

**Town of Montreat  
Board of Commissioners Meeting – Public Forum  
May 12, 2022 – 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  
May 12, 2022 – 7:00 p.m.  
In person and 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

- April 14th Town Council Public Forum Meeting Minutes
- April 14th 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. Presentation of FY22-23 Proposed Budget and Consideration of Setting a Public Hearing**

- See Agenda Materials on pages 29-45
- Suggested Motion: Move to set a Public Hearing at 7:00 or soon thereafter on June 9<sup>th</sup> 2022 regarding the FY22-23 proposed budget

**B. Consideration of Setting a Special Meeting regarding Budget Work Session**

- Suggested Motion: Move to set a Special Meeting on \_\_\_\_\_ at \_\_\_\_\_ am/pm for the purpose of holding a Budget Work Session

**C. Consideration of Contract Extension regarding Tax Collections Agreement**

- See Agenda Materials on pages 46-56
- Suggested Motion: Move to approve/deny the Contract Extension with Buncombe County regarding the Tax Collections Agreement

**D. Consideration of Renewing Property and Liability Insurance with the Interlocal Risk Financing Fund of NC**

- See Agenda Materials on page 58
- Suggested Motion: Move to approve/deny the renewal of Property and Liability Insurance in the amount of \$23,665 with the Interlocal Risk Financing Fund of NC

**E. Consideration of Renewing Workers Compensation Insurance with the NC Interlocal Risk Management Agency**

- See Agenda Materials on pages 59-60
- Suggested Motion: Move to approve/deny the renewal of Workers Compensation Insurance in the amount of \$13,936.37 with the NC Interlocal Risk Management Agency

**F. Consideration of Appointing Allen Crawford as Planning & Zoning Commission ETJ Member**

- See Agenda Materials on page 61-62
- Suggested Motion: Move to appoint/deny Allen Crawford as Planning & Zoning Commission ETJ Member to a term of three years to expire on 5/31/2025

**G. Consideration of Appointing Danny Sharp from alternate member to full time member of Board of Adjustment**

- See Agenda Materials on page 63
- Suggested Motion: Move to appoint/deny Danny Sharp as regular member of Board of Adjustment to fill an unexpired term that expires on 01/31/2023.

**XI. Public Comment**

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

**XII. Commissioner Communications**

**XIII. Dates to Remember**

- Tree Board, Tuesday May 24<sup>th</sup> at 9:30 a.m. in Town Hall and by Zoom Meeting Software
- Board of Adjustment, Thursday May 26<sup>th</sup> at 5:00 p.m. in Town Hall and by Zoom Meeting Software
- Town Offices Closed, Monday May 30<sup>th</sup> in observance of Memorial Day Holiday. Sanitation services will resume on Tuesday May 31<sup>st</sup>
- Landcare, Tuesday June 1<sup>st</sup> at 9:00 a.m. in Town Hall and by Zoom Meeting Software
- June Town Council Meeting, Thursday June 9<sup>th</sup> at 7:00 p.m. in Town Hall and by Zoom Meeting Software. Public Forum begins at 6:30 p.m.
- Bridge Aesthetics Committee, Tuesday June 14<sup>th</sup> at 2:00 p.m. in Town Hall and by Zoom Meeting Software
- Audit Committee, Thursday June 16<sup>th</sup> at 2:00 p.m. in Town Hall
- Tree Board, Tuesday June 28<sup>th</sup> at 9:30 p.m. in Town Hall and by Zoom Meeting Software

**XIV. Closed Session**

- **Suggested Motion: To enter into Closed Session in accordance with NCGS 143-318.11(3) for attorney-client consultation.**

#### **XIV. Adjournment**

**Town of Montreat  
Board of Commissioners  
Public Forum Meeting Minutes  
April 14, 2022 – 6:30 p.m.  
Town Hall & Zoom**

---

Board members present: Mayor Tim Helms  
Mayor Pro Tem Tom Widmer  
Commissioner Kitty Fouche  
Commissioner Mason Blake  
Commissioner Jane Alexander  
Commissioner Kent Otto

Board members absent: None

Town staff present: Ben Blackburn, Interim Town Administrator  
Angie Murphy, Town Clerk

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

**Agenda Approval**

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

**Public Forum**

Mrs. Linda Stroupe of 105 Kanawha Drive read a series of questions for her neighbors who could not be present for the meeting. On behalf of Meredith Greene and Laurie Morgan of 130 Kanawha Drive, Mrs. Stroupe asked the following: What is the total to date that the Town has spent on the SUP hearings and appeal regarding the proposed lodge and is there an estimate of further costs to the Town before its responsibility in this matter is completed. Mayor Helms stated that the Town has spent between \$121,555 and \$124,555 which includes all staff time, an estimated \$7,000-\$10,000 in attorney fees for the Superior Court appeal, and the balance of \$99,813 for attorneys, court reporter and other fees. On behalf of Dan Zorn of 112 Kanawha Drive, Mrs. Stroupe asked the following four questions: How much is the annual allocation for legal fees? Mayor Helms advised that \$45,000 was allocated for legal fees for Fiscal Year 21/22. Should the Board increase the amount of this item going forward not that this precedent has been set? Mayor Helms stated that the amount would probably be increased going forward but he would much rather see the money spent on other projects which directly impact the townspeople. If we have overspent on this line item, what other budgeted events will suffer this year? Mayor Helms responded by saying that the Town is being forced to use funds earmarked for the Texas Road Bridge Conversion repair to pay for the expenses. If the Town is not directly sued, why start the tab on legal fees? Mayor Helms stated

that there was one attorney who represented the Board of Adjustment to make sure the BOA's proceedings were proper and legally correct. There was another litigation attorney who represented the Town of Montreat to monitor and observe the hearings to be prepared to defend the Town of Montreat in the event to an appeal to the Superior Court.

Mrs. Grace Nichols of 527 Suwannee Drive thanked Mayor Helms for signing the Monarchs Mayor Challenge and announced that after a two year absence the Native Plant Sale will be held on Saturday, April 23<sup>rd</sup>. There will be activities and events for the entire family. Mrs. Nichols thanked the members of the Commission who had volunteered their time for the plant sale. Mrs. Nichols also commended the work of the grounds crew who recently mulch and weeded around Town Hall.

Mr. Brad Hestir of 192 Mississippi Road stated that the Native Plant Sale is also an opportunity to celebrate and remember Arbor Day in Montreat. Mr. Hestir urged the Commission to support tree conservation in Montreat and to make sure the environment is considered a primary issue with regards to all decisions made in Montreat.

### **Adjournment**

Mayor Pro Tem Tom Widmer moved to adjourn the meeting. Commissioner Kent Ottoseconded and the motion carried 5/0. The meeting was adjourned at 6:52 p.m.

---

Tim Helms, Mayor

---

Angie Murphy, Town Clerk

**Town of Montreat  
Board of Commissioners  
Meeting Minutes  
April 14, 2022 – 7:00 p.m.  
Zoom Meeting with in person attendance**

---

Board members present: Mayor Tim Helms  
Mayor Pro Tem Tom Widmer  
Commissioner Jane Alexander  
Commissioner Mason Blake  
Commissioner Kitty Fouche  
Commissioner Kent Otto

Board members present via  
Zoom: None

Board members absent: None

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

Town staff present via Zoom: None

Approximately six members of the public were present at Town Hall and several more were watching via Zoom. Mayor Tim 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 Fouche moved to adopt the agenda as presented. Commissioner Jane Alexander seconded and the motion carried 5/0.

**Mayor's Communications**

Mayor Tim Helms reiterated his comments regarding attorney fees that he made during the Public Forum. The Town will have spent between \$121,555 and \$124,555 in attorney fees on the hotel SUP matter. This included an estimated \$7,000 - \$10,000 for potential Superior Court attorney fees in the



case of an appeal which appears to be forthcoming.

### **Meeting Minutes Adoption**

- March 10<sup>th</sup> Town Council Public Forum Meeting Minutes
- March 10<sup>th</sup> Town Council Meeting Minutes

### **Interim Town Administrator's Communications**

Interim Town Administrator Ben Blackburn briefly took a moment to report on the two grant applications the Town of Montreat submitted for the Texas Road Bridge funding. This included Buncombe County COVID ARPA funds and the French Broad River Metropolitan Planning Organization grant program.

### **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 Kent Otto asked Public Works Director Barry Creasman about the Texas Road Culvert below the Swimming Pool. Mr. Creasman reported that he's in communication with an engineer from Civil Design Concepts who is awaiting results on the gabion baskets.

Mayor Pro Tem Tom Widmer asked Public Works Director Barry Creasman if it is proper for the Texas Road Bridge to be used as a walking bridge. Mr. Creasman advised that in June 2020 the bridge was registered with the NCDOT as a pedestrian bridge and at that time it was closed to vehicular traffic. Mr. Creasman also advised that all ratings and subsequent inspection reports lists it as a pedestrian bridge.

Mayor Pro Tem Tom Widmer questioned Police Chief David Arrant about the 62% decrease from last year in traffic stops. Chief Arrant responded by saying that there is a lack of certified radar operators along with other factors.

### **Public Comment**

There were no Public Comments at this time.

**Old Business**

There was no Old Business to discuss.

**New Business**

- A. Consideration of Public Hearing regarding Change of Town of Montreat Charter from Mayor/Council to Council/Manager Form of Government: Mayor Helms opened the Public Hearing for comments regarding the issue. Wade Burns of 211 Virginia Road stated that the current form of government has many issues and that by switching to Council/Manager it could eliminate the politics out of staff management. Commissioner Mason Blake stated that he had recently spent two days in a seminar presented by the League of Municipalities and the NC School of Government and he had learned that NC leads the nation in municipalities adopting the Manager/Council form of Government. Commissioner Blake share that a lot of the larger towns had adopted this form of government because of its efficiency. Commissioner Kitty Fouche agreed with previous comments and felt that it would be in the best interest of the Town. Brad Hestir of 192 Mississippi Road questioned how much of the Montreat community knows about this significant change in the form of government. Mayor Helms advised that this discussion and Public Hearing came up last month and in February as well. It had been communicated in the Montreat Minute, on the Town Website, posted in the Post Office and included in the official minutes of the Board of Commissioners. Mr. Blackburn advised that no action on this matter can be taken until next month's regular meeting. Commissioner Jane Alexander moved to close the Public Hearing. Commissioner Kent Otto seconded and the motion carried 5/0.
- B. Consideration of French Broad River Metropolitan Planning Organization LAPP Grant Application Local Government Commitment to 20% Matching Funds: Interim Town Administrator Ben Blackburn briefly reviewed the specifics of the FBRMPO LAPP Grant for the Commission. Mayor Pro Tem Tom Widmer moved to approve the French Broad River Metropolitan Planning Organization LAPP Grant Application and 20% matching funds. Commissioner Kitty Fouche seconded and the motion carried 5/0.
- C. Consideration of Establishing a Committee and Setting a Special Meeting regarding Hunting Dogs within the Town Limits: Commissioner Mason Blake discussed his intent behind a Special Meeting regarding Hunting Dogs within the Town Limits. Commissioner Blake would like to include three representatives from the Public, one representative from Mountain Retreat Association, one representative from the local bear hunting club and one representative from the NC Wildlife Resources Commission. Mayor Pro Tem Tom Widmer's only objection was the term "committee". Commissioner Kent Otto expressed his hesitation in including the word "committee" as well. Commissioner Mason Blake moved to set a special meeting to discuss how to manage the issue of hunting dogs in Montreat during bear hunting season. Mayor Pro Tem Tom Widmer seconded and the motion carried 5/0.

- D. Consideration of Bid Proposal regarding Texas Road Pedestrian Bridge Project : Public Works Director Barry Creasman reported that on May 1<sup>st</sup> Town Staff put out bids for Phase 1 of the Texas Road Pedestrian Bridge Project. Over 400 vendors and contractors received the bid and Mr. Creasman met with seven contractors on-site. Mr. Creasman stated that the Town had received only one bid for \$317,000 for Phase 1 portion of the project. Commissioner Kent Otto moved to deny a bid from Cekra, Inc. in the amount of \$317,000 for Phase 1 repair of the Texas Road Bridge. Mayor Pro Tem Tom Widmer seconded and the motion carried 5/0.
- E. Consideration of Adopting Arbor Day Proclamation: Commissioner Kitty Fouche moved to adopt the Arbor Day Proclamation as presented. Commissioner Jane Alexander seconded and the motion carried 5/0.
- F. Consideration of Surplus Property Resolution: Mayor Pro Tem Tom Widmer moved to approve the Surplus Property Resolution. Commissioner Kent Otto seconded and the motion carried 5/0.
- G. Consideration of 2022-2023 Health Insurance Renewal: Commissioner Kent Otto moved to approve the 2022-2023 health insurance renewal. Commissioner Mason Blake seconded and the motion carried 5/0. Mr. Blackburn advised that basic medical increased by 4% and dental decreased by 5%.
- H. Budget Amendment #6: Finance Officer Darlene Carrasquillo advised that after a complete analysis of the special revenue project for the Greybeard Wall that \$4,400 needed to be moved from the streets department to this project to bring it in line. Commissioner Kitty Fouche moved to approve Budget Amendment #6. Mayor Pro Tem Tom Widmer seconded and the motion carried 5/0.
- I. Budget Amendment #7: Ms. Carrasquillo advised that she needed to move money from police to sanitation to cover additional costs for gasoline and dumpster charges. This money would also go for salaries and fica taxes for a sanitation employee who had passed his one year probationary period. Commissioner Kent Otto moved to approve Budget Amendment #7. Commissioner Jane Alexander seconded and the motion carried 5/0.
- J. Budget Amendment #8: Ms. Carrasquillo stated that additional funding was needed out of the streets department and into the sanitation department for auto supplies, gasoline and dumpster services. Mayor Pro Tem Tow Widmer moved to approve Budget Amendment #8. Commissioner Kent Otto seconded and the motion carried 5/0.
- K. Budget Amendment #9: Ms. Carrasquillo advised that our professional services/legal fees had increased substantially. Commissioner Kitty Fouche moved to approve Budget Amendment #9. Commissioner Kent Otto seconded and the motion carried 5/0.

