

**Town of Montreat
Board of Commissioners Meeting – Public Forum
November 14, 2024 – 5:30 p.m.
Convocation Hall**

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
November 14, 2024 – 6:00 p.m.
Convocation Hall**

I. Call to Order

- Pledge of Allegiance
- Moment of Silence

II. Agenda Adoption

III. Mayor’s Communications

IV. Consent Agenda

A. Meeting Minutes Adoption

- September 12th Public Forum Meeting Minutes
- September 12th Town Council Meeting Minutes – pending
- October 25th Special Town Council Meeting – pending
- October 31st Special Joint Meeting of BOC & Audit Committee - pending

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 Manager’s Communications

- Consent Agenda Review
- Other Items

VII. Administrative Reports

- Administration
- Planning and Zoning
- Police
- Public Works and Water
- Sanitation
- Streets
- Finance - Pending
- September Building Permit Information
- October Building Permit Information

VIII. Public Comment

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

IX. Old Business

X. New Business

A. Department Head Updates

- Finance – Rachel Eddings
- Police – Chief Jeff Eaton
- Public Works – Savannah Parrish

B. Budget Amendment

- Presenter: Rachel Eddings
- See Agenda Materials – Materials Pending

C. Proclamation for Public Works Employees

- Presenter: Savannah Parrish
- See Agenda Materials – Materials Pending

D. Discussion about Utilizing a Disaster Management Company

- Presenter: Savannah Parrish
- See Agenda Materials – Materials Pending

XI. Public Comment

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

XII. Commissioner Communications

XIII. Dates to Remember

- Town Hall Closing Early for Thanksgiving – Wednesday, November 27th at 12:00 p.m.
- Town Hall Closed for Thanksgiving – Thursday, November 28th & Friday November 29th
- Bulk Pickup/White Goods Pickup – Tuesday, December 3rd

- **Planning & Zoning Commission Meeting (tentative) - Wednesday, December 11, 2024 at 10:30 a.m. (Location TBD)**
- **December Town Council Meeting - Thursday, December 14th, 2024 at 6:00 p.m. Public Forum will begin at 5:30 p.m. (Location TBD)**
- **Town Hall Closed for Christmas Holiday - Wednesday, December 25th & Thursday, December 26th**

XIV. Adjournment

**Town of Montreat
Board of Commissioners
Public Forum Meeting Minutes
September 12, 2024 – 5:30 p.m.
Town Hall**

Board members present: Commissioner Jane Alexander
Mayor Pro Tem Mason Blake
Commissioner Kitty Fouche
Commissioner Grant Dasher (arrived at 5:41 p.m.)
Commissioner Tom Widmer

Board members absent: Mayor Tim Helms

Town staff present: Savannah Parrish, Town Manager
Angie Murphy, Town Clerk
Tim Bradley, Interim Police Chief
Jeff Eaton, Police Chief

Approximately fourteen members of the public were present. Mayor Pro Tem Mason Blake called the meeting to order at 5:30 p.m. and led the group in a moment of silence.

Agenda Approval

Commissioner Jane Alexander moved to adopt the agenda as presented. Commissioner Tom Widmer seconded, and the motion carried 3/0.

Public Forum

Dr. Mary Standaert of 118 Shenandoah Terrace asked for an update on the cell phone tower aesthetic repairs. Town Manager Savannah Parrish advised that Commissioner Grant Dasher met with Town Attorney Brandon Freeman recently about this matter. Commissioner Dasher had not yet arrived at the meeting to be able to comment on this issue. Ms. Parrish stated that she would investigate this and report back. Dr. Standaert suggested that it be placed on next month's agenda. Dr. Standaert questioned why the Town of Montreat does not have street mail delivery. Mayor Pro Tem Mason Blake advised that as he understood it, there could be a Post Office or street mail delivery, but there could not be both. Dr. Standaert stated that the cost of post office boxes seems to be regularly increasing. Dr. Standaert advised that she is not advocating one way or the other, but she would like to know the reason why there is no street mail delivery.

Mr. George Sawyer of 324 Chapman Road complimented Black Mountain News Reporter, Karrigan Monk, on the two recent Montreat related stories in the newspaper. Mr. Sawyer also complimented the Public Works Crew for their hard work cleaning up the trail site for the Flat Creek Crossing Ground-Breaking. Mr. Sawyer mentioned that the Mayor's favorable comments about the fund raising efforts of the Flat Creek Crossing Team were very much appreciated.

Mr. Eric Nichols of 527 Suwannee Drive thanked Commissioner Tom Widmer for his help in facilitating the donation of a transfer of stock for the Flat Creek Crossing Project.

Mrs. Grace Nichols of 527 Suwannee Drive commended the Town for budgeting funds in this fiscal year to complete the sidewalk project from Town Hall to the Columbarium parking lot. Commissioner Tom Widmer mentioned that the sidewalk connection between Lookout Road and the Dam will also be completed this fiscal year.

