

Regular Meeting Minutes of the Town Board of Commissioners Meeting of May 3, 2012 at the Highlands Community Building, 71 Poplar Street, Highlands, North Carolina.

Town Board Present: Mayor David Wilkes, Commissioner Amy Patterson, Mayor Pro Tempore Gary Drake, Commissioner Eric Pierson, and Commissioner Brian Stiehler.

Also Present: Town Manager Robert Frye, Town Clerk Rebecca Shuler, Town Attorney William Coward, Recreation Director Lester Norris, Planning and Development Director David Clabo, Public Works Director Lamar Nix, Police Chief Bill Harrell, and GIS Field Technician Chuck Crisp.

1. Meeting Called to Order

Mayor Wilkes called the meeting to order at 6:59pm.

2. Adjust and Approve Agenda

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

3. Approval of Minutes

Regular Meeting Minutes of April 17, 2012

Mayor Pro Tempore Drake asked for the \$6,000 to be changed to \$100,000 on page 3 when discussing the raise in the TDC advertising budget.

Mayor Pro Tempore Drake then made a motion to approve the regular meeting minutes of April 3, 2012, as amended, which was seconded by Commissioner Patterson and the vote was unanimous.

4. Public Acknowledgement of Generous Donation

Mayor Wilkes thanked Horst and Margaret Winkler for their generous donation of \$100,000 to the Highlands Playhouse for winterization of the building.

Mr. Winkler addressed the Board about the importance of supporting the arts in a community such as Highlands.

5. Public Hearing: Ordinance Amendments to Regulate Fencing and Outdoor Lighting

A. Open the Public Hearing

Mayor Wilkes opened the public hearing on the adoption of ordinance amendments to regulate fencing and outdoor lighting at 7:11pm.

B. Staff Comments/Recommendation

Planning and Development Director Clabo stated several months ago the Board requested for the Planning Board to take a look at fence and lighting regulations. Clabo informed the Board there needed to be three separate votes on this topic if they wish to approve the ordinances: a vote to approve the “statement of change” required under NCGS §160A-383, a vote to approve the fence ordinance, and a vote to approve the lighting ordinance.

C. Public Comments

There were no public comments.

D. Close Public Hearing

As there were no further comments, Mayor Pro Tempore Drake made a motion to close the public hearing, which was seconded by Commissioner Pierson and upon a unanimous vote the Public Hearing was closed at 7:13pm.

E. Council Action

ZONING STATEMENT PER N.C.G.S. 160A-383

In connection with the adoption of amendments to the Highlands Uniform Development Ordinance (UDO), the Board of Commissioners of the Town of Highlands hereby adopts the following statement as required by N.C.G.S. 160A-383:

1. Description of how this action is consistent with the Highlands Land Use Plan (updated on July 20, 2005):
 - a. As amendments to the Highlands UDO, these regulations on the size and placement of fences and the scale and intensity of outdoor lighting will enhance and promote the public health, safety, and general welfare of the citizens of Highlands.
 - b. Since these regulations are new, they can be seen as substantive changes, but they are consistent with the Highlands Land Use Plan, in the following ways:
 - (1) The amendments help protect the natural environment of the Highlands Plateau and enhance the town's village character;
 - (2) Promotes a small-town neighborhood atmosphere that blends with the Natural environment;
 - (3) Enhances residential and commercial land use appearance and landscaping.
2. Each change is made to improve the current standards of the UDO and is consistent with the currently adopted Land Use Plan's Mission Statement and Goals for the Town's Residential and Commercial areas.
3. Explanation of why the Board of Commissioners considers the adoption of these amendments to be reasonable and in the public interest:
 - a. The adoption of these amendments will assist the Town staff and citizens to establish safe and aesthetically pleasing locations and materials for fences on any property in Town.
 - b. The adoption of these amendments will establish minimum and maximum levels of lighting intensity in the outdoor environment, in order to improve the compatibility of adjoining land uses.

