

Special Meeting Minutes of the Town of Highlands Board of Commissioners Meeting of May 3, 2018, at the Highlands Community Building, 71 Poplar Street, Highlands, North Carolina

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

Town Board Not Present: Commissioner Donnie Calloway

Also Present: Town Manager Josh Ward, Finance Director Rebecca Shuler, Human Resources Director Sonjia Gibson, Human Resources Director Emilie Nickerson, Planning & Development Director Andrew Bowen, Public Works Director and Town Engineer Lamar Nix, MIS/GIS Director Matt Shuler, Fire Chief Ryan Gearhart, Police Chief Bill Harrell, Parks & Recreation Director Lester Norris and Town Clerk Gibby Shaheen

1. Meeting Called to Order

Mayor Taylor called the meeting to order at 3:00pm.

2. Adjust and Approve the Agenda

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

3. Budget Amendment – Sewer Plant Motor Replacement

Public Works Director and Town Engineer Lamar Nix stated within the last week the Wastewater Treatment Plant has lost two of three motors at \$10,000 per motor and replacement costs are not in the budget.

Commissioner Patterson asked why the Budget Amendment was more than \$10,000.00 per motor and Finance Director Rebecca Shuler stated the Amendment allocated the total amount for the motors as well as additional funding for the overall Sewer Dept. Budget to cover any shortfalls for the end of the year so no more allocations would have to be made.

TOWN OF HIGHLANDS BUDGET AMENDMENT
AMENDMENT # _____

May 2, 2018

FROM: General Fund



DEPARTMENT: Sewer Dept.

EXPLANATION: Recognize revenue collected and not budgeted to cover emergency expense of motors at the WWTP.

	Account	Description	Increase/Decrease	Debit	Credit
1.	31-3800-0402	Connection Fees	Increase		\$45,000.00
	31-8200-1600	Maint. & Repair – Equip.	Increase	\$24,500.00	
	31-8210-7400	Capital Outlay/Equipment	Increase	\$20,500.00	
		Subtotals		\$45,000.00	\$45,000.00
		Totals		\$45,000.00	\$45,000.00

Approved by Town Manager _____

Action by Town Board _____

Approved and Entered on Minutes Dated _____

Finance Director _____

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

4. Budget Amendment – IT (Police Department)

MIS/GIS Director Matt Shuler stated that the Police Department had an opportunity to receive a Grant and had actually missed the cutoff date, but the Grant still had money and left it open for Finance Director Rebecca Shuler to apply for the funds. The grant was awarded and funds received will pay for half of the purchase of new body cameras and car cameras for the department. Shuler stated he was proposing to raise the line item this budget year so it could start purchasing the equipment saving \$41,000, satisfying the condition of the grant to have the items purchased and installed by June 30th.

TOWN OF HIGHLANDS BUDGET AMENDMENT
AMENDMENT # _____

May 2, 2018

FROM: General Fund



DEPARTMENT: Police Dept.

EXPLANATION: Grant acceptance for body worn/dash cameras and allocate revenues for purchase of new technology.

	Account	Description	Increase/Decrease	Debit	Credit
1.	10-3100-0725	Grant – Governor’s Crime Commission	Increase		\$41,258.43
	10-3100-0910	Fund Balance Appropriated – General Fund	Increase		\$41,258.48
	10-5100-7400	Capital Outlay/Equipment	Increase	\$82,516.91	
			Subtotals	\$82,516.91	\$82,516.91
			Totals	\$82,516.91	\$82,516.91

Approved by Town Manager

Action by Town Board

Approved and Entered on Minutes Dated

Finance Director

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

5. Surplus of Equipment – IT Department

MIS/GIS Director Matt Shuler stated the department currently has 9 Dell printers, several boxes of toner and some spare parts, that have been replaced this year with HP scanner/copiers and requests the approval to surplus the items on GovDeals.

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

6. Insurance Update

Human Resource Director Sonjia Gibson introduced replacement Human Resource Director Emilee Nickerson.

