

**Town of Montreat
Board of Commissioners
Town Council Meeting
March 11, 2021 – 7:00 p.m.
Conducted electronically using Zoom Software**

I. Call to Order

- Pledge of Allegiance
- Moment of Silence

II. Agenda Adoption

III. Mayor's Communications

IV. Consent Agenda

- A. Meeting Minutes Adoption
 - February 11th 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.

V. Town Administrator's Communications

- Consent Agenda Review
- Other Items

VI. Administrative Reports

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

VII. Public Comment

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

VIII. Old Business

A. Texas Road Update

IX. New Business

A. Appointment of Philip S. Arnold to Audit Committee

- **Suggested Motion:** Move to approve/deny the appointment of Philip S. Arnold to the Audit Committee for a term of two years to expire on January 31, 2023

B. Appointment of Hugh Alexander to Audit Committee

- **Suggested Motion:** Move to approve/deny the appointment of Hugh Alexander to the Audit Committee for a term of two years to expire on January 31, 2023

C. Appointment of Eleanor James to Board of Adjustment

- **Suggested Motion:** Move to approve/deny the appointment of Eleanor James to the Board of Adjustment for a term of three years to expire on January 31, 2024

D. Appointment of Bill Scheu to Open Space Conservation

- **Suggested Motion:** Move to approve/deny the appointment of Bill Scheu to the Open Space Conservation Committee for a term of two years to expire on January 31, 2023

E. Appointment of Mason Blake to Planning and Zoning Commission

- **Suggested Motion:** Move to approve/deny the appointment of Mason Blake to the Planning & Zoning Commission for a term of three years to expire on January 31, 2024

F. Appointment of Mark Spence to Board of Adjustment

- **Suggested Motion:** Move to approve/deny the appointment of Mark Spence to the Board of Adjustment for a term of three years to expire on January 31, 2024

G. Appointment of Mary Nell Todd to Open Space Conservation

- **Suggested Motion:** Move to approve/deny the appointment of Mary Nell Todd to Open Space Conservation Committee for a term of two years to expire on January 31, 2023

H. Budget Amendment # 4

- **Suggested Motion:** Move to approve/deny Budget Amendment #4 as presented

I. Discussion with Possible Action about Bagged Leaf Collection

- **Suggested Motion:** Move to approve/deny the following from the Firewise Committee with regards to leaf removal: the town's definition of "contractor"

should NOT include college students and local handymen, who are often hired by residents to clear leaves from their yards; that leaves that are properly bagged and located at the roadside by college students and handymen be removed by the town, as if the homeowner had done so.

XI. Public Comment

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

XII. Commissioner Communications

XIII. Dates to Remember

- **Annual Commission Retreat Part B March 17, 2021 1:00 p.m – 6:00 p.m. by Zoom Software**
- **Montreat Tree Board March 23, 2021 9:30 a.m. by Zoom Software**
- **Montreat Landcare April 7, 2021 9:00 a.m. by Zoom Software**
- **Planning & Zoning Commission April 8, 2021 10:30 a.m. by Zoom Software**
- **Town Council Meeting April 8, 2021 7:00 p.m. Location/Method to be determined**

XV. Adjournment

**Town of Montreat
Board of Commissioners
Meeting Minutes
February 11, 2021 – 7:00 p.m.
Zoom Meeting**

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

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
Barry Creasman, Public Works Director

Town staff present via Zoom: Darlene Carrasquillo, Finance Officer

No members of the public were present at Town Hall but several were watching via Zoom. Mayor Helms called the meeting to order at 7:00 p.m., and led the group in the pledge of allegiance and a moment of silence.

Agenda Approval

Commissioner Kitty Fouché moved to adopt the agenda as presented. Commissioner Jane Alexander seconded and the motion carried 5/0.

Texas Road Update

Public Works Director Barry Creasman presented a preliminary drawing from Civil Design Concepts to the Commission for the Texas Road bank remediation project up near the entrance to the pool. The plan is quite similar to what was recently used to repair Greybeard Trail: gabion baskets and riprap. Mr. Creasman advised the Commission that this is in the preliminary stages and any and all recommendations from Council could be considered at this point. The next steps involve the environmental process, completing a full design and providing a full wall type recommendation and finally pulling permits. After a discussion with the Council members, Mr. Creasman was asked to speak with the contractor about more aesthetic designs.

Mayor's Communications

Mayor Helms celebrated Streets Department/Sanitation Worker Bill Creasman noticed that a resident's trash was not out, as usual, yet her car was in the driveway. He knocked on the door but didn't get a response. The next day it was still bothering him so he went back to check on her. The resident was home and fine and had recently stayed out of Town with her children. Mr. Creasman took her trash and went on his way. The resident was thrilled that Mr. Creasman took time out of his day to check on her. Mayor Helms stated that not every employee would go the extra mile like Mr. Creasman and he will be missed once he retires in May.

