

**Special Meeting Minutes of the Town of Highlands Board of Commissioners  
Meeting of May 2, 2019, at the Highlands Community Building, 71 Poplar  
Street, Highlands, North Carolina**

Town Board Present: Commissioner John Dotson, Commissioner Amy Patterson,  
Commissioner Donnie Calloway and Commissioner Eric Pierson.

Town Board Absent: Mayor Pro Tempore Brian Stiehler and Mayor Pat Taylor

Also Present: Town Manager Josh Ward, Finance Director Rebecca Shuler, MIS/GIS  
Director Matt Shuler and Town Clerk Gibby Shaheen

**1. Meeting Called to Order**

Mayor Taylor called the meeting to order at 3:10pm.

**2. Adjust and Approve the Agenda**

Board of Commissioners appointed Commissioner Dotson to preside over the meeting.

Commissioner Dotson read the Agenda and Commissioner Patterson made a motion to  
approve the agenda, which was seconded by Commissioner Calloway and the vote was  
unanimous.

**3. Project Ordinance**

**Town of Highlands  
Project Budget Ordinance**



BE IT ORDAINED by the Governing Board of the Town of Highlands, North Carolina that,  
pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following  
capital project ordinance is hereby adopted:

Section 1. The project authorized includes a town wide fiber network construction to be  
financed by a financing loan.

Section 2. The officers of this unit are hereby directed to proceed with the capital project  
within the terms of the bond resolution, contract documents, and the budget contained herein.

Section 3. The following amounts are appropriated for the project:

Town of Highlands Fiber Network Construction	\$4,600,000.00
<b>Project Total:</b>	<b>\$4,600,000.00</b>

Section 4. The following revenues are anticipated to be available to complete this project:

BB&T Financing	<u>\$4,600,000.00</u>
	<b>\$4,600,000.00</b>

Section 5. The Finance Officer is hereby directed to maintain within the Capital Project  
Fund sufficient specific detailed accounting records to satisfy the requirements of the contract  
documents and the budget contained herein. The terms of the bond resolution also shall be met.

Section 6. Funds may be advanced from the BB&T Project Fund for the purpose of making  
payments as due.

Section 7. The Finance Director is directed to report, on a quarterly basis, on the financial  
status of each project element in Section 3.

Section 8. The Finance Officer is directed to include a detailed analysis of past and future costs and revenues on this capital project in every budget submission made to this Board.

Section 9. Copies of this capital project ordinance shall be furnished to the Clerk to the Governing Board and to the Finance Officer for direction in carrying out this project.

Adopted this the 2<sup>nd</sup> day of May 2019.

\_\_\_\_\_  
Patrick L. Taylor, Mayor

ATTEST:

\_\_\_\_\_  
Gilberta B. Shaheen, Town Clerk

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

**4. Budget Amendment – Fiber Build Out**

TOWN OF HIGHLANDS BUDGET AMENDMENT  
AMENDMENT # \_\_\_\_\_

May 2, 2019

FROM: General Fund & General Fund Capital Projects Fund



DEPARTMENT: General Fund & General Fund Capital Projects Fund

EXPLANATION: Recognize and Allocate the BB&T Fiber Build out Proceeds

	<b>Account</b>	<b>Description</b>	<b>Increase/Decrease</b>	<b>Debit</b>	<b>Credit</b>
1.	10-4310-5127	BB&T Fiber Loan Proceeds	Increase		\$4,600,000.00
	10-4100-9515	Transfer to Gov't Capital Projects Fund	Increase	\$4,600,000.00	
			<b>Subtotal</b>	<b>\$4,600,000.00</b>	<b>\$4,600,000.00</b>
	11-3900-0930	Transfer from General Fund	Increase		\$4,600,000.00
	11-8439-7100	Contract – Fiber Build Out	Increase	\$4,535,000.00	
	11-8439-7110	Leg/Adm/Eng – Fiber Build Out	Increase	\$65,000.00	
			<b>Subtotal</b>	<b>\$4,600,000.00</b>	<b>\$4,600,000.00</b>
			<b>Subtotals</b>	<b>\$9,200,000.00</b>	<b>\$9,200,000.00</b>
			<b>Totals</b>	<b>\$9,200,000.00</b>	<b>\$9,200,000.00</b>

Approved by Town Manager \_\_\_\_\_

Action by Town Board \_\_\_\_\_

Approved and Entered on Minutes Dated \_\_\_\_\_

Finance Director \_\_\_\_\_

Commissioner Patterson made a motion to recognize the Fiber loan and approve the Budget Amendment as presented, which was seconded by Commissioner Pierson and the vote was unanimous.

## 5. Service Electric Company Contract



**SERVICE ELECTRIC** *Company*

P.O. Box 339  
1020 US Hwy. 11E  
New Market, TN 37820  
Phone 865-475-4721  
FAX 865-475-2910

April 23, 2019

Mrs. Rebecca R. Shular, CMC, NCCMC  
TOWN OF HIGHLANDS  
P.O. Box 460  
Highlands, NC 28741

RE: Continuing Services Agreement

Dear Mrs. Shular:

Attached is our current Continuing Services Agreement through 12/31/19.