- L. Budget Amendment #10: Ms. Carrasquillo advised that only 26 payrolls were budgeted in FY 22 but there were actually 27 payrolls and additional monies were needed. Commissioner Jane Alexander moved to approve Budget Amendment #10. Commissioner Mason Blake seconded and the motion carried 5/0.
- M. Budget Amendment #11: Ms. Carrasquillo advised that another \$26,000 bill for legal fees had been received earlier in the day. Mayor Pro Tem Tom Widmer moved to approve Budget Amendment #11. Commissioner Kent Otto seconded and the motion carried 5/0.

### **Public Comment**

There were no further Public Comments.

### **Commissioner Communications**

Mayor Pro Tem Tom Widmer thanked Barry Creasman, Daniel Wiggs, Drew Brown and Jarod McIntosh for Town Hall mulching. Mayor Pro Tem Tom Widmer stated that Montreat Resident John Casper's new book "The Sky Above" was released today and could be found at all major book avenues. Mayor Pro Tem Widmer also advised that the Montreat Adult Summer Club will host Mr. Casper with a book signing sometime in July.

Commissioner Kent Otto thanked Town Staff for their hard work in serving the community.

Mayor Tim Helms recognized Grace Nichols for her work on Landcare, Brad Hestir for his work with Tree Board, Mark Spence for his work with Board of Adjustment and Wade Burns for his work with Planning & Zoning.

### **Dates to Remember**

- Town Offices Closed, Friday, April 15<sup>th</sup> in observance of Good Friday Holiday
- Montreat Bridge Committee, Tuesday April 19<sup>th</sup> at 2:00 p.m. in Town Hall and by Zoom Software
- Native Plant Sale, Saturday April 23<sup>rd</sup> from 9:00 a.m. – 3:00 p.m., Moore Center Field
- Tree Board, Tuesday April 26<sup>th</sup> at 9:30 a.m. in Town Hall and by Zoom Software
- Board of Adjustment, Thursday April 28<sup>th</sup> at 5:00 p.m. in Town Hall and by Zoom Software
- Landcare, Wednesday May 4<sup>th</sup> at 9:00 a.m. in Town Hall and by Zoom Software
- Planning & Zoning Commission Meeting, Thursday May 12<sup>th</sup> at 10:30 a.m. in Town Hall and by Zoom Software

- May Town Council Meeting, Thursday May 12th at 7:00 p.m. in Town Hall and by Zoom Software. Public Forum begins at 6:30 p.m.
- Town Offices Closed, Monday May 30th in observance of Memorial Day Holiday

**Adjournment**

Commissioner Kitty Fouche moved to adjourn the meeting. Commissioner Jane Alexander seconded and the motion carried 5/0. The meeting was adjourned at 8:11 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](http://www.townofmontreat.org)

### ADMINISTRATIVE REPORTS: ADMINISTRATION

Town Administration report for the month of April 2022

| Monthly Statistics                               | 2021 | 2022 |
|--|------|------|
| Public Meetings                                  | 5    | 5    |
| Inter-Organizational /Intergovernmental Meetings | 3    | 1    |
| Agendas Prepared                                 | 4    | 4    |
| Minutes Transcribed                              | 4    | 3    |
| Resolutions Drafted                              | 0    | 0    |
| Public Records Requests Processed                | 0    | 1    |
| Water Bills Processed                            | 674  | 675  |
| Leak Adjustments                                 | 10   | 2    |
| New Water Accounts Established                   | 1    | 1    |
| Purchase Orders                                  | 69   | 91   |
| Professional Development Hours                   | 16   | 16   |
| Sunshine List Messages                           |      | 13   |
| Website Posts                                    | 9    | 13   |
| Social Media Posts                               | 0    | 0    |
| Code Red Alerts                                  | 1    | 0    |
| Workers Compensation Claims                      | 0    | 0    |

#### Upcoming Events and Schedule Changes

#### Comments

N/A

#### Staff Communications

N/A



## TOWN OF MONTREAT

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

### ADMINISTRATIVE REPORTS: BUILDINGS AND INSPECTIONS

Buildings and Inspections report for the month of April 2022

| Monthly Statistics             | 2021 | 2022 |
|--------------------------------|------|------|
| Building Permits Issued        | 7    | 8    |
| Pending Building Permits       | 0    | 0    |
| Building Inspections Performed | 26   | 24   |
| Stop Work Orders Issued        | 0    | 0    |
| Defective Building Posted      | 0    | 0    |
| Denied Building Permits        | 0    | 0    |
| Fire Inspections Performed     | 0    | 0    |
| Fire Re-Inspections Performed  | 0    | 0    |
| Fire Permits Issued            | 0    | 0    |

#### Comments

#### Staff Communications



## TOWN OF MONTREAT

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

### ADMINISTRATIVE REPORTS: STREETS

Streets Department report for the month of April , 2022

| Monthly Statistics                 | 2021   | 2022   |
|------------------------------------|--------|--------|
| Miles of Road Maintained           | 15.46  | 17.12  |
| Miles of New Road Constructed      | 0      | 0      |
| Public Trees Removed               | 0      | 0      |
| Sand Applied to Roads (tons)       | 0      | 0      |
| Ice Melt Applied to Roads (pounds) | 0      | 0      |
| Monthly Fuel Costs                 | 250.58 | 364.23 |
| Contracted Employee Staff Hours    | 0      | 0      |
| Road Closures                      | 0      | 0      |

#### Comments

Mowing season is here. We will be repairing curbing and patching potholes starting this month. Please be mindful of the crews working in the roadways.





## TOWN OF MONTREAT

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

### ADMINISTRATIVE REPORTS: POLICE DEPARTMENT

Police Department report for the month of

April , 2022

| Monthly Statistics                      | 2021  | 2022   |
|---|-------|--------|
| Mileage                                 | 2,298 | 2,046  |
| Dispatched Calls                        | 40    | 19     |
| Officer-Initiated Calls                 | 571   | 502    |
| Fire Assistance Calls                   | 0     | 2      |
| EMS Assistance Calls                    | 1     | 1      |
| Motorist/Other Assistance Calls         | 18    | 23     |
| Traffic Stops                           | 16    | 21     |
| Parking Issues                          | 1     | 4      |
| Burglar Alarm Responses                 | 3     | 0      |
| Fire Alarm Responses                    | 0     | 3      |
| Residential/Building Checks             | 512   | 470    |
| Ordinance Violations                    | 1     | 0      |
| Law Enforcement Agency Assistance Calls | 21    | 12     |
| Animal Control Calls                    | 3     | 1      |
| Larcenies                               | 1     | 0      |
| Breaking & Entering Calls               | 0     | 0      |
| Suspicious Person Investigations        | 3     | 2      |
| Suspicious Vehicle Investigations       | 6     | 2      |
| Disturbance Calls                       | 9     | 2      |
| Accident Responses                      | 0     | 1      |
| Auxiliary Hours Worked (Regular)        | 32    | 16     |
| Auxiliary Hours Worked (Addittional)    | 48    | 24     |
| Truck Turns at Gate                     | 2     | 17     |
| MPD Fuel Cost                           | \$ -  | \$0.00 |
| Professional Development Hours          | 0     | 12     |
| Town Service                            | 552   | 487    |
| MRA Service                             | 224   | 314    |
| College Service                         | 26    | 6      |

#### Comments

A reminder, our non-emergency number has changed. You can reach the MPD Officer on duty through Buncombe County Dispatch. 828-250-6670.



## TOWN OF MONTREAT

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

### ADMINISTRATIVE REPORTS: WATER AND PUBLIC WORKS

Water and Public Works report for the month of April , 2022

| Monthly Statistics               | 2021    | 2022      |
|----------------------------------|---------|-----------|
| Calls for Service                | 42      | 32        |
| Water Leaks Repaired             | 0       | 2         |
| New Water Lines Installed        | 0       | 0         |
| Water Meters Read                | 674     | 674       |
| Water Meter Replacements         | 0       | 0         |
| Gallons of Water Produced        | 3474736 | 2,703,899 |
| Monthly Fuel Cost                | 377.27  | \$ 601.63 |
| Hours Pumped (11 wells combined) | 1766    | 1,489     |

#### Comments

0



## TOWN OF MONTREAT

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

### ADMINISTRATIVE REPORTS: SANITATION

Sanitation Department report for the month of April , 2022

| Monthly Statistics                        | 2021    | 2022      |
|---|---------|-----------|
| Tons of Curbside Trash Collected          | 16.69   | 7.49      |
| Pay-As-You-Throw Trash Bags Collected     | 23      | 71        |
| Tons of Curbside Recycling Collected      | 3.71    | 2.45      |
| Pay-As-You-Throw Recycling Bags Collected | 15      | 53        |
| Cardboard Recycling Collected             | 0.83    | 0.71      |
| Unique Curbside Sanitation Stops          | 1484    | 1,460     |
| Bagged Leaf Pickup                        | 385     | 226.00    |
| Brush Pickup (cubic yards)                | 5 Loads | 5 Loads   |
| Hauling Fees                              | 836.65  | \$0.00    |
| Tipping Fees                              | 687.13  | \$0.00    |
| Dumpster Rental Fees                      | 203.92  | \$0.00    |
| Sanitation Fuel                           | 143.71  | \$ 446.52 |

Comments:

0



## TOWN OF MONTREAT

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

### ADMINISTRATIVE REPORTS: ZONING ADMINISTRATION

Zoning Administration report for the month of April , 2022

| Monthly Statistics              | 2021 | 2022 |
|---------------------------------|------|------|
| Approved Zoning Permits         | 0    | 0    |
| Denied Zoning Permits           | 0    | 0    |
| Pending Zoning Permits          | 0    | 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

| Date of Deposit                            | Jul-20    | Jul-21    | % +/-      | Aug-20    | Aug-21    | % +/-      | Sep-20    | Sep-21     | % +/-      | Oct-20     | Oct-21     | % +/-      | Nov-20    | Nov-21    |
|--|-----------|-----------|------------|-----------|-----------|------------|-----------|------------|------------|------------|------------|------------|-----------|-----------|
| AdVal/RMV<br>(Includes Sp Assess&Ded Fees) | 1,392.91  | 2,920.94  | <b>52%</b> | 1,017.11  | 3,457.81  | <b>71%</b> | 46,660.36 | 106,638.16 | <b>56%</b> | 116,236.34 | 122,923.63 | <b>5%</b>  | 69,383.54 | 60,228.54 |
| Sales                                      | 28,659.10 | 40,374.75 | <b>29%</b> | 31,023.08 | 41,390.38 | <b>25%</b> | 36,448.63 | 45,270.46  | <b>19%</b> | 35,569.11  | 45,114.37  | <b>21%</b> | 34,853.46 | 41,479.39 |
| Solid Waste<br>(Quarterly)                 |           |           |            | 163.22    | 179.40    | <b>9%</b>  |           |            |            |            |            |            | 175.32    | 173.79    |
| Utility Fran<br>(Quarterly)                |           |           |            |           |           |            | 17,308.49 | 18,360.31  | <b>6%</b>  |            |            |            |           |           |
| Wine/Beer<br>(Annual-May)                  |           |           |            |           |           |            |           |            |            |            |            |            |           |           |

NOTES:

AdVal Tax is received the month after the tax is collected

RMV Tax is received two months after the tax is collected

Sales Tax is received three months after the tax is collected

| % +/-          | Date of Deposit             | Dec-20     | Dec-21     | % +/-         | Jan-21     | Jan-22     | % +/-         | Feb-21     | Feb-22     | % +/-         | Mar-21    | Mar-22    |
|----------------|-----------------------------|------------|------------|---------------|------------|------------|---------------|------------|------------|---------------|-----------|-----------|
| <b>-15.20%</b> | AdVal/RMV                   | 205,940.75 | 267,776.90 | <b>23.09%</b> | 383,509.82 | 363,624.75 | <b>-5.47%</b> | 214,909.51 | 245,254.38 | <b>12.37%</b> | 25,014.67 | 41,125.22 |
| <b>15.97%</b>  | Sales                       | 36,690.89  | 43,345.68  | <b>15.35%</b> | 37,275.01  | 44,765.05  | <b>16.73%</b> | 37,770.31  | 46,005.02  | <b>17.90%</b> | 42,509.30 | 50,930.06 |
| <b>-0.88%</b>  | Solid Waste<br>(Quarterly)  |            |            |               |            |            |               | 186.01     | 178.63     | <b>-4.13%</b> |           |           |
|                | Utility Fran<br>(Quarterly) | 24,515.92  | 23,240.05  | <b>-5.49%</b> |            |            |               |            |            |               | 21,064.15 | 21,931.85 |
|                | Wine/Beer<br>(Annual-May)   |            |            |               |            |            |               |            |            |               |           |           |

