

Regular Meeting Minutes of the Town Board of Commissioners Meeting of Thursday, January 15, 2015 at the Highlands Community Building, 71 Poplar Street, Highlands, North Carolina.

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

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

1. Meeting Called to Order

Mayor Taylor called the meeting to order at 7:00pm.

2. Public Comment Period

Tucker Chambers expressed his concern over the hydroelectric power project that has been proposed by Advanced HydroPower, Inc.

3. Adjust and Approve Agenda

Commissioner Patterson moved to approve the agenda as presented, which was seconded by Commissioner Dotson and the vote was unanimous.

4. Approval of the December 11, 2014 Regular Meeting Minutes

Commissioner Patterson requested that it be changed to reflect that only the additional \$300,000 donation had an expiration date of December 31st on page 4. Commissioner Pierson made a motion to approve the regular meeting minutes of December 11, 2014 with the before mentioned correction, which was seconded by Mayor Pro Tempore Stiehler and the vote was unanimous.

Approval of the December 11, 2014 Closed Session Minutes

Commissioner Patterson made a motion to approve the closed session minutes of December 11, 2014 as presented, which was seconded by Mayor Pro Tempore Stiehler and the vote was unanimous.

5. Reports

A. Mayor

Mayor Taylor wanted to ensure Mr. Chambers that he had a number of FERC power plant advisors giving him information and that he would be advising the citizens throughout the budget work sessions as information became available.

Taylor also informed everyone that he does host a Mayor's walk every Tuesday to look at various locations on the greenway and other historical areas around town and that there would be a walk upcoming to look at the hydroelectric plant as well.

Taylor reported that he had visited Mr. Lightner, the County's Tax Administrator, and the County Manager in regards to the tax reevaluation and how it affects the citizens of the town and would be writing an article on his findings.

He also informed everyone that he had provided Manager Frye with a list of budget concerns for the planning of the FY15/16 budget and that any citizen should contact their commissioners with their requests as well.

B. Commissioner and Committee Reports

Mayor Pro Tempore Stiehler stated that the EDC had just informed everyone that Caterpillar will be consolidating and closing its operations in Franklin.

Commissioner Calloway reported that the wall on 3rd Street was complete.

C. Town Manager

Manager Frye informed the Board the pool cover contract had been signed.

He also stated that the Intake Project was underway, but with all the rain it had been hard to maintain the water flow for drainage. He reported that two extra diesel engines had been brought in. A couple of questions were asked in regards to the cost of the extra engines and the sandbags to keep the water in the Big Creek area of the lake for our current intake.

6. Consent Agenda

Public Works Department
Police Department
Parks & Recreation Department
Planning & Development Department
Treasurer's Report

Mayor Pro Tempore Stiehler made a motion to approve the consent agenda, which was seconded by Commissioner Dotson and the vote was unanimous.

7. Financial Matters: Bid Awards

A. Landscaping/Mowing Contracts

The Town annually sends out the Town's Mowing and Landscaping contracts for bid. A summary of this year's bids is as follows:

Highlands Parks and Recreation

Zoellner Landscaping, Inc.	\$ 23,160.00
Tate Landscaping Services, Inc.	\$ 27,460.00
Mountain Hardscapes	\$ 17,600.00
J&J Lawn and Landscaping Services, Inc.	\$ 27,795.00

Zachary Park

Tate Landscaping Services, Inc.	\$ 14,285.00
Zoellner Landscaping, Inc.	\$ 20,940.00
Mountain Hardscapes	\$ 13,047.00
J&J Lawn and Landscaping Services, Inc.	\$ 14,283.00

Highlands Memorial Park

Zoellner Landscaping, Inc.	\$ 41,107.00
Mountain Hardscapes	\$ 29,763.00

J&J Lawn and Landscaping Services, Inc.	\$ 31,318.00
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Town Landscape

Tate Landscaping Services, Inc.	\$ 16,500.00
Mountain Hardscapes	\$ 15,504.00
Zoellner Landscaping, Inc.	\$ 34,104.00

Kelsey/Hutchinson (Pine Street) Park and Macon Bank Ampitheater

Tate Landscaping Services, Inc.	\$ 4,070.00
Zoellner Landscaping, Inc.	\$ 3,554.00
Mountain Hardscapes	\$ 2,800.00
J&J Lawn and Landscaping Services, Inc.	\$ 2,982.00

As you can tell the apparent low bid on all contracts Highlands Park and Recreation, Pine Street Park and Amphitheater, Zachary Park, Highlands Memorial Park, and Town Landscaping is Mountain Hardscapes.

