

**Town of Montreat
Board of Commissioners
Town Council Agenda Meeting
December 7, 2017
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: Alex Carmichael, Town Administrator
Angie Murphy, Town Clerk
Dave Arrant, Police Chief

Approximately 6 members of the public were also present. Mayor Helms called the meeting to order at 7:04 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 as presented. Commissioner Gilliland seconded and the motion carried 5/0.

Presentations and Reports

Mr. Carmichael stated that there would be informational reports only in the agenda packet for the Powell Bill and the Board of Elections. Mr. Carmichael advised that the State requires municipalities in North Carolina to report how much they are spending on roads. They input this figure into a rather complicated formula that decides how much money the Town gets from gas taxes for use on our roads. The Board of Elections document is the certification from the most recent municipal election.

Mayor's Communications

Mayor Helms stated that he had no communications this evening.

Consent Agenda Review

The proposed Consent Agenda will include the following items:

- November 2, 2017, Town Council Agenda Meeting Minutes
- November 9, 2017, Town Council Public Forum Minutes
- November 9, 2017, Town Council Meeting Minutes

Town Administrator's Communications

- Mr. Carmichael noted that Public Works are prepared for the upcoming anticipated snowfall.
- Mr. Carmichael also stated that New Year's Day needed to be added to the list of office closures under the meeting dates.

Commissioner Standaert recommended adding a discussion on the proposed changes to the Metropolitan Sewerage District (MSD). This would need to be voted on by the new Board but MSD needs an answer by December 20th. Mr. Carmichael further explained that the Metropolitan Sewerage District is considering expanding to take in a much smaller agency that serves northern Henderson County. This is logistically very feasible but if MSD were to expand into Henderson County that county would get 3 seats on the Board which would be 20% of the vote. Mr. Carmichael stated that Montreat's representative, Matt Ashley, could be present at next week's meeting to give some further information to the Board and answer any questions that may arise. Commissioner Standaert moved to add this item under New Business and Commissioner Vinson seconded the motion. The motion carried 5/0.

Commissioner Standaert also advised that she wanted an update on the house being constructed behind the ball field. She would like to know if the permits are still active. Mr. Carmichael stated that he would definitely do the research but that to his knowledge there has been no activity at this site since he's tenure began in February. Commissioner Standaert stated that this was the last permit pulled before the Steep Slopes Ordinance went into effect.

Administrative Reports

The Board will hear administrative reports as written with the ability to ask questions from the Police Chief, Public Works Director, Finance Officer 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 at this time.

Old Business

- A. Discussion of Montreat Physical Addressing As It Pertains to Services: Commissioner Standaert asked for this item to be placed on the Agenda because she feels that it is the most important item to be discussed. She is using it as a placeholder for more discussion from the Community. Commissioner Standaert feels that this all boils down to the question of "what is my legal address?". Commissioner Otto stated he was leaning towards removing this item

from the Agenda next week due to the heaviness of the Agenda and the fact that this matter was discussed in November.

- B. Outgoing Commissioner Reports: Commissioner Vinson and Commissioner Standaert will be given an opportunity to provide a final report.

Organizational Meeting

- A. Recognition of Boards and Committee Members: Mayor Helms will recognize those who served Montreat in the past year.
- B. Recognition of Off-going Commission Members: Mayor Helms will recognize Commissioner Vinson and Commissioner Standaert.
- C. Swearing in of New Members: Mayor Helms will administer the Oath of Office for Commissioner Otto, Commissioner Lentz and Commissioner Widmer.
- D. Election of Mayor Pro Tem: The Council will vote on a Mayor Pro Tem.
- E. Swearing in of Mayor Pro Tem: Mayor Helms will administer the Oath of Office for the Mayor Pro Tem.

New Business

- A. Appointment of Eleanor James to Board of Adjustment: Council will vote on appointing Eleanor James as an alternate member to the Board of Adjustment with an expiration date of January 31, 2020.
- B. Appointment of Rusty Frank to Tree Board: Council will vote on appointing Rusty Frank to the Tree Board to fulfill an unexpired term that ends on January 31, 2019.
- C. Appointment of Ann Vinson to Tree Board: Council will vote on appointing Ann Vinson to the Tree Board to fulfill an unexpired term that ends on January 31, 2019.
- D. Oath of Office for Zoning Official – Adrienne Isenhower: Town Clerk Angie Murphy will administer the Oath of Office for Adrienne Isenhower. Commissioner Standaert questioned why we were administering the Oath of Office for a contract employee. Mr. Carmichael stated that our Zoning Ordinance requires the Zoning Official to take the Oath of Office. Commissioner Standaert asked if the cost of living increase would apply to the Zoning Official. Mr. Carmichael stated that since Ms. Isenhower is an employee of Land of Sky rather than the Town of Montreat she would not be eligible for the cost of living increase or longevity bonus.

