

**Town of Montreat
Board of Commissioners
Town Council Meeting
May 14, 2020 – 7:00 p.m.
Conducted electronically using Zoom Software**

I. Call to Order

- Pledge of Allegiance
- Moment of Silence

II. Agenda Adoption

III. Administrative Reports

- Administration
- Police
- Public Works and Water
- Streets

IV. Public Comment

Public comments will be heard during this period for any and all items.

V. Old Business

VI. New Business

A. Vote to allow virtual participation by Commission Members

- **Suggested Motion:** Move to allow virtual participation by Commission Members

B. Approval of Health, Dental and Vision Insurance

- **Suggested Motion:** Move to renew Health, Dental and Vision Insurance with the North Carolina League of Municipalities

C. Budget Amendment #8

- **Suggested Motion:** Move to approve/deny Budget Amendment #8 in the amount of \$2700 as presented

D. Budget Amendment #9

- **Suggested Motion:** Move to approve/ deny Budget Amendment #9 in the amount of \$109,442 as presented

E. Call for Special Meeting for Presentation of Budget and Public Hearing

- **Suggested Motion:** Move to approve a Special Meeting for Presentation of Budget and Public Hearing on May 28th at 5:00 p.m.

F. Resolution #20-05-001 to Authorize Town Administrator to Sign State Application Disaster Assistance Agreement

- **Suggested Motion:** Move to approve/deny Resolution #20-05-001 Authorizing the Town Administrator to Sign State Application Disaster Assistance Agreement

G. Discussion of the Covid-19 Restrictions in Buncombe County

VII. Closed Session

- **Suggested Motion:** To enter into Closed Session in accordance with NCGS §143-318.11(6) for discussion of a personnel matter

VIII. Adjournment

**Town of Montreat
Board of Commissioners
Public Forum Meeting Minutes
February 13, 2020 – 6:30 p.m.
Walkup Building**

Board members present: Mayor Tim Helms
Commissioner Alice Lentz
Commissioner Tom Widmer
Commissioner Jane Alexander

Board members absent: Mayor Pro Tem Otto
Commissioner Kitty Fouche

Town staff present: Alex Carmichael, Town Administrator
Adrienne Isenhower, Zoning Administrator
Angie Murphy, Town Clerk

Nine members of the public were present. Mayor Helms called the meeting to order at 6:30 p.m., and led the group in a moment of silence.

Agenda Approval

Commissioner Alexander moved to adopt the agenda as presented. Commissioner Lentz seconded and the motion carried 3/0.

Public Forum

Mr. Emory Underwood of 120 John Knox Road expressed his concerns about developing in the higher areas of Montreat while balancing stormwater controls.

Mrs. Ann Vinson of 136 Quillan Lane, chair of the Montreat Tree Board, shared some upcoming Tree Board Meetings. The February 25th meeting will host Terry Smith from Duke Energy. There have been some questions in the community about Duke Energy's use of chemicals to control brush and under growth under power lines. There will be a time for people to learn and ask questions. There will be a Special Meeting on Tuesday, February 18th to discuss whether the committee plans on doing a tree inventory this year and possibly a grant application. This meeting will be held at 9:30 a.m. in the Town Services Building.

Mrs. Martha Campbell of 149 Maryland Place, chair of the Montreat Landcare Committee, wished everyone a Happy Valentine's Day and provided a bag of conversation hearts for the Staff and passed around a bowl of conversation hearts to encourage "sweet conversation". Earlier that day Montreat Landcare held a working meeting to train and inform volunteers as Citizen Scientists. They participated in water sampling both in a bucket of water and outdoors. Mrs. Campbell also discussed an app developed by Montreat College Professor Josh Holbrook which allows you to take

**Board of Commissioners
Public Forum Meeting Minutes
February 13, 2020**

pictures and records locations automatically. The data goes directly to Professor Holbrook who is eager to get some results!

Adjournment

Commissioner Widmer moved to adjourn the meeting. Commissioner Alexander seconded and the motion carried 3/0. The meeting was adjourned at 6:50 p.m.

Tim Helms, Mayor

Angie Murphy, Town Clerk

**Town of Montreat
Board of Commissioners
Meeting Minutes
February 13, 2020 – 7:00 p.m.
Walkup Building**

Board members present: Mayor Tim Helms
Commissioner Jane Alexander
Commissioner Alice Lentz
Commissioner Tom Widmer

Board members absent: Mayor Pro Tem Kent Otto
Commissioner Kitty Fouche

Town staff present: Alex Carmichael, Town Administrator
Adrienne Isenhower, Zoning Administrator
Angie Murphy, Town Clerk
David Arrant, Police Chief
Darlene Carrasquillo, Finance Officer
Barry Creasman, Public Works Director

Twelve members of the public were present. Mayor Helms called the meeting to order at 7:04 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 Jane Alexander seconded and the motion carried 3/0.

Montreat Addressing Issue: Alice Lentz

Commissioner Alice Lentz gave a brief synopsis of the Montreat Addressing Issue. She outlined the steps she took while overseeing this project. Commissioner Lentz worked with Town Staff and people in the community. A Town survey was conducted and had tremendous results. Commissioner Lentz did not want to jeopardize the importance of the Post Office to the Town of Montreat. Last month the Commission heard from Tom and Clare Frist about their success in getting their address changed in Google Maps. Commissioner Lentz showed several slides of resident's changes and walked through the steps for completing this process. Commissioner Lentz felt we have made great progress thus far. Postmaster Tim Bryson and Town Clerk Angie Murphy are working together to build a database of street addresses and PO boxes of all Montreat homes.

Texas Road Bridge: Phase One Design Written Report

Mr. Carmichael stated that a written report was included in the packet for the Commission but no formal action would be required. Mr. Carmichael stated that a contract had been set up with Mattern & Craig Engineers to construct a pedestrian bridge. Mattern & Craig are preparing the

construction drawings at this point and will bring them before the Town Council and Bridge Aesthetics Committee to determine the next steps.

Mayor's Communications

Mayor Helms thanked Public Works Director Barry Creasman and his crews for constantly cleaning out the storm drains during all the rainy weather the Town has incurred over the past few weeks. Mayor Helms also gave a brief update on the progress of Greybeard Trail: the weather has slowed things down a bit but he was happy to report that they are almost two-thirds through the repairs.

Meeting Minutes Adoption

- January 9, 2020, Public Forum Minutes
- January 9, 2020, Town Council Minutes

Town Administrator's Communications

Mr. Carmichael reported on a very productive telephone call with the NC Department of Emergency Management, the department who is responsible for reimbursing the Town for work to repair the damages from Tropical Storm Alberto. The Town has incurred \$143,000 in costs but have not yet been reimbursed by the state. Mr. Carmichael feels confident that these funds should be reimbursed in the next few weeks.