Commissioner Pierson made a motion to approve the statement of change in reference to the Ordinance Amendments to Regulate Fencing and Outdoor Lighting, which was seconded by Commissioner Stiehler and the vote was unanimous.

Article 4.7.4, addition to Table 6.2, 6.3.3 (C), 6.5.2, 4.7.1, 8.1.2 (B), 8.1.2 (D)(1), Table 8.2.1 (*amendment to Article 4, 6, & 8 of the Highlands UDO*)

4.7.4 Construction or Reconstruction of Fences

No person shall commence with the construction of a fence on any property without the issuance of a Zoning Certificate. Application for a Zoning Certificate shall be filed with the Planning and Development Director, and the information shall include a site plan indicating the proper setbacks, as well as a rendering of the proposed fence design, including the height of the fence.

6.3.3(C) & 6.5.2

Fences and Walls

1. Fences or walls shall be no greater than eight (8) feet in height behind the front building setback line.

2. Fences and/or walls are strongly discouraged within the front building setback line. However, if fences or walls are built within the building setback line, the following standards shall apply:
- a) 4 feet height maximum for fences or walls.
 - b) A minimum setback distance of 12 feet from the travel way or the edge of pavement is required. No fence or wall shall be constructed in the right-of-way.
 - c) Acceptable building materials include wood, ornamental iron, aluminum, brick or stone.
 - d) Unacceptable and prohibited materials include chain link, plywood, particle board, plastic mesh, chicken wire, barbed wire, non-veneered concrete blocks, or sheet metal.
 - e) Fences or walls may not block the required sight triangle at intersections.
 - f) Exposed framing for a single-sided fence must face the interior of the property.
 - g) Landscaping (vegetative screening) shall be required on the street side of any front yard fence or wall.
 - h) Any fence constructed shall be stained or painted with a color on the Town of Highlands Approved Color Chart.

Permit (Zoning Certificate) Required

Prior to the construction of any fence or wall in a front yard or along a street side yard, an application for a zoning certificate, including a site plan, shall be submitted to the Town for staff review. Upon approval, a zoning certificate will be issued. *Note: In specific cases, due to topographical factors, the Zoning Administrator may approve a fence within the 12 foot setback, if all other requirements can be met.

Maintenance

All fences and walls and other visual physical improvements shall be maintained in a safe condition, free of graffiti, and in good appearance.

Exemptions

- A. Retaining walls
- B. Recreation Facilities (tennis courts, etc.)

8.1.2 (B)(1)

Structure Setbacks

1. **Fences**
A minimum setback distance of 12 feet from the travel way or the edge of pavement is required. No fence or wall shall be constructed in the right-of-way.
*Note: In specific cases, due to topographical factors, the Zoning Administrator may approve a fence within the 12 foot setback, if all other requirements can be met.

8.1.2 (D)(1)

Structure Height

1. **Fences**
4 feet height maximum for fences or walls.
- Fences or walls shall be no greater than eight (8) feet in height behind the front building setback line.

Mayor Pro Tempore Drake made a motion to approve the Ordinance Amendment to Regulate Fencing, which was seconded by Commissioner Stiehler and the vote was unanimous.

Suggested additional language to allow lighting in trees, etc.:

Architectural or Accent Lighting. Low intensity lighting may be used to illuminate a special landscaping element or an architectural feature, provided the lighting fixture has a maximum illuminance of 2 fc, measured at the center of the featured element, and provided the lighting is fully shielded and directed downward.

Add the following definitions to Article 2: Definitions:

Fixture – The assembly that houses the lamp or lamps and can include all or some of the following parts: a housing, a mounting bracket or pole socket, a lamp holder, a ballast, a reflector or mirror, and/or a refractor lens.

Foot-candle – A unit of measurement (fc) of luminance, or the amount of light falling on a given amount of surface area. One foot-candle is equal to one lumen per square foot, and is the equivalent of 10.76 Lux (1 Lux=0.0929 fc).

Full cut-off luminaire – Outdoor light fixtures shielded or constructed so that no direct light rays are emitted by the installed fixture at angles above the horizontal plane. That is, they do not shine light upward above the fixture into the sky.

