

**Town of Montreat
Board of Commissioners
Meeting Agenda
December 10, 2015 – 7:00 p.m.
Walkup Building**

I. Call to Order

- Pledge of Allegiance
- Invocation

II. Agenda Adoption

III. Mayor's Communications

- A. Plaque Presentations
 - Commissioner Martha Campbell
 - Commissioner Jack McCaskill
 - Mayor Letta Jean Taylor
- B. Community Volunteer Recognition
- C. Oath of Office – Angela M. Murphy, Town Clerk

IV. Consent Agenda

- A. Meeting Minutes Adoption
 - July 2, 2015, Agenda Meeting
 - July 9, 2015, Town Council Meeting
 - August 6, 2015, Agenda Meeting
 - August 11, 2015, Special Meeting
 - August 13, 2015, Town Council Meeting
 - September 3, 2015, Agenda Meeting
 - September 10, 2015, Town Council Meeting
 - October 1, 2015, Agenda Meeting
 - October 8, 2015, Town Council Meeting
 - October 15, 2015, Special Meeting
 - November 5, 2015, Agenda Meeting
 - November 12, 2015, Town Council Meeting
- B. 2016 Board of Commissioners Annual Meeting Calendar Adoption
- C. 2016-2017 CIP and Budget Preparation Calendar Adoption
- D. Fiscal Year 2015-2016 Budget Amendment
 - **Suggested Motion:** To approve Fiscal Year 2015-2016 Budget Amendment #3 to account for Police Department vehicle repairs reimbursed by insurance proceeds.

- E. Asheville Savings Bank Corporate Authorization Resolutions
- **Suggested Motion:** To adopt Corporate Authorization Resolutions #15-12-0001 through #15-12-0005 amending the Town of Montreat’s list of authorized account signatories with Asheville Savings Bank and designating Ron Nalley, Angela Murphy, and Tim Helms as authorized signers for the Town’s accounts at Asheville Savings Bank.

All items on the Consent Agenda are considered routine, to be enacted by one motion with the adoption of the agenda and without discussion. If a member of the governing body requests discussion of an item, it will be removed from the Consent Agenda and considered separately.

I. Town Administrator’s Communications

- Consent Agenda Review
- Other Topics

II. Administrative Reports

- A. Police Chief
- B. Public Works Director
- C. Finance Officer
- D. Building Inspector/Code Administrator

III. Public Comment – Agenda Items

Public comments will be heard during this period for only those items listed on the meeting agenda.

IV. Old Business

- A. Montreat General Ordinance, Chapter K, Article V: Trees
 - **Suggested Motion:** To adopt Ordinance #15-12-0001 amending Montreat General Ordinance, Chapter K, Article V – Trees
 - **Suggested Motion:** To appoint Bill Solomon, Maggie Ray, and John Johnson to the Montreat Tree Board for a term of three years to expire on January 31, 2019.

- B. Montreat Landcare Committee Appointments
 - **Suggested Motion:** To appoint the Environmental Commissioner of the Montreat Board of Commissioners, Martha Campbell and Shannon Ingersoll to the Montreat Landcare Committee for a term of two years to expire on January 31, 2018.

V. New Business

- A. Oaths of Office
 - Commissioner Kitty Fouche
 - Commissioner Bill Gilliland
 - Mayor Tim Helms
- B. Appointment of Mayor Pro Tempore
- C. Scheduling of 2016 Annual Board Retreat

VI. Public Comment – Other Topics

Public comments will be heard during this period for other public business items or topics not listed on the meeting agenda.

VII. Commissioner Communications

VIII. Meeting Dates

<u>Town Services Office Closed:</u>	December 24-25, 2015 Christmas Holidays
<u>Agenda Items Due:</u>	December 31, 2015, 5:00 p.m. Town Services Office
<u>Town Services Office Closed:</u>	January 1, 2016 New Year's Day Holiday
<u>Landcare Committee Meeting:</u>	January 6, 2016, 9:00 a.m. Moore Center Meeting Room
<u>January Agenda Meeting:</u>	January 7, 2016, 7:00 p.m. Walkup Building
<u>January Town Council Meeting:</u>	January 14, 2016, 7:00 p.m. Walkup Building

IX. Adjournment



TOWN OF MONTREAT

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Town of Montreat Oath of Office

I, Angela M. Murphy, do solemnly swear that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina not inconsistent therewith, and that I will faithfully discharge the duties of my office as Town Clerk, so help me God.

This the 10th day of December, 2015.

Angela M. Murphy

Letta Jean Taylor, Mayor

Ron Nalley, Town Administrator

**Town of Montreat
Board of Commissioners
Town Council Agenda Meeting
July 2, 2015
Walkup Building**

Board members present: Mayor Letta Jean Taylor
Mayor Pro Tem Mary Standaert
Commissioner Martha Campbell
Commissioner Tim Helms
Commissioner Jack McCaskill
Commissioner Ann Vinson

Town staff present: Ron Nalley, Town Administrator
Stefan Stackhouse, Finance Officer & Deputy Town Clerk
Jack Staggs, Chief of Police
Steve Freeman, Public Works Director
Barry Creasman, Senior Water Operator
David Currie, Building Inspector/Code Administrator

Approximately 35 members of the public were also present. Mayor Taylor called the meeting to order at 7:00 p.m., led the group in reciting the Pledge of Allegiance and in prayer.

Agenda Approval

Mayor Taylor welcomed everyone to the meeting and asked if there were any changes to the agenda. Commissioner Vinson requested to add the following:

- 1) Meeting Dates - Schedule a Town Hall meeting for Sanitation Services in August.

Commissioner Campbell requested to add the following:

- 1) Certificates of Appreciation - First Presbyterian Church of Mariana Florida and to Eagle Scouts Joseph Frist and David Teo.

Commissioner Vinson made a motion to approve the Agenda as amended. Mayor Pro Tem Standaert seconded and the motion to approve the Agenda as amended carried 5/0.

Presentation to Council:
Weed Lane Fire: Ron Townley, North Carolina Forest Service

Commissioner Campbell introduced Mr. Rob Townley, Buncombe County Forest Ranger with the North Carolina Forest Service. Mr. Townley gave a report on the recent Weed Lane Fire, near Ridgecrest, mentioning that this fire was unusual for our area and behaved more like a western fire. The fire was fast moving, burned hotter, did more damage and flames extended in excess of

one hundred feet in height. In addition, spot fires were being started by the embers from the main fire. Fire lines were established to control the fire, including one below Lookout Mountain along the Trestle Road.

Mr. Townley then discussed the Firewise Communities Program. Firewise is a national interagency program, with programs and funding funneled through the North Carolina Forest Service. The program emphasizes awareness, action, and local recognition. Wildfires are not uncommon in Buncombe County, with 55 having occurred within the past year. Wildfires can move faster than the fire department can respond, and large wildfires can threaten more homes than local firefighters have resources to protect. Wildfires are inevitable in fire-adaptive ecosystems. The thick Rhododendron understory throughout the forested land of Montreat offers a huge amount of potential fuel for a wildfire. Residents can and must take action to increase their home's chances of surviving wildfire. Mr. Townley offered several suggestions on how to reduce fire risk around homes. This includes eliminating leaf litter in gutters and around the home, mulching with pine straw, not storing firewood near the home, thinning Rhododendron undergrowth on the property, and pruning limbs ten feet from the ground and ten feet from the house. While a thirty foot perimeter of grass lawn would be ideal, Mr. Townley recognized that this might be difficult to fully implement in such a heavily forested setting as Montreat.

In response to questions from the Board and audience, Mr. Townley stated that the first units were on the scene of the Weed Lane Fire within five to six minutes. In this instance, the Asheville Water Shed would have been the preferred source of water for helicopter drops, but was not permitted. If the fire had passed the McDowell County line, it would have been burning on US Forest Service property, and while plans existed to fight the fire, it would have potentially burned another 2,000 acres. Several factors came together just at the right time in order to produce such a large fire. The debris burning that started the fire was permitted and the person responsible had done everything right except for one thing, which accidentally caused the wildfire to start. There will be follow-up actions to the Weed Lane Fire including installing water breaks along the fire lines, installing erosion prevention measures, re-seeding, and the cutting of hazard trees. The cost to fight the Weed Lane Fire was assumed by the participating local and State agencies.

Presentation to Council:
Evacuation Plans: Jack Staggs, Chief of Police

Commissioner Campbell introduced Chief Staggs, who presented a report on the Montreat Evacuation Plan. Montreat was in communication, throughout the event, with Incident Command and the situation was constantly being monitored. Possible evacuation of a portion of the Town was discussed at one point. Emergency plans are in place not just for wildfires but also for other high-threat situations, such as the Fourth of July events. The Town uses the Incident Command System and the CodeRed emergency notification system for such emergencies. In this particular incident, the police and public works departments were prepared to go door to door in order to inform the public.

In response to questions from the Board and audience, Chief Staggs stated that the Police Department calls in and logs license tags of cars parked overnight at trailheads due to loss hikers and non-permitted overnight camping. People need to please notify the Police if they see anything suspicious.

Public Hearings:

Proposed Revisions to Montreat General Ordinance, Chapter I, Article II – Noise Control; and Upper Kentucky Road Phase I Resident Utility Preliminary Assessment Roll

The Board will hold two Public Hearings at the beginning of next week’s meeting to receive comments on Proposed Revisions to Montreat General Ordinance, Chapter I, Article II – Noise Control; and Upper Kentucky Road Phase I Resident Utility Assessment Preliminary Assessment Roll.

Mayor’s Communications

Mayor Taylor reported that the Montreat Gait 5K will be held at the Montreat Gate starting at 7:00 a.m. on July 4th.

Consent Agenda Review

The proposed Consent Agenda will include the following items:

- May 21, 2015, Special Meeting Minutes (Pending)
- June 4, 2015, Agenda Meeting Minutes
- June 11, 2015, Town Council Meeting Minutes (Pending)
- June 18, 2015, Special Meeting Minutes (Pending)
- June 25, 2015, Special Meeting Minutes (Pending)
- Call for Public Hearing – Approval of Financing Agreements: Upper Kentucky Phase 1 Residential and Neighborhood Utilities and Street Projects and Peace Lane Street Project

Town Administrator’s Communications

- Mr. Nalley reserved his communications until the regular meeting on July 9th.

Administrative Reports

The Board will hear administrative reports from the Police Chief, Public Works Director, Finance Officer and the Building Inspector/Code Administrator during next week’s Town Council meeting.

Mayor Pro Tem Standaert and Commissioner Campbell thanked the Public Works staff for readying the Town for the July 4th celebration and for having the compactor site open that day.

Public Comment – Agenda Items

Mayor Taylor reiterated that this Public Comment period was intended for remarks pertaining to items listed on the meeting agenda, including staff reports and communications.

Mr. Bill Seaman of 425 Appalachian Way reported as Chairman of the Landcare Committee that an application is being prepared for Montreat’s designation as Tree City USA. The Board will receive more information on this at their meeting in August.

Old Business

- A. Proposed Revisions to Montreat General Ordinance, Chapter I, Article II – Noise Control: Mayor Taylor reported that public hearings on the items under Old Business are scheduled for next week’s Town Council meeting.
- B. Resolution #15-07-01 Confirming Assessment Roll and Levying Assessments – Upper Kentucky Road Phase 1 Resident Assessment Project:

New Business

- A. Resolution # 15-07-02 Declaring Cost, Ordering Preparation of Preliminary Assessment Roll, and Setting Public Hearing – Upper Kentucky Road Phase 1 Neighborhood Street Assessment: Mr. Nalley reviewed the Upper Kentucky area map and identified the locations of the two projects being discussed under New Business. These projects are now completed and the proposed Resolutions authorize staff to proceed with the steps in the assessment process and to set public hearings for the August 13, 2015 regular meeting.
- B. Resolution #15-07-03 Declaring Cost, Ordering Preparation of Preliminary Assessment Roll, and Setting Public Hearing – Peace Lane Street Assessment.
- C. Upper Kentucky Phase 1 Neighborhood Utility Assessment Project Financing Resolution #15-07-04: Mr. Nalley reported that the four financing Resolutions under New Business, authorize staff to solicit proposals from banks and to submit to the North Carolina Local Government Commission an application for approval for an installment purchase financing package combining all four special assessment projects in the Upper Kentucky area.
- D. Upper Kentucky Phase 1 Neighborhood Street Assessment Project Financing Resolution #15-07-05.

E. Upper Kentucky Phase 1 Residential Utility Assessment Project Financing Resolution #15-07-06.

F. Peace Lane Street Assessment Project Financing Resolution #15-07-07.

Public Comment – Other Topics

Mayor Taylor reiterated that this Public Comment period was intended for remarks pertaining to public business items not listed on the meeting agenda, including any reports or communications from other community entities.

Mr. Bill Hollins of 116 Shenandoah Terrace reported that he is the Chairman for the July 4th parade. Firefighters from several departments will serve as marshals for this year’s parade, and should be thanked for their service.

Commissioner Communications

There were no Commissioner Communications at this time. Commissioner Campbell requested that at next week’s meeting, the Board receive an update on the Planning and Zoning Commission schedule. Mr. Nalley stated that the Planning and Zoning Commission would be considering stream buffers at their July meeting, and that Mr. Currie will report on this next week.

Upcoming Meeting Dates

Mayor Taylor reminded the Board that they will need to be prepared to discuss setting a date for the Sanitation Services meeting next week.

Mayor Taylor then reviewed the following list of upcoming meeting dates and deadlines.

<u>Town Services Office Closure:</u>	July 3, 2015 Independence Day Holiday *There will be sanitation collection on this date*
<u>Montreat Gait at the Montreat Gate:</u>	July 4, 2015, 7:00 a.m.
<u>4th of July Parade:</u>	July 4, 2015, 10:00 a.m.
<u>Bulk Items and White Goods Collection:</u>	July 7, 2015
<u>July Town Council Meeting:</u>	July 9, 2015, 7:00 p.m. Walkup Building

**Montreat Board of Commissioners
Town Council Agenda Meeting Minutes
July 2, 2015**

<u>Montreat Cottagers Association Meeting:</u>	July 11, 2015, 10:00 a.m. Convocation Hall
<u>July Planning and Zoning Commission Meeting:</u>	July 16, 2015, 7:00 p.m. Walkup Building
<u>Agenda Items Due:</u>	July 31, 2015, 5:00 p.m. Town Services Office
<u>August Montreat Landcare Committee Meeting:</u>	August 5, 2015, 9:00 a.m. Location To Be Determined
<u>August Agenda Meeting:</u>	August 6, 2015, 7:00 p.m. Walkup Building
<u>August Town Council Meeting:</u>	August 13, 2015, 7:00 p.m. Walkup Building
<u>Bi-Weekly Sanitation Service Ends:</u>	August 28, 2015

Closed Session

Mayor Pro Tem Standaert moved to enter into Closed Session in accordance with North Carolina General Statute §143-318.11(3) for attorney consultation regarding the Civil Action: Carolyn Zoe Crowder, John L. Currie, Nancy B. Thomas, Henry W. Darden, Jr., and wife, Carolyn V. Darden, Plaintiffs, versus the Town of Montreat, Defendant. Commissioner Vinson seconded and the motion carried 5/0.

Upon a motion by Commissioner Vinson and a second by Commissioner McCaskill with the motion carrying 5/0, the Board returned to Open Session. No action was taken during the Closed Session.

Adjournment

Mayor Pro Tem Standaert moved to adjourn the Agenda Meeting. Commissioner Vinson seconded and the motion carried 5/0. The meeting was adjourned at 9:22 p.m.

Letta Jean Taylor, Mayor

Stefan Stackhouse, Deputy Town Clerk

**Town of Montreat
Board of Commissioners
Town Council Meeting
July 9, 2015
Walkup Building**

Board members present: Mayor Letta Jean Taylor
Mayor Pro Tem Mary Standaert
Commissioner Martha Campbell
Commissioner Tim Helms
Commissioner Jack McCaskill
Commissioner Ann Vinson

Town staff present: Ron Nalley, Town Administrator
Stefan Stackhouse, Finance Officer & Deputy Town Clerk
Steve Freeman, Public Works Director
Barry Creasman, Senior Water Operator
David Currie, Building Inspector/Code Administrator
David Arrant, Master Police Officer

Mayor Taylor called the meeting to order at 7:00 p.m., led the group in reciting the Pledge of Allegiance, and gave the invocation.

Agenda Approval

Mayor Taylor asked if there were any changes to the agenda. Commissioner Campbell stated that the recognition of Eagle Scouts David Teo and Joseph Frith will need to be postponed until next month, as neither could attend tonight's meeting. Commissioner Vinson moved to adopt the Agenda as amended. Commissioner Campbell seconded and the motion carried 5/0.

**Public Hearing: Proposed Revisions to Montreat General Ordinance,
Chapter I, Article II – Noise Control**

Mr. Nalley reported that at the April Planning and Zoning Commission meeting, a review of the Noise Ordinance was conducted in response to a public concern over the sound permitting requirements and the appropriateness of the current decibel limits within the Ordinance. Certain sections of the Ordinance were revised in order to be consistent with other Ordinances and revisions suggested by staff, the Planning and Zoning Commission and the Town Attorney are included in the proposed document for Council's consideration. Mr. Nalley also noted that the proposed Ordinance had been reviewed by the Montreat Conference Center and Montreat College.

Mayor Taylor opened the public hearing for comments. There being no comments, Mayor Taylor closed the public hearing.

**Public Hearing: Upper Kentucky Road Phase 1 Resident Utility Assessment
Preliminary Assessment Roll**

Mr. Nalley reviewed the project and displayed a map of the area covered by the Upper Kentucky Phase 1 Resident Utility Assessment Project. The Resident Utility Assessment project extends utilities to four lots and an improved gravel road to five lots.

Mayor Taylor opened the hearing for public comments. Mr. Bob Eckerd, noted that this process had taken several years, and thanked the Board and staff for their efforts. There being no further public comments, Mayor Taylor closed the public hearing.

Mayor's Communications

Mayor Taylor stated that the Town held the 14th annual Montreat Gait at the Montreat Gate on July 4th. Mayor Taylor thanked Matt Ashley, the Police and Public Works Departments, and the approximately 150 participants that made for a great race. She recognized Officer David Arrant for providing a 1916 British Enfield Mark III rifle for the starting gun. Mayor Taylor also noted that Montreat had the largest crowd ever for the Independence Day parade.

House Bill 97, currently being discussed in the General Assembly, revises how sales tax proceeds are distributed to cities and counties. The proposed bill has a devastating impact on the Town of Montreat and Buncombe County. The Mayor urged everyone to contact their local representatives and to ask them not to support this bill.

The Mayor reported that she, Mayor Pro Tem Standaert and Commissioners Campbell and Helms attended the groundbreaking for the new Montreat College athletic complex.

Consent Agenda Review

With the adoption of the Consent Agenda, the Board approved the following items:

- Adopted the June 4, 2015 Agenda Meeting Minutes
- Called for a Public Hearing on August 13, 2015 at 7:00 p.m. or as soon thereafter as possible to discuss the Application for Approval of Financing Agreements authorized by North Carolina General Statute 160A-20 for the Upper Kentucky Phase 1 Residential and Neighborhood Utilities and Street Projects and Peace Lane Street Project

Town Administrator's Communications

- Mr. Nalley noted that the minutes for the May 21st Special Meeting, the June 11th Town Council Meeting, the June 18th Special Meeting, and the June 25th Special Meeting are still pending.

- Mr. Nalley distributed responses to questions prepared by Mr. Don Reid regarding the Texas Road Bridge project, stating that this is not new information and that most of this information was answered on June 11th and is available on the Town's website. Mr. Nalley then reported that the Town has received its no-rise certification from the State Floodplain Mapping Program. Mr. Currie explained the process for receiving the certification and what it means for the work being done in the channel. This does not affect the base flood elevations and will not result in a change in the proposed bridge height. This certification only proves that the bridge project will not cause a significant rise in water surface elevations. Mayor Pro Tem Standaert stated that in response to an inaccurate flyer distributed recently, the only actual vote on Texas Road Bridge was in March, 2014. The Board discussed bridge locations at their 2013 Board Retreat, and at that meeting, while there was no vote, the consensus at that time was that the Tennessee site would be the best choice based on the information available. At the 2014 Board Retreat, however, new information was presented and new Board members were present for the discussion, and the consensus of the Board changed so that replacing the bridge in-place was the most favored location. Commissioner McCaskill clarified his preferred location for the bridge and noted that the 2012 charette provided an opportunity for public input with the public being split fifty-fifty on the preferred location. Commissioner Helms stated that during Board discussions, he had no idea that it would not look like the other bridges in Montreat. Mr. Nalley then responded to a series of questions regarding the Texas Road bridge project referring to his initial handout. Mr. Nalley concluded his comments by noting that the proposed bridge design is a change from the old bridge, but that the new design incorporates the curve of the road on the bridge itself and accommodates pedestrian traffic.
- The work being done with Well A02 is now complete and the well is ready to be placed back on line.
- No new information is available regarding the Board of Elections voter address correction request.
- The new changes at the compactor site have been successful in reducing the amount of unauthorized use at the site and the volume of garbage hauled from the site. This reduction translates into cost savings for the Town.
- The Town is in the process of receiving and reviewing resumes for the Town Clerk position. With the reduction in use at the compactor site, it was decided at this time not to proceed with the hiring of a site attendant. Staff from the Public Works Department is covering the hours the site is open to the public.
- Mr. Nalley informed the Board that he would be on vacation from July 20th through July 31st.

**Presentation of Certificate of Appreciation:
First Presbyterian Church, Marianna, Florida**

Mayor Taylor and Commissioner Campbell presented a certificate of appreciation to First Presbyterian Church of Marianna, Florida. Commissioner Campbell noted that members of the youth group from the church had volunteered a Wednesday afternoon while at a youth conference to pull invasive species, specifically Japanese Knotweed, from areas along Elizabeth's Path.

Administrative Reports

Police Chief: Master Police Officer Arrant presented and reviewed the June 2015 monthly departmental activity report. The department was recently audited by the NC Department of Criminal Justice Standards and Training Division, which was the first time this had been done in a number of years. Other than just a couple of minor issues that were quickly remedied, the Department passed the audit. On June 26th, a suspicious vehicle traveling around Montreat soliciting tree services was stopped and it was discovered that both occupants had outstanding warrants and were arrested. Mayor Taylor reminded the public to please call if they see anything suspicious. Commissioner Campbell thanked the Police and Public Works Department for their continuing cooperation.

Public Works Director: Mr. Freeman reported on the following items:

- The Town collected two containers worth of items from the July bulk pickup, which is twice the amount collected last year.
- The paving of New Hope Lane, Peace Lane, and small sections of Upper Kentucky Road, Appalachian Way, and Louisiana Road near Harmony Road have all been completed.
- Due to the July 4th holiday, the Town experienced a high usage of water. The annual Water Quality Report was completed and has been distributed by mail and is available on-line at the Town's website. The Town spends approximately \$6,000 per year on testing, and all the test results came back good. Well A04 was struck by lightning, necessitating the replacement of some equipment.

Finance Officer: Mr. Stackhouse presented and reviewed the following monthly reports:

- May 2015 Financial Summary Report;
- Final May 2015 Detailed Financial Statement;
- Preliminary June 2015 Detailed Financial Statement;
- July 31, 2015 Cash and Investment Earnings Report.

Building Inspector/Code Administrator: Mr. Currie presented and reviewed the June 2015 monthly departmental activity report noting that he had completed 72 inspections, which is about twice the number completed during the same period in previous years. The Planning and Zoning Commission and the Board of Adjustment did not meet, however this month, the Planning and Zoning Commission will meet to review the stream buffer requirements.

Public Comment – Agenda Items

Mayor Taylor reiterated that this Public Comment period was intended for remarks pertaining to items listed on the meeting agenda, including staff reports and communications.

- Mary Jo Clark, 407 West Virginia Terrace, thanked the person in the 4th of July parade for their act of civil disobedience, questioned whether Commissioner McCaskill's dissent with the Texas Road bridge location was truly a consensus decision by the Board and wondered how many taxpayers attended the Texas Road bridge charette in 2012.
- Tom Frist, 98 Frist Road, expressed his love and respect for all Board of Commissioners members, but questioned some of their decisions including the Town Hall site on Florida Terrace and the Texas Road bridge location. Mr. Frist believes that the cost for the bridge will be astounding and that he advocated placing a moratorium on the bridge project until the community could be heard.
- Mike Sonnenberg, 125 Virginia Road, questioned whether the Texas Road bridge will be similar to the bridge on Lookout, where it is difficult to see while looking south; whether Texas Road will become a boulevard; and why the pedestrian access, which is an additional eight feet in width, is needed for just a few people.
- Bill Dubose, 207 Alabama Terrace, stated a concern for the safety of children along Texas Road and that this should be a primary consideration no matter where the bridge is located. Mr. Dubose feels that a one-way Texas Road is safer for children.
- Bob Cunningham, 162 Virginia Road, stated that he was not following what was happening in Montreat six years ago, and is surprised that there is so much confusion regarding the bridge. Mr. Cunningham suggested that the Board take time to review and revisit the Texas Road Bridge decision.
- Karen Boyd, 208 Harmony Lane, questioned if there is an artist rendering or architectural drawing available of the proposed Texas Road bridge.
- Ann Jones, 314 Chapman Road, read a letter from her husband, a bridge engineer, regarding the proposed project questioning whether this is the right solution regarding the location and design of the bridge.
- Don Reid, 127 Shenandoah Terrace, thanked Mr. Nalley for the cost information on the bridge provided in response to his request. Mr. Reid expressed concern with the cost of the project; that the Historical Preservation Office does not believe that the proposed plans are compatible with Montreat; and that the Tennessee Road site should be reconsidered.

Old Business

- A. Proposed Revisions to Montreat General Ordinance, Chapter I, Article II – Noise Control: Commissioner Vinson moved to adopt Ordinance #15-07-0001 Amending Montreat General Ordinance, Chapter I, Article II – Noise Control as presented. Mayor Pro Tem Standaert seconded and the motion carried 5/0.

- B. Resolution Confirming Assessment Roll and Levying Assessments – Upper Kentucky Road Phase I Resident Assessment Project: Commissioner Campbell moved to adopt Resolution #15-07-01 Confirming Assessment Roll and Levying Assessments – Upper Kentucky Road Phase 1 Resident Assessment Project. Commissioner Vinson seconded and the motion carried 5/0.

New Business

- A. Resolution Declaring Cost, Ordering Preparation of Preliminary Assessment Roll, and Setting Public Hearing – Upper Kentucky Road Phase 1 Neighborhood Street Assessment: Commissioner Vinson moved To adopt Resolution #15-07-02 Declaring Cost, Ordering Preparation of Preliminary Assessment Roll, and Setting Public Hearing – Upper Kentucky Road Phase 1 Neighborhood Street Assessment. Mayor Pro Tem Standaert seconded and the motion carried 5/0.

- B. Resolution Declaring Cost, Ordering Preparation of Preliminary Assessment Roll, and Setting Public Hearing – Peace Lane Street Assessment: Mayor Pro Tem Standaert moved to adopt Resolution #15-07-03 Declaring Cost, Ordering Preparation of Preliminary Assessment Roll, and Setting Public Hearing – Peace Lane Street Assessment. Commissioner Vinson seconded and the motion carried 5/0.

- C. Upper Kentucky Phase 1 Neighborhood Utility Assessment Project Financing Resolution #15-07-04: Commissioner Vinson moved to adopt Resolution #15-07-04 Authorizing Staff to Solicit Installment Purchase Financing for this Project and the Filing of an Application to the Local Government Commission for Approval of the Proposed Financing. Commissioner Campbell seconded and the motion carried 5/0.

- D. Upper Kentucky Phase 1 Neighborhood Street Assessment Project Financing Resolution #15-07-05: Commissioner Campbell moved to adopt Resolution #15-07-05 Authorizing Staff to Solicit Installment Purchase Financing for this Project and the Filing of an Application to the Local Government Commission for Approval of the Proposed Financing. Commissioner Vinson seconded and the motion carried 5/0.

- E. Upper Kentucky Phase 1 Residential Utility Assessment Project Financing Resolution #15-07-06: Mayor Pro Tem Standaert moved to adopt Resolution #15-07-06 Authorizing Staff to Solicit Installment Purchase Financing for this Project and the Filing of an Application to the Local

Government Commission for Approval of the Proposed Financing. Commissioner Vinson seconded and the motion carried 5/0.

- F. Peace Lane Street Assessment Project Financing Resolution #15-07-07: Commissioner Vinson moved to adopt Resolution #15-07-07 Authorizing Staff to Solicit Installment Purchase Financing for this Project and the Filing of an Application to the Local Government Commission for Approval of the Proposed Financing. Commissioner Campbell seconded and the motion carried 5/0.

Public Comment – Other Topics

Mayor Taylor reiterated that this Public Comment period for remarks pertaining to public business items not listed on the meeting agenda, including any reports or communications from other community entities.

- Charlotte Chesnutt, D-2 Lynx Drive in Black Mountain, thanked the Board of Commissioners and staff for their volunteer work, leadership, and protection of properties while they are not in town. She disagrees with others in the audience and does not believe that the Town is in a crisis and that things are not falling apart.
- Jack Heinen, representing Montreat College, reported on activities at the College including the Centennial float in the July 4th parade, the campus improvement projects, and the full year of commemorative events leading up to the Centennial. Mr. Heinen also reported that Clearwater Christian College in Florida has closed, and that Montreat College has agreed to assist their students and faculty during this difficult time.

Commissioner Communications

Commissioner Helms affirmed the right of the public to speak to Commissioners and encouraged them to contact and talk to Commissioners individually.

Commissioner Campbell reported that Montreat Landcare was working on renewing their certification with the National Wildlife Federation as a community wildlife habitat. Landcare will also have information about invasive species at the Cottagers meeting and is working on a Tree City USA designation application. Commissioner Campbell updated everyone on the Hemlock restoration program; the Firewise presentation given by Mr. Ron Townley with the North Carolina Forest Service at the Agenda meeting; the attacks by weevils and fungus of the Yellow Poplar and Red Oak trees; and the upcoming events scheduled at the Heritage Center. Commissioner Campbell also thanked Mr. Heinen for his report on Montreat College, and welcomed the development of the Black Box Theatre.

Commissioner McCaskill stated that the site work and bridge design is on-going and that the Town should keep moving forward.

**Montreat Board of Commissioners
Town Council Meeting Minutes
July 9, 2015**

Commissioner Vinson thanked the MRA for addressing the issue of open pit fires in the picnic areas, and that signs have now been posted disallowing open pit fires. She noted that there is a problem in monitoring usage of sites by unreserved parties, and that increased vigilance is needed. Commissioner Vinson also thanked the Landcare Committee for their efforts to save the hemlocks. She noted that John Johnson also spoke to the Cottagers Wilderness and Open Space Committee, and that \$6,500 is being raised in the community to help fund the hemlock program, with the Cottagers Wilderness and Open Space Committee having pledged \$2,000. She recognized Joe Standaert, Rusty Frank, and John Johnson for their efforts on behalf of the hemlock project. Commissioner Vinson noted that further research is needed to identify how many people might potentially need to use the bridge in an emergency and estimated that it is certainly a lot of people. She went on to say that when building the bridge, consideration must be given to emergency equipment as well as handling traffic. While evacuations are difficult no matter how well organized, it is important that a bridge is built, as safety is much more important than aesthetics.