Administrative Reports

- Administration – This report was given in written format.
- Finance- 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.

Commissioner Widmer asked for an update on the Public Works Building. Mr. Creasman stated that the site passed all compaction tests and he is hoping that footers will be dug the following day. The timeline is off due to the impact of all the rainy weather.

Public Comment

Mrs. Clary Phipps of 106 John Knox Road shared her discouragement with the addressing issue but advised the Commission she would go on Google Maps and make her changes.

Mrs. Mary Standaert of 118 Shenandoah Terrace encouraged everyone to reach out to the Elections Board to express concern over this issue.

Mr. Bill Scheu of 146 Eastminster Terrace, who is chair of the Planning & Zoning Commission, gave a brief report of the Commission in reviewing the Zoning Ordinance. Mr. Scheu stated that his team is about three-fifths through the ordinance and are making some great progress. Mr. Scheu invited everyone to the March 5th meeting in which they will be discussing parking and signage.

Old Business

There was no old business to discuss.

New Business

- A. Budget Amendment #5: Mr. Carmichael stated that this was an amendment to move money from the Governing Body to Streets Department for contract labor. The Town has one employee who is on light duty due to an injury so this is to enlist an extra worker to assist the Streets Department. Commissioner Alexander moved to approve Budget Amendment #5 in the amount of \$5,000 to pay for contracted services. Commissioner Lentz seconded and the motion carried 3/0.
- B. RFP for Municipal Software: Mr. Carmichael stated that during last year's retreat it was identified in the Capital Improvement Plan a need for a new municipal software program. \$31,000 was set aside for this project in this fiscal year. An RFP was recently conducted and all of the bids came in well over that budgeted amount. Staff received five bids: three were unresponsive bids and two were well over \$90,000+. Staff recommends deferring this item while they look for ways to bring costs down. Commissioner Widmer moved to defer consideration of the award of the RFP for Municipal Finance Software Update for further analysis of options. Commissioner Alexanders seconded and the motion carried 3/0.
- C. Real Estate Services-Florida Terrace: Mr. Carmichael stated this item is a contract with Keller Williams Real Estate to list our remaining lot on Florida Terrace for sale. The sale price proposed is \$125,000 with a 9% seller's fee. The realtor will be Scott Browne, who was on hand at the meeting to answer any questions, who will aggressively advertise and list on the MLS. Commissioner Lentz moved to approve real estate services for Lot #0720-16-4202 Contract #20-02-001. Commissioner Widmer seconded and the motion carried 3/0.

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February 13, 2020**

- D. Copier Lease Contract and Service Agreement: Mr. Carmichael stated this was a lease and service agreement for a new copier. The Town currently owns the copier in the Town Services Building and the average lifespan is about five years. The copier is currently at the end of its lifespan and is starting to malfunction. Mr. Carmichael suggests a 5 year lease rather than a purchase for a new copier system. This new lease will put the Town \$19 a month over what we currently pay for the service agreement. Commissioner Lentz moved to approve Service Agreement, Contract #20-02-002 and Lease Agreement, Contract #20-02-003. Commissioner Alexander seconded and the motion carried 3/0.
- E. Firearms Trade/Purchase: Chief Dave Arrant stated the Town was interested in trading in existing handguns toward a purchase of new more modern handguns for a total cost of \$532.11 to streamline existing supply. Currently three different models and two different calibers are being utilized by the Montreat Police Department. This will also put the Police Department in the same league of weapons with the Black Mountain Police Department and the Buncombe County Sheriff's Department. Commissioner Widmer moved to approve the trade of Police Department firearms towards the purchase of new firearms. Commissioner Alexander seconded and the motion carried 3/0.

Public Comment

No Public Comment at this time.

Commissioner Communications

Commissioner Widmer thanked the community for their input on the Montreat Today and Montreat Tomorrow planning survey. He stated he had received nearly 200 responses and this data will be utilized in the upcoming annual Board Retreat.

Commissioner Lentz encouraged everyone to attend the upcoming Tree Board meetings on February 18th and 25th.

Meeting Dates

Montreat Planning & Zoning Commission:	Thursday, February 20, 2019 Walkup Building 10:30 a.m.
Montreat Tree Board:	Tuesday, February 25, 2020 Location to be determined 9:30 a.m.

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Board of Adjustment:	Tuesday, February 27, 2020 Walkup Building 7:00 p.m.
Montreat Landcare:	Wednesday, March 4, 2020 Allen Building Swannanoa Room 9:00 a.m.
Audit Committee:	Time, Date and Location TBD
Montreat Planning & Zoning Commission:	Thursday, March 5, 2020 Walkup Building 10:30 a.m.
March Town Council Meeting:	Thursday, March 12, 2020 Walkup Building 7:00 p.m. Public Forum 6:30 p.m.
Annual Board Retreat:	Friday, March 20, 2020 Cragmont Assembly, 1233 North Fork Rd, Black Mountain, NC 1:00 -5:00
Montreat Planning & Zoning Commission:	Thursday, March 19, 2020 Walkup Building 10:30 a.m.
Montreat Tree Board:	Tuesday, March 24, 2020 Town Services Building 9:30 a.m.
Save the Date!	Saturday, April 25, 2020 Moore Center Field Native Plant Sale & Arbor Day Celebration

Closed Session

Commissioner Lentz moved to enter into Closed Session to approve/deny and seal/unseal Closed Session Minutes in accordance with NCGS 143-318.11(3) for a personnel matter and NCGS 143-318.11(5) for attorney-client privilege. Commissioner Widmer seconded and the motion carried 3/0.

Adjournment

After returning to Open Session Commissioner Alexander moved to ratify the hiring of Debbie Taylor as part time Utility Billing Clerk at the rate of \$14.00 per hour at 12 hours per week. Commissioner Widmer seconded and the motion carried 3/0. Commissioner Widmer moved at the consensus of the Council to conduct Alex Carmichael's annual review in the same manner as last year. Commissioner Lentz seconded and the motion carried 3/0. Commissioner Widmer moved to approve and seal the minutes of February 14 (2019), May 9 (2019), May 30 (2019), July 11 (2019), September 12 (2019) and October 10 (2019) as defined through NCGS 143-318.11(3) and NCGS 143-318.11(5).

Commissioner Lentz moved to adjourn the meeting. Commissioner Alexander seconded and the motion carried 3/0. The meeting was adjourned at 8:04 p.m.

