Board members present: Mayor Tim Helms

 Mayor Pro Tem Tom Widmer

 Commissioner Jane Alexander

 Commissioner Alice Lentz

 Commissioner Kitty Fouche

 Commissioner Kent Otto

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

Scott Adams, Zoning Administrator

Jarod McIntosh, Senior Water Operator

Town staff present via Zoom: None

Approximately thirteen 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.

**Agenda Approval**

Commissioner Alice Lentz moved to adopt the agenda as amended. Commissioner Kent Otto seconded and the motion carried 5/0.

**Mayor’s Communications**

Mayor Helms reminded those in attendance that it was Veteran’s Day and asked for everyone to remember those who served and to celebrate the freedoms brought to us by their sacrifices.

**Meeting Minutes Adoption**

* October 14th Town Council Public Forum Meeting Minutes
* October 14th Town Council Meeting Minutes

**Public Hearing: Ordinance Amendments for Septic and Wells**

Dr. Mary Standaert of 118 Shenandoah Terrace stated that she had attended the P&Z Meetings about septic and wells and she was very glad to see it all getting cleared up. She asked if the ordinance changes will allow property owners in the ETJ to apply for wells. Zoning Administrator Scott Adams stated that these changes would allow for people to apply for a permit from the Buncombe County Health Department. Dr. Standaert also asked what would happen if property owners couldn’t get a well due to lot size. Mr. Adams stated that the Buncombe County Health Department would investigate the site and then make a determination on the matter.

Commissioner Kitty Fouche asked if two property owners would be able to share a well. Mr. Adams stated that he thought that was possible but that properties would have to meet Buncombe County Health Department regulations and standards.

Martha Campbell of 149 Maryland Place stated that she had notice the prohibition on privies had been removed and Mr. Adams stated that it had since been put back into the ordinance. Mrs. Campbell also asked if multiple lots owned could be combined. Mr. Adams stated that yes this was a classic example of land assembly.

**Town Administrator’s Communications**

Mr. Carmichael stated that he recently reached out to the Town Attorney about differential water rates in the Town limits versus the ETJ. NC General Statue 160a-314 gives Town’s the authority to establish water rates and classes. Mr. Carmichael invited Senior Water Operator Jarod McIntosh to come up and share some information about water rates with the Board. Mr. McIntosh stated that the Town of Montreat currently charges $4.95 per 1000 gallons for water inside the Town limits. The Town of Black Mountain charges $7.51 per 1000 gallons for water inside Town limits and $12.23 per 1000 gallons for water outside Town limits. Mr. McIntosh also mentioned that the Town of Montreat has other costs associated with water rates and taps that aren’t being considered in current Montreat pricing. Mr. Carmichael stated that it was better to conduct a rate study with the NC Rural Water Association and garner public input before raising rates outside the budget cycle.

Mr. Carmichael also stated that Town Staff were continuing to have conversations with FEMA and representatives had been onsite this week in Montreat to look at uncompleted projects from Tropical Storm Fred.

**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.

**Public Comment**

Martha Campbell of 149 Maryland Place thanked Planning & Zoning and Board of Adjustment for their recent work and encouraged the Board of Commissioners to pass a resolution thanking both boards for their tireless work. Mayor Helms stated that a resolution had been passed for Planning & Zoning earlier in the summer and he felt certain they would do the same for Board of Adjustment when the time comes. Mrs. Campbell also asked the Council to share the final costs to the Town for the Board of Adjustment Special Hearing when the whole process is finished. Commissioner Kitty Fouche asked Town Administrator Alex Carmichael if he knew the costs incurred so far. Mr. Carmichael stated that roughly $21,235.95 has been spent so far on case preparation, training and meeting costs.

Shirley Mitchell of 201 Harmony Lane stated her concerns that the Montreat Stewards has not been allowed to speak at the hearings. Mayor Helms advised that currently the MRA is presenting their case and when they are finished the other parties will have their time as well.

**Old Business**

There was no new business to discuss.