Mayor Pro Tem Standaert thanked Mr. Heinen for his report, and thanked the Mountain Retreat Association for putting on the July 4th parade. Mayor Pro Tem Standaert also noted the upcoming Cottager's meeting on Saturday, July 11 in Convocation Hall, and stated that there would be an opportunity there to purchase the new Montreat Almanac.

Upcoming Meeting Dates

Following a brief discussion with Council, Mayor Taylor set Tuesday, August 11th at 10:00 a.m. as the date for the special meeting to discussion Sanitation Services.

Mayor Taylor reviewed the following list of upcoming meeting dates and deadlines:

<u>Montreat Cottagers Association Meeting:</u>	July 11, 2015, 10:00 a.m. Convocation Hall
<u>July Planning and Zoning Commission Meeting:</u>	July 16, 2015, 7:00 p.m. Walkup Building
<u>Agenda Items Due:</u>	July 31, 2015, 5:00 p.m. Town Services Office
<u>August Montreat Landcare Committee Meeting:</u>	August 5, 2015, 9:00 a.m.
<u>August Agenda Meeting:</u>	August 6, 2015, 7:00 p.m. Walkup Building

**Montreat Board of Commissioners
Town Council Meeting Minutes
July 9, 2015**

<u>Town Council Special Meeting - Sanitation Services:</u>	August 11, 2015, 10:00 a.m. Walkup Building
<u>August Town Council Meeting:</u>	August 13, 2015, 7:00 p.m. Walkup Building
<u>Bi-Weekly Sanitation Service Ends:</u>	August 28, 2015

Adjournment

There being no further items of business, Commissioner Vinson moved to adjourn the Town Council Meeting. Commissioner Campbell seconded and the motion carried 5/0. The meeting was adjourned at 8:45 p.m.

Letta Jean Taylor, Mayor

Stefan Stackhouse, Deputy Town Clerk

**Town of Montreat
Board of Commissioners
Town Council Agenda Meeting
August 6, 2015
Walkup Building**

Board members present: Mayor Letta Jean Taylor
Mayor Pro Tem Mary Standaert
Commissioner Martha Campbell
Commissioner Tim Helms
Commissioner Ann Vinson

Board members absent: Commissioner Jack McCaskill

Town staff present: Ron Nalley, Town Administrator
Stefan Stackhouse, Finance Officer & Deputy Town Clerk
David Arrant, Master Police Officer
Steve Freeman, Public Works Director
Barry Creasman, Senior Water Operator
David Currie, Building Inspector/Code Administrator

Approximately 15 members of the public were also present. Mayor Taylor called the meeting to order at 7:00 p.m., and led the group in prayer.

Agenda Approval

Mayor Taylor welcomed everyone to the meeting. Commissioner Vinson made a motion to approve the Agenda as presented. Commissioner Campbell seconded and the motion to approve the Agenda carried 4/0.

Presentation of Certificates of Appreciation

The Board will present certificates of appreciation to Eagle Scouts David Teo and Joseph Frith at next week's Council meeting.

Public Hearings

The Board will hold three Public Hearings to receive comments on the Approval of Financing Agreements for the Upper Kentucky Phase I Project Area, the Upper Kentucky Road Phase I Neighborhood Street Preliminary Assessment Roll, and the Peace Lane Street Preliminary Assessment Roll.

Mayor's Communications

Mayor Taylor noted that Commissioner Campbell had placed handouts on the table in the back, along with a summary of comments made by her at the Cottager's meeting. Mayor Taylor then reported that the redistribution of local sales tax being proposed in the General Assembly has a devastating impact on the Montreat community. Following discussions with the Town's local representatives, some improvement has been made, however work still needs to continue in educating those on the impacts of the proposed legislation. Mayor Taylor encouraged everyone to please contact their local representatives and explain the economic impact it will have on this area. A copy of a letter sent to the local representatives by Montreat and other cities and towns is included in the agenda packet.

Consent Agenda Review

The proposed Consent Agenda will include the following items:

- May 21, 2015, Special Meeting Minutes (Pending)
- June 11, 2015, Town Council Meeting Minutes (Pending)
- June 18, 2015, Special Meeting Minutes (Pending)
- June 25, 2015, Special Meeting Minutes (Pending)
- July 2, 2015, Agenda Meeting Minutes (Pending)
- July 9, 2015, Town Council Meeting Minutes (Pending)

Town Administrator's Communications

- Mr. Nalley reminded everyone that the special meeting on Sanitation Services had been set for August 11th at 10:00 a.m. in the Walkup Building.
- Mr. Nalley stated that seven applications had been received for the Town Clerk vacancy. He solicited suggestions from the Board as to the process that should be followed in evaluating applicants. In response to a question from Commissioner Campbell, Mr. Nalley suggested that perhaps the Mayor represent the Board during the hiring process, since a designated Commissioner is not assigned to the Administration Department. The Board then requested that Mr. Nalley follow-up with them outlining his thoughts on the hiring and evaluation process in preparation for next week's Council meeting.

Administrative Reports

The Board will hear administrative reports from the Police Chief, Public Works Director, and the Finance Officer during next week's Town Council meeting. Because Mr. Currie will not be available next week, he presented the Building and Zoning report. Two variances are scheduled to be heard by the Zoning Board of Adjustment in August. The Planning and Zoning Board met in July and

discussed the issue of stream buffers in the Stormwater Management Ordinance. Several professionals in the environmental and stormwater management field have been asked to attend their next meeting in order to help them gain a better understanding of the issue. Mayor Pro Tem Standaert requested that Mr. Currie provide the Board an update on the house above Welch Field in September.

Public Comment – Agenda Items

Mayor Taylor reiterated that this Public Comment period was intended for remarks pertaining to items listed on the meeting agenda, including staff reports and communications.

There were no comments from the public at this time.

Old Business

- A. Resolution #15-08-01 Approving Financing Terms – Upper KY Phase 1 Area Assessment Projects: Mayor Taylor reported that a public hearing and discussion on each of these matters under Old Business is scheduled for next week’s Town Council meeting.

- B. Resolution #15-08-02 Confirming Assessment Roll and Levying Assessments – Upper Kentucky Road Phase 1 Neighborhood Street Assessment

- C. Resolution #15-08-03 Confirming Assessment Roll and Levying Assessments – Peace Lane Street Assessment

New Business

- A. Montreat College Temporary Street Closure Request – Portion of Lookout Road: Mayor Taylor reported that Montreat College will be celebrating their Centennial on August 19th, 2015. Mayor Pro Tem Standaert suggested that the Board also consider adopting a Resolution honoring Montreat College and commemorating its centennial. The Board asked Mr. Nalley to prepare a Resolution for their consideration at next week’s meeting.

- B. Well AO4 Pump Replacement: In response to questions from Commissioner Helms, Mr. Freeman confirmed that the pump replacement was necessitated by a lightning strike and that the Town will be filing a claim for reimbursement with the Town’s insurance carrier.

- C. Montreat Hemlock Restoration Initiative Grant: Mayor Taylor reviewed the NCDA&CS Hemlock Restoration Initiative Grant and stated that the \$20,000 proposal consists of a \$10,000 grant matched with \$10,000 in private funding. Commissioner Vinson stated that the plan is to make it a two year program with multiple beetle releases and chemical treatments. In response to a question from Commissioner Helms concerning the possibility of using the

Cottager's donation to the Town for this project, Mayor Pro Tem Standaert suggested that generous donations have been raised from individuals and other entities for the Initiative and that the Cottager money could possibly be used for another project.

Public Comment – Other Topics

Mayor Taylor reiterated that this Public Comment period was intended for remarks pertaining to public business items not listed on the meeting agenda, including any reports or communications from other community entities.

Ms. Claire Frist, 98 Frist Road, expressed concern that we resolve the impasse in a way that reconciles people. She encouraged everyone to seek God's help for a solution that is a win-win for every single person.

Commissioner Communications

Commissioner Campbell called attention to the information table set up in the back of the room. Informational handouts about the Hemlock Restoration project and envelopes for contributions, copies of house check forms, and wildfire booklets from the NC Forest Service are all available at the table.

Upcoming Meeting Dates

Mayor Taylor reviewed the following list of upcoming meeting dates and deadlines.

<u>Special Meeting: Sanitation Services</u>	August 11, 2015, 10:00 a.m. Walkup Building
<u>August Town Council Meeting:</u>	August 13, 2015, 7:00 p.m. Walkup Building
<u>August Board of Adjustment Meeting:</u>	August 27, 2015, 7:00 p.m. Walkup Building
<u>Bi-Weekly Sanitation Service Ends</u>	August 28, 2015
<u>Agenda Items Due:</u>	August 28, 2015, 5:00 p.m. Town Services Office
<u>Montreat Landcare Committee Meeting:</u>	September 2, 2015, 9:00 a.m. Freeland Hall

**Montreat Board of Commissioners
Town Council Agenda Meeting Minutes
August 6, 2015**

September Agenda Meeting: September 3, 2015, 7:00 p.m.
Walkup Building

Town Services Office Closed: September 7, 2015
Labor Day Holiday

Rescheduled Sanitation Collection Date: September 8, 2015
Collection Begins at 8:00 a.m.

September Town Council Meeting: September 10, 2015, 7:00 p.m.
Walkup Building

Closed Session

Mayor Pro Tem Standaert moved to enter into Closed Session in accordance with North Carolina General Statute §143-318.11(3) for attorney consultation regarding the Civil Action: Carolyn Zoe Crowder, John L. Currie, Nancy B. Thomas, Henry W. Darden, Jr., and wife, Carolyn V. Darden, Plaintiffs, versus the Town of Montreat, Defendant. Commissioner Vinson seconded and the motion carried 4/0.

Upon a motion by Commissioner Helms and a second by Commissioner Campbell with the motion carrying 4/0, the Board returned to Open Session. No action was taken during the Closed Session.

Adjournment

Upon returning to open session, Commissioner Vinson moved to adjourn the Agenda Meeting. Mayor Pro Tem Standaert seconded and the motion carried 4/0. The meeting was adjourned at 8:22 p.m.

Letta Jean Taylor, Mayor

Stefan Stackhouse, Deputy Town Clerk

**Town of Montreat
Board of Commissioners
Town Council Special Meeting
August 11, 2015
Walkup Building**

Board members present: Mayor Letta Jean Taylor
Mayor Pro Tem Mary Standaert
Commissioner Martha Campbell
Commissioner Tim Helms
Commissioner Jack McCaskill
Commissioner Ann Vinson

Town staff present: Ron Nalley, Town Administrator
Stefan Stackhouse, Finance Officer and Deputy Town Clerk
Steve Freeman, Public Works Director
Barry Creasman, Senior Water Operator

Mayor Taylor called the meeting to order at 10:00 a.m. and opened with prayer.

Agenda Approval

Commissioner Campbell moved to adopt the agenda as presented. Commissioner Vinson seconded and the motion carried 5/0.

Sanitation Services Discussion

Mayor Letta Jean Taylor introduced the session by reviewing the history of sanitation services provided to the Town of Montreat. In July 2006, the Town began offering residential sanitation, recycling and yard waste collection services. Benefits of providing our own sanitation services included the following: a competitive cost structure; efficient and personal service delivery; increased service levels; Town owned capital investment; and smaller and safer vehicles for collection. Mayor Taylor reviewed the current service delivery method and discussed the amount of solid waste, recycling and yard waste collected since 2010. The Mayor also reviewed the temporary service change made at the compactor site by the Board of Commissioners in early June and the savings realized at the site since that time. She went on to state that the town experienced a problem with illegal dumping and unauthorized use at the site, which necessitated the changes implemented in June. Following a staff review of the sanitation program, it was determined that the present system is labor intensive, bags are handled twice, and the compactor site is being used as convenience center, even though it was not designed as such, and is not safe for use by the general public. Staff then developed four alternatives for consideration: 1) Montreat offers a higher level of service than most nearby municipalities – the Town could consider replacing the present equipment with a compactor truck and close the compactor site; 2) Continue as present, but permanently close compactor site to the public; 3) Eliminate curbside service except for fee-based back-door service, and go entirely to a fee-

based pay as you throw convenient center system; 4) No change from present, except for safety changes to the compactor site, with taxpayers continuing to subsidize non-taxpayer use. The Mayor went on to say that each option has advantages and disadvantages and that there are likely several variations or combinations of these alternatives. She also reminded everyone that the present sanitation truck must be replaced this fiscal year and that the service contract with Consolidated Waste Services for the compactors is ending. Mayor Taylor concluded by stating that the temporary service plan for the compactor site is having the desired effect in the reduction of solid waste, hauls and illegal dumping and unauthorized use. The purpose of the meeting is to discuss the program, the challenges of operating the program and to receive feedback on what aspects of the program are most important to our residents and visitors. With additional public input and any additional research, the Board will be in position to make an informed decision on the potential changes to improve the overall sanitation program.

Mayor Taylor then introduced Mr. Sam Hobson who facilitated the remainder of the meeting. Those who attended the meeting were divided into groups of five to six people to discuss what they like about the current service; what they do not like about the current service; how Montreat's service and cost compare to the service at your permanent residence; the biggest challenge facing sanitation services; the appropriate level of service needed in Montreat; how much they are willing to pay for that level of service; and if they had to choose from the four alternatives, which would they prefer. After reconvening, each small group was asked to report back to the larger group.

Group One – Started with the premise that the community needs infrastructure services. The group listened respectfully to each other and of the four alternatives, leaned primarily towards alternative two. The group encouraged the Town, College and Conference Center to work together to creatively solve the problem. The group also encouraged the Town to consider standardized cans for automated truck pickup. In closing, the group expressed concern with alternative three but stated that Montreat residents need a site to throw trash, and acknowledged that illegal use by those outside the Gate was a problem.

Group Two – The group discussed several ideas and asked the Town to consider installing a key card type system and to update the compactor site. Most of those in the group wanted to retain the current system and preferred alternative four – to keep the service like it is and subsidize others use. There were mixed feelings about having a convenience center only because they liked having curbside collection, but they do not like the pay as you throw concept.

Group Three – The group felt that Montreat residents should have free access to the compactor site and that the Town should consider a key card type system at the site. The group mentioned that there is a credibility gap about the illegal dumping claims and the Town should install cameras to monitor the issue to determine how big a problem it really is. The group

**Montreat Board of Commissioners
Town Council Special Meeting Minutes
August 11, 2015**

preferred to have a place at the Gate, like a truck, so that the garbage could be tossed when people are leaving town. The group also noted the inefficiencies with the separate entities having different service providers and that the Town should explore cost saving options with the College and Conference Center.

Group Four – The group commended the Town’s sanitation staff and expressed their feelings that Montreat is a town for visitors, so the sanitation services should reflect that. The group felt that there is a need for curbside trash collection, however, people are opportunistic and will take advantage of whatever service is available. The group expressed interest in exploring the possibility of contracting out the service and wondered if this was a feasible idea. The group also expressed interest in revisiting consolidation sanitation service efforts with the College and Conference Center. Interest was expressed for a key card type system for residents. Alternative three was the least popular of the group and they also felt that it was not feasible for residents to use large carts with the Town’s topography and narrow streets. The group then expressed a concern that they felt forced to buy bear proof containers and that this solution to the bear problem impacted the Town’s ambiance.

Group Five – The group favored alternatives one or two. Alternative three was their least favorite. The group asked about the possibility of the Cottagers arranging a bulk purchase with discounted prices and the possibility of smaller, more attractive bear proof containers. The group expressed concern that the open compactor site problems will only get worse.

Following the group reports, Town Administrator Ron Nalley fielded several questions regarding Montreat’s current service and how that service might change depending on the alternative selected. It was noted by a resident that garbage is a national issue and one that is being currently discussed and dealt with all over the country. Mr. Nalley then asked that everyone take a few minutes to answer the brief survey provided at the beginning of the meeting.

Mayor Taylor thanked everyone for attending and for their input.

Adjournment

Commissioner Campbell moved to adjourn the Special Meeting. Commissioner Vinson seconded and the motion carried 5/0. The meeting was adjourned at 11:17 a.m.

Letta Jean Taylor, Mayor

Stefan Stackhouse, Deputy Town Clerk

**Town of Montreat
Board of Commissioners
Town Council Meeting
August 13, 2015
Walkup Building**

Board members present: Mayor Pro Tem Mary Standaert
Commissioner Martha Campbell
Commissioner Tim Helms
Commissioner Ann Vinson

Board members absent: Mayor Letta Jean Taylor
Commissioner Jack McCaskill

Town staff present: Ron Nalley, Town Administrator
Stefan Stackhouse, Finance Officer & Deputy Town Clerk
Steve Freeman, Public Works Director
Barry Creasman, Senior Water Operator
David Arrant, Master Police Officer

Approximately 38 members of the public were also present. Mayor Pro Tem Standaert called the meeting to order at 7:00 p.m., led the group in reciting the Pledge of Allegiance, and in a moment of silence.

Agenda Approval

Mayor Pro Tem Standaert asked if there were any changes to the Agenda. Commissioner Campbell made a motion to add the following items:

- 1) New Business – Sanitation Services – A motion instructing the Town Administrator to contact Montreat College and the Montreat Conference Center to discuss possibilities for collaboration with regard to a community-wide sanitation program.
- 2) New Business – Sanitation Services – A motion instructing the Town Administrator to explore options for the secure public use of the dumpster facility by the Montreat community.

Commissioner Vinson seconded and the motion carried 3/1 with Commissioner Helms voting against the motion. Commissioner Vinson then moved to adopt the Agenda as amended. Commissioner Campbell seconded and the motion carried 4/0.

Presentation of Certificates of Appreciation

Commissioner Campbell presented Certificates of Appreciation to Eagle Scouts David Teo and Joseph Frith. David Teo described his Eagle Scout Project which involved landscaping improvements to the rear yard of the Anderson house. Commissioner Campbell reported that Joseph Frith, who was not able to attend the meeting, constructed a new pedestrian bridge at

Robert Lake Park for his Eagle Scout Project.

Public Hearing: Application for Approval of Financing Agreements: Upper Kentucky Road Phase I, Residential Utility, Neighborhood Utility, Neighborhood Street, and Peace Lane Assessment Projects

Mr. Stackhouse explained that with the completion of the four special assessment projects, the Town is now seeking North Carolina Local Government Commission approval for long-term financing for the projects. This ten-year financing agreement will enable the Town to recoup its investment in these projects and to replenish the Town fund balances paid out during the construction of the projects. Debt service for the project will then be covered by the annual special assessment revenues.

Mayor Pro Tem Standaert then opened the public hearing for comments. There being no comments, Mayor Pro Tem Standaert closed the public hearing.

Public Hearing: Preliminary Assessment Roll - Upper Kentucky Road Phase 1 Neighborhood Street Assessment Project

Mr. Nalley reviewed the project and displayed a map of the area covered by the Upper Kentucky paving project. Fourteen property owners, representing a total of 38 lots are to be assessed the total project cost amount of \$16,519.23, or \$434.72 per lot.

Mayor Pro Tem Standaert then opened the public hearing for comments. Mr. Les McLean, 534 Salem Drive, stated that the Upper Kentucky Road paving project, while adjoining his lots, would not benefit him directly because he enters his lots from Salem Drive. He requested that the Board remove him from the preliminary assessment roll. There being no further public comments, Mayor Pro Tem Standaert closed the public hearing.

Public Hearing: Peace Lane Paving Project Preliminary Assessment Roll

Mr. Nalley reviewed the project and displayed a map of the area covered by the Peace Lane paving project. Eight property owners, representing 12 lots are to be assessed the total project cost of \$23,988.86, or \$1,999.07 per lot.

Mayor Pro Tem Standaert then opened the public hearing for comments. There being no comments, Mayor Pro Tem Standaert closed the public hearing.

Mayor's Communications

Mayor Pro Tem Standaert reported that Mayor Taylor is traveling but that she has asked her to update the Board and public on the State budget and sales tax redistribution proposal being

discussed by the North Carolina General Assembly. The Mayor, on behalf of the Town, has sent in a letter through the Alliance for a Prosperous North Carolina requesting that the Senate consider not changing the present sales tax distribution formula. The Mayor is urging Montreat property owners with residences elsewhere to please contact their local representatives about the negative impact this proposal would have on Buncombe County and the Town of Montreat.

Mayor Pro Tem Standaert then recognized Jeff, Gerda, and David Teo, as representatives of Montreat College, and presented to them Resolution #15-08-04 Honoring Montreat College and Commemorating Its Centennial.

Consent Agenda Review

There were no items approved through the consent agenda.

Town Administrator's Communications

- Mr. Nalley noted that the minutes for the May 21st Special Meeting, the June 11th Town Council Meeting, the June 18th Special Meeting, the June 25th Special Meeting, the July 2nd Agenda Meeting and the July 9th Town Council Meeting are still pending.
- Mr. Nalley thanked all those who attended the sanitation special meeting on August 11th. He especially thanked Mayor Taylor for presiding and Sam Hobson for facilitating the meeting. The PowerPoint presentation from the meeting will be added to the Town's website for those who were unable to attend.
- A set of supplemental questions has been sent to each of the applicants for the vacant Town Clerk position.

Administrative Reports

Police Chief: Master Police Officer Arrant presented and reviewed the July 2015 monthly departmental activity report. Officer Arrant reported on the Fourth of July activities including the Montreat Gait and Parade. He also noted that during the July 4th holiday, a total of 5,578 vehicles passed the speed detection sign and counter at the Gate. This was 858 more vehicles than last year. Officer Arrant then thanked the other Town and Montreat Conference Center employees who assisted the department with the July 4th activities.

Public Works Director: Mr. Freeman reported on the following items:

- The final Friday bi-weekly sanitation collection service for the summer will be held on August 28th.

- Street crews continue their work on pot hole patching, mowing, split-rail fence repairs and restoring the gravel roads throughout Town. Kudzu spraying will begin next week.
- As was reported last week, Well A04 was struck by lightning and had to be replaced. Due to the high water demand during the summer, the well had to be repaired quickly. All wells are now back in service. In response to a question from Commissioner Campbell, Mr. Freeman indicated that while there are other communities in Western North Carolina experiencing drought conditions and imposing water restrictions, Montreat uses well water and is not in as bad shape as those with surface water systems. Nevertheless, Mr. Freeman noted that conditions are dry and he urged everyone to conserve. In response to a question from Mayor Pro Tem Standaert, Mr. Freeman explained that Montreat does not need to buy water from Black Mountain because of improvements made to the water system, including replacing and repairing old lines. In addition, in 2010, three new wells were added to the system using stimulus funding from the American Recovery and Reinvestment Act, lowering the pumping hours in existing wells. The water systems for the Town of Black Mountain and Montreat are interconnected in case an emergency arises.

Finance Officer: Mr. Stackhouse presented and reviewed the following monthly reports:

- June 2015 Financial Summary Report;
- Final June 2015 Detailed Financial Statement;
- Preliminary July 2015 Detailed Financial Statement;
- July 31, 2015 Cash and Investment Earnings Report.

In response to a question from Commissioner Vinson, Mr. Stackhouse reported that the Town's legal expenses for fiscal year ending 2015 were around \$80,000, of which about \$60,000 was due to the current lawsuit.

Building Inspector/Code Administrator: Mr. Currie was absent and gave his report earlier at the Agenda meeting.

Public Comment – Agenda Items

Mayor Pro Tem Standaert reiterated that this Public Comment period was intended for remarks pertaining to items listed on the meeting agenda, including staff reports and communications.

There were no comments from the public at this time.

Old Business

- A. Resolution Approving Financing Terms – Upper Kentucky Phase I Area Assessment Projects: Commissioner Vinson moved to adopt Resolution #15-08-01 approving financing terms for the Upper Kentucky Phase I Area assessment projects. Commissioner Helms seconded and the motion carried 4/0.

- B. Resolution Confirming Assessment Roll and Levying Assessments – Upper Kentucky Road Phase I Neighborhood Street Assessment Project: Commissioner Campbell asked the Board to consider a substitute motion removing Mr. Les McLean from the assessment roll based on him not receiving any direct benefit from the street project. Hearing no objection, Commissioner Campbell moved to remove Mr. Les McLean from the assessment roll, that the assessment roll be recalculated, and that the Board call for a new public hearing at the September 10, 2015 regular meeting. Commissioner Vinson seconded and the motion carried 4/0.

- C. Resolution Confirming Assessment Roll and Levying Assessments – Peace Lane Street Assessment: Commissioner Vinson moved to adopt Resolution #15-08-03 confirming the assessment roll and levying assessments for the Peace Lane Street Assessment Project. Commissioner Campbell seconded and the motion carried 4/0.

New Business

- A. Resolution Honoring Montreat College and Commemorating Its Centennial: Commissioner Campbell moved to adopt Resolution #15-08-04 Honoring Montreat College and Commemorating Its Centennial. Commissioner Vinson seconded and the motion carried 4/0. Mayor Pro Tem Standaert recognized Mr. Jack Heinen, Vice President for Finance and Administration at Montreat College, and offered to formally present the Resolution to the College during their Centennial Celebration.

- B. Montreat College Temporary Street Closure Request – Portion of Lookout Road: Commissioner Vinson moved to approve the temporary closure of a portion of Lookout Road from Anderson Auditorium Parking Lot to Assembly Circle on Wednesday, August 19th, 2015 from 10:00 a.m. until 2:00 p.m. for the Montreat College Centennial Celebration. Commissioner Campbell seconded and the motion carried 4/0. In response to a question from Commissioner Helms, Mr. Nalley confirmed that this is the same section of road that was closed for the Presidential Inauguration, and this closure will carry the same stipulations requested by Chief Staggs as in that event.

- C. Well AO4 Pump Replacement: Commissioner Helms moved to approve the proposed invoice from Ruben Caldwell Drilling, Inc. in the amount of \$4,245.00. Commissioner Vinson seconded and the motion carried 4/0.

- D. Montreat Hemlock Restoration Initiative Grant: Commissioner Campbell moved for the Town of Montreat to serve as the Fiscal Agent for the NCDA&CS Hemlock Restoration Initiative Grant and to accept the terms outlined in the grant proposal if awarded. In response to a question from Mayor Pro Tem Standaert, Mr. Nalley noted that the Town of Montreat through Montreat Landcare is requesting a grant of \$10,000 from the North Carolina Department of Agriculture, with a \$10,000 match from local funding sources, to establish a colony of “Lari” beetles and to conduct a series of chemical treatments in order to attack the Hemlock Woolly Adelgid as part of the Save our Hemlocks program. Commissioner Vinson then seconded and the motion carried 4/0.
- E. Sanitation Services – Community Wide Sanitation Program: Commissioner Campbell moved to instruct the Town Administrator to contact appropriate staff from Montreat College and Montreat Conference Center who have responsibility for solid waste and recycling disposal, and within 30 days, to convene institutional representatives to determine if there is mutually beneficial synergy to work together for a community-wide sanitation program. Following this determination, the Town Administrator will work with other smaller institutions within the Town of Montreat who have responsibility for their own waste and recycling disposal to extend opportunities for mutually beneficial sanitation services which may be developed by the town and larger institutions. Commissioner Vinson seconded the motion. During discussion, Commissioner Campbell stated that she was making her motion in response to public input received from the Board’s special meeting held on August 11th. Commissioner Vinson stated that she would also like the Town to consider consulting with rental property owners. Commissioner Helms stated that while he is not necessarily opposed to the motion, the reason he opposed adding this item to the agenda is that he had not had time to study it since the motion language was not distributed in advance of the meeting. Mayor Pro Tem Standaert agreed and stated that process is important. She went on to say, that the Town has over 600 homes, 100 of which are rental properties, which is a shift over the past few years. Due to this shift, the Town needs to involve landlords and property management companies with this issue. In response to a question from Commissioner Helms, Mr. Nalley confirmed that the compactor site will continue to operate in the same manner as it has during the summer as instructed by the Board until an evaluation can be made at the end of August and a report submitted to the Board in September. Commissioner Helms noted that this could delay any action by the Board until October. Mr. Nalley stated that the Board approved this timeline at the beginning of summer in order to allow enough time to compile the data needed in order to make final recommendations for the site. Commissioner Vinson stated that her understanding of the intention of the motion is to contact institutions to work on a long-term solution and that the review of the operation of the compactor site was a separate matter and based on a much shorter time frame. There being no further discussion, Mayor Pro Tem Standaert restated the motion, and the motion carried 4/0.
- F. Sanitation Services - Dumpster Facility Use: Commissioner Campbell moved to instruct town staff to continue to investigate options for secure public use of the dumpster facility by the

Montreat community and that staff provide to the Council and the public cost estimates for recommendations made at the August 11, 2015 Special Sanitation Town Hall Meeting, from emails and from public comments, including but not limited to: special bags for no-charge disposal into the dumpster, security cameras, a card or chip system to access the gate and upgrades to the facility necessary for safe use by the Montreat community. Commissioner Vinson seconded the motion. During discussion, Commissioner Helms clarified that “secure use” means for the Montreat public only. In response to a question from Commissioner Vinson, Mr. Freeman confirmed that some work had already been done on this issue and that these figures would likely need to be updated. Commissioner Campbell stated that the Town has received some good ideas and that the Town now needs to review and explore these different ideas. There being no further discussion, the motion carried 4/0.

Public Comment – Other Topics

Mayor Pro Tem Standaert reiterated that this Public Comment period was intended for remarks pertaining to public business items not listed on the meeting agenda, including any reports or communications from other community entities.

- Tanner Pickett, Vice president for Sales, Marketing and Communications with the Montreat Conference Center, presented a check for \$30,086, which was the latest installment of the Community Service Fee. Mr. Pickett conveyed the thanks of the Conference Center for the mutually beneficial relationship with and assistance from the Town of Montreat. He reported that the Conference Center had finished a great summer and on August 21st will be commemorating the 50th anniversary of Martin Luther King’s speech at Anderson Auditorium. Special security arrangements will be in place for the event so please see a staff member if you or interested in attending.
- Bill Seaman, 425 Appalachian Way, reported that at their last meeting, the Landcare Committee considered how to move forward with developing an application for TreeCity USA designation by the National Arbor Day Foundation. The Landcare Committee is unanimous in its recommendation that TreeCity USA status is an appropriate and beneficial opportunity for Montreat. Accordingly, the Committee has begun to develop an application that will be presented to the Board for review in September. Of the four standards required for designation, two have already been met. The two remaining standards are easy achievable and include the establishment of a Tree Board, which is a role that could be assumed by the Landcare Committee, and the development of a Tree Ordinance, which may be as simple as updating the current Ordinance. TreeCity USA certification may also open the door to external funding and involvement with other special programming.

Commissioner Communications

Commissioner Vinson reported that she had attended the Landcare Committee meeting and was supportive of the TreeCity USA designation for Montreat. Commissioner Vinson stated that information on the Hemlock program, the Community Firewise Program, and other handouts were available on the back table. She also thanked Mr. Richard DuBose, President of the Montreat Conference Center, for an article praising Montreat Landcare and the Save our Hemlock program. On July 28th the Audit Committee met with the Town’s auditors as well as elected new officers.

Commissioner Campbell thanked Mr. Seaman for his report and added that Barry Creasman and Mike Harrison will be attending an urban forestry conference and working toward their arborist certification. Landcare is planning an autumn event to educate the member organizations of Landcare about the work of the Committee. The Committee has begun planning for the 2016 native plant sale and Arbor Day celebration. Commissioner Campbell also noted that the Heritage Center will soon open an exhibit on the Montreat College Centennial and that she will be helping with new student orientation community projects around town.

Mayor Pro Tem Standaert stated that the remodeling of Upper Anderson had been completed and that it was now a new glorious space.

