

**Town of Montreat
Board of Commissioners
Town Council Meeting
January 14, 2016
Walkup Building**

Board members present: Mayor Tim Helms
Mayor Pro Tem Kitty Fouche
Commissioner Mary Standaert
Commissioner Ann Vinson
Commissioner Bill Gilliland

Board members absent: None

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

Approximately 44 members of the public were also present. Mayor Helms called the meeting to order at 7:00 p.m., led the group in reciting the Pledge of Allegiance, and held a moment of silence.

Agenda Approval

Mayor Helms asked if there were any changes to the agenda. Mayor Pro Tem Fouche moved that the person to be selected to fill the Vacancy on Town Council must be selected by a majority vote, and if the first ballot does not result in a majority, that the selection process be changed to the motion and vote method with the Mayor to vote in case of a tie. Commissioner Gilliland seconded the motion. Commissioner Standaert moved to amend the motion to hold at least three votes with the majority carrying. Commissioner Vinson seconded the amendment. Commissioner Vinson and Commissioner Standaert voted for the amendment. Mayor Pro Tem Fouche and Commissioner Gilliland voted against the amended motion. Mayor Helms announced that the vote was 2/2 and as Mayor he was voting against the amendment. The motion to amend failed 2/3 with Mayor Helms, Mayor Pro Tem Fouche and Commissioner Gilliland voting against the motion. Mayor Helms then returned to the original motion and the motion carried 3/1 with Commissioner Standaert voting against the motion. Commissioner Gilliland then moved that the selection of the new Commissioner be moved to the beginning of the agenda. Mayor Pro Tem Fouche seconded the motion. During discussion, Mr. Nalley reminded the Board that the order of the agenda is established in their Rules of Procedure. Commissioner Gilliland amended his motion and moved that the selection process be moved to the first item under New Business. Commissioner Vinson seconded and the amendment carried 4/0. Mr. Nalley then requested that the Closed Session be removed from the agenda. Commissioner Vinson moved to remove the

Closed Session from the agenda. Commissioner Gilliland seconded and the motion carried 3/1 with Commissioner Standaert voting against the motion. Commissioner Vinson then moved to adopt the agenda as amended. Mayor Pro Tem Fouche seconded and the motion carried 3/1 with Commissioner Standaert voting against the motion.

Presentation to Council

Metropolitan Sewerage District Update: Matt Ashley, Montreat's Representative to the Metropolitan Sewerage District (MSD) Board presented an overview of the scope of MSD's operations and what it means to the Town. MSD was created and established in 1962 for the purpose of constructing and operating facilities for the treatment and disposal of the sewage generated by the political subdivisions comprising the District. MSD is a non-profit, publicly-owned utility. The District Board consists of twelve members. Three from the County of Buncombe, three from the City of Asheville, one from Woodfin Sanitary Water & Sewer District, and one each from the Towns of Biltmore Forest, Black Mountain, Montreat, Weaverville and Woodfin.

The District owns, operates and maintains a 40 million gallon per day (MGD) wastewater treatment plant to treat raw sewage and industrial wastewaters collected in an extensive network of collector sewers currently owned, operated and maintained by the District. The District also owns, operates and maintains approximately 60 miles of interceptor sewers that connect such sewers to the treatment plant.

In the presentation Mr. Ashley discussed MSD's Capital Improvement Plan and in response to a question from Commissioner Standaert pointed out that there is a projected 2.5% increase on sewerage rates per year for the next ten years. Mr. Ashley stated that meetings are open to the public with times and locations listed on the Metropolitan Sewerage District website.

2016-2021 Capital Improvement Plan Overview: Mr. Nalley gave a brief introductory presentation on the 2016-2021 Capital Improvement Plan (CIP), a flexible financial planning tool used to forecast the Town's future equipment, building and infrastructure needs. Items included in the CIP generally have both a monetary value greater than \$5,000 and a useful life expectancy greater than one year. The presentation also included information on how each project or expenditure is prioritized on both the departmental and organizational levels, as well as how CIP information is used to develop the annual Budget for the upcoming fiscal year. Staff will present a completed draft CIP at the February Town Council Meeting, which will also be available in print and electronic formats for public review and comment. The final Plan will be eligible for adoption following a Public Hearing during the March or April Town Council Meeting.

