverts if the Council approved.

Mayor Gross thanked Jack for his help and acknowledged that anyone who would like to volunteer needs to provide insurance information and sign a liability waiver.

Michael LoBue added that metal roofing would be the better option for Town Hall.

Diana Simon asked about the survey results for Town meeting dates and times. Gross explained the survey is due August 9th and a report would be provided at the August Council meeting.

Mary Humphlett asked for a survey. She did not receive one.

**Announcements:**

* The next regular scheduled Council Meeting will be held August 11, 2022 at 5:30PM.

**Motion to Adjourn.**

Councilmember Hager made a motion to adjourn the meeting. Simon seconded. The meeting was adjourned at 6:22PM.

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Connie Gross, Mayor Emily Hooper, Town Clerk