Upcoming Meeting Dates

Mayor Pro Tem Standaert reviewed the following list of upcoming meeting dates and deadlines:

<u>August Board of Adjustment Meeting:</u>	August 27, 2015, 7:00 p.m. Walkup Building
<u>Bi-Weekly Sanitation Service Ends:</u>	August 28, 2015
<u>Agenda Items Due:</u>	August 28, 2015, 5:00 p.m. Town Services Office
<u>Montreat Landcare Committee Meeting:</u>	September 2, 2015, 9:00 a.m. Freeland Hall
<u>September Agenda Meeting:</u>	September 3, 2015, 7:00 p.m. Walkup Building
<u>Town Services Office Closed:</u>	September 7, 2015 Labor Day Holiday

**Montreat Board of Commissioners
Town Council Meeting Minutes
August 13, 2015**

Rescheduled Sanitation Collection Date: September 8, 2015
Collection Begins at 8:00 a.m.

September Town Council Meeting: September 10, 2015, 7:00 p.m.
Walkup Building

Tentative – September Planning and Zoning
Commission Meeting: September 15, 2015, 7:00 p.m.
Walkup Building

Adjournment

There being no further business, Commissioner Vinson moved to adjourn the Town Council Meeting. Commissioner Campbell seconded and the motion carried 4/0. The meeting was adjourned at 8:21 p.m.

Mary Standaert, Mayor Pro Tem

Stefan Stackhouse, Deputy Town Clerk

**Town of Montreat
Board of Commissioners
Town Council Agenda Meeting
September 3, 2015
Walkup Building**

Board members present: Mayor Letta Jean Taylor
Mayor Pro Tem Mary Standaert
Commissioner Martha Campbell
Commissioner Tim Helms
Commissioner Ann Vinson
Commissioner Jack McCaskill

Town staff present: Stefan Stackhouse, Finance Officer & Deputy Town Clerk
Jack Staggs, Chief of Police
Barry Creasman, Senior Water Operator

Approximately 15 members of the public were also present. Mayor Taylor called the meeting to order at 7:00 p.m., led the group in reciting the Pledge of Allegiance and in prayer.

Agenda Approval

Mayor Taylor welcomed everyone to the meeting and asked if there were any additions to the agenda. Commissioner Campbell requested to add the following:

- 1) Presentations – Montreat College Cyber Security Department Presentation
- 2) New Business – Montreat Board of Adjustment Meeting Summary – A motion requesting the Zoning Administrator research better options for addressing the application of the Fair Housing Act in the current Ordinances and that this review and the one previously requested on front and back building setbacks be addressed as soon as possible.

Commissioner Vinson made a motion to approve the Agenda as amended. Commissioner Helms seconded and the motion to approve the Agenda as amended carried 5/0.

Public Hearings:

Upper Kentucky Road Phase I Neighborhood Street Preliminary Assessment Roll

The Board will hold a Public Hearing at the beginning of next week's meeting to receive comments on the Upper Kentucky Phase I Neighborhood Street Preliminary Assessment Roll.

Mayor's Communications

Mayor Taylor stated that she would reserve her communications until next week.

Consent Agenda Review

The proposed Consent Agenda will include the following items:

- May 21, 2015, Special Meeting Minutes (Pending)
- June 11, 2015, Town Council Meeting Minutes (Pending)
- June 18, 2015, Special Meeting Minutes (Pending)
- June 25, 2015, Special Meeting Minutes (Pending)
- July 2, 2015, Agenda Meeting Minutes (Pending)
- July 9, 2015, Town Council Meeting Minutes (Pending)
- August 6, 2015, Agenda Meeting Minutes (Pending)
- August 13, 2015, Town Council Meeting Minutes (Pending)
- Approval of Fiscal Year 2015-2016 Budget Amendment #1 to account for the Landcare Hemlock Restoration Initiative Grant

Town Administrator's Communications

Mayor Taylor stated that due to the Town Administrator's absence, Mr. Nalley's report would be given during next week's Town Council meeting.

Administrative Reports

The Board will hear administrative reports from the Police Chief, Public Works Director, Finance Officer and the Building Inspector/Code Administrator during next week's Town Council meeting.

Public Comment – Agenda Items

Mayor Taylor reiterated that this Public Comment period was intended for remarks pertaining to items listed on the meeting agenda, including staff reports and communications.

There were no comments from the public at this time.

Old Business

- A. Resolution #15-09-01 Confirming Assessment Roll and Levying Assessments – Upper Kentucky Road Phase 1 Neighborhood Street Assessment Project: Mayor Taylor reported that a public hearing on this matter is scheduled for next week's Town Council meeting.
- B. Sanitation Services Discussion: The Board will hold a discussion on Sanitation Services at next week's Town Council meeting.

New Business

- A. Montreat Board of Adjustment Meeting Summary: In light of the matter that had recently come before the Montreat Board of Adjustment, Commissioner Campbell requested that the following motion be considered at next week’s Council meeting: To Request that the Zoning Administrator research better options for addressing the requirements of the Fair Housing Act in the Ordinances of the Town of Montreat and that the Zoning Administrator send those options to the Planning and Zoning Commission to draft recommended ordinance changes for the Town Council to consider and that this review and the one previously requested on front and back building setbacks be addressed by the Planning and Zoning Commission as soon as possible.

Public Comment – Other Topics

Mayor Taylor reiterated that this Public Comment period was intended for remarks pertaining to public business items not listed on the meeting agenda, including any reports or communications from other community entities.

There were no comments from the public at this time.

Commissioner Communications

There were no Commissioner communications at this time.

Upcoming Meeting Dates

Mayor Taylor reviewed the following list of upcoming meeting dates and deadlines.

<u>Town Services Office Closed:</u>	September 7, 2015 Labor Day Holiday
<u>Rescheduled Sanitation Collection Date:</u>	September 8, 2015 Collection Begins at 8:00 a.m.
<u>September Town Council Meeting:</u>	September 10, 2015, 7:00 p.m. Walkup Building
<u>September Planning and Zoning Commission Meeting:</u>	September 15, 2015, 7:00 p.m. Walkup Building

**Montreat Board of Commissioners
Town Council Agenda Meeting Minutes
September 3, 2015**

Agenda Items Due

September 25, 2015, 5:00 p.m.
Town Services Office

October Agenda Meeting

October 1, 2015, 7:00 p.m.
Walkup Building

October Town Council Meeting

October 8, 2015, 7:00 p.m.
Walkup Building

Closed Session

Commissioner Vinson moved to enter into Closed Session in accordance with North Carolina General Statute §143-318.11(3) for attorney consultation regarding the Civil Action: Carolyn Zoe Crowder, John L. Currie, Nancy B. Thomas, Henry W. Darden, Jr., and wife, Carolyn V. Darden, Plaintiffs, versus the Town of Montreat, Defendant. Commissioner Campbell seconded and the motion carried 5/0.

Upon a motion by Commissioner Helms and a second by Commissioner Vinson with the motion carrying 5/0, the Board returned to Open Session. No action was taken during the Closed Session.

Adjournment

Upon returning to open session, Commissioner Campbell moved to adjourn the Agenda Meeting. Commissioner Vinson seconded and the motion carried 5/0. The meeting was adjourned at 7:55 p.m.

Letta Jean Taylor, Mayor

Stefan Stackhouse, Deputy Town Clerk

**Town of Montreat
Board of Commissioners
Town Council Meeting
September 10, 2015
Walkup Building**

Board members present: Mayor Letta Jean Taylor
Mayor Pro Tem Mary Standaert
Commissioner Martha Campbell
Commissioner Tim Helms
Commissioner Ann Vinson
Commissioner Jack McCaskill

Town staff present: Ron Nalley, Town Administrator
Stefan Stackhouse, Finance Officer & Deputy Town Clerk
Steve Freeman, Public Works Director
Barry Creasman, Senior Water Operator
Jack Staggs, Chief of Police
David Currie, Code Administrator/Building Inspector

Approximately 35 members of the public were also present. Mayor Taylor called the meeting to order at 7:00 p.m., led the group in reciting the Pledge of Allegiance, and in prayer.

Agenda Approval

Mayor Taylor stated that a Closed Session would be added to the end of the agenda, and asked if there were any other changes to the agenda. Commissioner Helms made a motion to approve the Agenda as amended. Commissioner Vinson seconded and the motion carried 5/0.

Presentation – Cyber Security Department at Montreat College

Commissioner Campbell introduced Akira Shavers, who is a Montreat College student from Okinawa Japan. Mr. Shavers is studying Cyber Security, which is concerned with defending personal information from identity thieves. He explained the importance of monitoring activity, and of effective controls and policies to prevent identity theft. Mr. Shavers thanked Mr. Sam Sloan and the Bank of America for the help they provided to him, including accommodating his ten week summer internship with the Bank of America Cyber Forensics Team. The internship has now led to an offer of employment from Bank of America. Mr. Shavers continues to meet with Montreat College regarding cyber security and now collaborates with other organizations. Mr. Shaver expressed his gratitude for the education he received from Montreat College.

**Public Hearing: Upper Kentucky Road Phase 1 Neighborhood Street Project
Preliminary Assessment Roll**

Mr. Nalley reviewed the project and displayed a map of the area covered by paving project. Based on changes made at the August Town Council meeting, there are now thirteen property owners,

representing a total of 36 lots, who are to be assessed the total project cost amount of \$16,519.23, or \$458.87 per lot.

Mayor Taylor opened the public hearing for comments. Mr. Bob Eckard, 4439 Flagg Street Orlando, Florida, stated that he understood that the change was necessary to remove the McLeans from the assessment roll, and that he is okay with that. Mr. Eckard thanked the Board for undertaking the project, and looked forward to its completion. There being no further public comments, Mayor Taylor closed the hearing.

Mayor's Communications

Mayor Taylor reported that she had received a letter from Mr. Richard Dubose, President of the Montreat Conference Center, thanking the Town for the assistance provided to the Conference Center during the Martin Luther King commemoration. Mayor Taylor also read a letter from Anne Hager, thanking Town personnel for assistance in spraying a swarm of yellow jackets in her bear proof container.

Mayor Taylor, in order to correct misinformation in the community, stated that every elected official in North Carolina must take an ethics course. North Carolina General Statute 160A-75 states that "no member shall be excused from voting except upon matters involving the consideration of the member's own financial interest or official conduct or on matters on which the member is prohibited from voting under G.S. 14-234, 160A-381(d), or 160A-388(e)(2)." If any Board member fails to vote, who is present, or who has not been excused from voting by the Council, shall be counted as an affirmative vote. Therefore, every member of the Board must vote when present, unless excused, and they may not be excused unless there is a direct financial conflict of interest.

Consent Agenda Review

With the adoption of the Consent Agenda, the Board approved the following items:

- Approved Fiscal Year 2015-2016 Budget Amendment #1 to account for the Landcare Hemlock Restoration Initiative Grant.
- Approved Fiscal Year 2015-2016 Budget Amendment #2 to account for the installation of electronic equipment on the new police car.

Town Administrator's Communications

- Mr. Nalley noted that the minutes for the May 21st Special Meeting, the June 11th Town Council Meeting, the June 18th Special Meeting, the June 25th Special Meeting, the July 2nd

Agenda Meeting, the July 9th Town Council Meeting, the August 6th Agenda Meeting and the August 13th Town Council Meeting are still pending.

- Mr. Nalley presented the monthly engineering report from KCI on the Texas Road Bridge, along with copies of correspondence with Mr. Dewayne Sykes in regard to conversations with Commissioner McCaskill.
- The field of candidates for the Town Clerk position has been narrowed to six. Interviews have been scheduled for next week with four of those candidates.
- The North Carolina Office of State Budget and Management has released the 2014 municipal population estimate of 728 for the Town of Montreat.

Administrative Reports

Police Chief: Chief Staggs presented and reviewed the August 2015 monthly departmental activity report. The Martin Luther King commemoration required additional personnel which totaled fifty extra staff hours. Chief Staggs was pleased to report there were no issues or problems during the event. The Town has received several reports of bear sightings, especially regarding a female and her two cubs. There have been no problems, but Chief Staggs did remind people to keep their dogs on a leash to prevent them from going after the cubs. Chief Staggs also reported that the Montreat Police Department contributed patches to be included in the Asheville time capsule.

Public Works Director: Mr. Freeman reported on the following items:

- The annual solid waste report has been completed and submitted to the State;
- The Water Department inventory has been completed for the auditors;
- Street Department crews have been spraying for Kudzu, mowing, and preparing for leaf season;
- Barry Creasman and Mike Harrison will be attending arborist training in Greensboro.

Finance Officer: Mr. Stackhouse presented and reviewed the following monthly reports:

- July 2015 Financial Summary Report;
- Final July 2015 Detailed Financial Statement;
- Preliminary August 2015 Detailed Financial Statement;
- August 31, 2015 Cash and Investment Earnings Report.

In response to a question from Commissioner Campbell, Mr. Stackhouse explained that most of the Public Buildings budget is always expended early in the fiscal year due to large insurance premiums payable in July. Mr. Stackhouse also reported that the field work in preparation for our annual audit had been completed.

Building Inspector/Code Administrator: Mr. Currie presented and reviewed the August departmental activity report. The Board of Adjustment met on August 28th and granted two variances. Mr. Currie reported on the status of the Texas Spur retaining wall noting that work is being done on the stormwater system at the Burdett/Jordan property in order to help with erosion issues on the site.

Public Comment – Agenda Items

Mayor Taylor reiterated that this Public Comment period was intended for remarks pertaining to items listed on the meeting agenda, including staff reports and communications.

There were no comments from the public at this time.

Old Business

- A. Resolution #15-09-01 Confirming Assessment Roll and Levying Assessments – Upper Kentucky Road Phase I Neighborhood Street Assessment Project: Commissioner Helms moved to adopt Resolution #15-09-01 Confirming Assessment Roll and Levying Assessments – Upper Kentucky Road Phase 1 Neighborhood Street Assessment. Commissioner Vinson seconded and the motion carried 5/0. Mayor Pro Tem Standaert thanked the staff for working on the Upper Kentucky projects over a four year period and stated that this was the first project financed and constructed in this manner in Montreat.
- B. Sanitation Services Discussion: Mayor Taylor introduced this issue by reminding everyone that the service changes in place through the summer at the compactor site were only a “temporary” measure due to the problems experienced with illegal dumping and unauthorized use. Mr. Nalley stated that in response to direction provided by the Board to staff during the August 13th Town Council meeting, staff has reviewed the cost estimates for each of the alternative service delivery recommendations presented at their August 11th Special Board meeting. He reminded everyone that there is no one solution to the sanitation service issue and that there are advantages and disadvantages to each service delivery recommendation. Mr. Nalley continued by stating that the temporary service plan for the compactor site is having its desired effect in the reduction of municipal solid waste, illegal dumping and unauthorized use. It is also resolved staff’s concern with the safety and liability of the site to the general public as well as our own employees. However, the personnel cost to operate the site exceeds the revenue generated and the savings realized during the first three months of operation. While initially, usage at the site was higher, usage significantly declined after the first week in August. This leads one to believe, that if the site continues to operate in this manner at all, the best scenario is to open only during the months of June and July and to remember that the site is actually serving very few people when compared to the total number of visitors to our community during those months. Following a three month review, the information and data collected at the site supports the closing the compactor site to the

general public, encouraging the use of curbside sanitation collection services, and increasing education efforts for specific disposal topics including container rules, bear-proof-container requirements, and special collection services.

Mr. Nalley outlined the four service deliver alternatives:

- 1) Montreat offers a higher level of service than all of our neighboring cities and towns. Service is labor intensive and more expensive. Consideration should be given to upgrading the truck to a small compactor truck at a cost of around \$120,000. Scheduled pickups would be changed to once weekly for the entire year or two days during the summer months if a higher level of service is desired. Trash would be taken by the Town directly to the landfill. The compactor site would be closed and rental and haul costs would be eliminated. In order to accommodate those residents and visitors who have excessive amounts of garbage, enjoy the convenience of the compactor site or choose not to have a bear proof container, the Town could offer for sale, a special imprinted color trash bag. Those with special bags would be allowed to place them in a fenced handling area, opened by any staff member upon request.

Total Costs for this alternative include: Sanitation Compactor Truck - \$26,000 per year over a five year period; and Imprinted Bag System - \$8,500 to be recovered through the sale of the bags.

- 2) Continue collection services in the same manner, however the compactor site would be closed permanently to the public. While this alternative may be unpopular with some residents who now use the site as a convenience center instead of using curbside service, this will ensure that taxpayer money is appropriately spent on true service delivery while eliminating the safety and liability concerns of the site. It is interesting to note that the days with the highest use at the compactor site were often days with scheduled pickups. In order to accommodate those residents and visitors who have excessive amounts of garbage, enjoy the convenience of the compactor site or choose not to have a bear proof container, the Town could offer for sale, a special imprinted color trash bag. Those with special bags would be allowed to place them in a fenced handling area, opened by any staff member upon request.

Total Costs for this alternative include: Sanitation Truck - \$16,500 per year over a five year period; and Imprinted Bag System - \$8,500 to be recovered through the sale of the bags.

- 3) Eliminate curbside collection and develop a safe and efficient convenience center for the disposal of household garbage and recyclables. Under this alternative, the Town would continue to offer back door service, bulk collections and special pickups for a fee. The collection center would be staffed and a system developed through either a straight

fee or special bag/tag system that allows only residents and visitors to Montreat to use the Center.

Total Costs for this alternative include: Sanitation Truck - \$16,500 per year over a five year period; Imprinted Bag System - \$8,500 to be recovered through the sale of the bags; Convenience Center Changes - \$50,000 based on having enough space for the modifications; Swipe Card, Key Pad or Buzzer System – Range of \$2,000 to \$4,500 each for initial setup (These systems were not recommended by the vendor for the proposed application); and Convenience Center Operation – Costs to be offset by revenue generated at site.

- 4) Do not make any changes to the current sanitation collection system. Under this alternative, staff would recommend changes to the compactor site in order to address safety and liability concerns. Remember that while this seems the easiest choice to make, Montreat taxpayers are subsidizing sanitation services for non-residents and tax exempt entities. This alternative is attractive if Montreat residents are happy with the higher level of service and do not mind paying for others using the compactor site.

Total Costs for this alternative include: Sanitation Truck - \$16,500 per year over a five year period; Convenience Center Changes - \$50,000 based on having enough space for the modifications; and Convenience Center Operations – Subsidized through ad valorem taxes.

Mr. Nalley noted that the compactor site was never intended to be open to the public as a convenience center, and that the third alternative would have the largest potential for cost savings, but would also represent the greatest change from the present system. In response to a question from Mayor Pro Tem Standaert, Mr. Nalley confirmed that with continuation of back door service, special pickups, and bulk collections, the Town would still need a truck, but that a smaller one would do. The Town presently has approximately thirty back door pickup customers. In response to a question from Commissioner Helms, Mr. Nalley stated that in alternative one, recyclables were collected but not compacted, and that it would still be feasible to use a compactor truck to collect them. In response to questions from Commissioner McCaskill, Mr. Nalley stated that daily pickups would not be required due to insufficient volume, but that it summer pickups would require a two to three hour round trip to the landfill, and may stretch collection service to two pickup days. Mr. Freeman stated that a truck with a capacity of twelve cubic yards will work for a maximum one-day load, but a separate truck still may be needed for other things. Mr. Nalley closed by directing the Board's attention to the survey results and responses from the August 11th meeting included in the agenda packet.

Mayor Pro Tem Standaert asked if there had been any discussions with the Montreat Conference Center and Montreat College regarding shared services, following up from the August 11th meeting. Mr. Nalley indicated that he had contacted both, and a tentative meeting

was scheduled for September 24th. Mayor Pro Tem Standaert stated that all four alternatives are expensive and are scheduled to become effective for the fiscal year 2016-2017, and may require big decisions where tax dollars are allocated. Mayor Pro Tem Standaert also urged the Board and staff to think about short term solutions that may not be as costly and noted that a number of houses are short-term rentals, and that the sanitation issue should be discussed with property managers.

In response to a question from Mayor Taylor, Mr. Nalley stated that the compactors are on the first year of a two year contract extension, and that the present sanitation collection truck is in real need of replacement.

Commissioner Campbell reported that she had spoken with Chip Craig of Greybeard Realty, and that they now have dumpsters behind their offices for the use of their tenants. According to Mr. Craig, if the temporary measures at the compactor site become more permanent, Greybeard Realty may ask the rental property owners to provide a secure refuse container or else pay Greybeard an additional fee to recover the extra costs. Commissioner Campbell expressed her opinion that sanitation should simply be a cost of doing business for rental property owners. She also expressed concern over what to do about residents and visitors who are in Montreat on weekends or more infrequently and how to perhaps meet their needs. Commissioner Campbell stated that cameras are a deterrent to misuse of the compactor site, and perhaps a key or card swipe system could be considered if one that was suitable for outdoor applications were available. Mr. Nalley reminded the Board that such systems do exist, but according to the contractors staff contacted, those applications were not appropriate for the Town's needs.

Commissioner Helms stated that he prefers alternative two. The special bags could be made easily available, and that a small handling area could be developed to allow for disposal while keeping the compactor site closed. Commissioner Helms knows that this system is labor intensive, but does not prefer a drastic change to the current collection system. Commissioner Helms also likes the idea of having a more versatile truck.

Commissioner McCaskill stated his belief that everyone that rents a house or only occupies their house on weekends should be required to install a bear proof container. This would eliminate scheduling problems and not be an unreasonable solution. Commissioner McCaskill also likes the idea of having a multi-use truck. Mr. Nalley reminded the Board that we do not have a back-up truck if the current truck breaks down, and based on a couple of statements by Commissioners, questioned why it was thought that two trucks were necessary if a compactor truck is purchased.

Mayor Pro Tem Standaert stated that we have a variety of sanitation service needs, and thus need enough flexibility in whatever alternative is chosen. As long as the Town has a compactor site, she feels that there needs to be some way to access that. Mayor Pro Tem Standaert went

on to say, that bear proof containers at homes and for back door pick-ups work well and are appropriate for rental properties and that her preference is for alternative two, though she has questions and concerns about the bag system, and does not want unstaffed open access to the compactor site.

Commissioner Campbell asked for clarification on whether the fenced handling area under alternative two for the imprinted special bags would be open on weekends. Mr. Nalley responded by stating that thought is still required on how to handle any Saturday collection during the summer months of June and July if the Board feels that this is still warranted.

Commissioner Vinson stated that she was interested also in alternative three and had a question regarding the zoning compliance of the compactor site. Mr. Nalley stated that the compactor site was put in prior to Buncombe County zoning and is thus grandfathered. Due to State regulations, the Town cannot relocate the compactors closer to the well site and if the compactors are removed and the site is closed, then the grandfather status under the zoning ordinance is lost and the Town may not be able to put them back in place in the future.

In response to a question from Commissioner Campbell, Mr. Creasman stated that a number of modifications would need to be made to the existing compactor site to make it accessible to the public, including installing a concrete parking area for the trucks, moving the existing fence, modifying gate access, installing ramps, platforms and safety handrails for those with disabilities to use the site, and installing electrical and safety switches. Mr. Creasman also noted that these modifications would then make the site difficult for the compactor trucks to access. Commissioner McCaskill then noted that these were among the reasons why Black Mountain eliminated their public site.

Mr. Nalley asked the Board what additional information may be helpful to them as they discuss this matter further. Board members requested time to go over the information presented, and indicated that they would like additional information on alternative two and three, including more information about the imprinted bag system, fee schedule, staffing options and costs.

New Business

- A. **Montreat Board of Adjustment Meeting Summary:** Commissioner Campbell moved to request that the Zoning Administrator research better options for addressing the requirements of the Fair Housing Act in the Ordinances of the Town of Montreat and that the Zoning Administrator send those options to the Planning and Zoning Commission to draft recommended ordinance changes for the Town Council to consider and that this review and the one previously requested on front and back building setbacks be addressed by the Planning and Zoning Commission as soon as possible. Commissioner Vinson seconded the motion. Commissioner Campbell stated that this motion arose out of a concern that was identified at the August Board of Adjustment Meeting. At that meeting, the variance process was used to make

reasonable accommodations for the use of property by a person with disabilities. She noted that the variance process was intended to address the peculiar physical aspects of the property and that variances run with the property in perpetuity. The Fair Housing Act is based on the individual disabilities of property owners. Commissioner Campbell stated that she would like to make sure the Town Ordinances can help address these types of situations. The proposed motion requests Mr. Currie to research these issues and to submit a proposal to the Board for consideration. More flexibility with regard to front and back building setbacks seems to be particularly in need of reconsideration given the unusual topography in Montreat. Commissioner Vinson thanked Commissioner Campbell for bringing this to the attention of the Board and noted that this could potentially become an issue for many Montreat residents, especially those with older homes. There being no further discussion, the motion carried 5/0.

Public Comment – Other Topics

Mayor Taylor reiterated that this Public Comment period was intended for remarks pertaining to public business items not listed on the meeting agenda, including any reports or communications from other community entities.

- Peter Boggs, 338 Chapman Road, reminded those at the meeting that the election is to be held on November 3rd. Mr. Boggs expressed concern with a flyer posted in the Post Office that seemed to be intimidating and he has provided a copy of the flyer to the Buncombe County Board of Elections. Mr. Boggs requested that members of the Town Council make a statement that the Board did not have any involvement with the production of the flyer and that silence suggests approval of these types of tactics.
- Bob Cunningham, 162 Virginia Road, stated that sixteen months ago, the Board moved quickly on the Town Hall issue. Work proceeded until stopped by the lawsuit in January. The Texas Road bridge issue could have been fixed earlier for a fraction of the proposed cost. The Board is not past the point of no return on either project and can change their minds. The Board can act as they think best, or in a manner that best represents the people. The Town Hall and the Texas Road Bridge projects are the largest Montreat has ever undertaken.
- Mike Sonnenberg, 125 Virginia Road, expressed concern that one may be able to run boats under the proposed bridge or operate it as a toll bridge. Mr. Sonnenberg stated that for a number of years, he worked with a sanitation service provider performing an analysis for Black Mountain. He encouraged the Town to provide him with information and data so that he might conduct a similar analysis and help the Town with developing a good decision based on facts.

Commissioner Communications

Commissioner Campbell reported on the following:

**Montreat Board of Commissioners
Town Council Meeting Minutes
September 10, 2015**

- The Montreat Trail Club now encourages the involvement of all hikers to help Montreat maintain its trails.
- The National Conference of Presbyterians for EarthCare will be held in Montreat.
- The Montreat College Outdoor Education Department is undertaking hikes in Montreat as a part of a class project.
- The rangers with the Conference Center have completed the rerouting of a portion of the Lookout Trail.
- The Presbyterian Heritage Center had 140 visitors from the Martin Luther King conference looking at the exhibit on Presbyterians and race.
- The Montreat College Centennial exhibit opens in a few weeks and walking tours are offered of Montreat through the Heritage Center.
- The Montreat College Homecoming/Family Weekend will be October 2nd and 3rd.

Upcoming Meeting Dates

Mayor Taylor reviewed the following list of upcoming meeting dates and deadlines:

<u>September Planning and Zoning Commission Meeting:</u>	September 15, 2015, 7:00 p.m. Walkup Building
<u>Agenda Items Due</u>	September 25, 2015, 5:00 p.m. Town Services Office
<u>October Agenda Meeting</u>	October 1, 2015, 7:00 p.m. Walkup Building
<u>Montreat Landcare Committee Meeting</u>	October 7, 2015, 9:00 a.m. Moore Center
<u>October Town Council Meeting</u>	October 8, 2015, 7:00 p.m. Walkup Building
<u>Bulk Item Sanitation Collection</u>	October 27, 2015
<u>Agenda Items Due</u>	October 30, 2015, 5:00 p.m. Town Services Office

Closed Session

Mayor Pro Tem Standaert moved to enter into Closed Session in accordance with North Carolina General Statute §143-318.11(3) for attorney consultation regarding the Civil Action: Carolyn Zoe Crowder, John L. Currie, Nancy B. Thomas, Henry W. Darden, Jr., and wife, Carolyn V. Darden,

**Montreat Board of Commissioners
Town Council Meeting Minutes
September 10, 2015**

Plaintiffs, versus the Town of Montreat, Defendant. Commissioner Campbell seconded and the motion carried 5/0.

Upon a motion by Mayor Pro Tem Standaert and a second by Commission Vinson with the motion carrying 5/0, the Board returned to Open Session. No action was taken during the Closed Session.

Adjournment

Upon returning to Open Session, Commissioner Helms moved to adjourn the Town Council Meeting. Commissioner Vinson seconded and the motion carried 5/0. The meeting was adjourned at 9:15 p.m.

Letta Jean Taylor, Mayor

Stefan Stackhouse, Deputy Town Clerk

**Town of Montreat
Board of Commissioners
Town Council Agenda Meeting
October 1, 2015
Walkup Building**

Board members present: Mayor Letta Jean Taylor
Commissioner Jack McCaskill
Commissioner Martha Campbell
Commissioner Tim Helms

Board members absent: Mayor Pro Tem Mary Standaert
Commissioner Ann Vinson

Town staff present: Ron Nalley, Town Administrator
Stefan Stackhouse, Finance Officer & Deputy Town Clerk
David Arrant, Master Police Officer
Barry Creasman, Senior Water Operator

Approximately 9 members of the public were also present. Mayor Taylor called the meeting to order at 7:00 p.m., led the group in reciting the Pledge of Allegiance and in prayer.

Agenda Approval

Mayor Taylor welcomed everyone to the meeting and asked if there were any corrections to the agenda. Commissioner McCaskill requested to add the following:

- 1) New Business: Hydrology Study – Texas Road Bridge

Commissioner Campbell moved to adopt the Agenda as amended. Commissioner Helms seconded and the motion to approve the Agenda as amended carried 3/0.

Mayor's Communications

Mayor Taylor stated that she would reserve her communications until next week.

Consent Agenda Review

The proposed Consent Agenda will include the following items:

- May 21, 2015, Special Meeting – Town Council Meeting
- June 4, 2015, Agenda Meeting
- June 11, 2015, Town Council Meeting
- June 18, 2015, Special Meeting
- June 25, 2015, Special Meeting
- July 2, 2015, Agenda Meeting (Pending)
- July 9, 2015, Town Council Meeting (Pending)

- August 6, 2015, Agenda Meeting (Pending)
- August 13, 2015, Town Council Meeting (Pending)
- September 3, 2015, Agenda Meeting (Pending)
- September 10, 2015, Town Council Meeting (Pending)

Town Administrator's Communications

- Mr. Nalley stated that he will report on the Texas Road Bridge project at next week's Town Council meeting and that due to a death in Mr. Freeman's family, the Sanitation Services Discussion has been delayed until next month's meeting.
- Mr. Nalley reported that he, Mayor Taylor and Mr. Currie will interview four candidates for the Town Clerk position on Friday, October 2nd. Mr. Nalley is hopeful that the hiring committee will be able to narrow down the candidates to two finalists and also be able to schedule those finalists for interviews with the Board during a special meeting.
- Mr. Nalley reported that due to the severe weather forecast, the Governor had declared a State of Emergency for North Carolina. In preparation, the CodeRed emergency notification system was tested during the afternoon with good results. With the forecast for additional rain and high winds, there could be many downed trees and power outages. If needed, the local Incident Command System will be activated and Town staff has spent the past two days, preparing for the event. Mr. Nalley encouraged everyone to be prepared by making sure that they have batteries, flashlights, a radio, medicines, food and water available. He also reminded everyone to please stay at home unless it was absolutely necessary to travel and that during flood events when water has covered a road or bridge, to please turn around and to not try and cross over the area. In response to a question from Commissioner Campbell, Mr. Nalley said that in the event of an emergency, the local Incident Command System would be initiated and depending on the circumstances, representatives from the Town, Conference Center and College would be included in any decision making process. Mayor Taylor warned that unlike 2004, the lake is now full and thus more dangerous.

