

Regular Meeting Minutes of the Town of Highlands Board of Commissioners Meeting of September 21, 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 Manager Josh Ward, Town Attorney Jay Coward, Finance Director Rebecca Shuler, Public Works Director and Town Engineer Lamar Nix, MIS/GIS Director Matt Shuler, Police Chief Bill Harrell, Assistant Fire Chief Robbie Forrester, Parks & Recreation Director Lester Norris, 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 7:00 PM.

2. Public Comment Period

There were no comments.

3. Adjust and Approve the Agenda

Commissioner Pierson requested to add NCGS §143-318.11(a)(3) Attorney Client Privilege to number 15 Closed Session. Attorney Jay Coward asked to add Pole Attachment Ordinance as number 15 and move Closed Session to number 16.

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

4. Approval of the August 17, 2017, Regular Meeting Minutes

Commissioner Patterson made a motion to approve the August 17, 2017, regular meeting minutes as presented, which was seconded by Commissioner Calloway and the vote was unanimous.

5. Reports

A. Mayor

Mayor Taylor thanked all of the town employees for going above and beyond the call of duty and stated that he was amazed of how fast our staff took care of the damages and debris from Hurricane Irma. Mayor Taylor also thanked the community for their understanding.

Mayor Taylor thanked the governor for coming by and stated the Governor was not optimistic about FEMA reimbursements but Public Works Director Lamar Nix said that it takes time, and Finance Director Rebecca Shuler is documenting everything and filing the necessary forms.

Mayor Taylor stated he would be attending the Duke public hearing in Asheville with our Energy Consultant Kevin O'Donnell on September 27, 2017.

B. Commissioners and Committee Reports

There were no commissioner or committee reports.

C. Town Manager

Town Manager Josh Ward commended all town employees for the jobs done and for pulling together. Town Manager Josh Ward stated we have a great group of workers and is proud to work with them.

Town Manager Josh Ward stated Verizon will be starting work this month and the project should be complete by the end of November.

Town Manager Josh Ward stated he will be in training on the regular scheduled meeting October 19th and requested for the meeting to be moved to the following week on October 26th, everyone consented.

6. Consent Agenda

- Public Works Department
- Police Department
- Parks & Recreation Department
- Planning & Development Department
- Treasurer’s Report
- Budget Amendment – Fire Dept Insurance Reimbursement
- 2017 Holiday Event Street Closures
- ABC Board Appointments
- Establishing 20 mph Speed Limits for Satulah Ridge and Sherwood Forest Roads

TOWN OF HIGHLANDS BUDGET AMENDMENT
 AMENDMENT # _____

September 18, 2017

FROM: Fire Fund



DEPARTMENT: Fire Dept.

EXPLANATION: Recognize revenue from insurance settlement and allocate to Maint. & Repair ~ Auto

Account	Description	Increase/Decrease	Debit	Credit
1. 20-3300-0604	Insurance Settlements	Increase		\$11,177.69
20-5300-1700	Maint. & Repair ~ Auto	Increase	\$11,177.69	
			Totals	\$11,177.69
			\$11,177.69	\$11,177.69

Approved by Town Manager _____

Action by Town Board _____

Approved and Entered on Minutes Dated _____

Finance Director _____



August 25, 2017

To: The Town of Highlands

From: Bob Kieltyka
Highlands Area Chamber of Commerce

Subject: Holiday Event Road Closings

The Chamber of Commerce respectfully requests the following road closings:

Tuesday, October 31, 2017 – Community Halloween – Close Main Street from 1st Street to 5th Street and adjacent streets as deemed necessary from 5:30 PM to 9:00 PM.

Saturday, November 25, 2017 – Christmas Tree Lighting – Close Pine Street & Kelsey-Hutchinson Founders Park from 5:00PM to 10:00 PM.

Saturday, December 2, 2017 – Christmas Parade – Close Main Street from 1st Street to Leonard Road from early morning until 12:00 Noon.

R. Kieltyka

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Consent Agenda Item

Date: September 5, 2017

To: Mayor Pat Taylor and Town Board of Commissioners

Prepared By: Josh Ward, Town Manager

Subject: ABC Board Appointments

Background:

Recently, three ABC Board Members terms expired. Two members, John Underwood and Leslie Ashburn Cook wish to be reappointed. John Underwood's term expired last year, but at that point, he agreed to serve one additional year, which he has now served. He has now agreed to serve the last two years of his three year term. Harry Bears was not interested in serving another term, but his son Ryan Bears met with the Mayor and explained he was interested in serving. He has finished college and has recently returned to Highlands and would like to be involved in serving the community. Therefore, the recommendation is to reappoint John Underwood to complete the remaining two years of his term, reappoint Leslie Ashburn Cook to another term and appoint Ryan Bears to his first 3-year term.



