

**Town of Montreat
Board of Commissioners Meeting – Public Forum
October 8, 2020 – 6:30 p.m.
Town Hall & Zoom Software**

I. Call to Order

- Welcome
- Moment of Silence

II. Agenda Adoption

III. Public Comments

IV. Adjournment

**Town of Montreat
Board of Commissioners
Town Council Meeting
October 8, 2020 – 7:00 p.m.
Conducted electronically using Zoom Software and in person**

I. Call to Order

- Pledge of Allegiance
- Moment of Silence

II. Agenda Adoption

III. Presentation & Reports: Body Worn Cameras – David Arrant

IV. Mayor’s Communications

V. Consent Agenda

- A. Meeting Minutes Adoption
 - September 10th Town Council Meeting Minutes

All items on the Consent Agenda are considered routine, to be enacted by one motion with the adoption of the agenda and without discussion. If a member of the governing body requests discussion of an item, it will be removed from the Consent Agenda and considered separately.

VI. Town Administrator’s Communications

- Consent Agenda Review
- Other Items

VII. Administrative Reports

- Administration
- Finance
- Planning and Zoning
- Police
- Public Works and Water
- Sanitation
- Streets

VIII. Public Comment

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

IX. Old Business

X. New Business

A. CARES Act Funding

- **Suggested Motion:** Move to approve Budget Amendment #2 in the amount of \$9,697.06 for the formation of the Special Revenue Fund for reimbursement of expenses pertaining to COVID-19.

XI. Public Comment

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

XII. Commissioner Communications

XIII. Dates to Remember

- **Planning & Zoning Commission** October 22, 2020 10:30 a.m. Town Hall and Zoom Software

XV. Adjournment

**Town of Montreat
Board of Commissioners
Meeting Minutes
September 10, 2020 – 7:00 p.m.
Town Hall/Zoom Meeting**

Board members present: Mayor Tim Helms
Mayor Pro Tem Otto
Commissioner Kitty Fouche
Commissioner Jane Alexander
Commissioner Tom Widmer
Commissioner Alice Lentz

Board members present via
Zoom: None

Board members absent: None

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

Six members of the public were present at Town Hall with several others watching via Zoom. 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. Mayor Helms asked for prayers for the family and friends of slain Henderson County Deputy Ryan Hendrix.

Agenda Approval

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

Mayor's Communications

Mayor Helms stated that the COVID-19 sign that was displayed at Welch Field and provided by Buncombe County was defaced by spray paint recently. He removed it and turned it into the Police Chief. Staff hopes to have a new sign from Buncombe County soon.

Meeting Minutes Adoption

- August 13th Town Council Meeting Minutes

Town Administrator's Communications

Mr. Carmichael mentioned that there has been some difficulty recently in the leaf and wood chip operations. The Town recently received a complaint from a citizen about the leaf and wood chip operations. For the past two years the Town has partnered with the MRA to utilize some space at the old horse rink site to dump residents' leaves and wood chips. To be exempt from permitting the Town knew the site had to be less than one acre, be used only for yard waste and must be 50 feet from the property line. Staff recently reached out to the Division of Waste Management with the Department of Environmental Quality to confirm our status as an exempt site. Several issues were found to be in non-compliance. The method the Town uses to compost the material is not appropriate. The site is not currently entirely owned by the MRA and the operation does not fall 50 feet from the property line. The exemption requires a letter from the jurisdiction that verifies the appropriate zoning but there is no zoning district in Montreat that explicitly permits composting sites. Staff has looked at several possible solutions. The first is that the MRA could acquire full ownership of the site but tracking down owners would cost time and money and would also facilitate a change in the Zoning Ordinance. The Town could also pay to dump materials off-site at a cost of \$25 which could get expensive. These off-site establishments also require the leaves and wood chips to be free of bags. The Town and/or the MRA could identify another location in Montreat to use for a composting site.

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.
- Finance – This report was given in written format.
- Sanitation – This report was given in written format.
- Streets – This report was given in written format.

Commissioner Fouche thanked the Police Chief for including last year's numbers for comparison purposes and she hopes other departments will do the same.

Mayor Pro Tem Otto questioned about individual residents doing their own composting of leaves and wood chips at home. Mr. Carmichael encouraged residents to compost but warned that the composting of food scraps could lead to the visitation of wild animals. Mr. Carmichael also urged residents to visit www.montreatlandcare.org for information about being Firewise.

