

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

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

Also Present: Interim Town Manager Robert Zoellner, Police Chief Bill Harrell, Recreation Director Selwyn Chalker, Town Engineer Lamar Nix, Town Clerk Rebecca Shuler, Planning and Development Director David Clabo, MIS/GIS Director Matt Shuler, Code Enforcement Officer Josh Ward, Town Attorney William Coward and Recording Secretary Jane Capman.

1. Call to order

Mayor David Wilkes called the meeting to order at 7:01 p.m.

2. Public Comment Period

Mayor Wilkes addressed the public present and advised that agenda item no. 6 (Abolishment of the Extra-territorial Jurisdiction) will be set for a public hearing tonight, the hearing will be held at the recreation park and to hold all comments until that time. The public inquired if it was necessary for the Town Board to vote to set the matter for a public hearing and Mayor Wilkes stated that it was necessary in order to set the date. Mayor Wilkes further suggested that the public hearing be on a separate date other than during a regularly scheduled Town Board meeting.

There were no other public comments.

3. Adjust and Approve agenda

Prior to approval of the agenda, Commissioner Gary Drake stated that wording of the agenda should be changed.

Interim Town Manager Robert Zoellner requested that agenda item nos. 10 and 11 be reversed so that the Board could discuss agenda item 11 before item 10.

Vice Mayor John Dotson moved to approve the agenda, as amended, which was seconded by Commissioner Amy Patterson and the vote was unanimous.

4. Approve Minutes of August 16th regular meeting

Page 4, item 8, last paragraph is amended to correct a typographical error in which Commissioner Gary Drake's last name was not capitalized.

Commissioner Larry Rogers moved to approve the August 16, 2011 minutes, as amended, which was seconded by Commissioner Amy Patterson, and the vote was unanimous.

5. **Reports**

A. **Mayor**

There was no Mayoral report.

B. **Commissioners and Committee Reports**

The Finance Committee along with Interim Town Manager Robert Zoellner gave its report regarding the financing of the radio read meters. Interim Town Manager Zoellner recommended BB &T which would finance \$817,518.56 at the rate of 1.97% for 59 months.

There was considerable discussion regarding the Town's revenues, the Town's obligations, not entering into a financing agreement or paying for the meters in full. Commissioner Amy Patterson stated that she wanted to make sure that the Town would be able to meet its obligations. Mayor Wilkes stated that it was critical to keep the Town's obligations under control and was concerned with the annual payment. Commissioner Gary Drake stated that all avenues should be explored and to bring this matter back during the next regularly scheduled Town Board meeting with figures.

Vice Mayor John Dotson advised that the Town is continuing to proceed with the scheduling of interviews for the Town Manager position. There are approximately thirty (30) applications and presently telephone interviews are taking place. Vice Mayor Dotson stated that there are some very good applications that do stand out.

C. **Interim Town Manager**

There was no report.

6. **Discuss/Set Public Hearing for Abolishment of the Town of Highlands Extra-territorial Jurisdiction for Oct. 4, 2011**

During the August 2, 2011 Town of Highlands Board of Commissioners meeting, Commissioner Larry Rogers made the motion to abolish the Town of Highlands Extra-territorial Jurisdiction. The motion passed 3 to 2 to have the Planning Board review and make a recommendation on abolishing the ETJ. On August 22, 2011, the Planning Board listened to public comments and discussed the issue of abolishing of the ETJ. The Planning Board recommends the approval of the abolishment of the Town of Highlands Extra-territorial Jurisdiction with a vote of 5 to 2. The Planning Board also discussed setting a Public Hearing for the October 4, 2011 Town Board meeting.

It is the decision of the Town Board to set the Public Hearing for an evening other than during a regular Town Board meeting and to have the Public Hearing set for September 27, 2011 at 7:00 p.m. to be held at the recreation park. Staff has been directed to publish the notice.