Tim Helms, Mayor

Angie Murphy, Town Clerk

**Town of Montreat
Board of Commissioners
Special Meeting Minutes
April 16, 2020 – 5:00 p.m.
Walkup Building/Zoom Meeting**

Board members present: Mayor Tim Helms
Commissioner Jane Alexander(via Zoom)
Commissioner Alice Lentz (via Zoom)
Commissioner Tom Widmer
Mayor Pro Tem Kent Otto
Commissioner Kitty Fouche

Board members absent: None

Town staff present: Alex Carmichael, Town Administrator
Angie Murphy, Town Clerk
Barry Creasman, Public Works Director

Approximately seventeen members of the public were present through Zoom. Mayor Helms called the meeting to order at 5:04 p.m., and led the group in the pledge of allegiance and a moment of silence.

Agenda Approval

Mayor Helms requested a change to the agenda: moving item D to item B. Commissioner Tom Widmer moved to adopt the agenda as amended. Commissioner Kitty Fouche seconded and the motion carried 5/0.

Public Comment

All public comments were submitted by email prior to the meeting and read aloud by Town Clerk Angie Murphy.

Beth Casper of 92 Kanawha Drive stated that she had experienced out of town homeowners who do not practice the Buncombe County quarantine recommendations. Mrs. Casper also stated that there were walkers in the area from outside Montreat who are not generally wearing masks. She would like to know how public and private communications are being handled by the Town with regards to COVID-19.

Mary Standaert of 118 Shenandoah Terrace stated that her Public Records Request of November 2019 and questions brought up by residents at the December 2019 Town Council Meeting had not been answered with regards to the \$95,000 settlement paid by the Town to a Montreat resident. She would like to know the amount of attorney fees paid by the Town in conjunction with the settlement.

Wade Burns of 232 North Carolina Terrace provided information about the ETJ area off Greybeard. There are 23 lots there that are currently unbuildable due to Town ordinances. Mr. Burns requested an annexation study be conducted to determine the feasibility of annexing the ETJ area.

Mike Sonnenberg of 125 Virginia Road recommended some budget cuts with response to COVID-19 including delays in planned purchases.

Administrative Reports

- Administration – 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.
- Streets – This report was given in written format.

Old Business

There was no old business to discuss.

New Business

- A. Vote to allow virtual participation by Commission members: Commissioner Tom Widmer moved to allow virtual participation by Commission members. Commissioner Kitty Fouche seconded and the motion carried 5/0.
- B. Presentation on ONE Buncombe Fund: Commissioner Tom Widmer moved to hear a presentation regarding the ONE Buncombe Fund with possible action. Commissioner Kitty Fouche seconded and the motion carried 5/0. Buncombe County Assistant Town Manager Sybil Tate virtually gave a presentation regarding the ONE Buncombe Fund. The mission of the ONE Buncombe Fund is to support the basic needs of individuals impacted by COVID-19. Individuals, businesses and foundations are encouraged to provide tax deductible financial contributions. Funds will be allocated by a community board to support the unmet needs of individuals who have lost employment due to COVID-19 as well as locally owned small businesses. Funds will be administered by entities that specialize in direct assistance or small business lending. The agenda called for a Public Hearing to be called to facilitate a donation to the ONE Buncombe Fund but it failed due to lack of a motion.
- C. Presentation of the Texas Road Bridge Design: Representatives were on hand virtually from Mattern & Craig to deliver the Phase 1 Renovation Design. No action was taken.
- D. Presentation of the Capital Improvement Plan: Mr. Carmichael reminded Council that the CIP (Capital Improvement Plan) is a 5 year planning tool and it is not the budget. It is merely an

expectation of expenses based on items that have been looked at and scheduled by Staff. Under Administration Staff recommended a Computer Software Update for the entire municipal software suite in the amount of \$67,744. The total request is for \$92,000 with the difference split between the General Fund and the Water Fund. In Public Buildings it was proposed to purchase a generator for the new Town Hall. This proposed amount of \$6,000 was for the unit only, not the switch, which was already purchased. Also under Public Buildings \$50,000 has been allocated for Town Hall furnishings. The Police Category proposed a new police vehicle of \$37,000. Under Public Works there was an estimated cost of \$10,000 for an engineering survey for the ETJ on Greybeard. Under Streets and Powell Bill there were a number of proposals including paving on Oklahoma Road, the Texas Road Bridge Conversion, Dump Truck Replacement, Texas Ext Culvert Barrel 1, Texas Road Bank Stabilization, miscellaneous flood repairs and Arbor Lane Bridge Repair. The Sanitation Category held the question of whether it is cost effective to outsource sanitation or keep in-house. Mr. Carmichael proposed changes of outsourcing with CWS who would keep current pickup schedule as well as open a dumpster on Saturdays for pay-as-you-throw-bags. This would allow us to keep a full time position to work in house on leaf and brush pickup as well as other duties when needed. The Water Department is looking at the aforementioned Water System Software Update as well as a Water Line Replacement Project.

After the presentation the Council made some changes to the proposed CIP. The police vehicle was deemed unnecessary as the Police Department already has 5 vehicles less than 10 years old. The annexation study was put on hold until Planning & Zoning Commission makes their ordinance change proposals. When asked if the Dump Truck was really necessary Public Works Director Barry Creasman said it could be pushed back another year. Oklahoma Road was discussed and whether it was a good use of funds to spend \$226,000 all on Oklahoma. Mayor Pro Tem Otto stated that it was his belief that it could not go another year without being resurfaced. Mr. Creasman also expressed his thoughts that Oklahoma Road would be a good paving project for this year. Mayor Pro Tem Otto would like to see some costs cut with regards to the Texas Road Bridge Conversion Project but would like to proceed forward with the project. Commissioner Jane Alexander felt that it would be a great recommendation to send to the Bridge Committee. Commissioner Tom Widmer stated that in the most recent computer survey sanitation received the highest satisfaction rating scores and he cannot support going from high level to a lower level of service when it will cost the town money. The CIP with recommended changes will be presented for adoption at the June budget meeting.

- E. Approval of Workers Compensation Insurance: Commissioner Tom Widmer moved to approve Workers Compensation Insurance with the North Carolina Interlocal Risk Management Agency in the amount of \$18,882.99. Commissioner Kitty Fouche seconded and the motion carried 5/0.

