

Regular Meeting Minutes of the Town of Highlands Board of Commissioners Meeting of September 20, 2018, at the Highlands Community Building, 71 Poplar Street, Highlands, North Carolina

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

Town Board Absent: Commissioner Brian Stiehler

Also Present: Town Manager Josh Ward, Town Attorney Jay Coward, Finance Director Rebecca Shuler, Police Chief Bill Harrell, Parks & Recreation Director Lester Norris, Computer Support Specialist Mark Hall and Town Clerk Gibby Shaheen

1. Meeting Called to Order

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

2. Public Comment Period

There were no comments.

3. Adjust and Approve the Agenda

Commissioner Patterson made a motion to approve the agenda as presented, which was seconded by Commissioner Calloway and the vote was unanimous.

4. Approval of the August 16th, 2018, Regular Meeting Minutes

Commissioner Patterson asked in number 7. Public Hearing, Section C. Public Comments to change the name from “Stan Worley” to “Cantey Worley” to reflect the correct name.

Commissioner Patterson asked in number 8. Little Bear Pen Speed Limit Request to change the name spelling from “Caney Davis” to “Cantey Davis.”

Commissioner Patterson asked in number 13. Closed Session, to change “Commissioner Patterson directed Town Attorney Jay Coward” to “Commissioner Patterson made a motion to direct Town Attorney Jay Coward.”

Commissioner Patterson made a motion to approve the August 16th, 2018, regular meeting minutes as amended, which was seconded by Commissioner Dotson and the vote was unanimous, with Commissioner Calloway abstaining because he was absent.

5. Reports

A. Mayor

Mayor Taylor stated we had a great loss in our community, Herb James. Mayor Taylor recognized Herb’s great service in the community, he served as administrator of Town Hall, served 16 years on the Board of Commissioners, 27 years on the Fire Department, the Hospital Board and the Biological Station Board. Mayor Taylor stated Herb will be missed and our prayers, sympathy and condolences to the family.

Mayor Taylor stated he had signed the Agreement approved by Town Attorney Jay Coward with Arnold Road, and Public Works Director and Town Engineer Lamar Nix will begin adding gravel and rock.

B. Commissioners and Committee Reports

Commissioner Patterson stated she had reviewed the sidewalk to storm water issues in the McGill report and it suggests less impervious surface. Commissioner Patterson stated it would be nice to see what standards can be used in house, possibly pavers, to keep the sidewalk on Horse Cove Road not impervious. Town Manager Josh Ward to ask Public Works Director and Town Engineer Lamar Nix.

Commissioner Calloway reminded that October 18th was the Scholarship Golf Tournament at Wildcat Cliffs Country Club and space was limited if anyone still wanted to participate.

C. Town Manager

Town Manager Josh Ward stated the North Carolina Department of Transportation (NCDOT) was supposed to resurface Main Street in 2020, but the project has been moved up and they will begin on April 1, 2019 and be complete by May 25, 2019. Ward continued that the project would include parking, 1st Street to 4th Street, South 4th Street, Highway 28 to Clear Creek and Highway 64 to Buck Creek. Notices will be issued to inform the public and will know the exact schedule in January.

Mayor Pro Tempore Eric Pierson asked about the improvement plan for Main Street and if the Board had time to review and implement the changes. Mayor Pro Tempore Pierson stated the plan needed to be considered quickly if it is possible.

Town Manager Josh Ward stated the NCDOT meeting the striping of the parking was discussed and the use of a milling machine that will remove 1-2 inches of pavement.

Mayor Pro Tempore Pierson announced a Special Meeting for Thursday, September 27th at the Recreation Department at 5pm to review the Main Street improvement plan.

Town Manager Josh Ward reminded that the joint meeting with Franklin and the County was scheduled for Tuesday, September 25, 2018, at 6:30pm at the OEI Springhouse located at 461 Spring Street.

6. Consent Agenda

Public Works Department
Police Department
Parks & Recreation Department
Treasurer's Report
Chamber Street Closures
ABC Board Appointments

The Highlands Area Chamber of Commerce respectfully requests the following street closings for the approaching holiday season be placed on the September 20, 2018 Town of Highlands Agenda:

Wednesday, October 31, 2018 - Community Halloween – Close Main Street from 1st Street to 5th Street and adjacent streets as deemed necessary from 5:30PM to 9:00PM.