7. **Discuss/Approve Resolution Methodist Church proposed rerouting portion of Church St. Alley and set public hearing for Oct. 4, 2011**

RESOLUTION OF INTENT
Resolution No. 2011-07-Res

**A RESOLUTION DECLARING THE INTENTION OF THE BOARD OF COMMISSIONERS
OF THE TOWN OF HIGHLANDS TO CONSIDER THE CLOSING OF A
PORTION OF CHURCH STREET**

WHEREAS, G.S. 160A-299 authorizes the Board of Commissioners to permanently close streets and public alleys; and

WHEREAS, G.S. 160A-299 requires the Board of Commissioners to hold a public hearing prior to the closing of any street or alley road for the purpose of giving consideration to the matters required to be considered in such hearing by said Statute;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners that:

- (1) The Board intends to consider permanently closing a portion of Church Street under the provisions of G.S.160A-299. The portion under consideration is described as follows:
- (2) A public hearing will be held at 7:00 p.m. on the **4th** day of **October, 2011** in the Highlands Conference Center, 45 Poplar St., to consider an order closing that portion of Church Street.
- (3) The Town Clerk is hereby directed to publish this Resolution of Intent once a week for four successive weeks in the Highlander Newspaper.
- (4) The Town Clerk is further directed to transmit by registered or certified mail to each owner of property abutting upon that portion of said street a copy of this Resolution of Intent.
- (5) The Town Clerk is further directed to cause adequate notices of this Resolution of Intent and the scheduled public hearing to be posted as required by G. S. 160A-299.

Upon motion duly made by Commissioner Amy Patterson and duly seconded by Vice Mayor John Dotson, the above resolution was duly adopted by the Board of Commissioners at their regularly scheduled meeting held on the 6th day of September, 2011 in the Highlands Conference Center, 45 Poplar St.

Upon call for a vote the following Commissioners voted in the affirmative: Vice Mayor John Dotson, Commissioner Larry Rogers, Commissioner Gary Drake, and Commissioner Amy Patterson.

And the following Commissioners voted in the negative: N/A

This the 6th day of September, 2011.

David Wilkes, Mayor

ATTEST:

Rebecca R. Shuler, Town Clerk

The Town Board agreed to set the Public Hearing for October 4, 2011.

Town Attorney William Coward discussed with the Town Board utility easements, easement deeds verses fee simple title. Town Attorney Coward also discussed NCGS 160A-299 and advised the Board that each member should read that statute to be better informed. Discussion was had as to the property description, recordation of the plat, which prevails, and execution of contracts, to which Mr. Weller stated that the church would prepare. Town Attorney Coward also stated that there is a thirty (30) day appeal process that must be adhered to.

Jeff Weller of Summit Architecture, PA appeared before the Board to answer any questions.

Commissioner Gary Drake stated that the wording in paragraph (1) of the Resolution needed to be changed to show that the Town “intends to consider” closing a portion of Church Street. The re-wording is reflected above.

Commissioner Amy Patterson moved to approve the Resolution, reword paragraph one of the Resolution to state that the Board is considering closing a portion of Church Street, to set the public hearing for October 4, 2011, to provide the thirty (30) day appeal process and the legal description as shown on the survey, attached to the agenda package, be filed, which was seconded by Vice Mayor John Dotson and the vote was unanimous.

8. Discuss/Approve Preliminary & Final Subdivision Plat for Top Terrain, LLC

Top Terrain, LLC has requested a subdivision to create two separate parcels at the corner of Hwy 106 and Hwy 64. The 1.9 acre parcel will be the site of the new Highlands Post Office and the remaining 3.12 acres will be for future commercial development. The Planning Board unanimously recommends the approval of the preliminary and final subdivision plat for Top Terrain, LLC as submitted.

Code Enforcement Officer Josh Ward appeared before the Town Board and advised that what is being presented meets all requirements and all has been approved by the Planning Board. Vice Mayor John Dotson raised his concerns with the easement fronting on Franklin Road and that it is not the same on the Dillard Road. Vice Mayor Dotson stated that he would like to see another 40' easement coming into the post office on the Dillard Road side. Vice Mayor Dotson also raised his concerns regarding pedestrian and vehicle "risk" in that area. Mr. Ward advised that the Dillard Road entrance is being moved and that there will be left and right turn lanes.

Discussion was also had as to the southern portion of the property and future commercial businesses. Jack Calloway advised the Town Board that as to the southern portion of the property, the elevation is different by approximately ten (10) feet. Mr. Calloway further stated that he was trying to avoid cutting trees and further stated that moving the entrance was feasible. Commissioner Larry Rogers discussed the sidewalks and advised that the Town should provide the funds so that they may be installed.

Vice Mayor John Dotson made a motion to approve the Preliminary and Final Subdivision Plat for Top Terrain, LLC with the exception of ingress/egress access to Lot 1, as shown, being extended to forty (40) feet wide easement on Lot 1 to be used for Lots 1 and 2.

