

Town of Lake Santeetlah

Initial Draft Subject to Council Approval

Council Meeting Minutes

March 21, 2017

Mayor Jim Hager called the meeting to order at 9:55AM. Council Members Connie Gross, Karen Anderson 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. Councilwoman Connie Gross asked that Item #2 under Discussion be moved to the top of the Agenda so that guest Larry Hembree, Director of Graham County Emergency Management Services could speak and leave due to another meeting obligation at Tapoco Lodge. Connie Gross made a motion to approve the agenda as amended. Councilman Bob Wehr seconded. All others approved, the motion carried.

After review of the February 21, 2017 Council Meeting Minutes there were no additions or changes necessary. Councilwoman Connie Gross made a motion to approve. Councilman Bob Wehr seconded. All others approved, the motion carried.

Financial Report: Town Administrator Kim Matheson reviewed the balance sheet through February 28, 2017. The balance in the General Operating Checking is \$95,654.76 Water operating \$21,883.80. After the tax deposit for February is received, the General Account balance will increase approximately \$5,400.00. The new Water Meter account has \$6,667.64 remaining. This will allow sufficient funds to complete the water meter project.

Discussion

#2 Emergency Response Plan/Update: Larry Hembree, Graham County Emergency Services Director, explained a new Code Red service that has recently been activated for all property owners/residents within Graham County. Code Red, an Emergency Broadcast System, will notify all those enrolled by phone call, text message, or email of an emergency within the Town. According to Hembree the message will be relayed within minutes of the emergency alert. Code Red also notifies when there is a severe weather warning of any type in the area. If there happens to be a specific emergency within the Town of Lake Santeetlah, Code Red has the capabilities to send a message only to those that would be effected by the emergency and not the whole County. Anyone interested in enrolling can sign up by the link provided by Mr. Hembree which will be posted to the Town Website and emailed to property owners. Code Red is ready for operation at this time, therefore as soon as enrollment is complete, messages will be received in the event of an emergency or severe weather. To report an emergency simply call 911 and explain the situation. Hembree stressed that Code Red will be used for emergency purposes only. There will not be notifications through code red for situations such as downed trees, re-routing traffic, or bear sightings as these are not considered emergency situations.

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

Old Business

#1 Water Meter Installation follow-up/Billing Software Update: The only meters left to be installed are those that will require assistance from a plumber and special ordered meters. Water contractor Lamar Williams and Town Technician, Eric Hayes worked Monday and completed the installation of one of the new meters to be installed at the pump house, and plan to complete the second meter on Wednesday. The additional equipment needed for the meters on Cherokee and Sequoyah Trail will arrive Thursday and Hayes hopes to complete the installation prior to the March 30 billing. Since the installation process began we have had two valves to go bad causing leaks. Hayes displayed a valve and clearly explained that each time the valve is turned off and on you risk it becoming faulty.

Numerous valves have been replaced that were found leaking during the meter installation process. This will continue to be an issue as long as property owners use the Town valve as the only cut off source. It was recommended to all property owners in the most recent water policy to place a new valve between the meter and the home as an additional shut off source to ensure that no water leaks into the house. Hayes explained that replacing the valves wasn't an issue or big expense to the Town, but would forever be "our fault" in the case of water leaks when the Town valve is the only source for shut off. Councilman Bob Wehr suggested that a notification be sent in the next water bill stressing the importance of an additional valve and also explaining the penalty that will be enforced if any of the new meters are tampered with in any way. Hayes stated that if he recalled correctly any destruction to the meters would be a felony charge. Wehr requested that Hayes confirm that recollection prior to the water billing so a notification could be sent. Also, Eric Hayes mentioned that, the local exterminator from Terminix also works for a Town water department in Marble NC and had questioned him about the purchase of the old meters. The only other option is to sell the meters for a scrap price. Mayor Jim Hager instructed Hayes to contact those interested and offer to sell the meters for \$10.00 each which would result in more revenue than if sold for scrap. Hayes will report back to the Council.

#2 Approval of Leaf Removal Contract: There were two bids received for the Leaf Removal Contract. Scott Kamps, the Stable Guy and CW Landscaping. The overall bids for leaf clean up included: two clean ups of all roads within the Town, one light clean up (if necessary) and Lakeside roads. Scott Kamps bid was \$8,300.00 and CW Landscape bid \$9,276.55. Kamps has completed the leaf cleanup for several years and all have been pleased with his service. Kamps also carries Workman's Compensation on all of his employees as well as the liability coverage needed to work for the Town. The total spent this fiscal year for leaf clean-up was \$7200. Due to the dry weather there were only two cleanups. The updated contract will be for two years and guarantees two cleanups to the awarded bidder and one additional light cleanup if necessary. Councilwoman Connie Gross made a motion to award the contract to Scott Kamps. Councilwoman Karen Anderson seconded. All others approved. The motion carried.

#3 Acceptance of TOLS Sewer Study Final Report: The final report from the TOLS Sewer Study is available and posted on the website. Tetra Tech representative, Vic D'Amato, is willing to visit Town Hall in late spring/early summer when more residents are in to explain the report in detail if interested. A balance of \$9,790.04 is due, and the final report must be submitted by April 30, 2017 to officially complete the project. The findings from the sewer study have proved beneficial and by accepting the report the Town Council is acknowledging that the report is acceptable. Councilwoman Connie Gross made a motion to accept the final Sewer Study report. Councilman Bob Wehr seconded. All others approved. The motion carried.

