

**Special Meeting Minutes of the Town of Highlands Board of Commissioners
Meeting of April 8, 2021, at the Highlands Community Building, 71 Poplar
Street, Highlands, North Carolina**

Town Board Present: Commissioner John Dotson, Mayor Pro Tempore Amy Patterson, Commissioner Donnie Calloway, Commissioner Brian Stiehler, Commissioner Marc Hehn and Mayor Pat Taylor

Also Present: Town Manager Josh Ward, Finance Director Rebecca Shuler, Human Resources Director Emilie Nickerson, Public Works Director and Town Engineer Lamar Nix, MIS/GIS Director Matt Shuler, Parks & Recreation Director Lester Norris, Police Chief Andrea Holland and Town Clerk Gibby Shaheen

1. Meeting Called to Order

Mayor Taylor called the meeting to order at 3:04pm.

2. Adjust and Approve the Agenda

COMMISSIONER STIEHLER MADE A MOTION TO APPROVE THE AGENDA AS PRESENTED, WHICH WAS SECONDED BY COMMISSIONER DOTSON AND THE VOTE WAS UNANIMOUS.

3. Sanitation Update

Town Manager Josh Ward reviewed different Sanitation options, including rate increase for commercial picked up on weekends and the possibility to contract a company to take over the sanitation for the Town. After discussion, the Board agreed to continue to study short-term and long-term possibilities.

4. Proposed FY 2021-2022 Capital Requests

Town Manager Josh Ward presented the following preliminary capital requests:

FY 2021-22 Capital Items List

Red = Capital Items Identified for Possible Elimination

Street Department

Street Paving

Spring Street	\$180,000.00
Sherwood Forest Road	\$120,000.00

Currently Unpaved

Upper Lake Road	\$85,000.00
Lower Lake Road	\$135,000.00
Old Walhalla Road	\$47,000.00
Warren Road	\$20,000.00
Maney Road	\$135,000.00
Gibson Street	\$60,000.00
Cullasaja Drive Extension	\$52,000.00
Talley Road	\$50,000.00

Sub Total **\$884,000.00**

Repairs / Maintenance

Sidewalks

US 64 -- Chandler Inn	\$111,000.00
Main Street – Presbyterian Church	\$70,000.00
(3) Tree Planter Replacements at Reeves	\$17,000.00

Sub Total **\$198,000.00**

Equipment

Replace 2008 Dump Truck	\$125,000.00
Replace Ton Dump Truck	\$80,000.00

Sub Total	\$205,000.00
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<u>Total</u>	<u>\$923,000.00</u>
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Sanitation Department

Equipment

Compact Rear Loader Truck	\$125,000.00
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<u>Total</u>	<u>\$125,000.00</u>
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Electric Department

Equipment

Replace 2009 International/Altec Bucket Truck	\$251,000.00
Street Light Upgrade to LED	\$117,000.00

<u>Total</u>	<u>\$368,000.00</u>
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Water / Sewer Department

Moorewood Road Waterline Improvements	\$670,000.00
Little Bear Pen Pump Station Generator	\$75,000.00

Subtotal	\$745,000.00
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Water Treatment Plant

High Service Replacement Pump Variable Flow Devices	\$600,000.00
Walkway/Access Walks to Clearwell	\$189,000.00
Lab Upgrades	\$48,000.00
Service Contracts (Idexx, Tholen, Covington, Heyward, Patton)	\$25,000.00
Tank Cleaning	\$20,000.00
Pump Rebuilds	\$20,000.00
Replacement Equipment (DR 3900, CL17)	\$8,000.00
Misc. Tools/Equipment	\$3,000.00

Subtotal	\$913,000.00
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Wastewater Treatment Plant

Tank Cleaning	\$61,000.00
Roof Repair	\$32,000.00
Belt Press Parts	\$19,000.00
Diffuser Winch Replacement	\$18,000.00
Flygt Pump Replacement	\$15,000.00
UV Light Repair/Replacement	\$12,000.00
Additional Testing	\$3,000.00

Subtotal	\$160,000.00
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<u>Total</u>	<u>\$1,818,000.00</u>
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Police Department

(2) Replacement Patrol Vehicles	\$94,000.00
(2) Sets of Equipment	\$34,000.00
<u>Total</u>	<u>\$128,000.00</u>

Parks & Recreation Department

Projects

Playground/Tennis Court Restroom Remodel	\$75,000.00
Houston House Replacement Plans	\$36,000.00
<u>Total</u>	<u>\$111,000.00</u>