Glare – Light emitting from a luminaire with intensity great enough to reduce a viewer's ability to see, and in extreme cases causing momentary blindness, or that causes annoyance or discomfort.

Light Trespass – The shining of light produced by a luminaire beyond the boundaries of the property on which it is located.

Luminaire – A lighting system, including a lamp or lamps and a fixture. This term shall be interpreted broadly as applying to all outdoor electrically powered illuminating devices, outdoor lighting or reflective surfaces, permanently installed or portable, used for illumination.

Outdoor lighting – The nighttime illumination of an outside area or object by any manmade device located outdoors that produces light by any means.

Security lighting – Exterior lighting installed solely to enhance the security of people and property.

Spill light – Light that goes beyond the area that was intended to be illuminated. This may also be the same as *light trespass*, where light spills across a property line.

Wallpack – A wall-mounted luminaire.

Exterior Residential Security & Area Lighting

Addition to Articles 6.3.3 (D), 8.1.2 (D)(2) & 10.3.2 (5) & Table 6.2 & 8.2.1

(amendments to Articles 6, 8 & 10)

6.3.3 (D):

Purpose and Intent

The purpose of this section is to provide direction in controlling exterior lighting so as to enhance the areas being lit and not adversely affect motorists, pedestrians, and adjacent properties. Lighting intensities should be controlled to assure that light spillage and glare are not directed at adjacent properties, neighboring areas, motorists, or the sky.

Exterior lighting shall be integrated with the architectural character of the building. Downcast, fully shielded, or cut-off type lighting fixtures shall be used to illuminate pedestrian or traffic circulation corridors and signage.

1. Standards for Exterior Residential Security & Area Lighting

All exterior residential security & area lighting shall conform to the following standards:

- a) Outdoor lighting shall be designed, located and mounted at heights no greater than 27 feet above grade (including a base maximum height of 2 feet) for fully shielded, cut-off lights.

- b) All lighting poles on residential property must be located at least 10 feet from property lines defining rear and side yards.
- c) The maximum light level shall be 0.3 maintained foot-candles at any property line in a residential area, and 2.0 maintained foot-candles at any street right-of-way.
- d) Fixtures should be placed to provide uniform distribution of light and to avoid intense lighting that produces excessive glare.
- e) Light fixtures used to light building and landscaping shall be selected, located, aimed, and shielded so that direct illumination is focused exclusively on the building facade, plantings, or other site features and away from adjoining properties, the sky, and the street right-of-way.

2. Outdoor Recreational Lighting

Because of their unique requirements for nighttime visibility and limited hours of operation, the lighting of active recreation areas, such as ball fields and tennis courts, are not considered in the Section. Lighting conditions for such uses shall be approved by the Planning and Development Director in accordance with approved standards and specifications.

3. Design Procedures

The maximum permitted illumination shall be measured in average maintained foot-candles from ground level in accordance with the standards in this Section and in the chart within. These standards are required of all exterior lighting with the exception of street lighting.

The quantity of fixtures to be provided shall be based upon the desired level of uniform illumination as established by the current standards of the Illuminating Engineering Society. Fixture locations should be chosen to minimize the hazards of glare.

The level on illumination shall be based upon the primary activity in each area to be lighted. The following standards for various activities prescribed by the Illuminating Engineering Society chart within, represents a number of exterior lighting uses for general reference. Foot-candle designations represent measurements for the average intensity at grade.

