

**Town of Montreat
Board of Commissioners
Town Council Agenda Meeting
November 3, 2016
Walkup Building**

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

Board members absent: Commissioner Mary Standaert

Town staff present: Al Richardson, Interim Town Administrator
Steve Freeman, Public Works Director
Angie Murphy, Town Clerk
Barry Creasman, Senior Water Operator

Approximately 4 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 Pro Tem moved to adopt the agenda. Commissioner Vinson seconded and the motion carried 4/0.

Mayor's Communications

Mayor Helms stated that at next week's meeting, Martin, Starnes & Associates will be giving a presentation on the 2015-2016 Annual Audit Report.

Consent Agenda Review

The proposed Consent Agenda will include the following items:

- October 6, 2016, Public Forum Minutes
- October 6, 2016, Town Council Agenda Meeting Minutes
- October 13, 2016, Town Council Minutes

Town Administrator's Communications

- Interim Town Administrator Al Richardson will reserve his communications until next week.

Administrative Reports

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

There will be no Old Business to discuss.

New Business

- A. **Network Wiring Replacement & Improvement:** The Town's internal data network has been thrown together piecemeal over the past decade or more. It is difficult to maintain, and we continue to be subject to problems requiring repair. Our network security is also not as strong as it needs to be. We are past due for a complete replacement of the cabling and of our firewall. We have obtained recommendations from our tech support vendor, Electronic Office. While they can do some of the work, they also recommended that we engage Carolina Technologies to undertake the rewiring. The required work by Electronic Office will cost \$2,914, and the required work by Carolina Technologies will cost \$2,380.50, for a total of \$5,294.50.
- B. **Purchase Order Module for Computerized Accounting System:** Due to changes in state legal requirements, the Town will now need to considerably increase the number of purchase orders issued each year, from a couple dozen to potentially many hundreds. This can only be feasible with an automated solution that integrates with our existing computerized accounting system. Our existing vendor, Harris Local Government, offers a Purchase Order module as an addition to our existing suite of applications for an initial investment of \$1,500, plus up to \$900 for implementation and training support. The ongoing annual maintenance and support cost will be \$330. Town Staff are requesting Board approval to proceed with the procurement of this Purchase Order module.
- C. **Budget Amendment #1:** The purpose is to amend the Administration and Public Buildings budgets to cover expenditures for the switch from AT&T to Charter, the Root Cause Analysis performed by Electronic Office, replacement and improvement of the Town's network cable infrastructure, and for the procurement of a Purchase Order module. These expenditures are to be funded by a reallocation of budget from Public Buildings capital outlay.
- D. **Resolution #16-11-01 Commending Emergency Services Personnel for Suwannee Drive House Fire Response:** Mayor Helms also requested a resolution commending personnel for the East Ridge Trail wildfire.

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

Commissioner Gilliland thanked everyone in attendance for their comments during the Public Forum period.

Commissioner Vinson had some documents on Firewise Landscaping and "Help! A Tree Has Fallen" which was compiled by the Montreat Tree Board.

Upcoming Meeting Dates

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

<u>November Town Council Meeting:</u>	November 10, 2016, 7:00 p.m. Walkup Building
<u>Montreat Tree Board:</u>	November 22, 2016, 9:30 a.m. Town Services Building
<u>Town Services Office Closed:</u>	November 24, 2016 and November 25, 2016 In observance of Thanksgiving
<u>December Town Council Agenda Meeting:</u>	December 1, 2016, 7:00 p.m. Public Forum begins at 6:30 p.m. Walkup Building
<u>Montreat Landcare:</u>	December 7, 2016 Allen Building Swannanoa Room
<u>December Town Council Agenda Meeting:</u>	December 8, 2016, 7:00 p.m. Walkup Building

Closed Session

There will be a Closed Session next week for discussion of a personnel matter.

Adjournment

There being no further business, Commissioner Vinson moved to adjourn the Town Council Meeting. Mayor Pro Tem Fouche seconded and the motion carried 4/0. The meeting was adjourned at 7:14 p.m.

Tim Helms, Mayor

Angela Murphy, Town Clerk