Mayor Helms also announced that Nova Effler, who works in the Montreat Post Office, recently and very unexpectedly lost her mother. It has hit her hard and any words of comfort and condolence would be appreciated. Nova Effler is a big part of the Montreat community and is cared about by many.

Mayor Helms stated that Council members have recently received numerous calls and emails asking them to take action on specific subjects. Mayor Helms reminded everyone that the Commission can only take action when it comes before them in a meeting.

Meeting Minutes Adoption

- January 14th Town Council Meeting Minutes

Town Administrator's Communications

Mr. Carmichael stated that he has been talking to Town staff and members of the MRA about the dog waste issues that were presented to the Council in January and collectively they are working on solutions. Mr. Carmichael stated the next step will be to identify funds within the budget. He will bring this matter back to the Council next month for recommendations.

Mr. Carmichael announced that the Board of Commissioners will hold part 1 of their Annual Board Retreat on March 3rd so stay tuned for more information. The second part of the retreat will be announced at a later date.

Mr. Carmichael stated his appreciation for Public Works Staff including Barry Creasman, Daniel Wiggs and Michael Harrison for their weekend (two in a row) snow removal efforts. A lot of the roads were cleared and passable before residents even woke up!!

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 Alice Lentz reiterated the importance of staying inside and letting snow plows do their work during snow events.

Public Comment

There were no Public Comments at this time.

Old Business

There was no old business to discuss.

New Business

- A. Proclamation #21-02-0001 Proclaiming February 11th Mayor's Monarch Pledge Day: Town Clerk Angie Murphy read the Proclamation aloud to those in attendance. The purpose of the Proclamation is to recognize the importance of Monarch butterflies and encourages residents to create habitats in their yards for the Monarchs. Commissioner Alice Lentz moved to approve Proclamation #21-02-0001 as presented. Mayor Pro Tem Tom Widmer seconded and the motion carried 5/0. Mayor Pro Tem Widmer announced that the Town Hall Landscape Volunteers, the Gardeners of Weedin', will be conducting a fundraiser to create a butterfly garden in the Town Hall pocket park.
- B. Appointment of Meredith Greene to Montreat Landcare: Commissioner Alice Lentz moved to approve the appointment of Meredith Greene to Montreat Landcare for a term of two years to expire on January 31, 2023. Commissioner Jane Alexander seconded and the motion carried 5/0.

Public Comment

There was no Public Comment at this time.

Commissioner Communications

Commissioner Kitty Fouche gave an update on the address/zip code issue and reminded everyone that zip codes were developed by the USPS and intended for the sole use of delivering the mail. Other entities have started utilizing zip codes for their own uses and that leads to confusion.

Mayor Pro Tem Widmer stated that he and Mr. Carmichael contacted other municipalities through the School of Governments ListServ to see if other municipalities have encountered the sort of zip code problems that Montreat has encountered. They received over 15 responses but unfortunately no one had a recommended resolution. Mayor Pro Tem Widmer moved to include it its entirety the document entitled Zip Code/Address Issue ListServ Responses to the minutes of this meeting. See Appendix 1. Next steps include petitioning the Post Office for a separate unique zip code for all Montreat street addresses.

Commissioner Alice Lentz reported that both Tree Board and Montreat Landcare are laying out their plans for the year. Commissioner Lentz also felt that the term “contract labor” with regards to leaf removal needs to be addressed.

Dates to Remember

- Tree Board February 23, 2021 9:30 a.m. Zoom Software Only
- Montreat Landcare March 3, 2021 9:00 a.m. Zoom Software Only
- Planning & Zoning Commission March 11, 2021 10:30 a.m. Zoom Software Only
- Town Council Meeting March 11, 2021 7:00 p.m. Zoom Software Only

Adjournment

Commissioner Alice Lentz moved to adjourn the meeting. Mayor Pro Tem Widmer seconded and the motion carried 5/0. The meeting was adjourned at 7:41 p.m.

Tim Helms, Mayor

Angie Murphy, Town Clerk

Appendix 1

Zip Code/Address Issue ListServ Responses

Question posed by Montreat:

The Town of Montreat has difficulty with a myriad of issues related to its zip code. The Town essentially has its own zip code for PO boxes, but shares a zip code with a neighboring municipality for physical addresses. So a resident might have a PO box like P.O. 456, Montreat NC, 28757, but their street address is 123 Shenandoah Dr., Black Mountain NC, 28711 – even though they live in Montreat. This causes confusion with voter registration, UPS/FedEx delivery, emergency notification systems like the apple watch, corona virus reporting, etc.

Has anyone had issues with their zip code alignment? Have you been able align your physical zip code with your mailing zip code?