NOTES:

AdVal Tax is received the month after the tax is collected

RMV Tax is received two months after the tax is collected

Sales Tax is received three months after the tax is collected

| % +/-         | Apr-21    | Apr-22    | % +/-         |
|---------------|-----------|-----------|---------------|
| <b>39.17%</b> | 9,782.68  | 29,099.12 | <b>66.38%</b> |
| <b>16.53%</b> | 34,395.20 | 36,829.52 | <b>6.61%</b>  |
| <b>4.12%</b>  |           |           |               |

**MARCH 2021 - MONTH 9 OF FISCAL YEAR 2020-2021**

**REVENUES**

| Fund  | Fund # | Budget              | YTD Budget          | YTD Collected       | Difference        |
|---|--------|---------------------|---------------------|---------------------|-------------------|
| GENERAL FUND                                    | 10     | 1,917,820.92        | 1,438,365.69        | 1,725,686.16        | 287,320.47        |
| WATER FUND                                      | 30     | 311,250.00          | 233,437.50          | 260,006.00          | 26,568.50         |
| <b>TOTAL REVENUES GENERAL &amp; WATER FUNDS</b> |        | <b>2,229,070.92</b> | <b>1,671,803.19</b> | <b>1,985,692.16</b> | <b>313,888.97</b> |

**EXPENSES**

| Dept Name                          | Fund # | Budget              | YTD Budget          | YTD Exp             | Difference        |
|------------------------------------|--------|---------------------|---------------------|---------------------|-------------------|
| GOVERNING BODY                     | 10     | 53,562.00           | 40,171.50           | 28,132.21           | 12,039.29         |
| ADMINISTRATION                     | 10     | 451,465.00          | 338,598.75          | 303,822.17          | 34,776.58         |
| PUBLIC BUILDINGS                   | 10     | 250,985.10          | 188,238.83          | 209,913.04          | (21,674.22)       |
| POLICE                             | 10     | 438,913.82          | 329,185.37          | 302,593.76          | 26,591.60         |
| BUILDING AND ZONING                | 10     | 76,310.00           | 57,232.50           | 43,161.72           | 14,070.78         |
| PUBLIC WORKS                       | 10     | 249,157.00          | 186,867.75          | 210,980.07          | (24,112.32)       |
| STREET                             | 10     | 252,346.00          | 189,259.50          | 139,455.10          | 49,804.40         |
| SANITATION                         | 10     | 122,982.00          | 92,236.50           | 83,746.82           | 8,489.68          |
| ENVIRON,CONS,REC                   | 10     | 22,100.00           | 16,575.00           | 710.57              | 15,864.43         |
| <b>TOTAL EXPENSES GENERAL FUND</b> |        | <b>1,917,820.92</b> | <b>1,438,365.69</b> | <b>1,322,515.46</b> | <b>115,850.23</b> |

| Dept Name                        | Fund # | Budget            | YTD Budget        | YTD Exp           | Difference       |
|----------------------------------|--------|-------------------|-------------------|-------------------|------------------|
| WATER                            | 30     | 311,250.00        | 233,437.50        | 187,889.62        | 45,547.88        |
| <b>TOTAL EXPENSES WATER FUND</b> |        | <b>311,250.00</b> | <b>233,437.50</b> | <b>187,889.62</b> | <b>45,547.88</b> |

|   |                       |                       |                       |                     |
|---|-----------------------|-----------------------|-----------------------|---------------------|
| <b>TOTAL EXPENSES GENERAL &amp; WATER FUNDS</b> | <b>\$2,229,070.92</b> | <b>\$1,671,803.19</b> | <b>\$1,510,405.08</b> | <b>\$161,398.11</b> |
|---|-----------------------|-----------------------|-----------------------|---------------------|

**GENERAL FUND INCOME/LOSS - YTD** **\$403,170.70**

**WATER FUND INCOME/LOSS - YTD** **\$72,116.38**

**NET INCOME - YTD 2020** **\$475,287.08**

| SPECIAL PROJECTS              |        |                        |                    |                        |               |
|-------------------------------|--------|------------------------|--------------------|------------------------|---------------|
| Project                       | Fund # | Budget                 | This Month Actual  | Amount Spent To Date   | % Spent       |
| TOWN HALL                     | 13     | 2,294,375.77           | 0.00               | 2,126,133.91           | 92.67%        |
| PUBLIC WORKS BLDG             | 14     | 403,888.86             | 597.19             | 392,985.96             | 97.30%        |
| FEMA-GREYBEARD                | 15     | 218,232.00             | 0.00               | 242,684.30             | 111.20%       |
| 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     | 183,943.00             | 0.00               | 29,391.40              | 15.98%        |
| LANDCARE                      | 26     | 750.00                 | 0.00               | 49.95                  | 6.66%         |
| CARES ACT GRANT               | 27     | 9,697.06               | 608.07             | 5,135.53               | 52.96%        |
| <b>TOTAL SPECIAL PROJECTS</b> |        | <b>\$ 3,275,000.69</b> | <b>\$ 1,205.26</b> | <b>\$ 2,906,094.69</b> | <b>88.74%</b> |







**MARCH 2022 - MONTH 9 OF FISCAL YEAR 2021-2022**

**REVENUES**

| Fund  | Fund # | Budget              | YTD Budget          | YTD Collected       | Difference        |
|---|--------|---------------------|---------------------|---------------------|-------------------|
| GENERAL FUND                                    | 10     | 1,810,952.00        | 1,358,214.00        | 1,642,632.78        | 284,418.78        |
| WATER FUND                                      | 30     | 344,041.00          | 258,030.75          | 266,933.41          | 8,902.66          |
| <b>TOTAL REVENUES GENERAL &amp; WATER FUNDS</b> |        | <b>2,154,993.00</b> | <b>1,616,244.75</b> | <b>1,909,566.19</b> | <b>293,321.44</b> |

**EXPENSES**

| Dept Name                          | Fund # | Budget              | YTD Budget          | YTD Exp             | Difference        |
|------------------------------------|--------|---------------------|---------------------|---------------------|-------------------|
| GOVERNING BODY                     | 10     | 40,471.00           | 30,353.25           | 16,380.84           | 13,972.41         |
| ADMINISTRATION                     | 10     | 446,567.00          | 334,925.25          | 360,815.56          | (25,890.31)       |
| PUBLIC BUILDINGS                   | 10     | 44,503.00           | 33,377.25           | 18,928.55           | 14,448.70         |
| POLICE                             | 10     | 438,373.00          | 328,779.75          | 281,168.94          | 47,610.81         |
| BUILDING AND ZONING                | 10     | 117,506.00          | 88,129.50           | 56,717.28           | 31,412.22         |
| PUBLIC WORKS                       | 10     | 215,574.00          | 161,680.50          | 171,335.01          | (9,654.51)        |
| STREET                             | 10     | 378,462.00          | 283,846.50          | 162,661.68          | 121,184.82        |
| SANITATION                         | 10     | 106,596.00          | 79,947.00           | 90,297.05           | (10,350.05)       |
| ENVIRON,CONS,REC                   | 10     | 22,900.00           | 17,175.00           | 19,354.06           | (2,179.06)        |
| <b>TOTAL EXPENSES GENERAL FUND</b> |        | <b>1,810,952.00</b> | <b>1,358,214.00</b> | <b>1,177,658.97</b> | <b>180,555.03</b> |

| Dept Name                        | Fund # | Budget            | YTD Budget        | YTD Exp           | Difference       |
|----------------------------------|--------|-------------------|-------------------|-------------------|------------------|
| WATER                            | 30     | 344,041.00        | 258,030.75        | 212,701.55        | 45,329.20        |
| <b>TOTAL EXPENSES WATER FUND</b> |        | <b>344,041.00</b> | <b>258,030.75</b> | <b>212,701.55</b> | <b>45,329.20</b> |

|   |                       |                       |                       |                     |
|---|-----------------------|-----------------------|-----------------------|---------------------|
| <b>TOTAL EXPENSES GENERAL &amp; WATER FUNDS</b> | <b>\$2,154,993.00</b> | <b>\$1,616,244.75</b> | <b>\$1,390,360.52</b> | <b>\$225,884.23</b> |
|---|-----------------------|-----------------------|-----------------------|---------------------|

**GENERAL FUND INCOME/LOSS - YTD** **\$464,973.81**

**WATER FUND INCOME/LOSS - YTD** **\$54,231.86**

**NET INCOME - YTD 2022** **\$519,205.67**

| SPECIAL PROJECTS              |        |                        |                   |                        |               |
|-------------------------------|--------|------------------------|-------------------|------------------------|---------------|
| Project                       | Fund # | Budget                 | This Month Actual | Amount Spent To Date   | % Spent       |
| TOWN HALL                     | 13     | 2,389,529.77           | 0.00              | 2,222,293.91           | 93.00%        |
| PUBLIC WORKS BLDG             | 14     | 403,888.86             | 533.84            | 396,792.34             | 98.24%        |
| FEMA-GREYBEARD                | 15     | 238,360.00             | 0.00              | 242,684.30             | 101.81%       |
| FEMA-TEXAS ROAD               | 16     | 38,272.00              | 0.00              | 38,071.55              | 99.48%        |
| FEMA-PROVIDENCE TERR          | 17     | 15,883.00              | 0.00              | 15,683.00              | 98.74%        |
| FEMA-CALVIN TRAIL             | 20     | 13,691.00              | 0.00              | 13,490.57              | 98.54%        |
| FEMA-CULVERT PROJECT          | 21     | 47,491.00              | 0.00              | 39,274.83              | 82.70%        |
| FEMA-DEBRIS PROJECTS          | 22     | 0.00                   | 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     | 168,583.00             | 0.00              | 57,060.03              | 33.85%        |
| LANDCARE                      | 26     | 750.00                 | 0.00              | 49.95                  | 6.66%         |
| CARES ACT GRANT               | 27     | 9,697.06               | 0.00              | 5,135.53               | 52.96%        |
| AMERICAN RESCUE PLAN ACT      | 28     | 138,633.39             | 0.00              | 55,423.00              | 39.98%        |
| <b>TOTAL SPECIAL PROJECTS</b> |        | <b>\$ 3,484,893.08</b> | <b>\$ 533.84</b>  | <b>\$ 3,089,152.70</b> | <b>88.64%</b> |



**General Fund  
Schedule of Revenues**

| <b>Account<br/>Number</b>  | <b>Account<br/>Name</b>       | <b>Board Approved<br/>FY21-22</b> |
|----------------------------|-------------------------------|-----------------------------------|
| 10-00-3000-100             | Taxes, Ad Valorem - Prior     | 0                                 |
| 10-00-3005-100             | Taxes, Ad Valorem - Current   | 1,180,346                         |
| 10-00-3050-100             | Penalties and Interest        | 0                                 |
| 10-00-3065-100             | NC Sales & Use Tax            | \$421,500                         |
| 10-00-3194-100             | DMV Taxes - Current Yea       | 22,387                            |
| 10-00-3205-200             | NC Franchise Tax              | 88,200                            |
| 10-00-3220-200             | Beer & Wine Tax               | 3,650                             |
| 10-00-3235-200             | Solid Waste Disposal Tax      | 665                               |
| 10-00-3300-300             | Contributions                 | 1,200                             |
| 10-00-3550-800             | Community Service Fee         | 9,058                             |
| 10-00-3800-800             | Interest on Investments       | 444                               |
| 10-00-3805-800             | Interest on Powell Bill       | 36                                |
| 10-00-3815-800             | Miscellaneous Revenues        | 0                                 |
| 10-00-3820-800             | Sale of Fixed Assets          | 0                                 |
| 10-00-3905-900             | Fund Balance Appropriated     | 0                                 |
| 10-00-3915-900             | Transfer to Water Fund        | 0                                 |
| 10-00-3920-900             | Proceeds from Debt Service    | 0                                 |
| 10-10-3305-300             | Public Safety Charges         | 3,371                             |
| 10-10-3405-400             | Arrest Fees and Fines         | 0                                 |
| 10-10-3425-400             | Fire Inspection Fees          | 0                                 |
| 10-10-3430-400             | Building Permits              | 36,120                            |
| 10-10-3434-400             | Zoning Permits                | 140                               |
| 10-10-3435-400             | Sanitation Fees               | 3,740                             |
| 10-10-3435-410             | Back Door Pickup              | 700                               |
| 10-10-3435-420             | Special Pick Up               | 1,200                             |
| 10-10-3435-430             | PATY                          | 960                               |
| 10-20-3325-300             | Powell Bill Grant             | 37,000                            |
| 10-00-3825-800             | Cash Over/Cash Short          | 0                                 |
| 10-20-3925-900             | Powell Bill Fund Balance App. | 0                                 |
| 10-80-3330-340             | Contributions-Landcare        | 235                               |
| <b>General Fund Totals</b> |                               | <b>\$1,810,952</b>                |

