

## Town of Lake Santeetlah

### Council Meeting Minutes

May 17, 2016

Mayor Crabtree called the meeting to order at 10:02AM. 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.

The first order of business was the approval of the agenda. Councilwoman Connie Gross asked for approval to hold a small memorial service before the Budget meeting that will be held on Saturday May 28, 2016 at 10:00AM. Mrs. Gross will organize the plans for the memorial service. Councilman John Garland requested that noncompliant signage be added to New Business Item #8. With no further additions or changes necessary Councilman Jim Hager made motion of approval. Councilwoman Connie Gross seconded. All others approved, the motion carried.

After a review of the April 19, 2016 Council Meeting minutes no changes or corrections were needed. Councilman Jim Hager made a motion of approval. Connie Gross seconded. All others agreed. The motion carried.

**Financial Report:** Finance Officer Jim Hager explained that the proposed budget will be finalized and distributed prior to the budget review on May 28<sup>th</sup>. The Council discussed the possibility of adding the purchase of new water meters into the budget and which route would be the best option to proceed. Purchasing and installing a small number of meters at one time as the funds are available is an option or taking out a loan to purchase the entire system is also an alternative. This will be further discussed at the Budget review in order to allow the public to express their views and ideas prior to budget approval.

Public Works Technician Eric Hayes suggested that a styrofoam cover be researched by the Council and considered as a purchase when the new water meters are installed to help protect from the winter weather. The Town typically has to replace damaged meters each winter. Hayes feels that this may be a good investment. The Council suggested we order just one of the covers to check for durability.

During the discussion of water meters, resident Jack Gross asked if he could be connected to an unassigned meter near his vacant lot. He could use the meter and it doesn't appear to be at a location that benefits any other property owner. The Council agreed that Mr. Gross could hook up to the meter and asked Public Works Technician Eric Hayes to complete the request. No vote was necessary on this matter.

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

There were no request for comment.

#### **Old Business**

**#1 Approval of Stop Work Order:** Town Administrator Kim Matheson emailed Attorney Ellen Davis requesting the order be changed from a "Stop Order" back to a "Stop Work Order." Attorney Davis did not complete the request prior to the meeting therefore approval will be postponed until the changes

are complete. Town Administrator Kim Matheson will ask Attorney Davis her suggestions regarding the referral to the General Statutes and noncompliance of the Stop Work Order at the top of the document. The statement will remain if Davis feels that it should.

**#2 Plans to proceed with Code of Ordinances:** Attorney Ellen Davis has a copy of the updated ordinances. After reviewing the document Mrs. Davis plans to provide a suggestion of how to proceed. Town Administrator Kim Matheson has also asked Ellen to provide her expected cost to review the ordinances in order to ensure that the Town does not pay a greater amount than we would just to get out of the current contract when it is likely that will be her suggestion after review. If the cost is expected to be greater Town Administrator Kim Matheson will ask Mrs. Davis to draft a letter (without further review) to the publishing company explaining the updated codes received were not relevant to the small Town of Lake Santeetlah requesting no further payment be due.

**#3 Approval of Public Comment/Public Records Request Policy:** After review and discussion the TOLS Town Council agreed to use the state Statutes for both public comment and public records request policies with only small additions. I have attached both policies to these minutes for reference. Councilman Jim Hager moved to approve the updated policies. Councilwoman Connie Gross seconded. All others approved. The motion carried.

**#4 Approval of TOLS Building Application:** The TOLS Building Application has been reviewed and updated by both Town Council and appointed residents. A draft was submitted and the changes requested were corrected. Councilwoman Connie Gross moved approval of the updated building application. Jim Hager seconded. All others agreed. The motion carried. A copy of the application is attached to these minutes.

**#5 Response from Joel Storrow, McGill & Associates President:** Mr. Storrow, President of McGill & Associates sent a letter of response to the Town after a recent meeting with Councilman Bob Wehr and Jim Hager. McGill & Associates has forgiven the remaining balance of \$4900.00 due to poor performance by the company. Mr. Storrow was apologetic that the Town was unable to use the information/bids and move forward with the intended project. McGill & Associates success as a company is a result of good relationships and returning customers therefore he hopes that his willingness to forgive the remaining balance will provide the Town the satisfaction needed to work with McGill in the future if the need arises. Mr. Storrow plans to hold a follow up meeting at Town Hall Monday May 23, 2016.