Commissioner Widmer asked for the status of the guardrail construction on Greybeard Trail. Public Works Director Barry Creasman advised that with Staff doing extra work related to the dumping of brush and leaves that he could not give a timeline on completion but hopes to have it completed in the next few weeks.

Commissioner Fouche asked for an update on the Suwannee Drive mudslide. Mr. Carmichael stated that the Town had recently received reimbursement for the Tropical Storm Alberto repairs in the amount of \$136,000 which will allow the Town to move forward on the remaining four projects. These four projects include mudslide on Suwannee Drive, the culvert at Texas Road, the Texas Road area below the pool and Arbor Lane Bridge. Mr. Carmichael stated that he is drafting RFQ's (Requests for Qualifications) now and hopes to have something for Council at the October meeting.

Public Comment

Mrs. Mary Standaert of 118 Shenandoah Terrace stressed the importance of resolving the Montreat address issue in light of the COVID pandemic. Mrs. Standaert also stated that Next Generation 911 will soon be rolled out and it's imperative to resolve the address issue in order to ensure accurate emergency response.

Mr. Sean Grady of Assembly Drive submitted a comment via email which was read aloud by Town Clerk Angie Murphy. He suggested that the speed monitoring sign at Welch Field should stop flashing the driver's speed when the vehicle's speed drops to or below the posted 20 mph speed limit. Mr. Grady felt that this easy change would bring nothing but positive benefits and reinforcement for doing the right thing.

Mayor Helms advised that Postmaster Tim Bryson who has been working with the Buncombe County E911 department and planners to load all street addresses into the Montreat database so the PO boxes and street addresses are linked together. Mayor Helms also announced that Commissioner Fouche would be taking up the Montreat Address initiative.

Old Business

There was no old business to discuss.

New Business

- A. Update and Discussion of Tropical Storm Alberto Funding: Mr. Carmichael stated that the Town recently received a payment for \$136,324.96 from the state for 75% reimbursement of repairs. These funds will be allocated to the General Fund. Additional reimbursement is forthcoming as final Alberto projects are completed.
- B. Town Hall Budget Update: Mayor Pro Tem Kent Otto moved to approve Budget Amendment #1 in the amount of \$27,418.10 for the Town Hall Capital Project Fund. Commissioner Alice Lentz seconded the motion and the discussion began. After a brief discussion the motion carried 5/0.

Public Comment

Mrs. Mary Standaert of 118 Shenandoah Terrace suggested moving the Montreat Town limit sign from its current location by the Gate back to the edge of the Town Hall property to indicate the new town limits after annexation. Mrs. Standaert also expressed her delight in finding out the address issue is currently being addressed.

Mr. Tom Frist of 98 Frist Road requested an update on the Texas Road Bridge project. Mr. Carmichael advised that funds for this project were cut from the 2020-2021 budget due to the impact of COVID-19 on revenues.

Commissioner Communications

Commissioner Kitty Fouche mentioned that the Presbyterian Heritage Center is open and they are excited to welcome the public back. She urged everyone to stop by and visit.

Commissioner Alice Lentz presented a newly produced brochure by Landcare to the Council. The brochures on how to build your own rain garden will be posted at Town Hall and at the Rain Garden, located behind Town Hall, with an educational poster describing how the Rain Garden works. This brochure was funded by the earnings from the raffle at the annual Native Plant Sale last year.

Closed Session

Commissioner Kitty Fouche moved to enter into Closed Session in accordance with NCGS 143-318.11(6) for discussion of a personnel matter. Commissioner Jane Alexander seconded and the motion carried 5/0.

Upon returning to Open Session Mayor Pro Tem Otto moved to ratify the Letter of Offer to Thomas Dalton dated August 31st for employment as a Sanitation Worker at a rate of \$12 per hour. Commissioner Kitty Fouche seconded and the motion carried 5/0.

Commissioner Tom Widmer moved to delegate the hiring of Sanitation Workers to the Town Administrator at a rate of \$12 per hour. Mayor Pro Tem Otto seconded and the motion carried 5/0.

Commissioner Alice Lentz moved to approve the Letter of Offer to Michael Dixon for employment as a Patrol Officer at a rate of \$37,754 annually. Commissioner Alexander seconded and the motion carried 5/0.