**Water Fund****Schedule of Revenues**

| <b>Account<br/>Number</b> | <b>Account<br/>Name</b>         | <b>Board<br/>Approved<br/>FY 21-22</b> | <b>Recommended<br/>FY22-23</b> |
|---------------------------|---------------------------------|--|--------------------------------|
| 30-91-3400-400            | MSD Billing Fees Revenue        | 20,475                                 | <b>20,250</b>                  |
| 30-91-3500-500            | Water Sales                     | 120,300                                | <b>140,400</b>                 |
| 30-91-3500-600            | Water Access Fees               | 170,000                                | <b>168,000</b>                 |
| 30-91-3500-800            | Billing Fee Revenue             | 1,100                                  | <b>1,000</b>                   |
| 30-91-3505-500            | Water Taps                      | 0                                      | <b>0</b>                       |
| 30-91-3505-700            | Water Transfer Fees             | 600                                    | <b>750</b>                     |
| 30-91-3610-600            | Special Assessment              | 27,330                                 | <b>26,500</b>                  |
| 30-91-3805-800            | Interest on Investments         | 36                                     | <b>34</b>                      |
| 30-91-3810-800            | Miscellaneous Revenue           | 0                                      | <b>0</b>                       |
| 30-91-3815-800            | Late Fees                       | 4,200                                  | <b>2,800</b>                   |
| 30-91-3550-800            | Interfund Transfer from General | 0                                      | <b>0</b>                       |
| 30-91-3905-900            | Fund Balance Appropriated       | 0                                      | <b>0</b>                       |
| <b>Water Fund Totals</b>  |                                 | <b>\$344,041</b>                       | <b>\$359,734</b>               |

| ACCOUNT<br>NUMBER                       | DESCRIPTION                   | Board<br>Approved<br>FY 21-22 | Recommended<br>FY22-23 |
|---|-------------------------------|-------------------------------|------------------------|
| PERSONNEL SERVICES:                     |                               |                               |                        |
| 10-00-4100-020                          | SALARIES & WAGES              | 9,800                         | 9,800                  |
| 10-00-4100-050                          | FICA EXPENSE                  | 750                           | 750                    |
| <b>TOTALS:</b>                          | <b>PERSONNEL SERVICES</b>     | \$10,550                      | \$10,550               |
| OPERATING EXPENSES:                     |                               |                               |                        |
| 10-00-4100-040                          | PROFESSIONAL SERVICES         | 27,525                        | 20,500                 |
| 10-00-4100-110                          | TELEPHONE                     | 0                             | 0                      |
| 10-00-4100-120                          | RENT                          | 0                             | 0                      |
| 10-00-4100-140                          | TRAVEL AND TRAINING           | 1,000                         | 1,000                  |
| 10-00-4100-260                          | ADVERTISING                   | 1,500                         | 500                    |
| 10-00-4100-330                          | DEPARTMENT SUPPLIES           | 1,300                         | 1,500                  |
| 10-00-4100-331                          | CONTINGECY                    | 0                             | 0                      |
| 10-00-4100-332                          | SALARY CONTINGENCY            | 10,160                        | 10,000                 |
| 10-00-4100-335                          | DUPLICATING AND PRINTING      | 0                             | 0                      |
| 10-00-4100-450                          | CONTRACT SERVICES             | 2,200                         | 0                      |
| 10-00-4100-480                          | INDIRECT COST ALLOCATION - WF | -4,389                        | -4,578                 |
| 10-00-4100-520                          | CONTRIBUTIONS                 | 500                           | 500                    |
| 10-00-4100-530                          | DUES AND SUBSCRIPTIONS        | 125                           | 600                    |
| 10-00-4100-570                          | INTER-FUND TRANSFER           | 0                             | 0                      |
| <b>TOTALS:</b>                          | <b>OPERATING EXPENSES</b>     | \$39,921                      | \$30,022               |
| CAPITAL OUTLAY:                         |                               |                               |                        |
| 10-00-4100-730                          | CAPITAL OUTLAY                | 0                             | 0                      |
| <b>TOTALS:</b>                          | <b>CAPITAL OUTLAY</b>         | \$0                           |                        |
| DEBT PAYMENT:                           |                               |                               |                        |
| 10-00-4100-900                          | DEBT PAYMENT                  | 0                             | 0                      |
| <b>TOTALS:</b>                          | <b>DEBT PAYMENT</b>           | \$0                           |                        |
| <b>GOVERNING BODY DEPARTMENT TOTAL:</b> |                               | \$50,471                      | \$40,572               |

| ACCOUNT<br>NUMBER                       | DESCRIPTION               | Board<br>Approved<br>FY 21-22 | Recommended<br>FY22-23 |
|---|---------------------------|-------------------------------|------------------------|
| PERSONNEL SERVICES:                     |                           |                               |                        |
| 10-00-4200-020                          | SALARIES & WAGES          | 223,100                       | 216,500                |
| 10-00-4200-050                          | FICA EXPENSE              | 17,100                        | 16,600                 |
| 10-00-4200-060                          | GROUP HEALTH INSURANCE    | 33,600                        | 35,000                 |
| 10-00-4200-070                          | RETIREMENT                | 33,900                        | 36,200                 |
| <b>TOTALS:</b>                          | <b>PERSONNEL SERVICES</b> | <b>\$307,700</b>              | <b>\$304,300</b>       |
| OPERATING EXPENSES:                     |                           |                               |                        |
| 10-00-4200-040                          | PROFESSIONAL SERVICES     | 45,000                        | 60,000                 |
| 10-00-4200-080                          | INSURANCE                 | 21,559                        | 21,000                 |
| 10-00-4200-081                          | MEDICAL CERTIFICATION     | -                             | 0                      |
| 10-00-4200-100                          | POSTAGE                   | 1,900                         | 2,000                  |
| 10-00-4200-110                          | TELEPHONE                 | 9,350                         | 9,350                  |
| 10-00-4200-140                          | TRAVEL & TRAINING         | 10,000                        | 8,000                  |
| 10-00-4200-260                          | ADVERTISING               | 1,000                         | 900                    |
| 10-00-4200-320                          | OFFICE EXPENSE            | 1,500                         | 1,000                  |
| 10-00-4200-321                          | IT SUPPORT                | 45,000                        | 51,000                 |
| 10-00-4200-330                          | DEPARTMENTAL SUPPLIES     | 4,000                         | 2,000                  |
| 10-00-4200-335                          | DUPLICATING AND PRINTING  | 2,890                         | 5,500                  |
| 10-00-4200-342                          | BANK SERVICE CHARGES      | 1,500                         | 1,500                  |
| 10-00-4200-343                          | PENALTIES                 | 500                           | 200                    |
| 10-00-4200-450                          | CONTRACT SERVICES         | 30,000                        | 33,000                 |
| 10-00-4200-480                          | INDIRECT COST ALLOCATION  | -38832                        | -36,628                |
| 10-00-4200-520                          | CONTRIBUTIONS             | 0                             | 0                      |
| 10-00-4200-530                          | DUES & SUBSCRIPTIONS      | 3,200                         | 3,500                  |
| 10-00-4200-550                          | SUPERVISOR'S EXPENSE      | 300                           | 300                    |
| 10-00-4200-572                          | INTERFUND TRANSFER        | -                             | 0                      |
| <b>TOTALS:</b>                          | <b>OPERATING EXPENSES</b> | <b>\$138,867</b>              | <b>\$162,622</b>       |
| CAPITAL OUTLAY:                         |                           |                               |                        |
| 10-00-4200-730                          | CAPITAL OUTLAY            | 0                             | 0                      |
| <b>TOTALS:</b>                          | <b>CAPITAL OUTLAY</b>     | <b>\$0</b>                    |                        |
| DEBT PAYMENT:                           |                           |                               |                        |
| 10-00-4200-900                          | DEBT PAYMENT              | 0                             | 0                      |
| <b>TOTALS:</b>                          | <b>DEBT PAYMENT</b>       | <b>\$0</b>                    |                        |
| <b>ADMINISTRATION DEPARTMENT TOTAL:</b> |                           | <b>\$446,567</b>              | <b>\$466,922</b>       |



| ACCOUNT<br>NUMBER                         | DESCRIPTION               | Board<br>Approved<br>FY 21-22 | Recommended<br>FY22-23 |
|---|---------------------------|-------------------------------|------------------------|
| PERSONNEL SERVICES:                       |                           | 0                             | 0                      |
| <b>TOTALS:</b>                            | <b>PERSONNEL SERVICES</b> | \$0                           | \$0                    |
| OPERATING EXPENSES:                       |                           |                               |                        |
| 10-00-5000-080                            | INSURANCE                 | 41,377                        | 24,700                 |
| 10-00-5000-130                            | UTILITIES                 | 10,000                        | 8,000                  |
| 10-00-5000-150                            | M&R BUILDINGS & GROUNDS   | 2,000                         | 4,000                  |
| 10-00-5000-160                            | M&R EQUIPMENT             | 0                             | 0                      |
| 10-00-5000-330                            | DEPARTMENTAL SUPPLIES     | 1,000                         | 1,200                  |
| 10-00-5000-450                            | CONTRACT SERVICES         | 2,000                         | 2,000                  |
| 10-00-5000-480                            | INDIRECT COST ALLOCATION  | -11,874                       | -10,988                |
| 10-00-5000-571                            | INTERFUND TRANSFER        | 94,054                        | 91,950                 |
| <b>TOTALS:</b>                            | <b>OPERATING EXPENSES</b> | \$138,557                     | \$120,862              |
| CAPITAL OUTLAY:                           |                           |                               |                        |
| 10-00-5000-730                            | CAPITAL OUTLAY            | 0                             | 0                      |
| <b>TOTALS:</b>                            | <b>CAPITAL OUTLAY</b>     | \$0                           | \$0                    |
| DEBT PAYMENT:                             |                           |                               |                        |
| 10-00-5000-900                            | DEBT SERVICING            | 0                             | 0                      |
| <b>TOTALS:</b>                            | <b>DEBT PAYMENT</b>       | \$0                           | \$0                    |
| <b>PUBLIC BUILDINGS DEPARTMENT TOTAL:</b> |                           | \$138,557                     | \$120,862              |

| ACCOUNT<br>NUMBER               | DESCRIPTION               | Board<br>Approved<br>FY 21-22 | Recommended<br>FY22-23 |
|---------------------------------|---------------------------|-------------------------------|------------------------|
| PERSONNEL SERVICES:             |                           |                               |                        |
| 10-10-5100-020                  | SALARIES & WAGES          | 257,700                       | 268,500                |
| 10-10-5100-021                  | SEPARATION ALLOWANCE      | 20,600                        | 0                      |
| 10-10-5100-050                  | FICA EXPENSE              | 21,300                        | 20,600                 |
| 10-10-5100-060                  | GROUP HEALTH INSURANCE    | 55,600                        | 58,200                 |
| 10-10-5100-070                  | RETIREMENT - LOCAL GOVT.  | 39,000                        | 43,800                 |
| <b>TOTALS:</b>                  | <b>PERSONNEL SERVICES</b> | \$394,200                     | \$391,100              |
| OPERATING EXPENSES:             |                           |                               |                        |
| 10-10-5100-081                  | MEDICAL CERTIFICATION     | 1,000                         | 1,000                  |
| 10-10-5100-100                  | POSTAGE                   | 0                             | 0                      |
| 10-10-5100-110                  | TELEPHONE                 | 2,500                         | 2,500                  |
| 10-10-5100-140                  | TRAVEL & TRAINING         | 1,000                         | 1,000                  |
| 10-10-5100-160                  | M & R EQUIPMENT           | 4,500                         | 4,500                  |
| 10-10-5100-170                  | M & R AUTO                | 5,500                         | 5,500                  |
| 10-10-5100-234                  | PUBLIC SAFETY EDUCATION   | 0                             | 0                      |
| 10-10-5100-310                  | AUTO SUPPLIES             | 10,800                        | 15,000                 |
| 10-10-5100-330                  | DEPARTMENT SUPPLIES       | 2,500                         | 2,500                  |
| 10-10-5100-335                  | DUPLICATING AND PRINTING  | 0                             | 0                      |
| 10-10-5100-360                  | UNIFORMS                  | 3,300                         | 3,300                  |
| 10-10-5100-530                  | DUES & SUBSCRIPTIONS      | 2,005                         | 500                    |
| 10-10-5100-735                  | MACHINERY AND EQUIPMENT   | 900                           | 0                      |
| 10-10-5100-740                  | AUXILARY                  | 0                             | 0                      |
| 10-10-5100-760                  | DISPATCHER SERVICES       | 10,168                        | 7,074                  |
| <b>TOTALS:</b>                  | <b>OPERATING EXPENSES</b> | \$44,173                      | \$42,874               |
| CAPITAL OUTLAY:                 |                           |                               |                        |
| 10-10-5100-730                  | CAPITAL OUTLAY            | 0                             | 16,000                 |
| <b>TOTALS:</b>                  | <b>CAPITAL OUTLAY</b>     | \$0                           | \$16,000               |
| DEBT PAYMENT:                   |                           |                               |                        |
| 10-10-5100-900                  | DEBT PAYMENT              | 0                             | 0                      |
| <b>TOTALS:</b>                  | <b>DEBT PAYMENT</b>       | \$0                           | \$0                    |
| <b>POLICE DEPARTMENT TOTAL:</b> |                           | \$438,373                     | \$449,974              |

