

Regular Meeting Minutes of the Town of Highlands Board of Commissioners Meeting of November 16, 2017, at the Highlands Community Building, 71 Poplar Street, Highlands, North Carolina

Town Board Present: Mayor Pro Tempore John Dotson, Commissioner Amy Patterson, Commissioner Donnie Calloway, Commissioner Brian Stiehler, Commissioner Eric Pierson and Mayor Pat Taylor

Also Present: Town Attorney Jay Coward, Finance Director Rebecca Shuler, Public Works Director Lamar Nix, MIS/GIS Director Matt Shuler, Planning & Development Director Andrew Bowen, Computer Support Specialist Mark Hall and Town Clerk Gibby Shaheen

1. Meeting Called to Order

Mayor Taylor called the meeting to order at 7:00pm.

2. Public Comment Period

Cynthia Strain of Bear Smart Task Force stated there were some serious problems this summer with the bears in trash, breaking into and destroying cars. Strain stated she believes the town needs to get more serious about the situation and possible hire someone to coordinate involvement and try to obtain community wide effort. Strain gave some information to the Board from a town called Wintergreen which is similar to Highlands.

Mal Phillips stated he was a fulltime resident and business owner and first wanted to compliment the Board for their progress and prevention of development and modernization. Phillips continued that because of our growth and development the demand for more employees has increased and he would like to request the Board to consider changing some of the B3 zoning to make it possible for affordable apartment housing.

Bob Kieltyka thanked everyone associated in making the Food & Wine Festival a success. Kieltyka stated everyone had a fabulous time and there were a lot of young people and everyone behaved.

3. Adjust and Approve the Agenda

Commissioner Patterson made a motion to approve the agenda as presented, which was seconded by Mayor Pro Tempore Dotson and the vote was unanimous.

4. Approval of the September 21, 2017 Regular Meeting Minutes Revised

Commissioner Patterson made a motion to approve the September 21, 2017, regular meeting minutes revised as presented, which was seconded by Commissioner Pierson and the vote was unanimous.

Approval of the October 5, 2017, Special Meeting Minutes

Commissioner Patterson made a motion to approve the October 5, 2017, special meeting minutes as presented, which was seconded by Mayor Pro Tempore Dotson and the vote was unanimous.

Approval of the October 26, 2017, Regular Meeting Minutes

Mayor Taylor asked on the last page in the issue about dogs in the park to add "Mayor Taylor requested that we create a committee to look at the issue and staff to include Town Manager Josh Ward, Parks & Recreation Director Lester Norris, Planning & Development Director Andrew Bowen, Police Chief Bill Harrell for enforcement, Commissioner Stiehler, Commissioner Patterson and Mayor Pro Tempore Dotson and Hank Ross of Friends of the Park."

Commissioner Patterson requested a revision in paragraph 5 of the Mayor's Report to change "Wesley Grinds" to reflect the correct name "Wesley Grindstaff."

Commissioner Patterson requested in number 9 Satulah Water Tank Construction Estimates in the next to last paragraph to change the reference to “tank” to “one 600,000 gallon tank.”

Commissioner Patterson requested in number 12 Highlands Code of Ordinances – Pole Attachment Amendments to change “until Town Attorney Jay Coward was available to answer the legal questions” to “until the Pole Attachment Ordinance had been rewritten.” Commissioner Patterson added that Town Manager Josh Ward and MIS/GIS Director Matt Shuler would have that on the next meeting’s Agenda.

Commissioner Pierson made a motion to approve the October 26, 2017, regular meeting minutes as amended, which was seconded by Commissioner Stiehler and the vote was unanimous.

5. Reports

A. Mayor

Mayor Taylor announced that Town Manager Josh Ward is in training in Chapel Hill.

Mayor Taylor stated the Dog Committee will be meeting and getting to work on the issues brought up.

Mayor Taylor stated that MIS/GIS Director Matt Shuler is involved in getting the Pole Attachment Ordinance rewritten.

Mayor Taylor stated that the announcement of negotiations with Wide Open Network at last meeting and our due diligence is underway. Mayor Taylor asked if MIS/GIS Director Matt Shuler could give a summary of what’s taken place since our last meeting. MIS/GIS Director Matt Shuler stated the process was underway and is going very well and had met with engineers this week. MIS/GIS Director Matt Shuler stated he wanted to point out that the fiber program is more than internet, it will contain smart metering with options of real time data and extend services to the smaller communities. Commissioner Patterson asked if vetting had begun. MIS/GIS Director Matt Shuler stated it had begun and he had been in contact with Joe Starks. Mayor Taylor stated we could have more details by next meeting.

Mayor Taylor stated that the Coal Ash remediation is still ongoing with a public hearing in January in Franklin. Mayor Taylor stated Energy Consultant Kevin O’Donnell had been in contact and reported that the CEO of Duke expects the Utilities Commission to grant them the full \$5.2 billion and if the full amount isn’t received it will appeal and take it to the North Carolina Supreme Court. Mayor Taylor stated that in January the utility bills will reflect the Coal Ash recovery fees.