Adjournment

Commissioner Alice Lentz moved to adjourn the meeting. Commissioner Tom Widmer seconded and the motion carried 5/0. The meeting was adjourned at 7:52 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 September 2020

Monthly Statistics

Public Meetings	6
Inter-Organizational /Intergovernmental Meetings	3
Agendas Prepared	4
Minutes Transcribed	4
Resolutions Drafted	0
Public Records Requests Processed	2
Water Bills Processed	674
Leak Adjustments	8
New Water Accounts Established	3
Purchase Orders	71
Professional Development Hours	0
Sunshine List Messages	11
Website Posts	11
Social Media Posts	1
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 September 2020

Monthly Statistics

Building Permits Issued	4
Pending Building Permits	0
Building Inspections Performed	18
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 September , 2020

Monthly Statistics

Miles of Road Maintained	17
Miles of New Road Constructed	0
Public Trees Removed	4
Sand Applied to Roads (tons)	0
Ice Melt Applied to Roads (pounds)	0
Monthly Fuel Costs	176.96
Contracted Employee Staff Hours	0
Road Closures	1

Comments

Mowing continues. We will be installing curbing in multiple locations around Town.
Please be aware of the crews working in the roadways.

Staff Communications



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ADMINISTRATIVE REPORTS: POLICE DEPARTMENT

Police Department report for the month of

September , 2020

Monthly Statistics	2019	2020
Mileage	2,127	2,328
Dispatched Calls	94	69
Officer-Initiated Calls	461	509
Fire Assistance Calls	3	1
EMS Assistance Calls	2	5
Motorist/Other Assistance Calls	62	39
Traffic Stops	28	46
Parking Issues	4	3
Burglar Alarm Responses	4	2
Fire Alarm Responses	4	0
Residential/Building Checks	324	393
Ordinance Violations	5	5
Law Enforcement Agency Assistance Calls	36	19
Animal Control Calls	3	2
Larcenies	0	1
Breaking & Entering Calls	1	1
Suspicious Person Investigations	7	11
Suspicious Vehicle Investigations	6	11
Disturbance Calls	18	18
Accident Responses	2	2
Auxiliary Hours Worked (Regular)	40	32
Auxiliary Hours Worked (Addittional)	118	48
Truck Turns at Gate	5	3
MPD Fuel Cost	\$ -	\$0.00
Professional Development Hours	0	24
Town Service	487	536
MRA Service	168	132
College Service	30	16

Comments

0

0



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ADMINISTRATIVE REPORTS: WATER AND PUBLIC WORKS

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

Monthly Statistics

Calls for Service	64
Water Leaks Repaired	2
New Water Lines Installed	0
Water Meters Read	674
Water Meter Replacements	0
Gallons of Water Produced	4,083,995
Monthly Fuel Cost	\$ 140.02
Hours Pumped (11 wells combined)	2,153

Upcoming Events and Schedule Changes

Comments

We are going to be flushing hydrants and doing maintenance on them Town wide . If you experience dirty water please let the outside faucet run until clear .

Staff Communications



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ADMINISTRATIVE REPORTS: ZONING ADMINISTRATION

Zonning Administration report for the month of September , 2020

Monthly Statistics

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

Comments

Staff Communications

AUGUST 2020 - MONTH 2 OF FISCAL YEAR 2020-2021

REVENUES

Fund	Fund #	Budget	YTD Budget	YTD Collected	Difference
GENERAL FUND	10	1,775,072.00	295,845.33	156,854.58	(138,990.75)
WATER FUND	30	311,250.00	51,875.00	51,780.09	(94.91)
TOTAL REVENUES GENERAL & WATER FUNDS		2,086,322.00	347,720.33	208,634.67	(139,085.66)

EXPENSES

Dept Name	Fund #	Budget	YTD Budget	YTD Exp	Difference
GOVERNING BODY	10	53,562.00	8,927.00	5,420.65	3,506.35
ADMINISTRATION	10	455,165.00	75,860.83	78,476.52	(2,615.69)
PUBLIC BUILDINGS	10	99,577.00	16,596.17	58,843.49	(42,247.32)
POLICE	10	443,873.00	73,978.83	65,335.41	8,643.42
BUILDING AND ZONING	10	76,310.00	12,718.33	1,112.05	11,606.28
PUBLIC WORKS	10	108,404.00	18,067.33	14,380.08	3,687.25
STREET	10	252,346.00	42,057.67	24,965.95	17,091.72
SANITATION	10	122,982.00	20,497.00	18,606.72	1,890.28
ENVIRON,CONS,REC	10	22,100.00	3,683.33	875.00	2,808.33
TOTAL EXPENSES GENERAL FUND		1,634,319.00	272,386.50	268,015.87	4,370.63

