

Special Meeting Minutes of the Town of Highlands Board of Commissioners Meeting of May 9, 2019, 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 Brian Stiehler, Commissioner Eric Pierson and Mayor Pat Taylor

Also Present: Town Manager Josh Ward, Finance Director Rebecca Shuler, Human Resources Director Emilie Nickerson, Public Works Director and Town Engineer Lamar Nix, MIS/GIS Director Matt Shuler, Fire Chief Ryan Gearhart and Town Clerk Gibby Shaheen

1. Meeting Called to Order

Mayor Taylor called the meeting to order at 3:00pm.

2. Adjust and Approve the Agenda

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

3. Approval of Scholarship Awards

COWARD, HICKS & SILER, P.A.

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+Certified Superior Court Mediator

JAMES KENT COWARD 1929-1989
RALPH L. HICKS 1924-2011
ORVILLE D. COWARD 1925-2016

ROBERT F. SILER (OF COUNSEL)

OFFICES IN:
SYLVA, NORTH CAROLINA
FRANKLIN, NORTH CAROLINA
CASHIERS, NORTH CAROLINA

May 8, 2019

Honorable Patrick Taylor, Mayor
Town of Highlands
mayor@highlandsc.org

Re: Town of Highlands Scholarship Committee

Dear Mr. Taylor:

The Town of Highlands Scholarship Committee has had the opportunity to consider all of the applications, and it is my privilege to inform you of the Scholarship Committee's recommendations. We are again pleased with the large number of applicants this year.

The Scholarship Committee is recommending the amount of \$47,500 be awarded as scholarships in 2019, as follows:

Graduating High School Seniors	Amount
Damian-Clemente, Jesus (Valedictorian)	\$2,500.00
Crowe, Grace (Salutatorian)	\$1,850.00
Olvera, Abigail	\$1,500.00
Gates, Matson	\$1,500.00
Castro, Tristan	\$1,500.00
Brooks, John	\$1,500.00
Hawkins, Samuel	\$1,500.00
Barnes, Toby	\$1,650.00

Graduating High School Seniors	Amount
Collins, Hunter	\$1,300.00
Holt, Hannah	\$1,300.00
Talbert, Carson	\$1,300.00
Smolarsky, Caden	\$1,300.00
McCall, Katie	\$1,650.00
Chalker, Andrew	\$1,300.00
Billingsley, Jake	\$1,300.00
Shearl, Jared	\$1,100.00
Gearhart, Destin	\$1,100.00
Sullivan, Chase	\$1,100.00
Zachary, Bert	\$1,450.00
Rivers, Rylee	\$1,100.00
Lopez-Garcia, Freddi	\$800.00
Subtotal	\$29,600.00

College Applicants / Renewals	Amount
Barrett, Emma	\$1,500.00
Moore, Blakely	\$1,000.00
Moss, Katlin	\$1,000.00
Billingsley, Whitney	\$1,000.00
Rehmeier, Brooke	\$1,000.00
Whatley, Daniel	\$1,000.00
Dendy, Trinity	\$1,000.00
Jimenez, Jose	\$1,000.00
Gabbard, Kyle	\$800.00
Miller, Benjamin	\$800.00
Crowe, Emily	\$800.00
Reese, Amber	\$800.00

College Applicants / Renewals	Amount
Houser, Ryan	\$800.00
Preda, Alexandria	\$800.00
Healey, Alexis	\$800.00
Satterwhite, Cole	\$700.00
Murphy, John	\$700.00
Hawkins, Hayley	\$700.00
Jenkins, Briana	\$700.00
Subtotal	\$16,900.00

College Applicants / Renewal / Grad School	Amount
Jenkins, Casey	\$1,000.00
Subtotal	\$1,000.00

I appreciate the opportunity to serve and work with the Scholarship Committee, Principal Brian Jetter, Jeff Weller, Hilary Wilkes and Calab Bowers, and thank each of them for their willingness to serve and support our students.

Sincerely,



J. K. Coward, Jr.

cc: Jeff Weller (jeff@summitarchitecturepa.com)
Hilary Wilkes (hilary@highlandhiker.com)
Brian Jetter (brian.jetter@macon.k12.nc.us)
Calab Bowers (calabbowers@gmail.com)
Josh Ward (josh.ward@highlandsnc.org)

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

4. Insurance Update

Town Manager Josh Ward looked at different insurance companies to provide plans including Blue Cross Blue Shield and they offered a plan that was 6% less than Medcost, however the cost was a lot more out of pocket with 100% deductible and they couldn't provide the same plan in place. Medcost is currently \$565,000 and for the same plan for upcoming FY2019-20 it would be \$566,000, so Ward recommended staying with current company and plan.