Friday, November 23rd - Saturday, November 24, 2018 - Christmas Tree Lighting – Close Pine Street & Kelsey Hutchinson Founders Park from Midnight Friday Night to 10:00PM Saturday Night.

Saturday, December 1, 2018 - Christmas Parade – Close Main Street from 1st Street to Leonard Road from early morning until 12:00 noon.



Consent Agenda Item

Date: September 20, 2018

To: Mayor Pat Taylor and Town Board of Commissioners

Prepared By: Gibby Shaheen, Town Clerk

Subject: ABC Board Appointments

Background:

Recently, three ABC Board Member's terms expired. Member Rick Trevathan wishes to be reappointed for his second term. Members Brenda Pierson and John Underwood's second terms have expired, therefore, they must be replaced.

We have received the two attached applications to fill the vacancies. Mayor Taylor met with Dave C. O'Harra and Andrew Chmar and they are interested in becoming involved in the community and serving on the ABC Board.

Recommendation:

Mayor Taylor recommends the Board approve the appointments to the ABC Board.

Commissioner Patterson made a motion to accept the consent agenda as presented, which was seconded by Commissioner Dotson and the vote was unanimous.

7. Reschedule Public Hearing for UDO Amendments

Town Manager Josh Ward stated the Public Hearing was not advertised correctly and would need to be rescheduled.

Commissioner Patterson made a motion to reschedule the Public Hearing for the regular meeting of this Board on October 18th at 7:00pm, for UDO Amendments to Sec. 6.2.1(4) Use Table, Sec. 6.5, 6.5.1(A)(1) and to adopt the Community Design Standards Supplement, which was seconded by Mayor Pro Tempore Pierson, and the vote was unanimous.

8. NC Capital Management Trust Presentation

Town Manager Josh Ward stated in discussion to increase the rates of return in the Scholarship Endowment Fund they had met with Gary Porter with the North Carolina Capital Management Trust. Porter explained that the Trust was certified by Local Government Commission, authorized by the General Assembly and provided additional investment options under North Carolina Statutes for short-term cash management needs. Porter continued and all participants receive the same rate regardless of account size and those rates are market-based and competitive.

Commissioner Brian Stiehler present - 7:30pm

9. Resolution Pertaining to Hospital Acquisition

Mayor Taylor stated the Resolution was not against the sale but to allow him to write a letter to the Attorney General expressing concerns of the citizens of Highlands.

Dr. Clark stated chairman Sam Lupas of the Highlands Cashiers Hospital Foundation was out of town, but assured the Board that Lupas and the Foundation had fought to keep many things and put in a lot of work in negotiating on behalf of the citizens. Dr. Clark stated the Resolution was well intended, but there was some facts and details that were incorrect and wanted the Board to put their best foot forward. Dr. Clark highly recommended the Board table the Resolution and sit down with the operational board and clear up any misunderstandings before approving Resolution.

Commissioner Dotson expressed concern that Mission has not been forthcoming about the sale until it had to be and had no faith that the hospital would be here in 10 years.

Commissioner Patterson stated she needed to finish reviewing the transfer document, but agreed the Board should meet with the Foundation so to understand as citizens and users of the healthcare, and appreciate the offer to help us understand.

Commissioner Calloway stated he appreciated them coming to talk to us and upset we weren't involved when Mission took over, this Board wasn't ever approached or considered.

Mayor Taylor stated the Resolution is to provide for him to write a letter to the Attorney General, however meeting would be beneficial to insure no missteps, but would need to be done in a timely manner.

Commissioner Calloway made a motion to advertise for a Special Meeting to be held Thursday, September 27, 2018, at the Recreation Park, which was seconded by Commissioner Stiehler and the vote was unanimous.

10. Hwy 106 Improvements Discussion

Mayor Taylor stated he had a meeting with the North Carolina Department of Transportation Advisory Committee and it was discussed how the priority of the plan for NC Highway 106 was on the low end of the list. Mayor Taylor stated almost all of Macon County projects were on the low end of the priority list. Mayor Taylor stated the public was not interested in the plan for NC Highway 106, however improvements on the road such as aligned intersections and better pull offs would need to be done, but not the \$97 million plan. Mayor Taylor said his attention was to prioritize other projects such as on 441 in Franklin by putting in safety medians.