Administrative Reports

The Board will hear administrative reports from the Police Chief, Public Works Director, Finance Officer and the Building Inspector/Code Administrator during next week's Town Council meeting.

Public Comment – Agenda Items

Mayor Taylor reiterated that this Public Comment period was intended for remarks pertaining to items listed on the meeting agenda, including staff reports and communications.

- Mike Sonnenberg, 125 Virginia Road, expressed concern with spending \$39,875 at 2.69%

interest rate for the new Public Works truck. Mr. Sonnenberg felt that with research and additional negotiation, the truck should cost less than the proposed price from Asheville Ford.

Old Business

There were no matters under Old Business scheduled for discussion.

New Business

- A. **Public Works Department Vehicle Purchase – 2015 Ford F-250:** In response to Mr. Sonnenberg's questions, Mr. Nalley stated that the Town does send out specification sheets to multiple dealers, but that many do not respond. Most dealers bid off the State contract which limits the range of bids for equipment for small towns. Mr. Nalley stated that the Town received two bids for the truck and that Asheville Ford was the lowest bidder. The \$39,875 bid was under the \$45,000 budgeted for the truck and includes a snowplow. Mr. Nalley also stated that the Board decided during the budget process to spread the cost of the truck over three years in order to avoid a hit to the Town's fund balance. In response to a question from Commissioner Campbell, Mr. Creasman stated that they expect delivery in a couple of months, which will hopefully be before the first big snowfall.
- B. **Montreat General Ordinance, Chapter K, Article V: Trees and the Tree City USA Application – Montreat Landcare:** Mr. Nalley reported that Montreat Landcare has been considering the benefits of becoming certified as a Tree City USA by the National Arbor Day Foundation. In August, the Landcare Committee was unanimous in its recommendation that Tree City status is an appropriate and beneficial opportunity for Montreat. Accordingly, the Committee has been developing the application that will be presented to the Board of Commissioners in order to meet the December application deadline. Four standards must be achieved for certification. Two of them have already been met and the other two standards are easily achievable. One will be to designate a community-based public "Tree Board," and for that it seems reasonable for Landcare to assume that role. The fourth standard, deals with legal definitions of what the tree board and Town do concerning public trees. In order to accomplish this, Montreat Landcare is recommending revisions to Section 625, "Trees in Greenspace and Regulated Tree Regulations," of the Montreat Zoning Ordinance. Mr. Seaman, Chair of Montreat Landcare, will be present at the Council meeting to discuss the Tree City USA application and the first draft of the proposed Ordinance. Due to the tight December application deadline, Montreat Landcare will be reviewing the proposed Ordinance at their meeting on October 7th. Because of this, the first draft presented in the October agenda packet will likely be revised prior to the public hearing scheduled for November. Montreat Landcare will have the completed application packet with a final draft of the proposed Ordinance for the Board's consideration at the November meeting. In response to a question from Commissioner Helms, Mr. Nalley stated that the proposed Ordinance applies mostly to trees on public property, but that there is a

provision regulating trees on private property which are a threat to the health, safety or welfare of the public. The proposed Ordinance, as does the existing Ordinance, also regulates trees located within designated greenspace.

- C. Hydrology Study – Texas Road Bridge: Commissioner McCaskill requested that this item be added to the agenda in order to get a second opinion on the hydrology engineering information provided by KCI Associates. Commissioner McCaskill will present a proposed scope of engineering services to the Board at their next meeting.

Public Comment – Other Topics

Mayor Taylor reiterated that this Public Comment period was intended for remarks pertaining to public business items not listed on the meeting agenda, including any reports or communications from other community entities.

There were no comments from the public at this time.

Commissioner Communications

There were no Commissioner communications at this time.

Upcoming Meeting Dates

Mayor Taylor reviewed the following list of upcoming meeting dates and deadlines.

<u>Planning and Zoning Commission Meeting:</u>	October 6, 2015, 3:00 p.m. Town Services Building
<u>Montreat Landcare Committee Meeting:</u>	October 7, 2015, 9:00 a.m. Moore Center Meeting Room
<u>October Town Council Meeting</u>	October 8, 2015, 7:00 p.m. Walkup Building
<u>Planning and Zoning Commission Meeting:</u>	October 22, 2015, 7:00 p.m. Walkup Building
<u>Bulk Item Sanitation Collection:</u>	October 27, 2015
<u>Audit Committee Meeting</u>	October 29, 2015, 3:00 p.m. Town Services Building

**Montreat Board of Commissioners
Town Council Agenda Meeting Minutes
October 1, 2015**

Agenda Items Due

October 30, 2015, 5:00 p.m.
Town Services Office

November Agenda Meeting

November 5, 2015, 7:00 p.m.
Walkup Building

November Town Council Meeting

November 12, 2015, 7:00 p.m.
Walkup Building

Adjournment

Commissioner Helms moved to adjourn the Agenda Meeting. Commissioner McCaskill seconded and the motion carried 3/0. The meeting was adjourned at 7:18 p.m.

Letta Jean Taylor, Mayor

Stefan Stackhouse, Deputy Town Clerk

**Town of Montreat
Board of Commissioners
Town Council Meeting
October 8, 2015
Walkup Building**

Board members present: Mayor Letta Jean Taylor
Commissioner Martha Campbell
Commissioner Tim Helms
Commissioner Jack McCaskill
Commissioner Ann Vinson

Board members absent: Mayor Pro Tem Mary Standaert

Town staff present: Ron Nalley, Town Administrator
Stefan Stackhouse, Finance Officer & Deputy Town Clerk
Steve Freeman, Public Works Director
Barry Creasman, Senior Water Operator
Jack Staggs, Chief of Police
David Currie, Code Administrator/Building Inspector

Approximately 35 members of the public were also present. Mayor Taylor called the meeting to order at 7:00 p.m., led the group in reciting the Pledge of Allegiance, and in prayer.

Agenda Approval

Mayor Taylor stated that it was necessary to remove the Closed Session from the Agenda, and asked if there were any other changes. Commissioner Helms moved to approve the Agenda as amended. Commissioner Vinson seconded and the motion carried 4/0.

Mayor's Communications

Mayor Taylor reported that she attended the heritage luncheon at Montreat College. She noted that there were 16 alumni attending their 50th reunion and that she was able to present a Proclamation to them in honor of their special day. Mayor Taylor announced that there would be a shred day sponsored by the Better Business Bureau of Western North Carolina at the Executive Park College Street parking lot in Asheville on Saturday, October 10 from 9 a.m. to 1 p.m. Mayor Taylor then recognized Commissioner Campbell and members of the Montreat Landcare Committee for a special presentation. Commissioner Campbell joined Mr. Bill Seaman, Chair of the Landcare Committee, in presenting to the Town their ten-year certificate as a Certified Community Wildlife Habitat. Montreat was the eighth community in the nation and the first in North Carolina to be certified as a Community Wildlife Habitat. Those in the audience who had certified their individual properties as backyard wildlife habitats were also recognized. Mr. Seaman then acknowledged that Mr. O'Neil Tate deserves 99% of the credit for this program, and announced that Mr. Tate had been given the first ever Leadership and Service Award for his efforts by the Montreat Landcare Committee.

Consent Agenda Review

With the adoption of the Consent Agenda, the Board approved the following items:

- May 21, 2015, Special Meeting – Town Council Meeting Minutes as amended
- June 4, 2015, Agenda Meeting Minutes
- June 11, 2015, Town Council Meeting Minutes
- June 18, 2015, Special Meeting Minutes
- June 25, 2015, Special Meeting Minutes

Town Administrator's Communications

- Mr. Nalley noted that the Minutes for the July 2nd Agenda Meeting, the July 9th Town Council Meeting, the August 6th Agenda Meeting, the August 13th Town Council Meeting, the September 3rd Agenda Meeting, and the September 10th Town Council Meeting are still pending.
- Mr. Nalley reported that the Texas Road Bridge plans were completed at 100% and were being reviewed by the North Carolina Department of Transportation. Right-of-way agreements have been approved with Duke Energy and Charter Communications, while agreements with AT&T and Montreat Conference Center are still pending.
- Due to a death in Mr. Freeman's family, the sanitation services discussion has been delayed until the Board's November meeting.
- The hiring committee interviewed four candidates and has unanimously narrowed the field down to two finalists. The final step of the hiring process will be for the two finalists to interview with the Board of Commissioners. During discussion, the Board identified Thursday October 15th as the best date to schedule the special meeting. Mr. Nalley will confirm this date with the finalists.
- Mr. Nalley reported that fortunately the Town did not receive the rain and wind that had been forecasted for our area. The Town experienced some damage including several trees that came down including a very large tree on West Virginia Terrace and some minor drainage issues and washouts that will have to be repaired. The only known structural damage occurred to the roof at the Town Services Building. Due a significant leak, the roof and the ceiling area in a portion of the building will need to be repaired and/or replaced.

Administrative Reports

Police Chief: Chief Staggs presented and reviewed the September 2015 monthly departmental activity report. The CodeRed emergency communications system was tested in advance of the

storm and the police department participated with other departments in advance preparation activities. Chief Staggs reported on a breaking and entering incident on September 15th, and reminded people to lock their doors. The department conducted 57 house checks subsequent to this incident which revealed eight of the houses were unsecured. Social media was used to notify the public of the incident, which resulted in some useful information being provided to the department by the public. Chief Staggs also reported on a response to an alarm call, in which there was an incorrect address associated with the alarm, resulting in a delayed response. The Chief then urged people to call Black Mountain dispatch if they observe any suspicious activity and to use caution as the department continues to receive reports of a mother bear and her two cubs being seen around town. In response to a question from Commissioner Campbell, Chief Staggs confirmed that other members of the Town staff worked with the Police Department during the breaking and entering incident, and that it is extremely helpful to have their assistance during times like this.

Mayor Taylor reminded the public that if they did not receive a CodeRed call, it means that they have not signed up yet, and urged them to do so now, by registering at the Town of Montreat website.

Public Works Director: Mr. Freeman reported that the Public Works crew was engaged in a lot of preparation before the storm event and with clean-up during and after the event. Mr. Freeman thanked Mr. Mike Harrison and Mr. Barry Creasman for their work during the night of the storm. The Town hauled five loads of debris from trees that had fallen during the storm. Mr. Freeman also reported that two water line breaks occurred during that same period and that there will be a bulk item collection day on October 27th. In response to a question from Commissioner Vinson, Mr. Freeman confirmed that the footbridge along the walking path across from Shenandoah Terrace performed perfectly during the storm.

Finance Officer: Mr. Stackhouse presented and reviewed the following monthly reports:

- August 2015 Financial Summary Report;
- Final August 2015 Detailed Financial Statement;
- Preliminary September 2015 Detailed Financial Statement;
- September 30, 2015 Cash and Investment Earnings Report.

Building Inspector/Code Administrator: Mr. Currie presented and reviewed the September departmental activity report. The Planning and Zoning Commission is reviewing stream buffer requirements in the Stormwater Ordinance and have scheduled a meeting to consider a conditional use permit. In the near future, the Planning and Zoning Commission will be reviewing building setback regulations and ADA accessibility provisions in the Zoning Ordinance.

Public Comment – Agenda Items

Mayor Taylor reiterated that this Public Comment period was intended for remarks pertaining to items listed on the meeting agenda, including staff reports and communications.

There were no comments from the public at this time.

Old Business

There were no matters under Old Business scheduled for discussion.

New Business

- A. **Public Works Department Vehicle Purchase – 2015 Ford F-250**: Commissioner Campbell moved to approve the purchase of a 2015 Ford F250 truck from Asheville Ford in the amount of \$39,875.46, to be financed by Asheville Savings Bank over a 36 month term at the rate of 2.69% fixed and to authorize the Mayor and Town Administrator to execute the necessary contract documents. Commissioner Vinson seconded and the motion carried 4/0.

- B. **Montreat General Ordinance, Chapter K, Article V: Trees and the Tree City USA Application – Montreat Landcare**: Commissioner Vinson moved to call for a Public Hearing on November 12, 2015 at 7:00 p.m. or as soon thereafter as possible to discuss Proposed Montreat General Ordinance, Chapter K, Article V – Trees. Commissioner McCaskill seconded the motion. Mayor Taylor then recognized Mr. Bill Seaman, Chair of the Montreat Landcare Committee, to speak to the proposed Ordinance.

Mr. Seaman first reported on two tree related efforts by Montreat Landcare. Mr. Seaman announced that the first release of the Laricobius beetles to control the Hemlock woolly adelgid insect that is destroying hemlock trees was made on September 23rd at the Montreat Post Office. At the Landcare Committee meeting, Mr. John Johnson announced that commitments of \$19,380 have been secured for the project. Sponsors include the Montreat Cottagers, the Buncombe County Board of Commissioners, and the North Carolina Department of Agriculture and Consumer Services. Mr. Seaman also announced that the Montreat College Outdoor Education Program has two students working on an educational project this semester to present the hemlock story to the public. Professor Dottie Shuman is their mentor, and the Town's wayfinding/signage program is to help with the strategic location of educational signs concerning the beetle project and other efforts concerning this iconic tree's ecology, health, restoration and overall value to Montreat.

Mr. Seaman then reported that despite months of careful effort under the auspices of Landcare to prepare and submit to the Board tonight a complete draft application for status as a nationally recognized Tree City USA, they are not able to fulfill that task. At the last Landcare

Committee meeting they received concerns for one of the application's four required elements, namely updated and revised language concerning trees on public lands and right-of-way. Although advance reading of the Ordinance by both the members of Landcare and an external panel of three expert reviewers found no red flags, nonetheless the committee—with several members absent—did not vote to send the packet forward to Town Council. Thus, it no longer seems possible to meet the submittal deadline of the Arbor Day Foundation for 2015 certification. In turn, for some this is a setback because it takes us out of the running to secure certain additional extramural funds in 2016, and beyond, for work such as hemlock tree conservation and college student projects in the community.

Commissioner Vinson expressed her belief that this is an extremely important program for the community to pursue, and that there must be ways to continue moving this project forward. Tree City USA designation opens up the possibility of external funding and will help provide training, educational materials and programming.

There being no further discussion, the motion carried 4/0.

- C. Hydrology Study – Texas Road Bridge: Commissioner McCaskill moved to approve the proposed scope of services from Joshua Robinson in an amount not to exceed \$650 for a hydrology study at the Texas Road bridge site and to authorize the Mayor and Town Administrator to execute any necessary related documents. Commissioner Vinson seconded the motion. In response to a question from Commissioner Helms, Commissioner McCaskill stated that this study would be a third party review of the hydrology report prepared by KCI Associates. The review might indicate if further study is necessary or if no changes are needed to the proposed design. Further study may also indicate that the height of the bridge may be lowered or that the opening below the bridge could be shortened. Commissioner McCaskill stated that the study would also be helpful if further review by the North Carolina Department of Transportation was necessary in order to change the design. It is expected that the study could be completed within a day. There being no further discussion, the motion carried 3/1 with Commissioner Helms voting against the motion.

Public Comment – Other Topics

Mayor Taylor reiterated that this Public Comment period was intended for remarks pertaining to public business items not listed on the meeting agenda, including any reports or communications from other community entities.

- Perrin Wright, 399 Appalachian Way, stated that he has been investigating the bridges around town. Of all five bridges in Montreat crossing Flat Creek, Texas Road bridge is the oldest and closest to the creek, while the Shenandoah Bridge is the newest and one of the highest from the creek. The Shenandoah bridge is 34 feet wide, while the proposed Texas Road bridge is 42 feet wide, which includes a five foot pedestrian walkway. Mr. Wright

questioned whether Mr. Boggs really understood how big the Shenandoah bridge was when it was highlighted in the recent mailer as the most appealing bridge in Montreat. Mr. Wright suggested that the bridge itself was not the issue, but that the real issue is Texas Road itself and being the only route on the east side of the creek to move traffic without going through the auditorium traffic. Mr. Wright stated that the Town has a good plan and should keep moving forward on the project.

- Reverend Eade Anderson, 517 Suwannee Drive, stated that with large projects there is a tendency to talk about the controversies, a testimony to the powers of distraction, and that people tend to forget about the good things that are happening. The bike path and walking path along Assembly Drive were both controversial, but turned out well, for which he expressed his appreciation.
- Suzanne McCaskill, 114 John Knox Road, asked for an explanation to statements that have been made in the community that the budget was balanced with an appropriation of \$325,000 from the Town's reserves.
- Steve Sewell, 143 Virginia Road, stated that Montreat is his home, and that he would like to celebrate the Town staff, particularly Chief Staggs and the tree work that was undertaken by the Public Works Department. He also noted that there was not a lot of turnover among the staff. Mr. Sewell appreciated that the Assembly Drive walking path was now wheelchair accessible and safe for bicyclists that he appreciates the sense of cooperation among the Town, College and Conference Center.

Mayor Taylor stated that the fund balance is intended to be used as a savings account, with funds accumulated to finance larger projects. The fund balance may rise or fall as needed from one year to the next to pay for capital projects. She referred everyone to the Capital Improvement Plan for a multi-year view on how the larger projects are planned and funded. Mayor Taylor also explained that the fund balance is available for emergencies. The State requires a minimum General Fund balance of 8% of budgeted expenditures, while the Town of Montreat has established a policy of maintaining a 35% minimum. This fiscal year, \$269,650 was allocated from the fund balance in order to help fund the Texas Road bridge and Texas Road improvement projects.

Commissioner Communications

Commissioner Campbell reported that the Landcare Committee met yesterday, and thanked Mr. Bill Seaman for his report. The beetles released on the hemlocks by the Post Office are tiny and very hard to see. She reported that a new pest, the Pine Bark Adelgid, may also be coming and she thanked the Landcare Committee for their work in protecting the trees of the Montreat valley. Commissioner Campbell noted that there are Montreat College student projects underway for educational signage for the hemlocks. The revisions to the Sign Ordinance were drafted by the Wayfinding Committee, a committee represented by all the major institutions and stakeholders in Montreat. The Presbyterian Heritage Center is working with the College to open an exhibit next week celebrating the College centennial.

Upcoming Meeting Dates

Mayor Taylor reviewed the following list of upcoming meeting dates and deadlines:

<u>October Town Council Meeting:</u>	October 8, 2015, 7:00 p.m. Walkup Building
<u>Planning and Zoning Commission Meeting:</u>	October 22, 2015, 7:00 p.m. Walkup Building
<u>Bulk Item Sanitation Collection:</u>	October 27, 2015
<u>Audit Committee Meeting:</u>	October 29, 2015, 3:00 p.m. Town Services Building
<u>Agenda Items Due:</u>	October 30, 2015, 5:00 p.m. Town Services Office
<u>November Agenda Meeting:</u>	November 5, 2015, 7:00 p.m. Walkup Building
<u>November Town Council Meeting:</u>	November 12, 2015, 7:00 p.m. Walkup Building

Adjournment

There being no further business, Commissioner Vinson moved to adjourn the Town Council Meeting. Commissioner McCaskill seconded and the motion carried 4/0. The meeting was adjourned at 8:04 p.m.

Letta Jean Taylor, Mayor

Stefan Stackhouse, Deputy Town Clerk

**Town of Montreat
Board of Commissioners
Town Council Special Meeting
October 15, 2015
Walkup Building**

Board members present: Mayor Letta Jean Taylor
Mayor Pro Tem Mary Standaert
Commissioner Martha Campbell
Commissioner Tim Helms
Commissioner Jack McCaskill
Commissioner Ann Vinson

Town staff present: Ron Nalley, Town Administrator

Mayor Taylor called the meeting to order at 1:35 p.m. and opened with prayer.

Agenda Approval

Mayor Pro Tem Standaert moved to adopt the agenda as presented. Commissioner Campbell seconded and the motion carried 5/0.

Closed Session

Mr. Nalley provided the Board a brief history and update on the process used to fill the Town Clerk position, stating that the hiring committee had interviewed four candidates and unanimously narrowed the field down to two finalists. The final step of the hiring process is for the two finalists to interview with the Board of Commissioners. Information about each finalist, information on the Town Clerk position and a list of Interview Questions to be used by the Board were distributed to the Board prior to the meeting.

Commissioner Vinson moved to enter into Closed Session in accordance with North Carolina General Statute §143-318.11(a)(6) to interview candidates for the position of Town Clerk. Commissioner McCaskill seconded and the motion carried 5/0. Upon a motion by Commissioner Campbell and a second by Commissioner Vinson, with the motion carrying 5/0, the Board returned to Open Session.

Upon returning to Open Session, Commissioner Campbell moved to authorize Mayor Taylor and Mr. Nalley to negotiate terms of employment and to make a conditional offer of employment to Ms. Angela Murphy for the position of Town Clerk. Commissioner Vinson seconded and the motion carried 5/0.

**Montreat Board of Commissioners
Town Council Special Meeting Minutes
October 15, 2015**

Adjournment

Commissioner Helms then moved to adjourn the Special Meeting. Commissioner Vinson seconded and the motion carried 5/0. The meeting was adjourned at 5:07 p.m.

Letta Jean Taylor, Mayor

Ron Nalley, Town Administrator

**Town of Montreat
Board of Commissioners
Town Council Agenda Meeting
November 5, 2015
Walkup Building**

Board members present: Mayor Letta Jean Taylor
Mayor Pro Tem Mary Standaert
Commissioner Ann Vinson
Commissioner Jack McCaskill
Commissioner Martha Campbell
Commissioner Tim Helms

Town staff present: Ron Nalley, Town Administrator
Stefan Stackhouse, Finance Officer & Deputy Town Clerk
Jack Staggs, Chief of Police
David Currie, Code Enforcement Officer and Building Inspector

Approximately 20 members of the public were also present. Mayor Taylor called the meeting to order at 7:00 p.m., led the group in reciting the Pledge of Allegiance and in prayer.

Agenda Approval

Mayor Taylor welcomed everyone to the meeting and stated that it was necessary to remove the Closed Session from the Agenda. There being no further corrections, Commissioner Vinson moved to approve the Agenda as amended. Mayor Pro Tem Standaert seconded and the motion carried 5/0.

Mayor's Communications

Mayor Taylor stated that at next week's meeting, Martin, Starnes & Associates will be giving a presentation on the 2014-2015 Annual Audit Report and that the Board will hold a Public Hearing on proposed revisions to Montreat General Ordinance, Chapter K, Article V: Trees. Mayor Taylor will reserve her other communications until next week.

Consent Agenda Review

The proposed Consent Agenda will include the following items:

- July 2, 2015, Agenda Meeting (Pending)
- July 9, 2015, Town Council Meeting (Pending)
- August 6, 2015, Agenda Meeting (Pending)
- August 11, 2015, Special Meeting (Pending)
- August 13, 2015, Town Council Meeting (Pending)
- September 3, 2015, Agenda Meeting (Pending)
- September 10, 2015, Town Council Meeting (Pending)
- October 1, 2015, Agenda Meeting (Pending)

- October 8, 2015, Town Council Meeting (Pending)
- October 15, 2015, Special Meeting (Pending)

Town Administrator's Communications

- Mr. Nalley stated that the minutes from July 2, 2015 through September 10, 2015 will be sent to the Board on Friday for consideration at next week's meeting.
- The right-of-way agreements for the Texas Road Bridge project are now in place expect for one from the Montreat Conference Center. A letter from their President, Richard DuBose, indicates that the agreement will be considered by their Board during their meeting on November 5th.
- Staff is putting together its final recommendations on Sanitation Services and plans on presenting the information to the Board at its January meeting.

Administrative Reports

The Board will hear administrative reports from the Police Chief, Public Works Director, and the Finance Officer during next week's Town Council meeting. Because Mr. Currie will not be present next week, he presented and reviewed the October departmental activity report. Mr. Currie reported that the Planning & Zoning Committee met twice, once to review the Storm Water Management Ordinance and stream buffer requirements and the second to review a request for a conditional use permit, which then be forwarded to the Board of Adjustment.

Public Comment - Agenda Items

Mayor Taylor reiterated that this Public Comment period was intended for remarks pertaining to items listed on the meeting agenda, including staff reports and communications.

There were no comments from the public at this time.

Old Business

- A. Montreat General Ordinance, Chapter K, Article V: Trees and the Tree City USA Application: Mayor Taylor reported that the Board will hold a public hearing on this matter at next week's meeting. Mr. Nalley stated that the Town Attorney had recently suggested additional revisions to the proposed Ordinance, and that those changes will be incorporated into the draft presented at next week's meeting. Mr. Nalley explained that the most major change involved removing the licensing requirement and relocating the bonding requirement to a separate section of the Ordinance.

New Business

- A. **Town Clerk Appointment:** Mayor Taylor reported that Angela Murphy will begin work with the Town on November 23rd and that the Board will be asked to appoint her to the Town Clerk position at next week's meeting.

- B. **Approval of Revised Contract with Asheville Savings Bank - Financing of Upper Kentucky Area Phase I Special Assessment Projects:** Mayor Taylor reported that the Board will be asked to approve the revised contract with Asheville Savings Bank after receiving approval from the North Carolina Local Government Commission to finance \$300,000 for the Upper Kentucky Area Phase 1 Special Assessment Projects. In response to a question from Mayor Pro Tem Standaert, Mr. Stackhouse stated that the interest rate on the proposed contract is a little over two percent.

- C. **Planning and Zoning Commission Member Appointment:** Mayor Taylor explained that Lucille Jackson had resigned from the Planning and Zoning Commission and encouraged those interested in serving on the Commission, to complete the application found on the Town's website.

- D. **Floodplain Review Report – Joshua Robinson, Robinson Design Engineers:** Mayor Taylor reported that the Board is waiting on this information and that she is hopeful it will be ready in time for next week's meeting.

Public Comment – Other Topics

Mayor Taylor reiterated that this Public Comment period was intended for remarks pertaining to public business items not listed on the meeting agenda, including any reports or communications from other community entities.

There were no comments from the public at this time.

Commissioner Communications

There were no Commissioner communications at this time.

Upcoming Meeting Dates

Mayor Taylor reviewed the following list of upcoming meeting dates and deadlines.

November Town Council Meeting:

November 12, 2015, 7:00 p.m.
Walkup Building

**Montreat Board of Commissioners
Town Council Agenda Meeting Minutes
November 5, 2015**

<u>Open Space Conservation Committee Meeting:</u>	November 13, 2015, 3:00 p.m. Town Services Building
<u>Planning and Zoning Commission Meeting:</u>	November 19, 2015, 7:00 p.m. Walkup Building
<u>Agenda Items Due:</u>	November 25, 2015, 5:00 p.m. Town Services Office
<u>Town Services Office Closed:</u>	November 26-27, 2015 Thanksgiving Holidays
<u>Board of Adjustment Meeting:</u>	November 30, 2015, 7:00 p.m. Walkup Building
<u>Landcare Committee Meeting:</u>	December 2, 2015, 9:00 a.m. Moore Center Meeting Room
<u>December Agenda Meeting:</u>	December 3, 2015, 7:00 p.m. Walkup Building
<u>December Town Council Meeting:</u>	December 10, 2015, 7:00 p.m. Walkup Building

Adjournment

Commissioner Vinson moved to adjourn the Agenda Meeting. Commissioner McCaskill seconded and the motion carried 5/0. The meeting was adjourned at 7:14 p.m.

Letta Jean Taylor, Mayor

Stefan Stackhouse, Deputy Town Clerk

**Town of Montreat
Board of Commissioners
Town Council Meeting
November 12, 2015
Walkup Building**

Board members present: Mayor Letta Jean Taylor
Mayor Pro Tem Mary Standaert
Commissioner Martha Campbell
Commissioner Tim Helms
Commissioner Jack McCaskill
Commissioner Ann Vinson

Town staff present: Ron Nalley, Town Administrator
Stefan Stackhouse, Finance Officer & Deputy Town Clerk
Steve Freeman, Public Works Director
Barry Creasman, Senior Water Operator
David Arrant, Master Police Officer

Approximately 45 members of the public were also present. Mayor Taylor called the meeting to order at 7:00 p.m., led the group in reciting the Pledge of Allegiance, and in prayer.

Agenda Approval

Mayor Taylor asked if there were any corrections to the agenda. Mayor Pro Tem Standaert requested that the approval of the July 2nd through September 10th Minutes be pulled from the Consent Agenda until Board members could have additional time to review them. Commissioner Vinson moved to approve the Agenda as amended. Mayor Pro Tem Standaert seconded and the motion carried 5/0.

Presentation to Council: 2014-2015 Fiscal Year Audit Report

Mr. Brian Lee, CPA and Field Auditor of Martin, Starnes & Associates presented and reviewed the 2014-2015 Fiscal Year Audit Report. The Report reflected an unmodified opinion, meaning that the Town's financial statements were fairly presented in all material respects. Mr. Lee summarized the procedures and stages of review performed at each phase of the audit process, as well as, the definition, purpose and calculation of the Town's Fund Balance. Mr. Lee then gave comparison data indicating Fund Balance levels over the past three fiscal years. The Fund Balance for the General Fund is \$1.457 million, an increase of \$37,676 from last year, of which \$1.377 million is available for appropriation. This represents nine to eleven months of General Fund expenditures. Mr. Lee reviewed significant revenue sources and expenditures for the General and Water Funds, comparing each figure to the balances reported at the end of the prior fiscal year. General Fund revenues exceeded expenditures by \$49,467 and Mr. Lee noted that in the Water Fund, Special Assessment projects in the Upper Kentucky area distorted the year-end results showing a larger loss due to higher capital project costs in the current year as compared with the revenues that will be received over a ten year period. Mr. Lee thanked the Audit Committee and

Town staff for their participation and cooperation in this year's audit. The Local Government Commission has approved both the Town's Audit Report and Comprehensive Annual Financial Report (CAFR). The Town's CAFR earned a Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association, and Mr. Stackhouse has been recognized with an Award of Financial Reporting Achievement for his contributions toward preparing the CAFR document.

Mayor Taylor thanked Mr. Lee for his report. Commissioner Campbell recognized and thanked the members of the Audit Committee, including Commissioner Vinson, Chair of the Committee, Commissioner McCaskill, Commissioner Helms, Phil Arnold and Bill Hollins.

**Public Hearings: Proposed Revisions to Montreat General Ordinance,
Chapter K, Article V: Trees**

Mayor Taylor opened the public hearing for comments on the proposed revisions to Montreat General Ordinance, Chapter K, Article V: Trees.

Bill Seaman, 425 Appalachian Way and Chair of the Montreat Landcare Committee, stated that the intent of the Ordinance is to help fulfill the objective of having Montreat apply for national recognition as a Tree City USA, a concept unanimously endorsed by the Landcare Committee earlier this year. The revision has the additional benefit of cleaning up outdated language in the current zoning ordinance. The Tree Ordinance is one of four requirements for being approved by the Arbor Day Foundation as a Tree City USA. Tree City USA status gives a municipality a certain prestige, but the real payoffs are in becoming better informed and equipped concerning the health of our forest ecosystem and the trees in our yards. Education is a major priority for Landcare. Tree City USA designation also has the practical effect of qualifying a city to apply for and receive certain funding. Mr. Seaman went on to say that this year's deadline for submittal to the NC Forest Service is December 7th and that over 3,400 towns and cities already have dealt with and resolved their tree laws in becoming Tree Cities. The proposed Ordinance was drafted using model ordinances that have been adapted into the draft. Expert reviews were also solicited from a State forester and a private attorney, who each read the initial draft of the ordinance and provided comments which were then incorporated into the draft. Mr. Seaman then thanked the Board for their consideration of the proposed Ordinance.