After further discussion, Vice Mayor Dotson amended his motion to approve the Plat as presented with the addition of a forty (40) foot ingress/egress easement for access to Lot 2 with an eastern easement to Lot 1 which would benefit Lots 1 and 2, which was seconded by Commissioner Gary Drake and the vote was unanimous.

9. Discuss/Approve Ordinance Forbidding Weapons on Town of Highlands Recreational Property

Town Attorney William Coward discussed with the Town Board what the state dictates as to what the Town can do and gave the example of the new amendment that will be coming out in December, 2011 that will change the definition of "recreation property". Town Attorney Coward also stated that the Town does not have an Ordinance regarding the "display" of firearms. Discussion was had as to open display, the proposed amendment being presented tonight and exemptions, making the suggestion that it should revert to state statute. Discussion and clarification was had as concealed weapons and being properly stored. Police Chief Bill Harrell explained the "plain view doctrine" and also stated that what was being proposed tonight is for recreation property only.

The Board was presented with a map showing all properties owned by the Town and it was the consensus of the Board to include more properties than just the recreational properties. The properties discussed to be included were: ball field including the conference center, PAC, all recreational park property, Town Hall property, Pine Street Park and Lake Sequoyah.

After further discussion and recommendation, the Town Board directed Town Attorney Coward to amend the proposed Ordinance to include specific properties and to bring this matter back to the Town Board for review and consideration at its next regularly scheduled meeting.

10. Discuss Travelers Insurance Company Recommendations

Travelers Insurance Company forwarded to the Town correspondence regarding a meeting held on August 16, 2011 and reviewed the following:

- Town's operations
- Review recommendations
- Discuss safety and risk management programs
- Surveyed the Town's civic center
- Identified and analyzed potential exposures to loss
- Analyzed the Town's claims experience
- Provided an overview of Traveler's risk control services available to the Town.

Travelers provided recommendations for the update of the employee manual, sexual harassment training of supervisors and employees, background checks and motor vehicle record checks. It was recommended by Interim Town Manager Robert Zoellner that obtaining motor vehicle records should be added to the employee manual. Commissioner Gary Drake requested that staff be directed to update the employee manual as to sexual harassment training.

11. Discuss/Approve DCI Ordinance for Background Investigations

ORDINANCE AMENDMENT

Pursuant to an affirmative vote of 4 to 0 by the Board of Commissioners of the Town of Highlands at its regular meeting on the 6th day of September, 2011, and an affirmative vote of ___ to ___ by the Board of Commissioners at its regular meeting on the ___ day of _____ 2011 (if necessary) the Code of Highlands, North Carolina, is hereby amended by adding a section, to be numbered 2-49, which said section reads as follows:

BACKGROUND CHECKS FOR CERTAIN TOWN EMPLOYEES

1. Purpose and Intent. The purpose and intent of this ordinance is to provide a procedure for conducting background checks in conjunction with all applications for employment with the Town, where the nature of the employment involves safety or security and thereby to limit its risk of hiring unsuitable employees and to safeguard its assets, current employees and the public.

2. Applicability. Except as otherwise specifically stated herein, this ordinance shall apply to all

persons who apply for initial employment or promotion to a permanent employment position (whether full, part-time, intern, or volunteer) of the Town having any one or more of the following (herein referred to as "Security/Safety Position"):

- a. significant duties of supervision and management of other employees;
- b. access to any valuable property of the Town, including cash;
- c. access to private information about other employees, including credit card and social security numbers;
- d. access to information about bank accounts, credit card accounts, or other financial information of the Town or other Town employees.
- e. access to computer data files of the Town;
- f. access to health information or other confidential records of other Town employees;
- g. duties relating to driving Town vehicles and/or equipment; or
- h. positions involving the care or instruction of children.

3. Exempt Positions. This ordinance shall not apply to persons serving on volunteer committees of the Town (unless they are also employed in a Security/Safety Position) the elected officials of the Town, the Town attorney and applicants who have not received a written conditional offer of employment where such offer is normally extended to such applicants.

4. Non-criminal history check. This ordinance shall not impair or impede the rights of the Town to investigate other matters relevant to an applicant's suitability for employment and verify the truth of items in an applicant's application. Such other matters may include, by way of example, employment history, verification of social security number and identity, education, credit history reports, motor vehicle records and national sexual offenders registry.