Consent Agenda Item

Date: September 5, 2017

To: Mayor Pat Taylor and Town Board of Commissioners

Prepared By: Josh Ward, Town Manager

Subject: Establishing 20 mph Speed Limit for Satulah Ridge Road and Sherwood Forest Road

Background:

Lamar Nix was approached by homeowners along Satulah Ridge Road and Sherwood Forest Road about speeding issues on those streets. Both have requested their roads be posted with an established speed limit of 20 mph. Currently, neither road is posted, therefore, the speed limit is 35 mph. Lamar and Chief Harrell recommend posting both streets at the requested 20 mph. If the Board approves the speed limit postings, it will be added to the Town's Traffic Schedule.

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

7. Request for Town to Accept Upper Portion of Satulah Ridge Road

Town Manager Josh Ward stated the Homeowners of Satulah Ridge requested that the Town accept the upper portion of Satulah Ridge Road and all the spur roads off Satulah Ridge Road. Public Works Director and Town Engineer Lamar Nix reviewed the request and determined the roadway construction does not meet the current standards for the Town, therefore, he does not recommend the Town accept the upper section of the road nor any of the spur roads within the development. Staff researched minutes from past Town Board meetings and discovered that in 1995 the Town agreed to accept the lower portion of Satulah Ridge Road that was constructed to the Town's standards. The upper portion was denied by the Town Board then due to the road not meeting the Town's standards. Town Manager Josh Ward continued that in your package there is a recommendation from Lamar to deny and asked him if he had anything to add. Public Works Director and Town Engineer Lamar Nix stated Josh had summed it up and confirmed that the roads did not meet the town specifications and the lower part of the road was grandfathered in.

Commissioner Calloway asked if the homeowners were willing to bring the roads up to town standards. Mayor Taylor then requested for Katherine Dohn to answer, but she asked to make her presentation.

Katherine Dohn stated that before she began she wanted to take the opportunity to thank the Mayor, town and service departments for their work during the hurricane, including checking that she and her handicapped husband had power and were okay. Thank you for extraordinary effort and we say well done.

Dohn continued with history of Satulah Ridge Subdivision, stating it was developed in 1975 with 50 lots and 11 of the lots are currently undeveloped. Half of the road is now public and the other half is private. The town has paid \$8,000.00 in repairs in 42 years and we are asking for our fair share.

Commissioner Calloway stated the homeowners should consider bringing the roads up to code with town standards, and added the problem was that the developer who began the development made a mess with the roads and then left.

Commissioner Stiehler asked why it is not a town street. Public Works Director and Town Engineer Lamar Nix replied that in the 70's and 90's it was requested for town maintenance but the roads were too narrow and many areas are too steep and with existing homes it's tough to make that a possibility. He continued that there is not even a cul-de-sac for the sanitation truck.

Commissioner Stiehler asked Lamar about taking over Chowan, Public Works Director and Town Engineer Lamar Nix stated that the town had approached NCDOT for Chowan and Hickory Hill so the town could get the erosion out of Mirror Lake. Public Works Director and Town Engineer Lamar Nix stated the town maintains Satulah Ridge with a minimal maintenance, which is everything except paving, we patch potholes, clean ditches and remove snow.

Dohn asked to address the Town taking over Dogwood Road. Public Works Director and Town Engineer Lamar Nix stated once again that was a separate issue based on erosion going into the water intake and those easements were prepared by the Town Attorney at that time.

Dohn asked Satulah Ridge Subdivision be brought into current configuration and to include us in a plan for the next 10 years.

Commissioner Pierson stated bring it up to standards and we would consider taking the road. Dohn stated that was the intention. Commissioner Pierson stated these are private roads do you expect the Town or the homeowners to bear the cost of widening your roads to bring them to standards. Dohn stated she would not respond.