- F. Approval of Property & Liability Insurance: Commissioner Kitty Fouche moved to renew Property & Liability Insurance with the Interlocal Risk Financing Fund of NC. Mayor Pro Tem Otto seconded and the motion carried 5/0.
- G. Discussion of COVID-19 nationally and in Montreat: Commissioner Fouche expressed her concerns for the community of Montreat. Mayor Helms suggested a “neighborhood check-in” and charged the Commission with calling to neighbors to see how they are doing. Mr. Carmichael also suggested calling 211 for emotional needs.
- H. Updates on the Town Hall, the Public Works Building, Greybeard Trail Restoration and Alberto-related items: Commissioner Widmer stated that the Town Hall is moving on swiftly. It will be turned over to the Town of Montreat on May 29th. Barry Creasman reported that by the end of day on April 17th there should be sheeting on all sides of the Public Works Building weather permitting. Mayor Helms reported that the Greybeard Trail Restoration is complete except for guard rails. Mr. Carmichael reported that of the 22 Alberto related projects 4 are left incomplete and those are all addressed in the CIP.
- I. Discussion of ETJ: This was addressed in the CIP discussion.
- J. Discussion of Contingency Plans for opening of Town Hall: Commissioner Widmer discussed that a ribbon cutting is scheduled tentatively for July 5th and they had thought about an Open House on Memorial Day Weekend. The furnishing will not arrive until July 1st.

Commissioner Alice Lentz announced that the Native Plant Sale for 2021 was already being planned and a community event is being planned for Saturday, September 5th at Moore Center Field.

Public Comment

No Public Comment at this time.

Commissioner Communications

Commissioner Widmer thanked the community for their input on the Montreat Today and Montreat Tomorrow planning survey. He stated he had received nearly 200 responses and this data will be utilized in the upcoming annual Board Retreat.

Commissioner Lentz encouraged everyone to attend the upcoming Tree Board meetings on February 18th and 25th.

Adjournment

Commissioner Fouche moved to adjourn the meeting. Commissioner WIDMER seconded and the motion carried 6/0. The meeting was adjourned at 8:04 p.m.

Tim Helms, Mayor

Angie Murphy, Town Clerk



TOWN OF MONTREAT

P. O. Box 423, Montreat, NC 28757
Tel: (828) 669-8002 | Fax: (828) 669-3810
www.townofmontreat.org

ADMINISTRATIVE REPORTS: ADMINISTRATION

Town Administration report for the month of April 2020

Monthly Statistics

Public Meetings	1
Inter-Organizational /Intergovernmental Meetings	0
Agendas Prepared	1
Minutes Transcribed	2
Resolutions Drafted	0
Public Records Requests Processed	0
Water Bills Processed	674
Leak Adjustments	10
New Water Accounts Established	0
Purchase Orders	78
Professional Development Hours	0
Sunshine List Messages	18
Website Posts	18
Social Media Posts	7
Code Red Alerts	0
Workers Compensation Claims	0

Upcoming Events and Schedule Changes

0

Comments

N/A

Staff Communications

0



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ADMINISTRATIVE REPORTS: BUILDINGS AND INSPECTIONS

Buildings and Inspections report for the month of April 2020

Monthly Statistics

Building Permits Issued	6
Pending Building Permits	0
Building Inspections Performed	17
Stop Work Order Issued	0
Defective Building Posted	0
Denied Building Permits	0
Fire Inspections Performed	0
Fire Re-Inspections Performed	0
Fire Permits Issued	0

Comments

Staff Communications



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ADMINISTRATIVE REPORTS: STREETS

Streets Department report for the month of April , 2020

Monthly Statistics

Miles of Road Maintained	17.12
Miles of New Road Constructed	0
Public Trees Removed	0
Sand Applied to Roads (tons)	0
Ice Melt Applied to Roads (pounds)	0
Monthly Fuel Costs	211.38
Contracted Employee Staff Hours	111
Road Closures	0

Comments

Our thoughts and prayers go out to everyone going thru these trying and difficult times .
Please keep a watchful eye out for the crews working on the sides of the roads.

Staff Communications



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ADMINISTRATIVE REPORTS: POLICE DEPARTMENT

Police Department report for the month of April , 2020

Monthly Statistics

Mileage	2,641
Dispatched Calls	27
Officer-Initiated Calls	458
Fire Assistance Calls	1
EMS Assistance Calls	4
Motorist/Other Assistance Calls	20
Traffic Stops	13
Parking Issues	0
Burglar Alarm Responses	3
Fire Alarm Responses	1
Residential/Building Checks	393
Ordinance Violations	5
Law Enforcement Agency Assistance Calls	30
Animal Control Calls	3
Larcenies	0
Breaking & Entering Calls	0
Suspicious Person Investigations	12
Suspicious Vehicle Investigations	9
Disturbance Calls	8
Accident Responses	1
Auxiliary Hours Worked (Regular)	32
Auxiliary Hours Worked (Addittional)	12
Truck Turns at Gate	5
MPD Fuel Cost	\$ -
Professional Development Hours	0
Town Service	374
MRA Service	185
College Service	2

Comments

MPD has continued communicating and working with the EOC apparatus, and neighboring agencies. We have received additional PPE in an effort to stay safe and in service.

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0



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ADMINISTRATIVE REPORTS: WATER AND PUBLIC WORKS

Water and Public Works report for the month of April , 2020

Monthly Statistics

Calls for Service	18
Water Leaks Repaired	0
New Water Lines Installed	0
Water Meters Read	674
Water Meter Replacements	25
Gallons of Water Produced	2,965,380
Monthly Fuel Cost	\$ 331.13
Hours Pumped (11 wells combined)	1,316

Upcoming Events and Schedule Changes

Our thoughts and prayers go out to everyone as we go thru these trying and difficult times.

Comments

The steel for the public works building has been erected and the framing for the inside has begun .

Waterline maintenance and hydrant maintenance has begun also and will continue for the next few weeks.

Staff Communications

Please leave the heat on and the windows shut if you leave your home for a period of time to avoid leaks.



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ADMINISTRATIVE REPORTS: SANITATION

Sanitation Department report for the month of #REF! , 2020

Monthly Statistics

#REF!	0
Pay-As-You-Throw Trash Bags Collected	0
#REF!	0
#REF!	0
#REF!	0
#REF!	0
#REF!	0
#REF!	0.00
#REF!	\$0.00
#REF!	\$0.00
#REF!	\$0.00
#REF!	\$0.00
#REF!	0

Upcoming Events and Schedule Changes

#REF!

Comments

#REF!

Staff Communications

#REF!

#REF!