5. Employment Application Procedure. All applicants for employment for any Security/Safety Position shall be required to provide a completed fingerprint card, birth certificate, social security card and driver's license. Applicants will be required to sign a release on a form provided by the Town for this purpose. The release shall contain such provisions as the Town may from time to time deem appropriate, but in any event shall contain a provision specifically authorizing the activities of the Town under this ordinance. All employment opportunity announcements and advertisements of the Town will include a statement, if applicable, that the procedures provided for herein will be required.

6. Criminal History Check (CHC) Requirements. The Town, through its Town Manager, Police Chief, or other entity designated by the Board of Commissioners, shall conduct a Criminal

History Check of any applicant for a permanent full-time or part-time Security/Safety Position with the Town. Any CHC conducted shall include a search through the Division of Criminal Investigation (DCI) of the State Bureau of Investigations (SBI) pursuant to agreements between the Town and the SBI. Background checks will be conducted in compliance with all Federal and State laws and regulations, including Fair Credit Reporting Act and the American Disabilities Act.

7. Verification of CHC. The Town shall not consider the results of a CHC unless the results have been verified. Verification shall consist of a certified true copy of a public record from the jurisdiction where the conviction was obtained, and the determination by the SBI that the fingerprints of the applicant belong to the person convicted as shown by said public records.

8. Use of Verified CHC in Employment Decisions. If a verified CHC shows that the applicant has been convicted, pled guilty to, or pled *nolo contendere* to a felony, or a misdemeanor involving controlled substances, gambling, or any misdemeanor involving violence against another person, the Town will normally deny the applicant's employment request. Factors that may be considered by the Town as to any or all convictions discovered include the nature and the circumstances of the conviction (including pleas of *guilty/nolo contendere*), the date of the conviction, the age of the applicant at the time, the elements of the offense, the probation/parole status of the applicant, whether the offense arose out of an employment situation, patterns of offenses, and whether the conviction is reasonably related to the essential job functions of the position for which the application has been submitted. The applicant shall be notified, confidentially, of any use by the Town of the CHC.

9. Background Checks of Current Employees. The Town shall have the right to conduct a background check of any current employee in a Safety/Security Position, whether or not that employee is applying for a promotion, based upon reasonable suspicion that such check may be necessary to determine whether the employee may be compromising the safety or security of the Town or its citizens. Employees will be notified in writing of any results of such checks. Verified CHCs will be used as described above.

10. No Contract of Employment. Nothing in the ordinance shall be construed as a contract of initial employment or continued employment with the Town. Except as specifically set forth in a written contract of employment, all employees of the Town are employed "at will" and may be terminated at any time, for any reason or no reason at all.

11. Other Laws. This ordinance shall not be construed to abrogate any State statutes, regulations, or codes pertaining to police officers, and in the event of a conflict between this ordinance and a State requirement, the State requirement shall control. This ordinance shall not be construed to violate any State or Federal constitutional rights related to gender, race, disability, national origin, marital status, or religion. This ordinance shall be construed where possible to complement the Town's Personnel Manual.

12. Retention of Records. All records obtained under this ordinance shall be retained pursuant to relevant State requirements and other ordinances of the Town as may be adopted from time to time.

13. Confidentiality of Records. Release of records obtained under this ordinance shall be governed by State statutes, including N.C.G.S. 160A-168.

14. Town to Maintain Agreement with SBI/DCI Network Regulations and Fee Payment Terms. The Town will maintain an agreement with the State Bureau of Investigations (SBI) Division of Criminal Information (DCI) and fee payment terms as will enable the Town to obtain CBC's under this ordinance.

15. Severability of Provisions. If this ordinance or the application thereof to any person or circumstance is held to be invalid, such invalidity shall not affect other provisions or applications of the ordinance which can be given separate effect and to that end the provisions of this ordinance are declared to be severable.

16. Effective Date. This ordinance shall be in full force and effect immediately upon its adoption.

General statutory reference and authority: N.C.G.S. 160A-11 and 160A-12.

NOTE CONCERNING WORDING OF AMENDMENTS

(Town of Highlands, Code) Sec. 1-4. Amendments to Code; effect of new ordinances; amendatory language.

(a) All ordinances passed subsequent to this Code which amends, repeal or in any way affect this Code may be numbered in accordance with the numbering system of this Code and printed for inclusion herein. In the case of repealed chapters, sections and subsections or any part thereof by subsequent ordinances, such repealed portions may be excluded from the Code by omission from reprinted pages affected thereby. The subsequent ordinances as numbered and printed, or omitted in the case of repeal, shall be prima facie evidence of such subsequent ordinances until such time that this Code and subsequent ordinances numbered or omitted are readopted as a new Code of Ordinances by the board of commissioners.