Illuminating Engineering Society Chart		
Use – Utility Lighting	Foot-candles Maximum	Foot-candles Minimum
Minimum Visibility	-	0.5
Driving	1	0.5
Pedestrian Ways	1	0.5
General Landscape Areas	2	1
Use – Area Lighting		
Parking Lots	4	1
Use – Building Exteriors		
Entrances (frequent use)	6	2
Entrances (infrequent use)	1	0.5
Building Surroundings	2	1

10.3.2. A (5) Public Street Lighting

If street lighting is desired and proposed for any new streets and is shown on an approved Subdivision Plan, this Section shall apply. The owner, developer, or subdivider of property shall install street lighting via underground distribution along all proposed public streets and along all adjoining existing public streets in accordance with the following:

- A. All underground and other electrical distribution systems for street lighting within the corporate limits of the Town of Highlands shall be installed in conformance with the standards adopted by the Town of Highlands.
- B. The placement of street lighting fixtures in residential areas shall be at 160 to 200 foot intervals and at each intersection unless:
 - 1. The roadway length is less than 200 feet, a street light is placed at the intersection, and no natural features create a problem, in which case a street light will not be required at the end of the street; or
 - 2. The vertical and horizontal street alignment or natural features necessitate shorter spacing intervals.
- C. The Town will accept responsibility of the lights at the time streets are accepted for maintenance and all fees have been paid to the Town or power provider.

Add the following definitions to Article 2: Definitions:

Fixture – The assembly that houses the lamp or lamps and can include all or some of the following parts: a housing, a mounting bracket or pole socket, a lamp holder, a ballast, a reflector or mirror, and/or a refractor lens.

Foot-candle – A unit of measurement (fc) of luminance, or the amount of light falling on a given amount of surface area. One foot-candle is equal to one lumen per square foot, and is the equivalent of 10.76 Lux (1 Lux=0.0929 fc).

Full cut-off luminaire – Outdoor light fixtures shielded or constructed so that no direct light rays are emitted by the installed fixture at angles above the horizontal plane. That is, they do not shine light upward above the fixture into the sky.

Glare – Light emitting from a luminaire with intensity great enough to reduce a viewer's ability to see, and in extreme cases causing momentary blindness, or that causes annoyance or discomfort.

Light Trespass – The shining of light produced by a luminaire beyond the boundaries of the property on which it is located.

Luminaire – A lighting system, including a lamp or lamps and a fixture. This term shall be interpreted broadly as applying to all outdoor electrically powered illuminating devices, outdoor lighting or reflective surfaces, permanently installed or portable, used for illumination.

Outdoor lighting – The nighttime illumination of an outside area or object by any manmade device located outdoors that produces light by any means.

Security lighting – Exterior lighting installed solely to enhance the security of people and property.

Spill light – Light that goes beyond the area that was intended to be illuminated. This may also be the same as *light trespass*, where light spills across a property line.

Wallpack – A wall-mounted luminaire.

Exterior Commercial Lighting
Addition to Article 6.5.3 & Table 6.2 & 8.3.1
(amendments to Articles 6 & 8)

6.5.2:

Purpose and Intent

The purpose of this section is to provide direction in controlling exterior lighting so as to enhance the areas being lit and not adversely affect motorists, pedestrians, and adjacent properties. Lighting intensities should be controlled to assure that light spillage and glare are not directed at adjacent properties, neighboring areas, motorists, or the sky.

Exterior lighting shall be integrated with the architectural character of the building. Downcast, fully shielded, or cut-off type lighting fixtures shall be used to illuminate pedestrian or traffic circulation corridors and signage.

A. Standards for Exterior Commercial Lighting

All exterior commercial lighting shall conform to the following standards:

- f) Outdoor lighting from commercial venues shall not shine directly into the yard or windows of a residence.
- g) Outdoor lighting shall be designed, located and mounted at heights no greater than 27 feet above grade (including a base maximum height of 2 feet) for fully shielded, cut-off lights.
- h) All parking lot and security lighting fixtures, regardless of output, shall be full cut-off fixtures.
- i) All outdoor lighting shall be designed and located such that the maximum illumination measured in foot-candles at the property line shall not exceed 1.5 for full cut-off or fully shielded lights. The average intensity illumination for outdoor lighting shall not exceed 6 foot-candles in intensity as measured at grade.
- j) Fixtures should be placed to provide uniform distribution of light and to avoid intense lighting that produces excessive glare.
- k) Light fixtures used to light building and landscaping shall be selected, located, aimed, and shielded so that direct illumination is focused exclusively on the building facade, plantings, or other site features and away from adjoining properties, the sky, and the street right-of-way.
- l) Lighting fixtures in scale with pedestrian activities shall provide for uniform distribution of lighting to produce minimal shadows.
- m) Trees and lighting in parking areas should be coordinated. Landscape plans should show lighting and tree locations.

