

**Board of Commissioners
Meeting Minutes
December 14, 2023**

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

Board members absent: Commissioner Grant Dasher

Town staff present: Savannah Parrish, Town Manager
Angie Murphy, Town Clerk
Barry Creasman, Public Works Director
David Arrant, Police Chief

Approximately seven 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 approve the agenda as presented. Commissioner Tom Widmer seconded and the motion carried 4/0.

Mayor's Communications

Mayor Tim Helms took a moment to wish everyone a Merry Christmas especially Town Staff. He thanked Staff for all they do all year long.

Meeting Minutes Adoption

- October 24th Board Retreat Meeting Minutes
- November 9th Public Forum Meeting Minutes
- November 9th Town Council Meeting Minutes

Town Manager's Communications

Town Manager Savannah Parrish advised that tomorrow in the weekly Montreat Minute there will be a survey from the Black Mountain Fire Department and she encouraged everyone to take the short survey. Ms. Parrish advised that bear hunting is back in season until January 1st. She encouraged everyone to be safe and if anything needs to be reported to call Town Staff at Town

Hall.

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.
- Additional Planning & Zoning Information – This report was given in written format.

Mayor Pro Tem Mason Blake asked about the \$5,000 that was transferred from the General Fund to the Water Fund last year. Finance Officer Rachel Eddings clarified that the transfer was to pay for the storage tank cleaning from funds that were set aside and budgeted in the General Fund and payable to the Water Fund for this purpose.

Public Comment

Mrs. Shirley Mitchell of 201 Harmony Lane encouraged all residents to read the minutes from the recent Board of Commissioner's Board Retreat. Mrs. Mitchell found the minutes to be fascinating and indicative of what the Commissioner's do in their positions.

Old Business

There was no Old Business to discuss.

New Business

- A. Consideration of Financial Policies: Town Manager Savannah Parrish advised that the Comprehensive Financial Policy, the Debt Management Policy, and the Fund Balance Policy were included in the meeting packet for tonight's meeting. Ms. Parrish advised that the Fund Balance Policy needed to be pulled for further simplification. Commissioner Tom Widmer moved to table the Fund Balance Policy but to move forward with the Comprehensive Financial Policy and Debt Management Policy. Commissioner Jane Alexander seconded, and the motion carried 4/0. Ms. Parrish advised that most of the Comprehensive Financial Policy was being adhered to by Staff but it needed to be written and solidified that these are the procedures to be followed. The Debt Management Policy is something that the Local Government Commission of the State Treasurer's

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Office would like Montreat to have in place. Ms. Parrish thanked Ms. Eddings for all her work on drafting these policies alongside the Local Government Commission. Commissioner Kitty Fouche moved to adopt the Comprehensive Financial Policy and Debt Management Policy. Mayor Pro Tem Mason Blake seconded and the motion carried 4/0.

Public Comment

There was no public comment at this time.

Commissioner Communications

Mayor Pro Tem Mason Blake advised that both Montreat Landcare and Montreat Presbyterian Church were independently working with NC Wildlife Resources Commission to have a BearWise presentation in the spring. Mayor Pro Tem Blake recommended that the two groups work together to have only one event. Both BearWise and Montreat Presbyterian Church will promote the event, increasing community participation, and the event could be held in the Town Hall Community Room.

Commissioner Jane Alexander thanked Ms. Parrish, Ms. Eddings and Town Clerk Angie Murphy for all the work they have done and continue to do on the policy revisions.

Commissioner Tom Widmer expressed his appreciation to Town Clerk Murphy on the extremely detailed minutes from the recent Board Retreat. Commissioner Widmer encouraged residents to read the minutes to better understand the planning process and the direction that the Town hopes to go in the future. Commissioner Widmer also thanked Ms. Parrish for her direction.

Dates to Remember

- Board of Adjustment Regular Meeting, Thursday December 21st at 5:00 p.m. in Town Hall with Zoom options
- Town Hall Closed for Christmas Holiday, Monday and Tuesday December 25th and 26th. Sanitation Services will resume on Wednesday, December 27th
- Montreat Landcare, Wednesday January 3rd at 9:00 a.m. in Town Hall with Zoom options
- Planning & Zoning Commission Spring Training, Thursday January 11th from 10:00 a.m. to 11:30 a.m. in Town Hall

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- January Board of Commissioners Meeting, Thursday January 11th at 7:00 p.m. Public Forum to begin at 6:30 p.m. in Town Hall with Zoom options
- Town Hall Closed for Martin Luther King, Jr. Holiday, Monday January 15th. Sanitation Services resume on Tuesday January 16th
- Planning & Zoning Commission Regular Meeting, Thursday January 18th at 10:30 a.m. in Town Hall with Zoom options
- Tree Board, Tuesday January 23rd at 9:30 a.m. in Town Hall with Zoom options
- Open Space Conservation Committee Special Meeting, Wednesday January 24th at 2:00 p.m. in Town Hall

Adjournment

Mayor Tim Helms offered a closing prayer.

Commissioner Tom Widmer moved to adjourn the meeting. Mayor Pro Tem Mason Blake seconded and the motion carried 4/0. The meeting was adjourned at 7:19 p.m.

Tim Helms, Mayor

Angie Murphy, Town Clerk