John Richards asked about what is in the UDO and how it directs the Homeowners Association to take care of the roads. Commissioner Patterson responded one of the problems is when developers build the roads they are not built up to standards, so they became private roads. The developers were told that the town would not take them unless they were built up to town standards. The Town ordinance now requires a Homeowner's Association because the private developer leaves, then who is responsible, it requires much more maintenance cost and cost to bring them up to standards. Commissioner Patterson stated that is the problem with public/private and the reason we have such strict standards for putting in developments, subdivisions and roads. There are several roads that are not up to standard and we won't take those roads because they didn't put them in correctly and because that's the policy.

Richards stated there wasn't an agreement for their subdivision. Commissioner Patterson stated there wasn't an agreement for your subdivision and we realized that we needed a way to get Homeowner's Associations to keep up their roads and that's how it was addressed in the UDO.

Dohn asked if they had given permission when the town paved the road all the way up to the top and given up their rights to the road when they agreed for the sewer line to be put in.

Mayor Pro Tempore Dotson stated he doubted that the town took the rights to the road. When the sewer was put in we asked for 100 percent participation for the sewer line and whatever was torn up by the sewer line installation was put back in as good as or better shape than it was.

Mayor Pro Tempore Dotson made a motion to continue to maintain the current level of service, and would love to see all of Satulah Ridge Subdivision inside the city limits, and if they are able to bring the roads up to standard and is acceptable, then we would certainly reconsider at that time, which was seconded by Commissioner Calloway and the vote was unanimous.

8. Main Street Web Cam Proposal

Joe Schmauch began by showing a view of the webcam on his car. Schmauch stated if the Town agreed the views would be accessible on webpage and tv stations. The webcam would promote Highlands and would be able to show the current weather.

Commissioner Stiehler asked if someone wanted access to the webcam do they have to pay for it. Schmauch answered it would only cost power and internet.

Commissioner Dotson asked what it would cost the individual for access. Schmauch stated \$25 per month to be paid to him.

Mayor Taylor stated that Chuck Cooper of the radio station had expressed an interest in this.

Mayor Pro Tempore Dotson asked if this was strictly a live feed, and if down the road is there any recording or latency to the video. Schmauch answered yes it is only a live feed and there is no recording unless you pull it up on your computer and record it. Schmauch stated there will be some delay, ½ second delay in a live feed and a 30 second delay to mobile. Schmauch stated he had several webcams working now in Greenville for the SCDOT in Columbia at I-85 and 385 which uses 150 foot tower.

Mayor Taylor asked how many towns have this in the area. Schmauch stated Sylva, Franklin and Hendersonville.

Commissioner Calloway asked the advantage of having this and Schmauch responded to promote town and display weather.

Mayor Pro Tempore Dotson asked if the camera could be controlled by the user. Schmauch stated only he would have control.

Commissioner Stiehler and Mayor Pro Tempore expressed concern for privacy issues and Mayor Taylor stated it is a public street there is no right of privacy there.

Commissioner Stiehler expressed that he liked the idea if it was in a different location.

Commissioner Calloway made a motion to deny the request for a web cam on Main Street, which was seconded by Mayor Pro Tempore Dotson and the vote was 4 to 1, with Commissioner Stiehler voting nay.

9. Surplus of Equipment – Sweeper Truck

Town Manager Josh Ward stated as you may recall, approved in the current budget is a new sweeper truck for the Street Department. The new sweeper truck was recently delivered, therefore, we would like to surplus the old sweeper truck. Public Works Director and Town Engineer Lamar Nix discussed the value of the sweeper as a private sale with Amick Equipment, who he contracts with for purchasing and maintenance of our sweeper truck. According to Amick, the value of the sweeper is \$20,000. The Town of Sylva would like to purchase the sweeper and has agreed to the price. In order to sale the sweeper to the Town of Sylva, the Town Board must approve a resolution

authorizing the negotiation of a private sale to another public entity. Staff Recommendation is to review and approve the attached resolution.



**Resolution to Authorize Private Sale
Resolution No. 2017-02-Res**

WHEREAS, NCGS §160A-267 permits the Governing Board of city to authorize a city official to dispose of property by private sale at a negotiated price; and

WHEREAS, NCGS §160A-267 requires that after the adoption of this Resolution the contents be published and no sale shall be consummated until 10 days after publication; and

WHEREAS, the Town of Highlands desires for the 2006 Isuzu with Tymco Air Sweeper truck to be disposed by private sale.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Town of Highlands hereby:

1. Authorizes Town Manager Josh Ward to negotiate and dispose of the sweeper truck by private sale to the Town of Sylva for \$20,000.00.
2. Agrees to publish a notice summarizing the Resolution to Authorize Private Sale as regulated in NCGS §160A-267.