Commissioner Pierson stated that he had an issue with the way the bids are done and would like to see some continuity with the contracts. Commissioner Patterson questioned who coordinated the individual contracts and was informed: Lamar oversaw the Cemetery contract, Lester oversaw the Recreation, Zachary Park, and the Pine Street contracts and Bob oversaw the Town Landscaping contract.

Commissioner Dotson said he would like to see a quarterly review added into the contract especially if the town is swapping contractors annually and have the individual department really oversee the work and be able to say if the contractor is doing a good job.

Public Works Director Nix stated that the contract was very specific as to the work that is being done.

Commissioner Pierson request that soil sampling be added to the contract to determine the amount of fertilizer to be used on each contract. Commissioner Patterson mentioned redoing the contracts for next year with Pierson’s recommendations.

Commissioner Dotson moved to award the contracts to the lowest bidder with the quarterly review added to the contracts, which was seconded by Mayor Pro Tempore Stiehler and the vote was unanimous.

B. Parks and Recreation Project Bids

As you may recall, Mr. Art Williams made a generous donation of money to the town for the completion of an enclosure for the pool as well as a new gym floor. After the bidding process and contract for the pool enclosure there is \$175,000.00 remaining from the donation along with \$60,000.00 that was budgeted in FY2014/15 for the main level restroom refurbishment. This is a total amount remaining of \$235,000.00.

On Monday, January 5, 2015 the Town of Highlands opened bids for the Parks and Recreation projects including the main level restroom refurbishment, floating wood gym floor, motorized bleacher and goal systems, and interior painting of the gym walls and did not have enough bids to open. The projects were rebid and opened on Thursday, January 15, 2015. The bids received were as follows by project:

Main Level Restrooms:

Contractor	Base Bid	Alt. 1 (Bond Amt.)	Alt. 2	Alt. 3
Warth Construction, Inc.	\$74,651.10	\$2,250.00	\$2,480.00	\$8,326.00

Floating Wood Gym Floor:

Contractor	Base Bid	Alt. 1	Alt. 2
HDC	\$90,000.00	\$12,500.00	\$900.00
Carolina Hardwood & Construction, Inc.	\$55,856.41	\$34,006.65	\$1,588.50

Motorized Bleacher and Goal System:

Contractor	Base Bid
Learning Environments, Inc.	\$89,250.00
Hawkins & Kolb	\$106,250.00

There were no bids for the interior painting; however, having attempted to bid this project twice the town negotiated the following:

Interior Painting of Gym Walls:

Contractor	Base Bid
Warth Construction, Inc.	\$13,627.50

Commissioner Patterson made a motion to award the bids as follows and to appropriate \$44,786.16 to cover the remaining amount.

Main Level Restrooms:

Warth Construction, Inc. \$85,457.10

Floating Wood Gym Floor:

Carolina Hardwood & Construction, Inc. \$91,451.56

Motorized Bleacher and Goal System:

Learning Environments, Inc. \$89,250.00

Interior Painting of Gym Walls:

Warth Construction, Inc. \$13,627.50

The motion was seconded by Commissioner Dotson and the vote was unanimous.

C. Duke Energy Contract Amendment

The Board was presented with an email and revised contract between Duke Energy and the Town of Highlands. The reasoning for the amendment is to do with changes in what Duke Energy will be allowed to charge its customers as part of its required decommissioning of its nuclear power plants. The town should save approximately \$200,000.00 over the life of the contract.

Commissioner Patterson asked Manager Frye to explain what was being amended as she couldn't find anything different in the contract.