Dept Name	Fund #	Budget	YTD Budget	YTD Exp	Difference
WATER	30	311,250.00	51,875.00	8,951.28	42,923.72
TOTAL EXPENSES WATER FUND		311,250.00	51,875.00	8,951.28	42,923.72

TOTAL EXPENSES GENERAL & WATER FUNDS	\$1,945,569.00	\$324,261.50	\$276,967.15	\$47,294.35
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GENERAL FUND INCOME/LOSS - YTD **(\$111,161.29)**

WATER FUND INCOME/LOSS - YTD **\$42,828.81**

NET INCOME - YTD 2020 **(\$68,332.48)**

SPECIAL PROJECTS					
Project	Fund #	Budget	This Month Actual	Amount Spent To Date	% Spent
TOWN HALL	13	2,188,827.67	0.00	1,942,695.76	88.76%
PUBLIC WORKS BLDG	14	403,888.86	21,470.66	376,220.87	93.15%
FEMA-GREYBEARD	15	218,232.00	0.00	238,359.95	109.22%
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	59,953.00	0.00	11,290.00	18.83%
LANDCARE	26	750.00	0.00	49.95	6.66%
TOTAL SPECIAL PROJECTS	N/A	\$ 3,035,765.53	\$ 21,470.66	\$ 2,678,330.17	88.23%

This Month
Actual
146,108.73
25,957.38

172,066.11

This Month
Actual
25.49
37,420.09
682.94
31,754.03
1,140.19
7,335.17
13,674.61
11,081.65
875.00

103,989.17

This Month
Actual
13,183.42

13,183.42

117,172.59

Meeting Date	Name	Question/ Comment	Follow Up: Commission/ Staff	Resolution	Resolution Date
9/10/2020	Sean Grady	The speed limit should be made to blink at a higher speed	Commission	The Commission thanked Mr. Grady for his comment	9/10/2020
9/10/2020	Tom Frist	Complemented the new Town Hall and asked how it had been in the new building.	Staff	Alex Carmichael, Dave Arrant, and Angie Murphy described the adjustment to the new building.	9/10/2020
9/10/2020	Judy Shuford	Asked for an update on the Public Works Building.	Staff/Commission	Alex Carmichael and Tim Helms provided an update.	9/10/2020
9/10/2020	Tom Frist	Asked about sound quality in the new building with the proximity to Montreat Road.	Staff	Chief David Arrant said he has definitely noticed a difference	9/10/2020
9/10/2020	Tim Helms	Mayor Helms asked Chief Arrant for a bear report.	Staff	Chief Arrant provided a report	9/10/2020
9/10/2020	Mary Standaert	Suggested moving the Town limit sign the new town limit	Staff	Alex Carmichael committed to working with the DOT	9/10/2020
9/10/2020	Tom Frist	Requested an update on the Texas Road Bridge project.	Staff	Alex Carmichael described the funding delay due to Covid-19	9/10/2020

**TOWN OF MONTREAT
FISCAL YEAR 2021
BUDGET AMENDMENT # 2**

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, 2021.

Department(s): SPECIAL REVENUE FUND – CARES ACT

Purpose: TO CREATE A SPECIAL REVENUE FUND FOR REIMBURSEMENT OF EXPENSES
PERTAINING TO COVID 19—CARES ACT MONEY

Section 1. To amend the Special Revenue Fund as follows:

Line Item	Account Number	Increase Change (DR)	Decrease Change (CR)	Amended Budget
GRANT PROCEEDS-CARES ACT	27-10-3390-300		\$9,697.06	\$9,697.06
POSTAGE	27-10-4200-100	\$436.00		\$436.00
OFFICE EXPENSE	27-10-4200-320	\$330.00		\$330.00
DEPARTMENTAL SUPPLIES	27-10-4200-330	\$7,731.06		\$7,731.06
CONTRACT SERVICES	27-10-4200-450	\$1,200.00		\$1,200.00

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

9-30-2020
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

Town Clerk

Date

Date