11. Trucks on the Gorge Road Discussion

Mayor Taylor stated the use of big trucks on the Gorge Road are more frequent and recently the Police Department had chased down a truck and escorted it to Bridal Veil to help get it turned around. Mayor Taylor stated he had some ideas to promote something more to deter trucks and dispatchers to not use the gorge road. Mayor Taylor stated he was asking the Board to give him the authority to write a letter to state legislatures requesting their help to come up with some ideas to help remedy the problem. The Board gave Mayor Taylor permission to write a letter to state legislatures regarding the issues and ideas of stopping trucks traveling the gorge road.

12. Dumpster Discussion

Mayor Taylor stated the Oak Street dumpsters have many users and the bears are tearing out the garbage. Mayor Taylor stated the bins built by Lupoli behind his shops have separate bins and locks for each owner and seem to keep the bears out. Mayor Taylor continued that the sanitation crews pick it up and the problems with the bears would be mitigated.

Commissioner Dotson asked what makes the welded metal bear proof. Mayor Taylor answered not proof but resistant.

Public Works Director and Town Engineer Lamar Nix pointed out that Oak Street is the only place we have dumpsters on town property and there are 3-4 of them.

Mayor Taylor asked the Public Works Committee to work on something that would be operational and financially feasible.

13. Financial Matters: Budget Amendments

Town Manager Josh Ward stated the first budget amendment addressed issues at the Community Building. Ward continued that during the floor replacement the building was leaking from the front of the building. Ward met with Tim Mosley and David Warth, of Warth Construction, to inspect the outside perimeter of the building and areas of rot were found in the front and rear of the building. Ward stated that Warth Construction created a plan to remove and replace the rotten wood, install a membrane over the areas before replacing the siding with masonry siding with something similar to HardiPlank. Ward also stated that the Rhododendron would have to be cut back for the workers to be able to get to the building. Ward stated the amount of the proposal was \$30,774.

Town Manager Josh Ward stated the second budget amendment was for several improvements at Kelsey Hutchinson Park, including six decorative bollards to be installed during events to close the street. Ward stated the proposal includes the planting of three new elms trees within existing planters and the cost to install the electrical components required to light the new Christmas Tree. Ward stated the amount of this proposal was \$9,000.

TOWN OF HIGHLANDS BUDGET AMENDMENT
AMENDMENT # _____

September 13, 2018

FROM: General Fund



DEPARTMENT: Public Buildings
EXPLANATION: Community Building rot repairs

Account	Description	Increase/Decrease	Debit	Credit
1. 10-3100-0910	Fund Balance Appropriated ~ General Fund	Increase		\$31,000.00
10-5700-7320	Capital Outlay/Buildings	Increase	\$31,000.00	
	Subtotals		\$31,000.00	\$31,000.00
	Totals		\$31,000.00	\$31,000.00

Approved by Town Manager

Action by Town Board

Approved and Entered on Minutes Dated

Finance Director

TOWN OF HIGHLANDS BUDGET AMENDMENT
AMENDMENT # _____

September 13, 2018

FROM: General Fund



DEPARTMENT: Parks and Recreation Department
EXPLANATION: Kelsey Hutchinson Park Bollards, Elm Trees & Christmas Tree Electrical Service

Account	Description	Increase/Decrease	Debit	Credit
1. 10-3100-0910	Fund Balance Appropriated ~ General Fund	Increase		\$9,000.00
10-6200-7300	Capital Outlay/Other Improvements	Increase	\$9,000.00	
	Subtotals		\$9,000.00	\$9,000.00
	Totals		\$9,000.00	\$9,000.00

Approved by Town Manager

Action by Town Board

Approved and Entered on Minutes Dated

Finance Director

Commissioner Patterson clarified that it was 6 bollards and 9 sleeves with some on 5th street and some on the other end of the pavers at the bank.

Mayor Taylor expressed the need to protect the investment of the new floor in the Community Building.

Commissioner Patterson made a motion to approve the Budget Amendments as presented, which was seconded by Commissioner Calloway and the vote was unanimous.

14. Adjournment

As there were no further matters to come before the Board of Commissioners, Commissioner Dotson moved to adjourn which was seconded by Commissioner Calloway and upon a unanimous vote, the Town Board adjourned at 8:30pm.

Patrick Taylor
Mayor

Gilberta B. Shaheen
Town Clerk