Some of the 15 responses from NC municipality managers, administrators, and GIS managers:

- That is an issue everywhere. Several cities have multiple zip codes and overlapping boundaries with neighboring cities. For example, in Kannapolis we have five zip codes (three Kannapolis, one Concord, and one Davidson). It's an act of Congress to get the physical zip codes re-assigned or realigned. We have tried several times over the past 16 years, with the help of our Congressional delegation to get the postal service to consider changing, but to no avail. It's a futile effort...but good luck!
- The Town of Sharpsburg lies in three counties and all addresses that are here have a Rocky Mount address attached to them. Therefore, if you live here, you must get a P.O. Box to get mail here in town. They have tried for year to get this corrected. They have had no luck change it.
- We've been fighting this issue for the better part of two decades as there are multiple zip codes for citizens in Graham and it creates mass confusion in service delivery. We've had Congressmen from both sides of the aisle working on this but no luck whatsoever. Except for a meeting with local postmasters. In all this I've learned two primary things:
 1. The USPS doesn't care about anything but delivering mail;
 2. The USPS doesn't have a good handle on their routes (When we met with them once they brought a gas station map with highlighter marks)
- There are more than a few cases where zip codes cross state lines. Crossing county and municipal boundaries is incredibly common. I think some are not even contiguous shapes. The long and the short of it is that the USPS considers zip codes to be for the purpose of facilitating mail delivery, period.

- Hope this isn't an unwelcome intrusion-I manage the Data Science program for one of the LME/MCOs and have looked into this quite a bit.
- One thing to bear in mind with GIS mapping is that a lot of GIS and analytics software actually tend to, by default, use ZCTAs (Zip Code Tabulation Areas) which are developed by the Census Bureau, not the Post Office. To make a long story short, ZCTAs are based on zip codes and try to sand off some of the rough edges that zip codes present for mapping, statistical analysis, etc.
- We have had some success with a bit of resistance petitioning for zip code reassignment for new neighborhoods so the mailing address aligns with the municipality they live in. We have not had success on reassignment of existing neighborhoods to a new postal zip code/city name. This ultimately comes down to postmaster decision making, and it is important for your addressing staff to build a good relationship with the local postmaster.
- 2nd what Eddie said. It is more than an act of Congress. Zip Codes are based upon postal union routes. You will waste a lot of time and will get nothing done.
- Unfortunately I would have to echo what the others have said. In my career I have never heard of a successful effort to adjust postal codes. To quote the advice of an old, wise friend - sharpen a pencil really sharp and insert it directly into your eye. It will ultimately be less painful...
- My last communication with the Postmaster included the words "breathtaking incompetency" and we suffer the consequences also of a larger area than the actual Town having one zip code...don't know what the solution actually is, but I know it takes an inordinate amount of time to get any movement whatsoever. Echo the "good luck" wishes.
- Run away! Seriously, I went round and round with USPS over zip code issues here in southern Moore County for over two years and it was an even worse experience then when I went through the process of getting a zip code established for a suburban community in Ohio more than twenty years ago. Pulling in our Congressional Representative got an initial phone call/reply out of them, only for them to go "dark" again after providing multiple GIS maps and pages of information they requested to "begin" the process. We finally gave up after repeated efforts with not even a "no" response.
- In Granite Falls, we have the opposite problem. Our population is around 4,700 but the Granite Falls Post Office delivers mail to approximately 13,000 residents. The 28630 zip code covers all 13,000 residents which means that every person that commits a crime that resides in the 28630 zip code makes the local and evening news as a Granite Falls woman or Granite Falls man. I have had to explain to citizens that call me about how our Town isn't safe anymore that the crimes aren't always committed by people that actually live in Town.



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 February 2021

Monthly Statistics	2020	2021
Public Meetings	5	4
Inter-Organizational /Intergovernmental Meetings	0	2
Agendas Prepared	5	2
Minutes Transcribed	4	2
Resolutions Drafted	0	0
Public Records Requests Processed	0	2
Water Bills Processed	674	674
Leak Adjustments	20	11
New Water Accounts Established	3	1
Purchase Orders	81	57
Professional Development Hours	24	16
Sunshine List Messages	9	9
Website Posts	10	9
Social Media Posts	0	0
Code Red Alerts	0	0
Workers Compensation Claims	0	0

Upcoming Events and Schedule Changes

0

Comments

N/A

Staff Communications

N/A



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ADMINISTRATIVE REPORTS: BUILDINGS AND INSPECTIONS

Buildings and Inspections report for the month of February 2021

Monthly Statistics	2020	2021
Building Permits Issued	14	10
Pending Building Permits	0	0
Building Inspections Performed	34	23
Stop Work Orders Issued	0	0
Defective Building Posted	0	0
Denied Building Permits	0	0
Fire Inspections Performed	0	1
Fire Re-Inspections Performed	0	0
Fire Permits Issued	0	0

Comments

=Buildings '!A15:E16

Staff Communications

0



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ADMINISTRATIVE REPORTS: STREETS

Streets Department report for the month of February , 2021

Monthly Statistics	2020	2021
Miles of Road Maintained	17.12	17.12
Miles of New Road Constructed	0	0
Public Trees Removed	1	0
Sand Applied to Roads (tons)	8	0
Ice Melt Applied to Roads (pounds)	800	0
Monthly Fuel Costs	356.97	81.82
Contracted Employee Staff Hours	111	0
Road Closures	0	0

Comments

We had one ice event this month .We ended up doing well during that event with no power loss and with no interruption to town services. We are going to be going around this month repairing curbs and potholes that were damaged or caused by the cold weather . Please keep a watchful eye on the roadways for crews working .

