

**Town of Montreat
Board of Commissioners
Agenda Meeting
January 7, 2010 – 7:00 p.m.
Kirk Allen Building**

The Montreat Board of Commissioners held their regularly scheduled Agenda Meeting on January 7, 2010 at 7:00 p.m. in the Kirk Allen Building. Present among the Board were Mayor Letta Jean Taylor, Mayor Pro Tem Eric Nichols, Commissioner Jack McCaskill, Commissioner Mary Standaert and Commissioner O’Neil Tate. Commissioner Ruth Currie was absent. Town Administrator Ron Nalley, Public Works Director Steve Freeman, Town Clerk Misty R. Gedlinske, Chief of Police William B. McClintock, Finance Officer Stefan Stackhouse and Building Inspector/Code Administrator David Currie represented Town staff. One member of the public was also present. After calling the meeting to order, Mayor Taylor led the group in reciting the Pledge of Allegiance and gave the invocation.

Agenda Approval

Staff requested the addition of a motion to hold a Closed Session to discuss proposed real property acquisition as a final agenda item. Mayor Pro Tem Nichols moved to adopt the meeting agenda as amended. Commissioner McCaskill seconded and the motion carried 4/0.

Public Hearing

Mayor Taylor said that at next week’s meeting, the Council would hold a Public Hearing to discuss a proposed revision to Montreat Zoning Ordinance Article IX – Off-Street Parking and Loading Regulations, Section 900.86 “Off-Street Parking Space Requirements – Boarding Houses.”

Presentations to Council

Mayor Taylor said that the Council would hear presentations on the following matters at next week’s meeting:

- 2008-2009 Audit Presentation – Scott Hughes, Johnson, Price & Sprinkle
- 2010-2015 Capital Improvement Program – Ron Nalley, Town Administrator

Communications From the Mayor

The Town recently received a letter of appreciation from the School of Government for its \$100 donation to the David Lawrence Distinguished Professorship endowment.

Review of the Consent Agenda

Mayor Taylor reviewed the items listed on the Consent Agenda, which included the following:

- December 3, 2009 Agenda Meeting Minutes
- December 10, 2009 Town Council Meeting minutes

Communications From the Town Administrator

Mr. Nalley gave updates on the following items:

American Recovery and Reinvestment Act (ARRA) of 2009 Funding Update: Bids for the Harmony Lane well site construction and Greybeard Trail water line extension project, as well as the automated water meter reading (AMR) system have been received and were each lower than projected amounts. The Town has received confirmation that any leftover funding from the water system improvement projects may be used toward well site construction on Greybeard Trail. Funding for the AMR system includes the purchase of two computers, but leftover funds must be returned and cannot be used toward the purchase of an electric vehicle.

2010 Census Update: The local Complete Count Committee has requested that a staffed Questionnaire Assistance Center be set up within Montreat due to the Town's lack of home mail delivery. This Center will likely be located at the Town Services Office and will have copies of census forms and other related materials. Montreat College also plans to hold a Census Day Celebration event and offer convocation credit to its students to encourage participation. Part-time, temporary census job positions are now being filled, and Mr. Nalley encouraged participation by local residents to ensure a more accurate census count.

Woodland Road/Revised Street Standards Update: Staff has completed a preliminary draft of revisions to the Town's street standards to allow a minimum street width of 14' in certain instances. Further consultation with McGill Associates engineers is needed to ensure consistency with revised paving and stormwater control plan design requirements for Woodland Road. A final draft will be presented for consideration in February.

Evaluation of Town Administrator: The Board was asked to consider potential dates during late January or early February to conduct the Town Administrator's annual evaluation. Evaluation forms will be distributed during the next week, and will be submitted in confidence to Mayor Taylor once completed. A final date for the evaluation will be set during next week's meeting.

Scheduling of 2010 Board Retreat: A date for the annual Board Retreat, typically held on a Saturday in March, will also be determined at next week's meeting.

Administrative Reports

Police Chief: Chief McClintock reported a significant increase in several areas of Police Department activity due to winter storm events during the month of December.

Public Works Department: Mr. Freeman reported on the following items:

- Garbage disposal amounts increased by two tons compared to December 2008. Recyclable item disposal amounts decreased by two tons over the same period.