Upon motion duly made and seconded, the above resolution was unanimously adopted by the Board of Commissioners at a regularly scheduled meeting held on the 21st day of September, 2017, in the Highlands Community Building, 71 Poplar Street, Highlands, NC.

This the 21st day of September, 2017.

Patrick L. Taylor, Mayor

ATTEST:

Gilberta B. Shaheen, Town Clerk

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

10. Recycling Trailer Discussion

Town Manager Josh Ward stated at the last meeting, he briefed the Board on the offer from Macon County Solid Waste Director Chris Stahl to service a recycling trailer in Highlands. The stipulation was the Town would have to purchase the trailer for approximately \$16,000. The Mayor and Staff reviewed a site adjacent to the dumpster at the Rec Park that could be used to locate the trailer. Town Manager Josh Ward stated he had been informed by Macon County Manager Derek Roland that Macon County would purchase the trailer for the Town, if the Town was interested. Staff Recommendation is to review and determine whether to accept the offer from Macon County.

Commissioner Stiehler had received concern from a citizen that it would be on Foreman Road and would turn into a new convenience center and he had assured them it wasn't the situation.

Kim Lewicki of Highlands Newspaper asked about the congestion in the area and how you would deal with traffic and would it make more sense for it to be on the lower dirt parking lot.

Mayor Pro Tempore Dotson stated that was what Commissioner Stiehler had referred to as the concerns of the people on Foreman Road.

Town Manager Josh Ward stated that there would be two lanes of traffic and there would be no impairment lane. The trailer will take the parking spaces in front of the building, but it is temporary and so if it doesn't work we can explore other ideas.

Kim Lewicki also expressed concern for household garbage and non-recycling items being dumped there.

Mayor Taylor assured her that there will be a camera there and will be a sign that it is under video surveillance.

Mayor Pro Tempore Dotson expressed concern that Parks & Recreation Director Lester Norris may turn into a garbage man. All agreed that it's going to be a trial and error. Commissioner Calloway stated if there's a problem we can move it.

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

11. East Coast Risk Management Proposal

Town Manager Josh Ward stated at the last meeting I briefed the Board on a proposal that Staff requested from East Coast Risk Management. East Coast is a company that contracts for private and public entities providing various risk management services. The services most important to the Town of Highlands involve OSHA safety and training. Currently, Assistant Fire Chief Robbie Forrester works hard to stay on top of the ever-changing requirements, but it has proven to be difficult. Therefore, when we discovered Macon County used a company called East Coast Risk Management, Public Works Director and Town Engineer Lamar Nix, Assistant Fire Chief Robbie Forrester and I decided to sit down with them and see how they could assist us. Staff Recommendation is to review and determine whether to accept the proposal from East Coast Risk Management. If the proposal is accepted the attached budget amendment to allocate the funding to cover the proposal will need to be approved as well.

Assistant Fire Chief Robbie Forrester stated the proposal was for the group to provide service once a month with a 10 hour day. They do OSHA Training for half the day and site inspections the other half. The group checks OSHA logs and review them 6 years prior and will be looking for trends on how to eliminate worker's compensation issues. They have 60 some odd employees and are a phone call away to answer any questions and will keep up with paperwork.

Public Works Director and Town Engineer Lamar Nix stated that this is their profession, confined space training has to be documented correctly and a qualified person of expertise and they will cover 15-20 programs annually. For the money it is well worth it and covers the Town of Highlands with inspections and paperwork.

Town Manager Josh Ward it would be re-occurring, not locked into any timeframe.



FROM: Electric Fund

DEPARTMENT: Various Dept.

EXPLANATION: Appropriation from Electric Fund Balance to contract with East Coast Risk Management to cover Risk Management duties for the town, cost allocation to each fund/dept