Mr. Joe Standaert of 118 Shenandoah Terrace expressed his concerns about the needs for treating hemlock trees on Town rights-of-way. Mr. Standaert and other citizens were involved in fund raising efforts several years ago to safeguard the hemlocks from the woolly adelgid. Mr. Standaert suggested that the Town Arborists, who work on the Public Works Crew, could purchase the chemicals and treat the hemlocks in-house rather than employing an outside contractor.

Commissioner Kitty Fouche advised that she and Commissioner Jane Alexander have been thinking of ways to improve the recycling efforts in the Town of Montreat. Both Commissioners feel that increasing recycling could decrease the volume of trash. This would save money for the Town and could potentially diminish some of the bear problems. Commissioner Fouche announced that the Town now accepts printer cartridges and batteries for recycling. The items will be delivered to Staples in Asheville where the Town will then be given credit for the purchase of office supplies. Commissioner Fouche also advised those in attendance that Staples has a whole list of items that can be recycled. There have also been ongoing discussions about the possibility of recycling food waste through composting. Commissioner Fouche asked Montreator's to send their thoughts on composting to either her or Commissioner Alexander.

Dr. Mary Standaert mentioned that Lowe's will take back plastic garden containers for recycling.

Adjournment

Commissioner Tom Widmer moved to adjourn the meeting. Commissioner Kitty Fouche seconded, and the motion carried 4/0. The meeting was adjourned at 5:49 p.m.

Mason Blake, Mayor Pro Tem

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

ADMINISTRATIVE REPORTS: ADMINISTRATION

Town Administration report for the month of October 2024

Monthly Statistics	2023	2024
Public Meetings	12	4
Public Records Requests Processed	9	2
Water Bills Processed & Mailed	1371	660
Water Bills Processed & Emailed	NA	45
Leak Adjustments	10	0
Sunshine List Messages	34	38
Website Posts	34	38
Social Media Posts	35	40

Upcoming Events and Schedule Changes

Town Hall will be closed on November 28th for Thanksgiving

Comments

N/A

Staff Communications

The data above includes combined amounts for September and October for both years.



TOWN OF MONTREAT

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

ADMINISTRATIVE REPORTS: BUILDINGS AND INSPECTIONS

Buildings and Inspections report for the month of October 2024

Monthly Statistics	2023	2024
Building Permits Issued	16	24
Pending Building Permits	0	1
Building Inspections Performed	61	40
Stop Work Order 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

0

Staff Communications

Data above is for September and October for both years



TOWN OF MONTREAT

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

ADMINISTRATIVE REPORTS: STREETS

Streets Department report for the month of October 2024

Monthly Statistics	2023	2024
Public Trees Removed	0	TBD
Sand Applied to Roads (tons)	0	0
Ice Melt Applied to Roads (pounds)	0	0
Road Closures	0	Multiple

Comments

The Storm took down several hundred trees and had multiple roads closed at different times. I will try to give a some what accurate count at a later date.

Staff Communitactions:

0



TOWN OF MONTREAT

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

**ADMINISTRATIVE REPORTS:
 POLICE DEPARTMENT**

Police Department report for the month of October 2024

Monthly Statistics	2023	2024
Animal Issue	0	1
Assist EOC	0	5
Check Business	0	17
Check Residence	0	1
Checking Station (BCSD)	0	0
Contact Public	0	11
Debris Blocking Road	0	1
Directed Patrol (BCSD)	0	13
Dog Barking	0	0
Follow Up Investigation	0	4
Foot Patrol	0	6
Gun Discharge	0	2
Improper Parking	0	0
Investigate BCSD	0	4
Locked Vehicle (BCSD)	0	2
Security Check BCSD	0	101
Special Assignment	0	0
Loud Music	0	1
Standby	0	1
Suspicious Person	0	8
Suspicious Vehicle	0	6
Traffic Enforcement (APD)	0	1
Traffic Stop	0	51
Tree Blocking Road	0	2

Comments

A reminder, our non-emergency number has changed. You can reach the MPD Officer on duty through Buncombe County Dispatch. 828-250-6670. The data above encompasses September and October for 2024.



TOWN OF MONTREAT

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

**ADMINISTRATIVE REPORTS:
 WATER AND PUBLIC WORKS**

Water and Public Works report for the month of October 2024

Monthly Statistics	2023	2024
Calls for Service	62	140
Water Leaks Repaired	0	7
New Water Lines Installed	0	450 ft
Water Meter Replacements	60	3
Gallons of Water Produced	3,468,528	882,100/4,529.862
Hours Pumped (11 wells combined)	1,677	1,708/2,246
Water Samples Taken	2	7

Comments

This report combines Sept and Oct numbers. We would also like to Thank everyone for the support given to us during this tr



