Board members present: Mayor Tim Helms

Mayor Pro Tem Kent Otto

Commissioner Jane Alexander

 Commissioner Kitty Fouche

 Commissioner Alice Lentz

 Commissioner Tom Widmer

Board members absent: None

Town staff present: Alex Carmichael, Town Administrator

Adrienne Isenhower, Zoning Administrator

David Arrant, Chief of Police

Darlene Carrasquillo, Finance Officer

Barry Creasman, Public Works Director

Sixteen members of the public were present. Mayor Helms called the meeting to order at 7:01 p.m., and led the group in the pledge of allegiance and a moment of silence.

**Agenda Approval**

Commissioner Tom Widmer moved to adopt the agenda as presented. Commissioner Alice Lentz seconded and the motion carried 5/0.

**Presentations & Reports : David Arrant’s Safety Update**

Chief Arrant presented his department’s plan to deal with community concerns about speeding and other traffic issues. His plan includes higher visibility of the patrol officers, the use of radar equipment, employing a new “Your Speed is \_\_\_\_\_\_” sign, enforcement of speed limits with citations, possible addition of a three way stop at the intersection of Assembly Drive and Georgia Terrace by the Post Office and other tactics.

**Mayor’s Communications**

Mayor Helms thanked Ron Vinson and the Presbyterian Heritage Center for the successful C.S. Lewis Conference.

**Meeting Minutes Adoption**

* October 10, 2019, Public Forum Minutes
* October 10, 2019, Town Council Minutes
* October 28, 2019, Special Meeting Minutes

**Town Administrator’s Communications**

Mr. Carmichael had no updates to report.

**Administrative Reports**

* Administration – This report was given in written format.
* Planning & Zoning – This report was given in written format.
* Police – This report was given in written format.
* Public Works and Water – This report was given in written format.
* Sanitation – This report was given in written format.
* Streets – This report was given in written format.

**Public Comment**

Mrs. Mary Standaert of 118 Shenandoah Terrace reiterated her opinion on the decision by the Council to move to even year elections and lengthen current terms as Asheville, Black Mountain and Biltmore Forest did. She feels there should have been a general election instead.

**Old Business**

There was no old business to discuss.

**New Business**

1. Swearing in of Trey McDonald as Captain: Mayor Helms administered the Oath of Office to Captain Trey McDonald as members of his family looked on.
2. Swearing in of Virginia “Gin” Johnson: Mayor Helms administered the Oath of Office to Virginia “Gin” Johnson as Police Officer as members of her family looked on.

1. Swearing in of Mason Wright as Police Officer: Mayor Helms administered the Oath of Office to Mason Wright as a Police Officer as members of his family looked on.
2. Appointing Finance Officer Darlene Carrasquillo to be an authorized signer on Town of Montreat Bank Accounts: Commissioner Alice Lentz moved to appoint Darlene Carrasquillo as an authorized signer on Town of Montreat Bank Accounts. Mayor Pro Tem Kent Otto seconded and the motion carried 5/0.

E. Contract for Interior Design Services: Mr. Carmichael stated that this contract would provide some additional design services to help with furnishings, colors, etc. Commissioner Alice Lentz moved to approve Contract #19-011-01 with Yuko Walter Architecture Design for Interior Design Services in the not-to-exceed amount of $5250. Commissioner Jane Alexander seconded and the motion carried 5/0.

**Public Comment**

Mr. Richard DuBose of MRA recommended that since the new Town Hall will likely be frequented by visitors, that interior design plans should include information about the key entities at Montreat, including the College, MRA and the Presbyterian Heritage Center.

**Commissioner Communications**

Responding to a question by Commissioner Widmer Public Works DirectorBarry Creasmansaid that work on Greybeard Trail will begin prior to Thanksgiving. It will take a few months to complete the project. A detouralong West Virginia will be necessary, although Barry said they have worked out a plan to minimize how long the detour will be in effect. Texas Road Spur was paved earlier this week, with plans to pave Kentucky, South Carolina Terrace and Wyck Road next week provided the temperature rises above 40 degrees.

**Meeting Dates**

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| Montreat Planning & Zoning Commission: | Thursday, November 21, 2019Walkup Building10:30 a.m. |
| Montreat Tree Board: | Tuesday, November 26, 2019Town Services Building9:30 a.m. |
| Town Office Closed: | Thursday & Friday, November 28 & 29Thanksgiving Holiday |
| Montreat Landcare: | Wednesday, December 4, 2019Allen BuildingSwannanoa Room10:00 a.m. |
| Planning & Zoning Commission: | Thursday, December 5, 2019Walkup Building10:30 a.m. |
| December Town Council Meeting: | Thursday, December 12, 2019Walkup Building7:00 p.m.Public Forum begins at 6:30 p.m. |
| Planning & Zoning Commission: | Thursday, December 19, 2019Walkup Building10:30 a.m. |
| Town Office Closed: | Tuesday & Wednesday, December 24 & 25Christmas Holiday |
| Save the Date! | Saturday, April 25, 2020Moore Center FieldNative Plant Sale & Arbor Day Celebration |

**Adjournment**

Commissioner Lentz moved to adjourn the meeting. Commissioner Fouche seconded and the motion carried 5/0. The meeting was adjourned at 7:44 p.m.

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Tim Helms, Mayor Angie Murphy, Town Clerk