Wade Burns, 232 North Carolina Terrace, noted that the proposed Ordinance is primarily intended for public rights-of-way and Greenspaces, with a spillover to private properties found in Section 8. Mr. Burns expressed concern in regard to the requirements to treat or remove trees, noting that Duke Energy pays for what they do, however the Town, who is responsible for much of the Ordinance, is not always in the financial position to do the same. Mr. Burns also expressed concern with the requirement to remove stumps and felt that this provision was not good for Montreat because of the benefit stumps have in controlling erosion.

Eric Muecke, with the North Carolina Forest Service, stated that he has worked in municipal forestry for nineteen years, has written one tree ordinance and assisted many other communities with theirs. Eighty communities in North Carolina have the Tree City USA designation, which is a foothold for gaining additional funding for urban forest activities in communities. Applicability to trees located on private property is controversial. However, the threats to trees are the same, whether they are on private property or public right-of-ways. Mr. Muecke noted that there is always a danger of new pests and pathogens being brought in by tourists and people relocating to the community. If a new pest or pathogen moves in, he encouraged the Board to put a system in place to address it. In response to a question from Commissioner Helms, Mr. Muecke stated that it was not necessary to have Section 8 in the draft Ordinance in order to apply for Tree City USA designation.

There being no further comments, Mayor Taylor closed the Public Hearing.

Mayor's Communications

Mayor Taylor acknowledged that her term of office was drawing to an end after twenty-two years, and expressed her appreciation to the Town Staff.

Consent Agenda Review

Mayor Pro Tem Standaert requested additional time to review the Minutes and requested they be considered at the December meeting. There being no objection, the Board will reagenda the Minutes for the December meeting.

Town Administrator's Communications

- Mr. Nalley noted that the Minutes of July 2nd through September 10th will be placed on the December agenda for consideration. The Minutes for the October 1st Agenda Meeting, the October 8th Town Council Meeting, the October 15th Special Meeting, and the November 5th Agenda Meeting are still pending and will be available for approval during the December meeting.
- Mr. Nalley reported that the Texas Road Bridge right-of-way agreement with the Montreat Conference Center is still pending and that a letter from President Richard DuBose indicates that this matter has been referred to the Montreat Conference Center Executive Committee.
- As reported at the last meeting, the sanitation services discussion has been delayed until the Board's January meeting.
- Mr. Nalley reviewed recent information from the North Carolina School of Government regarding the 2015 Powell Bill changes made by the legislature. While Powell Bill funding has up to now been determined by a formula tied to State gasoline tax revenues, in the future,

funding allocations will be subject to yearly state budget appropriations. The Town presently receives approximately \$45,000 per year in Powell Bill funding. The new legislation also directs that the allocated funding be used primarily for resurfacing streets within the corporate limits. The Town currently spends about \$25,000 on small, street resurfacing projects while the remaining Powell Bill funds are used for signage, surveying, drainage, and pothole repair. With the State diverting these funds to resurfacing projects, the impact to future budgets is estimated to be equivalent to about one cent on the property tax rate. In addition to these changes, the State has expanded the municipality's authority to levy a local tax to fund street construction, improvement, or repair projects by levying up to a \$30.00 motor vehicle license tax on any vehicle resident. Currently, municipalities have authority to levy a \$5.00 per vehicle tax, however Montreat does not levy such a tax. The implication of the changes is that municipalities will be expected in the future to use local revenues to fund the majority of street construction, improvement and repair projects. It is important to realize that the changes being made in Raleigh can often have a devastating impact on small towns like Montreat. Commissioner Campbell questioned how a \$30.00 motor vehicle tax would be imposed on students, employees or residents who have vehicles registered in another county or state and stated that this may even cause more confusion. Mr. Nalley advised that the Town of Black Mountain currently levies a \$5.00 per vehicle tax which is billed through the Buncombe County Tax Department. Mr. Nalley stated that in the past, it was determined that the vehicle tax would not raise enough revenue to be worthwhile for Montreat, however this should now be considered as an option as the Board moves forward with budget discussions in January.

Administrative Reports

Police: Officer Arrant presented and reviewed the October 2015 monthly departmental activity report. Due to the forecast for severe weather at the beginning of October, the CodeRed emergency notification system was tested on October 2nd with an 81% call success rate. The Town received a lot of positive feedback from the test and Officer Arrant encouraged everyone to make sure that they were registered with CodeRed and that the information provided on the website is updated periodically. Officer Arrant stated that the Police Department and Public Works Department worked together to clear downed trees and limbs from the roadway. All officers have now completed their mandated State and departmental training requirements. In response to a question from Commissioner Campbell, Officer Arrant noted that there has been some increased parking at the trailheads due to the leaf season, but nothing far from what the department normally sees during this time.

Mayor Taylor reminded the public that if they did not receive a call, text, or email from the CodeRed system, it means that they have not signed up yet, and she urged them to do so now, by registering at the Town of Montreat website. Mayor Pro Tem Standaert reminded everyone that initial funding for the CodeRed project was made possible through a gift from the Montreat Cottagers Association.

Public Works Director: Mr. Freeman reported that the bulk item pick-up on October 27th resulted in the collection of 50 cubic yards of material. Pothole patching has been completed, and staff members are now at work clearing leaves from the highest streets down towards Assembly Drive. Mr. Freeman reminded the public to please bag their leaves and to not blow them into the street or drainage ditches.

Finance Officer: Mr. Stackhouse presented and reviewed the following monthly reports:

- September 2015 Financial Summary Report;
- Final September 2015 Detailed Financial Statement;
- Preliminary October 2015 Detailed Financial Statement;
- October 31, 2015 Cash and Investment Earnings Report.

Building Inspector/Code Administrator: Mr. Currie was absent and presented his report during last week's Agenda Meeting.

Public Comment

Mayor Taylor reiterated that this Public Comment period was intended for remarks pertaining to items listed on the meeting agenda, including staff reports and communications.

There were no comments from the public at this time.

Old Business

- A. Montreat General Ordinance, Chapter K, Article V: Trees and the Tree City USA Application: Commissioner Vinson moved to adopt proposed Montreat General Ordinance, Chapter K, Article V – Trees. Commissioner Campbell seconded the motion.

Mayor Pro Tem Standaert expressed her concerns with the stump removal requirement and the requirements of Section 8 of the proposed Ordinance. Mayor Pro Tem Standaert stated that if previous stump removals were not grandfathered, the Town will have to remove the stump across from the post office which has some historical importance to the town. She also expressed concern that just about every property in Montreat may have an infected hemlock, and that the way the proposed Ordinance reads, property owners will have to remove every infected tree from their property at their own expense. Mayor Pro Tem Standaert stated that she sees the need for some way to deal with new, future infestations but wondered if there was some way to modify this section to exclude the hemlock wooly adelgid.

**Montreat Board of Commissioners
Town Council Meeting Minutes
November 12, 2015**

Commissioner Helms agreed with Mayor Pro Tem Standaert regarding Section 8 and that he does not like people telling him what to do with his trees. Commissioner Helms feels that most people in Montreat do take care of their trees and stated that Section 8 needs additional work.

In response to questions raised by Commissioner Campbell, Mr. Nalley noted that most of what is found in the proposed Ordinance is nothing new and that we have been dealing with these issues in Montreat for quite some time. If trees on private property are found to be unsafe, the Police Department or Public Works Department contacts the owner to resolve the matter. Mr. Nalley cited the recent example of a walker along the Assembly Drive trail, hitting his head on a sagging limb. The owner of the tree was contacted and the limb was removed. In almost all cases, the Town has found property owners with dangerous or unsafe trees to be cooperative and that the Ordinance is designed to address those people who are not as cooperative. With regard to stumps, the Town's practice is to reduce the stump down to ground level and then cover it with soil rather than fully removing the stump. Mr. Nalley clarified that the proposed Ordinance is in keeping with the current practice in that it does not require the stumps complete removal. Mr. Nalley also pointed out that the Town will at times keep the lower sections of dead trees standing as habitat for wildlife as long as they do not pose a danger. Mr. Nalley reminded everyone that the proposed Ordinance is meant to be used a tool for protecting the urban forest and that the intent is not to demand trees be removed from private property unless they threaten the health, safety or welfare of our residents and visitors. Mr. Nalley then noted that there is a notification and appeal process in the proposed Ordinance, in case someone disagrees with the Town or Public Works Director.

Following discussion, the Board agreed to remove Section 8 with the understanding that Commissioners Standaert and Campbell will work on revised language for consideration in the near future. Mayor Pro Tem Standaert moved to amend the original motion by adding that Section 8 of the proposed Ordinance be removed. Commissioner Vinson second and the amendment to the motion carried 5/0. The amended motion to adopt Montreat General Ordinance, Chapter K, Article V – Trees, with Section 8 of the proposed Ordinance removed then carried 5/0.

Application for Tree City USA Designation: Commissioner Campbell moved to apply for Tree City USA designation and authorize the Mayor and Town Administrator to execute any necessary documents. Commissioner Vinson seconded and the motion carried 5/0.

New Business

- A. Town Clerk Appointment: Commissioner Vinson moved to appoint Angela Murphy to the Town Clerk position effective November 23, 2015 at a starting salary of \$36,500. Commissioner Campbell seconded and the motion carried 5/0. Commissioner Vinson stated she was very impressed with Ms. Murphy and is excited about her joining the Town. Commissioner Campbell stated that Ms. Murphy is, among other things, a part-time dispatcher with the Black

Mountain Police Department and very familiar with the Town, while Commissioner Helms added that she is very customer service oriented.

- B. Approval of Revised Contract with Asheville Savings Bank - Financing of Upper Kentucky Area Phase I Special Assessment Projects: Commissioner Helms moved to approve the revised contract with Asheville Savings Bank as approved by the LGC to finance \$300,000 of the Upper Kentucky Area Phase I Special Assessment Projects over a ten year period, and to authorize the Mayor and Finance Officer/Deputy Town Clerk to execute the necessary documents. Commissioner Vinson seconded and the motion carried 5/0.
- C. Planning and Zoning Commission Member Appointment: Mayor Pro Tem Standaert moved to appoint Linda Stroupe to the Planning and Zoning Commission to fill the unexpired term of Lucile Jackson to expire on January 31, 2017. Commissioner Vinson seconded and the motion carried 5/0.
- D. Floodplain Review Report: Commissioner McCaskill reported that the initial information from the engineers had been reviewed and that more research on this matter was needed. Further information will be distributed to the Board when available.

Public Comment - Other Topics

Mayor Taylor reiterated that this Public Comment period was intended for remarks pertaining to public business items not listed on the meeting agenda, including any reports or communications from other community entities.

- Carole Steele, with the Montreat Conference Center, presented a check for the second disbursement of the Community Service Fees. These fees are collected by the Conference Center from people who attend conferences and use the roads and benefit from public services. Mayor Taylor reiterated that these funds impact in a positive way, the Montreat resident tax bill, and that we should thank the Conference Center for their efforts.
- Annie Carlson, with Montreat College, stated that the College has the largest incoming class of new students on record, which means fifty percent more new students this year as compared with last year. She encouraged everyone to visit the Black Mountain Campus Athletic Complex and to see the recent renovations completed at the McAlister Fitness Center and Howerton Dining Hall. Ms. Carlson also reported that Gaither Chapel has been renamed Graham Chapel in honor of the Reverend Billy and Ruth Graham. The Christmas Concert will be held on December 5th, at 7:30 p.m. in Anderson Auditorium and people can learn about other events at the College by signing up for their newsletter by emailing communications@montreat.edu.
- Wade Burns, 232 North Carolina Terrace, expressed appreciation for Mayor Taylor and for her involvement in the Town's business for the last quarter century. Mr. Burns believes that she has demonstrated extraordinary effort and is due the community's appreciation

for all her hard work.

Commissioner Communications

Commissioner Campbell noted that the Montreat Landcare Committee has been working on the Tree City USA application and was already planning for the April 29th, 2016 Native Plant Sale. Commissioner Campbell also reported on the recent work by students from the Montreat College Outdoor Education Department, who are developing educational signage for the Save Our Hemlocks program. The Committee reviewed the standards necessary for the community to continue as a Community Wildlife Habitat. Montreat was the first in North Carolina and eighth in the nation to receive this designation and are looking for new ways to increase participation in the program. The Presbyterian Heritage Center Board met on November 9th and are working with Montreat and Warren Wilson Colleges for new internship opportunities. There is a Montreat College Centennial exhibit at the Heritage Center and on December 9th, from 3:00 – 5:30 p.m., in addition to the annual Christmas Tea event, there will be the opening of a sixty year old time capsule at 4:00 p.m. Commissioner Campbell concluded by stating that Montreat College hosted a very successful Cyber Security conference on October 31st and commended Dr. Teo and the students involved with the program.

Commissioner Vinson stated that during the recent election campaign, there had been some misinformation and resulting confusion in regards to the Town's annual audit requirements. The Local Government Budget and Fiscal Control Act (North Carolina General Statute 159) requires an annual audit to be submitted to the North Carolina Local Government Commission by October 31st. The Town of Montreat established its Audit Committee in 2008, and was one of the first small communities to have done so. The Committee is made up of three Commissioners, excluding the Mayor and Finance Commissioner, plus two community members. The Audit Committee meets two or three times per year. The Committee has completed six years with Martin Starnes as our auditors and is planning next spring, to undertake a Request for Qualifications process to determine if a new auditing firm is desired. Commissioner Vinson reminded everyone that the Town's Comprehensive Annual Financial Report (CAFR), which includes additional Town and related financial information, is not required by law. While most larger municipalities issue annual CAFRs, it is unusual for smaller municipalities like Montreat to do so. The Town has received an award from the Government Finance Officers Association for our CAFR for the past three years.

Mayor Taylor stated that she started her service with the Town thirty years ago, first on the Board of Adjustment, next as Commissioner and then as Mayor. She has seen many changes over the years and has appreciated the support and encouragement the community has given her. She appreciated the wise counsel and advice she received over the years, which in her opinion, made her a better Mayor. Mayor Taylor thanked the Town for the last thirty years in Montreat.

Upcoming Meeting Dates

Mayor Taylor reviewed the following list of upcoming meeting dates and deadlines:

<u>Open Space and Conservation Committee Meeting:</u>	November 13, 2015, 3:00 p.m. Town Services Office
<u>Planning and Zoning Commission Meeting:</u>	November 19, 2015, 7:00 p.m. Walkup Building
<u>Agenda Items Due:</u>	November 25, 2015, 5:00 p.m. Town Services Office
<u>Town Services Office Closed:</u>	November 26-27, 2015 Thanksgiving Holidays
<u>Board of Adjustment Meeting:</u>	November 30, 2015, 7:00 p.m. Walkup Building
<u>Landcare Committee Meeting:</u>	December 2, 2015, 9:00 a.m. Moore Center Meeting Room
<u>December Agenda Meeting:</u>	December 3, 2015, 7:00 p.m. Walkup Building
<u>December Town Council Meeting:</u>	December 10, 2015, 7:00 p.m. Walkup Building
<u>Town Services Office Closed:</u>	December 24-25, 2015 Christmas Holidays

Adjournment

There being no further business, Commissioner Vinson moved to adjourn the Town Council Meeting. Commissioner Campbell seconded and the motion carried 5/0. The meeting was adjourned at 8:24 p.m.

Letta Jean Taylor, Mayor

Stefan Stackhouse, Deputy Town Clerk

2016 Town of Montreat Board of Commissioners Meeting Calendar

January 2016

S	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
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31						

February 2016

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March 2016

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April 2016

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May 2016

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June 2016

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July 2016

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August 2016

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September 2016

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October 2016

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November 2016

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December 2016

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Agenda Meetings	Town Council Meetings	Agenda Item Deadlines	Town Services Office Closed
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Adoption of this calendar does not preclude a call for any additional meetings at the Board's discretion with appropriate public notice

TOWN OF MONTREAT

2016 – 2017 CIP AND BUDGET PREPARATION CALENDAR

December 11, 2015	Capital Improvement Program (CIP) instructions distributed to Departments.
January 4, 2016	Departments submit CIP requests to Town Administrator. CIP revenue projections posted to worksheets.
January 14	CIP Public Presentation
February 1 – February 29	Actual revenues and expenditures of preceding year posted to budget worksheets.
February 5	Town Administrator/Budget Officer reviews adjusted CIP requests, compares with projected revenue and makes final adjustments.
February 11	Proposed CIP submitted to Board of Commissioners and filed with the Clerk to the Board for public inspection. Board of Commissioners call for Public Hearing on proposed CIP.
February 12 – March 9	CIP review by Board of Commissioners with special meetings as needed.
March 1 – March 4	Actual revenues and expenditures for current year through February 29 posted to budget worksheets. Finance Officer estimates personnel and insurance costs for entry into departmental budget requests. Finance Officer completes preliminary revenue estimates.
March 10	Public Hearing of the proposed CIP. Draft CIP available for adoption by Board of Commissioners.
March 14	Budget instructions given to Departments.
April 8	Departments submit requests and objectives to Town Administrator/Budget Officer. Finance Officer prepares final revenue estimates.

2016 – 2017 CIP AND BUDGET PREPARATION CALENDAR

Page 2

April 11 – April 15	Budget discussions with department heads and administration. Departmental requests adjusted based on Town Administrator/Budget Officer review.
April 18 – April 22	Town Administrator/Budget Officer reviews adjusted expenditure requests, compares with projected revenue and makes final adjustments.
April 25 – May 6	Town Administrator/Budget Officer completes the balancing of budget and prepares Budget Message.
May 12	Proposed budget submitted to Board of Commissioners and filed with the Clerk to the Board for public inspection. Board of Commissioners call for Public Hearing on proposed budget. Publish public notice of the submission of the budget to the Board of Commissioners.
May 12 – June 9	Budget review by Board of Commissioners with special meetings as needed.
May 25	Publish public notice of budget hearing.
June 9	Public Budget Hearing of the proposed budget. Draft Budget Ordinance available for adoption.
June 9 – June 23	Additional time available for special meetings, as needed, by the Commissioners to continue deliberation.
June 23	Board of Commissioners adopt final budget.
July 21	Finance Officer prints, collates, binds and distributes budget books to Board of Commissioners.

**TOWN OF MONTREAT
FISCAL YEAR 2015-2016
BUDGET AMENDMENT #3**

Be it ordained by the Town of Montreat Board of Commissioners that the following amendment be made to the Budget Ordinance for the fiscal year ending June 30, 2016.

Department(s): Police

Purpose: To increase budget for police car repairs reimbursed by insurance proceeds.

Section 1. To amend the General Fund as follows:

Line Item	Account Number	Amount Debit	Amount Credit	Amended Budget
Police – M&R Auto	10-10-5100-170	\$10,018		\$50,018
Insurance Recovery Proceeds	10-00-3850-800		\$10,018	\$10,018

Section 2. I certify that the accounting records provide for this budget amendment, and that the revenue source(s) are available:

_____ Finance Officer _____ Date

Section 3. Copies of this amendment shall be delivered to the Budget/Finance Officer and Town Auditor for their direction.

Adopted this _____ day of _____, _____.

Recorded and filed:

_____ Budget Officer/Town Administrator _____ Date

_____ Town Clerk _____ Date

TOWN OF MONTREAT BOARD OF COMMISSIONERS
REQUEST FOR BOARD ACTION
Meeting Date: December 10, 2015

SUBJECT: Asheville Savings Bank Corporate Authorization Resolutions

AGENDA INFORMATION:

Agenda Location: Consent Agenda

Item Number: E

Department: Administration and Finance

Contact: Stefan Stackhouse

Presenter: Stefan Stackhouse

BRIEF SUMMARY: With the departure of Town Clerk Misty Gedlinske, and now the end of the terms of Mayor Taylor and Commissioner Campbell, the Town will be down to just one remaining person (Ron Nalley) with signatory authority at Asheville Savings Bank. The Town requires at least two authorized signers to issue checks. Staff is proposing that the new Town Clerk Angela Murphy and incoming Mayor Tim Helms be designated with signatory authority to assure that the Town has at least three available signers. It is anticipated that once a full Board is seated, a fourth signer will be identified and that the corporate resolutions will be readopted to reflect this.

RECOMMENDED MOTION AND REQUESTED ACTIONS: To adopt Corporate Authorization Resolutions #15-12-0001 through 15-12-0005 amending the Town of Montreat's list of authorized account signatories with Asheville Savings Bank and designating Ron Nalley, Angela Murphy, and Tim Helms as authorized signers for the Town's accounts at Asheville Savings Bank.

FUNDING SOURCE: Not applicable

ATTACHMENTS: Corporate Authorization Resolution #14-03-0004 adopted in March 2014 and Corporate Authorization Resolutions #15-12-0001 to 15-12-0005 (pending)

STAFF COMMENTS AND RECOMMENDATIONS: This is a routine action that the Town typically takes every two to four years. Asheville Savings Bank is in the process of preparing Resolutions #15-12-0001 through #15-12-0005, however we have copied for you an Authorization Resolution approved in 2014 so that you can read a sample of the proposed language of the Resolution prior to your meeting. It is essential that these Resolutions be adopted in a timely manner, or the Town will not be capable of issuing checks in payment of its obligations.

CORPORATE AUTHORIZATION RESOLUTION

Asheville Savings Bank
PO Box 652
Asheville, NC 28802
Account Number 70196863
Referred to in this document as "Financial Institution"

By: Town Of Montreat
Central Depository Account
PO Box 423 Montreat, NC 28757
96 Rainbow Terrace Black Mountain, NC 28711
Referred to in this document as "Corporation"

I, Misty R Gedlinske, certify that I am Secretary (clerk) of the above named corporation organized under the laws of North Carolina, Federal Employer I.D. Number 58-0949173, engaged in business under the trade name of Town Of Montreat, and that the resolutions on this document are a correct copy of the resolutions adopted at a meeting of the Board of Directors of the Corporation duly and properly called and held on 3/13/2014 (date). These resolutions appear in the minutes of this meeting and have not been rescinded or modified.

AGENTS Any Agent listed below, subject to any written limitations, is authorized to exercise the powers granted as indicated below:

Name and Title or Position	Signature	Facsimile Signature (if used)
A. <u>Martha D Campbell/Comm of Finance</u> Authorized Signer	<u>x Martha D. Campbell</u>	
B. <u>Misty Gedlinske / Town Clerk</u> Authorized Signer	<u>x Misty R. Gedlinske</u>	x
C. <u>Ronald W Nalley/Town Administrator</u> Authorized Signer	<u>x Ronald W. Nalley</u>	x
D. <u>Letta Jean Taylor / Mayor</u> Authorized Signer	<u>x Letta Jean Taylor</u>	x
E. _____	x _____	x _____
F. _____	x _____	x _____

POWERS GRANTED (Attach one or more Agents to each power by placing the letter corresponding to their name in the area before each power. Following each power indicate the number of Agent signatures required to exercise the power.)

Indicate A, B, C, D, E, and/or F	Description of Power	Indicate number of signatures required
<u>A,B,C,D</u>	(1) Exercise all of the powers listed in this resolution.	<u>1</u>
_____	(2) Open any deposit or share account(s) in the name of the Corporation.	_____
_____	(3) Endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with this Financial Institution.	_____
_____	(4) Borrow money on behalf and in the name of the Corporation, sign, execute and deliver promissory notes or other evidences of indebtedness.	_____
_____	(5) Endorse, assign, transfer, mortgage or pledge bills receivable, warehouse receipts, bills of lading, stocks, bonds, real estate or other property now owned or hereafter owned or acquired by the Corporation as security for sums borrowed, and to discount the same, unconditionally guarantee payment of all bills received, negotiated or discounted and to waive demand, presentment, protest, notice of protest and notice of non-payment.	_____
_____	(6) Enter into a written lease for the purpose of renting, maintaining, accessing and terminating a Safe Deposit Box in this Financial Institution.	_____
_____	(7) Other _____	_____

LIMITATIONS ON POWERS The following are the Corporation's express limitations on the powers granted under this resolution.

RESOLUTIONS

The Corporation named on this resolution resolves that,

- (1) The Financial Institution is designated as a depository for the funds of the Corporation and to provide other financial accommodations indicated in this resolution.
(2) This resolution shall continue to have effect until express written notice of its rescission or modification has been received and recorded by the Financial Institution.
(3) The signature of an Agent on this resolution is conclusive evidence of their authority to act on behalf of the Corporation.
(4) All transactions, if any, with respect to any deposits, withdrawals, rediscounts and borrowings by or on behalf of the Corporation with the Financial Institution prior to the adoption of this resolution are hereby ratified, approved and confirmed.
(5) The Corporation agrees to the terms and conditions of any account agreement, properly opened by any Agent of the Corporation.
(6) The Corporation acknowledges and agrees that the Financial Institution may furnish at its discretion automated access devices to Agents of the Corporation to facilitate those powers authorized by this resolution or other resolutions in effect at the time of issuance.
(7) The Corporation acknowledges and agrees that the Financial Institution may rely on alternative signature and verification codes issued to or obtained from the Agent named on this resolution.

Pennsylvania. The designation of an Agent does not create a power of attorney; therefore, Agents are not subject to the provisions of 20 Pa.C.S.A. Section 5601 et seq. (Chapter 56; Decedents, Estates and Fiduciaries Code) unless the agency was created by a separate power of attorney. Any provision that assigns Financial Institution rights to act on behalf of any person or entity is not subject to the provisions of 20 Pa.C.S.A. Section 5601 et seq. (Chapter 56; Decedents, Estates and Fiduciaries Code).

EFFECT ON PREVIOUS RESOLUTIONS This resolution supersedes resolution dated ALL. If not completed, all resolutions remain in effect.

CERTIFICATION OF AUTHORITY

I further certify that the Board of Directors of the Corporation has, and at the time of adoption of this resolution had, full power and lawful authority to adopt the resolutions on page 2 and to confer the powers granted above to the persons named who have full power and lawful authority to exercise the same. (Apply seal below where appropriate.)

If checked, the Corporation is a non-profit corporation.

In Witness Whereof, I have subscribed my name to this document and affixed the seal of the Corporation on 3/13/2014 (date).
Attest by One Other Officer: Ronald W Nalley
Secretary: Misty R Gedlinske

FOR FINANCIAL INSTITUTION USE ONLY

Acknowledged and received on 3/13/2014 (date) by SO (initials) This resolution is superseded by resolution dated ALL.
Comments: Stacy Ogle

MONTHLY POLICE STATISTICS REPORT

November	2015	2014	2013	2012	2011
Mileage	3239	2734	2724	3268	2803
Dispatched Calls	84	66	94	69	60
Officer-Initiated Calls	208	187	220	172	310
Fire/EMS Assistance Calls	9F/4E	5F 1E	6F 3E	3	6
Motorist/Other Assistance Calls	44	40	61	28	29
Traffic Stops	25/55CP	47	35	23	60
Parking Issues	7	2	3	23	11
Burglar/Fire Alarm Responses	1B	2B 1F	1B	3	2
Residential/Building Checks	228	248	118	56	296
Ordinance violations	8	7	10	9	17
LE Agency Assistance Calls	13	22	19	37	44
Animal Calls	6	2	4	1	2
Larcenies	0	1	1	2	2
B&E Calls	0	0	0	0	0
Suspicious Person/Vehicle Investigations	6P/18V	22V 11P	15V 12P	9	28
Disturbance Calls	3	4	0	1	4
Accident Responses	0	0	0	0	2
Auxiliary Hours Worked	32R/12T	32R 38/T	32R 120O	44R	94
Truck turns at gate	1	0	1	10	8

- Town service: 415
- MRA Service: 131
- College service: 11
- On 11/03/2015 MPD did a traffic study on South Carolina Terrace, due to numerous reports of stopped traffic. Officers talked to the school administrator at the Henry Building. The morning school has approximately 80 students. We made a suggestion after observing for 2 days, that parents should not arrive early for pickup as this causes an earlier road blockage and if they do they need to park and walk to pick up their child(ren). We also discussed alternating pickup times. The school administrator sent out letters immediately and it seems to have improved. I would like to thank the school administrator for her assistance.
- On 11/06/2015 MPD received a call reporting a lost elderly female on Kanawha Drive. After getting a clothing description from her husband Officer Arrant located her towards the end of Mississippi Road and she was reunited with her husband.
- On 11/09/2015 MPD responded to a call about a raccoon up on Eastminster/Shenandoah acting strangely. The raccoon was not located, but we want to warn citizens that raccoons and foxes are easily victims of distemper and rabies. Please let us know if you see any suspicious animals.
- On 11/10/2015 MPD received a call reference a rental dispute on Harmony Road. Officers responded, settled the dispute, and returned property to the renter with owner cooperation.
- On 11/12/2015 MPD responded to the South Carolina/Wyck Road area reference an aggressive bear. The bear was aggressive, but she had 2 cubs. We isolated her and let her move off into the woods. (Please remember that Montreat has a leash law.)

- On 11/14/2015 MPD was called to assist BMPD around the Old Toll area where the night before BMPD recovered a stolen truck from Tennessee with a stolen rifle inside and cartridges for a 9 mm pistol. BMPD received a call from a resident reporting a white male (answering the description from the night before) beating on her door asking for assistance. BMPD, MPD, BCSD set up a perimeter around the area. Officers started walking in the wooded area, the suspect was found in a brush pile and taken into custody. He was charged with possession of a stolen vehicle, possession of a stolen firearm, and a fugitive warrant from Tennessee was pending. It was also learned that he had 8 felony warrants pending in Marion/Rutherfordton area for larcenies.
- On 11/17/2015 MPD received a call of a suspicious person around the Moore Center, he was described as a white male following a Montreat College female from Black Mountain to Montreat. The suspect was identified and advised that his actions would cease (subject has had numerous complaints of the same action), this was also recorded on BMPD's CAD.
- On 11/19/2015 two MPD Officers participated in a specialized firearm training at the NC Justice Academy, which included surviving the first 3 seconds speed target assessment.
- On 11/21/2015 MPD responded to a heated verbal altercation on Missouri Road between a husband and wife. Domestic violence laws were not violated. The subjects were talked to and told that a continuation of their actions could result in criminal charges.
- On 11/27/2105 MPD responded to a residence on Westminster reference a child locking the master bedroom door. I would like to personally thank Officer Arrant for climbing a balcony to enter the balcony door in order to unlock the door.
- On 11/28/2015 MPD located a lost dog. Officer Lee Blevins effort located the dog's owner.
- On 11/28/2015 MPD received a call from North Carolina Terrace of several vehicles being rifled through and possibly change (coins) being taken on the nights of the 26th and 27th. The person did not want to file a report. MPD and BMPD had no other issues in the area on these dates. Please be advised that the BCSD is running a campaign on one of the serious issues in the County to not leave valuables in vehicles AND to lock vehicles.