Mayor's Communications

Mayor Helms announced that there would be no sanitation services on Monday, January 18, 2016 due to the Martin Luther King Jr. Holiday but will resume on the following day. He also advised that the Town sanitation truck is currently out of service so the Public Works Department will be using pickup trucks to collect the refuse.

Consent Agenda Review

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

- December 3, 2015 Agenda Meeting Minutes
- December 10, 2015 Town Council Meeting Minutes
- Re-appointed Matt Ashley as the Town of Montreat's Representative to the Metropolitan Sewerage District Board for a term of three years to expire on January 20, 2019

Town Administrator's Communications

- Mr. Nalley reminded the Council that the Annual Board Retreat will be held on February 8, 2016 at the Manor House in Black Mountain. Agenda Packets will be distributed by February 1st.
- Mr. Nalley also asked the Council to provide potential dates for a Special Meeting to conduct the Town Administrator's annual performance review. Following discussion, the Board set a Special Meeting for January 29, 2016 at 11:00 a.m. in the Town Services Building.
- Mr. Nalley stated that Montreat has had a street naming process in place for many years with names being historically taken from the names Synods and Presbyteries. Buncombe County passed an Ordinance that states if a street name is already in use somewhere else in the County that it will not be allowed as a new street name. For example, last year Whitewater Cove Road and New Hope Lane were chosen as new street names in Montreat; while Whitewater Cove Road was accepted, New Hope Lane already existed elsewhere in the County and was rejected. Mr. Nalley suggested that the Board perhaps consider reserving street names from the list attached in the packets. This topic will be brought back before Council in February to decide on a new name for New Hope Lane.

Administrative Reports

Police: Chief Staggs reviewed and presented the December 2015 monthly departmental activity report. He stated that December was a very busy month for visitors to Montreat due to the warm

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temperatures and increased rentals in the area. All Montreat police and reserve officers have completed their mandatory classes and training for the year.

Public Works Director:

- Mr. Freeman reiterated that sanitation services will not run on Monday, January 18 due to the Martin Luther King Jr Holiday, but will resume a normal schedule on Tuesday, January 19. Mr. Freeman advised that once estimates are received for the repair of the sanitation truck it will be presented to Council.
- A large tree fell at the top of Appalachian Way and brought down a power line which damaged the roof of the radio building. This topic will also be brought back before Council once estimates are in place for repairs.
- There has been an increase in wet weather springs on Missouri Road, West Virginia Terrace, South Carolina Terrace and Louisiana Road and Mr. Freeman advised using caution on cold days in these areas.
- Kimberly Powers, Environmental Engineer/Inspector with the Public Water Supply Section of the Division of Water Resources, completed her inspection at the beginning of January and found no problems with Montreat's water system.

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

- November 2015 Financial Summary Report;
- Final November 2015 Detailed Financial Statement;
- Preliminary December 2015 Detailed Financial Statement;
- December 31, 2015 Cash and Investment Earnings Report;
- Year-to-Date Legal Fees Report with regards to the lawsuit: \$69,992
- Year-to-Date Expenditures with regards to the Town Hall Project: \$383,804

Building Inspector/Code Administrator: Mr. Currie presented and reviewed his December 2015 zoning and inspections activity report. The Planning and Zoning Commission and the Board of Adjustment did not meet last month. At the request of Commissioner Standaert, Mr. Currie gave the Council an update on an ongoing construction project on Texas Spur. Mr. Currie advised that a notice of violation has been issued to the property owner. The violation addresses safety as well as unsightliness. The property owner has assured Mr. Currie that she intends to either move forward with developing the site or demolishing the foundation. Mr. Currie also reported that the Town has been invited by Advanced Energy in conjunction with Land of the Sky Regional Council to participate in Plug-In NC. Plug-In NC will use websites and links to educate people about Montreat's electric vehicle charging station near the College.

Public Comments

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

Mr. Wade Burns of 232 North Carolina Terrace suggested making the dumpster available for the residents of the Town to bring their own trash on the Tuesday after Martin Luther King Jr. Holiday thereby reducing the workload for the Public Works Department. Mr. Burns also would like his previously submitted report on the annexation of Upper Greybeard to be revisited.

Old Business

There were no items of Old Business to discuss at this time.