Staff Communications

0



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ADMINISTRATIVE REPORTS: POLICE DEPARTMENT

Police Department report for the month of February , 2021

Monthly Statistics	2020	2021
Mileage	2,664	2,517
Dispatched Calls	37	34
Officer-Initiated Calls	452	597
Fire Assistance Calls	0	1
EMS Assistance Calls	2	1
Motorist/Other Assistance Calls	17	15
Traffic Stops	34	8
Parking Issues	2	2
Burglar Alarm Responses	1	0
Fire Alarm Responses	1	0
Residential/Building Checks	380	506
Ordinance Violations	0	1
Law Enforcement Agency Assistance Calls	28	31
Animal Control Calls	1	2
Larcenies	0	3
Breaking & Entering Calls	0	3
Suspicious Person Investigations	1	3
Suspicious Vehicle Investigations	0	4
Disturbance Calls	9	3
Accident Responses	1	0
Auxiliary Hours Worked (Regular)	24	32
Auxiliary Hours Worked (Addittional)	12	28
Truck Turns at Gate	4	2
MPD Fuel Cost	\$ -	\$0.00
Professional Development Hours	40	19
Town Service	448	557
MRA Service	104	176
College Service	9	15

Comments

We have incurred a couple of vehicle breaking/entering's and larcenies toward the end of the month. In typical fashion, the thieves roamed around trying door handles in hopes of finding vehicles unlocked. While this doesn't happen often, it is a reality. We encourage everyone to secure their vehicles and properties when not under direct supervision.



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ADMINISTRATIVE REPORTS: WATER AND PUBLIC WORKS

Water and Public Works report for the month of February , 2021

Monthly Statistics	2020	2021
Calls for Service	18	43
Water Leaks Repaired	1	0
New Water Lines Installed	0	0
Water Meters Read	674	674
Water Meter Replacements	0	31
Gallons of Water Produced	2958281	2,821,529
Monthly Fuel Cost	471.61	\$ 390.14
Hours Pumped (11 wells combined)	1630	1,465

Comments

Hydrant Flushing and maintenance will resume this month now that we have some good weather . If folks experience any discolored water please open a outside spigot and let run until clear . If the color persist please call Town hall and we will come back and flush the mainline again.



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ADMINISTRATIVE REPORTS: SANITATION

Sanitation Department report for the month of February , 2021

Monthly Statistics	2020	2021
Tons of Curbside Trash Collected	25.25	18.07
Pay-As-You-Throw Trash Bags Collected	35	26
Tons of Curbside Recycling Collected	6.52	3.17
Pay-As-You-Throw Recycling Bags Collected	28	21
Cardboard Recycling Collected	0.61	1.19
Unique Curbside Sanitation Stops	0	1,465
Bagged Leaf Pickup	89	43.00
Brush Pickup (cubic yards)	12	4 LOADS
Hauling Fees	1837.33	\$1,503.27
Tipping Fees	2192.12	\$772.12
Dumpster Rental Fees	203.92	\$203.92
Sanitation Fuel	211.83	\$ 224.80

Comments:



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ADMINISTRATIVE REPORTS: ZONING ADMINISTRATION

Zonning Administration report for the month of February , 2021

Monthly Statistics	2020	2021
Approved Zoning Permits	2	1
Denied Zoning Permits	0	0
Pending Zoning Permits	2	0
Variance/Interpretation Granted	0	0
Conditional Use Permits Granted	0	0
Permit Extensions Granted	0	0
Sign Permits Issued	0	0
Notices of Violation	0	0

Comments



CAP BLOCK - ANCHOR TO BLOCK
BELOW PER MFR'S SPECIFICATIONS

FHC HOLLOW CORE BLOCK

FHC HOLLOW CORE BLOCK

2-#6 CONT EACH COURSE

DRILL AND EPOXY BARS
8" INTO BLOCKS - SEE
REINFORCING NOTE ABOVE **

R-80M RETAINING BLOCK

28" MIDDLE BLOCK

GROUT BLOCK CORES SOLID

42" MIN.