General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balances
For the Period Ended October, 2015

4	FYE 2016 Budgeted	Previously Reported	Current Month	FYE 2016 YTD Actual	FYE 15 Comparison YTD Actual	FYE 2016 Remaining Budget	Actual to Budget %	Statement Period	Variance	10/31/14
								4		
Revenues:										
Ad valorem taxes	\$ 952,500.00	\$ 478.30	\$ -	\$ 478.30	\$ 209,308.56	\$ 952,021.70				
Other taxes and licenses	\$ 357,400.00	\$ 36,950.90	\$ 33,385.70	\$ 70,336.60	\$ 59,688.97	\$ 287,063.40				
Unrestricted intergovernmental	\$ 60,500.00		\$ -		\$ 6,440.92	\$ 60,500.00				
Permits and Fees	\$ 46,000.00	\$ 13,109.74	\$ 1,612.00	\$ 14,721.74	\$ 11,085.31	\$ 31,278.26				
Community Service Fee	\$ 50,000.00	\$ 30,086.00	\$ -	\$ 30,086.00	\$ 30,946.00	\$ 19,914.00				
Sales and Services	\$ 13,000.00	\$ 2,743.95	\$ 1,595.86	\$ 4,339.81	\$ 3,043.72	\$ 8,660.19				
Investment earnings	\$ 2,200.00	\$ 206.08	\$ 75.94	\$ 282.02	\$ 287.39	\$ 1,917.98				
Other revenues	\$ 13,700.00	\$ 1,500.00	\$ (0.00)	\$ 1,500.00	\$ 715.60	\$ 12,200.00				
Subtotal - Normal Operating	\$ 1,495,300.00	\$ 85,074.97	\$ 36,669.50	\$ 121,744.47	\$ 321,516.47	\$ 1,373,555.53	8.14%	33.33%	-25.19%	-11.65%
Restricted intergovernmental	\$ 740,000.00	\$ 56,767.79	\$ 31,586.61	\$ 88,354.40	\$ 19,721.16	\$ 651,645.60				
Contributions - Landcare	\$ 10,000.00	\$ 10,000.00	\$ 4,000.00	\$ 14,000.00	\$ -	\$ (4,000.00)				
Contributions - Open Space	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Total Revenues	2,245,300.00	151,842.76	72,256.11	224,098.87	\$ 341,237.63	2,021,201.13	9.98%	33.33%	-23.35%	-18.72%
Expenditures:										
Governing Body	\$ 104,700.00	\$ 26,824.07	\$ 3,943.04	\$ 30,767.11	\$ 5,326.90	\$ 73,932.89	29.39%	33.33%	3.95%	26.14%
Administration	\$ 282,800.00	\$ 75,641.44	\$ 9,926.80	\$ 85,568.24	\$ 100,610.46	\$ 197,231.76	30.26%	33.33%	3.08%	0.40%
Public Buildings	\$ 139,950.00	\$ 35,837.76	\$ (1,192.18)	\$ 34,645.58	\$ 110,292.38	\$ 105,304.42	24.76%	33.33%	8.58%	-14.10%
Police	\$ 368,925.00	\$ 100,797.89	\$ 26,260.41	\$ 127,058.30	\$ 115,304.65	\$ 241,866.70	34.44%	33.33%	-1.11%	3.22%
Building & Zoning	\$ 82,200.00	\$ 19,458.17	\$ 5,745.90	\$ 25,204.07	\$ 22,647.26	\$ 56,995.93	30.66%	33.33%	2.67%	3.50%
Public Works	\$ 86,100.00	\$ 20,385.54	\$ 3,897.55	\$ 24,283.09	\$ 22,318.34	\$ 61,816.91	28.20%	33.33%	5.13%	6.02%
Streets	\$ 1,271,400.00	\$ 55,556.66	\$ 69,868.98	\$ 125,425.64	\$ 130,187.80	\$ 1,145,974.36	9.87%	33.33%	23.47%	24.44%
Powell Bill	\$ 56,000.00	\$ 1,481.41	\$ 1,027.23	\$ 2,508.64	\$ 3,635.60	\$ 53,491.36	4.48%	33.33%	28.85%	24.98%
Sanitation	\$ 113,600.00	\$ 24,817.00	\$ 7,572.54	\$ 32,389.54	\$ 35,329.79	\$ 81,210.46	28.51%	33.33%	4.82%	-1.58%
Env/Cons/Rec	\$ 28,500.00	\$ 117.50	\$ 410.92	\$ 528.42	\$ -	\$ 27,971.58	1.85%	33.33%	31.48%	33.33%
Total expenditures	2,534,175.00	\$ 360,917.44	\$ 127,461.19	\$ 488,378.63	\$ 545,653.18	\$ 2,045,796.37	19.27%	33.33%	14.06%	13.63%
Revenues over expenditures	(288,875.00)	\$ (209,074.68)	\$ (55,205.08)	\$ (264,279.76)	\$ (204,415.55)	\$ (24,595.24)				
Other financing sources (uses):										
Transfer to/from Water Fund		\$ -	\$ -	\$ -	\$ -	\$ -				
Fund Balance Appropriated:	\$ 288,875.00	\$ -	\$ -	\$ -	\$ -	\$ 288,875.00				
Total other financing source	\$ 288,875.00	\$ -	\$ -	\$ -	\$ -	\$ 288,875.00				
Revenues and other sources over expenditures and other uses	\$ -	\$ (209,074.68)	\$ (55,205.08)	\$ (264,279.76)	\$ (204,415.55)	\$ 264,279.76				
Expenditure Recap:										
Salaries & Benefits	\$ 922,400.00	\$ 231,565.87	\$ 65,749.79	\$ 297,315.66	\$ 286,550.89	\$ 625,084.34				
Other Operating	\$ 395,300.00	\$ 124,781.95	\$ 2,382.69	\$ 127,164.64	\$ 118,513.54	\$ 268,135.36				
CIP/Grant Projects	\$ 1,216,475.00	\$ 4,569.62	\$ 59,328.71	\$ 63,898.33	\$ 140,588.75	\$ 1,152,576.67				
Total Expenditures	\$ 2,534,175.00	\$ 360,917.44	\$ 127,461.19	\$ 488,378.63	\$ 545,653.18	\$ 2,045,796.37				

Water Fund
Statement of Revenues, Expenditures, and Changes in Fund Balances
For the Period Ended October, 2015

	FYE 2016 Budgeted	Previously Reported	Current Month	FYE 2016 YTD Actual	FYE 15 Comparison YTD Actual	FYE 2016 Remaining Budget	Actual to Budget Percent	Statement Period 4	Variance	10/31/14
Revenues:										
Ad valorem taxes			\$ -			\$ -				
Other taxes and licenses			\$ -			\$ -				
MRA Comm Svc Fee	\$ -		\$ -			\$ -				
Permits and Fees			\$ -			\$ -				
Sales and Services	\$ 300,000.00	\$ 86,250.31	\$ 27,008.73	\$ 113,259.04	\$ 106,151.19	\$ 186,740.96				
Investment earnings	\$ 500.00	\$ 19.72	\$ 6.76	\$ 26.48	\$ 25.10	\$ 473.52				
Other revenues	\$ 26,500.00	\$ 9,000.93	\$ 4,504.09	\$ 13,505.02	\$ 14,559.29	\$ 12,994.98				
Subtotal - Normal Operating	\$ 327,000.00	\$ 95,270.96	\$ 31,519.58	\$ 126,790.54	\$ 120,735.58	\$ 200,209.46				
<i>Restricted intergovernmental</i>			\$ -			\$ -				
Total revenues	\$ 327,000.00	\$ 95,270.96	\$ 31,519.58	\$ 126,790.54	\$ 120,735.58	\$ 200,209.46	38.77%	33.33%	5.44%	-6.97%
Expenditures:										
Water Department	\$ 327,000.00	\$ 17,440.27	\$ 27,448.92	\$ 44,889.19	\$ 38,913.89	\$ 282,110.81	13.73%	33.33%	19.61%	24.84%
Total expenditures	\$ 327,000.00	\$ 17,440.27	\$ 27,448.92	\$ 44,889.19	\$ 38,913.89	\$ 282,110.81	13.73%	33.33%	19.61%	24.84%
Revenues over expenditures	\$ -	\$ 77,830.69	\$ 4,070.66	\$ 81,901.35	\$ 81,821.69	\$ (81,901.35)				
Other financing sources (uses):										
Transfers to/from General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Fund Balance Appropriated:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Total other financing sources (uses)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Revenues and other sources over expenditures and other uses	\$ -	\$ 77,830.69	\$ 4,070.66	\$ 81,901.35	\$ 81,821.69	\$ (81,901.35)				
Expenditure Recap:										
Salaries & Benefits	\$ -		\$ -	\$ -		\$ -				
Other Operating	\$ 327,000.00	\$ 17,440.27	\$ 27,448.92	\$ 44,889.19	\$ 38,613.89	\$ 282,110.81				
CIP/Grant Projects			\$ -	\$ -	\$ 300.00	\$ -				
Total Expenditures	\$ 327,000.00	\$ 445,641.85	\$ 27,448.92	\$ 44,889.19	\$ 38,913.89	\$ 282,110.81				

TOWN OF MONTREAT
Revenue Statement
 Period Ending: October 31, 2015
10 GENERAL FUND

Account Description	Account Number	Estimated Revenue	Activity This Period	Revenue To Date	Uncollected To Date	Percent Collected %
PY AD VALOREM TAXES	10-00-3000-100	500.00	0.00	2.69	497.31	0.53
CY AD VALOREM TAXES	10-00-3005-100	952,000.00	0.00	475.61	951,524.39	0.05
TAX INTEREST & PENALTIES	10-00-3050-100	1,000.00	0.00	15.97	984.03	1.59
LOCAL SALES TAX	10-00-3065-100	345,000.00	33,385.70	69,060.91	275,939.09	20.01
PAYMENT IN LIEU OF TAXES	10-00-3070-100	2,000.00	0.00	0.00	2,000.00	0.00
PY DMV TAXES	10-00-3104-100	100.00	0.00	0.00	100.00	0.00
CY DMV TAXES	10-00-3194-100	11,300.00	0.00	1,259.72	10,040.28	11.14
UTILITIES FRANCHISE TAX	10-00-3205-200	55,000.00	0.00	0.00	55,000.00	0.00
WINE & BEER TAX	10-00-3220-200	3,000.00	0.00	0.00	3,000.00	0.00
SOLID WASTE DISPOSAL TAX	10-00-3235-200	500.00	0.00	0.00	500.00	0.00
CONTRIBUTIONS	10-00-3300-300	2,000.00	0.00	1,500.00	500.00	75.00
PUBLIC SAFETY CHARGES	10-10-3305-300	3,000.00	561.86	1,123.72	1,876.28	37.45
GRANT PROCEEDS - FEDERAL	10-10-3310-300	700,000.00	0.00	0.00	700,000.00	0.00
POWELL BILL	10-20-3325-300	40,000.00	20,070.61	20,070.61	19,929.39	50.17
CONTRIBUTIONS - LANDCARE	10-80-3330-340	10,000.00	0.00	10,000.00	0.00	100.00
GRANT PROCEEDS - NC	10-10-3340-300	0.00	0.00	56,767.79	-56,767.79	0.00
GRANT PROCEEDS-NC-PARTF GREEN	10-80-3340-451	0.00	11,516.00	11,516.00	-11,516.00	0.00
Landcare - Grants - Hemlock	10-80-3340-452	10,000.00	4,000.00	4,000.00	6,000.00	40.00
COURT COSTS - ARREST FEES & F	10-10-3405-400	200.00	0.00	15.00	185.00	7.50
FIRE INSPECTION FEES	10-10-3425-400	500.00	0.00	0.00	500.00	0.00
BUILDING PERMITS	10-10-3430-400	45,000.00	1,612.00	14,706.74	30,293.26	32.68
SANITATION FEES	10-10-3435-400	10,000.00	1,034.00	3,216.09	6,783.91	32.16
COMMUNITY SERVICE FEE	10-00-3550-800	50,000.00	0.00	30,086.00	19,914.00	60.17
INTEREST ON INVESTMENTS	10-00-3800-800	2,000.00	59.56	217.04	1,782.96	10.85
INTEREST INVESTMNT-POWELL BIL	10-00-3805-800	200.00	16.38	64.98	135.02	32.49
MISC REVENUE	10-00-3815-800	1,000.00	0.00	0.00	1,000.00	0.00
SALE OF FIXED ASSETS	10-00-3820-800	1,000.00	0.00	0.00	1,000.00	0.00
FUND BALANCE APPROPRIATED	10-00-3905-900	273,075.00	0.00	0.00	273,075.00	0.00
POWELL BILL FUND BALANCE APP.	10-20-3925-900	15,800.00	0.00	0.00	15,800.00	0.00

11/30/15
16:53:46

Fiscal Year: 2016
Fiscal Month Range:4-4

TOWN OF MONTREAT
Revenue Statement
Period Ending: October 31, 2015
10 GENERAL FUND

Selected Department *Page 2*
(ALL) All Departments

Account Description	Account Number	Estimated Revenue	Activity This Period	Revenue To Date	Uncollected To Date	Percent Collected %
TOTAL FUND REVENUE:		2,534,175.00	72,256.11	224,098.87	2,310,076.13	8.84

11/30/15 Fiscal Year: 2016
 16:53:31 Fiscal Month Range:4-4
 (D)

TOWN OF MONTREAT
Encumbrances & Expenditure Statement
 Period Ending: October 31, 2015
10 GENERAL FUND

Selected Department *Page 1*
 (ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (4100) GOVERNING BODY							
SALARIES & WAGES	10-00-4100-020	9,800.00	0.00	0.00	0.00	9,800.00	0.00
PROFESSIONAL SERVICES	10-00-4100-040	79,700.00	7,255.00	33,791.55	0.00	45,908.45	42.39
FICA EXPENSE	10-00-4100-050	800.00	0.00	0.00	0.00	800.00	0.00
TRAVEL & TRAINING	10-00-4100-140	500.00	0.00	15.00	0.00	485.00	3.00
ADVERTISING	10-00-4100-260	7,000.00	0.00	0.00	0.00	7,000.00	0.00
DEPARTMENT SUPPLIES	10-00-4100-330	2,500.00	90.84	263.36	0.00	2,236.64	10.53
SALARY CONTINGENCY	10-00-4100-332	13,000.00	0.00	0.00	0.00	13,000.00	0.00
CONTRACT SERVICES	10-00-4100-450	4,500.00	0.00	0.00	0.00	4,500.00	0.00
INDIRECT COST ALLOCATI	10-00-4100-480	-13,600.00	-3,402.80	-3,402.80	0.00	-10,197.20	25.02
CONTRIBUTIONS	10-00-4100-520	500.00	0.00	100.00	0.00	400.00	20.00
TOTAL DEPT: (4100) GOVERNING BODY		104,700.00	3,943.04	30,767.11	0.00	73,932.89	29.38

11/30/15 Fiscal Year: 2016
 16:53:31 Fiscal Month Range:4-4
 (D)

TOWN OF MONTREAT
Encumbrances & Expenditure Statement
 Period Ending: October 31, 2015
10 GENERAL FUND

Selected Department *Page 2*
 (ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (4200) ADMINISTRATION							
SALARIES & WAGES	10-00-4200-020	181,100.00	10,661.76	48,142.40	0.00	132,957.60	26.58
FICA EXPENSE	10-00-4200-050	13,900.00	823.26	3,701.89	0.00	10,198.11	26.63
GROUP INSURANCE	10-00-4200-060	26,500.00	1,518.58	7,275.34	0.00	19,224.66	27.45
RETIREMENT EXPENSE	10-00-4200-070	23,400.00	1,266.65	5,711.82	0.00	17,688.18	24.40
POSTAGE	10-00-4200-100	2,200.00	0.00	257.62	0.00	1,942.38	11.71
TELEPHONE	10-00-4200-110	4,000.00	1,200.89	2,220.20	0.00	1,779.80	55.50
TRAVEL & TRAINING	10-00-4200-140	3,400.00	113.15	463.15	0.00	2,936.85	13.62
M & R EQUIPMENT	10-00-4200-160	24,400.00	555.00	20,451.59	0.00	3,948.41	83.81
ADVERTISING	10-00-4200-260	1,800.00	138.57	1,192.83	0.00	607.17	66.26
OFFICE EXPENSE	10-00-4200-320	3,000.00	132.84	629.04	0.00	2,370.96	20.96
OFFICE EQUIPMENT	10-00-4200-330	1,000.00	0.00	0.00	0.00	1,000.00	0.00
BANK SERVICE CHARGE EX	10-00-4200-340	1,400.00	121.00	392.95	0.00	1,007.05	28.06
CONTRACT SERVICES	10-00-4200-450	19,500.00	0.00	26.31	0.00	19,473.69	0.13
INDIRECT COST ALLOCATI	10-00-4200-480	-26,400.00	-6,604.90	-6,604.90	0.00	-19,795.10	25.01
DUES & SUBSCRIPTIONS	10-00-4200-530	3,100.00	0.00	1,708.00	0.00	1,392.00	55.09
SUPERVISOR'S EXPENSE	10-00-4200-550	500.00	0.00	0.00	0.00	500.00	0.00
TOTAL DEPT: (4200) ADMINISTRATION		282,800.00	9,926.80	85,568.24	0.00	197,231.76	30.25

11/30/15 Fiscal Year: 2016
 16:53:31 Fiscal Month Range:4-4
 (D)

TOWN OF MONTREAT
Encumbrances & Expenditure Statement
 Period Ending: October 31, 2015
10 GENERAL FUND

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5000) PUBLIC BUILDINGS							
UTILITIES	10-00-5000-130	3,500.00	113.42	644.85	0.00	2,855.15	18.42
M & R BUILDINGS & GROU	10-00-5000-150	2,500.00	0.00	337.94	0.00	2,162.06	13.51
M & R EQUIPMENT	10-00-5000-160	5,200.00	0.00	585.85	0.00	4,614.15	11.26
DEPARTMENT SUPPLIES	10-00-5000-330	200.00	0.00	0.00	0.00	200.00	0.00
INDIRECT COST ALLOCATI	10-00-5000-480	-5,200.00	-1,305.60	-1,305.60	0.00	-3,894.40	25.10
INSURANCE	10-00-5000-540	36,100.00	0.00	34,382.54	0.00	1,717.46	95.24
CAPITAL OUTLAY	10-00-5000-730	97,650.00	0.00	0.00	0.00	97,650.00	0.00
TOTAL DEPT: (5000) PUBLIC BUILDINGS		139,950.00	-1,192.18	34,645.58	0.00	105,304.42	24.75

11/30/15 Fiscal Year: 2016
 16:53:31 Fiscal Month Range:4-4
 (D)

TOWN OF MONTREAT
Encumbrances & Expenditure Statement
 Period Ending: October 31, 2015
10 GENERAL FUND

Selected Department *Page 4*
 (ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5100) POLICE							
SALARIES & WAGES	10-10-5100-020	228,000.00	17,564.35	78,418.33	0.00	149,581.67	34.39
FICA EXPENSE	10-10-5100-050	17,500.00	1,335.31	5,965.65	0.00	11,534.35	34.08
GROUP INSURANCE	10-10-5100-060	39,700.00	3,673.74	18,167.14	0.00	21,532.86	45.76
RETIREMENT EXPENSE	10-10-5100-070	28,500.00	2,009.70	9,044.99	0.00	19,455.01	31.73
TELEPHONE	10-10-5100-110	2,000.00	182.23	609.80	0.00	1,390.20	30.49
TRAVEL & TRAINING	10-10-5100-140	500.00	0.00	0.00	0.00	500.00	0.00
M & R EQUIPMENT	10-10-5100-160	4,000.00	0.00	2,107.47	0.00	1,892.53	52.68
M & R AUTO	10-10-5100-170	4,000.00	433.19	668.22	0.00	3,331.78	16.70
PUBLIC ED - SAFETY SAT	10-10-5100-234	500.00	0.00	0.00	0.00	500.00	0.00
AUTO SUPPLIES (GAS, OI	10-10-5100-310	16,500.00	634.75	2,724.00	0.00	13,776.00	16.50
MEDICAL CERTIFICATION	10-10-5100-320	1,000.00	0.00	0.00	0.00	1,000.00	0.00
DEPARTMENT SUPPLIES	10-10-5100-330	2,100.00	286.14	286.14	0.00	1,813.86	13.62
UNIFORMS	10-10-5100-360	1,700.00	141.00	236.94	0.00	1,463.06	13.93
DUES & SUBSCRIPTIONS	10-10-5100-530	300.00	0.00	0.00	0.00	300.00	0.00
CAPITAL OUTLAY	10-10-5100-730	3,425.00	0.00	4,079.62	0.00	-654.62	119.11
DISPATCHER SERVICES	10-10-5100-760	19,200.00	0.00	4,750.00	0.00	14,450.00	24.74
TOTAL DEPT: (5100) POLICE		368,925.00	26,260.41	127,058.30	0.00	241,866.70	34.44

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Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5400) BUILDING & ZONING							
SALARIES & WAGES	10-10-5400-020	49,800.00	3,773.18	16,942.32	0.00	32,857.68	34.02
FICA EXPENSE	10-10-5400-050	3,900.00	288.64	1,296.09	0.00	2,603.91	33.23
GROUP INSURANCE	10-10-5400-060	9,100.00	952.47	3,947.01	0.00	5,152.99	43.37
RETIREMENT EXPENSE	10-10-5400-070	6,100.00	444.10	1,999.66	0.00	4,100.34	32.78
TELEPHONE	10-10-5400-110	800.00	43.75	174.97	0.00	625.03	21.87
TRAVEL & TRAINING	10-10-5400-140	2,500.00	0.00	50.00	0.00	2,450.00	2.00
M & R EQUIPMENT	10-10-5400-160	4,700.00	0.00	0.00	0.00	4,700.00	0.00
M&R AUTO	10-10-5400-170	500.00	0.00	17.00	0.00	483.00	3.40
AUTO SUPPLIES	10-10-5400-310	800.00	23.22	110.98	0.00	689.02	13.87
DEPARTMENT SUPPLIES	10-10-5400-330	1,300.00	85.54	94.04	0.00	1,205.96	7.23
PLANNING BOARD	10-10-5400-331	250.00	0.00	0.00	0.00	250.00	0.00
BOARD OF ADJUSTMENT	10-10-5400-332	250.00	0.00	52.00	0.00	198.00	20.80
CONTRACT SERVICES - BU	10-10-5400-450	1,250.00	0.00	150.00	0.00	1,100.00	12.00
FIRE INSPECTIONS	10-10-5400-451	250.00	0.00	0.00	0.00	250.00	0.00
DUES & SUBSCRIPTIONS	10-10-5400-530	700.00	135.00	370.00	0.00	330.00	52.85
TOTAL DEPT: (5400) BUILDING & ZONING		82,200.00	5,745.90	25,204.07	0.00	56,995.93	30.66

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Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5550) PUBLIC WORKS							
SALARIES & WAGES	10-20-5550-020	53,800.00	4,016.40	18,034.42	0.00	35,765.58	33.52
FICA EXPENSE	10-20-5550-050	4,200.00	307.25	1,379.63	0.00	2,820.37	32.84
GROUP HEALTH INSURANCE	10-20-5550-060	9,100.00	734.75	3,729.29	0.00	5,370.71	40.98
RETIREMENT EXPENSE	10-20-5550-070	6,500.00	472.74	2,128.60	0.00	4,371.40	32.74
TELEPHONE	10-20-5550-110	700.00	0.00	0.00	0.00	700.00	0.00
TRAVEL & TRAINING	10-20-5550-140	200.00	0.00	0.00	0.00	200.00	0.00
M&R TRUCKS	10-20-5550-170	500.00	42.00	110.00	0.00	390.00	22.00
AUTO SUPPLIES	10-20-5550-310	3,800.00	133.76	635.50	0.00	3,164.50	16.72
DEPARTMENTAL SUPPLIES	10-20-5550-330	2,000.00	0.00	75.00	0.00	1,925.00	3.75
UNIFORMS	10-20-5550-360	500.00	177.95	177.95	0.00	322.05	35.59
STORMWATER PROGRAM	10-20-5550-370	4,500.00	0.00	0.00	0.00	4,500.00	0.00
INDIRECT COST ALLOCATI	10-20-5550-480	-8,000.00	-1,987.30	-1,987.30	0.00	-6,012.70	24.84
CAPITAL OUTLAY	10-20-5550-730	8,300.00	0.00	0.00	0.00	8,300.00	0.00
TOTAL DEPT: (5550) PUBLIC WORKS		86,100.00	3,897.55	24,283.09	0.00	61,816.91	28.20

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Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5600) STREET DEPARTMENT							
SALARIES & WAGES	10-20-5600-020	109,100.00	8,389.62	36,604.64	0.00	72,495.36	33.55
FICA EXPENSE	10-20-5600-050	8,400.00	641.82	2,800.23	0.00	5,599.77	33.33
GROUP INSURANCE	10-20-5600-060	18,800.00	2,204.25	10,485.12	0.00	8,314.88	55.77
RETIREMENT EXPENSE	10-20-5600-070	13,200.00	987.46	4,315.71	0.00	8,884.29	32.69
TRAVEL & TRAINING	10-20-5600-140	500.00	200.32	1,291.56	0.00	-791.56	258.31
M & R EQUIPMENT	10-20-5600-160	2,000.00	0.00	90.25	0.00	1,909.75	4.51
M & R TRUCKS	10-20-5600-170	3,500.00	225.94	2,241.87	0.00	1,258.13	64.05
AUTO SUPPLIES (GAS, OI	10-20-5600-310	9,500.00	518.60	2,196.62	0.00	7,303.38	23.12
DEPARTMENT SUPPLIES -	10-20-5600-330	5,500.00	510.55	1,776.61	0.00	3,723.39	32.30
UNIFORMS	10-20-5600-360	2,000.00	699.85	1,078.29	0.00	921.71	53.91
CONTRACT SERVICE	10-20-5600-450	14,000.00	0.00	700.00	0.00	13,300.00	5.00
INDIRECT COST ALLOCATI	10-20-5600-480	-23,200.00	-5,799.60	-5,799.60	0.00	-17,400.40	24.99
CAPITAL OUTLAY	10-20-5600-730	1,084,600.00	59,328.71	59,818.71	0.00	1,024,781.29	5.51
STREET LIGHTING	10-20-5600-740	23,500.00	1,961.46	7,825.63	0.00	15,674.37	33.30
TOTAL DEPT: (5600) STREET DEPARTMENT		1,271,400.00	69,868.98	125,425.64	0.00	1,145,974.36	9.86

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10 GENERAL FUND

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Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5700) POWELL BILL							
NEW BRIDGE/CULVERT	10-20-5700-740	3,000.00	0.00	0.00	0.00	3,000.00	0.00
ROAD MAINTENANCE	10-20-5700-750	4,000.00	631.84	970.44	0.00	3,029.56	24.26
SIGNS/PAINTING	10-20-5700-755	17,000.00	0.00	9.98	0.00	16,990.02	0.05
PATCHING	10-20-5700-760	4,000.00	395.39	528.22	0.00	3,471.78	13.20
SURVEYS/MAPS	10-20-5700-765	2,000.00	0.00	1,000.00	0.00	1,000.00	50.00
REPAVING/WIDENING	10-20-5700-770	24,000.00	0.00	0.00	0.00	24,000.00	0.00
SNOW REMOVAL	10-20-5700-775	2,000.00	0.00	0.00	0.00	2,000.00	0.00
TOTAL DEPT: (5700) POWELL BILL		56,000.00	1,027.23	2,508.64	0.00	53,491.36	4.47

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Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5800) SANITATION							
SALARIES AND WAGES	10-30-5800-020	41,800.00	2,469.44	11,088.27	0.00	30,711.73	26.52
CONTRACT SERVICES	10-30-5800-040	15,000.00	0.00	4,260.00	0.00	10,740.00	28.40
FICA EXPENSE	10-30-5800-050	3,300.00	188.91	848.24	0.00	2,451.76	25.70
GROUP HEALTH INSURANCE	10-30-5800-060	12,100.00	734.75	3,980.12	0.00	8,119.88	32.89
RETIREMENT - LOCAL GOV	10-30-5800-070	4,000.00	290.66	1,308.75	0.00	2,691.25	32.71
TELEPHONE	10-30-5800-110	750.00	43.75	174.97	0.00	575.03	23.32
UTILITIES	10-30-5800-130	500.00	39.47	167.25	0.00	332.75	33.45
M & R EQUIPMENT	10-30-5800-160	400.00	0.00	0.00	0.00	400.00	0.00
M & R - TRUCKS	10-30-5800-170	1,500.00	171.43	642.03	0.00	857.97	42.80
AUTO SUPPLIES	10-30-5800-310	5,000.00	1,185.60	1,713.43	0.00	3,286.57	34.26
SUPPLIES/TOOLS	10-30-5800-330	4,000.00	69.96	203.13	0.00	3,796.87	5.07
UNIFORMS	10-30-5800-360	750.00	199.95	199.95	0.00	550.05	26.66
CONTRACT - DUMPSTER SE	10-30-5800-451	12,500.00	1,526.56	4,694.75	0.00	7,805.25	37.55
TIPPING FEES	10-30-5800-550	12,000.00	652.06	3,108.65	0.00	8,891.35	25.90
TOTAL DEPT: (5800) SANITATION		113,600.00	7,572.54	32,389.54	0.00	81,210.46	28.51

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TOWN OF MONTREAT
Encumbrances & Expenditure Statement
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Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (6190) ENVIRONMENT, CONSERVATION & RECREATION							
LANDCARE	10-80-6190-340	21,000.00	410.92	528.42	0.00	20,471.58	2.51
OPEN SPACE CONSERVATIO	10-80-6190-710	5,000.00	0.00	0.00	0.00	5,000.00	0.00
CAPITAL OUTLAY	10-80-6190-730	2,500.00	0.00	0.00	0.00	2,500.00	0.00
TOTAL DEPT: (6190) ENVIRONMENT, CONSERVATION & REC		28,500.00	410.92	528.42	0.00	27,971.58	1.85
TOTAL FUND: (10) GENERAL FUND		2,534,175.00	127,461.19	488,378.63	0.00	2,045,796.37	19.27

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TOWN OF MONTREAT
Revenue Statement
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30 WATER FUND

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Account Description	Account Number	Estimated Revenue	Activity This Period	Revenue To Date	Uncollected To Date	Percent Collected %
MSD BILLING FEES REVENUE	30-91-3400-400	20,000.00	3,100.40	7,737.52	12,262.48	38.68
WATER SALES	30-91-3500-500	140,000.00	13,332.07	58,572.38	81,427.62	41.83
WATER ACCESS FEES	30-91-3500-600	160,000.00	13,676.66	54,686.66	105,313.34	34.17
BILLING FEE REVENUE	30-91-3500-800	1,000.00	88.90	360.50	639.50	36.05
WATER TAPS	30-91-3505-500	2,000.00	850.00	850.00	1,150.00	42.50
WATER TRANSFER FEES	30-91-3505-700	1,000.00	125.00	375.00	625.00	37.50
INTEREST ON INVESTMENTS	30-91-3805-800	500.00	6.76	26.48	473.52	5.29
MISC REVENUE	30-91-3810-800	500.00	0.00	0.00	500.00	0.00
INSURANCE REIMBURSEMENT	30-91-3810-900	0.00	0.00	3,075.00	-3,075.00	0.00
LATE FEES	30-91-3815-800	2,000.00	339.79	920.73	1,079.27	46.03
CASH OVER/ CASH SHORT	30-91-3825-800	0.00	0.00	186.27	-186.27	0.00
TOTAL FUND REVENUE:		327,000.00	31,519.58	126,790.54	200,209.46	38.77
TOTAL REVENUE:		2,861,175.00	103,775.69	350,889.41	2,510,285.59	12.26%

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TOWN OF MONTREAT
Encumbrances & Expenditure Statement
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30 WATER FUND