### **New Business**

**#1 Liability Insurance and Workman's Compensation for Contract Workers/Minimum Coverage required:** As suggested by the Town Attorney Ellen Davis after last year's storm at Lake Santeetlah the Town will now require a minimum liability coverage for all those who provide services to the Town. These minimums will vary according to the service provided. Each provider will supply the Town with a copy of their coverage and sign an agreement. These policies will be verified and up to date records will be kept by Town staff. If a storm occurs as in 2015 this file will be referred to and providers will be contacted according to who has the amount of coverage required for the specific job. A copy of this agreement is attached to these minutes. Councilwoman Connie Gross made a motion to proceed with the liability coverage requirement. Councilman John Garland seconded. All others approved. The motion carried.

**#2 Approval of Building Application at 37 Santeetlah Point:** Mr. Robert Mills of 37 Santeetlah Point submitted an application to replace an existing deck that was deteriorating. Councilman John Garland made a motion of approval. Connie Gross seconded. All others approved. The motion carried.

**#3 Approval of Building Application at 301 Thunderbird Trail:** John Ralph Fette of 301 Thunderbird Trail submitted an application for renovations to his home. The renovations will not include any additions or structural changes. Councilman John Garland moved approval of the application. Connie Gross seconded. All others approved. The motion carried.

**# 4 Approval of Building Application at 915 Snowbird Trail (SECU):** The State Employee's Credit Union submitted an application for 915 Snowbird Trail, a home currently in foreclosure. The Credit Union has hired a contractor to renovate the areas needed. After review of the application Councilman Jim Hager made a motion to approve. Connie Gross seconded. All others approved. The motion carried.

**#5 TOLS Personnel Policy/Schedule Meeting to Review:** Joseph Turchetti, the CPA who completed the audit last year for Lake Santeetlah advised that the Town needed an approved Personnel policy on file. A draft policy has been created and will be reviewed by the Town Council prior to a Closed Session meeting that will follow the June 16, 2016 Planning Meeting. The Council will edit and make changes as necessary and have the policy ready to approve in time for the upcoming audit.

**#6 Kingsley Miner of 161 Nantahala Trail Complaint of Road Repair:** After visiting the site, reviewing the pictures presented, and discussion the Council has agreed that the issues for Mr. Miner were there prior to the road re-paving done by Lake Santeetlah. The steep drop or slope of which he is complaining is a personal issue and not the responsibility of the Town. A response letter was proposed explaining some possible solutions for Mr. Miner. Councilwoman Connie Gross made a motion to approve and send the letter presented. Councilman Bob Wehr seconded. All others approved. The motion carried.

**#7 Approval of Road Bond Refund to Kenneth DeGarmo at 40 Santeetlah Point:** The road bond refund was requested by Mr. DeGarmo, but after visiting the location it appears that there continues to be some ongoing construction. The area surrounding the house is cleaned and appears to be complete but the bond will not be refunded until all construction is finished.

### **Discussion Items**

**#1 Report of Past Due Water/Tax Collection:** Past due water collections currently total \$13,294.41. Remaining taxes due for the previous year are \$3,392.66.

**#2 Report of Tetra Tech Conference Call/Extension of ARC Grant:** Vic Demato, a Tetra Tech representative that has been actively involved with the Sewer Study has advised the Town to request a six to twelve month extension to the grant. The grant is currently scheduled to end July 1, 2016. The Town Council has recently asked Tetra Tech to look at more individual solutions for the sewer issues within the Town rather than solely researching large areas to locate a sewer plant. Councilman Jim Hager made a motion to request an extension of the grant with ARC for six to twelve months as advised by Mr. Demato. Councilman Bob Wehr seconded. All others approved. The motion carried.

### **Announcements**

Mayor Crabtree announced that there would be a Special Called Meeting for Budget review on Saturday May 28, 2016 at 10:00AM with a Memorial Service beginning at 9:30. The next Planning meeting will be June 16, 2016 and Council meeting June 21, 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 11:15AM.

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Robert P. Crabtree, Mayor

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Emily Hooper, Town Clerk