**New Business**

1. Second Reading of Ordinance #21-10-0001 Establishing Comprehensive Plan Update Steering Committee: Commissioner Kitty Fouche moved to approve Ordinance #21-10-0001 as presented. Commissioner Jane Alexander seconded and the motion carried 5/0.

B. Ordinance Revisions for Septic and Wells: Commissioner Kent Otto moved to approve General Ordinance Revisions for Septic and Wells as presented. Mayor Pro Tem Tom Widmer seconded and the motion carried 5/0. Mayor Pro Tem Tom Widmer thanked the P&Z Commission for all their hard work on the revisions.

C. Budget Amendment #3: Town Administrator Alex Carmichael stated this Budget Amendment is in response to the Request for Proposals that Town Staff distributed for a consultant for the Comprehensive Plan Update Steering Committee. The lowest bid was over $44, 000 so this Budget Amendment is allowing for $10,000 more to be moved for the Comprehensive Plan Update Steering Committee Consultant fees. Mr. Carmichael hopes that Town Staff can negotiate the final costs down. Commissioner Jane Alexander moved to approve Budget Amendment #3 in the amount of $10,000 in order to pay for the Comprehensive Plan Update. Commissioner Alice Lentz seconded and the motion carried 5/0.

D. Awarding the Bid for Consulting Services: Mayor Pro Tem Tom Widmer moved to table this discussion. Mayor Pro Tem Widmer felt that after reviewing the proposal he found some significant concerns. In the proposal there is very little involvement of the Comprehensive Plan Update Steering Committee. He doesn’t feel it will be a collaborative effort. Mayor Pro Tem Widmer also has some concerns about the extra costs. There is also no reference to reviewing the 2008 Comprehensive Plan. Mayor Helms directed Town Administrator Alex Carmichael, Mayor Pro Tem Tom Widmer and Planning & Zoning Chair Bill Scheu to meet with the firm in question and talk out the concerns. Commissioner Kitty Fouche seconded and the motion was tabled 5/0.

**Public Comment**

Dr. Mary Standaert of 118 Shenandoah Terrace thanked Mayor Pro Tem Widmer for his insightful analysis of the Bid for Consulting Services. Dr. Standaert mentioned that a very tight time table has been established to get the Comprehensive Plan back to the Commission by a set date and she wondered if this previous motion would cause problems.

**Commissioner Communications**

Commissioner Alice Lentz read a letter of resignation effective December 9, 2021. Commissioner Lentz took the opportunity in her letter to thank her fellow Council members, Town Staff and residents for their support. Commissioner Lentz plans to spend time with her family and focusing on other endeavors. Mayor Helms thanked her for her hard work and dedication to the Board.

Mayor Pro Tem Tom Widmer reminded the public to send in their “thank you” notes for Town Staff which will be presented to Staff at the appreciation luncheon next week. Mayor Pro Tem Widmer also thanked the Presbyterian Heritage Center, specifically Nancy Midgette, for collaborating with the Town on a new column for the Montreat Minute called “Did you know?”.

**Dates to Remember**

* Board of Adjustment November 17, 2021 10:00 – 5:00 p.m. by Zoom Software and in person attendance at Town Hall with overflow attendance in Moore Center
* Montreat Tree Board November 23, 2021 9:30 a.m. by Zoom Software and in person attendance at Montreat Town Hall
* Town Services Closed November 25-26th for Thanksgiving Holiday
* Montreat Landcare December 1, 2021 9:00 a.m. Allen Building
* Planning & Zoning Commission Meeting December 9, 2021 10:30 a.m. by Zoom Software and in person attendance at Montreat Town Hall
* Town Council Meeting December, 2021 7:00 p.m. by Zoom Software and in person attendance at Montreat Town Hall. Public Forum begins at 6:30 p.m.

**Adjournment**

Commissioner Alice Lentz moved to adjourn the meeting. Mayor Pro Tem Tom Widmer seconded and the motion carried 5/0. The meeting was adjourned at 7:46 p.m.

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Tim Helms , Mayor Angie Murphy, Town Clerk