| ACCOUNT<br>NUMBER                            | DESCRIPTION                     | Board<br>Approved<br>FY 21-22 | Recommended<br>FY22-23 |
|--|---------------------------------|-------------------------------|------------------------|
| PERSONNEL SERVICES:                          |                                 |                               |                        |
| 10-10-5400-020                               | SALARIES & WAGES                | 0                             |                        |
| 10-10-5400-040                               | PROFESSIONAL SERVICES           | 0                             |                        |
| 10-10-5400-050                               | FICA EXPENSE                    | 0                             |                        |
| 10-10-5400-060                               | GROUP HEALTH INSURANCE          | 0                             |                        |
| 10-10-5400-070                               | RETIREMENT - LOCAL GOVT.        | 0                             |                        |
| <b>TOTALS:</b>                               | <b>PERSONNEL SERVICES</b>       | <b>\$0</b>                    | <b>\$0</b>             |
| OPERATING EXPENSES:                          |                                 |                               |                        |
| 10-10-5400-100                               | POSTAGE                         | 0                             | 0                      |
| 10-10-5400-110                               | TELEPHONE                       | 0                             | 0                      |
| 10-10-5400-140                               | TRAVEL AND TRAINING             | 500                           | 500                    |
| 10-10-5400-160                               | M&R EQUIPMENT                   | 3,550                         | 0                      |
| 10-10-5400-170                               | M&R AUTO                        | 0                             | 0                      |
| 10-10-5400-260                               | ADVERTISING                     | 500                           | 500                    |
| 10-10-5400-310                               | AUTO SUPPLIES                   | 0                             | 0                      |
| 10-10-5400-320                               | OFFICE EXPENSE                  | 200                           | 3,500                  |
| 10-10-5400-330                               | DEPARTMENT SUPPLIES             | 100                           | 100                    |
| 10-10-5400-331                               | PLANNING BOARD                  | 500                           | 500                    |
| 10-10-5400-332                               | BOARD OF ADJUSTMENT             | 500                           | 500                    |
| 10-10-5400-335                               | DUPLICATING AND PRINTING        | 0                             | 0                      |
| 10-10-5400-450                               | CONTRACT SERVICES - BLDG. INSP. | 13,000                        | 11,500                 |
| 10-10-5400-451                               | CONTRACT SERVICES - FIRE INSP.  | 0                             | 0                      |
| 10-20-5400-452                               | CONTRACTED SERVICES - ZONE      | 58,656                        | 66,500                 |
| 10-10-5400-530                               | DUES & SUBSCRIPTIONS            | 0                             | 0                      |
| <b>TOTALS:</b>                               | <b>OPERATING EXPENSES</b>       | <b>\$77,506</b>               | <b>\$83,600</b>        |
| CAPITAL OUTLAY:                              |                                 |                               |                        |
| 10-10-5400-730                               | CAPITAL OUTLAY                  | 30,000                        | 11,000                 |
| <b>TOTALS:</b>                               | <b>CAPITAL OUTLAY</b>           | <b>\$30,000</b>               | <b>\$11,000</b>        |
| DEBT PAYMENT:                                |                                 |                               |                        |
| 10-10-5400-900                               | DEBT PAYMENT                    | 0                             | 0                      |
| <b>TOTALS:</b>                               | <b>DEBT PAYMENT</b>             | <b>\$0</b>                    | <b>\$0</b>             |
| <b>PLANNING AND ZONING DEPARTMENT TOTAL:</b> |                                 | <b>\$107,506</b>              | <b>\$94,600</b>        |

| ACCOUNT<br>NUMBER                     | DESCRIPTION                  | Board<br>Approved<br>FY 21-22 | Recommended<br>FY22-23 |
|---------------------------------------|------------------------------|-------------------------------|------------------------|
| PERSONNEL SERVICES:                   |                              |                               |                        |
| 10-20-5550-020                        | SALARIES & WAGES             | 56,500                        | 58,800                 |
| 10-20-5550-021                        | SEPERATION ALLOWANCE         | 12,900                        | 12,900                 |
| 10-20-5550-040                        | PROFESSIONAL SERVICES        | 0                             | 0                      |
| 10-20-5550-050                        | FICA EXPENSE                 | 5,300                         | 5,500                  |
| 10-20-5550-060                        | GROUP HEALTH INSURANCE       | 11,600                        | 11,900                 |
| 10-20-5550-070                        | RETIREMENT - LOCAL GOVT.     | 9,300                         | 10,200                 |
| <b>TOTALS:</b>                        | <b>PERSONNEL SERVICES</b>    | \$95,600                      | \$99,300               |
| OPERATING EXPENSES:                   |                              |                               |                        |
| 10-20-5550-081                        | MEDICAL CERTIFICATION        | 0                             | 0                      |
| 10-20-5550-110                        | TELEPHONE                    | 2,000                         | 2,700                  |
| 10-20-5550-140                        | TRAVEL & TRAINING            | 3,500                         | 3,500                  |
| 10-20-5550-170                        | M & R TRUCKS                 | 0                             | 0                      |
| 10-20-5550-310                        | AUTO SUPPLIES                | 5,000                         | 5,800                  |
| 10-20-5550-330                        | DEPARTMENT SUPPLIES          | 4,400                         | 5,100                  |
| 10-20-5550-335                        | DUPLICATING AND PRINTING     | 0                             | 0                      |
| 10-20-5550-360                        | UNIFORMS                     | 500                           | 600                    |
| 10-20-5550-370                        | STORMWATER PROGRAM           | 2,500                         | 2,500                  |
| 10-20-5550-735                        | MACHINERY AND EQUIPMENT      | 5,000                         | 5,000                  |
| 10-20-5550-480                        | INDIRECT COST ALLOCATION     | -9,480                        | -9,157                 |
| 10-20-5550-530                        | DUES & SUBSCRIPTIONS         |                               | 2,250                  |
| 10-20-5550-572                        | INTERFUND XFER TO SPEC. REV. | 0                             | 0                      |
| <b>TOTALS:</b>                        | <b>OPERATING EXPENSES</b>    | \$13,420                      | \$18,293               |
| CAPITAL OUTLAY:                       |                              |                               |                        |
| 10-20-5550-730                        | CAPITAL OUTLAY               | 0                             | 0                      |
| <b>TOTALS:</b>                        | <b>CAPITAL OUTLAY</b>        | \$0                           | \$0                    |
| DEBT PAYMENT:                         |                              |                               |                        |
| 10-20-5550-900                        | DEBT PAYMENT                 | 0                             | 0                      |
| <b>TOTALS:</b>                        | <b>DEBT PAYMENT</b>          | \$0                           | \$0                    |
| <b>PUBLIC WORKS DEPARTMENT TOTAL:</b> |                              | \$109,020                     | \$117,593              |

| ACCOUNT<br>NUMBER               | DESCRIPTION               | Board<br>Approved<br>FY 21-22 | Recommended<br>FY22-23 |
|---------------------------------|---------------------------|-------------------------------|------------------------|
| PERSONNEL SERVICES:             |                           |                               |                        |
| 10-20-5600-020                  | SALARIES & WAGES          | 80,700                        | 84,300                 |
| 10-20-5600-050                  | FICA EXPENSE              | 6,200                         | 6,500                  |
| 10-20-5600-060                  | GROUP HEALTH INSURANCE    | 22,300                        | 23,300                 |
| 10-20-5600-070                  | RETIREMENT - LOCAL GOVT.  | 13,300                        | 14,600                 |
| <b>TOTALS:</b>                  | <b>PERSONNEL SERVICES</b> | \$122,500                     | \$128,700              |
| OPERATING EXPENSES:             |                           |                               |                        |
| 10-20-5600-110                  | TELEPHONE                 | 0                             | 0                      |
| 10-20-5600-140                  | TRAVEL & TRAINING         | 1,500                         | 1,500                  |
| 10-20-5600-160                  | M & R EQUIPMENT           | 2,000                         | 5,000                  |
| 10-20-5600-170                  | M & R AUTO                | 7,000                         | 8,100                  |
| 10-20-5600-310                  | AUTO SUPPLIES             | 7,000                         | 8,100                  |
| 10-20-5600-330                  | DEPARTMENT SUPPLIES       | 11,000                        | 11,000                 |
| 10-20-5600-335                  | DUPLICATING AND PRINTING  | 0                             | 0                      |
| 10-20-5600-340                  | REPAIR AND WIDENING       | 46,225                        | 53,200                 |
| 10-20-5600-360                  | UNIFORMS                  | 1,500                         | 1,800                  |
| 10-20-5600-450                  | CONTRACT SERVICES         | 9,000                         | 4,500                  |
| 10-20-5600-480                  | INDIRECT COST ALLOCATION  | -31,271                       | -30,217                |
| 10-20-5600-540                  | INTEREST EXPENSE          | 1,742                         | 1,400                  |
| 10-20-5600-572                  | INTERFUND TO SPECIAL REV  | 46,164                        | 42,000                 |
| 10-20-5600-740                  | STREET LIGHTING           | 19,000                        | 19,000                 |
| 10-20-5600-745                  | STORMWATER IMPROVEMENTS   | 8,000                         | 8,000                  |
| 10-20-5600-750                  | ROAD MAINTENANCE          | 10,000                        | 11,500                 |
| 10-20-5600-755                  | SIGNS AND PAINTING        | 3,000                         | 3,450                  |
| 10-20-5600-760                  | BRIDGE INSPECTIONS        | 2,000                         | 2,000                  |
| 10-20-5600-765                  | SURVEYS/MAPPING           | 2,300                         | 2,650                  |
| 10-20-5600-770                  | SNOW REMOVAL              | 8,000                         | 9,200                  |
| <b>TOTALS:</b>                  | <b>OPERATING EXPENSES</b> | \$154,160                     | \$162,183              |
| CAPITAL OUTLAY:                 |                           |                               |                        |
| 10-20-5600-730                  | CAPITAL OUTLAY            | 102,602                       | 317,000                |
| <b>TOTALS:</b>                  | <b>CAPITAL OUTLAY</b>     | \$102,602                     | \$317,000              |
| DEBT PAYMENT:                   |                           |                               |                        |
| 10-20-5600-900                  | DEBT PAYMENT              | 16,200                        | 16,200                 |
| <b>TOTALS:</b>                  | <b>DEBT PAYMENT</b>       | \$16,200                      | \$16,200               |
| <b>STREET DEPARTMENT TOTAL:</b> |                           | \$395,462                     | \$624,083              |



| ACCOUNT<br>NUMBER                   | DESCRIPTION                    | Board<br>Approved<br>FY 21-22 | Recommended<br>FY22-23 |
|-------------------------------------|--------------------------------|-------------------------------|------------------------|
| PERSONNEL SERVICES:                 |                                |                               |                        |
| 10-30-5800-020                      | SALARIES & WAGES               | 33,200                        | 37,500                 |
| 10-30-5800-050                      | FICA EXPENSE                   | 2,600                         | 2,900                  |
| 10-30-5800-060                      | GROUP HEALTH INSURANCE         | 11,200                        | 11,700                 |
| 10-30-5800-070                      | RETIREMENT - LOCAL GOVT.       | 5,500                         | 6,500                  |
| <b>TOTALS:</b>                      | <b>PERSONNEL SERVICES</b>      | \$52,500                      | \$58,600               |
| OPERATING EXPENSES:                 |                                |                               |                        |
| 10-30-5800-110                      | TELEPHONE                      | 300                           | 0                      |
| 10-30-5800-130                      | UTILITIES                      | 1,506                         | 600                    |
| 10-30-5800-160                      | M & R EQUIPMENT                | 400                           | 400                    |
| 10-30-5800-170                      | M & R TRUCKS                   | 1,500                         | 3,000                  |
| 10-30-5800-310                      | AUTO SUPPLIES                  | 4,200                         | 6,500                  |
| 10-30-5800-330                      | SUPPLIES/TOOLS                 | 1,800                         | 3,200                  |
| 10-30-5800-335                      | DUPLICATING AND PRINTING       | 0                             | 0                      |
| 10-30-5800-360                      | UNIFORMS                       | 500                           | 600                    |
| 10-30-5800-450                      | CONTRACT SERVICES - SANITATION | 2,364                         | 11,000                 |
| 10-30-5800-451                      | CONTRACT SERVICES-DUMPSTER     | 24,084                        | 37,000                 |
| 10-30-5800-480                      | INDIRECT COST ALLOCATION       | 0                             | 0                      |
| 10-30-5800-550                      | TIPPING FEES                   | 12,942                        | 16,000                 |
| <b>TOTALS:</b>                      | <b>OPERATING EXPENSES</b>      | \$49,596                      | \$78,300               |
| CAPITAL OUTLAY:                     |                                |                               |                        |
| 10-30-5800-730                      | CAPITAL OUTLAY                 | 0                             | 0                      |
| <b>TOTALS:</b>                      | <b>CAPITAL OUTLAY</b>          | \$0                           | \$0                    |
| DEBT PAYMENT:                       |                                |                               |                        |
| 10-30-5800-900                      | DEBT PAYMENT                   | 0                             | 0                      |
| <b>TOTALS:</b>                      | <b>DEBT PAYMENT</b>            | \$0                           | \$0                    |
| <b>SANITATION DEPARTMENT TOTAL:</b> |                                | <b>\$102,096</b>              | <b>\$136,900</b>       |

