

Town of Lake Santeetlah

Council Meeting Minutes

March 15, 2016

Mayor Crabtree called the meeting to order at 10:04 AM. Vice Mayor Jim Hager and Council Members Bob Wehr, John Garland and Connie Gross were present for the meeting. Town Administrator Kim Matheson, Clerk Emily Hooper and Public Works Technician Eric Hayes were also present for the meeting.

The first order of business was the approval of the agenda. With no additions or changes necessary Councilman Bob Wehr made motion of approval. Councilwoman Connie Gross seconded. All others approved, the motion carried.

After a review of the February 16, 2016 Council Meeting minutes no changes or corrections were needed. Councilwoman Connie Gross made a motion of approval. Jim Hager seconded. All others agreed. The motion carried.

After a review of the February 26, 2016 Special Meeting minutes no changes or corrections were needed. Councilman Bob Wehr made a motion to approve. Connie Gross seconded. All others agreed. The motion carried.

Financial Report: Finance Officer Jim Hager reviewed the balance sheet presented and further explained the discussion from last Friday's Planning Meeting that \$21,000 would be needed from the Water Reserves in order to operate for the remainder of this fiscal year. These funds will allow both McGill & Associates and Tetra Tech to be paid for their services and leave a sufficient amount for continued operations. The federal grant money will be reimbursed to the Town, and the money will be placed back into reserves when that reimbursement occurs. Vice Mayor Jim Hager made a motion to take \$21,000 from the Water Reserves and deposit into the Water Operating Checking account to enable to Town to operate sufficiently through the remainder of this fiscal year. The Town's intentions are to repay the Reserve account in full by the end of this fiscal year. Councilwoman Connie Gross seconded. All others agreed. The motion carried.

Looking ahead to the upcoming year and working to prepare the budget in a way that would help pay for the water meters, put money back into Reserves, and allow projects to be completed throughout the Town, Finance Officer Jim Hager proposed and explained how a changed split between accounts would help. The current split between items such as the truck payment, employee salary, office supplies, etc. is 60/40. 60% comes from the General Operating Account and 40% from the Water Account. Mr. Hager along with Town Administrator Kim Matheson has run various splits determining that a 62.5/37.5 split would allow the most savings. Jim Hager made a motion to proceed with the change effective for the next fiscal year making the split 62.5/37.5. Councilwoman Connie Gross seconded. All others agreed. The motion carried.

Request for Public Comment:

Roger Carlton stated that the current building application that was revised in April 2015 had been working effectively and had little to no noncompliance since the changes were made. Seemingly, he felt

this might be a lot of hard work that is not necessary. However, if the changes proceed Mr. Carlton asked that his comments (submitted by email) to the revised building application become public record so that all those working on this update may review them. Councilman Bob Wehr asked that Jack Gross and Mike Kelly submit their comments and changes as well. Councilmen John Garland and Bob Wehr will work together and compose a new draft for review after looking at the changes and comments submitted.

Jack Gross stated that the proposed Stop Work Order needs further review before approval. According to his conversation with Graham County Building Inspector David Hyatt, Mr. Gross felt that there may be issues that cannot be enforced. Councilman John Garland also spoke with the Building Inspector and had a different interpretation of the Town legally being able to enforce Stop Work Orders. Councilwoman Connie Gross offered to contact Mr. Hyatt and get his answers in writing to further clarify.

Old Business

#1 Repairs/Maintenance throughout the Town (List on Board): A pipe has been ordered for the extension needed at 750 Thunderbird Trail. Public Works Technician Eric Hayes will replace the pipe. This project will be completed and removed from the board. The remaining items are being addressed and will be considered when preparing the upcoming budget.

Security Guard, Raymond Williams reported a large tree stump around Chalet Village that could possibly roll down the bank and cause additional problems. Councilman John Garland agreed to look at the stump and will attempt to use his boom truck that is already at an existing work site around the mountain to move the stump.

#2 Water Meter Bids/Letter to McGill & Associates: The Town Council is in agreement that McGill & Associates did a poor job when they did not send a clear specification to bidders. \$4900 is still owed to McGill, which the Town plans to withhold until a letter is sent to McGill President, Joel Storrow. Councilman Bob Wehr will compose a letter to Mr. Storrow and submit to Mayor Crabtree for review. The letter will then be sent to each Council Member before proceeding to mail.

New Business

#1 Approval of Stop Work Order prepared by M. Ellen Davis: This item was discussed during public comment and will be tabled until the Building Application is completed.

#2 Changes to the Current Building Application: There was no further discussion on this item as it was also discussed during public comment. The comments of the residents involved will be submitted for review and a new draft composed.

#3 Update on Code of Ordinances: Town Administrator Kim Matheson spoke with Ray Bollhauer, a representative from the NC League of Municipalities concerning the draft codification booklet and explained that the Council had two new members as well as new office staff since the draft has been received. Matheson informed Mr. Bollhauer that we were working on the changes requested but could not meet the deadline for submission. He agreed to extend the deadline and work with us as needed.