B. Outdoor Recreational Lighting

Because of their unique requirements for nighttime visibility and limited hours of operation, the lighting of active recreation areas, such as ball fields and tennis courts, are not considered in the Section. Lighting conditions for such uses shall be approved by the Planning and Development Director in accordance with approved standards and specifications.

C. Design Procedures

The maximum permitted illumination shall be measured in average maintained foot-candles from ground level in accordance with the standards in this Section and chart within. These standards are required of all exterior lighting with the exception of street lighting.

The quantity of fixtures to be provided shall be based upon the desired level of uniform illumination as established by the current standards of the Illuminating Engineering Society. Fixture locations should be chosen to minimize the hazards of glare.

The level on illumination shall be based upon the primary activity in each area to be lighted. The following standards for various activities prescribed by the Illuminating Engineering Society within, represents a number of exterior lighting uses for general reference. Foot-candle designations represent measurements for the average intensity at grade.

Illuminating Engineering Society Chart

Use – Utility Lighting	Foot-candles Maximum	Foot-candles Minimum
Minimum Visibility	-	0.5
Driving	1	0.5
Pedestrian Ways	1	0.5
General Landscape Areas	2	1
Use – Area Lighting		
Parking Lots	4	1
Use – Building Exteriors		

Entrances (frequent use)	6	2
Entrances (infrequent use)	1	0.5
Building Surroundings	2	1

D. Prohibitions

The following are prohibited:

- 1. The use of laser source light or any similar high intensity light for outdoor advertising or continuous entertainment, without Permit from Town Board.
- 2. The operation of searchlights for advertising purposes.
- 3. No flickering or flashing lights shall be permitted, except as allowed in Section 13.1.4(C).

Commissioner Stiehler made a motion to approve the Ordinance Amendment to Regulate Outdoor Lighting, which was seconded by Commissioner Pierson and the vote was unanimous.

6. Regularly Scheduled Public Comment Period

Wanda Drake spoke on behalf of the Playhouse and thanked the Board for going forward with the needed repairs and all they had done for the Playhouse.

Bill Rethorst addressed the Board and wanted to make sure the right turns only on Third and Main Street would be back on the agenda as stated at a previous meeting. Manager Frye assured Mr. Rethorst that the issue would be on the May 17, 2012 agenda.

7. Reports

A. Mayor

There was no mayoral report.

B. Commissioners and Committee Reports

Commissioner Stiehler informed the Board that Mountain Findings donated \$5,000 to the Town of Highlands Scholarship Fund Golf Classic.

Mayor Wilkes gave an update on the Three Rivers Fly Fishing tournament as well, letting the Board know that they have thirteen teams registered and if all commitments are met they should have eighteen. This is a great boost compared to last year’s six teams.

C. Town Manager

Manager Frye let the Board know that Commissioner Dotson had called to let them know that he might not make tonight’s meeting as he was having some medical testing done.

8. Financial Matters

Macon County Schools Grant Request

The town received a request from the Macon County School Board to use the funds allocated by the Town’s Scholarship fund as an “in-kind” match toward a grant that they have applied for which would benefit Highlands School. This request will not require the allocation of any Town funds other than what is currently being allocated yearly by the Scholarship Committee and will not impede or affect in anyway how the Scholarship Committee determines who is awarded a scholarship from the fund. The town would merely be allowing the Macon County School Board to credit what the town already spends toward satisfying the local match portion of the grant conditions.

After a brief discussion as to how long the period of the bond is and how long the commitment of \$30,000 a year would last, Commissioner Stiehler made a motion for the Town of Highlands Scholarship Fund yearly scholarship disbursements to be a third party in-kind match for the Macon County School Board grant. Mayor Pro Tempore Drake seconded the motion and the vote was unanimous.