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Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (8100) WATER DEPARTMENT							
WATER SAMPLES	30-91-8100-030	8,500.00	30.00	418.00	0.00	8,082.00	4.91
COOP - WATER PURCHASES	30-91-8100-090	500.00	0.00	0.00	0.00	500.00	0.00
POSTAGE	30-91-8100-100	3,000.00	397.66	795.32	0.00	2,204.68	26.51
TELEPHONE	30-91-8100-110	2,500.00	164.72	542.73	0.00	1,957.27	21.70
UTILITIES	30-91-8100-130	30,000.00	2,320.28	9,079.30	0.00	20,920.70	30.26
TRAVEL & TRAINING	30-91-8100-140	2,000.00	130.00	130.00	0.00	1,870.00	6.50
M & R WELLS	30-91-8100-150	28,000.00	1,381.85	6,581.85	0.00	21,418.15	23.50
M & R EQUIPMENT	30-91-8100-160	10,000.00	2,548.53	3,980.28	0.00	6,019.72	39.80
AUTO SUPPLIES	30-91-8100-310	5,500.00	285.68	776.51	0.00	4,723.49	14.11
DEPARTMENT SUPPLIES	30-91-8100-330	2,500.00	0.00	1,145.00	0.00	1,355.00	45.80
SPECIAL ASSESSMENTS EX	30-91-8100-340	0.00	0.00	1,250.00	0.00	-1,250.00	0.00
INDIRECT COST ALLOCATI	30-91-8100-480	76,400.00	19,100.20	19,100.20	0.00	57,299.80	25.00
DUES & SUBSCRIPTIONS	30-91-8100-530	2,000.00	1,090.00	1,090.00	0.00	910.00	54.50
CAPITAL OUTLAY	30-91-8100-730	71,900.00	0.00	0.00	0.00	71,900.00	0.00
DEBT PAYMENT	30-91-8100-900	84,200.00	0.00	0.00	0.00	84,200.00	0.00
TOTAL DEPT: (8100) WATER DEPARTMENT		327,000.00	27,448.92	44,889.19	0.00	282,110.81	13.72
TOTAL FUND: (30) WATER FUND		327,000.00	27,448.92	44,889.19	0.00	282,110.81	13.72
TOTAL EXPENDITURES		2,861,175.00	154,910.11	533,267.82	0.00	2,327,907.18	18.63

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TOWN OF MONTREAT
Revenue Statement
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10 GENERAL FUND

Account Description	Account Number	Estimated Revenue	Activity This Period	Revenue To Date		
PY AD VALOREM TAXES	10-00-3000-100	500.00	0.00	2.69		
CY AD VALOREM TAXES	10-00-3005-100	952,000.00	0.00	475.61	951,520.00	0.05
TAX INTEREST & PENALTIES	10-00-3050-100	1,000.00	0.00	15.97	984.00	1.59
LOCAL SALES TAX	10-00-3065-100	345,000.00	0.00	69,060.91	275,939.09	20.01
PAYMENT IN LIEU OF TAXES	10-00-3070-100	2,000.00	0.00	0.00	2,000.00	0.00
PY DMV TAXES	10-00-3104-100	100.00	0.00	0.00	100.00	0.00
CY DMV TAXES	10-00-3194-100	11,300.00	0.00	1,259.72	10,040.28	11.14
UTILITIES FRANCHISE TAX	10-00-3205-200	55,000.00	0.00	0.00	55,000.00	0.00
WINE & BEER TAX	10-00-3220-200	3,000.00	0.00	0.00	3,000.00	0.00
SOLID WASTE DISPOSAL TAX	10-00-3235-200	500.00	0.00	0.00	500.00	0.00
CONTRIBUTIONS	10-00-3300-300	2,000.00	0.00	1,500.00	500.00	75.00
PUBLIC SAFETY CHARGES	10-10-3305-300	3,000.00	0.00	1,123.72	1,876.28	37.45
GRANT PROCEEDS - FEDERAL	10-10-3310-300	700,000.00	0.00	0.00	700,000.00	0.00
POWELL BILL	10-20-3325-300	40,000.00	0.00	20,070.61	19,929.39	50.17
CONTRIBUTIONS - LANDCARE	10-80-3330-340	10,000.00	100.00	10,100.00	-100.00	101.00
GRANT PROCEEDS - NC	10-10-3340-300	0.00	47,662.96	104,430.75	-104,430.75	0.00
GRANT PROCEEDS-NC-PARTF GREEN	10-80-3340-451	0.00	0.00	11,516.00	-11,516.00	0.00
Landcare - Grants - Hemlock	10-80-3340-452	10,000.00	0.00	4,000.00	6,000.00	40.00
COURT COSTS - ARREST FEES & F	10-10-3405-400	200.00	0.00	15.00	185.00	7.50
FIRE INSPECTION FEES	10-10-3425-400	500.00	0.00	0.00	500.00	0.00
BUILDING PERMITS	10-10-3430-400	45,000.00	660.00	15,366.74	29,633.26	34.14
SANITATION FEES	10-10-3435-400	10,000.00	225.00	3,441.09	6,558.91	34.41
COMMUNITY SERVICE FEE	10-00-3550-800	50,000.00	10,676.80	40,762.80	9,237.20	81.52
INTEREST ON INVESTMENTS	10-00-3800-800	2,000.00	0.00	217.04	1,782.96	10.85
INTEREST INVESTMNT-POWELL BIL	10-00-3805-800	200.00	0.00	64.98	135.02	32.49
MISC REVENUE	10-00-3815-800	1,000.00	49.80	49.80	950.20	4.98
SALE OF FIXED ASSETS	10-00-3820-800	1,000.00	0.00	0.00	1,000.00	0.00
INSURANCE RECOVERY PROCEEDS	10-00-3850-800	0.00	10,018.57	10,018.57	-10,018.57	0.00
FUND BALANCE APPROPRIATED	10-00-3905-900	273,075.00	0.00	0.00	273,075.00	0.00
POWELL BILL FUND BALANCE APP.	10-20-3925-900	15,800.00	0.00	0.00	15,800.00	0.00

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TOWN OF MONTREAT
Revenue Statement
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10 GENERAL FUND

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(ALL) All Departments

Account Description	Account Number	Estimated Revenue	Activity This Period	Revenue To Date	Uncollected To Date	Percent Collected %
TOTAL FUND REVENUE:		2,534,175.00	69,393.13	293,492.00	2,240,683.00	11.58

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Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (4100) GOVERNING BODY							
SALARIES & WAGES	10-00-4100-020	9,800.00	0.00	0.00	0.00	9,800.00	0.00
PROFESSIONAL SERVICES	10-00-4100-040	79,700.00	13,612.97	47,404.52	0.00	32,295.48	59.47
FICA EXPENSE	10-00-4100-050	800.00	0.00	0.00	0.00	800.00	0.00
TRAVEL & TRAINING	10-00-4100-140	500.00	40.00	55.00	0.00	445.00	11.00
ADVERTISING	10-00-4100-260	7,000.00	0.00	0.00	0.00	7,000.00	0.00
DEPARTMENT SUPPLIES	10-00-4100-330	2,500.00	140.84	404.20	0.00	2,095.80	16.16
SALARY CONTINGENCY	10-00-4100-332	13,000.00	0.00	0.00	0.00	13,000.00	0.00
CONTRACT SERVICES	10-00-4100-450	4,500.00	0.00	0.00	0.00	4,500.00	0.00
INDIRECT COST ALLOCATI	10-00-4100-480	-13,600.00	-3,402.80	-6,805.60	0.00	-6,794.40	50.04
CONTRIBUTIONS	10-00-4100-520	500.00	0.00	100.00	0.00	400.00	20.00
TOTAL DEPT: (4100) GOVERNING BODY		104,700.00	10,391.01	41,158.12	0.00	63,541.88	39.31

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Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (4200) ADMINISTRATION							
SALARIES & WAGES	10-00-4200-020	181,100.00	12,561.76	60,704.16	0.00	120,395.84	33.52
FICA EXPENSE	10-00-4200-050	13,900.00	968.61	4,670.50	0.00	9,229.50	33.60
GROUP INSURANCE	10-00-4200-060	26,500.00	1,469.50	8,744.84	0.00	17,755.16	32.99
RETIREMENT EXPENSE	10-00-4200-070	23,400.00	1,490.28	7,202.10	0.00	16,197.90	30.77
POSTAGE	10-00-4200-100	2,200.00	0.00	257.62	0.00	1,942.38	11.71
TELEPHONE	10-00-4200-110	4,000.00	457.16	2,677.36	0.00	1,322.64	66.93
TRAVEL & TRAINING	10-00-4200-140	3,400.00	550.00	1,013.15	0.00	2,386.85	29.79
M & R EQUIPMENT	10-00-4200-160	24,400.00	775.10	21,226.69	0.00	3,173.31	86.99
ADVERTISING	10-00-4200-260	1,800.00	54.48	1,247.31	0.00	552.69	69.29
OFFICE EXPENSE	10-00-4200-320	3,000.00	185.11	814.15	0.00	2,185.85	27.13
OFFICE EQUIPMENT	10-00-4200-330	1,000.00	0.00	0.00	0.00	1,000.00	0.00
BANK SERVICE CHARGE EX	10-00-4200-340	1,400.00	0.00	392.95	0.00	1,007.05	28.06
CONTRACT SERVICES	10-00-4200-450	19,500.00	0.00	26.31	0.00	19,473.69	0.13
INDIRECT COST ALLOCATI	10-00-4200-480	-26,400.00	-6,604.90	-13,209.80	0.00	-13,190.20	50.03
DUES & SUBSCRIPTIONS	10-00-4200-530	3,100.00	732.00	2,440.00	0.00	660.00	78.71
SUPERVISOR'S EXPENSE	10-00-4200-550	500.00	0.00	0.00	0.00	500.00	0.00
TOTAL DEPT: (4200) ADMINISTRATION		282,800.00	12,639.10	98,207.34	0.00	184,592.66	34.72

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DEPT (5000) PUBLIC BUILDINGS							
UTILITIES	10-00-5000-130	3,500.00	100.55	745.40	0.00	2,754.60	21.29
M & R BUILDINGS & GROU	10-00-5000-150	2,500.00	77.95	415.89	0.00	2,084.11	16.63
M & R EQUIPMENT	10-00-5000-160	5,200.00	478.76	1,064.61	0.00	4,135.39	20.47
DEPARTMENT SUPPLIES	10-00-5000-330	200.00	0.00	0.00	0.00	200.00	0.00
INDIRECT COST ALLOCATI	10-00-5000-480	-5,200.00	-1,305.60	-2,611.20	0.00	-2,588.80	50.21
INSURANCE	10-00-5000-540	36,100.00	418.48	34,801.02	0.00	1,298.98	96.40
CAPITAL OUTLAY	10-00-5000-730	97,650.00	0.00	0.00	0.00	97,650.00	0.00
TOTAL DEPT: (5000) PUBLIC BUILDINGS		139,950.00	-229.86	34,415.72	0.00	105,534.28	24.59

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DEPT (5100) POLICE							
SALARIES & WAGES	10-10-5100-020	228,000.00	21,961.55	100,379.88	0.00	127,620.12	44.02
FICA EXPENSE	10-10-5100-050	17,500.00	1,671.70	7,637.35	0.00	9,862.65	43.64
GROUP INSURANCE	10-10-5100-060	39,700.00	3,673.74	21,840.88	0.00	17,859.12	55.01
RETIREMENT EXPENSE	10-10-5100-070	28,500.00	2,507.84	11,552.83	0.00	16,947.17	40.53
TELEPHONE	10-10-5100-110	2,000.00	183.22	793.02	0.00	1,206.98	39.65
TRAVEL & TRAINING	10-10-5100-140	500.00	0.00	0.00	0.00	500.00	0.00
M & R EQUIPMENT	10-10-5100-160	4,000.00	0.00	2,107.47	0.00	1,892.53	52.68
M & R AUTO	10-10-5100-170	4,000.00	9,952.45	10,620.67	0.00	-6,620.67	265.51
PUBLIC ED - SAFETY SAT	10-10-5100-234	500.00	0.00	0.00	0.00	500.00	0.00
AUTO SUPPLIES (GAS, OI	10-10-5100-310	16,500.00	560.68	3,284.68	0.00	13,215.32	19.90
MEDICAL CERTIFICATION	10-10-5100-320	1,000.00	0.00	0.00	0.00	1,000.00	0.00
DEPARTMENT SUPPLIES	10-10-5100-330	2,100.00	36.58	322.72	0.00	1,777.28	15.36
UNIFORMS	10-10-5100-360	1,700.00	139.95	376.89	0.00	1,323.11	22.17
DUES & SUBSCRIPTIONS	10-10-5100-530	300.00	0.00	0.00	0.00	300.00	0.00
CAPITAL OUTLAY	10-10-5100-730	3,425.00	0.00	4,079.62	0.00	-654.62	119.11
DISPATCHER SERVICES	10-10-5100-760	19,200.00	0.00	4,750.00	0.00	14,450.00	24.74
TOTAL DEPT: (5100) POLICE		368,925.00	40,687.71	167,746.01	0.00	201,178.99	45.46

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Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5400) BUILDING & ZONING							
SALARIES & WAGES	10-10-5400-020	49,800.00	4,473.18	21,415.50	0.00	28,384.50	43.00
FICA EXPENSE	10-10-5400-050	3,900.00	342.18	1,638.27	0.00	2,261.73	42.00
GROUP INSURANCE	10-10-5400-060	9,100.00	734.75	4,681.76	0.00	4,418.24	51.44
RETIREMENT EXPENSE	10-10-5400-070	6,100.00	526.49	2,526.15	0.00	3,573.85	41.41
TELEPHONE	10-10-5400-110	800.00	43.76	218.73	0.00	581.27	27.34
TRAVEL & TRAINING	10-10-5400-140	2,500.00	0.00	50.00	0.00	2,450.00	2.00
M & R EQUIPMENT	10-10-5400-160	4,700.00	0.00	0.00	0.00	4,700.00	0.00
M&R AUTO	10-10-5400-170	500.00	0.00	17.00	0.00	483.00	3.40
AUTO SUPPLIES	10-10-5400-310	800.00	0.00	110.98	0.00	689.02	13.87
DEPARTMENT SUPPLIES	10-10-5400-330	1,300.00	0.00	94.04	0.00	1,205.96	7.23
PLANNING BOARD	10-10-5400-331	250.00	0.00	0.00	0.00	250.00	0.00
BOARD OF ADJUSTMENT	10-10-5400-332	250.00	0.00	52.00	0.00	198.00	20.80
CONTRACT SERVICES - BU	10-10-5400-450	1,250.00	250.00	400.00	0.00	850.00	32.00
FIRE INSPECTIONS	10-10-5400-451	250.00	0.00	0.00	0.00	250.00	0.00
DUES & SUBSCRIPTIONS	10-10-5400-530	700.00	150.00	520.00	0.00	180.00	74.28
TOTAL DEPT: (5400) BUILDING & ZONING		82,200.00	6,520.36	31,724.43	0.00	50,475.57	38.59

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Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5550) PUBLIC WORKS							
SALARIES & WAGES	10-20-5550-020	53,800.00	5,516.40	23,550.82	0.00	30,249.18	43.77
FICA EXPENSE	10-20-5550-050	4,200.00	422.01	1,801.64	0.00	2,398.36	42.89
GROUP HEALTH INSURANCE	10-20-5550-060	9,100.00	734.75	4,464.04	0.00	4,635.96	49.05
RETIREMENT EXPENSE	10-20-5550-070	6,500.00	649.28	2,777.88	0.00	3,722.12	42.73
TELEPHONE	10-20-5550-110	700.00	0.00	0.00	0.00	700.00	0.00
TRAVEL & TRAINING	10-20-5550-140	200.00	0.00	0.00	0.00	200.00	0.00
M&R TRUCKS	10-20-5550-170	500.00	0.00	110.00	0.00	390.00	22.00
AUTO SUPPLIES	10-20-5550-310	3,800.00	150.41	785.91	0.00	3,014.09	20.68
DEPARTMENTAL SUPPLIES	10-20-5550-330	2,000.00	0.00	75.00	0.00	1,925.00	3.75
UNIFORMS	10-20-5550-360	500.00	0.00	177.95	0.00	322.05	35.59
STORMWATER PROGRAM	10-20-5550-370	4,500.00	0.00	0.00	0.00	4,500.00	0.00
INDIRECT COST ALLOCATI	10-20-5550-480	-8,000.00	-1,987.30	-3,974.60	0.00	-4,025.40	49.68
CAPITAL OUTLAY	10-20-5550-730	8,300.00	0.00	0.00	0.00	8,300.00	0.00
TOTAL DEPT: (5550) PUBLIC WORKS		86,100.00	5,485.55	29,768.64	0.00	56,331.36	34.57

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Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5600) STREET DEPARTMENT							
SALARIES & WAGES	10-20-5600-020	109,100.00	10,989.62	47,594.26	0.00	61,505.74	43.62
FICA EXPENSE	10-20-5600-050	8,400.00	840.71	3,640.94	0.00	4,759.06	43.34
GROUP INSURANCE	10-20-5600-060	18,800.00	2,204.25	12,689.37	0.00	6,110.63	67.49
RETIREMENT EXPENSE	10-20-5600-070	13,200.00	1,293.48	5,609.19	0.00	7,590.81	42.49
TRAVEL & TRAINING	10-20-5600-140	1,800.00	0.00	1,291.56	0.00	508.44	71.75
M & R EQUIPMENT	10-20-5600-160	2,000.00	191.33	281.58	0.00	1,718.42	14.07
M & R TRUCKS	10-20-5600-170	3,500.00	30.00	2,271.87	0.00	1,228.13	64.91
AUTO SUPPLIES (GAS, OI	10-20-5600-310	9,500.00	307.50	2,504.12	0.00	6,995.88	26.35
DEPARTMENT SUPPLIES -	10-20-5600-330	5,500.00	415.77	2,192.38	0.00	3,307.62	39.86
UNIFORMS	10-20-5600-360	2,000.00	35.99	1,114.28	0.00	885.72	55.71
CONTRACT SERVICE	10-20-5600-450	14,000.00	380.00	1,080.00	0.00	12,920.00	7.71
INDIRECT COST ALLOCATI	10-20-5600-480	-23,200.00	-5,799.60	-11,599.20	0.00	-11,600.80	49.99
CAPITAL OUTLAY	10-20-5600-730	1,083,300.00	0.00	59,818.71	0.00	1,023,481.29	5.52
STREET LIGHTING	10-20-5600-740	23,500.00	1,992.53	9,818.16	0.00	13,681.84	41.77
TOTAL DEPT: (5600) STREET DEPARTMENT		1,271,400.00	12,881.58	138,307.22	0.00	1,133,092.78	10.87

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Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5700) POWELL BILL							
NEW BRIDGE/CULVERT	10-20-5700-740	3,000.00	0.00	0.00	0.00	3,000.00	0.00
ROAD MAINTENANCE	10-20-5700-750	4,000.00	0.00	970.44	0.00	3,029.56	24.26
SIGNS/PAINTING	10-20-5700-755	17,000.00	0.00	9.98	0.00	16,990.02	0.05
PATCHING	10-20-5700-760	4,000.00	60.00	588.22	0.00	3,411.78	14.70
SURVEYS/MAPS	10-20-5700-765	2,000.00	0.00	1,000.00	0.00	1,000.00	50.00
REPAVING/WIDENING	10-20-5700-770	24,000.00	0.00	0.00	0.00	24,000.00	0.00
SNOW REMOVAL	10-20-5700-775	2,000.00	0.00	0.00	0.00	2,000.00	0.00
TOTAL DEPT: (5700) POWELL BILL		56,000.00	60.00	2,568.64	0.00	53,431.36	4.58

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Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5800) SANITATION							
SALARIES AND WAGES	10-30-5800-020	41,800.00	3,269.44	14,357.71	0.00	27,442.29	34.34
CONTRACT SERVICES	10-30-5800-040	15,000.00	2,850.00	7,110.00	0.00	7,890.00	47.40
FICA EXPENSE	10-30-5800-050	3,300.00	250.11	1,098.35	0.00	2,201.65	33.28
GROUP HEALTH INSURANCE	10-30-5800-060	12,100.00	734.75	4,714.87	0.00	7,385.13	38.96
RETIREMENT - LOCAL GOV	10-30-5800-070	4,000.00	384.82	1,693.57	0.00	2,306.43	42.33
TELEPHONE	10-30-5800-110	750.00	43.76	218.73	0.00	531.27	29.16
UTILITIES	10-30-5800-130	500.00	38.25	205.50	0.00	294.50	41.10
M & R EQUIPMENT	10-30-5800-160	400.00	0.00	0.00	0.00	400.00	0.00
M & R - TRUCKS	10-30-5800-170	1,500.00	89.66	731.69	0.00	768.31	48.77
AUTO SUPPLIES	10-30-5800-310	5,000.00	122.72	1,836.15	0.00	3,163.85	36.72
SUPPLIES/TOOLS	10-30-5800-330	4,000.00	0.00	203.13	0.00	3,796.87	5.07
UNIFORMS	10-30-5800-360	750.00	0.00	199.95	0.00	550.05	26.66
CONTRACT - DUMPSTER SE	10-30-5800-451	12,500.00	946.06	5,640.81	0.00	6,859.19	45.12
TIPPING FEES	10-30-5800-550	12,000.00	996.74	4,105.39	0.00	7,894.61	34.21
TOTAL DEPT: (5800) SANITATION		113,600.00	9,726.31	42,115.85	0.00	71,484.15	37.07

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Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (6190) ENVIRONMENT, CONSERVATION & RECREATION							
LANDCARE	10-80-6190-340	21,000.00	5,231.84	5,760.26	0.00	15,239.74	27.43
OPEN SPACE CONSERVATIO	10-80-6190-710	5,000.00	0.00	0.00	0.00	5,000.00	0.00
CAPITAL OUTLAY	10-80-6190-730	2,500.00	0.00	0.00	0.00	2,500.00	0.00
TOTAL DEPT: (6190) ENVIRONMENT, CONSERVATION & REC		28,500.00	5,231.84	5,760.26	0.00	22,739.74	20.21
TOTAL FUND: (10) GENERAL FUND		2,534,175.00	103,393.60	591,772.23	0.00	1,942,402.77	23.35

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TOWN OF MONTREAT
Revenue Statement
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Account Description	Account Number	Estimated Revenue	Activity This Period	Revenue To Date	Uncollected To Date	Percent Collected %
MSD BILLING FEES REVENUE	30-91-3400-400	20,000.00	0.00	7,737.52	12,262.48	38.68
WATER SALES	30-91-3500-500	140,000.00	-366.59	58,205.79	81,794.21	41.57
WATER ACCESS FEES	30-91-3500-600	160,000.00	0.00	54,686.66	105,313.34	34.17
BILLING FEE REVENUE	30-91-3500-800	1,000.00	0.00	360.50	639.50	36.05
WATER TAPS	30-91-3505-500	2,000.00	0.00	850.00	1,150.00	42.50
WATER TRANSFER FEES	30-91-3505-700	1,000.00	75.00	450.00	550.00	45.00
INTEREST ON INVESTMENTS	30-91-3805-800	500.00	0.00	26.48	473.52	5.29
MISC REVENUE	30-91-3810-800	500.00	0.00	0.00	500.00	0.00
INSURANCE REIMBURSEMENT	30-91-3810-900	0.00	0.00	3,075.00	-3,075.00	0.00
LATE FEES	30-91-3815-800	2,000.00	0.00	920.73	1,079.27	46.03
CASH OVER/ CASH SHORT	30-91-3825-800	0.00	0.00	186.27	-186.27	0.00
TOTAL FUND REVENUE:		327,000.00	-291.59	126,498.95	200,501.05	38.68
TOTAL REVENUE:		2,861,175.00	69,101.54	419,990.95	2,441,184.05	14.67%

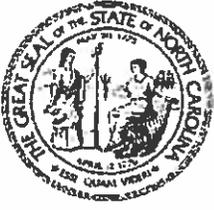
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DEPT (8100) WATER DEPARTMENT							
WATER SAMPLES	30-91-8100-030	8,500.00	30.00	448.00	0.00	8,052.00	5.27
COOP - WATER PURCHASES	30-91-8100-090	500.00	0.00	0.00	0.00	500.00	0.00
POSTAGE	30-91-8100-100	3,000.00	198.83	994.15	0.00	2,005.85	33.13
TELEPHONE	30-91-8100-110	2,500.00	165.72	708.45	0.00	1,791.55	28.33
UTILITIES	30-91-8100-130	30,000.00	2,304.99	11,384.29	0.00	18,615.71	37.94
TRAVEL & TRAINING	30-91-8100-140	2,000.00	0.00	130.00	0.00	1,870.00	6.50
M & R WELLS	30-91-8100-150	28,000.00	0.00	6,581.85	0.00	21,418.15	23.50
M & R EQUIPMENT	30-91-8100-160	10,000.00	92.86	4,073.14	0.00	5,926.86	40.73
AUTO SUPPLIES	30-91-8100-310	5,500.00	234.28	1,010.79	0.00	4,489.21	18.37
DEPARTMENT SUPPLIES	30-91-8100-330	2,500.00	0.00	1,145.00	0.00	1,355.00	45.80
SPECIAL ASSESSMENTS EX	30-91-8100-340	0.00	0.00	1,250.00	0.00	-1,250.00	0.00
INDIRECT COST ALLOCATI	30-91-8100-480	76,400.00	19,100.20	38,200.40	0.00	38,199.60	50.00
DUES & SUBSCRIPTIONS	30-91-8100-530	2,000.00	136.17	1,226.17	0.00	773.83	61.30
CAPITAL OUTLAY	30-91-8100-730	71,900.00	0.00	0.00	0.00	71,900.00	0.00
DEBT PAYMENT	30-91-8100-900	84,200.00	2,472.68	2,472.68	0.00	81,727.32	2.93
TOTAL DEPT: (8100) WATER DEPARTMENT		327,000.00	24,735.73	69,624.92	0.00	257,375.08	21.29
TOTAL FUND: (30) WATER FUND		327,000.00	24,735.73	69,624.92	0.00	257,375.08	21.29
TOTAL EXPENDITURES		2,861,175.00	128,129.33	661,397.15	0.00	2,199,777.85	23.11

Town of Montreat		Cash & Investments Report			As of		November 30, 2015	
Institution	Type	Maturity Date	Balance	Central	General	Water	Int. Rate	Int for mo
Avl Sav Bank	Checking x2519		\$ 191,092.45	\$ 191,092.45			0.00%	\$ -
Avl Sav Bank	Cent'l Dep x 6863		\$ 403,258.54	\$ 403,258.54			0.00%	\$ -
Avl Sav Bank	Savings - Powell Bill 3572		\$ 192,881.40		\$ 192,881.40		0.10%	\$ 15.85
Avl Sav Bank	Savings - Water Res. 7727		\$ 58,109.75			\$ 58,109.75	0.10%	\$ 4.77
Avl Sav Bank	MMkt Acct xxx1204		\$ 678,944.53		\$ 678,944.53		0.10%	\$ 54.73
Avl Sav Bank	Subtotal		\$ 1,524,286.67					
BB&T	MMkt Act - General Fund		\$ 449,767.42		\$ 449,767.42		0.01%	\$ 3.70
BB&T	MMkt Act - Water Fund		\$ 157,398.93			\$ 157,398.93	0.01%	\$ 1.29
BB&T	Subtotal		\$ 607,166.35					
NCCMT	Investment - General Fund		\$ 6,426.85		\$ 6,426.85		0.10%	\$ 0.55
NCCMT	Investment - Water Fund		\$ 6,711.82			\$ 6,711.82	0.10%	\$ 0.58
NCCMT	Subtotal		\$ 13,138.67					
All Accts	Subtotal		\$ 2,144,591.69	\$ 594,350.99	\$ 1,328,020.20	\$ 222,220.50	0.05%	\$ 81.47
All Accts	Fiscal Year to Date		\$ 1,788,917.37				0.06%	\$ 419.97
			(average)				(average)	(cumulative)
Avl Sav Bank	CD, 1yr x6827 Empl Benf	11/24/2015	\$ 54,392.49		\$ 54,392.49		0.15%	\$ 20.58
Avl Sav Bank	CD x5119	11/12/2015	\$ 10,337.57		\$ 10,337.57		0.15%	\$ 3.91
CDs	Subtotal		\$ 64,730.06				0.15%	\$ 24.49
All Accts + CDs	Total		\$ 2,209,321.75				0.06%	\$ 105.96
All Accts + CDs	Fiscal Year to Date		\$ 1,853,627.83				0.06%	\$ 444.46
			(average)				(average)	



JANET COWELL
TREASURER

NORTH CAROLINA
DEPARTMENT OF STATE TREASURER
STATE AND LOCAL GOVERNMENT FINANCE DIVISION
AND THE LOCAL GOVERNMENT COMMISSION

GREGORY C. GASKINS
DEPUTY TREASURER

November 12, 2015

The Honorable Letta Jean Taylor, Mayor
Town of Montreat
Post Office Box 423,
Montreat, North Carolina 28757

Dear Mayor Taylor:

The State and Local Government Finance Division in its role as staff to the Local Government Commission has analyzed the audited financial statements of the Town of Montreat for the fiscal year ended June 30, 2015. The results of the analysis revealed some areas of concern regarding the Town's financial position. The purpose of this letter is to convey those concerns to you and the Board. We request that you respond to this letter, addressing each concern we have raised.

We received and appreciate your response to our letter concerning our analysis of the audited financial statements for the fiscal year ended June 30, 2014. We understand that the Town is engaged in a number of special assessment projects to expand the water service. However, we would like to reiterate our point that while the overall position of the Water Fund is currently positive, we see signs of potential weakness in coming years if circumstances do not change. Cash flow from operations (see page 25 of your audited financials), while positive, was not sufficient to provide the cash necessary to cover the system's debt service payments. This means that your Town did not collect enough cash from water sales to cover the cash outflows, including any debt service, necessary to provide the service. We also noticed that the number of days sales in receivables (billed and unbilled) has increased to 94 days from 64 days in 2013. This tells you the average number of days it takes to collect an account receivable.

We noted that the Water Fund reported a net loss on the budgetary basis (see page 60 of your audited financials) for the fiscal year ended June 30, 2015, decreasing the resources of the fund. The loss occurred because the fund relied on a large amount of fund balance as a source of funds to cover expenditures. Projected operating revenues were under-realized by \$150,870. While the overall financial condition of the fund is still strong, repeated appropriations of large amounts of fund balance will eventually weaken the

The Honorable Letta Jean Taylor, Mayor
Town of Montreat
November 12, 2015
Page 2

financial condition of the fund. The Board should evaluate the rate structure for water services and ensure that it is sufficient to provide adequate operating funds going forward.

From the response to our letter concerning the water fund in last year's audit, it was stated that the Town is engaged in a number of special assessment projects to extend water service to peripheral locations in the Town and that this activity will continue in the next several years. The budgetary statement (page 60) reported capital outlay expenditures of \$296,501. The Board may want to consider adopting a project ordinance for these projects and separate their reporting from the operating fund.

Please respond in writing within the next 45 days to each concern that we have discussed in this letter. Responses should be on the Town's letterhead, signed and submitted by mail or by email to unitletter@nctreasurer.com. If you are planning to issue debt that requires the approval of the Local Government Commission, we must have a complete and thorough response to this letter on file prior to the Commission's consideration of your debt application. If we can be of any assistance to you, please contact me at (919) 814-4289.

