

Special Meeting Minutes of the Town Board of Commissioners Meeting of June 30, 2016 at the Highlands Community Building, 71 Poplar Street, Highlands, North Carolina.

Town Board Present: Commissioner Eric Pierson, Commissioner John Dotson, Mayor Pat Taylor, Commissioner Donnie Calloway and Commissioner Brian Stiehler.

Also Present: Town Manager Bob Frye and Town Clerk Rebecca Shuler.

Absent: Mayor Pro Tempore Amy Patterson

1. Meeting Called to Order

Mayor Taylor called the meeting to order at 8:32am.

2. Adjust and Approve Agenda


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

3. Financial Matters: Year End Budget Amendments

The following amendments were presented to the board for approval:

TOWN OF HIGHLANDS BUDGET AMENDMENT
AMENDMENT #_____

June 30, 2016


THE TOWN OF
HIGHLANDS

FROM: Fire Dept.


DEPARTMENT: Fire Dept.

EXPLANATION: Transfer of funds from one line to another to cover the purchases for equipment and uniforms.

ACCOUNT	DESCRIPTION	INCREASE	DECREASE
20-5300-1500	Maint, & Repair ~ Bldg		10,000
20-5300-1600	Maint. & Repair ~ Equipment	5,000	
20-5300-3600	Uniforms	5,000	

TOWN OF HIGHLANDS BUDGET AMENDMENT
AMENDMENT #_____

June 30, 2016


THE TOWN OF
HIGHLANDS

FROM: Administration


DEPARTMENT: Police Dept.

EXPLANATION: Recognize and appropriate SRO Funding from Macon County.

ACCOUNT	DESCRIPTION	INCREASE	DECREASE
10-3100-0723	Macon County ~ SRO	50,000	
10-5100-0205	Salaries & Wages	50,000	

TOWN OF HIGHLANDS BUDGET AMENDMENT
AMENDMENT #_____

June 30, 2016


THE TOWN OF
HIGHLANDS

FROM: Administration

DEPARTMENT: Recreation Dept.

EXPLANATION: Recognize and appropriate Little League funding for skate park exploration.

ACCOUNT	DESCRIPTION	INCREASE	DECREASE
10-3350-0200	Donation ~ Skate Park	2,095	
10-6200-5760	Skate Park	2,095	

TOWN OF HIGHLANDS BUDGET AMENDMENT
AMENDMENT # _____

June 30, 2016

FROM: Water Fund

DEPARTMENT: Water Treatment Plant
EXPLANATION: Recognize and appropriate reimbursement for lightning strike at the Water Treatment Plant.



ACCOUNT	DESCRIPTION	INCREASE	DECREASE
30-3800-0604	Insurance Settlements	16,480	
30-8150-1615	Maint/Rep/Eqpt ~ Water Plant	16,480	

TOWN OF HIGHLANDS BUDGET AMENDMENT
AMENDMENT # _____

June 30, 2016

FROM: Sanitation Fund

DEPARTMENT: Sanitation Dept.
EXPLANATION: Transfer of funds from Electric Reserve to cover total amount of new vehicle purchase.



ACCOUNT	DESCRIPTION	INCREASE	DECREASE
35-3800-0910	Fund Balance Appropriated	4,637	
35-8300-9508	Transfer to ~ Sanitation Dept.	4,637	
34-3010-0935	Transfer from Electric Reserve	4,637	
34-8400-7400	Capital Outlay/Equipment	4,637	

TOWN OF HIGHLANDS BUDGET AMENDMENT
AMENDMENT # _____

June 30, 2016

FROM: Capital Projects Fund

DEPARTMENT: Capital Projects
EXPLANATION: Transfer of funds from General Fund to cover overage on the Lake Sequoyah



ACCOUNT	DESCRIPTION	INCREASE	DECREASE
10-3100-0910	Fund Balance Appropriated ~GF	60,000	
10-4100-9513	Transfer to Capital Projects	60,000	
32-3800-0930	Transfer from General Fund	60,000	
32-8436-7100	Contract ~ Lake Sequoyah	60,000	

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TOWN OF HIGHLANDS BUDGET AMENDMENT
AMENDMENT #_____

June 30, 2016

FROM: Administration

DEPARTMENT: Planning, Police, Streets Dept.
EXPLANATION: Appropriate various General Fund unbudgeted revenues to cover expenditures in Planning, Police and Street Departments.



ACCOUNT	DESCRIPTION	INCREASE	DECREASE
10-3000-0801	Gain on Sale of Equipment	20,100	
10-3100-0201	ABC Store	49,800	
10-3100-0601	Misc Income	12,100	
10-4200-1700	Maint. & Repair ~ Auto	1,000	
10-4200-5700	Other Expenses	1,200	
10-5100-0204	Overtime Pay	4,100	
10-5100-1105	Telephone	1,400	
10-5100-1410	Educational Assistance	10,000	
10-5100-1600	Maint. & Repair ~ Equipment	4,600	
10-5600-0204	Overtime Pay	17,700	
10-5600-0205	Salaries & Wages	4,300	
10-5600-1600	Maint. & Repair ~ Equipment	4,000	
10-5600-1700	Maint. & Repair ~ Auto	26,400	
10-5600-5700	Miscellaneous Expense	7,300	

TOWN OF HIGHLANDS BUDGET AMENDMENT
AMENDMENT #_____

June 30, 2016

FROM: Sanitation Fund

DEPARTMENT: Sanitation Dept.
EXPLANATION: Appropriate various Sanitation Fund unbudgeted revenues to cover expenditures in the Sanitation Dept.



ACCOUNT	DESCRIPTION	INCREASE	DECREASE
34-3010-3000	Refuse Collection Fees	3,500	
34-3010-3001	Dumpster Revenue	1,900	
34-8400-1700	Maint. & Repair ~ Auto	5,400	

TOWN OF HIGHLANDS BUDGET AMENDMENT
AMENDMENT #_____

June 30, 2016

FROM: Water Fund

DEPARTMENT: Water Treatment Plant
EXPLANATION: Appropriate various Water Fund unbudgeted revenues to cover expenditures at the Water Treatment Plant.



ACCOUNT	DESCRIPTION	INCREASE	DECREASE

30-3800-0401	Gain on Sale of Materials	5,900	
30-3800-0402	Connection Fees	22,700	
30-3800-0601	Miscellaneous	1,300	
30-8160-7300	Capital Outlay/Other Impr.	29,900	

Commissioner Calloway made a motion to approve the budget amendments as presented, which was seconded by Commissioner Stiehler and the vote was unanimous.

4. Adjournment

As there were no further matters to come before the Board of Commissioners, Commissioner Dotson moved to adjourn which was seconded by Commissioner Calloway and upon a unanimous vote, the Town Board adjourned at 8:43am.

Patrick Taylor
Mayor

Rebecca R. Shuler, CMC, NCCMC
Town Clerk