Account	Description	Increase/Decrease	Debit	Credit
1. 35-3800-0910	Fund Balance Appropriate	Increase		\$25,000.00
35-8300-5750	Safety Related Expenses	Increase	\$2,631.58	
35-8300-9501	Transfer to Water Fund	Increase	\$5,263.16	
35-8300-9502	Transfer to Sewer Fund	Increase	\$2,631.58	
35-8300-9503	Transfer to General Fund	Increase	\$10,526.31	
35-8300-9504	Transfer to Fire Fund	Increase	\$1,315.79	
35-8300-9508	Transfer to Sanitation Fund	Increase	\$2,631.58	
	Subtotal		\$25,000.00	\$25,000.00
2. 10-3100-0935	Transfer from Electric Fund	Increase		\$10,526.31
20-3300-0936	Transfer from Electric Fund	Increase		\$1,315.79
30-3800-0936	Transfer from Electric Fund	Increase		\$5,263.16
31-3800-0936	Transfer from Electric Fund	Increase		\$2,631.58
34-3010-0935	Transfer from Electric Fund	Increase		\$2,631.58
10-4100-5750	Safety Related Expenses	Increase	\$1,315.78	
10-4200-5780	Safety Related Expenses	Increase	\$1,315.79	
10-4300-5750	Safety Related Expenses	Increase	\$1,315.79	
10-4310-5750	Safety Related Expenses	Increase	\$1,315.79	
10-5100-5750	Safety Related Expenses	Increase	\$1,315.79	
10-5600-5750	Safety Related Expenses	Increase	\$2,631.58	
10-6200-5780	Safety Related Expenses	Increase	\$1,315.79	
20-5300-5750	Safety Related Expenses	Increase	\$1,315.79	
30-8100-5750	Safety Related Expenses	Increase	\$2,631.58	
30-8150-5750	Safety Related Expenses	Increase	\$2,631.58	
31-8200-5750	Safety Related Expenses	Increase	\$2,631.58	
34-8400-5750	Safety Related Expenses	Increase	\$2,631.58	
	Subtotal		\$22,368.42	\$22,368.42
	Totals		\$47,368.42	\$47,368.42

Approved by Town Manager

Action by Town Board

Approved and Entered on Minutes Dated

Finance Director

Commissioner Patterson made a motion to go with East Coast Risk Management on a monthly basis for the remainder of this fiscal year, with cost allocation to the different departments, which was seconded by Mayor Pro Tempore Dotson and the vote was unanimous.

12. Civic Center Renovation Bid – Phase 3

Parks & Recreation Director Lester Norris stated that the proposal hadn't been attached to the Agenda, but that Commissioner's Patterson and Pierson had seen them and the Town budgeted \$428,000 for the Stage and Lower Level Renovations then the county gave \$350,000 to help with the Civic Center Renovations. This is the third and final phase and is allowing the Town to complete the upper level renovations as well and stay within that budget even though both projects came in over the estimated cost. Warth Construction bid came in at \$257,134.

Commissioner Patterson stated this was added on to the other bid and work has already started. The county gave money so we are still \$25,000 to the good, but we have some structural things that need to be addressed. Parks & Recreation Director Lester Norris stated that some of the I Beams are without support from other beams which can be fixed and proceeding allows all of the renovations to be complete at one time.

Mayor Taylor asked estimated completion and Lester answered March 13th.

Commissioner Patterson made a motion to approve the Third Phase of the renovations of the civic center, which was seconded by Mayor Pro Tempore Dotson and the vote was unanimous.

13. Wildcat Sewer Line Extension Request – Trillium Circle

Public Works Director and Town Engineer Lamar Nix stated Wildcat Cliffs Country Club had drafted a plan with McGill to engineer a plan to extend the sewer line on 64W from Cullasaja Drive. It will be a gravity line with pressure main to reach Cullasaja Drive with a 2 inch main from Cullasaja Drive to 64W and will provide owners along the route with sewer. McGill will construct and the Town will own the line after construction.

Commissioner Patterson made a motion to approve the Wildcat Cliffs Country Club Employee Housing Sewer line project request, which was seconded by Commissioner Stiehler and the vote was unanimous.

14. Highlands Food & Wine Event Amendment Request

Bob Kieltyka presented the Board with an addendum to the map and request for use and closing of Founder's Park beginning Tuesday morning November 7 through November 12 at midnight, it will take time to construct and de-construct the tent. Kieltyka continued and stated the tent has the same square footage placement as previously presented. Kieltyka also stated there was two adjustments made in scheduling to utilize the park, one is the addition of a jazz band during the dinner event for patrons who aren't participating in that event, and the second is to move the Gospel Brunch from Piermont Cottage. In working with Lieutenant Jolly we both agreed that it would be more beneficial to help in logistics and schedule so the park becomes the central location. Kieltyka continued that the closing of the Park would not interfere with Bank of America.

Commissioner Calloway asked if the Brunch would have amplification before 12'oclock. Kieltyka stated the same schedule will be used to accommodate the churches.

