

**Town of Montreat  
Board of Commissioners  
Town Council Meeting  
February 8, 2018  
Walkup Building**

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

Board members absent: None

Town staff present: Alex Carmichael, Town Administrator  
Angie Murphy, Town Clerk  
Justyn Whitson, Police Officer  
Barry Creasman, Public Works Director  
Adrienne Isenhower, Zoning Administrator

Approximately 15 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 Gilliland moved to approve the agenda as presented. Commissioner Widmer seconded the motion carried 5/0.

**Mayor's Communications**

Mayor Helms remarked that there had been a lot of illness and subsequent deaths plaguing Montreat and he asked to keep those affected in our thoughts and prayers.

**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 Adrienne Isenhower met with High Country Surveyors today and they have completed the field work portion of the Florida Terrace Recombination Survey. Mr. Carmichael expects to have that completed and recorded by next week which will allow us to start advertising the property for sale.
- Mr. Carmichael stated that on the table tonight there was a financial report from Erin Marie Wheeler. Mrs. Wheeler will be at the retreat to answer any questions and is available to answer questions by phone from the office.
- Commissioner Fouche asked about the MSD discrepancy as mentioned in the Executive Summary. Mr. Carmichael stated that MSD provides sewer service for Montreat but they base their billing on what we report for water usage. We have a one month bill of over \$100,000 and we believe that the utility billing module and the general ledger module are experiencing a miscommunication between each other. This miscommunication has led to increasingly high water bills for residents as well. Buncombe County is working with us to investigate the correct amount of monies owed to MSD. Commissioner Widmer asked what the material impact of this would mean to Montreat. Mr. Carmichael stated that the Town had withheld the most recent payment due to allow time to investigate the correct amount.

**Administrative Reports**

Police Chief: Reports were in written form as requested by Council.

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

Streets/Sanitation: Reports were in written form as requested by Council.

**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.

There were no public comments at this time.

**Old Business**

There was no Old Business to discuss this evening.

**New Business**

- A. **Asbestos Abatement Contract:** Mr. Carmichael stated that in September of last year the Town received two asbestos abatement bids in an informal bid process. This January the Town reached out to three more firms and publicized the request on the Town website and we had no responses. Mr. Carmichael stated that he has presented the lowest bid from September to Council for approval this evening. Southeastern Environmental Group, Inc. will be ready tomorrow to move forward with the permit process which will take approximately two weeks. Then they will remove the asbestos in a one-day process and then the asbestos removal will be certified. The total time for the whole process will be three weeks. Commissioner Gilliland moved to approve the contract for Asbestos Abatement as presented. Commissioner Lentz seconded the motion. Commissioner Fouche questioned why other firms did not respond to the bid request. Mr. Carmichael stated that a lot of work is put into a bid request and this is a relatively small job. Commissioner Widmer stated that this proposal was 5 months old and questioned whether the price would still be accepted. Mr. Carmichael stated that he had spoken with the company and they are standing by their initial bid. The motion carried 5/0.
- B. **Appointment of Deputy Town Clerk & Oath of Office:** Commissioner Gilliland moved to appoint Alex Carmichael as Deputy Town Clerk. Commissioner Fouche seconded the motion. Mr. Carmichael stated that among the duties of Town Clerk is transcribing and certifying the minutes. By appointing Mr. Carmichael as Deputy Town Clerk he will be able to transcribe and certify in the absence of Ms. Murphy. The motion carried 5/0. Town Clerk Angie Murphy administered the Oath of Office for Mr. Carmichael.

**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.

There was no Public Comment this evening.

**Commissioner Communications**

Commissioner Fouche responded to a rumor that she was moving to Highland Farms. That rumor is not true she will remain residing in Montreat.

Commissioner Widmer reported that he did a ride-along with Chief Arrant last month. Commissioner Widmer spent two hours driving the 26 miles of road which officers usually do 2-3 times a shift. There was not a whole lot going on but Commissioner Widmer is grateful for that statistic. Commissioner Widmer stated that we should feel confident in the work of the Police Department.

**Upcoming Meeting Dates**

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

<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

**Closed Session**

Commissioner Widmer moved to enter into 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. Mayor Pro Tem Otto seconded and the motion carried 5/0.

Upon returning to Open Session no business was conducted.

**Adjournment**

There being no further business, Commissioner Widmer moved to adjourn the Town Council Meeting. Commissioner Gilliland seconded and the motion carried 5/0. The meeting was adjourned at 7:57 p.m.

**Montreat Board of Commissioners  
Town Council Meeting Minutes  
February 8, 2017**

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Tim Helms, Mayor

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Angela Murphy, Town Clerk