Town Attorney Coward said that we definitely needed to make sure the correct mayor was listed on the amendment.

The Duke Energy Contract was tabled until the next meeting for Manager Frye to follow up on what had changed in the contract.

D. Donation of Street Planters

Manager Frye then brought up that Miguel Ortega of Palillos Stone Masonry has offered to donate the reconstructing of the stone planters on Main Street to match the stone work used on the walls on Oak and 3rd Street. Ortega said he would minimize work space to two parking spaces and reconstruct one planter at a time.

After some brief discussion as to steel bollards, Mayor Pro Tempore Stiehler made a motion to accept the donation. The motion was seconded by Commissioner Patterson and the vote was unanimous.

It was determined that the bollards would be revisited at a later time.

8. Personnel Matters

A. Salary/Position Classification Study Presentation

David Hill of HR Essentials Consulting was on hand and presented the Board with a summary of the Pay Plan and Classification Study including the following pay plan and implementation.

Recommended Pay Plan

Salary Grade	Classification	FLSA	Minimum	Mid-Point	Maximum
9	Part-Time Seasonal Staff	N	\$16,120	\$20,150	\$24,180
10	Maintenance and Custodial Worker	N	\$19,980	\$24,975	\$29,970
11	Part-Time Administrative Assistant-Police		\$20,979	\$26,223	\$31,468
12			\$22,028	\$27,535	\$33,042
13			\$23,129	\$28,911	\$34,693
14			\$24,285	\$30,356	\$36,427
15	Civic Center Attendant	N	\$25,499	\$31,873	\$38,248
16	Sanitation Equipment Operator	N	\$26,774	\$33,467	\$40,161
17	Administrative Assistant Civic Center Coordinator Street Maintenance Equipment Operator Sanitation Lead Worker Utilities Billing and Collections Technician Water/Sewer Maintenance Worker	N N N N N N	\$28,113	\$35,141	\$42,169
18	Fire Fighter I Water Treatment Plant Operator	N N	\$29,519	\$36,898	\$44,278
19	Fire Fighter II Police Officer Street Maintenance Supervisor Tree Trimmer Utility Meter Reader Water/Sewer Maintenance Supervisor	N N N N N N	\$30,995	\$38,743	\$46,492
20	Lead Tree Trimmer Master Police Officer III	N N	\$32,545	\$40,681	\$48,817
21	Deputy Town Clerk Deputy WTP Operator Deputy WWTP Operator Fire Lieutenant Master Police Officer II Sanitation Superintendent Street Maintenance Superintendent	N N N N N N N	\$34,172	\$42,715	\$51,258

	Tree Trimmer Crew Leader	N			
	Utilities Maintenance Tech & Safety Officer	N			
22	Accounts Payable Technician	N			
	Master Police Officer I	N			
	Police Detective	N	\$35,880	\$44,850	\$53,820
	Water/Sewer Superintendent	N			
23	Fire Captain-Inspector	N	\$37,674	\$47,092	\$56,511
24	Chief Waste Water Treatment Plant Operator (ORC)	N			
	Chief Water Treatment Plant Operator (ORC)	N			
	GIS/Computer Support Specialist	N	\$39,557	\$49,446	\$59,335
	Police Lieutenant	N			
	Town Clerk/Utilities Supervisor	N			
25	Fire Assistant Chief	N	\$41,535	\$51,918	\$62,302
26	Electrical Line Technician First Class	N	\$43,712	\$54,640	\$65,568
	Police Captain	E			
27	Fire Chief	E			
	Parks and Recreation Director	E	\$45,898	\$57,372	\$68,847
28	Electrical Distribution Crew Chief	N	\$48,193	\$60,241	\$72,290
29	Human Resources Director	E			
	Planning and Development Director/Codes Enforcement Officer	E	\$50,603	\$63,254	\$75,905
30	Electric Distribution Superintendent	N			
	Chief of Police	E	\$53,133	\$66,416	\$79,700
31	Finance Director	E			
	Information Technologies Director	E	\$55,790	\$69,737	\$83,685
32			\$58,580	\$73,225	\$87,870
33			\$61,509	\$76,886	\$92,263
34			\$64,584	\$80,730	\$96,876
35			\$67,813	\$84,766	\$101,719
36			\$71,204	\$89,005	\$106,806
37			\$74,764	\$93,455	\$112,146
38	Public Works Director	E	\$78,502	\$98,127	\$117,753
39			\$82,427	\$103,033	\$123,640
40	Town Manager	E	\$86,548	\$108,185	\$129,822