TOWN OF MONTREAT

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

**ADMINISTRATIVE REPORTS:
 SANITATION**

Sanitation Department report for the month of October 2024

Monthly Statistics	2023	2024
Tons of Curbside Trash Collected	25.39	pending
Tons of Curbside Recycling Collected	4.41	pending
Unique Curbside Sanitation Stops	2150	875
Special Pickup Stops	0	6
Bagged Leaf Pickup	89	34
Brush Pickup (cubic yards)	4 Loads	2 Loads
Hauling Fees	4036.2	6989
Tipping Fees	918.43	2732.7
Dumpster Rental Fees	460.23	352.27
Convenience Center Usage-Trash	0	9.92 tons
Convenience Center Usage-Recycle	0	2.86 tons

Comments:

We had 4 trash related issues with no citations issued. Numbers will include Sept and Oct numbers.



TOWN OF MONTREAT

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

ADMINISTRATIVE REPORTS: ZONING ADMINISTRATION

Zoning Administration report for the month of October 2024

Monthly Statistics	2023	2024
Approved Zoning Permits	3	2
Denied Zoning Permits	0	0
Pending Zoning Permits	2	3
Variance/Interpretation Granted	2	0
Special Use Permits Granted	1	0
Permit Extensions Granted	0	0
Notice of Violations	0	0

Comments

The data above includes numbers from both September and October for both years.

September Building Permit Information

Permit Number	Date	Name	Property Address	Permit Type	Project	Zoning Approval	Cost	PIN	CONTRACTORS
6037	9/3/2024	Reese Rencher	369 Nisbett	mech/elect		no			TW & Co
6038	9/3/2024	James Galloway	165 Maryland Pl	bldg	resid repairs	no			Blk Mtn Handyman
6039	9/3/2024	Karna Candler	184 Mississippi Rd	bldg	resid remodel	no			Blk Mtn Handyman
6040	VOID VOID			VOID			VOID		VOID
6041	9/10/2024	Rick Giles	426 Kentucky Rd	bldg	resid addition	yes	\$ 72,576		owner
6042	9/16/2024	Montreat College	310 Gaither Circle	mech/elect	mini split replacement	no			Daikin Applied
6043	9/16/2024	Steffan Rogers	128 Kanawha Dr	elec	ev charging circuit	no			Mr. Electric
6044	9/18/2024	Town of Montreat	104 Assembly Dr	elec	meter drop	no			CEIM Assoc
6045	9/24/2024	Brent & Jamie Bookwalter	141 Holston Ln	bldg	residential remodel	no	\$ 50,000		Clawhammer Inc

October Building Permits

Per mit Num ber	Date	Name	Property Address	Perm it Type	Project	Zoni ng Appr oval	Cos t	PIN	CONTRACT ORS	Fee Am ou nt	Fee Pai d	HR F
6046	10/8/2024	Jamie & Betsy Bryan	211 Assembly Dr	mech /elect					John C Hall Electric	na		
6047	10/9/2024	Tamara Bacon	102 Kanawha Dr	mech /elect					Thomas Osborne	na		
6048	10/15/2024	Leslie Saunders	189 Mississippi Rd	buildi ng	resid/remod el	no	112, 256		BM Handyman	\$ 1,1 44	x	x
6049	10/15/2024	Eugen Back	107 Virginia Rd	mech /elect		no			Morris Heating & Cooling	na		
6050	10/15/2024	John Currie	223 Louisiana Rd	buildi ng	resid/repair s	no	21,1 22.9 1		Semper Fi	\$ 137	x	x
6051	10/16/2024	Hampton Ellis Farr	442 WV Terrace	mech /elect					SECO Electric LLC	na		
6052	10/17/2024	Steve Rembert	541 Greybeard Trail	mech /elect					Mitchell Fields Electric	na		
6053	10/17/2024	Brent Bookwalter	141 Holston Lane	bldg	resid repairs	no	50,0 00		Clawhammer Inc	na		
6054	10/18/2024	Montreat College	352 Yale Road	bldg	elect serv repair	no			Wayne Gryden	na		
6055	10/21/2024	Powell Alexander Fraser	435 Greybeard Trail	bldg	resid repairs	no	61,0 00		Owner/Contra ctor	na		
6056	10/22/2024	MRA-Dunn Pavilion	351 Texas Road	mech /elect		no			Diversified Electric	na		

6057	10/28/2024	Elizabeth Somerville	198 Louisiana Road	mech /elect	heat pump/furnace	no			Gentry Service Group	\$ 100	x	
6058	10/31/2024	Jean Norris & Bluford Hesir	192 Mississippi Rd	building	bathroom remodel	no	426 49.1 3		BM Handyman	\$ 442	x	
6059	10/31/2024	Tom Grove	329 Lookout Rd	mech /elect	hvac c/o	no			Gentry Service Group	\$ 100	x	
6060	10/30/2024	Kathy Putnam	407 West Virginia Terr	building	roof, chimney, drywall	no	29,500		William Aguilar	Na		