| ACCOUNT<br>NUMBER                   | DESCRIPTION               | Board<br>Approved<br>FY 21-22 | Recommended<br>FY22-23 |
|-------------------------------------|---------------------------|-------------------------------|------------------------|
| PERSONNEL SERVICES:                 |                           |                               |                        |
|                                     |                           | 0                             |                        |
| <b>TOTALS:</b>                      | <b>PERSONNEL SERVICES</b> | \$0                           |                        |
| OPERATING EXPENSES:                 |                           |                               |                        |
| 10-80-6190-335                      | DUPLICATING AND PRINTING  | 100                           | 550                    |
| 10-80-6190-340                      | LANDCARE COMMITTEE        | 2,500                         | 2,500                  |
| 10-80-3340-452                      | LANDCARE GRANT - HEMLOCKS | 0                             | 0                      |
| 10-80-6190-450                      | GREENWAY DEVELOPMENT      | 0                             | 0                      |
| 10-80-6190-710                      | OPEN SPACE CONSERVATION   | 0                             | 0                      |
| 10-80-6190-753                      | TREE MAINTENANCE          | 20,300                        | 20,000                 |
| <b>TOTALS:</b>                      | <b>OPERATING EXPENSES</b> | \$22,900                      | \$23,050               |
| CAPITAL OUTLAY:                     |                           |                               |                        |
| 10-80-6190-730                      | CAPITAL OUTLAY            | 0                             | 0                      |
| <b>TOTALS:</b>                      | <b>CAPITAL OUTLAY</b>     | \$0                           |                        |
| DEBT PAYMENT:                       |                           |                               |                        |
| 10-80-6100-900                      | DEBT PAYMENT              | 0                             | 0                      |
| <b>TOTALS:</b>                      | <b>DEBT PAYMENT</b>       | \$0                           |                        |
| <b>RECREATION DEPARTMENT TOTAL:</b> |                           | \$22,900                      | \$23,050               |



| ACCOUNT<br>NUMBER              | DESCRIPTION                | Board<br>Approved<br>FY 21-22 | Recommended<br>FY22-23 |
|--------------------------------|----------------------------|-------------------------------|------------------------|
| PERSONNEL SERVICES:            |                            |                               |                        |
| *30-91-8100-020                | SALARIES & WAGES           | 49,600                        | 52,000                 |
| *30-91-8100-050                | FICA                       | 3,800                         | 4,000                  |
| *30-91-8100-060                | GROUP HEALTH INSURANCE     | 11,200                        | 11,700                 |
| *30-91-8100-070                | RETIREMENT                 | 8,200                         | 9,000                  |
| <b>TOTALS:</b>                 | <b>PERSONNEL SERVICES</b>  | <b>\$72,800</b>               | <b>\$76,700</b>        |
| OPERATING EXPENSES:            |                            |                               |                        |
| 30-91-8100-030                 | WATER SAMPLES              | 10,000                        | 10,000                 |
| 30-91-8100-040                 | PROFESSIONAL SERVICES      | 1,282                         | 0                      |
| 30-91-8100-100                 | POSTAGE                    | 2,400                         | 3,200                  |
| 30-91-8100-110                 | TELEPHONE                  | 1,014                         | 500                    |
| 30-91-8100-130                 | UTILITIES                  | 31,200                        | 31,200                 |
| 30-91-8100-135                 | WATER/SEWER                | 650                           | 650                    |
| 30-91-8100-140                 | TRAVEL AND TRAINING        | 2,111                         | 2,000                  |
| 30-91-8100-150                 | M&R WELLS                  | 45,066                        | 45,000                 |
| 30-91-8100-160                 | M&R EQUIPMENT              | 14,866                        | 14,800                 |
| 30-91-8100-170                 | M&R TRUCKS                 | 1,400                         | 1,600                  |
| 30-91-8100-310                 | AUTO SUPPLIES              | 4,400                         | 8,000                  |
| 30-91-8100-330                 | DEPARTMENTAL SUPPLIES      | 7,100                         | 7,000                  |
| 30-91-8100-335                 | DUPLICATING AND PRINTING   | 0                             | 0                      |
| 30-91-8100-340                 | SPECIAL ASSESSMENT EXPENSE | 1,000                         | 1,000                  |
| 30-91-8100-480                 | INDIRECT COST ALLOCATION   | 95,847                        | 91,568                 |
| 30-91-8100-530                 | DUES & SUBSCRIPTIONS       | 1,600                         | 3,600                  |
| 30-91-8100-540                 | INTEREST EXPENSE           | 4,983                         | 4,100                  |
| <b>TOTALS:</b>                 | <b>OPERATING EXPENSES</b>  | <b>\$224,919</b>              | <b>\$224,218</b>       |
| CAPITAL OUTLAY:                |                            |                               |                        |
| 30-91-8100-730                 | CAPITAL OUTLAY             | 0                             | 18,416                 |
| 30-91-8100-770                 | WATER PROJECT              | 0                             |                        |
| <b>TOTALS:</b>                 | <b>CAPITAL OUTLAY</b>      | <b>\$0</b>                    | <b>\$18,416</b>        |
| DEBT PAYMENT:                  |                            |                               |                        |
| 30-91-8100-900                 | DEBT PAYMENT               | 46,322                        | 40,400                 |
| <b>TOTALS:</b>                 | <b>DEBT PAYMENT</b>        | <b>\$46,322</b>               | <b>\$40,400</b>        |
| <b>WATER DEPARTMENT TOTAL:</b> |                            | <b>\$344,041</b>              | <b>\$359,734</b>       |

|         |                  |  |
|---------|------------------|--|
| FY 2022 | 138,633.39       |  |
|         | (32,500.00)      | Greybeard done and paid in full            |
|         | (22,923.00)      | Taylor- Services for FY22 paid             |
|         | (73,077.00)      | Taylor-Remaining for Software-Not yet paid |
|         | <u>10,133.39</u> | Balance Remaining                          |

|         |                   |                                    |
|---------|-------------------|------------------------------------|
| FY 2023 | (28,000.00)       | Police Vehicle-Cap Outlay-Not paid |
|         | <u>138,633.39</u> |                                    |
|         | 120,766.78        | Sub-Total                          |
|         | (111,534.00)      | Put Toward Water Capital Outlay    |
|         | <u>9,232.78</u>   | ARPA Balance                       |

## CAPITAL OUTLAY PROJECTS: FY 2022-2023

| Department | Project    | Cost            | Funding<br>General Fund | Funding<br>ARPA | Powell<br>Funded | Not<br>Funded | Total<br>Cap Outlay |
|------------|------------|-----------------|-------------------------|-----------------|------------------|---------------|---------------------|
| Police     | Body Cams  | \$6,000         | \$6,000                 | \$0             | \$0              | \$0           | \$6,000             |
| Police     | Patrol Car | \$38,000        | \$10,000                | \$28,000        | \$0              | \$0           | \$38,000            |
| TOTALS     |            | <b>\$44,000</b> | <b>\$16,000</b>         | \$28,000        | \$0              | \$0           | <b>\$44,000</b>     |

|        |                                    | Cost             | Funding<br>General Fund | Funding<br>ARPA | Powell<br>Funded | Not<br>Funded | Total<br>Cap Outlay |
|--------|------------------------------------|------------------|-------------------------|-----------------|------------------|---------------|---------------------|
| Street | Street Paving                      | \$174,000        | \$0                     | \$0             | \$174,000        | \$0           | \$174,000           |
| Street | Texas Rd. Ext Barrel 1-Engineering | \$42,000         | \$42,000                | \$0             | \$0              | \$0           | \$42,000            |
| Street | Texas Rd. Bridge-Repair & Replace  | \$101,000        | \$101,000               | \$0             | \$0              | \$0           | \$101,000           |
| TOTALS |                                    | <b>\$317,000</b> | \$143,000               | \$0             | \$174,000        | \$0           | <b>\$317,000</b>    |

|        |                                 | Cost             | Funding<br>Water Fund | Funding<br>ARPA | Powell<br>Funded | Not<br>Funded | Total<br>Cap Outlay |
|--------|---------------------------------|------------------|-----------------------|-----------------|------------------|---------------|---------------------|
| Water  | 5-Yr Water Tank Inspection      | \$32,200         |                       | \$32,200        | \$0              | \$0           | \$32,200            |
|        | 2 Generators                    | \$97,750         | \$18,416              | \$79,334        | \$0              | \$0           | \$97,750            |
|        | Oklahoma Rd. Water Line Replace | \$66,500         | \$0                   | \$0             | \$0              | \$66,500      | \$0                 |
| TOTALS |                                 | <b>\$196,450</b> | \$18,416              | \$111,534       | \$0              | \$66,500      | <b>\$129,950</b>    |

I

|                  |                  |
|------------------|------------------|
| General Revenue  | 2,074,556        |
| General Expenses | <u>2,074,556</u> |
| Excess           | <b>0</b>         |

|                |                |
|----------------|----------------|
| Water Revenue  | 359,734        |
| Water Expenses | <u>359,734</u> |
| Excess         | <b>0</b>       |

#### HIGHLIGHTS:

2% COLA Increase  
3% MERIT Increase

FY 2023 Budget is 15% higher than FY 2022 Budget

#### Capital Projects Include:

|                                      |               |
|--------------------------------------|---------------|
| Street Paving                        | 174,000       |
| Texas Road Ext. Barrel-1 Engineering | 42,000        |
| Texas Road Bridge-Repair & Replace   | 101,000       |
| 5-Yr Water Tank Inspection           | 32,200        |
| 2 Generators                         | 97,750        |
| Body Cams                            | 6,000         |
| Patrol Vehcile                       | <u>38,000</u> |
|                                      | 490,950       |

EXTENSION OF TAX COLLECTIONS AGREEMENT

This Extension of Tax Collections Agreement made and entered into effective as of July 1, 2022 by and between County of Buncombe, a political subdivision of the State of North Carolina (hereinafter sometimes "County") and the Town of Montreat, a municipal corporation organized and existing under the laws of the State of North Carolina (hereinafter sometimes referred to herein as "City") collectively herein sometimes referred to as the "Parties."

Witnesseth:

Whereas, on or about May 10, 2019 the Parties entered into a tax collections agreement "(Agreement)" pursuant to General Statutes 153A-445 and Article 20 of Chapter 160A of the North Carolina General Statutes in order to jointly exercise any function which they have been granted the power to exercise alone and to enter into contracts or agreements to specify the details of these joint undertakings;

Whereas, the Agreement provides that the County will bill and collect both the County and Town taxes upon the terms and conditions set forth therein for a Three (3) year period beginning July 1, 2019 and ending June 30, 2022; and

Whereas, as provided in the Agreement, the Parties desire to extend the Agreement for an additional term of three (3) years.

Now Therefore, in consideration of the mutual covenants of the parties hereto and for the purposes aforesaid, it is hereby agreed between the County and Town as follows:

- A. That as provided in paragraph 2 of the Agreement, the Parties agree to extend the Agreement for a new term of three (3) years beginning July 1, 2022 and ending June 30, 2025.
- B. The individual signatories below have the expressed and implied authority on behalf of their respective Boards to execute this Agreement. The Parties may execute this Agreement in separate counterparts and the execution of a copy shall have the same effect as the execution of an original. Such execution may be by facsimile or PDF attachment to an email.
- C. That each and every other of the terms and conditions of the said original Agreement remain in full force and effect except as modified herein.

{Signatures on Following Pages}



IN WITNESS WHEREOF, the parties have executed this Extension of Tax Collections Agreement as of the day and year set forth below.