MIS/GIS Department

Replacement of Police Dept. Tablets	\$68,000.00
Replacement of DesignJet Printer & Scanner	\$22,000.00
Community Building A/V Upgrades	\$6,000.00
(3) Sewer Pump Station SCADA Up Fits	\$12,000.00
<u>Total</u>	<u>\$108,000.00</u>

	Proposed FY 2021-22	FY 2020-21	FY 2019-20
General Fund Departments	\$1,634,000.00	\$877,000.00	
	\$1,019,400.00		
Water/Sewer Fund	\$1,818,000.00	\$394,500.00	
	\$1,744,500.00		
Electric Fund	\$368,000.00	\$166,000.00	
	\$318,000.00		
Sanitation Fund	\$125,000.00	\$202,000.00	
	\$153,000.00		
<u>Grand Total</u>	<u>\$3,945,000.00</u>	<u>\$1,639,500.00</u>	<u>\$3,234,900.00</u>
	<u>-\$489,000.00</u>		
	<u>\$3,456,000.00</u>		

5. Insurance Update

Town Manager Josh Ward said the Medcost would increase 5% because of the total of claims. With other insurance we are the only ones in the plan, but with Medcost we are part of a pool of insured. Town Manager Josh Ward continued the HRA costs were cut in half this year. Town Manager Josh Ward added that we are waiting on quotes from United Healthcare, Aetna and Blue Cross Blue Shield, which will be based on claims for the past 2-3 years.

Insurance Carrier		MIT (League of Municipalities)	MIT (League of Municipalities)
Type of Plan		MED 5000 with HRA (50%)	MED 5000 with HRA (50%)
		Current July 2020 - June 2021	Renewal July 2021 - June 2022
LifeTime Maxium		Unlimited	Unlimited
		In-Network	In-Network
Deductible			
Individual		\$5,000	\$5,000
Family		\$10,000	\$10,000
Out of Pocket Maxium		(Max includes ded, copays, coins, and RX)	(Max includes ded, copays, coins, and RX)
Individual		\$5,000	\$5,000
Family		\$10,000	\$10,000
Inpatient Hospitalization		100% after ded	100% after ded
Inpatient Mental Health/SA*		100% after ded	100% after ded
Outpatient Surgery		100% after ded	100% after ded
Emergency Room		\$350 copay	\$350 copay
Urgent Care		100% after ded	100% after ded
Primary Care Office Visit		\$35 copay	\$35 copay
Specialist Office Visit		\$45 copay	\$45 copay
Mental Health/SA Office Visit		100% no ded	100% no ded
Chiropractic Office Visit		\$45 copay	\$45 copay
Preventive Exam			
Primary Care Provider		100% no ded	100% no ded
Specialist		100% no ded	100% no ded
Prescription Drugs		Amount you pay for 30 day supply	Amount you pay for 30 day supply
Deductible		n/a	n/a
Tier 1		\$10 copay	\$10 copay
Tier 2		\$100	\$100
Tier 3		\$100	\$100
Tier 4		\$100	\$100
Coverage Tier			
Employee Only	EE - 41	\$665.00	\$697.00
Employee +Spouse	ES - 12	\$1,428.00	\$1,498.00
Employee +One Child	E1C - 4	\$939.00	\$984.00
Employee +Child(ren)	EC - 2	\$939.00	\$984.00
Employee +Family	FAM - 7	\$2,039.00	\$2,139.00
Retirees	RET - 0	\$0.00	\$0.00
Estimated Monthly Premium		\$64,308.00	\$67,430.00
Dollar Change		\$7,333.00	\$3,122.00
Percentage Difference		12.90%	4.85%
Annualized Premium		\$771,696.00	\$809,160.00
SUGGESTED		MONTHLY	MONTHLY
Cost to Employer		\$54,099.00	\$57,413.00
Cost to Employee	EE	\$0.00	\$0.00
	ES	\$381.50	\$400.50
	E1C	\$137.00	\$143.50
	EC	\$137.00	\$143.50
	FAM	\$687.00	\$721.00
	RET	\$0.00	\$0.00
EMPLOYER ANNUALLY		\$649,188.00	\$688,956.00
DIFFERENCE			\$39,768.00
rates include \$32 pepm broker consulting fee			

6. Adjournment

AS THERE WERE NO FURTHER MATTERS TO COME BEFORE THE BOARD OF COMMISSIONERS, COMMISSIONER CALLOWAY MOVED TO ADJOURN WHICH WAS SECONDED BY COMMISSIONER DOTSON AND UPON A UNANIMOUS VOTE, THE TOWN BOARD ADJOURNED AT 4:42PM.

Patrick Taylor
Mayor

Gilberta B. Shaheen
Town Clerk