

**Town of Montreat
Board of Commissioners
Town Council Agenda Meeting
October 6, 2016
Walkup Building**

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

Approximately 5 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 Vinson moved to adopt the agenda. Commissioner Gilliland seconded and the motion carried 5/0.

Mayor's Communications

Mayor Helms stated that he did not have any communications this evening.

Consent Agenda Review

The proposed Consent Agenda will include the following items:

- September 1, 2016, Public Forum Minutes
- September 1, 2016, Town Council Agenda Meeting Minutes
- September 8, 2016, Town Council Minutes

Town Administrator's Communications

- Interim Town Administrator Al Richardson thanked the Caring Neighbor Group for his "Welcome to Montreat" lunch.

Administrative Reports

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

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

- August 2016 Financial Summary Report;
- Final August 2016 Detailed Financial Statement;
- Preliminary September 2016 Detailed Financial Statement.

Mr. Stackhouse advised that the audit is on track to be submitted to the Local Government Commission by the October 31, 2016 deadline. The audit will be presented to Council during the November regular meeting.

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 comments from the public at this time.

Old Business

- A. Proposed Revisions to Town of Montreat Zoning Ordinance, Articles V & X, Allowing Lighting Pole-Mounted Banners: Mayor Helms stated that Mr. Currie would report on this topic at next week's meeting.

New Business

- A. Representative Appointment for the National Pollutant Discharge Elimination System (NPDES) Permit: Mayor Helms reported that it would be suggested that David Currie be appointed as the Town of Montreat's authorized representative to apply for the National Pollutant Discharge Elimination System (NPDES) Permit.
- B. Mecklenburg Circle Waterline Proposal: Mayor Helms advised that Mr. Freeman would present a proposal from McGill Associates in the amount of \$4,300 to complete the Mecklenburg Circle Waterline.
- C. Schedule a Meeting for Review of Applications/Resumes: Mayor Helms asked the Council to bring their calendars to next week's meeting to find a date when they could sit down and review the 39 applications for the Town Administrator position. Commissioner Standaert advised the Board that she will be out of Town from October 11th until November 7th and to proceed along with scheduling the meeting without her. Commissioner Standaert will not be

able to review the applications prior to her departure. Interim Town Administrator Richardson advised that 39 applications were received for the job posting. Mayor Pro Tem Fouche asked what the process would be to narrow down the applicants. Mr. Richardson stated that would be up to the discretion of the Council.

- D. Appointment of Al Richardson as Deputy Finance Officer: Mayor Helms advised that Council would appoint Al Richardson as Deputy Finance Officer alongside Steve Stackhouse Finance Officer.

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 were no public comments at this time.

Commissioner Communications

There were no Commissioner Communications at this time.

Mayor Helms announced that October 17th would be an Employee Appreciation Day with a meal at Mayor Pro Tem Fouche's home on Virginia Road.

Commissioner Standaert announced that the Town of Black Mountain was hoping to complete the Montreat Road sidewalk project by Fall 2017

Upcoming Meeting Dates

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

<u>Audit Committee:</u>	October 12, 2016, 3:00 p.m. Town Services Office
<u>October Town Council Meeting:</u>	October 13, 2016, 7:00 p.m. Walkup Building
<u>Montreat Tree Board:</u>	October 25, 2016, 9:30 a.m. Town Services Office
<u>Fall Bulk/White Goods Pickup:</u>	October 25, 2016

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Montreat Landcare: November 2, 2016
Allen Building
Swannanoa Room

November Town Council Agenda Meeting: November 3, 2016, 7:00 p.m.
Public Forum begins at 6:30 p.m.
Walkup Building

November Town Council Meeting: November 10, 2016, 7:00 p.m.
Walkup Building

Adjournment

There being no further business, Commissioner Vinson moved to adjourn the Town Council Meeting. Mayor Pro Tem Fouche seconded and the motion carried 5/0. The meeting was adjourned at 7:13 p.m.

Tim Helms, Mayor

Angela Murphy, Town Clerk