Implementation Recommendation

Adopt the recommended Pay Plan with the placement of each employee in the appropriate salary grade, at the minimum or current salary, whichever is higher, and develop a methodology for the future advancement of employees both horizontally and vertically within the Pay Plan. Annual cost of implementation: \$16,348.20, excluding Retirement and F.I.C.A.

Allocation List Implementation Recommendation (Following Page)

<u>Employee Name</u>	<u>Job Title</u>	<u>Salary Grade</u>	<u>Current Salary</u>	<u>Suggested Title</u>	<u>New Salary Grade</u>	<u>New Salary Minimum</u>	<u>Recommended Salary</u>	<u>Change Amount</u>	<u>% Of Change</u>
Dills, Rebekah L.	Utility Customer Service Representative	13	\$33,363.20	Utilities Billing & Collections Technician	17	\$28,113.00	\$33,363.20	\$0.00	0.00%
Brown, Hilda K.	Assistant Treasurer	19	\$52,270.40	Accounts Payables Technician	22	\$35,880.00	\$52,270.40	\$0.00	0.00%
Young, Charles B.	Finance Director	19	\$55,161.60	Finance Director	31	\$55,790.00	\$55,790.00	\$628.40	1.14%
Shuler, Rebecca R.	Town Clerk & Secretary to Town Manager	21	\$50,752.00	Town Clerk/Utilities Supervisor	24	\$39,557.00	\$50,752.00	\$0.00	0.00%
Gibson, Sonjia K.	Human Resources Director	23	\$53,289.60	Human Resources Director	29	\$50,603.00	\$53,289.60	\$0.00	0.00%
Nix, Stephen L.	Public Works Director	26	\$98,820.80	Public Works Director	38	\$78,502.00	\$98,820.80	\$0.00	0.00%
Frye, Jr., Robert A.	Town Manager	30	\$112,070.40	Town Manager	40	\$86,548.00	\$112,070.40	\$0.00	0.00%
Spradlin, Melvin E.	Tree Trimmer Right-of-Way	10	\$31,449.60	Tree Trimmer	19	\$30,995.00	\$31,449.60	\$0.00	0.00%
Shope, Jr., Edwin W.	Tree Trimmer Right-of-Way	10	\$32,468.80	Lead Tree Trimmer	20	\$32,545.00	\$32,545.00	\$76.20	0.23%
Lovell, Timothy G.	Tree Trimmer Right-of-Way	10	\$32,656.00	Tree Trimmer	19	\$30,995.00	\$32,656.00	\$0.00	0.00%
Ramey, James L.	Lead Meter Reader	10	\$38,459.20	Utility Meter Reader	19	\$30,995.00	\$38,459.20	\$0.00	0.00%
Parker, Christopher W.	Tree Trimmer Crew Leader	13	\$38,916.80	Tree Trimmer Crew Leader	21	\$34,172.00	\$38,916.80	\$0.00	0.00%
Allison, David J.	Line Tech First Class	17	\$59,425.60	Electrical Line Technician (First Class)	26	\$43,712.00	\$59,425.60	\$0.00	0.00%
Leffler, David J.	Line Tech First Class	17	\$63,356.80	Electrical Line Technician (First Class)	26	\$43,712.00	\$63,356.80	\$0.00	0.00%
Talley, Rodney C.	Line Tech First Class	17	\$63,356.80	Electrical Line Technician (First Class)	26	\$43,712.00	\$63,356.80	\$0.00	0.00%
James, Gregory S.	Line Crew Chief	18	\$66,560.00	Electrical Distribution Crew Chief	28	\$48,193.00	\$66,560.00	\$0.00	0.00%
McCall, James C.	Electric Distribution Superintendent	20	\$71,822.40	Electric Distribution Superintendent	30	\$53,133.00	\$71,822.40	\$0.00	0.00%