Specific questions and changes to be addressed at this time are the large number of flood pages included in the new draft. Town Administrator Kim Matheson will contact Attorney Ellen Davis and ask if those are required to be included, as flood issues don't apply to Lake Santeetlah. The water policy in the draft will be replaced by the newly adopted policy.

4 Plan to proceed with Occupancy Tax Collection/Contract with Graham County: The Town Council plans to approach Graham County and request the possibility of the County collecting the Occupancy Tax for The Town. After discussion this item was tabled until next month as some of the County Commissioners are involved in the election going on at this time. Councilman Bob Wehr made the motion to table. Jim Hager seconded. All others approved. The motion carried.

#5 Recommendation of Auditor for FY 2015/16: The Town of Lake Santeetlah's audit was completed last year by CPA, Joe Turchetti. He offered helpful feedback and the Town was satisfied with the results. Town Administrator Kim Matheson will contact nearby towns to ask who completed their audit so that we may research other options to assure we are getting a good price. Bumgarner & Kings Hill has been contacted but this company completed audits for Town in the past and the Town was not satisfied with the quality of their work. A report will be given at next month's Council Meeting.

#6 Review of Public Comment/Public Records Request Policy: Both policies were adopted by the Town Council and were to be reviewed in six months. Councilwoman Connie Gross shared her comments on the policies. The Public Comment policy Section 2 – Guideline B Mrs. Gross feels that the request to comment at a public meeting should not be as formal as stated in the policy. Mayor Crabtree asked Mrs. Gross to make the changes she felt were needed to the policy and submit to the other Council Members by email. The Public Request Policy was presented and once again Councilman Bob Wehr suggested Mrs. Gross put her changes in writing for review. Updated policies will be available for review by next month's Council Meeting.

#7 Response to Brookfield 10 Year Shoreline Management Plan: Town Administrator Kim Matheson attended the Brookfield meeting on March 4, 2016. She reviewed the discussions held at the meeting and questions that were addressed. Overall no changes were being made by Brookfield from the past agreement. The Town Council would like to request that Brookfield drawdown the lake level 5 feet for one month during the winter so that property owners can work on their sea walls and docks. Town Administrator was asked to contact other organizations involved with Brookfield to seek support. Graham County Manager, Mike Edwards felt that Graham County would offer support for the drawdown if the Town of Lake Santeetlah would in return support the scheduled release dates for rafting and kayaking however the next meeting for Graham County is after the due date for the response letter. The GREAT organization was contacted but responded that they would remain neutral in such requests. A letter of response was composed by resident Roger Carlton and presented for review. Councilman Jim Hager requested that each Council Member review the letter and submit all changes and comments by Friday March 18, 2016. The necessary changes will be made and the letter mailed on Monday in order to meet the deadline of March 23rd. Connie Gross seconded. All others agreed. The motion carried.

#8 Response from Nantahala Regional Library: In response to the Town of Lake Santeetlah's letter of withdraw a letter was received from the Regional Library acknowledging the immediate retirement of Library Director Gary Pressley. Mr. Pressley's last day at the library is March 11, 2016.

#9 Approval of Credit Card Processing: Town Administrator Kim Matheson and Finance Officer Jim Hager met with a representative of First Citizens to enquire about collecting water payments and building application fees via credit card. Both Town Administrator and Finance Officer felt that this would be a beneficial service to offer and would aid in collecting payments. There will be no contract with First Citizens. Therefore, if this service is not utilized it can be canceled at any time. An average 3% convenience fee will be added to each bill (with previous notification to the customer). Bills can be paid on the website or by calling Town Hall. The Town will be charged a fee of \$15 per month for the website capability and \$10 for the call-in service. Councilwoman Connie Gross made a motion to begin accepting credit card payments. Jim Hager seconded. All others agreed. The motion carried.

#10 Renewal of Tax Collection Contract with Graham County: The Town Council is in favor of Graham County continuing to collect the taxes for the Town. Mayor Crabtree asked Town Administrator Kim Matheson to prepare a letter asking that the percentage fee for collection stay the same and the contract be extended for 5 years. Also adding a clause that the Town may opt out at the end of any fiscal year.

Discussion Items

#1 Report of Past Due Water Collection: The past due water collections total \$12,213.01 as of March 15, 2016. The past due remaining are those who have sold their homes and have been deemed uncollectable. Those will be totaled for a write off.

Announcements

Mayor Crabtree announced that the next Planning meeting would be April 14, 2016 and Council meeting April 19, 2016 both at 10:00AM.

With no further business at this time Councilman Jim Hager made a motion to adjourn the meeting. Bob Wehr seconded, all others agreed. The motion carried. Mayor Crabtree adjourned the meeting at 11:11AM.

Robert P. Crabtree, Mayor

Emily Hooper, Town Clerk