

REGULAR MEETING OF THE TOWN BOARD OF COMMISSIONERS OF DECEMBER 6, 2011

Town Board Present: Mayor David Wilkes, Vice Mayor John Dotson, Commissioner Gary Drake, Commissioner Amy Patterson, and Commissioner Dennis DeWolf. Commissioner Larry Rogers was not present.

Also Present: Interim Town Manager Robert Zoellner, Planning Director David Clabo, Town Engineer Lamar Nix, Town Clerk Rebecca Shuler, Recreation Director Selwyn Chalker, MIS/GIS Director Matt Shuler, Commissioner Elect Eric Pierson, Commissioner Elect Brian Stiehler, Town Attorney William Coward, and Recording Secretary Jane Capman.

1. Meeting Called to Order

Mayor Wilkes called the meeting to order at 7:00 p.m.

2. Public Comment Period

Bob Kieltyka of the Chamber of Commerce expressed his thanks to the Town Board regarding the Christmas Parade and all of the help that the Town gave. Mr. Kieltyka stated that it was a great cooperative effort. Mayor Wilkes thanked Mr. Kieltyka and all others who were involved.

3. Adjust and Approve revised agenda

An agenda item was added for the appointment of Board members to various committees.

Commissioner Dennis DeWolf moved to approve the Agenda, as revised, which was seconded by Commissioner Gary Drake and the vote was unanimous.

4. Approval of Minutes of November 4, 2011 Special Meeting, November 15, 2011 Regular Meeting and November 30, 2011 Special Meeting

November 4, 2011 Special Meeting Minutes

The Minutes of November 4, 2011 are amended as follows:

Town Board Present: Mayor David Wilkes, Commissioner Larry Rogers, Commissioner Gary Drake, and Commissioner Amy Patterson.

Commissioner Dennis DeWolf moved to approve the November 4, 2011 Minutes Special Meeting, as amended, which was seconded by Commissioner Amy Patterson and the vote was unanimous.

Approval of November 15, 2011 Minutes Regular Meeting

Commissioner Amy Patterson moved to approve the Minutes of November 15, 2011 Regular Meeting, which was seconded by Commissioner Dennis DeWolf and the vote was unanimous.

Approval of November 30, 2011 Minutes Special Meeting

Commissioner Amy Patterson moved to approve the Minutes of November 30, 2011 Special Meeting, which was seconded by Vice Mayor John Dotson and the vote was unanimous.

5. Reports

A. Mayor

There was no Mayoral report.

B. Commissioners & Committee Reports

There were no Commissioner or Committee reports.

C. Interim Town Manager

Interim Town Manager Robert Zoellner advised that although the Board approved the revision to the Duke Energy contract, clarification is still needed as to certain provisions and once provided, will be brought back to the Town Board for further review.

Mr. Zoellner further advised that the employee Christmas Party has been scheduled for Thursday, December 8, 2011 at the Rec. Park from 11:30 until 1.

Commissioner Amy Patterson inquired as to the status of installation of the radio read water meters and was advised by Town Engineer Lamar Nix that 1,001 have already been installed.

6. Informational

A. Planning and Development Committee Meeting Schedules for 2012

The Town Board was presented with the following schedule of 2012 for the Zoning Board of Adjustment:

Application Deadline	December 12, January 9, February 13, March 12, April 9, May 14, June 11, July 9, August 13, September 10, October 15, November 13 and December 10
Staff Review	December 12 – 19, January 9 – 16, February 13-20, March 12-19, April 9 -16, May 14-21, June 11-18, July 9-16, August 13-20, September 10-17, October 15-22, November 13-19, and December 10-17
Newspaper Advertisement	December 29 and January 5, January 26 and February 5, March 1 & 8, March 29 & April 5, April 26 & May 3, May 31 & June 7, June 28 & July 5, July 26 & August 6, August 30 & September 6, September 27 & October 4, October 25 & November 1, and November 29 & December 6
Public Meeting or Hearing	January 11, February 8, March 14, April 11, May 9, June 13, July 11, August 8, September 12, October 10, November 14, and December 12
Ruling Mailed to Applicant	January 18, February 15, March 21, April 18, May 16, June 20, July 18, August 15, September 19, October 17, November 21, and December 19

The Town Board was presented with the following schedule of 2012 for the Planning Board:

Application Deadline	January 9, February 13, March 12, April 9, May 7, June 11, July 9, August 13, September 10, October 8, November 13 and December 3
Staff Review	January 9-16, February 13-20, March 12-19, April 9-16, May 7-14, June 11-18, July 9-16, August 13-20, September 10-17, October 8-15, November 12-19 and December 3-10
Public Meeting or Hearing	January 23, February 27, March 26, April 23, May 21, June 25, July 23, August 27, September 24, October 22, November 26 and December 17

The Town Board was presented with the following schedule of 2012 for the Appearance Commission:

Application Deadline	December 12, January 9, February 13, March 12, April 9, May 14, June 11, July 9, August 13, September 10, October 15, November 13 and
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December 10

Staff Review December 12-19, January 9-16, February 13-20, March 12-19, April 9-16, May 14-21, June 11-18, July 9-16, August 13-20, September 10-17, October 15-22, November 13-19 and December 10-17

Public Meeting January 9, February 6, March 5, April 2, May 7, June 4, July 2, August 6, September 3, October 1, November 5 and December 3

7. Town Manager

Mayor Wilkes introduced Robert “Bob” A. Frye, Jr. as the new Town Manager, whose contract was finalized earlier in the day.