#6 VERTS @ 11.5" O.C. EA FACE **
**NOTE: LOCATE VERTS AS REQ'D
TO ALIGN w/ F-HC BLOCK CAVITIES,
MAINTAIN 4" MIN EDGE DISTANCE
IN BLOCKS BELOW, 8" MIN SPACING
BETWEEN EACH OF THE VERTS AND
AN AVERAGE OF 11.5" SPACING

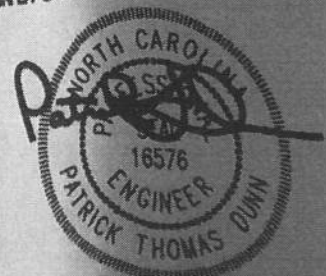
CONCRETE SIDEWALK BY OTHERS

ALP R-ANCHOR LRA516812G
LIFTING LUGS @ 16" O.C.
(2 PER BLOCK, CENTERED
ON BLOCK)

24" LONG, 1 1/4" EXTRA-STRONG
GALV PIPE (O.D. = 1.88", t = 0.191")
AT EA SET OF LIFTING LUGS

GEOGRID BY OTHERS

GEOGRID AND RETAINING WALL
DESIGN BY OTHERS





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BOARD OF COMMISSIONERS & ADVISORY BOARD/COMMITTEE MEMBERSHIP APPLICATION

Full Legal Name: ARNOLD Philip Scott
(Last) (First) (Middle)
Physical Address: 530 MAGILL DR, MONTREAT NC 28757
Mailing Address: P.O. BOX 40, MONTREAT NC 28757
Home Phone: 828-669-6380 Alternate Phone: cell: 404-606-1333
Email Contact Information: philip.arnold@earthlink.net

On which Board or Committee do you wish to serve?

- | | |
|--|--|
| <input type="checkbox"/> Board of Adjustment | <input type="checkbox"/> Planning and Zoning Commission |
| <input type="checkbox"/> Comprehensive Plan Steering Committee | <input type="checkbox"/> Board of Commissioners |
| <input type="checkbox"/> Montreat Landcare Committee | <input type="checkbox"/> Tree Board |
| <input type="checkbox"/> Open Space Conservation Committee | <input checked="" type="checkbox"/> <u>AUDIT COMMITTEE</u> |

Please explain why you want to be a member of this board/committee:

Past experience as member of the audit committee (since beginning). Enjoyed participating.

Briefly explain what you believe are the three most important issues facing our community at this time and how you believe serving on the selected board/committee can play a role in addressing each issue:

① Careful attention to town's finances (a big concern of mine.) ② Good planning for capital spending, very much influenced by the "numbers". ③ Increasing salaries of town employees so we retain "the best".

List any abilities, skills, specialized training or interest you have which are applicable to this board/committee:

I practiced as a CPA during my entire professional career. Some of my work was governmental auditing.

Have you ever attended a regularly scheduled meeting of the selected board/committee? Many times

How much time are you able to devote to fulfill this obligation? As much as required.

Philip Arnold



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BOARD OF COMMISSIONERS & ADVISORY BOARD/COMMITTEE MEMBERSHIP APPLICATION

Full Legal Name: ALEXANDER HUGH QUINCY JR
(Last) (First) (Middle)

Physical Address: 388 SOUTH CAROLINA TERRACE SPUR

Mailing Address: MONTREAT, N.C. 28757

Home Phone: 252-414-8237 Alternate Phone: 252-714-4484

Email Contact Information: hugh.alexander60@hotmail.com

On which Board or Committee do you wish to serve? Audit Committee

- | | |
|--|---|
| <input type="checkbox"/> Board of Adjustment | <input type="checkbox"/> Planning and Zoning Commission |
| <input type="checkbox"/> Comprehensive Plan Steering Committee | <input type="checkbox"/> Board of Commissioners |
| <input type="checkbox"/> Montreat Landcare Committee | <input type="checkbox"/> Tree Board |
| <input type="checkbox"/> Open Space Conservation Committee | |

Please explain why you want to be a member of this board/committee:

I believe I have the background and experience to
make a contribution to this committee.

Briefly explain what you believe are the three most important issues facing our community at this time and how you believe serving on the selected board/committee can play a role in addressing each issue:

THE AUDIT COMMITTEE CONTRIBUTES BY ADDRESSING THE TOWN'S PERFORMANCE
FOLLOWING THEIR OWN POLICIES AND PROCEDURES, AND THOSE FINANCIAL
REGULATORY REQUIREMENTS OF THE STATE OF N.C. THE AUDIT COMMITTEE
ALSO INTERACTS WITH THE TOWN'S INDEPENDENT PUBLIC ACCOUNTANTS TO GET
A BETTER UNDERSTANDING OF WHAT IS REQUIRED OF THE TOWN'S OFFICERS.

List any abilities, skills, specialized training or interest you have which are applicable to this board/committee:

ACCOUNTING AND FINANCIAL ANALYSIS HAVING SERVED AS AN EXECUTIVE
OFFICER FOR BANKS FOR 20+ YEARS. SEE RESUME

Have you ever attended a regularly scheduled meeting of the selected board/committee? YES

How much time are you able to devote to fulfill this obligation? WHAT EVER IS REQUIRED

HUGH Q ALEXANDER JR

EXPERTISE AND RELEVANT SKILLS

Technical expert in underwriting, reviewing, analyzing and monitoring transactions relating to the management of assets in a community bank environment. Mentored lenders in the underwriting of complex commercial credit, mortgage warehouse agreements, conforming residential mortgages, investor owned mortgages and home equity loans. Areas of responsibility have included regulatory compliance in CRA, AML/ BSA, HMDA, and SBA. Most recently a team member of CCAR data aggregation for a multinational financial institution.

