

## Town of Lake Santeetlah

### Special Called Meeting Minutes

**May 27, 2017**

Mayor Jim Hager called the meeting to order at 10:00AM. Vice Mayor Bob Wehr, Council Members Keith Predmore and Connie Gross were present for the meeting. Councilwoman Karen Anderson was not available for the meeting. Town Administrator Kim Matheson and Clerk Emily Hooper were also present. There were 11 Town residents in attendance.

The first order of business was the approval of the agenda. Councilman Bob Wehr made a motion to approve the agenda. Councilman Keith Predmore seconded. All others approved. The motion carried.

### New Business

**#1 Proposed Budget for 2017/18 Fiscal Year/Public Questions and Comments:** Mayor/Finance Officer Jim Hager and Town Administrator Kim Matheson presented the proposed budget and began by explaining the main points within the budget. The split between the General Operating and Water Operating was changed last year in order to increase the revenue in the Water Operating account. The split was 62.5 and 37.5 which was often difficult mathematically. This fiscal year the split will be 65-35. Some of the items that are split include: employee salary, truck payment, gas, office supplies, insurance, audit expense, phone and internet. \$30,000 has been allotted for upgrading the front entrance. Mike Donnell, homeowner at Lake Santeetlah and landscape architect, is in the process of drawing plans so the job can be properly bid from the plans. Donnell will be in the area this afternoon and will hopefully leave those plans. As soon as the plans are received they will be posted at Town Hall for those interested. The budget includes \$64,000 for road repairs. The DOT will chip-n-seal all roads that were not included in the re-paving two years ago. This may not be the preferred method however according to Keith Rodgers, DOT representative, this should last a minimum of seven to ten years. Due to the small amount of traffic on the roads it could last longer. This will allow more time to build the reserves and the traditional re-paving can be done in the future. This project will be completed by the DOT in July 2017. The budget includes a 3% pay raise for Town Administrator Kim Matheson and Town Clerk Emily Hooper and a 6% raise for Town Technician Eric Hayes. Hayes has not received a pay raise since he became full time more than two years ago.

### **Discussion:**

The Town truck is leased for five years. Resident Roger Carlton suggested that we follow up with Ford Motor Credit to assure that at the end of the lease there are no hidden agreements or large payments necessary to own the truck. Town Administrator Kim Matheson will call Ford Motor Company on Tuesday.

Line Item 33 is a combination of Office Equipment and Office Supplies causing the amount to appear larger than normal. The \$4,575.00 does include the purchase of a new printer for Town Hall. The HP Printer used now is slow, and misprints anytime a large number of pages are printed, jams often and is not sufficient for the amount of printing necessary on a daily basis.

Lamar Williams, water contractor, has requested a fixed range gauge pressure transmitter. Williams requested the transmitter last year however funds were not available. It would allow him to monitor the tank on the top of the mountain from the water plant on Pine Ridge Rd. This year there were several unexpected expenses once again from the water fund therefore unless there are extra funds this fiscal year we will carry over the request once again. The water pipes (2) leading to the pump rusted from the inside out and had to be replaced, danger trees were removed around the water plant, and other aging pipes will need replaced. \$10,000 was allotted in long term maintenance in the water account for 2017-18 simply due to the age of the water system and the necessary repairs expected.

There are no funds currently set aside in the budget to move forward with the Sewer Study. Councilman Wehr stated that if several homes joined together on a collective system the homeowners would be responsible for the cost. At this time Wehr feels that it would be premature to designate money for a solution. The final Sewer Study report is posted on the website. According to Mayor Jim Hager a budget amendment can be approved at any time if the Town becomes involved in the recommended solutions for sewer issues.

The Town has four reserve accounts, both General and Water. With a combined balance for general reserves \$119,617.66 and \$58,124.53 in Water Reserves. A total of \$64,000 has been transferred into reserves designated to road repair.

The Lakeside roads have been turned over and a payment was made by Lakepoint Properties LLC (as part of the agreement) to repair the roads in Lakeside as needed.

Donations to GREAT in the budget include \$1,000. The Town typically donates \$500.00 annually but last year an additional \$500.00 was requested therefore this year \$1000.00 was placed in the budget. The GREAT organization is a worthwhile entity according to Councilman Bob Wehr. There is no requirement to donate these funds but at this time \$1,000.00 is allotted.

Donations to the Nantahala Regional Library have varied over the last few years as we were able to withdraw from a ten year contract obligation to donate \$5,000.00 annually. \$5,000.00 was given for several years, however last year (fy15-16) \$1,000.00 was donated. Now that we are no longer in a contract Town Administrator Kim Matheson can contact the local library to see if donations given from the Town can remain at the local library. In the past we were unable to request which County the funds were used in or what the funds could be used for.

It is recommended that the Town purchase an online backup, which usually has a small monthly or yearly fee but would back up daily allowing security for Town computers in the case of an emergency. Town Administrator Kim Matheson will contact the Town IT Tech to research and recommend a specific back-up and install if needed.

## **Announcements**

Mayor Hager announced that there would be a Planning Meeting June 15, 2017 and a Council Meeting June 20, 2017 both beginning at 10:00AM at Town Hall. With no further business at this time Councilman Bob Wehr made a motion to close. Councilwoman Connie Gross seconded. All others approved. The motion carried. Mayor Hager adjourned the meeting at 10:42AM.

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Jim Hager, Mayor

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Emily Hooper, Town Clerk