5. Review Preliminary FY 2019-20 Revenues, Expenditures & Capital Projects

FY 2019-20 Capital Items List

Red = Capital Items Identified as Possible Elimination

Street Department

Street Work (Paving)

Satulah Road	\$102,000.00
Cullasaja Drive (1.1 Miles from Hwy 64)	\$215,000.00
Oak Lane	\$59,000.00
Hickory Hill Road	\$244,000.00
Sub Total	\$620,000.00

Repairs / Maintenance

Sidewalk Repairs	\$30,000.00
Salt	\$30,000.00
Paint Striping	\$20,000.00
Sub Total	\$80,000.00
<u>Total</u>	<u>\$700,000.00</u>

Water / Sewer Departments

Projects

Buckhorn Water Tank & Pump Station (Project Ordinance – Capital Projects Fund)	\$403,000.00
Split Rail Waterline Improvements	\$876,000.00
WTP Filter #2 Repair	\$200,000.00
Sewer Pump Station SCADA – Shelby & Old Sewer Plant	\$40,000.00
PLC Hardware Replacement – Buckhorn/Country Club	\$46,000.00
Subtotal	\$1,565,000.00

Equipment

WTP Waste Water Meter	\$50,000.00
WTP Bulk Storage Tank Sitework	\$40,000.00
WTP Blower Renovation	\$40,000.00
WTP Lab Equipment Replacement	\$5,000.00
WWTP Replacement Equipment (UV Lights, Polymer, Bar Brushes & Hach)	\$41,500.00
Subtotal	\$176,000.00
<u>Total</u>	<u>\$1,741,500.00</u>

Electric Department

Projects

Reconductor Portion of US 64	\$147,000.00
Reconductor Portion of Horsecove Road	\$91,000.00
Subtotal	\$238,000.00

Equipment

Replace Chipper Truck	\$80,000.00
Total	<u>\$318,000.00</u>

Sanitation Department

Equipment

Commercial Toters – Bear Resistant	\$123,000.00
Replace Dumpsters	\$30,000.00
Total	<u>\$153,000.00</u>

Police Department

1 - Replacement Chief's Vehicle	\$32,000.00
12 – Viper Communications Packages	\$32,400.00
UTV Accessories	\$6,000.00
Miscellaneous Equipment (AED's, Tint/Sound Meters, PBT's)	\$12,000.00
<u>Total</u>	<u>\$82,400.00</u>

MIS/GIS

Replacement Jeep	\$33,000.00
GPS Replacement	\$5,000.00
Ground Penetrating Radar	\$30,000.00
<u>Total</u>	<u>\$68,000.00</u>

Parks & Recreation

Projects

1 - Tennis Court Replacement	\$105,000.00
Sub Total	\$105,000.00

Equipment

3 - Replacement Matrix Tread Mills	\$17,500.00
3 - Replacement Matrix Elliptical	\$13,500.00
Pool Slide Replacement	\$23,000.00
Sub Total	\$54,000.00
<u>Total</u>	<u>\$159,000.00</u>

Administration

Town Hall – Landscaping	\$9,500.00
<u>Total</u>	<u>\$9,500.00</u>

General Fund Departments	\$1,018,900.00
Water/Sewer Fund	\$1,741,500.00
Electric Fund	\$318,000.00
Sanitation Fund	\$153,000.00
<u>Grand Total</u>	<u>\$3,231,400.00 - \$424,000.00 = \$2,807,400.00</u>

6. Review Fire Department Budget

**Town of Highlands
FY2019-20 Fire Budget Highlights**

Assessed Valuation from Macon County Finance Department

- 3,504,725,216 – Highlands Town Limits & Highlands Township

Fire Tax Revenue:

Highlands Town Limits & Highlands Township:

(98% Collection Rate)

Projected .02 per each \$100.00 of Assessed Value

Macon County: \$686,926 contribution
 Jackson County: \$50,000 contribution
Total: \$736,926

Projected .025 per each \$100.00 of Assessed Value
 Macon County: \$858,657 contribution
 Jackson County: \$50,000 contribution
Total: \$908,657

Projected .03 per each \$100.00 of Assessed Value
 Macon County: \$1,030,389 contribution
 Jackson County: \$50,000 contribution
Total: \$1,080,389

BB&T Loan

- 15 year term
- 3.66% as of May 1st

Estimated annual loan payments at 4%:

- 4 million: \$360,000
- 4.5 million: \$402,000
- 5 million: \$444,000
- 5.5 million: \$492,000
- 6 million: \$540,000