RELEVANT WORK EXPERIENCE

Cushman & Wakefield – Commercial Real Estate Solutions – New York, NY *October 2016 – Present*

- Captured loan level historical data for a multinational financial institution. The team participated in the development of capture procedures and consolidated the data across 40 quarters for 20,000+ loans.

Federal Deposit Insurance Corporation – Asset Management Specialist *January 2011 – April 2014*

- Managed acquiring financial institution relationships within Risk Share Asset Management (RSAM) of the FDIC. Analyzed and reviewed regulatory compliance of acquiring institutions pursuant to various FDIC Purchase and Assumption Agreements. Approve claims, monitor compliance, and propose resolution strategies relating to the relevant Purchase and Assumption Agreements.
- Monitored certain assigned banks for compliance of FDIC P&A agreements, attend compliance reviews of FDIC contractors, and participated in internal targeted reviews based on certificate anomalies.
- Reviewed and analyzed samplings of resolution actions of banks that acquired assets of FDIC RSAM. Reviewed proprietary loan modification programs for financial impact and compliance. Wrote cases that supported the proposed actions of acquiring institutions in order to resolve issues outside of the Agreements.
- Served as Lead for “Bank Closings” within Asset Management’s Contract and Lease Repudiation Unit (CRU). In the course of winding up the affairs of a Failed Institution, we took responsibility for terminating or repudiating, or otherwise resolving all contracts and leases not assumed by an Acquiring Institution.

Southern Bank and Trust Company - Greenville, North Carolina – EVP / Regional Exec *1998 – 2008*

- Active member of Senior Management Loan Committee, Credit Policy Committee, Strategic Planning Committee, Sales Incentive Committee, Personnel Committee and VP of the holding company [Southern Bancshares (NC)]
- Supervised Central Region while balancing asset quality, growth and profitability. Responsible for the safety and soundness of \$400 million in loans under \$5 million spread over 12 offices.
- Structured and executed workout and liquidation plans for troubled assets, including engaging counsel and specialist as necessary

Drummond Community Bank - Chiefland, Florida – EVP / Director *1989 - 1998*

- Orchestrated all preopening lending and marketing functions of this de novo community bank
- Served as the senior lender, compliance officer, and marketing officer

Levy County State Bank, a subsidiary of the Capital City Bank Group – Chiefland, FL – EVP *1985 – 1989*

- Served as the senior lender and marketing officer

Bank of Florida, N.A. - Chiefland, Florida – President, CEO and Director *1981 – 1985*

- Organized and obtained a charter for a new national bank in Chiefland, Florida
- Successful management resulted in being recruited for number two position at the largest and oldest bank in the area that had just been acquired by a multibank holding company

Wachovia Bank and Trust Company, N.A. – Various NC locations – VP *1971 - 1981*

- Served as Collector, Branch Manager, Retail Banking Manager, and City Executive

CERTIFICATIONS and SKILLS

- Various FDIC certifications
- Proficient in Microsoft Excel and Word

EDUCATION

East Carolina University - BS in Business Administration *June, 1971*

- Executive Bank Management at Emory University
- Post graduate banking and accounting
- Wachovia Bank’s Management Development Program

OUTSIDE ACTIVITIES – Past Chairman, Levy County Development Authority (nine years); Past Assistant District Governor of Rotary District 7720; Past President of Greenville Rotary Club; Elder and Active member of the Presbyterian Church; Past Moderator of Worship Ministry at First Presbyterian Church (two years); Other various civic and professional positions



TOWN OF MONTREAT

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

BOARD OF COMMISSIONERS & ADVISORY BOARD/COMMITTEE MEMBERSHIP APPLICATION

Full Legal Name: James Eleanor
(Last) (First) (Middle)

Physical Address: 372 Nisbet Lane

Mailing Address: PO Box 911

Home Phone: 910.232.5237 Alternate Phone: _____

Email Contact Information: eleanorjms14@gmail.com

On which Board or Committee do you wish to serve?

- | | |
|---|--|
| <input checked="" type="checkbox"/> Board of Adjustment | <input checked="" type="checkbox"/> Planning and Zoning Commission |
| <input checked="" type="checkbox"/> Comprehensive Plan Steering Committee | _____ Board of Commissioners |
| _____ Montreat Landcare Committee | _____ Tree Board |
| _____ Open Space Conservation Committee | |

Please explain why you want to be a member of this board/committee:

I want to help elderly residents
adapt their homes to allow to age in
place

Briefly explain what you believe are the three most important issues facing our community at this time and how you believe serving on the selected board/committee can play a role in addressing each issue:

New development

Ageing in place

Education of residents re: green spaces

List any abilities, skills, specialized training or interest you have which are applicable to this board/committee:

Construction, interior design
previous experience on the board

Have you ever attended a regularly scheduled meeting of the selected board/committee? ☒

How much time are you able to devote to fulfill this obligation? as much as needed
I am retired



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BOARD OF COMMISSIONERS & ADVISORY BOARD/COMMITTEE MEMBERSHIP APPLICATION

Full Legal Name: Schen William E.
(Last) (First) (Middle)
Physical Address: 146 Eastminster Terrace
Mailing Address: P.O. Box 696
Home Phone: 828-669-28 Alternate Phone: 904-673-1720
Email Contact Information: _____

On which Board or Committee do you wish to serve?

