Board members present: Mayor Tim Helms

Mayor Pro Tem Tom Widmer

Commissioner Jane Alexander

Commissioner Alice Lentz

Commissioner Kitty Fouche

Board members present via

Zoom: None

Board members absent: Commissioner Kent Otto

Town staff present: Alex Carmichael, Town Administrator

Angie Murphy, Town Clerk

Virginia Johnson, Police Officer

Kaytlyn Pressley, Police Officer

Barry Creasman, Public Works Director

Darlene Carrasquillo, Finance Officer

Town staff present via Zoom: None

Approximately 4 members of the public were present at Town Hall and several more 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. He asked everyone to remember the events of Sept 11th as the 20th anniversary approaches.

**Agenda Approval**

Mayor Helms requested to add item E to the Agenda which is a paving contract from C&T Paving for repairs on Calvin Trail. Commissioner Alice Lentz asked to pull the August 12th Town Council Meeting Minutes. Commissioner Lentz stated that Town Clerk Angie Murphy had already made the change in the minutes.

Commissioner Alice Lentz moved to adopt the agenda as amended. Commissioner Kitty Fouche seconded and the motion carried 4/0.

**Mayor’s Communications**

Mayor Helms reminded everyone that masks are to be worn indoors in all Town buildings as well as being worn throughout the Town of Montreat.

**Meeting Minutes Adoption**

* August 12th Town Council Public Forum Meeting Minutes
* August 12th Town Council Meeting Minutes

**Town Administrator’s Communications**

Mr. Carmichael reported that President Biden has approved a declaration of a state of emergency for Western North Carolina related to Tropical Storm Fred which means Federal and State dollars will be flowing into the area. If we qualify the Town of Montreat could be reimburse for repairs up to 100%. Mr. Carmichael has already been in touch with county and state representatives about this matter. Mr. Carmichael also reported that the Planning & Zoning Commission had a very productive meeting this morning. They voted on and approved General Ordinance revisions on septic systems. This matter will be brought before Town Council for approval in October.

**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 Kitty Fouche had a question for Public Works Director Barry Creasman about a failing well. She asked if the failed well will affect water capacity and Mr. Creasman advised that the Town has plenty of capacity. Mr. Creasman also reported that the Texas Road Well A is being repaired and should be back on line soon.

**Public Comment**

There was no public comment at this time.

**Old Business**

There was no old business.

**New Business**

1. Comprehensive Plan Steering Committee: Mayor Pro Tem Tom Widmer move to approve to refer to the Planning & Zoning Commission the appointment of an eight-person Comprehensive Plan Steering Committee. Commissioner Jane Alexander seconded and a discussion ensued. Mayor Pro Tem Widmer stated that the 2008 Comprehensive Plan Committee was comprised of a nine-person committee including the Town Administrator. Mayor Pro Tem Widmer recommended amending the motion to be a nine-person committee including the Town Administrator. Mayor Pro Tem Widmer also recommended included start and finish dates in the motion due to the time crunch involved with 160D. After a brief discussion on start and finish dates Mayor Pro Tem Widmer moved to approve to refer to the Planning & Zoning Commission the appointment of a nine-member Comprehensive Plan Steering Committee including the Town Administrator to be appointed by October 21, 2021 and to be submitted to Council no later than June 9, 2022. Commissioner Kitty Fouche seconded and the motion carried 4/0.

B. Budget Amendment #1: Mr. Carmichael advised that these funds are the ARPA Funds that Council had already voted to receive. The funds have been broken down into two budget amendments: $96,000 in the Administration Department and $42,633.39 in the Streets Department. The reason monies are being identified for the Administration Department is that Town Staff is working towards a recommendation for using ARPA Funds to purchase new financial software. The remaining monies are being earmarked for Tropical Storm Fred repairs. Commissioner Jane Alexander moved to approve Budget Amendment #1 in the amount of $96,000.00. Commissioner Alice Lentz seconded and the motion carried 4/0.

C. Budget Amendment #2: Commissioner Jane Alexander moved to approve Budget Amendment #2 in the amount of $42,633.39. Commissioner Alice Lentz seconded and the motion carried 4/0.

D. Greybeard Wall Repairs: Mayor Pro Tem Widmer moved to table this discussion and motion. Commissioner Kitty Fouche seconded. The motion carried 3/1 with Commissioner Jane Alexander voting in opposition of the motion.

E. Contract Approval for Calvin Trail Road Repairs: Commissioner Alice Lentz moved to approve contract from C&T Paving Inc in the amount of $7,590.00 for the repairs on Calvin Trail. Mayor Pro Tem Widmer seconded the motion. Alex Carmichael advised these repairs were as a result of Tropical Storm Fred. The motion carried 4/0.

**Public Comment**

There was no Public Comment at this time.

**Commissioner Communications**

Mayor Helms welcomed Chris Greathouse the new director of the Keystone Scholarship Fund at Montreat College.

Commissioner Alice Lentz advised that April 23, 2022 is the tentative date for the Native Plant Sale and American Chestnut Celebration.

**Dates to Remember**

* Board of Adjustment September 23, 2021 4:00 – 9:00 p.m. by Zoom Software and in person attendance at Montreat Town Hall
* Montreat Tree Board September 28, 2021 9:30 a.m. by Zoom Software and in person attendance at Montreat Town Hall
* Montreat Landcare October 6, 2021 9:00 a.m. Allen Building
* Planning & Zoning Commission Meeting October 14, 2021 10:30 a.m. by Zoom Software and in person attendance at Montreat Town Hall
* Town Council Meeting October 14, 2021 7:00 p.m. by Zoom Software and in person attendance at Montreat Town Hall. Public Forum begins at 6:30 p.m.
* Motnreat Tree Board October 26, 2021 9:30 a.m. by Zoom Software and in person attendance at Montreat Town Hall

**Closed Session**

Commissioner Kitty Fouche moved to enter into Closed Session in accordance with NCGS 143-318.11(a)(3) for attorney-client privilege. Commissioner Alice Lentz seconded and the motion carried 4/0. Town Attorney Susan Taylor Rash was contacted by telephone.

Upon returning to Open Session there was no further business to discuss.

**Adjournment**

Mayor Pro Tem Widmer moved to adjourn the meeting. Commissioner Jane Alexander seconded and the motion carried 4/0. The meeting was adjourned at 8:02 p.m.

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Tim Helms , Mayor Angie Murphy, Town Clerk