Gibson stated when getting quotes for insurance this year Blue Cross Blue Shield was increasing their renewal rates by 8.7 percent. Gibson checked with the League and discovered they offer MedCost, which the Town of Franklin and Town of Sylva both use. Gibson contacted Angela Green with the League to check the rates and found with a mirrored plan there was a decrease of 8.5% from the current premium so it was definitely a better choice.

Gibson stated she checked Medcost network and it is in North Carolina, South Carolina and Georgia and was a rather extensive network with the exception of one doctor in Franklin that would not be in network. Gibson stated she had received a call two days ago from JWB Agent regarding the Blue Cross Blue Shield premiums, and it came down 12% from their first numbers. Gibson stated the League insurance would still be a savings of \$42,000.

Gibson stated the Long Term Disability Insurance paid by the Town was throwing money away, only 3 claims in 12 years have been used. Short Term Disability Insurance which is \$3,000 more would be a better benefit and would assist during surgery and pregnancies, etc. Commissioner Patterson asked if it was active immediately and Gibson stated it began at day 8 to week 26 and covers when worker's compensation doesn't.

Finance Director Rebecca Shuler stated the Family Leave Act was up before the Long Term Disability Insurance was activated.

Town Manager Josh Ward stated the MedCost Insurance was guaranteed to go up no more than 8% next year.

Gibson stated the program also had a grant of \$10,000 to implement A Wellness Program. The plan includes Teledoc, which means you can call and talk to a nurse and the doctor will call you back for general things such as a sinus infection. The doctor will call in a prescription without an office visit and it is free of charge.

Gibson stated one other thing that was good about going with them is they have their meeting to set rates in the middle of March and it would not be a nightmare getting the rates for the budget preparation.

Commissioner Patterson made a motion to go with MedCost and change from long term disability to short term disability, which was seconded by Commissioner Dotson, and the vote was unanimous.

7. Review Preliminary FY 2018-19 Revenues, Expenditures & Capital Projects

Town of Highlands FY2018-19 Budget Highlights

Ad Valorem Property Tax Revenue:

Town Tax Rate (unchanged): .164 per each \$100.00 of Assessed Value

- .015 Earmarked for Recreation Capital Improvements

Macon County Taxable Real Property Assessment \$1,664,487,890 (includes \$22 mil. increase for new construction values thru Jan. 2018)
(100% Collection Rate) = **\$2,729,760**

Jackson County Taxable Real Property Assessment \$78,610,300 (no new construction values)
(100% Collection Rate) = **\$128,920**

Macon/Jackson County Taxable Personal Property Assessment \$19,000,000
(100% Collection Rate) = **\$31,160**

Total .149 (100% Collection Rate) = **\$2,625,526**

Total .015 (100% Collection Rate) = **\$264,315**

Local Options Sales Tax: \$1,100,000 (approximate)

Utilities (Water & Sewer): No Increase

Utilities (Electric): No Increase

Sanitation Fee: No Increase

Employee COLA Increase:

- 2% Proposed: \$63,140

Health Insurance:

- 8.5% decrease with change to MedCost (NCLM): \$67,000 savings from current premiums

FY 2017-18: 16,462,457

FY 2018-19: 16,941,955

Difference: 479,498

Capital Increases:

(Water Dept: \$365,000 over FY17-18)

Current General Fund Balance: \$4 Million

Current General Fund Reserve: \$3.5 Million

Current Electric Reserve: \$3.6 Million

FY 2018-19 Capital Request List

Red = Capital Items Identified as Possible Elimination

Street Department

Street Work (Paving)

Satulah Road (top half) \$60,000.00
Sunset Road \$132,000.00

Sub Total \$192,000.00

Repairs

Oak Street Wall Replacement (Playhouse) \$140,000.00
Sidewalk Repairs \$30,000.00

Sub Total \$170,000.00

Equipment

Long Arm Mower \$82,000.00
Skid Steer \$60,000.00
Paving Roller \$42,000.00
Bed Replacement 2008 International Dump \$12,000.00

Sub Total \$196,000.00

Total \$558,000.00

Utility Projects (Water)