9. Miscellaneous Matters

A. Council Meeting Schedule List

With the recent change of the Board of Commissioner’s meetings from Tuesday to Thursday nights, the Board was presented with a schedule of projected regular meetings for the rest of 2012.

<u>Month</u>	<u>Date</u>
May	17 th
June	7 th , 21 st
July	5 th , 19 th
August	2 nd , 16 th
September	6 th , 20 th
October	4 th , 18 th
November	1 st , 15 th
December	6 th

Commissioner Pierson moved to approve the schedule, which was seconded by Mayor Pro Tempore Drake and the vote was unanimous.

B. Board Appointments

The Town of Highlands has established several Boards and Committees to assist and advise the Town Board of Commissioners on various topics including, but not limited to, the Zoning Board, Planning Board, Appearance Commission, ABC Board, and Scholarship Committee. There have been ordinances and policies created in regards to the appointment, reappointment, terms, etc. The town has openings on the following committees: Zoning Board, Planning Board, Appearance Commission, ABC Board, and Scholarship Committee.

The Town has received the following applications for some of the vacancies.

Board	Applicant’s Name	Proposed New Term
Zoning Board	Steve Chenoweth	07/01/12 ~ 06/30/15
Planning Board	Glenda Bell	
Appearance Commission	Stephan Abranyi	
ABC Board	Brenda Pierson	08/18/12 ~08/17/15
Any Available	Mandi Neumann	

Planning and Development Director Clabo stated he had spoken with the three new applicants for his boards and would recommend them as follows: Glenda Bell to the Planning Board, Mandi Neumann to the Planning Board, and Steve Abranyi to the Appearance Commission.

Mayor Pro Tempore Drake made a motion to appoint Brenda Pierson to her first full term on the ABC Board and Steve Chenoweth to his first full term on the Zoning Board, which was seconded by Commissioner Stiehler and the vote was unanimous.

Commissioner Patterson moved to appoint to Glenda Bell and Mandi Neumann to the Planning Board, which was seconded by Commissioner Stiehler and the vote was unanimous.

Commissioner Patterson moved to appoint Steve Abranyi to the Appearance Commission, which was seconded by Commissioner Stiehler and the vote was unanimous.

Commissioner Dotson came in to the meeting at 7:27pm.

C. Spring Street: One Way Traffic

Discussion was had as to safety issues regarding the traffic flow on Spring Street with the construction of the circular drive with planter at the OEI Falls Cottages Site. Commissioners Patterson and Dotson both stated they didn’t remember approving the planter coming into town right-of-way. Mayor Pro Tempore Drake made a motion for Public Works Director to proceed with the One Way Signs to get the safety issue solved, which Commissioner Pierson seconded stating he felt the town needed to look at safety first and then could look at the planter and the vote passed unanimous.

D. Scholarship Committee Funding Approval

The Town of Highlands Scholarship Committee has had the opportunity to consider all of the scholarship applications and the following is a list of their recommendations for 2012 totaling \$34,900.00.

Graduating High School Seniors	Special Scholarship	Amount
Beavers, Isaac Stuart	Edith Joel Memorial Scholarship	\$1,500.00
Buras, Juliane Noelle		\$550.00
Carver, Kaycee Laina		\$550.00
Converse, Tyler Garrett		\$400.00
Coram, Barbara Jennings		\$500.00
Creighton, Clayton Farley		\$550.00
Cruz, Sayne Feria		\$500.00
Dunn, Clayton C.		\$550.00
Fogle, Timothy Ray		\$600.00
Gleaner, Stephanie Palmyre		\$550.00
Hedden, Will Daniel		\$500.00
Hensley, Morgan Danielle		\$550.00
Hunter, Taylor Paxton Emily		\$550.00
Iezzi, Evan Ryan		\$550.00
Lewis, Kaitlin Kristy		\$600.00
Michaud, Alexandra Nicole		\$550.00
Munger, Emily Christian		\$600.00

