

Regular Meeting Minutes of the Town Board of Commissioners Meeting of September 19, 2013 at the Highlands Community Building, 71 Poplar St., Highlands, North Carolina.

Town Board Present: Commissioner John Dotson, Commissioner Amy Patterson, Commissioner Gary Drake, Mayor David Wilkes, Mayor Pro Tempore Eric Pierson and Commissioner Brian Stiehler.

Also Present: Town Manager Robert Frye, Town Clerk Rebecca Shuler, Parks and Recreation Director Lester Norris, MIS/GIS Director Matt Shuler, Public Works Director Lamar Nix, Police Chief Bill Harrell and Interim Planning and Development Director Josh Ward.

1. Meeting Called to Order

Mayor Wilkes called the meeting to order at 6:59pm.

2. Public Comment Period

Michael Little addressed the Board in reference to the unnecessary use of Jake Breaks on NC28 and 106.

Alan Marsh commented on the proposed Main Street Coordinator position.

Alice Nelson asked what specifically a Main Street Coordinator did.

3. Adjust and Approve Agenda

Mayor Wilkes asked the Board to amend the Consent agenda section of the agenda to include a resolution and agreement with the Governor's Highway Safety Program.

Commissioner Patterson made a motion to approve the agenda with the before mentioned addition, which was seconded by Commissioner Drake and the vote was unanimous.

4. Approval of Minutes

Regular Meeting Minutes of August 15, 2013

Commissioner Patterson asked that Section 9A be changed to state the vote was unanimous at the end of the second paragraph where it stated the vote was 4 to 0 with Pierson abstaining. Mayor Pro Tempore Pierson made a motion to approve the regular meeting minutes of August 15, 2013 with the before mentioned correction, which was seconded by Commissioner Stiehler and the vote was unanimous.

5. Reports

A. Mayor

There was no mayoral report.

B. Commissioners & Committees

There were no commissioner & committee reports.

C. Town Manager

There was no manager report.

6. Consent Agenda

Public Works Department
Police Department
Parks & Recreation Department

Planning & Development Department
Treasurer's Report
Upcoming Chamber Holiday Road Closing Schedule
Governor's Highway Safety Program Resolution and Agreement

Commissioner Dotson made a motion to approve the Consent Agenda. The motion was seconded by Commissioner Drake. Commissioner Patterson asked that the date of June 29th on the Planning and Development Department Report page 15 be changed to July 29th. Commissioner Drake made a motion to approve the Consent Agenda with the before mentioned correction, which was seconded by Mayor Pro Tempore Pierson and the vote was unanimous.

North Carolina Governor's Highway Safety Program
LOCAL GOVERNMENTAL RESOLUTION
Resolution No. 2013-10-Res

WHEREAS, the Highlands Police Department (herein called the "Agency") has completed an application contract for traffic safety funding; and that the Town of Highlands (herein called the "Governing Body") has thoroughly considered the problem identified and has reviewed the project as described in the contract;

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Town of Highlands, North Carolina in open meeting assembled in the Town of Highlands, North Carolina, This 19th day of September, 2013, as follows:

1. That the project referenced above is in the best interest of the Governing Body and the general public; and
2. That W.E. Harrell, Police Chief is authorized to file, on behalf of the Governing Body, an application contract in the form prescribed by the Governor's Highway Safety Program for federal funding in the amount of \$13,125.00 to be made to the Governing Body to assist in defraying the cost of the project described in the contract application; and
3. That the Governing Body has formally appropriated the cash contribution of \$4,375.00 as required by the project contract; and
4. That the Project Director designated in the application contract shall furnish or make arrangement for other appropriate persons to furnish such information, data, documents and reports as required by the contract, if approved, or as may be required by the Governor's Highway Safety Program; and
5. That certified copies of this resolution be included as part of the contract referenced above; and
6. That this resolution shall take effect immediately upon its adoption.

Upon motion duly made and seconded, the above resolution was unanimously adopted by the Board of Commissioners at their regularly scheduled meeting held on the 19th day of September, 2013 in the Highlands Community Building, 71 Poplar Street.