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ADMINISTRATIVE REPORTS: ZONING ADMINISTRATION

Zonning Administration report for the month of #REF! , 2020

Monthly Statistics

Approved Zoning Permits	1
Denied Zoning Permits	0
Pending Zoning Permits	1
Variance/Interpretation Granted	0
Conditional Use Permits Granted	0
Permit Extensions Granted	0
Sign Permits Issued	0
Notice of Violations	0

Comments

Staff Communications

FEBRUARY 2020 - MONTH 8 OF FISCAL YEAR 2019-2020

REVENUES

Fund	Fund #	Budget	YTD Budget	YTD Collected	Difference
GENERAL FUND	10	2,242,247.10	1,494,831.40	1,634,939.03	140,107.63
WATER FUND	30	401,896.00	267,930.67	225,325.15	(42,605.52)
TOTAL REVENUES GENERAL & WATER FUNDS		2,644,143.10	1,762,762.07	1,860,264.18	97,502.11

EXPENSES

Dept Name	Fund #	Budget	YTD Budget	YTD Exp	Difference
GOVERNING BODY	10	151,701.00	101,134.00	140,274.62	(39,140.62)
ADMINISTRATION	10	380,295.00	253,530.00	267,169.83	(13,639.83)
PUBLIC BUILDINGS	10	211,236.00	140,824.00	22,545.69	118,278.31
POLICE	10	460,610.00	307,073.33	316,677.04	(9,603.71)
BUILDING AND ZONING	10	124,660.00	83,106.67	64,448.76	18,657.91
PUBLIC WORKS	10	157,342.00	104,894.67	143,592.97	(38,698.30)
STREET	10	607,397.00	404,931.33	474,273.20	(69,341.87)
SANITATION	10	118,602.00	79,068.00	79,074.45	(6.45)
ENVIRON,CONS,REC	10	30,404.10	20,269.40	14,456.85	5,812.55
TOTAL EXPENSES GENERAL FUND		2,242,247.10	1,494,831.40	1,522,513.41	(27,682.01)

Dept Name	Fund #	Budget	YTD Budget	YTD Exp	Difference
WATER	30	401,896.00	267,930.67	167,788.36	100,142.31
TOTAL EXPENSES WATER FUND		401,896.00	267,930.67	167,788.36	100,142.31

TOTAL EXPENSES GENERAL & WATER FUNDS	\$2,644,143.10	\$1,762,762.07	\$1,690,301.77	\$72,460.30
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GENERAL FUND INCOME/LOSS - YTD	\$112,425.62
WATER FUND INCOME/LOSS - YTD	\$57,536.79
NET INCOME - YTD 2020	\$169,962.41

SPECIAL PROJECTS					
Project	Fund #	Budget	This Month Actual	Amount Spent To Date	% Spent
TOWN HALL	13	1,990,701.00	163,768.77	1,325,133.30	66.57%
PUBLIC WORKS BLDG	14	300,000.00	20,488.50	169,718.83	56.57%
FEMA-GREYBEARD	15	218,232.00	90,553.84	130,455.16	59.78%
FEMA-TEXAS ROAD	16	50,000.00	0.00	38,071.55	76.14%
FEMA-PROVIDENCE TERR	17	21,000.00	0.00	15,683.00	74.68%
FEMA-CALVIN TRAIL	20	30,000.00	0.00	13,490.57	44.97%
FEMA-CULVERT PROJECT	21	39,800.00	0.00	39,274.83	98.68%
FEMA-DEBRIS PROJECTS	22	3,200.00	0.00	0.00	0.00%
FEMA-URBAN FORESTRY 2018	23	10,000.00	0.00	841.28	8.41%
FEMA-URBAN FORESTRY 2019	24	10,114.00	0.00	2,352.41	23.26%
FEMA-MISC	25	15,360.00	0.00	11,290.00	73.50%
LANDCARE	26	750.00	0.00	49.95	6.66%
TOTAL SPECIAL PROJECTS	N/A	\$ 2,689,157.00	\$ 274,811.11	\$ 1,746,360.88	64.94%



Town of Montreat

For the period July 1, 2020 – June 30, 2021

Plan	Employee Only	Employee & Spouse	Employee & 1 Child	Employee & Children	Family
Medical - Med 2000 20/30	\$890	\$2090	\$1336	\$1601	\$2669
Dental - Plan 3 - not ortho	\$41	\$83	\$86	\$86	\$108
Dental - Plan 2 - no ortho	\$31	\$62	\$65	\$65	\$82
Medical - Med 2000 20/30 EE non-comp	\$979	\$2179	\$1425	\$1690	\$2758
Medical - Med 2000 20/30 SP non-comp	\$890	\$2210	\$1336	\$1601	\$2789
Medical - Med 2000 20/30 EE/SP non-comp	\$979	\$2299	\$1425	\$1690	\$2878

Renewal Acknowledgement

The rates outlined above for your current benefit schedule will be effective July 1, 2020. Life, vision, std, and any other ancillary products pricing will stay the same. Please note that if you use a broker their fees will show on your July billing but are not reflected on this document. Please sign and date below to acknowledge acceptance as soon as possible, no later than Friday, May 15th. If you would like to review additional options, please contact your marketing representative.

Client Signature

Date Signed

Once signed and dated, please return this form to:
FAX: (336) 970-2048 or EMAIL: NADickerson@medcost.com

**TOWN OF MONTREAT
FISCAL YEAR 2020
BUDGET AMENDMENT # 8**

Be it ordained by the Town of Montreat Board of Commissioners that the following amendment be made to the Budget Ordinance for the fiscal year ending June 30, 2020.

Department(s): POLICE

Purpose: TRANSFER FUNDS FROM GOVERNING BODY TO POLICE

Section 1. To amend the General Fund as follows:

Line Item	Account Number	Increase Change (DR)	Decrease Change (CR)	Amended Budget
SALARIES & WAGES-POLICE	10-10-5100-020	2,700.00		36,807.91
SALARY CONTINGENCY-GOVERNING BODY	10-00-4100-332		2,700.00	4,156.13

Section 2. I certify that the accounting records provide for this budget amendment, and that the revenue source(s) are available:

Darlene Carrasquillo
Finance Officer

4-30-2020
Date

Section 3. Copies of this amendment shall be delivered to the Budget/Finance Officer and Town Auditor for their direction.

Adopted this _____ day of _____, _____.

Recorded and filed:

Budget Officer/Town Administrator

Date

Town Clerk

Date

**TOWN OF MONTREAT
FISCAL YEAR 2020
BUDGET AMENDMENT # 9**

Be it ordained by the Town of Montreat Board of Commissioners that the following amendment be made to the Budget Ordinance for the fiscal year ending June 30, 2020.