Forrester, Kenneth R.	Assistant Fire Chief	13	\$37,003.20	Assistant Fire Chief	25	\$41,535.00	\$41,535.00	\$4,531.80	12.25%
Gearhart, Steven T.	Fire Chief	13	\$34,840.00	Fire Chief	27	\$45,898.00	\$45,898.00	\$11,058.00	31.74%
Crisp, Charles S.	GIS Field Technician	17	\$42,723.20	GIS/Computer Support Specialist	24	\$39,557.00	\$42,723.20	\$0.00	0.00%
Shuler, Matthew D.	MIS/GIS Director	19	\$70,262.40	Information Technologies Director	31	\$55,790.00	\$70,262.40	\$0.00	0.00%
Ward, Joshua P.	Planning & Develop Dir/Code Enfor Officer	19	\$58,406.40	Planning & Develop Dir/Code Enfor Ofcr	29	\$50,603.00	\$58,406.40	\$0.00	0.00%
White, Eden A.	Patrol Officer	12	\$31,740.80	Police Officer	19	\$30,995.00	\$31,740.80	\$0.00	0.00%
Maclean, Brittany R.	Police Administrative Assistant	12	\$32,552.00	Administrative Assistant	17	\$28,113.00	\$32,552.00	\$0.00	0.00%
Broughton, Jr., T. G.	Patrol Officer	12	\$33,327.84	Police Officer	19	\$30,995.00	\$33,327.84	\$0.00	0.00%
Stamey, William D.	Patrol Officer	12	\$33,437.04	Police Officer	19	\$30,995.00	\$33,437.04	\$0.00	0.00%
Greenley, Joshua D.	Master Police Officer III	13	\$35,773.92	Master Police Officer III	20	\$32,545.00	\$35,773.92	\$0.00	0.00%
Phillips, Jonathan C.	Master Police Officer III	13	\$35,926.80	Master Police Officer III	20	\$32,545.00	\$35,926.80	\$0.00	0.00%
Holland, Andrea J.	Police Detective	15	\$39,858.00	Police Detective	22	\$35,880.00	\$39,858.00	\$0.00	0.00%
Jolly, Jeffrey M.	Master Police Officer II	13	\$41,867.28	Master Police Officer II	21	\$34,172.00	\$41,867.28	\$0.00	0.00%
Parker, Thomas F.	Master Police Officer III/K-9 Officer	13	\$44,269.68	Master Police Officer III	20	\$32,545.00	\$44,269.68	\$0.00	0.00%
Castle, Rondal L.	Police Lieutenant	14	\$44,247.84	Police Lieutenant	24	\$39,557.00	\$44,247.84	\$0.00	0.00%
Forrester, R. L.	Police Captain - Field Operations	15	\$51,542.40	Police Captain	26	\$43,712.00	\$51,542.40	\$0.00	0.00%
Harrell, William E.	Police Chief	22	\$59,009.60	Chief of Police	30	\$53,133.00	\$59,009.60	\$0.00	0.00%
Henry, Jr., Roy A.	Recreation Maintenance Worker/Janitor	6	\$24,190.40	Maintenance and Custodial Worker	10	\$19,980.00	\$24,190.40	\$0.00	0.00%
Marshall, Michaela L.	Civic Center Desk Attendant	8	\$28,641.60	Civic Center Attendant	15	\$25,499.00	\$28,641.60	\$0.00	0.00%
Deppe, Joseph M.	Recreation Maint Technician/Safety Officer	10	\$43,222.40	Facilities Maint. Tech & Safety Officer	21	\$34,172.00	\$43,222.40	\$0.00	0.00%
Ramey, Maxine B.	Civic Center Coordinator	10	\$35,734.40	Civic Center Coordinator	17	\$28,113.00	\$35,734.40	\$0.00	0.00%
Norris, James Lester	Parks & Recreation Director	19	\$61,630.40	Parks & Recreation Director	27	\$45,898.00	\$61,630.40	\$0.00	0.00%
Dendy, Jason P.	Sanitation Equipment Operator II	9	\$28,059.20	Sanitation Equipment Operator	16	\$26,774.00	\$28,059.20	\$0.00	0.00%