New Business

#1 Paving Plans for 2017/Chip-n-Seal or Paving: A quote received from HMC paving includes the repaving of Santeetlah Point and Lakeside repairs. This paving was budgeted in this fiscal year and is scheduled to be completed next month before many residents return. The Lakeside road turnover must be complete prior to the Town re-paving those roads. If the road dedication is delayed that portion of the paving will be rescheduled. Keith Rodgers, representative from DOT, visited Lake Santeetlah several months ago and looked at all the damaged areas throughout the Town. Rodgers confirmed that Chip-n-Seal would be sufficient for the damaged areas and would be a good, cost effective alternative to paving. Chip-n-Seal typically last at least seven years and should last longer in our area due to the small amount of traffic on the roadways. The price to Chip-n-seal all roads within the Town that are in need of repair is \$19,291.00 per mile compared to \$137,575.76 to pave per mile. Councilwoman Karen Anderson made a motion to chip-n-seal all roads in need of repair within the Town as recommended by the DOT. Councilwoman Connie Gross seconded. All others approved. The motion carried.

#2 Council Vacancy Candidates/Follow-up: There were three individuals interested in filling the vacant council seat. Joe Simons, Keith Predmore and Patrick O'Donovan. The three candidates were present for the Planning Meeting and presented a brief background of themselves and expressed their reason of interest for being on the Council. After the Planning Meeting Mr. Simon withdrew his request of interest. Both Predmore and O'Donovan

were great candidates and met all the qualifications necessary to fill the vacant seat. Predmore is retired and has recently moved into his home at Lake Santeetlah. Councilman Bob Wehr made a motion to appoint Keith Predmore as the new Lake Santeetlah Council Member. Councilwoman Karen Anderson seconded. All others approved. The motion carried.

#3 Donation to GREAT for Wayfinding Signage Project: GREAT sent a request for \$500 to assist in the Signage Project. Councilman Bob Wehr expressed his concern that the request for \$500 was the same for Graham County and The Town of Fontana who both produce more revenue than Lake Santeetlah. The project is one the Town would like to support; as signage is always beneficial to locals and visitors. Councilman Wehr suggested the funds for this project be budgeted for the next fiscal year. Town Administrator Kim Matheson will notify Rick Davis, local GREAT president, of this decision.

#4 Bids for Replacement of Heating/Air Unit: The heating/air unit in the office hasn't been working correctly for over one year and needs replaced. The bids received are from Andrews Heating & Cooling and Southern Comforts. The cheaper quote is \$6725.00 for a Frigidaire 15 seer 2.5 ton heat pump with 95% gas furnace, two stage 80,000 BTU. This quote from Andrews Heating & Air comes with a 10 year warranty on Compressor, 10 years on parts, 10 year customer pledge and one year on labor. Southern Comforts quote for \$7000.00 for a Carrier brand system is also a dual fuel split system. 15 seer, 2.5 ton heat pump performance. The Carrier comes with five year warranty on all parts, an additional five year warranty on pump and one year warranty on labor. The two systems are comparable and with a price difference of only \$275.00 the Carrier is the more recommended brand of the two. Councilwoman Connie Gross made a motion to purchase the Carrier Heating/Air Unit from Southern Comforts and have the system installed prior to warm weather arriving. Councilman Bob Wehr seconded. All others approved. The motion carried. A Budget amendment will be necessary to install the new system as this was not budgeted in the 2016-17 fiscal year. Councilwoman Connie Gross made a motion to approve the Budget amendment for \$7000.00 moved from the contingency fund. Councilman Bob Wehr seconded. All others approved. The motion carried.

Discussion Items

#1 Tax Report 2016: \$186,342.43 has been collected in property taxes since July 1, 2016. \$4,898.39 is the remaining total to be collected. This includes a past due balance of \$48.60 from 2014 and \$482.75 from 2015. The remaining total is now past due therefore the fee for collection increases from 5% to 10% for all outstanding balances.

#2 Emergency Response Plan/Update: Councilwoman Connie Gross has been working with Larry Hembree over the past few months on updating an emergency response plan. As Hembree mentioned earlier in today's meeting Code Red is an emergency broadcast system and will notify all those enrolled of an emergency within the area. Gross has researched a similar system called, One Call, that was voted on in last month's council meeting. One Call could be used in similar cases (unforeseen or weather emergencies) but also on a more personal level to the Town such as trees falling in the roadways, road closings, or bear sightings. Councilman Bob Wehr questioned if this would be necessary along with the large email database the Town currently uses to notify residents in these type situations. Councilman Wehr made a motion to re-visit this idea with the new Councilmember Keith Predmore and attempt to receive more residents input of which method of notification they would prefer. Councilwoman Karen Anderson seconded. Councilwoman Connie Gross opposed. The motion passed two to one.

Announcements:

Mayor Jim Hager announced that the next Planning Meeting will be April 13, 2017 and the Council Meeting April 18, 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 11:13AM.

Meeting Adjourned

Jim Hager, Mayor

Emily Hooper, Town Clerk