

**Town of Montreat
Board of Commissioners
Town Council Agenda Meeting
February 1, 2018
Walkup Building**

Board members present: Mayor Tim Helms
Commissioner Kitty Fouche
Commissioner Bill Gilliland
Commissioner Alice Lentz
Commissioner Tom Widmer

Board members absent: Mayor Pro Tem Kent Otto

Town staff present: Alex Carmichael, Town Administrator
Dave Arrant, Chief of Police

Approximately 3 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

Commissioner Lentz moved to adopt the agenda as presented. Commissioner Gilliland seconded and the motion passed 4/0.

Mayor's Communications

Mayor Helms stated that he had no communications for the evening.

Consent Agenda Review

The proposed Consent Agenda will include the following items:

- January 4, 2018, Town Council Agenda Meeting Minutes
- January 11, 2018, Town Council Public Forum Minutes
- January 11, 2018, Town Council Meeting Minutes

Town Administrator's Communications

- Mr. Carmichael stated that in the Texas Road Bridge process the Town of Montreat is looking for approval from the State Historic Preservation Office and then a signature from the engineer, DeWayne Sykes, and then it will go to the Department of Transportation for final approval.
- Mr. Carmichael stated that he will have additional communications next week.

Administrative Reports

Police Chief: Reports were in written form as requested by Council. Commissioner Widmer pointed out that there was a discrepancy in the month on the Police Report: stated December 2018 when it was supposed to be January 2018. Chief Arrant stated that he would make the correction prior to next week's meeting.

Public Works Director: Reports were in written form as requested by Council

Finance Officer: Mr. Carmichael stated that he hoped there would be an Executive Summary from the Finance Officer next week.

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.

Old Business

There was no Old Business to discuss this evening.

New Business

- A. **Asbestos Abatement Contract:** Mr. Carmichael stated that earlier in the year the Town of Montreat put out an informal bid process for asbestos abatement. The Town received two responses. The first response was a combination asbestos/demolition from D.H. Griffin which was \$9,050 and asbestos only from Southeastern Environmental Group, Inc for \$7,040. Mr. Carmichael stated that he has been told these estimates are all considered relatively high. An additional informal bid has been issued with responses due back by Tuesday, February 6th. Commissioner Lentz asked how many more bids would be received. Mr. Carmichael stated that he advertised on the website and sent the bid to three additional firms but so far he had not received a response.

- B. **Appointment of Deputy Town Clerk & Oath of Office:** This position was previously held by Stefan Stackhouse and it slipped through the cracks when he retired. The minutes are being recorded this evening and Town Clerk Angie Murphy will transcribe them and certify the signatures upon completion. Mr. Carmichael stated that this appointment would allow him to step in as Deputy Town Clerk in Ms. Murphy's absence and certify the minutes and signatures. Commissioner Widmer asked if there would be a conflict of interest between his position as

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Town Administrator and Deputy Town Clerk. Mr. Carmichael stated that the reality of a small town is that staff routinely serves in dual positions.

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.

Commissioner Communications

There were no Commissioner Communications this evening.

Upcoming Meeting Dates

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

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|-------------------------------------------|------------------------------------------------------------------------------------|
| <u>February Town Council Meeting:</u> | February 8, 2018, 7:00 p.m. Walkup Building Public Forum begins at 6:30 p.m. |
| <u>Annual Board Retreat:</u> | February 13, 2018, 3:00-8:00 p.m. The Left Bank |
| <u>Tree Board:</u> | February 27, 2018, 9:30 a.m. Town Services Building |
| <u>March Town Council Agenda Meeting:</u> | March 1, 2018, 7:00 p.m. Walkup Building |
| <u>Montreat Landcare:</u> | March 7, 2018, 9:00 a.m. Allen Building Swannanoa Room |
| <u>March Town Council Meeting:</u> | March 8, 2018, 7:00 p.m. Public Forum begins at 6:30 p.m. Walkup Building |
| <u>Tree Board:</u> | Tuesday, March 27, 2018, 9:30 a.m. Town Services Building |

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Closed Session (on 2/08/2018): There will be a Closed Session in accordance with North Carolina General Statute 143-318.11(6) to discuss a personnel matter as well as approving Closed Session Minutes for May and June.

Adjournment

There being no further business, Commissioner Gilliland moved to adjourn the Town Council Meeting. Commissioner Lentz seconded and the motion carried 4/0. The meeting was adjourned at 7:18 p.m.

Tim Helms, Mayor

Angela Murphy, Town Clerk