This the 19th day of September, 2013.

ATTEST:

David Wilkes, Mayor

Rebecca R. Shuler, Town Clerk

7. Financial Matters

A. Bid Approval: Pool Construction

Manager Frye presented the Board with the following bids for the pool construction:

Augusta Aquatics: \$713,850.00

Paddick Construction	\$744,860.00
Conner Construction	\$689,700.00

The total budgeted in the FY13-14 budget is \$450,000.00. At this time, the bids are approximately \$260,000.00 over budget. The Town is currently reviewing the bids and assessing its options. A more detailed report and recommendation will be presented at the next board meeting.

B. Bid Approval: Civic Center Improvements

The Town's FY13.14 budget includes funds for the replacement of the Civic Center's HVAC system, the replacement of all exterior doors and the upgrade of the main entryway with electric sliding doors.

Total amount budgeted for these projects were as follows:

HVAC system:	\$144,975.00
Door Upgrades:	\$54,696.00

The Town received the following bids on the projects:

HVAC	Northeast Georgia Heating and Air:	\$127,393.00
Exterior Doors	Highlands Construction	\$26,392.00
	Futral Enterprises	\$27,105.00
	H.L. Wilson and Sons	\$30,524.92
Electric Doors	Franklin Glass Service	\$52,700.00

Staff recommends that Northeast Georgia Heating and Air be awarded the bid for the HVAC upgrade, Highlands Construction be awarded the exterior door upgrade, and Franklin Glass Service be awarded the bid for the electric door upgrade.

Staff proposes to shift \$6,814.00 from the fuel oil line item in the Parks and Recreations budget to cover the project deficit. The shift from this particular line item is due to the fact that the new heating system will be electric rather than fuel. A budget amendment in the amount to \$6,814.00 is included under agenda item 7D for Board consideration.

After a brief discussion in reference to the amount of electrical usage increasing and the need for the electric doors, Commissioner Patterson made a motion to approve the bids as recommended by Staff for the Civic Center Improvements. The motion was seconded by Commissioner Drake and the vote was unanimous.

C. Bid Approval: Big Bear Pen Waterline Replacement

Included in the FY2013.14 budget was \$200,000.00 allotted for the Big Bear Pen Water Line Project. Staff sought four bids and only received two back. One bid did not provide a bid bond. Therefore, the low bidder on the Big Bear Pen Water Project was Stillwell Enterprises, Inc. with a bid of \$160,942.00. Staff recommends the bid be awarded to Stillwell Enterprises, Inc.

Commissioner Drake questioned if the Town was satisfied with Stillwell's work. Public Works Director Nix said the Town was happy with their work and Commissioner Patterson confirmed that the company had completed lots of work for the Town. Commissioner Drake made a motion to award the bid to Stillwell Enterprises, Inc. which was seconded by Mayor Pro Tempore Pierson.

Commissioner Dotson asked upon awarding the bid when work would start. Nix stated within the next 30 days and would continue for approximately 5 months. The vote was unanimous.

D. Request for Budget Amendments

The Town had funds budgeted in FY 2012-13 for new entrance signs. All revenue related to the project was received in FY 2012-13, however due to delays all expenditures were not incurred. A budget amendment is necessary to appropriate \$30,125.00 received in FY 2012-13 to pay the remaining expenditures in FY 2013-14.

The Recreation Department has funds budgeted in FY 2013-14 for improvements to the Civic Center. The budget amendment to transfer \$6,814.00 from fuel oil to Capital Outlay - other improvements is necessary to cover the project deficit based on bids received for the improvements.

Commissioner Dotson made a motion to approve the budget amendments for the entrance signs and the improvements at the Civic Center, which was seconded by Commissioner Drake and the vote was unanimous.

8. Personnel Matters

A. Request for Amendment to Personnel Manual

With the Affordable Health Care Act (Obama Care) now in effect, it is necessary for the Town to amend its personnel manual to specify that a full time employee must work at least 40 hours per week to qualify for health care benefits.