(b) Amendments to any of the provisions of this Code may be made by amending such provisions by specific references to the section number of this Code in the following language: "That section _____ of the Code of Highlands, North Carolina, is hereby amended to read as follows: . . ." The new provisions shall then be set out in full as desired.

(c) If a new section not heretofore existing in the Code is to be added, the following language may be used: "That the Code of Highlands, North Carolina, is hereby amended by adding a section, to be numbered _____, which said section reads as follows: . . ." The new section shall then be set out in full as desired.

(d) All sections, articles, chapters or provisions of the Code desired to be repealed must be specifically repealed by section, article, or chapter number, as the case may be.

Town Attorney William Coward discussed the standard issued by the SBI and Police Chief Bill Harrell advised that all requirements on the SBI checklist have been adhered to. Town Attorney

Coward stated that the only change made to the proposed Ordinance Amendment was the addition of paragraph 10 (No Contract of Employment).

As there was no further discussion, Commissioner Gary Drake moved to adopt the Ordinance Amendment for Background Investigations, which was seconded by Commissioner Amy Patterson and the vote was unanimous.

12. Discuss/Approve Resolution to submit Water Projects Grant

RESOLUTION BY BOARD OF COMMISSIONERS Town of Highlands

WHEREAS, The Federal Safe Drinking Water Act Amendments of 1996 and the North Carolina Water Infrastructure Act of 2005 (NCGS 159G) have authorized the making of loans and grants to aid eligible units of government in financing the cost of construction of drinking water system improvements, and

WHEREAS, The Town of Highlands has need for and intends to construct a drinking water system project described as a raw water intake to be constructed at Lake Sequoyah. The Town dam which provides the impoundment for Lake Sequoyah is in need of improvements and these improvements will be made in conjunction with the new intake construction to ensure the long-term viability of the intake, and

WHEREAS, The Town of Highlands intends to request state loan/grant assistance for the project,

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners:

That the Town of Highlands, the **Applicant**, will arrange financing for all remaining costs of the project, if approved for a State (loan or grant) award.

That the **Applicant** will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system and the repayment of all principal and interest on the debt.

That the governing body of the **Applicant** agrees to include in the loan agreement a provision authorizing the State Treasurer, upon failure of the (unit of government) to make scheduled repayment of the loan, to withhold from the (unit of government) any State funds that would otherwise be distributed to the local government unit in an amount sufficient to pay all sums then due and payable to the State as a repayment of the loan.

That the **Applicant** will provide for efficient operation and maintenance of the project on completion of construction thereof.

That Bob Zoellner, Interim Town Manager, the **Authorized Official**, and successors so titled, is hereby authorized to execute and file an application on behalf of the **Applicant** with the State of North Carolina for a loan/grant to aid in the construction of the project described above.

That the **Authorized Official**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the **Applicant** has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted by the Board of Commissioners at their regularly scheduled meeting held on the 6th day of September, 2011 in the Highlands Conference Center, 45 Poplar St.

David Wilkes, Mayor

ATTEST:

Rebecca R. Shuler, Town Clerk

CERTIFICATION

I, Rebecca R. Shuler, Clerk of the Town of Highlands, does hereby certify that the above/ attached resolution is a true and correct copy of the resolution authorizing the filing of an application with the State of North Carolina, as regularly adopted at a legally convened meeting of the Town of Highlands duly held on the 6th day of September, 2011; and, further, that such resolution has been fully recorded in my office. IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of _____, 2011.

Rebecca R. Shuler, Town Clerk
210 N. 4th Street
Telephone (828) 526.2118
Fax (828) 526.2595

Interim Town Manager Robert Zoellner advised the Town Board that the Resolution was regarding the water intake and was necessary to obtain the needed paperwork to request grant funds.

As there was no further discussion, Commissioner Amy Patterson moved to approve the Resolution, as worded, which was seconded by Commissioner Gary Drake and the vote was unanimous.