- Discarded Christmas trees are being collected each Wednesday and should be placed at curbside with any bagged leaves or other brush.
- The upcoming Martin Luther King, Jr. Day holiday will delay garbage and recyclable collection for that week until Tuesday, January 19.
- Installation of the automated meter reading system is tentatively scheduled for January 21, weather permitting. Construction on the Harmony Lane well site and Greybeard Trail water line installation project, originally planned for January 4, has been postponed due to weather delays.
- Well A sustained roof damage from a fallen tree during the December 9 windstorm. Repair costs were approximately \$1,400.
- Electrical service to the Appalachian Way water tank was interrupted overnight on December 26. Town crews operated the pumping controls manually to maintain adequate water supply during this time.
- Two large water main breaks also occurred during December, one on Florida Terrace and the other at the intersection of Kentucky Road and Arbor Lane. Water service was interrupted for several hours on both occasions while these leaks were located and repaired.
- December's water loss due to unaccounted usage was 23.5%, attributed largely to water line breaks and other leaks.
- The December 18 winter storm yielded the highest snowfall amounts in Montreat since 1993. Town crews worked twelve-hour shifts for several days to remove snow and apply sand to blocked or hazardous roadways. Once a single travel lane was opened to ensure access for emergency services, the snow plow was then used to provide two-way traffic wherever possible and to clear blocked driveway entrances.
- The gravel portion of Oklahoma Road is currently closed to vehicular traffic due to icy conditions.

Finance Officer: Mr. Stackhouse presented and reviewed the final November and preliminary December 2009 Financial Statements.

Building Inspector/Code Administrator: Mr. Currie presented and reviewed the zoning activity and building inspections report for the month of December. He also reported on the following items:

- Neither the Planning and Zoning Commission or Board of Adjustment met during December.
- TowersXX, LLC has obtained a building permit for the cellular telecommunications towers to be installed on the South Carolina Home property. Some site access problems have arisen due to a large amount of underground rock at the site that may require minor building plan modifications.
- Updated Flood Insurance Rate Maps (FIRMs) issued by the Federal Emergency Management Agency (FEMA) became effective on January 6. Staff prepared and mailed

written notification to affected property owners reminding them to evaluate their flood insurance coverage in light of these map revisions.

- Effective January 1, 2010, new statutory regulations now require all rental properties with fuel-burning heat sources or with attached garages to install carbon monoxide detectors. Staff is in the process of contacting local rental property management agencies to advise them of this change, and will add this item to the fire safety inspection checklist for all rental properties.

Commissioner Reports

Mayor Pro Tem Nichols had no report at this time.

Commissioner Currie was absent.

Commissioner McCaskill had no report at this time.

Commissioner Standaert had no report at this time.

Commissioner Tate asked for available dates in late January that the Council members and Town staff could attend a joint meeting with Town of Black Mountain officials and personnel for a flood history presentation at the Swannanoa Valley Museum. The Board agreed by consensus to research potential dates for this presentation.

Public Comment

Bob Tuttle, Montreat Conference Center's Vice President for Youth & Young Adult Ministry spoke in favor of the proposed revisions to the Zoning Ordinance's off-street parking and loading regulations.

Old Business

Proposed Revision to Montreat Zoning Ordinance Article IX – Off-Street Parking and Loading Regulations, Section 900.86 “Off-Street Parking Space Requirements – Boarding Houses”: The Planning and Zoning Commission has recommended inclusion of the term “Lodges” along with “Boarding Houses” in Section 900.86 of the Zoning Ordinance. This revision is to clarify that one space for each guest room and one space for each owner or manager residing on the premises is required for both of these similar uses. The Board will consider adoption of an ordinance to amend this Zoning Ordinance section following a public hearing on this matter during next week's meeting.

Board and Commission Vacancies: Mr. Robert Campbell has submitted an application for regular membership on the Planning and Zoning Commission, which will be considered at next week's meeting.