Reynolds, Larry M.	Sanitation Equipment Operator II	9	\$29,473.60	Sanitation Equipment Operator	16	\$26,774.00	\$29,473.60	\$0.00	0.00%
Lambert, Robert L.	Sanitation Equipment Operator II	9	\$32,094.40	Sanitation Equipment Operator	16	\$26,774.00	\$32,094.40	\$0.00	0.00%
Hampton, James M.	Sanitation Equipment Operator II	9	\$32,780.80	Sanitation Equipment Operator	16	\$26,774.00	\$32,780.80	\$0.00	0.00%
Bryson, Jr., William Y.	Asst Sanitation Superintendent	11	\$34,008.00	Sanitation Lead Worker	17	\$28,113.00	\$34,008.00	\$0.00	0.00%
Holt, William L.	Sanitation Superintendent	14	\$42,660.80	Sanitation Superintendent	21	\$34,172.00	\$42,660.80	\$0.00	0.00%
Beck, Michael J.	Equipment Operator I	10	\$28,059.20	Street Maintenance Equipment Operator	17	\$28,113.00	\$28,113.00	\$53.80	0.19%
Carpenter, John T.	Equipment Operator I	10	\$34,507.20	Street Maintenance Equipment Operator	17	\$28,113.00	\$34,507.20	\$0.00	0.00%
Houck, Norman R.	Equipment Operator I	10	\$35,464.00	Street Maintenance Equipment Operator	17	\$28,113.00	\$35,464.00	\$0.00	0.00%
Shaheen, Jonathan H.	Asst Street Superintendent	12	\$35,921.60	Street Maintenance Supervisor	19	\$30,995.00	\$35,921.60	\$0.00	0.00%
Ramey, Eugene	Street Superintendent	15	\$43,430.40	Street Maintenance Superintendent	21	\$34,172.00	\$43,430.40	\$0.00	0.00%
Brown, Howard W.	Asst Chief Waste Water Plant Operator	13	\$47,299.20	Deputy Wastewater Plant Operator	21	\$34,172.00	\$47,299.20	\$0.00	0.00%
Templeton, Alec H.	Chief Waste Water Plant Operator	16	\$47,008.00	Chief Wastewater Plant Operator (ORC)	24	\$39,557.00	\$47,008.00	\$0.00	0.00%
Bell, Daniel L.	Water Plant Operator	11	\$35,048.00	Water Treatment Plant Operator	18	\$29,519.00	\$35,048.00	\$0.00	0.00%
James, Rebecca D.	Water Plant Operator	11	\$41,017.60	Water Treatment Plant Operator	18	\$29,519.00	\$41,017.00	\$0.00	0.00%
Mull, Jimmy W.	Asst Chief Water Plant Operator	13	\$44,304.00	Deputy Water Plant Operator	21	\$34,172.00	\$44,304.00	\$0.00	0.00%
Wilson, Wade S.	Chief Water Plant Operator	16	\$54,225.60	Chief Water Plant Operator (ORC)	24	\$39,557.00	\$54,225.60	\$0.00	0.00%
Jones, Dustin L.	Water/Sewer Maintenance Worker II	10	\$32,739.20	Water & Sewer Maintenance Worker	17	\$28,113.00	\$32,739.20	\$0.00	0.00%
McMahan, Robert A.	Water/Sewer Maintenance Worker II	10	\$40,892.80	Water & Sewer Maintenance Worker	17	\$28,113.00	\$40,892.80	\$0.00	0.00%
Norris, Kenneth R.	Water/Sewer Maintenance Worker II	10	\$44,054.40	Water & Sewer Maintenance Worker	17	\$28,113.00	\$44,054.40	\$0.00	0.00%
McMahan, Roger D.	Asst Water/Sewer Field Superintendent	12	\$40,809.60	Water & Sewer Maintenance Supervisor	19	\$30,995.00	\$40,809.60	\$0.00	0.00%
Houston, James S.	Water/Sewer Field Superintendent	15	\$53,144.00	Water & Sewer Superintendent	22	\$35,880.00	\$53,144.00	\$0.00	0.00%
								\$16,348.20	