BUNCOMBE COUNTY

By: \_\_\_\_\_  
Avril M. Pinder, County Manager

ATTEST:

\_\_\_\_\_  
Lamar Joyner, Clerk to the Board

TOWN OF MONTREAT

By: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ATTEST:

\_\_\_\_\_  
\_\_\_\_\_, Town Clerk

This instrument has been preaudited  
in the manner required by The Local  
Government Budget and Fiscal Control Act

\_\_\_\_\_  
Name:  
Finance Officer, Town of Montreat





NORTH CAROLINA

BUNCOMBE COUNTY

THIS AGREEMENT, made and entered into this 10<sup>th</sup> day of May, 2019, by and between the COUNTY OF BUNCOMBE, a political subdivision of the State of North Carolina, (hereinafter sometimes referred to as "County") and the TOWN OF MONTREAT, a municipal corporation organized and existing under the laws of the State of North Carolina (hereinafter sometimes referred to as "Town");

WITNESSETH:

WHEREAS, the County and the Town have power pursuant to General Statutes 153A-445 and Article 20 of Chapter 160A of the North Carolina General Statutes to jointly exercise any function which they have been granted the power to exercise alone and to enter into contracts or agreements to specify the details of these joint undertakings; and

WHEREAS, the parties feel that it would be to their mutual advantage as well as the advantage of all citizens of the County and Town for the County to bill and collect both the County and Town taxes upon the terms and conditions hereinafter set out.

NOW, THEREFORE, in consideration of the mutual covenants of the parties hereto and for the purposes aforesaid, it is hereby agreed between the County and Town as follows:

1. This agreement shall cover the collection of taxes for a Three (3) year period beginning July 1, 2019 and ending June 30, 2022.
2. Unless sooner terminated as herein provided, the parties hereto may extend this Agreement for successive terms of three (3) years each provided such extensions are agreed to between the parties in writing.
3. That during the term of this agreement Buncombe County will bill and collect for the Town its real estate, business personal, personal property taxes, including the Town's fee charged for motor vehicles licensed within the Town, any taxes related to motor vehicles, and, subject to the provisions set forth below, any lien for special assessments made and confirmed by the Town (collectively "Town taxes"); provided, however, the parties hereto understand that the County must comply with applicable limitations on use of remedies as same are prescribed in GS §105-378.
4. That should the Town make any special assessments as authorized by Ch. 160A of the General Statutes then the Town shall make the following accommodations for County's collection of such special assessments:
  - a. Town shall provide County with at least 90 days advance notice of the date the Town anticipates that it will confirm any assessment roll;

- b. County shall be entitled to charge a one-time setup fee of \$7,500 in preparation for billing and collecting of the liens on each lot, parcel, or tract assessed;
  - c. County shall be entitled to charge a recurring annual fee of \$18.50 per bill on each lot, parcel, or tract assessed for the term of the assessment or until each such lien is paid in full whichever occurs first;
  - d. Town will be responsible for development of a special assessment file in the agreed-upon file format (included as Appendix to this Agreement). Town shall be responsible for the accuracy and integrity of the data provided in the file; and
  - e. Town will provide staff resources for data validation, testing, and other activities required during the setup phase.
- 5. That for its services in billing and collecting Town taxes for Fiscal Year 2020, the Town will pay the County 2% of all amounts collected on behalf of the Town beginning July 1, 2019.
- 6. That in addition to the foregoing fee, the Town agrees to pay the County the actual additional cost the County may incur as a result of future annexation by the Town; said additional cost, if any, shall be separately listed and itemized.
- 7. That in addition to the foregoing fee, the Town agrees to pay its pro rata share of any professional expenses which the County may incur in collection of Town and County taxes (e.g., attorney fees, appraisal expenses, auditing expenses). The expenses herein contemplated are those which would be incurred to collect taxes requiring the use of professional help not available on the County Tax Collector's staff. Buncombe County will exercise restraint in expenditures to collect tax bills for which the amount of tax to be collected is small and the likelihood of collecting is poor. The Town is aware that the County may decide to employ one or more outside agencies (such as collection agencies) to locate missing taxpayers for either a fixed fee or for a percentage of the taxes collected. The Town consents to such arrangement.
- 8. That the portion of tax collections to which the Town is entitled shall be paid to the Town by electronic transfer into the Town's North Carolina Capital Management Trust Account (herein "NCCMT") by monthly electronic transfer for the preceding month's receipts. The transfer analysis will be categorized by tax type, to include service fees, in order to facilitate bank reconciliations. Further, should any payment not be received within the time frame specified in this paragraph, the Town shall be entitled to receive interest lost for late payments into the Town's NCCMT from the County calculated as to the date and rate they would have received from the Town's NCCMT. It is agreed that upon request in writing by the County Finance Director, the Town Finance Director shall have the ability to waive the lost interest from late payments if the County has a reasonable explanation for the late payment. The waiver of the Town Finance Director shall not be unreasonably withheld.
- 9. That the Town agrees to adopt any County discount rate that may be afforded to citizens who pay their taxes early. It is understood the Town agrees to adopt a

resolution to forgo collection of ad valorem tax bills that do not exceed five dollars (\$5.00) pursuant to G.S. 105-321(f). It is also understood the Town agrees to adopt a resolution regarding small overpayments and underpayments of one dollar or less (\$1.00) pursuant to G.S. 105-357(c).

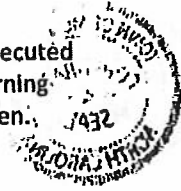
10. That the Buncombe County Tax Collector shall maintain records showing the amount of taxes assessed and collected for the County separate and apart from the amount of taxes assessed and collected for the Town and other taxing units.
11. That insofar as practical and permitted by law, all steps in the collection of County and Town taxes shall be combined to the end that the consolidation of the two tax collecting departments shall be given the full scope authorized by law, and in this connection, the Town delegates to the County its authority to collect, compromise and settle disputed tax claims.
12. That only one bill shall be mailed to the taxpayer owing taxes to both of the taxing units, except for any motor vehicle tax, which is separately billed. In the event of a partial payment on such consolidated tax bill, the amount of such payment shall be proportionately credited against taxes due each unit.
13. The tax records relating to taxes due to the Town shall be available to the Town, its agents and employees at all reasonable times.
14. That the Buncombe County Tax Collector shall have full power and authority to collect taxes due the Town by any legal means and to perform any and all other duties imposed by law upon the Town Tax Collector with respect to Town taxes.
15. That with respect to delinquent tax items due both the County and Town, the Buncombe County Tax Collector may cause actions to be brought for foreclosure of said tax liens in the name of the County, or both the Town and the County. If taxes are delinquent to one of the taxing units and not to the other, tax collection measures may be brought in the name of the unit to which the taxes are due.
16. That penalties and interest collected from a taxpayer and discounts allowed to a taxpayer shall be properly apportioned between the County and the Town where the same taxpayer makes payments on property taxable by both units.
17. That the County shall make available to the Town analysis of each year's levy when it is compiled. The analysis may include billing scrolls by name, by parcel identification number and by tax value, Top 10 (ten) delinquent taxpayers list, TR-2 value report, Motor Vehicle reports, etc.
18. That either party may terminate this Agreement effective at the end of the then current fiscal year by giving the other party written notice of termination of agreement on or before January 31 of any tax year covered by this Agreement.
19. Amendments to this agreement shall be effective only when reduced to writing and adopted in the same manner as this Agreement is required to be adopted.

**20. This Agreement may be executed in several counterparts, including separate counterparts. Each shall be an original, but all of them together constitute the same instrument.**

**[Signature Pages Follows]**

SIGNATURE PAGE 1 OF 2 TO AGREEMENT BETWEEN  
BUNCOMBE COUNTY AND TOWN OF MONTREAT

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed  
in their corporate names by their duly authorized officers, all by authority of their governing  
bodies of each of their taxing units duly adopted, this the day and year first above written.



BUNCOMBE COUNTY

By: Brownie Newman  
Brownie Newman, Chairman  
Board of County Commissioners

ATTEST:

Lamar Joyner  
Lamar Joyner, Clerk to the Board

STATE OF NORTH CAROLINA

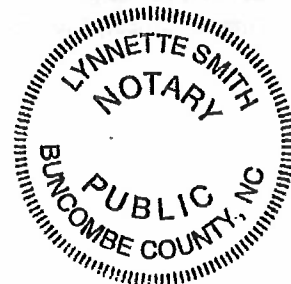
COUNTY OF BUNCOMBE

I, Lynnette Smith, Notary Public for said County and State, has personal  
knowledge of the identity of Lamar Joyner, and hereby certifies that said Lamar Joyner, Clerk to  
the Board, personally appeared before me this day and acknowledged that he is Clerk to the  
Board of Commissioners of County of Buncombe and that Brownie Newman is the Chairman of  
the Board of Commissioners of Buncombe County, and that by authority duly given and as the  
act of the County of Buncombe, the foregoing instrument was signed in its name by said  
Chairman, sealed with its official seal, and voluntarily attested to by himself as its Clerk as the  
act and deed of the County of Buncombe, all by authority duly given by its governing body.

and notarial seal, this the 16<sup>th</sup> day of Aug, 2019.

Lynnette Smith  
Notary Public

My commission expires 5/18/2024




SIGNATURE PAGE 1 OF 2 TO AGREEMENT BETWEEN  
BUNCOMBE COUNTY AND TOWN OF MONTREAT

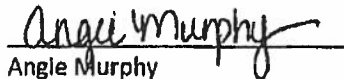


TOWN OF MONTREAT

BY:

  
Tim Helms, Mayor  
Town of Montreat

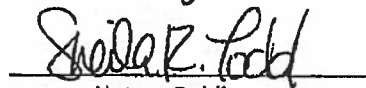
ATTEST:

  
Angie Murphy  
Town Clerk

STATE OF NORTH CAROLINA  
COUNTY OF BUNCOMBE

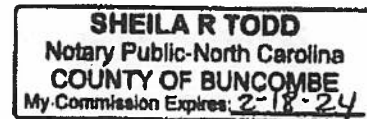
I, Sheila R. Todd, a Notary Public in and for the aforesaid County and State, do hereby certify that Angie Murphy, Town Clerk, personally came before me this day and duly acknowledged that she is the duly appointed Town Clerk of the Town of Montreat, and that Tim Helms is the Mayor of the Town of Montreat, and that by authority duly given and as the act of the Town of Montreat, the foregoing instrument was signed in its name by said Mayor, sealed with its official seal, and voluntarily attested to by herself as its Clerk as the act and deed of the Town of Montreat, all by authority duly given by its governing body

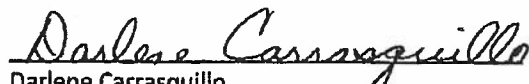
WITNESS my hand and Notarial Seal, this the 10<sup>th</sup> day of May, 2019.

  
Notary Public

My Commission Expires:

This instrument has been preaudited  
in the manner required by The Local  
Government Budget and Fiscal Control Act



  
Darlene Carrasquillo  
Finance Officer, Town of Montreat



Contract Status Tracking Form

Department/Program: Tax Collections

Supplier Name: Town of Montreat

Description: Tax Collection Agreement

Contract Administrator: Jennifer Pike 828 250 4961

Start & End Date (including potential renewals): July 1 2019 - July 2022

Contract Value: \$0 ☐ This is a Contract Renewal

Department Level Certification

The Contract Administrator above certifies that:

- ☐ This Contract ☐ complies with or, ☒ is not affected by, North Carolina bidding requirements (Procurement).
- ☐ Sufficient funds have been appropriated as confirmed by Budget Manager/designee: \_\_\_\_\_ (initial)
- ☐ Administrator has consulted Legal for initial review or ☒ Legal Review not required (explain why below).  
DRAFTED BY MICHAEL FRUE
- ☐ This Contract has been pre-audited or ☒ pre-audit is not required (i.e. contract will be obligated by P.O.)

- ☒ This Contract has been signed by the other party.

Comments (include concerns raised by Purchasing, Budget, Legal (Legal will consult Risk as needed), or others):

Signature of Contract Administrator: [Signature] Date: 6/28/2019

Signature of Dept. Head (if not Contract Administrator): \_\_\_\_\_ Date: \_\_\_\_\_

Final Legal Review

The undersigned county staff attorney does hereby certify that after a final review, this Contract appears ready for the Board Chair, the County Manager, or the appropriate designee's signature.