The current policy reads: Article II. GENERAL PROVISIONS, Section 3. Definitions, "(c) Full-Time Employee: An employee, either regular or temporary, who is regularly scheduled to work the number of hours per workweek designated by the Board of Commissioners as full-time."

The recommended amendment is: Article II. GENERAL PROVISIONS, Section 3. Definitions, "(c) Full-Time Employee: An employee, either regular or temporary, who is regularly scheduled to work 40 hours per workweek is designated by the Board of Commissioners as full-time."

Commissioner Stiehler asked if health insurance didn't have to be offered to any employee working over 30 hrs. Manager Frye stated they did have to be offered it but the Town doesn't have to pay for it.

Commissioner Drake made a motion to amend the personnel manual to reflect this new verbiage, which was seconded by Commissioner Dotson and the vote was unanimous.

B. Main Street Coordinator

Mayor Wilkes asked that this item be placed on the agenda for consideration. There has been discussion among the Main Street Advisory Group as well as the Planning Liaison Group over the possibility of the Town hiring a full time Main Street Coordinator to oversee town activities on Main Street.

The job description which outlines the duties and responsibilities of such a position has been distributed and in regards to funding the position, there are currently funds available within the Planning and Development budget which were included in this year's budget to cover two positions in the Planning and Development Department. As the town is not looking to fill the current vacant position, these funds could be allocated to this position.

If the Board wishes to move ahead with exploring this idea, Manager Frye suggests the position be listed as a grade 18; level one at a starting salary of \$41,017.60 which is well within the amount of funding allocated within the Planning and Development budget.

Enclosed for Board review was salary information based on what it would cost to fund this position at the recommended level. Manager Frye envisions the position, at least initially, to be housed in Town Hall. Frye also said it would be very beneficial to have a very detailed job outline.

Mayor Wilkes stated that the Small Town Main Street Program started 3 years ago and 2 things that have come out of it was the \$200,000 grant for Lupoli's Town Square project and the wayfinding sign project. Once a Town has the two years with a Small Town Main Street facilitator and planner; it has to decide if it wants to continue on with the Main Street Program. Mayor Wilkes stated that a lot of town's have a Main Street Coordinator position and it is funded by the town. Most of these towns are looking for economic development. The Town of Highlands economic development is through its commercial buildings. During the months of June through October the volunteers on the Small Town Main Street Committees are too busy to continue without the leadership of a Coordinator.

Commissioner Dotson said he had looked at this position and had thought about and was less that excited on the idea. Dotson said he would need to see more justification. Mayor Pro Tempore Pierson said the position had become a discussion at a land use committee meeting but felt the Town needed to look more into how this would bring the businesses together. Commissioner Drake agreed with Commissioner Dotson, stating he needed more justification as well. Drake said he could think of more ways the Town could spend that money.

After a few more brief comments, the Mayor said the position would be Main Street based but would include the whole Town not just Main Street.

9. Planning Matters:

A. Discussion: Proposed Conditional Zoning Change

As the Town has experienced over the past year, the process for Conditional Use Zoning Districts is lengthy and cumbersome. In doing some research, staff has learned that the majority of counties and municipalities in North Carolina use Conditional Zoning instead of Conditional Use Zoning Districts. The main difference being that with Conditional Zoning, the decision made by the Town Board of Commissioners is the final approval. With Conditional Use Zoning Districts, a Special Use Permit (Conditional Use Permit) is required following the Town Board's approval. The Zoning Board of Adjustment has the authority to review Special Use Permit applications. The Special Use Permit process takes approximately a month to finalize and could potentially lead to additional conditions being imposed after Town Board approval.

Commissioner Drake said he felt the Town was heading in the right direction. Commissioner Patterson said she had been saying all along that when the Board makes a decision it should stick and other boards should not be allowed to add or take away from those decisions. Commissioner Dotson said he was in favor and that the Land Use Committee had reviewed it.