Mayor Taylor stated he had attended several events in the Highlands Food & Wine Festival and there were only a few complaints and a few things that needed to be ironed out for the next festival.

Mayor Taylor stated that our town had been contacted about an impending event by NC Bike League and they were requesting support for a bike tour and about 400-500 bikers and asking to be able to use facilities, including camping and water and sewer resources. Mayor Taylor stated that Town Manager Josh Ward thought the Town didn’t have the resources to handle the different aspects of their requests. Commissioners expressed concerns and felt it needed a closer look if it was considered. Mayor Taylor suggested leaving it in the hands of Town Manager Josh Ward.

B. Commissioners and Committee Reports

Commissioner Calloway thanked the Electric Department for putting up the Christmas Decorations.

C. Town Manager

Town Manager Josh Ward was in training and was not present.

6. Consent Agenda

- Public Works Department
- Police Department
- Parks & Recreation Department
- Planning & Development Department
- Treasurer’s Report
- Budget Amendment – Cleaning Services
- Christmas Bonuses
- 2018 Meeting/Holiday Calendar
- Macon County Planning Board Appointment

TOWN OF HIGHLANDS BUDGET AMENDMENT
 AMENDMENT # _____

November 10, 2017

FROM: General Fund



DEPARTMENT: Police & Public Buildings

EXPLANATION: To move monies from original budgeted line items into respective Salaries & Wages ~ Part Time lines to satisfy recommendations from a Workman’s Comp audit.

	Account	Description	Increase/Decrease	Debit	Credit
1.	10-5700-3322	Cleaning ~ KH Park Public Restrooms	Decrease		\$11,900.00
	10-5700-0211	Salaries ~ Part Time	Increase	\$11,900.00	
			Subtotal	\$11,900.00	\$11,900.00
2.	10-5700-1500	Maintenance & Repair ~ Town Hall	Decrease		\$3,400.00
	10-5700-0211	Salaries ~ Part Time	Increase	\$3,400.00	
			Subtotal	\$3,400.00	\$3,400.00
3.	10-5100-1500	Maintenance & Repair ~ Buildings	Decrease		\$3,340.00
	10-5700-0211	Salaries ~ Part Time	Increase	\$3,340.00	
			Subtotal	\$3,340.00	\$3,340.00
			Totals	\$18,640.00	\$18,640.00

Approved by Town Manager _____

Action by Town Board _____

Approved and Entered on Minutes Dated _____

Finance Director _____



Agenda Item

Date: Thursday, November 16, 2017
To: Mayor Patrick Taylor and Town Board of Commissioners
Prepared By: Gilberta B. Shaheen, Town Clerk
Subject: **Annual Bonuses for Town Employees**

Background:

At the November Town Board meetings each year the Commissioners consider Annual Bonuses for its employees. As in past years, the bonuses are distributed as follows:

Less than one(1) year of service	\$200
Between one(1) & ten(10) years of service	\$250
Between ten(10)& twenty(20) years of service	\$300
More than twenty(20) years of service	\$350
Part-time employees	Hams or \$25 Gift Cards

Recommendation:

Approve Annual Bonuses for Town Employees at will of Town Board of Commissioners.

Fiscal Impact:

Funds have been budgeted in the respective funds for employee Annual Bonuses.



Agenda Item

Date: November 16, 2017
To: Mayor Patrick Taylor and Town Board of Commissioners
Prepared By: Gilberta B. Shaheen, Town Clerk
Subject: **Meeting Schedule for 2018**

Background:

According to NCGS §143-318.12 the board “shall cause a current copy of that schedule, showing the time and place of regular meetings, to be kept on file as follows: (4) For each other public body, with its clerk or secretary, or, if the public body does not have a clerk or secretary, with the clerk to the board of county commissioners in the county in which the public body normally hold its meetings.” Please note the Code of Highlands North Carolina Sec. 2-26 Regular Meetings lists out that the regular meeting of the mayor and the board of commissioners shall be held on the third Thursday of each

month at 7:00pm, year round at the community building unless otherwise designated by the board. The only dates that do not fall suit are the January, March and December meetings. The January meeting is moved to the fourth Thursday due to Finance Director Rebecca Shuler and Town Clerk Gibby Shaheen will be in training, the March meeting is moved to the fourth Thursday due to Town Manager Josh Ward will be in training and the December meeting has been historically earlier to avoid the busy holiday season.

Recommendation:

Approve the following monthly regular meeting schedule for 2018 at the will of the Board.

<u>Month</u>	<u>Date</u>
January	25 th
February	15 th
March	22 nd
April	19 th
May	17 th
June	21 st
July	19 th
August	16 th
September	20 th
October	18 th
November	15 th
December	13 th



Agenda Item

Date: Thursday, November 16, 2017
To: Mayor Patrick Taylor and Town Board of Commissioners
Prepared By: Gilberta B. Shaheen, Town Clerk
Subject: **Holiday Schedule for 2018**

Background:

The Town of Highlands Employee Personnel Manual sets forth that the Town Manager will prescribe holidays to be observed and also lists the following holidays: New Year’s Day, Martin Luther King Day, Easter Friday (Good Friday), Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day and the Day After, and Christmas -Two (2) Days as the Board of Commissioners designates. The state and county holiday schedules are also referenced. Annually the Board of Commissioners reviews and approves the dates on which the holidays will be observed.