New Business

Proposed Amendments to the Town of Montreat Fee Schedule: Effective October 1, 2009, electrical lighting devices and the replacement of like-size/type residential water heaters are now exempted from statutory building permit requirements. This change removes any possibility of third-party verification of code-compliant work, placing the contractor in a position of policing themselves and ensuring the safety of their customers. Staff recommends an amendment to the Town's Fee Schedule to remove references to permit fees for residential water heater replacement. Mr. Currie stated he disagreed with the General Assembly's decision for safety-related reasons. Discussion was then heard concerning the possibility of continuing the inspection requirements for residential water heater replacements without charging a permit fee. Mr. Nalley explained that since homeowners would no longer seek a permit for this type of project, staff would be unaware that the replacement had taken place and would not know that an inspection was necessary.

Proposed Revisions to Montreat General Ordinance Chapter H – Business and Trades, Article II “Rentals”: Staff recently discovered that the Town's rental property regulations contained an outdated reference to the National Fire Protection Association's definition of “Dormitory.” It is recommended that Montreat General Ordinance Chapter H, Article II “Rentals” be amended to instead use only a general reference to the most current NFPA Life Safety Code in order to avoid the need for future ordinance revisions each time this document is amended or updated.

Proposed Revisions to Montreat General Ordinance Chapter K – Environment, Article III “Stormwater Management”: Mr. Currie said staff had identified an inconsistency in Section 301, 5(e) of the Town's stormwater management regulations. Current language intending to apply to projects greater than 10,000 square feet of disturbed area also inadvertently includes a reference to projects less than one acre in size, creating confusion as to the applicability threshold of this section of the ordinance. Staff proposes removal of the “less than one acre in size” statement to correct this inconsistency. During brief discussion, Mayor Pro Tem Nichols praised Mr. Currie for his positive methods of educating and interacting with members of the public.

Resolution Declaring Certain Items Surplus and Authorizing Disposal by Private Negotiation and Sale: Chief McClintock said the Board would be asked at next week's meeting to consider a resolution declaring the 1998 Ford Crown Victoria surplus and authorizing its disposal through private sale. The Town has had recent success using Govdeals.com, and plans to use this service again for the sale of this vehicle. Mr. Nalley said that staff may also ask the Board to declare Mr. Currie's current vehicle as surplus later in the year if a suitable replacement vehicle can be purchased.

Public Comment

There were no comments from the public at this time.

Meeting Dates

Mayor Taylor announced the following upcoming meeting dates:

<u>January Town Council Meeting:</u>	January 14, 2010, 7:00 p.m., Kirk Allen Building
<u>Town Services Office Closed:</u>	January 18, 2010 Martin Luther King, Jr. Holiday
<u>Rescheduled Sanitation Collection Date:</u>	January 19, 2010, 8:00 a.m.
<u>January Planning and Zoning Commission Meeting:</u>	January 21, 2010, 7:00 p.m., Kirk Allen Building
<u>Agenda Item Deadline:</u>	January 29, 2010, 4:30 p.m. Town Services Office
<u>Agenda Packets Available:</u>	February 2, 2010 Town Services Office
<u>February Montreat Landcare Committee Meeting:</u>	February 2, 2010, 9:30 a.m., Andy Andrews Gallery
<u>February Agenda Meeting:</u>	February 4, 2010, 7:00 p.m., Kirk Allen Building
<u>February Town Council Meeting:</u>	February 10, 2010, 7:00 p.m., Kirk Allen Building
<u>February Planning and Zoning Commission Meeting:</u>	February 18, 2010, 7:00 p.m., Kirk Allen Building

Closed Session

Commissioner Standaert moved to enter into Closed Session in accordance with North Carolina General Statute §143-318.11(5) to discuss the proposed acquisition of real property. Commissioner McCaskill seconded and the motion carried 4/0. No action was taken during Closed Session. Upon returning to open session, Commissioner McCaskill moved to proceed with the acquisition of real property on Greybeard Trail from the Mountain Retreat Association pursuant to terms proposed on January 7, 2010. Mayor Pro Tem Nichols seconded and the motion carried 4/0.

Adjournment

There being no further business to discuss, Commissioner Tate moved to adjourn the Agenda Meeting. Commissioner McCaskill seconded. The motion carried 4/0 and the meeting was adjourned at 8:05 p.m.

Letta Jean Taylor, Mayor

Misty R. Gedlinske, Town Clerk