

**Town of Montreat  
Board of Commissioners  
Meeting Agenda  
December 10, 2009 – 7:00 p.m.  
Kirk Allen Building**

---

**I. CALL TO ORDER**

- Welcome
- Pledge of Allegiance
- Invocation

**II. ADOPTION OF THE AGENDA**

**III. PUBLIC HEARINGS**

- A. Right-of-Way Reduction Request: Robert Sulaski, Longmeadow Homes
- B. Public Assessment: Providence Terrace Water Line Extension Project

**IV. COMMUNICATIONS FROM THE MAYOR**

- A. Police Officer First Class Recognition: Officer David Arrant
- B. Medal of Merit Award Presentation: Officer Lee Blevins
- C. Plaque Honoring Commissioner Bill Hollins' Service to Community
- D. Board and Commission Vacancies
- E. Invocation Discussion

**V. CONSENT AGENDA**

- A. Adoption of Minutes
  - i. **Motion for Consideration:** To adopt the minutes of the November 12, 2009 Town Council Meeting
- B. Metropolitan Sewerage District Board Appointment – Steven Aceto
  - i. **Motion for Consideration:** To appoint Steven Aceto as Montreat's appointee to the Metropolitan Sewerage District Board

**All items on the Consent Agenda are considered routine, to be enacted by one motion with the adoption of the agenda and without discussion. If a member of the governing body requests discussion of an item, it will be removed from the Consent Agenda and considered separately.**

**VI. COMMUNICATIONS FROM THE TOWN ADMINISTRATOR**

- A. Review of Consent Agenda
- B. Projects Update
  - i. American Recovery and Reinvestment Act of 2009 Funding Update
  - ii. Charlie Caldwell Memorial Arrangements
  - iii. Woodland Road/Revised Street Standards Update
  - iv. 2010 Census Update

**VII. ADMINISTRATIVE REPORTS**

- A. Police Chief
  - i. Activity Report
- B. Assistant Public Works Director
  - i. Departmental Reports
- C. Finance Officer
  - i. Financial Reports
- D. Building Inspector/Code Administrator
  - i. Activity Report
  - ii. Board and Commission Updates

**VIII. COMMISSIONER REPORTS**

- A. Mayor Pro Tem Nichols
  - i. Black Mountain Center for the Arts Update
- B. Commissioner Currie
- C. Commissioner Hollins
  - i. Audit Committee Update
- D. Commissioner McCaskill
- E. Commissioner Tate
  - i. Montreat Landcare Committee Update

**IX. PUBLIC COMMENT**

**X. OLD BUSINESS**

- A. Right-of-Way Reduction Request – Robert Sulaski, Longmeadow Homes
  - i. **Motion for Consideration:** To adopt Resolution #09-12-0001 Ordering the Closure of a Portion of Unnamed Unopened Right-of-Way Adjacent to Lot 30 Along Chapman Road
- B. Resolution Directing That the Providence Terrace Water Line Extension Project Be Undertaken
  - i. **Motion for Consideration:** To adopt Resolution #09-12-0002 Directing That the Providence Terrace Water Line Project Be Undertaken
- C. Establishment Of An Institutional Parking Study Committee and Membership Appointments
  - i. **Motion for Consideration:** To adopt Resolution # 09-12-0003 Establishing the Montreat Institutional Parking Study Committee and to appoint the following representatives: Richard Sills, Alan Edwards, Emory Underwood, Martha Campbell and \_\_\_\_\_

**XI. NEW BUSINESS**

- A. Oaths of Office
  - i. Mayor Letta Jean Taylor
  - ii. Commissioner Ruth D. Currie
  - iii. Commissioner Eric M. Nichols
  - iv. Commissioner Mary Standaert
- B. Election of Mayor Pro Tempore
- C. Planning and Zoning Commission Recommendation: Montreat General Ordinance Chapter I, Article II “Noise Control”
- D. Proposed Revision to Montreat Zoning Ordinance Article IX – Off-Street Parking and Loading Regulations, Section 900.86 “Off-Street Parking Space Requirements – Boarding Houses”
  - i. **Motion for Consideration:** To call for a Public Hearing on January 14, 2010 at 7:00 p.m. or as soon thereafter as possible to discuss proposed revisions to Montreat Zoning Ordinance Article IX – Off-Street Parking and Loading Regulations Section 900.86 “Off-Street Parking Space Requirements – Boarding Houses”

[CONTINUED ON FOLLOWING PAGE]

**Montreat Board of Commissioners**  
**Meeting Agenda**  
**December 10, 2009**

---

- E. Recommendation of Award - Automated Meter Reading System Contract
  - i. **Motion for Consideration:** To award the automated Meter Reading System project to Cooper Construction Co., Inc. in the amount of \$179,898 contingent upon approval from the Public Water Supply Section of the North Carolina Department of Environment and Natural Resources and the receipt of ARRA funding and to authorize the Mayor and Town Administrator to execute the necessary contract documents
  
- F. Recommendation of Award - Harmony Lane Well Site Construction and Greybeard Water Line Extension Project
  - i. **Motion for Consideration:** To award the Harmony Lane Well Site Construction and Greybeard Trail Water Line Extension project to Patton Construction Group, Inc. in the amount of \$197,600 contingent upon approval from the Public Water Supply Section of the North Carolina Department of Environment and Natural Resources and the receipt of ARRA funding and to authorize the Mayor and Town Administrator to execute the necessary contract documents
  
- G. Public Works Director Appointment
  - i. **Motion for Consideration:** To appoint Stephen Freeman as the Public Works Director for the Town of Montreat with a salary of \$45,912.70 effective December 14, 2009
  
- H. Appalachian Way and Lookout Road Intersection Traffic Control
  - i. **Motion for Consideration:** To designate the intersection of Appalachian Way and Lookout Road as a four-way traffic stop

**XII. PUBLIC COMMENT**

**XIII. MEETING DATES**

December Planning and Zoning Commission Meeting:

December 17, 2009, 7:00 p.m.,  
Kirk Allen Building

Town Services Office Closed:

December 24-25, 2009  
Christmas Holidays

Agenda Item Deadline:

December 31, 2009, 4:30 p.m.  
Town Services Office

Town Services Office Closed:

January 1, 2010  
New Year's Day Holiday

**Montreat Board of Commissioners**  
**Meeting Agenda**  
**December 10, 2009**

---

January Agenda Packets Available: January 5, 2010  
Town Services Office

January Montreat Landcare Committee Meeting: January 5, 2010, 9:30 a.m.,  
Andy Andrews Gallery

January Agenda Meeting: January 7, 2010, 7:00 p.m.,  
Kirk Allen Building

January Town Council Meeting: January 14, 2010, 7:00 p.m.,  
Kirk Allen Building

Town Services Office Closed: January 18, 2010  
Martin Luther King, Jr. Holiday

Rescheduled Sanitation Collection Date: January 19, 2010, 8:00 a.m.

January Planning and Zoning Commission Meeting: January 21, 2010, 7:00 p.m.,  
Kirk Allen Building

**XIV. CLOSED SESSION**

A. Real Property Acquisition

- i. **Motion for Consideration:** To enter into Closed Session in accordance with North Carolina General Statute §143-318.11(5) to discuss the proposed acquisition of real property.

**XV. ADJOURNMENT**