

**Regular Meeting Minutes of the Town Board of Commissioners Meeting of March 17, 2016 at the Highlands Community Building, 71 Poplar Street, Highlands, North Carolina.**

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

**Also Present:** Town Manager Bob Frye, Town Clerk Rebecca Shuler, Public Works Director Lamar Nix, Police Chief Bill Harrell, MIS/GIS Director Matt Shuler, Assistant Fire Chief Robbie Forrester, and Planning and Development Director Randy Feierabend.

**1. Meeting Called to Order**

Mayor Taylor called the meeting to order at 7:01pm.

**2. Approval of the February 18, 2016 Regular Meeting Minutes**

Commissioner Patterson asked that the last line on page 12 in regard to the ABC Board request be changed to state that a capital improvement account was approved to be opened. Commissioner Pierson made a motion to approve the regular meeting minutes of February 18, 2016 with the before mentioned correction, which was seconded by Mayor Pro Tempore Patterson and the vote was unanimous.

**Approval of the February 18, 2016 Closed Session Minutes**

Approval of the February 18, 2016 Closed Session Minutes was delayed until the next Closed Session for discussion.

**Approval of the March 3, 2016 Special Meeting Minutes**

Mayor Pro Tempore Patterson made a motion to approve the special meeting minutes of March 3, 2016 as presented, which was seconded by Commissioner Pierson and the vote was unanimous.

**3. Public Comment Period**

There were no public comments.

**4. Adjust and Approve Agenda**

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

**5. Reports**

**A. Mayor**

Mayor Taylor stated that there was a concern with poor maintenance of the state right away with roads eroding and litter. Town crews have been addressing a few of the issues themselves as a precaution to eliminate breaks in our water mains.

Commissioner Pierson added to the statement with examples on Horse Cove Rd. past the Nature Center and down NC106 across from Tate Landscaping.

Mayor Pro Tempore Patterson mentioned the gasoline tax and how everyone paid it for the maintenance.

Taylor then informed the board about his recent move to get people to help pick up trash on the sides of roads.

**B. Commissioners and Committee Reports**

Commissioner Stiehler gave an update on the Coalition for noxious weeds.

### **C. Town Manager**

Manager Frye informed the board that with April upon us we would be moving into the budget season and committees would begin meeting.

### **6. Consent Agenda**

Public Works Department  
Police Department  
Parks & Recreation Department  
Planning Department  
Telecommunication Department  
Treasurer's Report  
Audit Contract Renewal

Planning & Development Director Randy Feierabend brought attention to an error in the planning board report that the minutes should have reflected 4<sup>th</sup> Street Market instead of the United Methodist Church.

Mayor Pro Tempore Patterson moved to approve the consent agenda with the correction mentioned before, which was seconded by Commissioner Pierson and the vote was unanimous.

### **7. Financial Matters: Altitude Credit Card Charging Policy**

With Altitude trying to keep costs down and able to sustain without a lot of additional staff, Azotel software was purchased. This software allows for all billing aspects to be allowed in one location. In order to accomplish this, the Town has to set up with a third party credit card processing company. Azotel interfaces with Authorize.net and IP Pay. After reviewing both companies it is recommended that the Town proceed with Authorize.net.

After a brief discussion to customer service for the town with Authorize.net and the Town and its internet customers, Mayor Pro Tempore Patterson made a motion to set up a merchant account with Authorize.net, which was seconded by Commissioner Dotson and the vote was unanimous.

### **8. Planning Matters: First Baptist Church Rezoning Approval**

Planning and Development Director Randy Feierabend presented the Board with a letter from Town Attorney Jay Coward and himself and asked the Board to take action on the First Baptist Conditional Zoning request.

Mayor Pro Tempore Patterson insisted that there was no place in the Unified Development Ordinance that conditional use takes the place of a special use permit.

Commissioner Pierson said he felt they had followed the right process.

After some more brief discussions, Commissioner Calloway made a motion to approve the conditional zoning request, which was seconded by Commissioner Stiehler and the vote was 3 to 2 in favor. Mayor Pro Tempore Patterson and Commissioner Dotson voted nay.

Commissioner Calloway made a motion to approve the proposed Zoning Map reflecting these conditional zoning changes, which was seconded by Commissioner Stiehler and the vote was 3 to 2 in favor. Mayor Pro Tempore Patterson and Commissioner Dotson voted nay.

Commissioner Calloway made a motion to approve the Zoning Consistency Statement, which was seconded by Commissioner Stiehler and the vote was 3 to 2 in favor. Mayor Pro Tempore Patterson and Commissioner Dotson voted nay.

Mayor Pro Tempore Patterson questioned the matter being voted on again as it didn't pass with a super majority vote.

Town Clerk Shuler asked for the board to move to the next matter to give some time to research the matter.

## **9. Fire Department Matters: Building Upgrade/Replacement**

Commissioner Pierson informed the board of the need to look at the Fire Department with regards to an upgrade or replacement within the next 10 years.

The board had a brief discussion as to the growth and future of the department.

Commissioner Stiehler made a motion to secure the services of an architect with a specialty in designing fire departments in the amount of \$35,000.00 from the Fire Department budget, which was seconded by Mayor Pro Tempore Patterson and the vote was unanimous.

Town Clerk Shuler mentioned Statute 160A-75 in regards to voting and the introduction of an ordinance. Shuler informed the board there would have to be another vote on the First Baptist Church Rezoning Matter at the April meeting.

## **10. Adjournment**

As there were no further matters to come before the Board of Commissioners, Mayor Pro Tempore Patterson moved to adjourn which was seconded by Commissioner Calloway and upon a unanimous vote, the Town Board adjourned at 8:17pm.

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Patrick Taylor  
Mayor

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Rebecca R. Shuler, CMC, NCCMC  
Town Clerk