Sincerely,



Sharon G. Edmundson, MPA, CPA
Director, Fiscal Management Section

cc: Ronald W. Nalley, Town Administrator
Stefan Stackhouse, Finance Officer
Martin Starnes & Associates, CPAs, P.A.

**Town of Montreat
November 2015 Zoning & Building Inspections Report**

Zoning/Building Permit Applications:

<u>Last Name</u>	<u>First Name</u>	<u>Montreat Address</u>	<u>Zoning Compliance Date</u>	<u>Permit #</u>	<u>Permit Date</u>	<u>Description</u>
Spence	Mark	533 Magill Drive	N/A	5110-M	11/6/2015	Mechanical-New Mini-Split
Garner	James	182 Mississippi Road	N/A	5124	11/2/2015	Residential-Repairs
Payne	W.K.	120 Mississippi Road	N/A	5125	11/2/2015	Mechanical-Change Out
Schlichenmaier	Matthew	554 New Hope Lane	N/A	5126	11/9/2015	Residential-Grading
Bowden	David	287 North Carolina Terrace	N/A	5127	11/17/2015	Residential-Repairs
Ignasher	Timothy	166 Virginia Road	N/A	5128	11/18/2015	Mechanical-Add Heat Pump

ZONING ACTIVITY

Zoning Permit Applications: 1
Variance/Interpretation Requests: None
Conditional Use Requests: None
Permit Extensions Requested: None
Sign Permit Applications: None

BUILDING INSPECTIONS

Building Permit Applications: 7
Building Inspections Requested: 18
Re-inspections Requested/Required: 2
Fire Inspections Requested/Required: None
Fire Permit Applications: None

Totals

Approved Zoning Permits: None
Denied Zoning Permits: None
Pending Zoning Permits: 1
Variance/Interpretation Granted: None
Conditional Use Permits Granted: None
Permit Extensions Granted: None
Sign Permits Issued: None

Totals

Building Permits Issued: 6
Pending Building Permits: 1
Building Inspections Performed: 20
***Stop Work Order Issued:** None
****Defective Building Posted:** None
Denied Building Permits None
Fire Inspections Performed: None
Fire Re-Inspections Performed: None
Fire Permits Issued: None

Combo Basic Report

Permits for 11/01/2015 to 11/30/2015

Report Date 12/01/2015

Source: Mechanical Permit: U2012-5110- Date Issued: 11/06/2015 Permit Expires: 11/05/2016 ID:100897-M000232
Applicant: MARK D. SPENCE Location: 533 MAGILL DR
Permit Type: NEW INSTALLATION Structure: EXISTING SFR/RENTAL Cost Est: 0
Property Owner: MARK D. SPENCE PIN: 072009163600000

Source: Building Permit: U2012-5124 Date Issued: 11/02/2015 Permit Expires: 11/01/2016 ID:100598-B000597
Applicant: EWING & MCCONNAUGHY, INC.: Location: 182 MISSISSIPPI RD
Permit Type: RES. REPAIRS Structure: EXISTING HOME Cost Est: 5000
Property Owner: JAMES S GARNER III PIN: 071065802200000

Source: Mechanical Permit: U2012-5125 Date Issued: 11/02/2015 Permit Expires: 11/01/2016 ID:100787-M000231
Applicant: HORIZON HEATING AND AC LLC: PO Location: 120 MISSISSIPPI RD
Permit Type: CHANGE OUT Structure: EXISTING SFR/RENTAL Cost Est: 0
Property Owner: W K PAINE PIN: 071054092800000

Source: Project Permit: U2012-5126 Date Issued: 11/09/2015 Permit Expires: 11/08/2016 ID:100687-J000059
Applicant: EWING & MCCONNAUGHY, INC.: Location: 554 NEW HOPE LANE
Permit Type: RESIDENTIAL GRADING Structure: Cost Est: 0
Property Owner: MATTHEW SCHLICHENMIER PIN: 072019624300000

Source: Building Permit: U2012-5127 Date Issued: 11/17/2015 Permit Expires: 11/16/2016 ID:100553-B000599
Applicant: MOUNTAIN LIVING CONST., INC.: Location: 287 NORTH CAROLINA TER
Permit Type: RES. REPAIRS Structure: EXISTING HOME Cost Est: 10000
Property Owner: DAVID M. BOWDEN PIN: 071086374100000

Source: Mechanical Permit: U2012-5128 Date Issued: 11/18/2015 Permit Expires: 05/18/2016 ID:100229-M000233
Applicant: WHITE & WILLIAMS: LUNSFORD Location: 166 VIRGINIA RD
Permit Type: ADD HEAT PUMP Structure: EXISTING SFR/RENTAL Cost Est: 0
Property Owner: TIMOTHY J P IGNASHER PIN: 071075570000000

Fee Detail Subsort Report

Report for 10/01/2015 to 11/30/2015

Sorted by Permit Number

Report Date 12/01/2015

Source	Permit	Date	Permit Type	Fee Type	Account	Fee Amount	Surcharge
Mechanical	U2012-5110-M	11/06/2015	NEW	INSPECTION FEE		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Building	U2012-5117	10/06/2015	COMM.	ELECTRICAL		\$100.00	
Building	U2012-5117	10/06/2015	COMM.	COMM.		\$300.00	
Item Count	2				Fee Totals	\$400.00	
Plumbing	U2012-5118	10/06/2015	REPLACE WATER	PLUMBING		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Building	U2012-5119	10/07/2015	RES.	ELECTRICAL		\$100.00	
Building	U2012-5119	10/07/2015	RES.	PERMIT		\$54.00	
Building	U2012-5119	10/07/2015	RES.	GAS		\$75.00	
Building	U2012-5119	10/07/2015	RES.	PLUMBING		\$100.00	
Item Count	4				Fee Totals	\$329.00	
Plumbing	U2012-5120	10/07/2015	REPLACE SEWER	PLUMBING		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Building	U2012-5121	10/08/2015	RES.	MECHANICAL		\$100.00	
Building	U2012-5121	10/08/2015	RES.	ELECTRICAL		\$100.00	
Building	U2012-5121	10/08/2015	RES.	PLUMBING		\$100.00	
Building	U2012-5121	10/08/2015	RES.	HR FUND		\$10.00	
Building	U2012-5121	10/08/2015	RES.	PERMIT		\$198.00	
Item Count	5				Fee Totals	\$508.00	
Mechanical	U2012-5122	10/19/2015	GAS	GAS		\$75.00	
Item Count	1				Fee Totals	\$75.00	
Mechanical	U2012-5123	10/27/2015	NEW	INSPECTION FEE		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Building	U2012-5124	11/02/2015	RES. REPAIRS	RES. REPAIRS		\$50.00	
Item Count	1				Fee Totals	\$50.00	
Mechanical	U2012-5125	11/02/2015	CHANGE OUT	MECHANICAL		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Project	U2012-5126	11/09/2015	RESIDENTIAL	RES. GRADING		\$150.00	
Item Count	1				Fee Totals	\$150.00	
Building	U2012-5127	11/17/2015	RES. REPAIRS	RES. REPAIRS		\$60.00	

Fee Detail Subsort Report

Report for 10/01/2015 to 11/30/2015

Sorted by Permit Number

Report Date 12/01/2015

Source	Permit	Date	Permit Type	Fee Type	Account	Fee Amount	Surcharge
Building	U2012-5127	11/17/2015	RES. REPAIRS	ELECTRICAL		\$100.00	
Item Count	2					Fee Totals	\$160.00
Mechanical	U2012-5128	11/18/2015	ADD HEAT PUMP	MECHANICAL		\$100.00	
Item Count	1					Fee Totals	\$100.00
<hr/>							
Item Count	22					Fee Totals	\$2,272.00

Fee Detail Subsort Report

Report for 10/01/2014 to 11/30/2014

Sorted by Permit Number

Report Date 12/01/2015

Source	Permit	Date	Permit Type	Fee Type	Account	Fee Amount	Surcharge
Mechanical	U2012-4950-G	11/04/2014	GAS	GAS		\$75.00	
Item Count	1				Fee Totals	\$75.00	
Plumbing	U2012-5009	10/06/2014	PLUMBING	PLUMBING		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Mechanical	U2012-5010	10/09/2014	NEW	INSPECTION FEE		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Mechanical	U2012-5011	10/09/2014	NEW	INSPECTION FEE		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Building	U2012-5012	10/20/2014	COMM.	COMM.		\$900.00	
Item Count	1				Fee Totals	\$900.00	
Mechanical	U2012-5013	10/20/2014	CHANGE OUT	MECHANICAL		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Plumbing	U2012-5014	10/23/2014	REPLACE SEWER	PLUMBING		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Building	U2012-5015	10/27/2014	RES.	HR FUND		\$10.00	
Building	U2012-5015	10/27/2014	RES.	CERT OF OCC		\$60.00	
Building	U2012-5015	10/27/2014	RES.	MECHANICAL		\$100.00	
Building	U2012-5015	10/27/2014	RES.	PERMIT		\$720.00	
Building	U2012-5015	10/27/2014	RES.	PLUMBING		\$200.00	
Building	U2012-5015	10/27/2014	RES.	ELECTRICAL		\$200.00	
Item Count	6				Fee Totals	\$1,290.00	
Building	U2012-5016	10/27/2014	SINGLE FAMILY	CERT OF OCC		\$60.00	
Building	U2012-5016	10/27/2014	SINGLE FAMILY	OPEN DECK		\$72.60	
Building	U2012-5016	10/27/2014	SINGLE FAMILY	HEATED AREA		\$1,909.51	
Building	U2012-5016	10/27/2014	SINGLE FAMILY	COVERED		\$90.00	
Building	U2012-5016	10/27/2014	SINGLE FAMILY	PLUMBING		\$200.00	
Building	U2012-5016	10/27/2014	SINGLE FAMILY	MECHANICAL		\$200.00	
Building	U2012-5016	10/27/2014	SINGLE FAMILY	HR FUND		\$10.00	
Building	U2012-5016	10/27/2014	SINGLE FAMILY	ELECTRICAL		\$200.00	
Building	U2012-5016	10/27/2014	SINGLE FAMILY	GAS		\$100.00	
Building	U2012-5016	10/27/2014	SINGLE FAMILY	ADJUSTMENT		-\$25.00	
Item Count	10				Fee Totals	\$2,817.11	
Project	U2012-5017	10/27/2014	DEMOLITION	DEMOLITION		\$100.00	

Fee Detail Subsort Report

Report for 10/01/2014 to 11/30/2014

Sorted by Permit Number

Report Date 12/01/2015

Source	Permit	Date	Permit Type	Fee Type	Account	Fee Amount	Surcharge
Item Count	1					Fee Totals	\$100.00
Mechanical	U2012-5018	11/04/2014	REINSPECTION	REPLACE FLEX			\$100.00
Item Count	1					Fee Totals	\$100.00
Electrical	U2012-5020	11/05/2014	ADD	ELECTRICAL			\$100.00
Item Count	1					Fee Totals	\$100.00
Mechanical	U2012-5021	11/10/2014	CHANGE OUT	MECHANICAL			\$100.00
Item Count	1					Fee Totals	\$100.00
<hr/>							
Item Count	27					Fee Totals	\$5,982.11

Fee Detail Subsort Report

Report for 10/01/2013 to 11/30/2013

Sorted by Permit Number

Report Date 12/01/2015

Source	Permit	Date	Permit Type	Fee Type	Account	Fee Amount	Surcharge
Mechanical	U2012-4891-G	10/07/2013	GAS	GAS		\$75.00	
Item Count	1				Fee Totals	\$75.00	
Mechanical	U2012-4896	10/01/2013	CHANGE OUT	MECHANICAL		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Mechanical	U2012-4897	10/03/2013	CHANGE OUT	MECHANICAL		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Mechanical	U2012-4898	10/07/2013	ADD HEAT PUMP	MECHANICAL		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Mechanical	U2012-4900	10/11/2013	COMMERCIAL	TYPE-1 HOOD		\$453.65	
Item Count	1				Fee Totals	\$453.65	
Mechanical	U2012-4901	10/14/2013	GAS	GAS		\$150.00	
Item Count	1				Fee Totals	\$150.00	
Building	U2012-4902	10/15/2013	RES. REPAIRS	RES. REPAIRS		\$72.00	
Item Count	1				Fee Totals	\$72.00	
Mechanical	U2012-4903	10/21/2013	CHANGE OUT	MECHANICAL		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Building	U2012-4904	10/22/2013	COMM.	COMM.		\$352.09	
Item Count	1				Fee Totals	\$352.09	
Plumbing	U2012-4905	10/23/2013	REPLACE WATER	PLUMBING		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Building	U2012-4906	10/23/2013	RETAINING	PERMIT		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Building	U2012-4907	10/23/2013	RES.	PERMIT		\$36.00	
Building	U2012-4907	10/23/2013	RES.	ADJUSTMENT		\$14.00	
Item Count	2				Fee Totals	\$50.00	
Building	U2012-4908	10/23/2013	RES. REPAIRS	RES. REPAIRS		\$39.16	
Item Count	1				Fee Totals	\$39.16	
Building	U2012-4909	11/01/2013	COMM.	ELECTRICAL		\$200.00	
Building	U2012-4909	11/01/2013	COMM.	COMMERCIAL		\$8,950.00	

Fee Detail Subsort Report

Report for 10/01/2013 to 11/30/2013

Sorted by Permit Number

Report Date 12/01/2015

Source	Permit	Date	Permit Type	Fee Type	Account	Fee Amount	Surcharge
Building	U2012-4909	11/01/2013	COMM.	CERT OF OCC		\$150.00	
Building	U2012-4909	11/01/2013	COMM.	PLUMBING		\$100.00	
Item Count	4				Fee Totals	\$9,400.00	
Mechanical	U2012-4910	11/01/2013	CHANGE OUT	MECHANICAL		\$500.00	
Item Count	1				Fee Totals	\$500.00	
Building	U2012-4911	11/05/2013	TELECOM	COLLOCATION		\$500.00	
Building	U2012-4911	11/05/2013	TELECOM	BUILDING		\$550.00	
Building	U2012-4911	11/05/2013	TELECOM	DEMOLITION		\$100.00	
Building	U2012-4911	11/05/2013	TELECOM	ELECTRICAL		\$100.00	
Item Count	4				Fee Totals	\$1,250.00	
Building	U2012-4912	11/06/2013	RES. REPAIRS	RES. REPAIRS		\$96.00	
Item Count	1				Fee Totals	\$96.00	
Mechanical	U2012-4913	11/08/2013	NEW	INSPECTION FEE		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Building	U2012-4914	11/14/2013	RES.	ELECTRICAL		\$200.00	
Building	U2012-4914	11/14/2013	RES.	HR FUND		\$10.00	
Building	U2012-4914	11/14/2013	RES.	MECHANICAL		\$100.00	
Building	U2012-4914	11/14/2013	RES.	ADJUSTMENT		\$20.00	
Building	U2012-4914	11/14/2013	RES.	PERMIT		\$30.00	
Item Count	5				Fee Totals	\$360.00	
Project	U2012-4916	11/18/2013	SFHA DEV.	SFHA PERMIT		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Building	U2012-4917	11/19/2013	RETAINING	PERMIT		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Building	U2012-4918	11/19/2013	RES.	ADJUSTMENT		\$14.00	
Building	U2012-4918	11/19/2013	RES.	PERMIT		\$36.00	
Building	U2012-4918	11/19/2013	RES.	PLUMBING		\$100.00	
Building	U2012-4918	11/19/2013	RES.	ELECTRICAL		\$100.00	
Item Count	4				Fee Totals	\$250.00	
Mechanical	U2012-4918-M	11/26/2013	NEW	INSPECTION FEE		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Mechanical	U2012-4919	11/20/2013	GAS	GAS		\$75.00	

Fee Detail Subsort Report

Report for 10/01/2013 to 11/30/2013

Sorted by Permit Number

Report Date 12/01/2015

Source	Permit	Date	Permit Type	Fee Type	Account	Fee Amount	Surcharge
Item Count	1					Fee Totals	\$75.00
Building	U2012-4920	11/25/2013	RES.	ELECTRICAL		\$100.00	
Building	U2012-4920	11/25/2013	RES.	PLUMBING		\$100.00	
Building	U2012-4920	11/25/2013	RES.	MECHANICAL		\$200.00	
Building	U2012-4920	11/25/2013	RES.	PERMIT		\$155.40	
Building	U2012-4920	11/25/2013	RES.	HR FUND		\$10.00	
Item Count	5					Fee Totals	\$565.40
Item Count	43					Fee Totals	\$14,688.30

Last Inspect Records

Report for 11/01/2015 to 11/30/2015

Report Date 12/01/2015

Permit	Location	Applicant	Permit Type	Insp Detail	Source	Last Insp	Time	Result	Next Insp	Who
U2012-4930	129 VIRGINIA RD	DUINKERKEN	RES.	ELEC. RE-INSPECT	Building	11/02/2015	11:00 AM	APPROVED	//	DEC
U2012-5121	117 KANAWHA DR	W. CURTIS	RES.	INSULATION	Building	11/02/2015	11:00 AM	APPROVED	//	DEC
U2012-5110	533 MAGILL DR	DSH	RES.	ELECTRICAL R.I.	Building	11/03/2015	12:00 PM	FAILED	//	DEC
U2012-5124	182 MISSISSIPPI RD	EWING &	RES. REPAIRS	CONSULTATION	Building	11/03/2015	_2:00 PM	*SEE NOTES	//	DEC
U2012-5112	406 APPALACHIAN WAY	MOUNTAIN	SINGLE FAMILY	TEMP. ELECT.	Building	11/03/2015	_4:00 PM	FAILED	//	DEC
U2012-5124	182 MISSISSIPPI RD	EWING &	RES. REPAIRS	FOOTING	Building	11/04/2015	_2:30 PM	APPROVED	//	DEC
U2012-5125	120 MISSISSIPPI RD	HORIZON	CHANGE OUT	MECHANICAL	Mechanical	11/05/2015	11:45 AM	APPROVED	//	DEC
U2012-5112	406 APPALACHIAN WAY	MOUNTAIN	SINGLE FAMILY	TEMP. ELEC.	Building	11/05/2015	12:30 PM	APPROVED	//	DEC
U2012-5045	302 LOOKOUT ROAD	DSH	COMM.	BUILDING FINAL	Building	11/05/2015	_2:50 PM	FAILED	//	DEC
U2012-5045	302 LOOKOUT ROAD	DSH	COMM.	ELECTRICAL	Building	11/05/2015	_3:30 PM	FAILED	//	DEC
U2012-5045	302 LOOKOUT ROAD	DSH	COMM.	PLUMBING FINAL	Building	11/05/2015	_3:45 PM	FAILED	//	DEC
U2012-5110	533 MAGILL DR	DSH	RES.	MECHANICAL R.I.	Building	11/09/2015	_4:00 PM	APPROVED	//	DEC
U2012-5110	533 MAGILL DR	DSH	RES.	SHEATHING/WRAP	Building	11/09/2015	_4:20 PM	APPROVED	//	DEC
U2012-5119	152 WOODLAND RD	AARON T. &	RES.	PLUMBING R.I.	Building	11/09/2015	_5:30 PM	APPROVED	//	DEC
U2012-5122	152 WOODLAND RD	BLOSSMAN GAS	GAS	LPG WATER	Mechanical	11/12/2015	10:00 AM	FAILED	//	DA
U2012-5122	152 WOODLAND RD	BLOSSMAN GAS	GAS	LPG W.H.-REINSP.	Mechanical	11/13/2015	11:30 AM	FAILED	//	DA
U2012-5110	533 MAGILL DR	DSH	RES.	INSULATION	Building	11/17/2015	_2:30 PM	APPROVED	//	DEC
U2012-4914	364 OKLAHOMA RD	KERR REVOCABLE	RES.	SHEATHING/WRAP	Building	11/18/2015	11:30 AM	APPROVED	//	DEC
U2012-5108	145 WOODLAND RD	HOMES	RES. REPAIRS	CRWLSPC.	Building	11/18/2015	_1:00 PM	FAILED	//	DEC
U2012-5110	533 MAGILL DR	DSH	RES.	POST FTNG.	Building	11/19/2015	_3:30 PM	APPROVED	//	DEC

Inspection Count 20

TOWN OF MONTREAT BOARD OF COMMISSIONERS
REQUEST FOR BOARD ACTION
Meeting Date: December 10, 2015

SUBJECT: Montreat General Ordinance, Chapter K, Article V: Trees

AGENDA INFORMATION:

Agenda Location: Old Business
Item Number: A
Department: Administration
Contact: Ron Nalley, Town Administrator
Presenter: Ron Nalley, Town Administrator

BRIEF SUMMARY: At the November Town Council meeting, the Board of Commissioners adopted Montreat General Ordinance – Chapter K, Article V – Trees. At that meeting, before adoption, the Board removed Section 8: Mitigation of Unsafe Trees on Private Property with the understanding that two Commissioners would work on alternative language that would be presented back to Council at the December Board meeting. Proposed revisions to Section 8 are included in the agenda packet for consideration. In addition to the proposed amendment, it was also recommended that the Board appoint three members to the Tree Board as required by the Ordinance. Applications for appointment are currently being accepted.

RECOMMENDED MOTION AND REQUESTED ACTIONS: To adopt Ordinance #15-12-0001 amending Montreat General Ordinance, Chapter K, Article V – Trees and to appoint _____ to the Montreat Tree Board for a term of three years to expire on January 31, 2019.

FUNDING SOURCE: None

ATTACHMENTS: Ordinance #15-12-0001 amending Montreat General Ordinance, Chapter K, Article V – Trees

STAFF COMMENTS AND RECOMMENDATIONS: Following your last meeting, Commissioner Campbell and Mayor Pro Tem Standaert met to work on the proposed amendment to Section 8 included in your agenda packet. The proposed amendment adds language that would require the Public Works Director, in conjunction with the Environmental Commissioner, to cause or order to be removed any tree or shrub from private property adding an extra layer of approval and protection for the private property owner. The amendment also exempts Hemlock trees infected with Hemlock Woolly Adelgid from Section 8.



**ORDINANCE 15-12-0001 AMENDING MONTREAT GENERAL ORDINANCE
CHAPTER K – ENVIRONMENT, ARTICLE V: TREES**

WHEREAS, the Town of Montreat General Ordinances were adopted by the Board of Commissioners of the Town of Montreat, North Carolina on May 13, 1999 and amended on several occasions since the date of their adoption; and

WHEREAS, Montreat General Ordinance Chapter K – Environment, Article V: Trees was adopted by the Board of Commissioners on November 12, 2015; and

WHEREAS, in following with the current procedures, regulations and policies, changes within the Ordinances have been recommended;

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF MONTREAT, that the Montreat General Ordinances be amended as follows:

Section 8: Mitigation of Unsafe Trees on Private Property

1. The Public Works Director, in conjunction with the Environmental Commissioner of the Montreat Board of Commissioners, may cause or order to be removed any shrub, tree or part thereof on private property which is unsafe, injurious to the public welfare or which, by reason of its nature, is injurious to public improvements or is infested with an injurious fungus, insect or other pest. Hemlock trees infested with Hemlock Woolly Adelgid are exempt from this Section.
2. The Public Works Director may enter upon private property in the Town to treat or cause or order to be otherwise treated, any shrub or tree infested or infested by any parasite, insect or pest when it shall be necessary to do so to prevent the breeding or scattering of any parasite or animal or plant pest and to prevent danger therefrom to persons or property or to trees growing on Town Property or Greenspace.
3. Whenever, in the opinion of the Public Works Director and the Environmental Commissioner, the removal of a tree or shrub on private property shall be necessary, under the provisions of this Article, the Public Works Director and Environmental Commissioner shall have the power to remove such tree or shrub or cause or order the same to be done upon notice and an opportunity to be heard by the property owner.
4. Prior to exercising the authority conferred by this Article, the Public Works Director and Environmental Commissioner shall give the property owner notice and an opportunity to correct the condition by requesting that corrective action be taken. The request shall be in writing to the owner of the property in question and shall be acted upon within 30 days, or a lesser period of time if an imminent threat to life or property exists, from the date of the request. If, after 30



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days or such lesser period of time, the owner has not corrected the condition or undertaken action that would lead to a timely correction of the condition, the Public Works Director may enter upon the property, perform the work necessary to correct the condition and bill the owner for the actual costs incurred. In situations involving an imminent threat to the public health, safety or welfare, or to Town Property, the Town may act without prior notification to the property owner but notice shall be given within a reasonable period thereafter.

Renumber Subsequent Sections

READ, APPROVED, AND ADOPTED, this the 10th day of December, 2015.

Letta Jean Taylor, Mayor

ATTEST:

I hereby certify this is a true and correct copy of this Ordinance, duly adopted by the Town of Montreat on the 10th day of December, 2015 as it appears of record in the official minutes.

Stefan Stackhouse
Deputy Town Clerk



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ADVISORY BOARD/COMMITTEE MEMBERSHIP APPLICATION

Full Legal Name: Solomon (Last), CHARLES (First), William (Middle)

Physical Address: 223 ASSEMBLY DR. - MONTREAT, NC 28757

Mailing Address: P.O. Box 7 " " "

Home Phone: 669.1419

Alternate Phone: 337.4336 (cell)

Email Contact Information: _____

On which Board or Committee do you wish to serve?

- Board of Adjustment
- Comprehensive Plan Steering Committee
- Montreat Landcare Committee
- Open Space Conservation Committee
- Planning and Zoning Commission
- Tree Board

Please explain why you want to be a member of this board/committee:

ASKED TO SERVE

Briefly explain what you believe are the three most important issues facing our community at this time and how you believe serving on the selected board/committee can play a role in addressing each issue:

1) UNITY

2) UNITY

3) UNITY

List any abilities, skills, specialized training or interest you have which are applicable to this board/committee:

LOVE OF NATURE - INTEREST IN FOLIAGE
WILLINGNESS + INTEREST IN HEARING MORE

Have you ever attended a regularly scheduled meeting of the selected board/committee? N/A

How much time are you able to devote to fulfill this obligation? SOME. - STILL WORKING
35 HRS. PER WK - STILL PASTORING A CHURCH



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ADVISORY BOARD/COMMITTEE MEMBERSHIP APPLICATION

Full Legal Name: Ray Margaret W. (Last) (First) (Middle)
Physical Address: 507 Greybeard Trail
Mailing Address: PO Box 203, Montreat, NC 28757
Home Phone: 669-9238 Alternate Phone: 242-7773
Email Contact Information: 2619 Sherwood@gmail.com

On which Board or Committee do you wish to serve?

- Board of Adjustment
Open Space Conservation Committee
Comprehensive Plan Steering Committee
Planning and Zoning Commission
Montreat Landcare Committee
Tree Board

Please explain why you want to be a member of this board/committee:

As a biologist, I am aware of the importance and meaning of healthy trees in our ecosystem. It would fit well with my skill set.

Briefly explain what you believe are the three most important issues facing our community at this time and how you believe serving on the selected board/committee can play a role in addressing each issue:

maintaining a healthy tree population, forests, a communication between + among entities service or land care has made me able to do this.

List any abilities, skills, specialized training or interest you have which are applicable to this board/committee:

(see above)

Have you ever attended a regularly scheduled meeting of the selected board/committee? N/A

How much time are you able to devote to fulfill this obligation? as needed.

Needs signature line?

M. W. Ray
12/2/15



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TREE BOARD

MEMBERSHIP APPLICATION

Full Legal Name: Johnson John Robert
(Last) (First) (Middle)

Physical Address: 131 Shenandoah Terrace

Mailing Address: PO Box 309
Montreat NC 28757

Home Phone: 828-664-0177 Alternate Phone:

Email Contact Information: jjmjohnson@charter.net

Please explain why you want to be a member of the Tree Board:
I believe the trees of our cove are the distinguishing characteristic of the natural beauty of Montreat and I'm willing to provide volunteer effort to preserve and protect them..

Briefly explain how you believe that your participation on the Tree Board could assist the Town Council in fulfilling their fiduciary duties:

I believe that I could work with the other members of the Tree Board to learn our assigned duties to be faithfully carried out in preserving, protecting and promoting the stands of our trees.

List any abilities, skills, specialized training or interest you have which are applicable to this Committee (please especially note if you are a CPA):

I have had a leadership role in two separate campaigns to raise money and interest in preserving our Eastern and Carolina hemlocks from destruction by the woolly adelgid.

We anticipate that the Tree Board will meet at least 4 times per year. Are you able to fulfill this obligation? Yes No

**TOWN OF MONTREAT BOARD OF COMMISSIONERS
REQUEST FOR BOARD ACTION
Meeting Date: December 10, 2015**

SUBJECT: Montreat Landcare Committee Member Appointment

AGENDA INFORMATION:

Agenda Location: Old Business
Item Number: B
Department: Administration
Contact: Ron Nalley, Town Administrator
Presenter: Ron Nalley, Town Administrator

BRIEF SUMMARY: At the last Board meeting, Bill Seaman, Chair of Montreat Landcare, and Martha Campbell reported that the Montreat Landcare Committee was in the process of updating appointments from organizations making up Montreat Landcare. The Town of Montreat has three appointments to Montreat Landcare. The Board of Commissioners has two appointments and then is responsible for filling the Community Member at Large appointment.

RECOMMENDED MOTION AND REQUESTED ACTIONS: To appoint the Environmental Commissioner of the Montreat Board of Commissioners, Martha Campbell and Shannon Ingersoll to the Montreat Landcare Committee for a term of two years to expire on January 31, 2018.

FUNDING SOURCE: None

ATTACHMENTS: None

STAFF COMMENTS AND RECOMMENDATIONS: None



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COMMISSIONER OATH OF OFFICE KATHERYN "KITTY" FOCHE

"I, Katheryn "Kitty" Fouche, do solemnly and sincerely swear that I will support the Constitution of the United States; that I will be faithful and bear true allegiance to the State of North Carolina, and to the constitutional powers and authorities which are or may be established for the government thereof; that I will endeavor to support, maintain and defend the Constitution of North Carolina, not inconsistent with the Constitution of the United States; and that I will well and truly execute the duties of the office of Commissioner of the Town of Montreat according to the best of my knowledge and ability; so help me God."

Effective this 10th day of December, 2015.

Katheryn "Kitty" Fouche
Commissioner

Angela M. Murphy
Town Clerk

Witness: _____

Witness: _____



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COMMISSIONER OATH OF OFFICE BILL GILLILAND

"I, Bill Gilliland, do solemnly and sincerely swear that I will support the Constitution of the United States; that I will be faithful and bear true allegiance to the State of North Carolina, and to the constitutional powers and authorities which are or may be established for the government thereof; that I will endeavor to support, maintain and defend the Constitution of North Carolina, not inconsistent with the Constitution of the United States; and that I will well and truly execute the duties of the office of Commissioner of the Town of Montreat according to the best of my knowledge and ability; so help me God."

Effective this 10th day of December, 2015.

Bill Gilliland
Commissioner

Angela M. Murphy
Town Clerk

Witness: _____

Witness: _____



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MAYORAL OATH OF OFFICE TIM HELMS

"I, Tim Helms, do solemnly and sincerely swear that I will support the Constitution of the United States; that I will be faithful and bear true allegiance to the State of North Carolina, and to the constitutional powers and authorities which are or may be established for the government thereof; that I will endeavor to support, maintain and defend the Constitution of North Carolina, not inconsistent with the Constitution of the United States; and that I will well and truly execute the duties of the office of Mayor of the Town of Montreat according to the best of my knowledge and ability; so help me God."

Effective this 10th day of December, 2015.

Tim Helms
Mayor

Angela M. Murphy
Town Clerk

Witness: _____

Witness: _____