Commissioner Stiehler made a motion to set a public hearing for the October 17, 2013 meeting at 7pm for the proposed conditional zoning change, which was seconded by Commissioner Drake and the vote was unanimous.

B. New Gateway/Welcome Signs

Commissioner Dotson said he felt the signs were not as well executed as they should have been for \$20,000.00 of taxpayers' dollars. Dotson presented the Board with sign drawings and stated that the signs aren't even centered.

C. Sign Ordinance Revision

The Planning Board has spent the last two meetings reviewing and discussing the list of sign standards given by the Town Board for their recommendation. The Planning Board will be finalizing recommendations at the September meeting in preparation for the Town Board meeting on October 17, 2013.

D. Appearance Commission Recommendation

The Appearance Commission was established by the Town Board of Commissioners in the 1990's to review the aesthetics of new commercial building construction. Since the establishment of the Appearance Commission, standards to regulate the types and colors of exterior materials of commercial buildings have been adopted. With the continued struggle to locate members to serve on the Appearance Commission, staff and the Land Use Committee feel the Planning Board should review these standards as well as all other standards within the Unified Development Ordinance.

After a very brief discussion, Commissioner Patterson moved to set a public hearing on the recommendation to dissolve the appearance commission for the October 17, 2013 meeting at 7pm which was seconded by Commissioner Drake and the vote was unanimous.

10. Parks and Recreation Matters: Discussion: After School Program

The After School Program was started back in 2006 as a free service to local working families. This program costs the Town around \$11,000.00 a year. So far this year, the program is serving from 13 to 23 students daily. With the rising cost of recreation and the current economic status, staff and the recreation committee feels it is time for the Town to start recovering some of its expense. Staff estimates charging \$2 per day per child would generate \$4,400.00 for expenses incurred while charging \$5 per day per child would generate \$11,700.00.

Commissioner Patterson said the town should look for a middle ground. Patterson said she felt the town should wait till the first of the year for parents to work the fees into their budgets. Commissioner Drake agreed stating he felt it would be great to give citizens some time to see if they can afford it and still want to participate.

Lila Howland asked why if the town was giving away free utilities it couldn't support the community's children.

Commissioner Patterson made a motion to charge \$2 a day for the after school program and recommended waiting until January for the fees to go into effect, which was seconded by Commissioner Stiehler and the vote was unanimous.

11. MIS/GIS Matters

A. Pole Attachment Ordinance Amendment

MIS/GIS Director Matt Shuler stated the pole attachment ordinance amendment was on last month's agenda and Town Attorney Coward had redrafted it. The amendment is to give the Town the authority to take care of a wire that could pose in eminent danger.

Commissioner Drake questioned if the amendment was Coward's verbiage. Shuler confirmed it was.

Commissioner Stiehler made a motion to approve the pole attachment ordinance amendment, which was seconded by Commissioner Drake and the vote was unanimous.

Ordinance Amendment

Pursuant to an affirmative vote of ___ yeas to ___ nays by the Board of Commissioners of the Town of Highlands at its regular meeting on the ___ day of _____ 2013, and an affirmative vote of ___ yeas to ___ nays by the Board of Commissioners at its

regular meeting on the ____ day of _____ 2013, the following ordinances are hereby AMENDED:

(Proposed Amendments in red italics, showing additions)

Chapter 15
Utilities
Article V. Pole Attachment Regulation*

Sec. 15-330. Necessary action.

