

## **Town of Lake Santeetlah (The Town)**

### **Council Meeting Minutes**

**March 11, 2019**

Mayor Jim Hager called the meeting to order at 10:04AM. Councilmembers Mary Williams, Keith Predmore and Roger Carlton were present for the meeting. Town Administrator Kim Matheson, Clerk Emily Hooper and Public Works Technician Eric Hayes were also present. Councilmember Patrick O'Donovan was available by phone.

The first order of business was the approval of the agenda. Carlton made a motion to amend the agenda to add: Closing of Parcel 3 on Santeetlah Trail under Old Business #4. Councilmember Predmore made a motion to approve the agenda as amended. Councilmember Williams seconded. All others approved, the motion carried.

After review of the February 11, 2019 Council Meeting Minutes, Councilmember Carlton suggested two minor changes for clarification purposes. Councilmember Predmore made a motion to approve the Council Meeting minutes as amended. Councilmember Williams seconded. All others approved, the motion carried.

**Financial Report/Tax Report:** Town Administrator Matheson presented reports as of February 28, 2019. The general account balance is \$74,536.44; the water operating account balance is \$8,428.68. Tax collection for January was \$8,428.68. The general operating balance does not reflect this balance as the check has not been received at this time. Councilmember Carlton made a motion to approve the financial report as presented. Councilmember Williams seconded, all others approved. The motion carried.

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

**Diana Simons:** Provided an update of the Tourism Development Authority. The income for the year was 10,845.57. Current balance is 7,833.77. The TDA recently purchased an ad in the, I Love Graham County magazine.

**Jack Gross:** Advised the Council that a Planning Board should be appointed according to Statute 160A-387. Gross does not feel that the Town Administrator will have adequate time to serve as the Zoning Administrator. Gross had the job description of a Zoning Administrator available for reference for those interested. Last month the gravel project on Lakeside was deferred in order to provide Lakeside homeowners a sample of the gravel that would be used. Gross noted that he did not think that the Town of Lake Santeetlah was required to abide by Lakeside architectural standards.

#### **Old Business:**

**#1 Update of Revised Zoning Regulations/Schedule Public Hearing:** A draft of the Zoning Regulations should be available within ten days for the Council and Town Attorney review. The Town Attorney noted

that a Planning Board should be appointed and the appointment could be done at a Special Meeting. The Public Hearing potentially will be in May.

**#2 Replenishing Gravel along road in Lakeside:** Councilmember Predmore made a motion that Scott Kamps complete the gravel project in Lakeside for \$2,400. Councilmember Williams seconded. All others approved. The motion carried.

**#3 Water Assessment/Update:** Mayor Hager noted that he learned that a special assessment can only be levied for a specific project, service and time frame. The process is lengthy and very restrictive. The water budget is difficult to prepare and plan due to the unknown water leaks and breaks. Councilmember Williams suggested an increase in the yearly base rate in order to address the need for additional revenue. This rate could be reevaluated yearly.

**#4 Deferral of Land Sale of Parcel 3 on Santeetlah Trail:** A copy of the survey for Parcel 4 & 5 needs to be recorded prior to the purchase of Parcel 3. The updated surveys need to be attached to the deed. This cannot be completed in 30 days therefore an extension is necessary. Councilmember Carlton made a motion to extend the sale of Parcel 3 for 30 days in order to record the surveys for Parcel 4 & 5. Councilmember Predmore seconded. All others approved. The motion carried.

### **New Business**

**#1 Town Technician Maintenance Report:** A tree recently fell on Thunderbird Trail knocking down power lines. The gate malfunctioned during this time and did not automatically open. Pete Macaluso is working on the gate.

Two meter boxes were replaced that had leaking valves. Homeowner's are still encouraged to have an additional shut off valve.

**#2 Town Directory Updates:** The Adobe program used by the directory designer is difficult to edit/update. Graham Star editor, Gary Corsair is looking for an expert in the program who may be able to help. At this time an excel document will be updated with homeowner information and emailed to the residents. A copy of the excel document will be available for pick up at Town Hall as well.

**#3 Contract Mowing for 2019-21:** Councilmember Carlton made a motion to award the mowing contract to Jonathan Holder for \$800.00 monthly with a guarantee of five mows. Councilmember Predmore seconded. All others approved. The motion carried.

**#4 Contract Leaf Removal for 2019-21:** The Council reviewed all quotes received for the leaf removal contract. After a thorough discussion, Councilmember Carlton made a motion to award the leaf removal contract to Scott Kamps for \$3800.00 per clean-up with two guaranteed clean-ups and \$1000 for a third clean up, if needed. Councilmember Williams seconded. All others approved. The motion carried.

**#5 Appointment to Southwest Commission and Rural Planning Organization/Roger Carlton:** Councilmember Williams made a motion to appoint Roger Carlton as the Santeetlah Representative to

the Southwest Commission and Rural Planning Organization. Councilmember Predmore seconded. All others approved. The motion carried.

**#6 I Love Graham County/Published by the Graham Star:** The Town declined to purchase an ad since the TDA had already done so.

**#7 Resolution to confirm the role of Zoning Administrator:** Councilmember Carlton made a motion to appoint the Town Administrator Kim Matheson as the Zoning Administrator. Councilmember Williams seconded. All others approved, the motion carried. Matheson will look for training from the NC School of Government as suggested by Town Attorney Craig Justus.

**#8 Resolution to affirm the appointment of the Town Council as the Zoning Board of Adjustments:** Carlton clarified that the term to serve on the Zoning board was different than the term of a Councilmember according to the Resolution. Within the Resolution the board is appointed for a three year term which will be updated when the Zoning document is completed. The term for an elected Council Member and Zoning Board member need to coincide. Councilmember Carlton made a motion to affirm the appointment of the Town Council as the Zoning Board of Adjustments. Councilmember Williams seconded. All others approved. The motion carried.

**Discussion:**

**#1 Sewer Study Report/Keith Predmore:** No updates at this time. Check the website for the general information gathered regarding sewer/septic systems.

**Announcements:**

Mayor Hager announced that the next Council Meeting is April 8, 2019 at 10:00AM at Town Hall.

With no further business at this time Councilmember Predmore made a motion to adjourn the meeting. Councilman Carlton seconded, all others agreed. The motion carried. Mayor Hager adjourned the meeting at 11:03AM.

**Meeting Adjourned**

---

Jim Hager, Mayor

---

Emily Hooper, Town Clerk