**Montreat Board of Commissioners
Town Council Agenda Meeting Minutes
December 7, 2017**

- E. Oath of Office for Finance Officer – Erin Marie Wheeler: Town Clerk Angie Murphy will administer the Oath of Office for Erin Marie Wheeler. Commissioner Standaert asked if the longevity bonus would apply to Ms. Wheeler and Mr. Carmichael stated that he would review the personnel policy and advise at next week’s meeting.
- F. Public Hearing to Rezone Well Site 4: Council will move to call for a Public Hearing on January 11, 2018 to consider rezoning the area around Well Site 4 from Conservation Zoning District to Institutional Zoning District.
- G. Annual Calendar and Budget Calendar: Council will move to adopt the 2018 Town of Montreat Board of Commissioners Meeting Calendar and Town of Montreat FY 2018-2019 Budget Adoption Calendar as presented.
- H. De-annexation Request to Black Mountain: Mr. Carmichael stated that there was a letter included in the packet for the Mayor to sign on behalf of the Council to be sent to the Mayor of Black Mountain and the Board of Alderman of Black Mountain to request a joint resolution calling for the North Carolina General Assembly to de-annex and annex some property. In North Carolina municipalities are able to annex property they own locally. Adversely no municipality can de-annex property on their own. Mr. Carmichael stated that there are four parcels which represent 2.22 acres which the Town of Montreat wants to annex into the municipal boundaries of Montreat. The General Assembly will both annex and de-annex the property at the same time. Mr. Carmichael has been in contact with the Town Manager of Black Mountain, Matt Settlemyer, and they both feel it will be approved by the Board of Alderman. Commissioner Otto asked how quickly this matter would get before the General Assembly and how quickly they would act on the matter. Mr. Carmichael stated that if the Commission approves this letter he and Mayor Helms will attend Black Mountain’s meeting on January 8th and present it to the Aldermen. The North Carolina General Assembly goes back into special session on January 11th. There have been some preliminary discussions with our State Representatives who have responded positively to the conversations. Mr. Carmichael advised that as long as there is no controversy the de-annexation should pass rather smoothly. Mr. Carmichael stated that it was anybody’s guess to how long the process will take in the Assembly because it is all based on prioritization. Commissioner Vinson asked if, as Commissioners or even Citizens, they should write to our delegates in support of this pending legislation. Mr. Carmichael stated that the letter which will be presented to the NC General Assembly will include both the Commissioner’s and Aldermen’s names but as citizens writing in it could be very helpful.
- I. Establishment of a Capital Projects Fund and Budget Amendments: There will be two suggested motions associated with this item. A motion to authorize the establishment of a Capital Projects Fund and two Budget Amendments to authorize appropriation of money.

**Montreat Board of Commissioners
Town Council Agenda Meeting Minutes
December 7, 2017**

- J. Metropolitan Sewerage District Discussion: Representative Matt Ashley will be available to answer any questions the Council has on proposed changes to MSD.

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 Vinson stated that at yesterday's Landcare Meeting the subject of bear boxes arose. Commissioner Vinson emphasized the importance of making sure the bear boxes are indeed "bear proof" and keeping the boxes repaired. The bear boxes in front of Anderson Auditorium are not serviced by the Town of Montreat so the refuse just sits in the box until Housekeeping has a chance to empty the box. Commissioner Vinson reminded those in attendance that the Town operates a "pay as you throw" service out of the Town Services Building as well as the weekly pickup.

Commissioner Standaert feels that Montreat is more than a holding place for Highland Farms.

Upcoming Meeting Dates

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

December Town Council Meeting:

December 14, 2017, 7:00 p.m.

Public Forum begins at 6:30 p.m.

**Appreciation reception for all boards and
committee members at 5:30 p.m.**

Walkup Building

Town Services Office Closure:

Closed December 25th & December 26th for
Christmas Holiday

Sanitation Schedule Change:

Trash will be collected on **Wednesday,
December 27th and Tuesday, January 2nd.**

Town Services Office Closure:

Closed January 1st for New Year's Day

Montreat Landcare:

January 3, 2018, 9:00 a.m.

**Montreat Board of Commissioners
Town Council Agenda Meeting Minutes
December 7, 2017**

Allen Building
Swannanoa Room

January Town Council Agenda Meeting: January 4, 2018, 7:00 p.m.
Walkup Building

January Town Council Meeting: January 11, 2018, 7:00 p.m.
Public Forum begins at 6:30 p.m.
Walkup Building

Martin Luther King Jr Holiday: Town Services will be closed on January 15th

Sanitation Schedule Change: Trash will be collected on Tuesday, January
16th

Tree Board: January 23, 2018, 9:30 a.m.
Town Services Building

Mr. Carmichael asked the Commission to review the dates listed in the packet with regards to the Annual Board Retreat.

Closed Session

Commissioner Vinson moved to enter in 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 January and February. Commissioner Gilliland seconded and the motion carried 5/0.

Upon a motion by Commissioner Vinson and a second by Commissioner Otto with the motion carrying 5/0, the Board returned to Open Session. Commissioner Vinson moved to approve and unseal the February Closed Session Minutes. Commissioner Gilliland seconded and the motion carried 5/0. Commissioner Vinson moved to approve and seal the January Closed Session Minutes. Commissioner Gilliland seconded and the motion carried 5/0. Mayor Pro Tem Fouche moved to approve the letter of offer to Jared McIntosh for position of Senior Water Operator. Commissioner Vinson seconded and the motion carried 5/0. Commissioner Standaert moved to award Town Clerk Angie Murphy a one-time merit Bonus of \$1,500 for exemplary and out-of-class service as is allowed for in the Town of Montreat Personnel Policy. Commissioner Vinson seconded and the motion carried 5/0. Commissioner Vinson moved to approve Budget Amendment #3 to cover amount for time accrued. Commissioner Otto seconded and the motion carried 5/0.

**Montreat Board of Commissioners
Town Council Agenda Meeting Minutes
December 7, 2017**

Adjournment

There being no further business, Commissioner Gilliland moved to adjourn the Town Council Agenda Meeting. Mayor Pro Tem Fouche seconded and the motion carried 5/0. The meeting was adjourned at 7:53 p.m.

Tim Helms, Mayor

Angela Murphy, Town Clerk