This the 16<sup>th</sup> day of JULY, 2019. Comments: \_\_\_\_\_

[Signature]  
J. Brandon Freeman



001 12

**Interlocal Risk Financing Fund of North Carolina**  
**Property and Liability Insurance Trust administered by the NC League of Municipalities**  
**COVERAGE PROPOSAL SUMMARY**

NAMED INSURED                      Town of Montreat  
    PO Box 423  
    301 Assembly Dr Unit 423  
    Montreat, NC 28757-0423

POLICY PERIOD                      7/1/2022 to 7/1/2023 At 12:01 A.M. Standard Time at the address of the Named Insured

POLICY NUMBER                      PL-R-26036-2022-02

Coverage for the individual coverages is afforded by this proposal only if indicated with an (X) in the checkbox for the selected coverage.

| COVERAGE   |           | LIMITS               | DEDUCTIBLES       | PREMIUM                      |
|--|-----------|----------------------|-------------------|------------------------------|
| <b>GENERAL LIABILITY COVERAGES</b>                     |           |                      |                   | <b>\$4,027</b>               |
| (X) General Liability                                  | 5,000,000 | Per Occurrence       | 0                 |                              |
| ( ) Premises Medical Payments                          |           | Per Person           |                   |                              |
| ( ) No Fault Sewer Backup                              |           | Per Occurrence       |                   |                              |
|  |           | Aggregate            |                   |                              |
| ( ) No Fault Electrical Surge                          |           | Per Occurrence       |                   |                              |
|  |           | Aggregate            |                   |                              |
| <b>EMPLOYEE BENEFITS LIABILITY</b>                     |           |                      |                   | <b>\$37</b>                  |
| (X) Employee Benefits Liability                        | 5,000,000 | Each Claim           | 1,000             |                              |
| <b>PUBLIC OFFICIALS LIABILITY (Claims Made)</b>        |           |                      |                   | <b>\$608</b>                 |
| (X) Public Officials Liability                         | 5,000,000 | Each Claim           | 10,000            |                              |
| <b>EMPLOYMENT PRACTICES LIABILITY(Claims Made)</b>     |           |                      |                   | <b>\$1,893</b>               |
| (X) Employment Practices Liability                     | 5,000,000 | Each Claim           | 10,000            |                              |
| <b>POLICE PROFESSIONAL LIABILITY</b>                   |           |                      |                   | <b>\$5,939</b>               |
| (X) Police Professional Liability                      | 5,000,000 | Annual Aggregate     |                   |                              |
| <b>LIQUOR LIABILITY</b>                                |           |                      |                   | <b>Coverage Not Provided</b> |
| ( ) Liquor Liability                                   |           | Each Occurrence      |                   |                              |
|  |           | Annual Aggregate     |                   |                              |
|  |           | Each Common Cause    |                   |                              |
| <b>PROPERTY COVERAGES</b>                              |           |                      |                   | <b>\$3,266</b>               |
| (X) Blanket Buildings & Personal Property              | 4,706,832 | Total Insured Values | 1,000             |                              |
| ( ) Builders Risk                                      |           |                      |                   |                              |
| ( ) Excess Valuable Papers                             |           | Excess Limit         |                   |                              |
| ( ) Excess Accounts Receivable                         |           | Excess Limit         |                   |                              |
| <b>INLAND MARINE COVERAGES</b>                         |           |                      |                   | <b>\$691</b>                 |
| (X) Municipal Equipment                                | 150,452   | Refer to Schedule    | 500               |                              |
| (X) Computer Equipment & Media                         | 109,000   | Refer to Schedule    | 1,000             |                              |
| ( ) Portable Equipment                                 |           | Refer to Schedule    |                   |                              |
| (X) Fine Arts  | 50,000    | Refer to Schedule    | 1,000             |                              |
| ( ) Scheduled Animal                                   |           | Refer to Schedule    |                   |                              |
| <b>CRIME COVERAGES</b>                                 |           |                      |                   | <b>\$211</b>                 |
| (X) Employee Dishonesty                                | 50,000    | Per Occurrence       | 250               |                              |
| (X) Forgery & Alteration                               | 50,000    | Per Occurrence       | 250               |                              |
| (X) Inside the Premises - Theft of Money or Securities | 5,000     | Per Occurrence       | 250               |                              |
| (X) Outside the Premises                               | 5,000     | Per Occurrence       | 250               |                              |
| ( ) Public Officials Bond                              |           |                      |                   |                              |
| <b>AUTOMOBILE COVERAGES</b>                            |           |                      |                   | <b>\$4,482</b>               |
| (X) Auto Liability                                     | 5,000,000 | Each Accident        | 0                 |                              |
| (X) Non-Owned & Hired                                  |           |                      | 0                 |                              |
| (X) Uninsured/Underinsured Motorists                   | 1,000,000 | Each Accident        | 0                 |                              |
| ( ) Impounded Auto Comprehensive                       |           | Each Accident        |                   |                              |
| ( ) Impounded Auto Collision                           |           | Each Accident        |                   |                              |
| ( ) Garage Liability                                   |           | Each Accident        |                   |                              |
| ( ) Garagekeepers Comprehensive                        |           | Each Accident        |                   |                              |
| ( ) Garagekeepers Collision                            |           | Each Accident        |                   |                              |
| <b>AUTOMOBILE PHYSICAL DAMAGE COVERAGES</b>            |           |                      |                   | <b>\$2,511</b>               |
| (X) Auto Physical Damage Comprehensive                 | 567,678   | Total Insured Values | Refer to Schedule |                              |
| (X) Auto Physical Damage Collision                     | 567,678   | Total Insured Values | Refer to Schedule |                              |
| (X) Hired Auto Physical Damage Comprehensive           |           |                      | 500               |                              |
| (X) Hired Auto Physical Damage Collision               |           |                      | 500               |                              |
| <b>TOTAL PREMIUM</b>                                   |           |                      |                   | <b>\$23,665</b>              |
| <b>NET PREMIUM</b>                                     |           |                      |                   | <b>\$23,665</b>              |

**NORTH CAROLINA INTERLOCAL RISK MANAGEMENT AGENCY**  
**Workers' Compensation Insurance Trust administered by the NC League of Municipalities**  
**Proposal**

Town of Montreat  
 PO Box 423  
 301 Assembly Dr Unit 423  
 Montreat, NC 28757-0423

**Program Year:** 2022/2023  
**Policy Period:** 7/1/2022 to 7/1/2023  
**Policy Number:** WC-R-466-2022-01

**Proposal Number:** 76396

**Proposal Date:** 04/19/2022

| <b>Code</b> | <b>Classification</b>                  | <b>Estimated</b> | <b>Revise Payroll to:</b> |
|-------------|--|------------------|---------------------------|
| 7520        | Waterworks Operation & Drivers         | \$49,000         |                           |
| 7720        | Police Officers                        | \$282,000        |                           |
| 8810        | Clerical                               | \$130,000        |                           |
| 9402        | Street Cleaning & Sewer Line Cleaning  | \$150,000        |                           |
| 9403        | Garbage & Bulk Collection (Sanitation) | \$52,000         |                           |
| 9990        | City Manager: office duties only       | \$70,000         |                           |
| 9996        | Mayor and Council                      | \$30,000         |                           |

**Total Payroll: \$763,000**

**Renewal Quote Information**

|                             |                                     |
|-----------------------------|-------------------------------------|
| Experience Modifier:        | 0.9200                              |
| Employers Liability Limits: | \$1,000,000/\$1,000,000/\$1,000,000 |
| Deductible:                 | \$1,000                             |
| Schedule:                   | N/A                                 |
| IRFFNC Member?:             | Yes                                 |

**Estimated Annual Premium: \$13,936.37**

**Estimated Final Premium: \$13,936.37**

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

This is not an invoice. Invoices will be mailed at a later date.

**NORTH CAROLINA INTERLOCAL RISK MANAGEMENT AGENCY**  
**Workers' Compensation Insurance Trust administered by the NC League of Municipalities**  
**New Member Proposal Detailed Estimate**

Town of Montreat  
 PO Box 423  
 301 Assembly Dr Unit 423  
 Montreat, NC 28757-0423

For the Program Year: 2022/2023  
 Effective Dates: 7/1/2022 to 7/1/2023  
 Policy Number: WC-R-466-2022-01

Proposal Number: 76396

Proposal Date: 04/19/2022

| Code           | Classification                         | Payroll          | Rate   | Premium            |
|----------------|--|------------------|--------|--------------------|
| 7520           | Waterworks Operation & Drivers         | \$49,000         | 2.1200 | \$1,038.80         |
| 7720           | Police Officers                        | \$282,000        | 2.2900 | \$6,457.80         |
| 8810           | Clerical                               | \$130,000        | 0.1800 | \$234.00           |
| 9402           | Street Cleaning & Sewer Line Cleaning  | \$150,000        | 4.4900 | \$6,735.00         |
| 9403           | Garbage & Bulk Collection (Sanitation) | \$52,000         | 4.4900 | \$2,334.80         |
| 9990           | City Manager: office duties only       | \$70,000         | 0.1800 | \$126.00           |
| 9996           | Mayor and Council                      | \$30,000         | 0.1800 | \$54.00            |
| <b>Totals:</b> |  | <b>\$763,000</b> |        | <b>\$16,980.40</b> |

| Premium  | Limit | Rate     |   | Result      |
|--|-------|----------|---|-------------|
| Estimated Manual Premium:                                |       |          |   | \$16,980.40 |
| Employers Liability: \$1,000,000/\$1,000,000/\$1,000,000 |       | 0.007000 | + | \$118.86    |
| Employers Liability Minimum Premium Balance:             |       |          | + | \$0.00      |
| Deductible: \$1,000                                      |       | 0.040000 | - | \$679.22    |
| Estimated Subject Premium:                               |       |          | = | \$16,420.04 |
| Ex Mod (used):   |       |          | x | 0.9200      |
| Estimated Modified Premium:                              |       |          | = | \$15,106.44 |
| Schedule Adjustment:                                     |       | 1.0000   | + | \$0.00      |
| Schedule Adjusted Premium:                               |       |          | = | \$15,106.44 |
| WC Minimum Premium Balance:                              |       |          | + | \$0.00      |
| Expense Constant:  |       |          | - | \$0.00      |
| Estimated Standard Premium:                              |       |          | = | \$15,106.44 |
| Premium Discount:  |       | 0.0289   | - | \$436.58    |
| Premium After Premium Discount:                          |       |          | = | \$14,670    |
| Package Discount:  |       | 0.9500   | + | (\$733.49)  |
| Package Adjusted Premium:                                |       |          | = | \$13,936.37 |
| Expense Constant:  |       |          | + | \$0.00      |
| Estimated Annual Premium:                                |       |          | = | \$13,936.37 |
| Pro-rata:  |       |          | x | 1.0000      |
| Estimated Pro-rata Annual Premium:                       |       |          | = | \$13,936.37 |
| Estimated Final Premium:                                 |       |          | = | \$13,936.37 |

**Estimated Final Premium: \$13,936.37**

# TOWN OF MONTREAT

P. O. Box 423  
Montreat, NC 28757

Tel: (828)669-8002 Fax: (828)669-3810

[www.townofmontreat.org](http://www.townofmontreat.org)

## **BOARD OF COMMISSIONERS & ADVISORY BOARD/COMMITTEE MEMBERSHIP APPLICATION**

**Full Legal Name:** CRAWFORD JOHN ALLEN  
(Last) (First) (Middle)

**Physical Address:** 207 MOUNTAIN STREET, BLACK MOUNTAIN, NC 28711-3015

**Mailing Address:** (Same as above)

**Home Phone:** (404) 519-2691 **Alternate Phone:** None

**Email Contact Information:** crawfordjohna@aol.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:

I have been serving on the Planning and Zoning Committee for the past two years as the Representative for the Extra-Territorial Jurisdiction (ETJ) and I would like to continue working with the Committee in that capacity. Full disclosure: I have a vested interest in that section of Montreat as I own property in that area. For that reason, I would like to make sure that our issues are appropriately represented and our concerns are addressed within 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:

- 1) The need for clear, fair, and equitable guidelines for Montreat Homeowner property management and future development planning. I hope that by serving on this Committee I can continue to contribute to efforts to ensure clear, concise guidelines that mirror State and County directives, while still allowing fair, well-planned future opportunities for community growth without creating excessive or burdensome restrictions on existing and future homeowners.
- 2) The need for closer coordination and transparency between MRA, College, and Property Owners as it pertains to future plans for development within Montreat. I hope that by serving on this Committee, I can help to facilitate the future development and growth within the Montreat community by ensuring careful coordination that compliments and supports mutually beneficial endeavors and initiatives.
- 3) The need to keep all elements of Montreat Community (MRA, College, and Property Owners)

12/09/2021

well informed about long-range plans, goals, and initiatives to ensure adequate and equitable representation and discussion of concerns and issues. I hope that by serving on this Committee I will be able to better articulate and advocate planning and zoning activities in a manner that helps keep "unity" within the Community.

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

I served in the US Air Force for over 27 years and have worked as a Contractor for 5 more. During that time, I have had plenty of opportunity to help a variety of organizations develop clear business goals and objectives, and then build team support for the same. I hope that I will be able to apply these same skillsets to my participation on this Board/Committee.

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

Yes, ... I have served on this Committee for the past 2 years.

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

As much as it needed.



## Angela Murphy

---

**From:** noreply@townofmontreat.org  
**Sent:** Wednesday, December 29, 2021 12:26 PM  
**To:** Info  
**Subject:** New submission from Board Application Form

### Full Legal Name

Daniel Sharpe

### Physical Address

552 Providence Terrace  
P.O. Box 445  
Montreat, NC 28757  
US Minor Outlying Islands  
[Map It](#)

### Same as Mailing Address?

Yes

### Phone

(252) 670-0389

### Email

[dsharpe@sc.younglife.org](mailto:dsharpe@sc.younglife.org)

### On Which Committee Would You Like to Serve?

Other

### Please Explain Why You Wish to Join This Committee

Either the Bd of Adjustment or P&Z.

### 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:

Road infrastructure--seems this is a constant battle to keep roads well maintained  
Storm water runoff--we see damage regularly from runoff  
Good responsiveness from the township staff--long waits for responses. Projects move exceptionally slowly.

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

Workflow and process management.

### 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?

A monthly meeting works best.