Notwithstanding any other provision of this article, in cases of emergency, ~~the town may take such action concerning any attachments or facilities of any licensees as the town in its discretion deems necessary, including relocating, replacing, or renewing facilities, transferring facilities, substituting poles, or other work.~~ Affected licensees shall, on demand, reimburse the town for the expense thereby incurred. *imminent danger, such as but not limited to, fallen wires in streets, on homes, or in areas of pedestrian traffic, the town may, in its discretion, relocate, repair (which may be temporary), remove and/or replace any lessee's pole attachments and facilities (as defined in section 15-303) in order to eliminate such danger. The town will attempt to notify the affected lessees prior to taking such action, but notification shall not be a prerequisite for the town's actions under this section, nor a defense to an action by the town under this ordinance for collection of the costs of such action. The requirement of written notice under Section 15-344 shall not apply to cases of imminent danger, and notice shall be deemed sufficient under this section if oral, by telephone, or any other means reasonably calculated to give notice. In addition to the other requirements in this ordinance that licensees bear certain costs associated with their activities, licensees shall pay the operational expenses incurred by the town in connection with actions under this section. "Operational expenses", as used in this section, shall mean the licensee's share (as determined by the town) of the expenses reasonable necessary to effectuate the elimination of the cause of the imminent danger, in excess of the normal salaries of town employees involved in the work. In addition, the town will assess as a standard charge an "emergency pole remediation fee" for actions taken under this section. This fee will be listed on the town's fee schedule.*

That Section 15-330 of the Code of Highlands, North Carolina, is hereby amended to read as follows:

Sec. 15-330. Necessary action.

Notwithstanding any other provision of this article, in cases of imminent danger, such as but not limited to, fallen wires in streets, on homes, or in areas of pedestrian traffic, the town may, in its discretion, relocate, repair (which may be temporary), remove and/or replace any lessee's pole attachments and facilities (as defined in section 15-303) in order to eliminate such danger. The town will attempt to notify the affected lessees prior to taking such action, but notification shall not be a prerequisite for the town's actions under this section, nor a defense to an action by the town under this ordinance for collection of the costs of such action. The requirement of written notice under Section 15-344 shall not apply to cases of imminent danger, and notice shall be deemed sufficient under this section if oral, by telephone, or any other means reasonably calculated to give notice. In addition to the other requirements in this ordinance that licensees bear certain costs associated with their activities, licensees shall pay the operational expenses incurred by the town in connection with actions under this section. "Operational expenses", as used in this section, shall mean the licensee's share (as determined by the town) of the expenses reasonable necessary to effectuate the elimination of the cause of the imminent danger, in excess of the normal salaries of town employees involved in the work. In addition, the town will assess as a standard charge an "emergency pole remediation fee" for actions taken under this section. This fee will be listed on the town's fee schedule.

B. Communications Ordinance Amendment

MIS/GIS Director Matt Shuler said the Communications Ordinance has evolved as a result for the fiber usage by other entities. Staff needs Board directive on the cost for lease rates.

Commissioner Drake asked if these proposed rates were standard rate. Shuler stated the town had started on what he thought was the low side to encourage participation.

Commissioner Drake wanted to know what the initial setup would cost while Commissioner Patterson questioned who the anticipated customer would be. Shuler stated the Town's general equipment and labor costs plus material would make up the initial setup which will vary from situation to situation. Shuler also stated the Town already had interest from Highlands Cable Group.

Commissioner Drake questioned how many fibers the Town uses. Shuler stated four of the forty-eight. Commissioner Patterson wanted to know if we should reserve any more for Town's use and if we were going to limit the number of fibers a customer could lease. Drake said he was definitely a supporter of competition and therefore felt we should limit the number of fibers a customer could lease.

Mayor Wilkes asked how often the lease rate could be changed and was told the fee would be found in the fee schedule therefore it could be changed as often as need be. Commissioner Patterson questioned the subletting of the fiber and Commissioner Dotson asked if we could tell if the fiber was being sublet. Shuler told the Board the entry points are controlled and also that lessees cannot touch the fiber for repair which will also provide a way of control.

Commissioner Patterson wanted the ordinance to state that the Town designates the initial setup. After a few more brief comments, it was determined that the communications ordinance amendment would be brought back to next month's meeting for further review.

12. Miscellaneous Matters

A. Request from Land Stewards of the Highlands Plateau

Manager Frye presented the Land Stewards of the Highlands Plateau request for funding of \$1,000 for the eradication of Knotweed. After a brief discussion as to what budget year the funding was requested for, Commissioner Drake moved to approve the request for the current FY13.14 budget year. Commissioner Stiehler seconded the motion and the vote was unanimous.