- ☐ Board of Adjustment ☐ Planning and Zoning Commission
☐ Comprehensive Plan Steering Committee ☐ Board of Commissioners
☐ Montreat Landcare Committee ☐ Tree Board
☒ Open Space Conservation Committee

Please explain why you want to be a member of this board/committee:

continue service

Briefly explain what you believe are the three most important issues facing our community at this time and how you believe serving on the selected board/committee can play a role in addressing each issue:

development continues to be an issue
continued relationships among the town, the college and the MRA
infrastructure

List any abilities, skills, specialized training or interest you have which are applicable to this board/committee:

lawyer, committee service, Montreat volunteer

Have you ever attended a regularly scheduled meeting of the selected board/committee? yes

How much time are you able to devote to fulfill this obligation? as needed



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BOARD OF COMMISSIONERS & ADVISORY BOARD/COMMITTEE MEMBERSHIP APPLICATION

Full Legal Name: BLAKE ROBERT MASON
(Last) (First) (Middle)
Physical Address: 428 APPALACHIAN WAY, MONTREAT, NC
Mailing Address: P.O. Box 757, MONTREAT, NC 28757
Home Phone: 321-720-8989 Alternate Phone: 321-890-7269
Email Contact Information: MASOBLAKE@OUTZACK.COM

On which Board or Committee do you wish to serve?

- ☐ Board of Adjustment ☒ Planning and Zoning Commission
☐ Comprehensive Plan Steering Committee ☐ Board of Commissioners
☐ Montreat Landcare Committee ☐ Tree Board
☐ Open Space Conservation Committee

Please explain why you want to be a member of this board/committee:

CONTINUE WORK ON ORDINANCES AS NEEDED, TO SERVE THE TOWN
AND ITS CITIZENS.

Briefly explain what you believe are the three most important issues facing our community at this time and how you believe serving on the selected board/committee can play a role in addressing each issue:

STORMWATER - ABLE TO WORK ON NEW ORDINANCES AND HAVE SOME
EXPERIENCE IN AREA
(THIS IS THE ONLY ONE OF THE THREE MAJOR ISSUES THAT IS
RELEVANT TO THE P;Z COMMISSION)

List any abilities, skills, specialized training or interest you have which are applicable to this board/committee:

I AM AN ATTORNEY BY PROFESSION AND DO PLANNING, ZONING
AND LAND USE RELATED WORK FOR 35 YEARS. ALSO SERVED
AS MEMBER AND CHAIRMAN OF ORANGE CO., FLA. P;Z COMMISSION.

Have you ever attended a regularly scheduled meeting of the selected board/committee? YES

How much time are you able to devote to fulfill this obligation? WHATEVER IS REQUIRED



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BOARD OF COMMISSIONERS & ADVISORY BOARD/COMMITTEE MEMBERSHIP APPLICATION

Full Legal Name: Spence Mark David
(Last) (First) (Middle)

Physical Address: 533 Magill Drive

Mailing Address: PO BOX 338 Montreat, NC 28759

Home Phone: 808-779-5096 Alternate Phone: _____

Email Contact Information: mark@systemoperations.com

On which Board or Committee do you wish to serve?

☒ Board of Adjustment _____ Planning and Zoning Commission
_____ Comprehensive Plan Steering Committee _____ Board of Commissioners
_____ Montreat Landcare Committee _____ Tree Board
_____ Open Space Conservation Committee

Please explain why you want to be a member of this board/committee:

My civic duty and a way to give back. It takes a village.

Briefly explain what you believe are the three most important issues facing our community at this time and how you believe serving on the selected board/committee can play a role in addressing each issue:

Taxes Taxes Taxes

Planned sustainable mixed use growth path to increase property values while still nurturing and promoting the towns image and history. A 5-10 year plan with clear guidelines on what could or should be defined as Montreat's character and image.

List any abilities, skills, specialized training or interest you have which are applicable to this board/committee:

Some research and some real time experience from previous board meetings but still willing to learn and improve

Have you ever attended a regularly scheduled meeting of the selected board/committee? yes

How much time are you able to devote to fulfill this obligation? Current level is acceptable



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BOARD OF COMMISSIONERS & ADVISORY BOARD/COMMITTEE MEMBERSHIP APPLICATION

Full Legal Name: Todd Mary Nell
(Last) (First) (Middle)

Physical Address: 143 Eastminster Ter.