Projects

Buckhorn Water Tank & Pump Station (Project Ordinance) \$1,378,000.00

Subtotal \$1,378,000.00

Equipment

Purchase Spare Pump - Moorewood \$10,000.00

WTP Tile & Plumbing Repair \$20,000.00

WTP PLC Hardware Replacement \$72,000.00

WWTP Software Update \$110,000.00

WWTP UV Light Repair \$9,000.00

WWTP Replace Dump Truck Bed \$10,000.00

Subtotal \$231,000.00

Total \$1,609,000.00

Electric Department

N/A

Sanitation

N/A

Police Department

1 - Replacement Detective SUV \$38,000.00

1 - Vehicle Communications Equipment \$18,000.00

1 - Replacement SRO Vehicle – Camaro/Mustang \$25,000.00

1 - Vehicle Communications Equipment \$5,000.00

Total \$86,000.00

MIS/GIS

Replacement Jeep \$30,000.00

Drone & Equipment \$23,000.00

Exaqvision Server (required for new replacement cameras) \$16,000.00

Total \$69,000.00

Parks and Recreation

Projects

Community Bldg Floor Replacement \$19,000.00

Community Bldg Interior Painting \$19,000.00

Community Bldg Sign Replacement \$12,000.00

Founders Park - 3 Additional Street Lights \$16,000.00

Sub Total \$66,000.00

Equipment

Used Scissor Lift \$8,500.00

Sub Total \$8,500.00

Total \$74,500.00

Administration

Toyota Camry	\$23,000.00
Town Hall – Interior & Exterior Repairs / Paint	\$25,000.00
<u>Total</u>	<u>\$48,000.00</u>

General Fund Departments	\$835,500.00
Water/Sewer Fund	\$1,609,000.00
<u>Grand Total</u>	<u>\$2,444,500.00</u> – 320,000 = \$2,124,500

8. Review Fire Department Budget

Chief Ryan Gearhart stated the Fire Department budget had no increase and has been turned into the county pending approval.

9. Approval of Scholarship Awards

The following list of scholarship awards totaling \$42,950.00 was presented for approval.

Barrett, Emma	\$1,500.00
Lloyd, Maddie	\$1,500.00
Renfro, Maxwell	\$1,500.00
Rehmeier, Brooke	\$1,300.00
Preda, Alexandria	\$1,300.00
Crook, Analyse	\$1,300.00
Healey, Alexis	\$1,300.00
Machuca, Jose	\$1,300.00
Jimenez, Jose	\$1,300.00
Grace, John	\$1,300.00
Jenkins, Briana	\$1,100.00
Satterwhite, Cole	\$1,100.00
Feria, Kimberly	\$1,100.00
Dendy, Trinity	\$1,100.00
Contreras, Manuel	\$1,100.00
Stoltzfus, Chandler	\$900.00
Chastain, Brittany	\$900.00
Damian-Gonzalez, Ana	\$900.00
Contreras, Antonio	\$900.00

Gabbard, Kyle	\$1,000.00
Moore, Blakely	\$1,000.00
Crowe, Emily	\$1,000.00
Murphy, Philip	\$1,000.00
Billingsley, Whitney	\$1,000.00
Moss, Katlin	\$1,000.00
Miller, Benjamin	\$1,000.00
Wong, Wai (Joyce)	\$800.00
Vinson, Dylan	\$800.00
Crowe, Ann Marie	\$800.00
Bolt, Allison	\$800.00

Gabbard, Emily	\$800.00
Houser, Ryan	\$700.00
Shuler, Bethany	\$700.00
Reyes-Cuevas, Jacqueline	\$700.00
Schandolph, Madison	\$700.00
Remy, Adrian	\$700.00
Murphy, John	\$600.00
Ingate, Eden	\$600.00
Moss, April	\$600.00

Johnson, Shelby	\$450.00
Lewis, Kaitlyn	\$450.00
Hawkins, William	\$450.00

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

10. Adjournment

As there were no further matters to come before the Board of Commissioners, Commissioner Dotson moved to adjourn which was seconded by Commissioner Patterson and upon a unanimous vote, the Town Board adjourned at 4:40pm.

Patrick Taylor
Mayor

Gilberta B. Shaheen
Town Clerk