If you have questions or need assistance please contact:

- Doyle Ridley – 865-621-8668
- Scott Helton – 865-712-2726
- Jeff Hunt – 423-280-1358
- Harold W. Hicks – 865-548-1419

Sincerely,

Harold W. Hicks Jr., PE  
Vice President



## SERVICE ELECTRIC *Company*

P.O. Box 339  
1020 US Hwy. 11E  
New Market, TN 37820  
Phone 865-475-4721  
FAX 865-475-2910

April 25, 2019

Mr. Matt Shuler, MIS/GIS Director  
THE TOWN OF HIGHLANDS  
PO Box 460  
Highlands, NC 28741 \* PH: 828-526-2118  
FX: 828-526-2595

RE: Make-ready Work Estimates.

Dear Matt:

Make-ready work project: We would plan to complete this work on an hourly basis with a 4-man crew and would need a 2-man flagging crew about half the time. We would bill you from our current continuing services agreement.

An estimated budget for this work is \$133,700.00 and would plan to work approximately 8 weeks based on our understanding of the scope of work. The minor material we expect to use is estimated at \$1,700.00.

Timing of this work can significantly impact the cost and productivity of this project. We are approaching the "busy season" for your town and traffic challenges will increase going forward. We hope to be able to schedule a crew for this work in a time-frame that would be acceptable for you.

If you have any questions please contact Doyle Ridley or myself.

Sincerely,

Harold W. Hicks Jr., PE  
Vice President



# SERVICE ELECTRIC Company

P.O. Box 3656  
 1631 East 25th Street  
 Chattanooga, TN 37404  
 Phone (423) 265-3161  
 FAX (423) 265-3960

April 17, 2019

Town of Highlands  
 Attn: Rebecca Shular, CMC, NCCMC  
 PO Box 460  
 Highlands, NC 28741

Service Electric Company offers the following hourly labor and equipment rates which are effective through 12/31/19.

LABOR CLASSIFICATION	ST RATE	OT RATE	DT RATE
Superintendent	\$ 112.32	\$ 161.94	\$ 211.57
General Foreman	\$ 82.24	\$ 116.83	\$ 151.42
Safety Manager	\$ 82.24	\$ 116.83	\$ 151.42
Foreman	\$ 79.23	\$ 112.32	\$ 145.40
Journeyman	\$ 73.22	\$ 103.30	\$ 133.37
Equipment Operator	\$ 65.20	\$ 92.27	\$ 119.34
Mechanic	\$ 65.20	\$ 92.27	\$ 119.34
Truck Operator	\$ 56.78	\$ 79.64	\$ 102.50
Groundman	\$ 47.16	\$ 65.20	\$ 83.25
Step 7	\$ 65.20	\$ 92.27	\$ 119.34
Step 6	\$ 62.20	\$ 87.76	\$ 113.33
Step 5	\$ 59.19	\$ 83.25	\$ 107.31
Step 4	\$ 56.18	\$ 78.74	\$ 101.30
Step 3	\$ 53.17	\$ 74.23	\$ 95.28
Step 2	\$ 50.17	\$ 69.72	\$ 89.27
Step 1	\$ 47.16	\$ 65.20	\$ 83.25

EQUIPMENT	RATE
Pickup (3/4 ton, 4X4, phone, radio)	\$ 17.00
Digger Derrick, 45-50'	\$ 32.00
Digger Derrick, 60'	\$ 40.00
Bucket Truck 50-55'	\$ 32.00
Bucket Truck 50-55' material handler	\$ 34.00
Bucket Truck 75'	\$ 75.00
Bucket Truck 95-100' material handler	\$ 92.00
Standard Duty-Backyard Machine - Skylift	\$ 48.00
HD - Backyard Machine - Patriot 50	\$ 60.00
Conductor Puller (2000lb, 4 Drum)	\$ 25.00
Conductor Tensioner (Single Groove)	\$ 14.00
Pole Trailer	\$ 7.00
Flat Bed Dump Truck	\$ 18.00
Crane (28T w/man basket)	\$ 38.00
Service Truck	\$ 28.00

Straight time is forty (40) hours per week calculated on a basis of Monday thru Thursday from 7:00 a.m. to 5:30 p.m. with thirty minutes set aside for lunch. Time and one half is considered those hours worked over ten per day, and those worked during the same hours on Friday and Saturday. Double time is that worked on Sundays and Holidays

All **emergency storm work** will be performed at time and a half rates except as noted as for double time. Double time is that worked on Sundays and Holidays (Memorial Day, July 4th, Labor Day, Thanksgiving day, the day after Thanksgiving, Christmas Eve, Christmas Day and New Year's Day).

At least one Service Electric Company Field Safety Representative will be assigned for up to 50 field employees and two for 100 or more field employees when working storm restoration. Field Safety personnel will be billed for all hours worked supporting the crews at the hourly rate for General Foreman.

Meals will be billed at \$15.00/meal/man and lodging will be billed at \$75.00/night per man. Fuel shall be provided by the customer or will be billed at cost plus 20%. All other additional costs (material etc.) will be billed at cost plus 20%. All charges for labor and equipment are from portal to portal and **Terms are NET 30 days.**

SERVICE ELECTRIC *Company*



Chris Froehlich  
Vice President

Acceptance:

Company \_\_\_\_\_  
Name \_\_\_\_\_  
Title \_\_\_\_\_  
Signature \_\_\_\_\_  
Date: \_\_\_\_\_

Commissioner Patterson made a motion to approve the Service Electric Contract for the make ready work for the fiber build out, which was seconded by Commissioner Calloway and the vote was unanimous.

## **6. 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 3:23pm.

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Patrick Taylor  
Mayor

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Gilberta B. Shaheen  
Town Clerk