New Business

- A. Vacancy on Town Council: Mayor Helms suggested, in accordance with [North Carolina General Statutes](#), that written ballots be signed by each Commissioner and that the Minutes reflect the vote of each Commissioner. These ballots will be available in the Town Clerk's Office for public review until the Minutes are reviewed and then the ballots can be destroyed. Each Commissioner will have one vote since there is one vacancy and the Mayor will read the vote aloud and pass the ballot to the Town Clerk. The following candidates were asked to stand and briefly introduce themselves: John Hinkle, Eric Nichols and Kent Otto. Commissioner Standaert thanked each candidate for taking the time to come forward to serve and expressed that all three are excellent candidates. Ballots were distributed to the Board members. The following ballots were cast: Commissioner Gilliland and Mayor Pro Tem Fouche voted in favor of Kent Otto while Commissioner Vinson and Commissioner Standaert voted in favor of Eric Nichols. The results were a tie. According to the earlier motion, the Board moved to a motion and vote method to break the tie. Commissioner Bill Gilliland moved to appoint Kent Otto as Commissioner to fill the vacant seat on the Council. Commissioner Standaert seconded and the motion carried 4/0. Town Clerk Angie Murphy then administered the Oath of Office to Commissioner Kent Otto.
- B. Proposed Revisions to Montreat General Ordinance, Chapter K, Article IV-Hillside Development, Section II: Commissioner Ann Vinson called for a Public Hearing on February 11, 2016 at 7:00 p.m. or as soon thereafter as possible to discuss proposed revisions to Montreat General Ordinance, Chapter K, Article IV-Hillside Development. Mayor Pro Tem Fouche seconded and the motion carried 5/0.
- C. Proposed Revisions to Montreat Zoning Ordinance Article VI-General Provisions, Section 612.4-Reasonable Accommodations: Commissioner Ann Vinson called for a Public Hearing on February 11, 2016 at 7:15 p.m. or as soon thereafter as possible to discuss proposed revisions

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to Montreat Zoning Ordinance Article VI-General Provisions. Commissioner Gilliland seconded and the motion carried 5/0.

- D. Appoint a Primary Delegate and an Alternate Delegate to the Land of Sky Regional Council: Commissioner Standaert moved to appoint Mayor Tim Helms as Primary Delegate to the Land of Sky Regional Council and to appoint Commissioner Bill Gilliland as Alternate Delegate to the Land of Sky Regional Council. Commissioner Vinson seconded and the motion passed 5/0.
- E. Town Services Building Roof Repair: Mayor Pro Tem Fouche moved to approve the Bid Proposal from The Bonitz Company of Carolina-Tennessee, Inc. in the amount of \$7,625.00 and to authorize the Mayor and Town Administrator to execute the necessary contract documents. Commissioner Vinson seconded and the motion carried 5/0.

Public Comments-Other Topics

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

Annie Carlson of 116 West College St in Black Mountain, representing Montreat College, wanted to thank everyone for their support of the College. She reported that a successful event was held at the College that included members of the College, Town of Montreat, Town of Black Mountain, Buncombe County EMS and Sheriff's Department, churches, and teachers that focused on what to do during a Crisis Situation.

Commissioner Communications

Commissioner Ann Vinson gave a brief update of the most recent Montreat Landcare Committee Meeting and the collaborations between the college students and the residents of the community. She also mentioned that the Tree Board will hopefully be holding an organizational meeting by the end of the month.

Commissioner Standaert stated that she looks forward to working with the current Council.

Upcoming Meeting Dates

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

Agenda Items Due:

January 29, 2016 by 5:00 p.m.
Town Services Office

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Agenda Packets Available

February 2, 2016
Town Services Office

Landcare Committee Meeting:

February 3, 2016 9:00 a.m.
Moore Center Meeting Room

February Agenda Meeting

February 4, 2016, 7:00 p.m.
Walkup Building

February Town Council Meeting

February 11, 2016, 7:00 p.m.
Walkup Building

2016 Annual Board Retreat

February 8, 2016 9:00 a.m.
Manor House

Adjournment

There being no further business, Commissioner Vinson moved to adjourn the Town Council Meeting. Commissioner Gilliland seconded and the motion carried 5/0. The meeting was adjourned at 8:36 p.m.

Tim Helms, Mayor

Angela Murphy, Town Clerk