Commissioner Patterson moved to accept the pay plan and the implementation of the current salaries with further discussions as to starting pay and advancement during budget work sessions for the upcoming 2015/16 fiscal year. The motion was seconded by Mayor Pro Tempore Stiehler and the vote was unanimous.

B. Discussion: School Resource Officer

Mayor Taylor informed the Board that there had been discussions between himself, the Macon County Sheriff Robbie Holland, and County Commissioner Jim Tate in reference to the County funding the Highlands School Resource Officer. At this time the position would stay under the Highlands Police Department but would be funded through the county. Mayor Taylor said he would like approval to move forward to come up with an agreement and proposed plan. After a brief discussion on the history of the position and how other SROs operate, all commissioners agreed to move forward with the agreement and have the information brought back to the Public Safety committee for recommendation to the Town Board and discussions to be held throughout the budgeting work sessions.

9. Planning Matters

A. Request for Public Hearing

In December, the Board of Commissioners requested the reaffirmation of the Zoning Map of the Town of Highlands. By reaffirming the map, we can ensure proper record-keeping procedures are being followed.

Commissioner Patterson moved to set a public hearing for the February 19, 2015 board meeting at 7pm to reaffirm the Zoning Map of the Town of Highlands, which was seconded by Commissioner Dotson and the vote was unanimous.

B. Discussion: Compact Car Parking Spaces

Commissioner Dotson addressed the Board in reference to prior discussions about the use of parking spaces in front of the planters on Main Street being reserved for Compact Cars. Mayor Pro Tempore Stiehler questioned what kind of signage we would use. Public Works Director Nix stated standard signage. Commissioner Patterson suggested stenciling the signage in a color in the space. Commissioner Dotson agreed in the space or on the curb would be appropriate. It was determined that signage ideas would be brought back to the board at the February meeting.

10. Miscellaneous Matters

A. ABC Board Appointment

Tom Clark has resigned the ABC Board. Applications will be taken and a recommendation will be made at the February Board meeting. Commissioner Dotson questioned a recommendation he had already given to Manager Frye and Commissioner Pierson questioned if a commissioner could be appointed.

B. 2015 Committee Appointments

Mayor Taylor stated that the committees seemed to be very productive and he would like to continue with current appointments along with adding Nick Bazan as a liaison to the Recreation Committee during the park construction.

11. Closed Session: Attorney Client Privilege pursuant to NCGS §143-318.11(a) (3)

Commissioner Pierson made a motion to go into Closed Session at 7:56pm, which was seconded by Commissioner Dotson and the vote was unanimous. The Board met in closed session pursuant to NCGS §143-318.11(a) (3) to discuss a legal matter under attorney client privilege. Commissioner Patterson moved the Board back into open session at 8:37pm, which was seconded by Commissioner Calloway and the vote was unanimous.

Commissioner Patterson made a motion to set a public hearing to reaffirm the Town of Highlands Zoning Ordinances along with the Zoning Map, as previously moved in the meeting, for February 19, 2015 at 7:00pm. The motion was seconded by Commissioner Calloway and the vote was unanimous.

Commissioner Calloway then made a motion to move the Board retreat from Thursday, February 12, 2015 to Monday, March 9, 2015, which was seconded by Mayor Pro Tempore Stiehler and the vote was unanimous.

12. Adjournment

As there were no further matters to come before the Board of Commissioners, Commissioner Calloway moved to adjourn, which was seconded by Commissioner Pierson and upon unanimous vote, the Town Board adjourned at 8:39pm.

Patrick Taylor
Mayor

Rebecca R. Shuler, CMC, NCCMC
Town Clerk