Murphy, Emily Christine	Jack Taylor Scholarship (Valedictorian)	\$1,500.00
Neumann, Bryon Ryan		\$550.00
O’Brien, Meagan Lindsey		\$550.00
Ramey, Cory Daniel		\$500.00
Reese, Austin Mitchell		\$400.00
Renfro, Jr., Brian Andrew		\$600.00
Roman, Nicholai Coyote	Jack Brockway Scholarship (Salutatorian)	\$1,500.00
Scott, Sarah Patricia		\$550.00
Shomper, Danielle Nicole		\$600.00
Smart, Stephanie Marie		\$600.00
St. Germain, Cody Allen		\$600.00
Strawn, Elizabeth Brook		\$600.00
Talley, Amber Nicole		\$500.00
Taylor, Savannah Dayne		\$500.00
Thatcher, Reta Dorothy		\$600.00
Tilson, Gabrielle Elaine		\$600.00
Tucker, Dylon Lamar		\$500.00
Webb, Delaina Marguette Drysdale		\$600.00

College Applicants	Comments	Amount
Bates, Tucker Davis		\$300.00
Bolt, James Mitchell		\$300.00
Chandler, Adam Adrian		\$300.00
Fogle, Amy Elizabeth		\$600.00
Gordon, Elizabeth Robyn		\$300.00
Graham, Avee Leigh		\$300.00
Graham, Russell Joseph		\$600.00
Herz, Ezra Patrick		\$600.00
Houser, Cody Scott		\$600.00
Jenkins, Brice Thomas		\$600.00
Jenkins, Casey Michele		\$300.00

Jenkins, Chase Matthew		\$600.00
Lassiter, Clayton Roberts		\$600.00
Lassiter, Kyle Henry		\$600.00
Mathiowdis, William Mackenzie		\$600.00
McCall, Marlana D.		\$600.00
Oliver, Hannah E.		\$600.00
Porter, Allen Gregory		\$600.00
Potts, Danielle Nicole		\$600.00
Power, Sarah Elaine		\$300.00
Rogers, Courtney Marie		\$600.00
Rogers, Maggie Nicole		\$600.00
Shearl, Michael Andrew		\$300.00
Strawn, Cord Brackston Craig		\$600.00
Thompson, McKenzie Allison		\$600.00
Vanderbilt, Robert Troy		\$300.00
TOTAL		\$34,900.00

Commissioner Patterson moved to approve the scholarship awards, which was seconded by Mayor Pro Tempore Drake and the vote was unanimous.

10. Discussion: Playhouse Funding Request/Lease

Manager Frye addressed the Board and explained to them that the funding for the HVAC request did not require formal bidding as it was under \$100,000. However, staff did solicit three bids. Two of the contractors were unable to do the job. The proposal the town did receive came from Andrews Auld and was for \$30,037. An additional \$1,200 would be charged for the removal of the existing unit and the repair of the roof.

Commissioner Patterson questioned how much the electrical work would cost and was told by Manager Frye it was incidental at around \$500.

Commissioner Stiehler stated in order to meet the opening date for the Playhouse he did not feel this should be a part of the lease negotiations and made a motion to proceed with the installation of the new HVAC as proposed.

After much discussion in which Commissioner Dotson and Commissioner Patterson expressed concern about making repairs before lease issues had been resolved, the Board determined to proceed with the repairs.

Commissioner Stiehler restated his motion was to proceed with the installation of the new HVAC as proposed, which was seconded by Mayor Pro Tempore Drake and the vote was unanimous.

Mayor Wilkes said a joint special meeting with the Town Board and the Playhouse Board would be set to discuss the lease and the Board would be notified as to that date.

Steve Day, Vice President of the Highlands Community Theater Inc., expressed the Playhouse Board’s desire for a brand new start with trust and cooperation.

11. Adjournment

As there were no further matters to come before the Board of Commissioners, Commissioner Pierson moved to adjourn, which was seconded by Commissioner Patterson and upon unanimous vote, the Town Board adjourned at 8:02pm.

David Wilkes
Mayor

Rebecca R. Shuler
Town Clerk