Commissioner Patterson wanted to confirm that the tent wouldn't affect the pavers, and closing the street wouldn't affect the use of the park for workers or place any restrictions to the bathrooms. Patterson also added that it would revoke the closure of South Street. Kieltyka stated the entire tent would be weighted not anchored into the ground and wouldn't affect the park as far as workers or the bathrooms. Kieltyka confirmed they wouldn't need to close South Street any longer.

Kieltyka added that the Main Event remains on Main Street weather permitting, and he will work with Robbie regarding the Firewalls.

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

15. Pole Attachment Ordinance

Attorney Jay Coward stated he had been discussing the Pole Attachment Ordinance with MIS/GIS Director Matt Shuler and there are four different places in the Code and UDO that directs figure pole attachments and the ordinance needs to be amended.

MIS/GIS Director Matt Shuler stated currently when an applicant asked to be added to the pole the Town has to send someone out to measure compliance and then inform the different utilities to move up or down and then allow the new attachment. MIS/GIS Director Matt Shuler added that it makes more sense to hire one contractor that will go out one time and put them all in compliance with the applicant paying the contractor.

Public Works Director and Engineer Lamar Nix stated the process would require at a minimum two of the ones attached to have the lines moved on the poles and the common thread would have to be accomplished.

Mayor Pro Tempore Dotson asked if there was a fining system in place.

MIS/GIS Director Matt Shuler stated that there was but there was recent issues with on company and had no response until a local contact and they brought it up to code. The larger companies like Frontier had to receive a letter from Town Attorney Jay Coward before complying.

Commissioner Patterson asked if we make revisions to the UDO don't we have to hold a public hearing. Town Attorney Jay Coward responded that the statute is not clear that you have to a public hearing for a pole, if we are talking about land use development then yes it has to have a public hearing, but there is nothing about poles. Town Attorney Jay Coward stated he believed it doesn't require a public hearing, but we can announce that we are having a hearing, it's your pleasure, but he didn't find it in case law that a pole is a structure, it should be a utility.

After discussion, Mayor Taylor stated that the staff will develop the wording and will provide it at the next meeting, everyone agreed.

16. Closed Session: Pursuant to NCGS §318.11(a)(4), Pursuant to NCGS §318.11(a)(5), and Pursuant to NCGS §318.11(a)(3).

Commissioner Stiehler made a motion to go into Closed Session pursuant to NCGS §318.11(a)(4) to discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, NCGS §318.11(a)(5) to discuss potential contract for acquisition of real property and NCGS §318.11(a)(3) for Attorney Client Privilege at 8:52pm, which was seconded by Commissioner Stiehler and the vote was unanimous.

Once discussion was held, Mayor Pro Tempore Dotson made a motion to go back into open session at 9:34pm, which was seconded by Commissioner Patterson and the vote was unanimous.

Commissioner Calloway made a motion to approve the Budget Amendment and to authorize Town Manager Josh Ward to execute the Offer to Purchase and Contract to purchase property from located at Satulah Road and Old Walhalla Road from Toni G. Hollingsworth, which was seconded by Commissioner Pierson and the vote was unanimous.

TOWN OF HIGHLANDS BUDGET AMENDMENT
AMENDMENT # _____

September 18, 2017

FROM: General Fund



DEPARTMENT: Water Dept.

EXPLANATION: Appropriate funds to cover purchase of property for possible new Water Tank

	Account	Description	Increase/Decrease	Debit	Credit
1.	10-3100-0910	Fund Bal Approp. ~ GF	Increase		\$175,000.00
	10-4100-9501	Transfer to Water Fund	Increase	\$175,000.00	
			Subtotal	\$175,000.00	\$175,000.00
2.	30-3800-0931	Transfer from Gen. Fund	Increase		\$175,000.00
	30-8110-7300	Capital Outlay/Other Imp.	Increase	\$175,000.00	
			Subtotal	\$175,000.00	\$175,000.00
			Totals	\$350,000.00	\$350,000.00

Approved by Town Manager

Action by Town Board

Approved and Entered on Minutes Dated

Finance Director

17. Adjournment

As there were no further matters to come before the Board of Commissioners, Mayor Pro Tempore Dotson moved to adjourn which was seconded by Commissioner Calloway and upon a unanimous vote, the Town Board adjourned at 9:35pm.

Patrick Taylor
Mayor

Gilberta B. Shaheen
Town Clerk