Department(s): ADMIN & GOVERNING BODY

Purpose: DISTRIBUTE EARNINGS FROM SALE OF PROPERTY TO EXPENSE ACCOUNTS AND ADJUST SALES TAX REVENUE AS NEEDED FOR THE REMAINDER OF FISCAL YEAR 2019-2020

Section 1. To amend the General Fund as follows:

Line Item	Account Number	Increase Change (DR)	Decrease Change (CR)	Amended Budget
SALE OF FIXED ASSETS	10-00-3820-800		109,442.00	117,442.00
SALARY & WAGES-ADMIN	10-00-4200-020	50,141.15		198,341.15
FICA TAX EXPENSE-ADMIN	10-00-4200-050	4,247.11		15,725.11
GROUP HEALTH INS-ADMIN	10-00-4200-060	15,697.30		41,749.30
RETIREMENT EXP-ADMIN	10-00-4200-070	6,617.27		27,382.27
PROF SVCS- GOV BODY	10-00-4100-040	8,239.17		126,302.17
SALES TAX REVENUE	10-00-3065-100	24,500.00		433,953.00

Section 2. I certify that the accounting records provide for this budget amendment, and that the revenue source(s) are available:

Darlene Carrasquillo
Finance Officer

5-8-2020
Date

Section 3. Copies of this amendment shall be delivered to the Budget/Finance Officer and Town Auditor for their direction.

Adopted this _____ day of _____, _____.

Recorded and filed:

Budget Officer/Town Administrator

Town Clerk

Date

Date



**North Carolina Department of Public Safety
Division of Emergency Management**

APPLICANT: _____ DISASTER: _____
FEMA- _____ -DR-NC

PUBLIC ASSISTANCE CFDA# 97.036

STATE – APPLICANT DISASTER ASSISTANCE AGREEMENT

This Agreement made by and between the State of North Carolina, Dept. of Public Safety, Division of Emergency Management ("the State") and _____ ("the Applicant") shall be effective on the date signed by the State and the Applicant. It shall apply to all disaster assistance funds provided by or through the State to the Applicant as a result of the disaster called _____, and pursuant to the Disaster Declaration

made by the President of the United States numbered FEMA - _____ - DR-NC.

The designated representative of the Applicant (Applicant's Agent) certifies that:

1. He/She has the legal authority under North Carolina law to apply for assistance on behalf of the Applicant that it is duly authorized pursuant to appropriate Applicant authority and/or a resolution, motion, or similar action has been duly adopted or passed as an official act of the applicant's governing body and that the agents and officials designated herein are duly authorized under North Carolina law to act on behalf of the organization in all dealings with the State of North Carolina and the Federal Emergency Management Agency for all matters pertaining to the disaster assistance required by the agreements and assurances contained herein.
2. The Applicant shall provide all necessary financial and managerial resources to meet the terms and conditions of receiving Federal and State disaster grant assistance.
3. The applicant shall use disaster assistance funds solely for the purpose for which these funds are provided and as approved by the Governor's Authorized Representative (GAR).
4. The Applicant is aware of and shall comply with cost-sharing requirements of Federal and State disaster assistance: specifically that Federal assistance is limited to 75% of eligible expenditures, and that State assistance is limited to 25% of the eligible costs. Alternate projects selected by the Applicant may be eligible for only 75% of the approved Federal share of estimated eligible costs.
5. The Applicant shall provide the following completed documentation to the State:

- Designation of Applicant's Agent;
- State-Applicant Disaster Assistance Agreement
- Private Non-Profit Organization Certification (if required);
- Summary of Documentation Form itemizing actual costs expended for large project payment requests;
- Monthly Progress Reports;
- Copies of Single Audit Reports as applicable.

If the Applicant fails to provide any of the above documentation, the State will be under no obligation to reimburse the Applicant for eligible expenses.

6. The Applicant shall establish and maintain a proper accounting system to record expenditures of disaster assistance funds in accordance with generally accepted accounting principles or as directed by the Governor's Authorized Representative. If applicable, the Applicant shall conduct audit(s) pursuant to the Single Audit Act of 1984, 31 U.S.C. §7501 et. seq., 44 C.F.R. Part 14, 2 C.F.R. Part 200 OMB Circular A-133, "Audits of States, Local Governments and Non-profit Organizations," and applicable North Carolina laws, rules and regulations.
7. The Applicant shall provide to the State monthly Progress Reports for all open large projects funded by State and Federal disaster assistance grants. The first Progress Report will be due on the 10th day of the first month following initiation of the project and subsequent Progress Reports will be due on the 10th day of each and every month thereafter until project completion. Forms and reporting requirements will be provided by the Governor's Authorized Representative.
8. The Applicant, its employees and agents, including consultants, contractors and subcontractors to be paid with funds provided under this Agreement, shall give State and Federal agencies designated by the Governor's Authorized Representative, full access to and the right to examine all records and documents related to the use of disaster assistance funds.
9. The Applicant shall return to the State, within thirty (30) days of a request by the Governor's Authorized Representative, any funds advanced to the Applicant that are not supported by audit or other Federal or State review of documentation maintained by the Applicant.
10. The Applicant shall comply with all applicable codes and standards in the completion of eligible work to repair or replace damaged public facilities.
11. The Applicant shall comply with all applicable provisions of Federal and State statutes, rules and regulations regarding the procurement of goods and services and regarding contracts for the repair and restoration of public facilities.
12. The Applicant shall begin and complete all items of work within the time limits established by the Governor's Authorized Representative and in accordance with applicable Federal and State statutes, rules and regulations.
13. The Applicant shall request a final inspection within ninety (90) days after completion of each and every large project funded under this Agreement, or within ninety (90) days after the expiration of the time limit established for each project under Paragraph 12 above, whichever occurs first. Applicant shall present all supporting documentation to State and/or Federal inspectors at the time of final inspection. **The State, as Grantee, reserves the right to conduct a final inspection of any large project after expiration of the ninety- (90) day period and to reimburse Applicant only for costs documented at the time of final inspection.**