Mailing Address: P.O. 159

Home Phone: 6696802 Alternate Phone: 3372248

Email Contact Information: _____

On which Board or Committee do you wish to serve?

- | | |
|---|---|
| <input type="checkbox"/> Board of Adjustment | <input type="checkbox"/> Planning and Zoning Commission |
| <input type="checkbox"/> Comprehensive Plan Steering Committee | <input type="checkbox"/> Board of Commissioners |
| <input type="checkbox"/> Montreat Landcare Committee | <input type="checkbox"/> Tree Board |
| <input checked="" type="checkbox"/> Open Space Conservation Committee | |

Please explain why you want to be a member of this board/committee:

request from town

Briefly explain what you believe are the three most important issues facing our community at this time and how you believe serving on the selected board/committee can play a role in addressing each issue:

Preserving our valuable open spaces
for community in future

List any abilities, skills, specialized training or interest you have which are applicable to this board/committee:

Have you ever attended a regularly scheduled meeting of the selected board/committee? yes

How much time are you able to devote to fulfill this obligation? as needed





Town of Montreat Tree Board

March 2, 2021

Dear Mayor and Commissioners:

As Chairs of the Montreat Landcare Committee (“MLC”) and the Town of Montreat Tree Board (“TB”), we are writing regarding an environmental situation and community issue brought to our attention by Environmental Commissioner, Alice Lentz. This is the issue of increased costs involved in the pick-up and disposal of bagged leaves and brush– a service provided by the Town for its residents and property owners and included in taxes collected. In conversations with MLC, TB, and various members of the Town staff, we have become aware of new issues facing this service.

Due to the location of the new Public Works Building, the compost/bagged leaf deposit area is no longer available. We understand that the Town staff has not yet found a property that meets state restrictions and regulations for this purpose. As a result, we understand that bagged leaves are collected from property owners, deposited into one of the Town trucks, carried to the public works site, then removed from the bags into the town dump truck, and hauled to a location on NC 9, where they are dumped for a fee of \$25.00 per truck load. We also understand that the same process is in place for brush and chipped brush, only it is delivered to a location on North Fork Road for the same fee per truck load. The increased costs appear to be the result of the manpower in the double-handling of all of the bags and brush, and additional wear and tear on the vehicles. Because of this process, collection of the leaves and brush often take 2 days instead of one. Barry Creasman, Public Works Director, reported that there is an estimated 300-400 bags per week collected during the heavy leaf months of October through November; during the first part of 2021, an estimated 20-25 bags per pickup week are collected. This is approximately twice what was collected during this same time period last year.

The increase in bags collected is attributed to residents being at home more during the pandemic and catching up on yard work AND to Certified Firewise Community requirements. Commissioner Lentz offered the following thoughts regarding options for leaf removal for property owners:

“Healthy trees = dead leaves!”

“With the abundance of dead leaves that our beautiful trees in Montreat generate each year, it is important to be aware of various solutions for their removal.

“1. Raking/blowing and bagging appropriately and placing at your driveway for pick-up.

“2. Raking/blowing into portions of your yard at an appropriate distance from your home, where your property’s space and terrain make this possible. This is a good

source of mulch. Firewise guidance is that leaves/debris should be at least 30' from the house. [Firewise gold standard is 100' from the house, though few places in Montreat would allow for this distance.] Thanks to Nancy Midgette for her continuing efforts in leading the Firewise efforts in Montreat and for verifying these distance requirements.

"3. Mulching leaves and placing them at the 30' minimum distance is another practice that some folks in Montreat have followed.

"4. As always, keeping leaves out of storm drains and the creek to the degree possible is important."

As the above suggestions are for property owners, we respectfully suggest options for the Town to consider. Have the sanitation staff dump leaves directly from the bags into a truck as bags are collected at curbside. Before the use of biodegradable bags, this was the system used by the staff. Can we then develop an eco-friendly and safe way to dispose of the bags? Have the Town investigate the costs of investing in a leaf vacuum. This could be a possible item for the Capital Improvement Plan. Is there one available second hand? This would eliminate one of the handlings of the bags of leaves, and possibly eliminate the use of bags altogether. This would provide a savings for both property owners and the Town. Is there a way that the Town can mulch leaves at collection sites much the same way it chips brush?

We recognize that some of these solutions would incur a larger expense than the Town is currently able to afford; however, what would be the long term costs/savings of some of these solutions? We know it is budget time and that this is not the only budget concern for the Town, but we encourage Town Council to begin planning, long-range and/or short-range, for solutions.

Both the Montreat Landcare Committee and the Town of Montreat Tree Board are more than willing to help Town Council develop and evaluate solutions. We know how important the tree canopy is to the Montreat Community as evidenced by the Town's Certified Firewise Community status and Tree City USA designations. We look forward to helping with solutions that will not only assist property owners and the Town, but enhance our environment.

Sincerely,

Grace Nichols, Chair
Montreat Landcare Committee

Ann Vinson, Chair
Town of Montreat Tree Board