13. **Discuss/Approve Resolution Adopting the Macon County Comprehensive Transportation Plan**

**RESOLUTION ADOPTING A
COMPREHENSIVE TRANSPORTATION PLAN
FOR THE TOWN OF HIGHLANDS, NORTH CAROLINA**

WHEREAS, Macon County, the towns of Franklin, Highlands, and the North Carolina Department of Transportation actively worked to develop a comprehensive transportation plan for Macon County and the municipalities located within its boundaries; and

WHEREAS, the county, towns, and the Department of Transportation are directed by North Carolina General Statutes 136-66.2 to develop a Comprehensive Transportation Plan that will serve present and anticipated travel demand in and around the county; and

WHEREAS, it is recognized that the proper movement of traffic within and through the town of Highlands is highly desirable; and

WHEREAS, after full study of the plan, the Highlands Town Board of Commissioners feel it to be in the best interests of Highlands to adopt a plan pursuant to General Statutes 136-66.2;

NOW, THEREFORE, BE IT RESOLVED that the Macon County Comprehensive Transportation Plan as shown on the attached map dated August 3rd, 2011 be approved and adopted as a guide in the development of the transportation system in Highlands and the same is hereby recommended to the North Carolina Department of Transportation for its subsequent adoption.

Upon motion duly made by Vice Mayor John Dotson and duly seconded by Commissioner Amy Patterson, the above resolution was duly adopted by the Board of Commissioners at their regularly scheduled meeting held on the 6th day of September, 2011 in the Highlands Conference Center, 45 Poplar St.

David Wilkes, Mayor

ATTEST:

Rebecca R. Shuler, Town Clerk

Mayor Wilkes advised that the Resolution was merely a matter of form and there was no discussion.

Vice Mayor John Dotson moved to approve the Resolution Adoption a Comprehensive Transportation Plan for the Town of Highlands, North Carolina, which was seconded by Commissioner Amy Patterson and the vote was unanimous.

14. Discuss/Approve Extension of Greenway Trail Construction Contract Change Order

The Town of Highlands was awarded on October 1, 2010 by the NCDENR a grant through the Recreational Trails Program. With the project coming in under the amount the Greenway received with this grant, they would like to extend the section on Big Bear Pen Mountain from Big Bear Pen Road to the Kelsey Trail. The trail will be on the Land Trust property just donated from Tommy Chambers and is adjacent to Mr. Williams' house. They will need approximately 45 steps. Interim Town Manager Robert Zoellner advised that the project came in under budget by \$12,977 and that funds should be spent on the trail.

As there was no further discussion, Commissioner Gary Drake moved to approve the Extension of the Greenway Trail Construction Contract Change Order, which was seconded by Commissioner Amy Patterson and the vote was unanimous.

15. Discuss/Approve Change Orders for Police Dept. Renovation

There are a few change orders that are necessary to move forward in construction for the new Police Department. These change orders will have been reviewed by the Finance Committee before the September 6, 2011 board meeting. Finance Committee will be able at that point to make a recommendation. The fiscal impact will be determined after Finance Committee meeting. It is recommended that the Town Board of Commissioners approve change orders for new Police Station as recommended by Finance Committee.

Jeff Weller of Summit Architecture addressed the Board and discussed some unforeseen matters that came up during the renovation. Mr. Weller also advised that he is looking for a change order as to security, access control and electrical technology wiring. Mr. Weller discussed security, access control, call box installation, which would put a caller directly into the non-emergency number. Also discussed was the camera system to which Mr. Weller suggested an update to a 16 channel DVR, which would give the police department more flexibility. Also discussed was furniture, built-ins, cabinetry, sidewalks and the Master Plan.

After further discussion, Commissioner Gary Drake moved to approve a change order of \$50,000.00 (\$45,000.00 appropriated and \$5,000.00 for contingency), which was seconded by Vice Mayor John Dotson and the vote was unanimous.

Commissioner Gary Drake moved the Town Board into Closed Session, which was seconded by Commissioner Larry Rogers and the vote was unanimous.

16. Closed Session for Personnel under [N.C.G.S. 143-318.11(a)(6)]

The Board met in closed session pursuant to N.C.G.S. 143-318.11(a)(6)].

No action was taken.

Commissioner Gary Drake moved the Board back into open session, which was seconded by Commissioner Larry Rogers and the vote was unanimous.

17. Adjournment

As there were no further matters to come before the Board of Commissioners, Commissioner Larry Rogers moved to adjourn, which was seconded by Vice Mayor John Dotson and upon unanimous vote the Town Board adjourned at 9:51 p.m.

Mayor David Wilkes

Jane J. Capman
Recording Secretary

Robert Zoellner
Interim Town Manager

Rebecca Shuler
Town Clerk