14. The Applicant shall comply with all applicable Federal and State statutes, rules and regulations for publicly financed or assisted contracts including, but not limited to, non-discrimination, labor standard, and access by the physically handicapped.
15. The Applicant's Designated Agent shall execute and comply with the Lobbying Prohibition document incorporated herein as Attachment A.
16. The Applicant's Designated Agent shall execute and comply with the Statement of Assurances (SF 424D) document incorporated herein as Attachment B.
17. The Applicant shall not enter into cost-plus-percentage-of-cost contracts for debris removal, emergency protective measures, or completion of disaster restoration or repair work.
18. The Applicant shall not enter into contracts for which payment is contingent upon receipt of State or Federal funds.
19. The Applicant shall not enter into any contract with any entity that is debarred or suspended from participation in Federal Assistance. The State and/or FEMA will not be under any obligation to reimburse Applicant for payments made to a debarred or suspended contractor. Applicant may search for debarred or suspended contractors on the "Excluded Parties List System" (EPLS) at the following website: www.sam.gov. The Applicant shall be responsible to ensure that it has checked the State Debarred Vendors Listing, <http://www.pandc.nc.gov/actions.asp> to verify that contractors, Subapplicants or Sub-Recipients have not been suspended or debarred from doing business with federal or State government".
20. The Applicant shall comply with the provisions of 42 U.S.C. §5155 (Section 312 of the Stafford Act) which prohibits duplication of benefits. Applicant shall notify State immediately if any other source of funds is available to offset disaster assistance provided pursuant to this Agreement. Applicant agrees that eligible costs under this Agreement will be reduced by duplicate benefits received from any other source.
21. The Applicant shall comply with all uniform grant administration requirements required by State and Federal statutes, rules and regulations, including but not limited to, the Robert T. Stafford Disaster Relief and Emergency assistance Act, Public Law 93-288, as amended, Title 44 of the Code of Federal Regulations, 2 C.F.R. Part 200, applicable OMB Circulars, and policy guidance issued by the Federal Emergency Management Agency (FEMA).
22. If the Applicant pays contractors, subcontractors or consultants with funds provided through this Agreement then the Applicant shall include language in all contracts that binds the contractor, subcontractor or consultant to the terms and conditions of this Agreement with the State. Contractual arrangements with contractors, subcontractors or consultants shall in no way relieve the Applicant of its responsibilities to ensure that all funds provided through this Agreement are administered in accordance with all State and Federal requirements.

ATTACHMENT A

LOBBYING PROHIBITION

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence either directly or indirectly an officer or employee of any State or Federal agency, a member of the N.C. Legislature, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL. "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (c) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all recipients of funds under this Agreement shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.

Tawn of Montreat
Name of Applicant

BY: 
Signature of Applicant's Designated Agent

4-13-2020
Date

Applicant's Federal Tax I.D.
Number (required)

FOR THE APPLICANT:

BY: Alex Carmichael
Signature

Alex Carmichael
Typed Name

Town Administrator
Title

FOR THE STATE:

Date

BY: _____
Signature

Typed Name

Title

ATTACHMENT B-1

OMB Approval No. 0348-0042

ASSURANCES-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington DC 20503

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

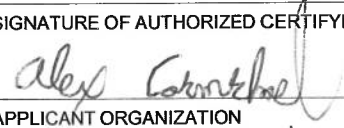
As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of the project costs) to ensure proper planning, management and completion of the project described in this application
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal interest in the title of real property in accordance with awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply by the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progress reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-2763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681, 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended relating to nondiscrimination in the sale, rental, or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

ATTACHMENT B-2

ATTACHMENT B-2

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. 276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE Town Administrator
APPLICANT ORGANIZATION Town of Montreat	DATE SUBMITTED April 21, 2020

DESIGNATION OF APPLICANT'S AGENT AND APPLICANT ASSURANCES FOR PUBLIC ASSISTANCE

ORGANIZATION NAME (HEREAFTER NAMED ORGANIZATION)

Town of Montreat

PRIMARY AGENT	SECONDARY AGENT
AGENT'S NAME Alex Carmichael	AGENT'S NAME Timothy R. Helms
ORGANIZATION Town of Montreat	ORGANIZATION Town of Montreat
OFFICIAL POSITION Town Administrator	OFFICIAL POSITION Mayor
MAILING ADDRESS PO Box 423	MAILING ADDRESS PO Box 423
CITY, STATE, ZIP Montreat, NC 28757	CITY, STATE, ZIP Montreat, NC 28757
DAYTIME TELEPHONE 828-669-8002 ext 305	DAYTIME TELEPHONE 704-689-2273
FACSIMILE NUMBER	FACSIMILE NUMBER
PAGER OR CELLULAR NUMBER 828-779-6223	PAGER OR CELLULAR NUMBER 704-689-2273

THE ABOVE PRIMARY AND SECONDARY AGENTS ARE HEREBY AUTHORIZED TO EXECUTE AND FILE APPLICATION FOR PUBLIC ASSISTANCE ON BEHALF OF THE ORGANIZATION FOR THE PURPOSE OF OBTAINING CERTAIN STATE AND FEDERAL FINANCIAL ASSISTANCE UNDER THE ROBERT T. STAFFORD DISASTER RELIEF & EMERGENCY ASSISTANCE ACT, (PUBLIC LAW 93-288 AS AMENDED) OR OTHERWISE AVAILABLE. THIS AGENT IS AUTHORIZED TO REPRESENT AND ACT FOR THE ORGANIZATION IN ALL DEALINGS WITH THE STATE OF NORTH CAROLINA AND THE FEDERAL EMERGENCY MANAGEMENT AGENCY FOR MATTERS PERTAINING TO SUCH DISASTER ASSISTANCE REQUIRED BY THE AGREEMENTS AND ASSURANCES PRINTED ON THE REVERSE SIDE HEREOF.

CHIEF FINANCIAL OFFICER	CERTIFYING OFFICIAL
NAME Darlene Carrasquillo	OFFICIAL'S NAME Angie Murphy
ORGANIZATION Town of Montreat	ORGANIZATION Town of Montreat
OFFICIAL POSITION Finance Officer	OFFICIAL POSITION Town Clerk
MAILING ADDRESS PO BOX 423	MAILING ADDRESS PO BOX 423
CITY, STATE, ZIP Montreat, NC 28757	CITY, STATE, ZIP Montreat, NC 28757
DAYTIME TELEPHONE 828-669-8002 ext 302	DAYTIME TELEPHONE 828-669-8002 ext 301
FACSIMILE NUMBER	FACSIMILE NUMBER
PAGER OR CELLULAR NUMBER	PAGER OR CELLULAR NUMBER

APPLICANT'S STATE COGNIZANT AGENCY FOR SINGLE AUDIT PURPOSES (IF A COGNIZANT AGENCY IS NOT ASSIGNED, PLEASE INDICATE):