FY 2019-20 operational budget: \$435,000 for fire department

Town of Highlands							5/8/2019 11:24
FY 2019-20 Budget Worksheet							
Fire							
Account Number	Account Name	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budget	FY 2018-19 Actual	FY 2019-20 Department Request	FY 2019-20 Department Approved Budget
Revenue:							
3300	Fire Department						
20-3300-0202	Charitable Contributions	12,845.65	16,028.00	10,000.00	17,500.00	10,000.00	-
20-3300-0602	Miscellaneous Receipts - Fire Dept.	5,169.00	3,969.23	-	1,750.00	-	-
20-3300-0604	Insurance Settlements	-	11,427.69	-	-	-	-
20-3300-0702	Interest Income - Fire Dept.	626.30	638.38	-	1,452.00	-	-
20-3300-0801	Gain on Sale of Equipment	-	1,000.00	-	-	-	-
20-3300-0902	Macon County - Contribution	374,811.17	374,578.66	354,270.00	363,922.00	1,029,864.00	-
20-3300-0905	Jackson County - Contribution	50,000.00	50,000.04	50,000.00	50,000.00	50,000.00	-
20-3300-0910	Fund Balance Appropriated	-	-	-	-	-	-
20-3300-0915	FEMA Grant	-	-	-	-	-	-
20-3300-0936	Transfer from Elec. Fund	-	1,315.79	-	-	-	-
		443,452.12	458,957.79	414,270.00	434,624.00	1,089,864.00	-
Expenditure:							
5300	Fire Department						
20-5300-0204	Overtime	-	-	1,000.00	1,000.00	1,000.00	-
20-5300-0205	Salaries and Wages	104,040.27	105,619.30	105,500.00	105,500.00	108,146.00	-
20-5300-0211	Salaries - Part-Time	699.62	-	-	-	23,000.00	-
20-5300-0212	Wages - Fire Calls	25,320.00	31,725.00	35,000.00	35,000.00	35,000.00	-
20-5300-0214	Wages - Station Calls	8,298.00	5,131.29	10,000.00	10,000.00	-	-
20-5300-0410	Professional Services	5,324.26	-	-	-	-	-
20-5300-0505	FICA	10,291.02	10,547.83	11,000.00	11,000.00	13,000.00	-
20-5300-0605	Group Insurance	17,829.38	21,740.80	23,000.00	23,000.00	18,000.00	-
20-5300-0705	Retirement	8,890.18	10,559.82	11,000.00	11,000.00	10,000.00	-
20-5300-0805	Unemployment Tax	52.14	149.63	1,000.00	1,000.00	1,000.00	-
20-5300-1105	Telephone	1,771.89	1,816.78	2,670.00	2,670.00	2,670.00	-
20-5300-1300	Utilities	8,091.62	9,147.82	11,000.00	11,000.00	11,000.00	-
20-5300-1500	Maint. & Repair - Buildings	6,787.98	2,973.08	15,000.00	15,000.00	15,000.00	-
20-5300-1600	Maint. & Repair - Equipment	21,565.40	16,109.88	33,000.00	33,000.00	31,755.00	-
20-5300-1700	Maint. & Repair - Auto	12,003.65	27,038.32	18,600.00	18,600.00	18,600.00	-
20-5300-3100	Auto Fuel	4,655.77	5,871.75	10,000.00	10,000.00	10,000.00	-
20-5300-3210	Fuel Oil	931.30	363.92	-	-	-	-
20-5300-3220	Propane Fuel	2,214.01	2,181.81	4,000.00	4,000.00	4,000.00	-
20-5300-3300	Department Supplies	3,861.88	20,440.11	10,000.00	10,000.00	10,000.00	-
20-5300-3600	Uniforms	10,306.36	22,406.34	21,000.00	21,000.00	21,000.00	-
20-5300-5200	Dues & Subscriptions	5,284.00	7,298.72	8,000.00	8,000.00	8,000.00	-
20-5300-5400	Property/Liability Insurance	26,235.83	27,816.73	30,000.00	30,000.00	30,000.00	-
20-5300-5401	Training	4,164.57	4,430.50	10,000.00	10,000.00	10,000.00	-
20-5300-5500	Worker's Compensation Insurance	7,295.96	10,426.17	11,500.00	11,500.00	16,000.00	-
20-5300-5700	Other Expense	8,078.19	12,441.28	30,421.00	30,421.00	32,000.00	-
20-5300-5750	Safety Related Expenses	-	944.00	1,579.00	1,579.00	1,580.00	-
20-5300-7300	Capital Outlay/Other Improvements	-	-	-	-	659,113.00	-
20-5300-7400	Capital Outlay/Equipment	19,207.72	-	-	-	-	-
20-5300-7410	Loan Payments	-	-	-	-	-	-
		323,201.00	357,180.88	414,270.00	414,270.00	1,089,864.00	-

Commissioner Patterson made a motion to approve the Fire Department Budget as presented, which was seconded by Mayor Pro Tempore Stiehler and the vote was unanimous.

7. Closed Session: Pursuant to NCGS §143-318.11(a)(1): To protect confidential or privileged information

Commissioner Pierson made a motion to go into Closed Session pursuant to NCGS §318.11(a)(1) Information Made Confidential by Law at 4:10pm, which was seconded by Commissioner Dotson and the vote was unanimous.

Once discussion was held, Commissioner Patterson made a motion to go back into open session at 4:37pm, which was seconded by Mayor Pro Tempore Stiehler and the vote was unanimous.

8. Adjournment

As there were no further matters to come before the Board of Commissioners, Commissioner Dotson moved to adjourn which was seconded by Commissioner Pierson and upon a unanimous vote, the Town Board adjourned at 4:38pm.

Patrick Taylor
Mayor

Gilberta B. Shaheen
Town Clerk