Recommendation:

Approve the following observance dates for the approved holidays at will of Town Board of Commissioners.

<u>Holiday</u>	<u>Observance Date</u>	<u>Day of the Week</u>
New Year’s Day	January 1, 2018	Monday
Martin Luther King Day	January 15, 2018	Monday
Good Friday	March 30, 2018	Friday
Memorial Day	May 28, 2018	Monday

Independence Day
 Labor Day
 Veteran's Day
 Thanksgiving
 Christmas

July 4, 2018
 September 3, 2018
 November 12, 2018
 November 22 & 23, 2018
 December 24 & 25, 2018

Wednesday
 Monday
 Monday
 Thursday & Friday
 Monday & Tuesday



Consent Agenda Item

Date: November 8, 2017
To: Mayor Pat Taylor and Town Board of Commissioners
Prepared By: Josh Ward, Town Manager
Subject: Macon County Planning Board Appointment

Background:

Currently, Rick Trevathan serves as Highlands representative on the Macon County Planning Board. Rick has not had the time to attend the meetings on a regular basis, therefore, a new appointment is required. Typically, municipal planners serve on each county's planning board. Therefore, Andrew Bowen would be the recommended appointment to serve as the Highlands representative on the Macon County Planning Board.

Commissioner Stiehler made a motion to accept the consent agenda as presented, which was seconded by Commissioner Calloway and the vote was unanimous.

7. Recognition of Donation – Skate Park

Mayor Taylor stated the list of donations presented in the agenda packet and represented in the Budget Amendment acknowledging money donated for the Skate Park were for approval.

TOWN OF HIGHLANDS BUDGET AMENDMENT
 AMENDMENT # _____

November 16, 2017

FROM: General Fund



DEPARTMENT: Recreation Dept.

EXPLANATION: To recognize donations and allocate the monies to the appropriate line items

Account	Description	Increase/Decrease	Debit	Credit
1. 10-3350-0200	Donation ~ Skate Park	Increase		\$236,500.00
10-6200-5760	Skate Park	Increase	\$236,500.00	
		Subtotal	\$236,500.00	\$236,500.00
		Totals	\$236,500.00	\$236,500.00

Approved by Town Manager

Action by Town Board

Approved and Entered on Minutes Dated

Finance Director

Commissioner Calloway stated the donations were very much appreciated and made a motion to accept the donations, which was seconded by Commissioner Stiehler and the vote was unanimous.

8. Skate Park Contract Approval

Mayor Taylor stated the Contract presented in the packet was for the proposed Skate Park Construction and asked if there were any questions or comments.

Commissioner Calloway asked if the Contract had been reviewed by Attorney Jay Coward. Attorney Jay Coward stated he had reviewed and had one revision changing the venue of dispute from Jasper County, Missouri to Highlands, North Carolina.

Commissioner Patterson made a motion to Skate Park Contract as presented, which was seconded by Mayor Pro Tempore Dotson and the vote was unanimous.

9. Surplus Vehicles – Police Department

Surplus Vehicles

2010 3.8 V6 Chevy Impala White in Color VIN# M2A1148348

- 1- Transmission skips
- 2- New transmission filter kit
- 3- New sway bar, plugs, engine mounts, torque strut mounts, harness and wires, plus two exhaust donut hangers
- 4- Driver's seat does not adjust forward
- 5- Approximately 111,500 miles

2010 3.8 V6 Chevy Impala White in Color VIN# 2A1148527

- 1- Engine coolant leak
- 2- Steering pops when sharp turn
- 3- New thermostat
- 4- Approximately 126,000 miles

Commissioner Patterson made a motion to approve the sale of surplus vehicles as presented, which was seconded by Commissioner Pierson and the vote was unanimous.

10. ABC Distributions

Commissioner Patterson expressed that the ABC Revenue distributions to Highlands Cashiers Hospital of 7% should be kept a little closer to home in this community and stated the funding should be reallocated.

Commissioner Calloway asked if this had to be determined by the ABC Board and Commissioner Pierson stated it was the Town Board's to determine and the decision would begin in next year's distributions.

Commissioner Stiehler made a motion to reallocate the portion that goes to Highlands Cashiers Hospital to go 50% to Highlands Scholarship Fund and 50% to Highlands Recreation Fund, which was seconded by Commissioner Calloway and the vote was unanimous.

11. Adjournment

As there were no further matters to come before the Board of Commissioners, Commissioner Patterson moved to adjourn which was seconded by Commissioner Calloway and upon a unanimous vote, the Town Board adjourned at 7:36pm.

Patrick Taylor
Mayor

Gilberta B. Shaheen
Town Clerk