Commissioner Gary Drake moved to approve the contract, as revised, for the hiring of Robert A. Frye, Jr. for the position of Town Manager, which was seconded by Commissioner Amy Patterson and the vote was unanimous.

8. Special Presentation from Mayor Wilkes

Mayor Wilkes made a presentation to outgoing Commissioner Larry Rogers and stated that all Larry wanted to do was “take care of the people of Highlands”. Mayor Wilkes thanked him for his work as a Commissioner from 2007 through 2011.

Mayor Wilkes made a presentation to outgoing Commissioner Dennis DeWolf for his work as a Commissioner from 2003 through 2011. Mayor Wilkes advised that Commissioner DeWolf worked on many committees, spearheaded the scholarship golf tournament, and thanked him for all the great things he did for the Town.

Commissioner DeWolf thanked everyone and stated that he appreciated the opportunity to serve on the Board, stating that was an “extraordinary experience”. Mr. DeWolf thanked his wife, all the people he worked with and especially the employees “who are the heart and soul of this Town”.

Mayor Wilkes also congratulated John Dotson for re-election to the Town Board.

9. Swearing in of Commissioners-Elect John Dotson, Eric Pierson, and Brian Stiehler

Magistrate Pat Taylor swore in Commissioners-Elect John Dotson, Eric Pierson and Brian Stiehler who recited the following oath:

I do solemnly swear that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina not inconsistent therewith, and that I will faithfully discharge the duties of my office as Commissioner, so help me God.

10. Election of Mayor Pro Tempore

After a vote, the Town Board of Commissioners elected Commissioner Gary Drake as the new Mayor Pro Tempore.

11. Appointment to Committees

Mayor Wilkes appointed the following Commissioners to Committees as shown below:

Recreation Committee Commissioner Brian Stiehler and Vice Mayor Gary Drake

Public Safety Committee Commissioner Eric Pierson and Vice Mayor Gary Drake

Public Works Committee Commissioner Eric Pierson and Commissioner John Dotson

12. Monthly meeting schedule for 2012

At the Town Board Meeting held on July 6, 2011 the Board of Commissioners voted to hold monthly meetings on the first and third Tuesday of each month. However, only one meeting is generally scheduled for the month of December.

It is recommended that the Town Board approve the following 2012 schedule at will:

Month	Date
January	3 rd and 17 th
February	7 th and 21 st
March	6 th and 20 th
April	3 rd and 17 th
May	1 st and 15 th
June	5 th and 19 th
July	3 rd and 17 th
August	7 th and 21 st
September	4 th and 18 th
October	2 nd and 16 th
November	6 th and 20 th
December	4 th

Commissioner Amy Patterson moved to approve the Town Board of Commissioners monthly meeting schedule for 2012, which was seconded by Commissioner John Dotson and the vote was unanimous.

13. Highlands Road Race

Danise Barry has requested permission to schedule a Road Race, similar to the Mountain Lakes 5K, the Highlands Roadrunner Club held in the past. The race is scheduled to take place during the early morning of June 2, 2012.

Dave Lynn, appearing on behalf of Danise Barry, advised that the race will be a Relay for Life event.

Discussion was had as to the start time in which Mr. Lynn advised that the race would start at 9:30 am and end approximately at 10:30 am. With concern for traffic during this time and the start of the summer/tourist season, it was agreed that the race should start earlier and the agreed upon time was 8:00 am.

Vice Mayor Gary Drake moved to approve the Highlands Road Race with the race beginning at 8:00 am, which was seconded by Commissioner Eric Pierson, and the vote was unanimous.

14. Discuss Need for Cemetery and Advisory Committee for Scholarship Endowment Fund

Interim Town Manager Robert Zoellner discussed the letter received by the Town from Jack Mayer which recommended that the Cemetery Committee be dissolved.

Town Engineer Lamar Nix advised that there was no need for committee meetings. The land had been cleared and the Public Works Committee could check on the area for any needed maintenance.

Town Clerk Rebecca Shuler confirmed that the Advisory Committee for Scholarship Endowment Fund had not met in some time either.

Commissioner Amy Patterson moved to dissolve the Cemetery and Advisory Committee for Scholarship Endowment Fund, which was seconded by Vice Mayor Gary Drake and the vote was unanimous.

15. Adjournment

As there were no further matters to come before the Board of Commissioners, Commissioner John Dotson moved to adjourn, which was seconded by Commissioner Amy Patterson and upon unanimous vote the Town Board adjourned at 7:33 p.m.

Mayor David Wilkes

Jane J. Capman
Recording Secretary

Robert Zoellner
Interim Town Manager

Rebecca Shuler
Town Clerk