APPLICANT'S FISCAL YEAR (FY) START

MONTH: July

DAY: 1st

APPLICANT'S FEDERAL EMPLOYER'S IDENTIFICATION NUMBER

56-0949173

APPLICANT'S STATE PAYEE IDENTIFICATION NUMBER

11006029

CERTIFYING OFFICIAL'S SIGNATURE

Angela Murphy

APPLICANT ASSURANCES

The applicant hereby assures and certifies that he will comply with the FEMA regulations, policies, guidelines and requirements including OMB's Circulars No. A-95 and A-102, and FMC 74-4, as they relate to the application, acceptance and use of Federal funds for this Federally-assisted project. Also, the Applicant gives assurance and certifies with respect to and as a condition for the grant that:

1. It possesses legal authority to apply for the grant, and to finance and construct the proposed facilities; that it is duly authorized pursuant to appropriate applicant authority and/or a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body and that the agents and officials designated herein are duly authorized under North Carolina law to act on behalf of the organization in all dealings with the State of North Carolina and the Federal Emergency Management Agency for all matters pertaining to the disaster assistance required by the agreements and assurances contained herein.
2. It will comply with the provisions of: Executive Order 11988, relating to Floodplain Management and Executive Order 12148, relating to Protection of Wetlands.
3. It will have sufficient funds available to meet the non-Federal share of the cost for construction projects. Sufficient funds will be available when construction is completed to assure effective operation and maintenance of the facility for the purpose constructed.
4. It will not enter into a construction contract(s) for the project or undertake other activities until the conditions of the grant program(s) have been met.
5. It will provide and maintain competent and adequate architectural engineering supervision and inspection at the construction site to insure that the completed work conforms with the approved plans and specifications; that it will furnish progress reports and such other information as the Federal grantor agency may need.
6. It will operate and maintain the facility in accordance with the minimum standards as may be required or prescribed by the applicable Federal, State and local agencies for the maintenance and operation of such facilities.
7. It will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
8. It will require the facility to be designed to comply with the "American Standard Specifications for Making Buildings and Facilities Accessible to, and Usable by the Physically Handicapped," Number A117.1-1961, as modified (41 CFR 101-17-7031). The applicant will be responsible for conducting inspections to ensure compliance with these specifications by the contractor.
9. It will cause work on the project to be commenced within a reasonable time after receipt of notification from the approving Federal agency that funds have been approved and will see that work on the project will be prosecuted to completion with reasonable diligence.
10. It will not dispose of or encumber its title or other interests in the site and facilities during the period of Federal interest or while the Government holds bonds, whichever is the longer.
11. It agrees to comply with Section 311, P.L. 93-288 and with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and in accordance with Title VI of the Act, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance and will immediately take any measures necessary to effectuate this agreement. If any real property or structure is provided or improved with the aid of Federal financial assistance extended to the Applicant, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits.
12. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
13. It will comply with the requirements of Title II and Title III of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and Federally assisted programs.
14. It will comply with all requirements imposed by the Federal grantor agency concerning special requirements of law, program requirements, and other administrative requirements approved in accordance with OMB Circular A-102, P.L. 93-288 as amended, and applicable Federal Regulations.
15. It will comply with the provisions of the Hatch Act, as amended, 5 USC 1501 et. seq. and 7324 et. seq., which limit the political activity of employees.
16. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act, 29 U.S.C. Section 201 et seq., as they apply to hospital and educational institution employees of State and local governments.
17. (To the best of his knowledge and belief) the disaster relief work described on each Federal Emergency Management Agency (FEMA) Project Application for which Federal Financial assistance is requested is eligible in accordance with the criteria contained in 44 Code of Federal Regulations, Part 206, and applicable FEMA Handbooks.
18. The emergency or disaster relief work therein described for which Federal Assistance is requested hereunder does not or will not duplicate benefits received for the same loss from another source.
19. It will (1) provide without cost to the United States all lands, easements and rights-of-way necessary for accomplishments of the approved work; (2) hold and save the United States free from damages due to the approved work or Federal funding.
20. This assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, reimbursements, advances, contracts, property, discounts of other Federal financial assistance extended after the date hereof to the Applicant by FEMA, that such Federal Financial assistance will be extended in reliance on the representations and agreements made in this assurance and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the applicant, its successors, transferees, and assignees, and the person or persons whose signatures appear on the reverse as authorized to sign this assurance on behalf of the applicant.
21. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1973, as amended, 42 U.S.C. 40001 et. seq.. Further, Sections 102 and 103 (42 U.S.C. 4012a and 4015) required, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Director, Federal Emergency Management Agency as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
22. It will comply with the insurance requirements of Section 314, PL 93-288, to obtain and maintain any other insurance as may be reasonable, adequate, and necessary to protect against further loss to any property which was replaced, restored, repaired, or constructed with this assistance.
23. It will defer funding of any projects involving flexible funding until FEMA makes a favorable environmental clearance, if this is required.
24. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966, as amended, 54 U.S.C. 306108 (former 16 U.S.C. 470), Executive Order 11593, and the Archeological and Historic Preservation Act of 1966 or 1974, 54 U.S.C. 312501 et. seq. (16 U.S.C. 469a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
25. It will, for any repairs or construction financed herewith, comply with applicable standards of safety, decency and sanitation and in conformity with

applicable codes, specifications and standards; and, will evaluate the natural hazards in areas in which the proceeds of the grant or loan are to be used and take appropriate action to mitigate such hazards, including safe land use and construction practices.

STATE ASSURANCES

The State agrees to take any necessary action within State capabilities to require compliance with these assurances and agreements by the applicant or to assume responsibility to the Federal government for any deficiencies not resolved to the satisfaction of the Regional Director.



TOWN OF MONTREAT

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RESOLUTION #20-05-001 DESIGNATING NC DEPARTMENT OF PUBLIC SAFETY PRIMARY AGENT

WHEREAS, the Robert T. Stafford Disaster Relief and Emergency Assistance Act provides disaster assistance funding; and

WHEREAS, the financial assistance is managed by the NC Department of Public Safety, Division of Emergency Management and the Federal Emergency Management Agency; and

WHEREAS, the Town of Montreat must designate a primary agent to execute and file application for public assistance for these purposes;

NOW, THEREFORE, BE IT RESOLVED that the Town of Montreat Board of Commissioners hereby appoints Town Administrator Alex Carmichael as the Applicant's Primary Agent for the Town of Montreat and give him authority to execute and file application for public assistance for the purpose of obtaining certain state and federal financial assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act.

READ, APPROVED AND ADOPTED, this 14th day of May, 2020.

Tim Helms, Mayor

Alex Carmichael, Town Administrator

ATTEST:

I hereby certify this is a true and correct copy of this Resolution, duly adopted by the Town of Montreat on the 14th day of May, 2020, as it appears of record in the official minutes.

Angela M. Murphy, Town Clerk