B. Request from Humane Society

David Stroud with the Cashiers-Highlands Humane Society has requested permission to have the new mobile spay/neuter and rescue vehicle (H.E.A.R.T. of North Carolina-Humane/Emergency/Adoption/Rescue/Transport) at one of three locations below (listed in order of preference) for an anticipated two days a month. One weekday per month will be for spay/neuter and one weekend day per month will be for an adoption event. The society is not asking for set days each monthly and is more than willing to work around the facility schedule. The requested locations are the Highlands Community Building parking lot, Kelsey-Hutchinson Park, or the parking lot adjacent to Highlands Dog Park. Dates for the adoption events will start in November and spay/neuter events will start in March or April.

Commissioner Stiehler said this was discussed at the last Recreation Committee meeting and the committee supports the request.

The Board skipped to the next item as a Commissioner had left the room.

C. Discussion: Replacement of Christmas Decorations

Earlier in the year there was some discussion about replacing the town's current Christmas decorations with something of a more traditional nature. Unfortunately,

nothing further took place and no funds were allocated in the budget for the replacement of the existing decorations.

Commissioner Dotson requested that staff look into the matter and place the item on the agenda for Board discussion. Per his request, staff has found several decorations which might make suitable replacements. Information was given to the Board. A budget amendment would be required, if approved, as no funds were included in the budget for this expenditure. The manufacturer can have all the decorations to the town in time for this holiday season that as long as an order is received by the end of the month.

Commissioner Drake wanted to know if this was approved what guidelines the Town was going to set up for storage and care of the lights so that they would last longer. Commissioner Stiehler asked if we could fluff last year's decorations so that we can take a look at other options before next year.

Commissioner Stiehler made a motion to fluff the wreaths for Main Street this year and to research new lights between now and next year. After a brief discussion as to whether or not to put up the snowflake lights versus the old lantern lights, Commissioner Stiehler withdrew his motion.

Mayor Wilkes asked the Board for a motion on the Humane Society's request now that all Commissioners were present. Commissioner Stiehler made a motion to allow the Cashiers Highlands Humane Society to use the Community Building parking lot as requested, which was seconded by Commissioner Dotson and the vote was unanimous.

D. Intent to Seek Funds

The Town was moving forward last year with applying for funding for the new water intake and dam refurbishment projects. Due to the delays brought on by the issuance of the Finding of No Significance by the State of North Carolina. The funding cycle closed. In order to proceed with a new application for funding, a Resolution to Seek Funding and a letter of notification needs to be approved by the Board.

Commissioner Drake made a motion to approve the Resolution to Seek Funding and letter of notification, which was seconded by Commissioner Patterson and the vote was unanimous.

RESOLUTION BY BOARD OF COMMISSIONERS Resolution No. 2013-09-Res

WHEREAS, The Federal Safe Drinking Water Act Amendments of 1996 and the North Carolina Water Infrastructure Act of 2005 (NCCGS 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 of the Town of Highlands, North Carolina:

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 Robert A. Frye, Jr., 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.

Upon motion duly made and seconded, the above resolution was unanimously adopted by the Board of Commissioners at their regularly scheduled meeting held on the 19th day of September, 2013 in the Highlands Community Building, 71 Poplar Street.

This the 19th day of September, 2013.

David Wilkes, Mayor

ATTEST:

Rebecca R. Shuler, Town Clerk

CERTIFICATION BY RECORDING OFFICER

The undersigned duly qualified and acting _____ 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 19th day of September, 2013; and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office. IN WITNESS WHEREOF, I have hereunto set my hand this 19th day of September, 2013.

Rebecca R. Shuler, Town Clerk

13 Adjournment

As there were no further matters to come before the Board of Commissioners, Commissioner Drake moved to adjourn, which was seconded by Commissioner Stiehler and upon unanimous vote, the Town Board adjourned at 8:59pm.

David Wilkes
Mayor

Rebecca R. Shuler, CMC, NCCMC
Town Clerk