

**City of Saluda
Board of Commissioners**



**Regular Meeting
August 10, 2015 7:00p.m**

The Saluda Board of Commissioners met for their regular public meeting on Monday, August 10, 2015 at 7:00 P.M in the Saluda Public Library.

Mayor Baisden called the meeting to order at 7:00P.M. A moment of silence was observed.

The Pledge of Allegiance was recited.

Attendance was taken and present were **Mayor Baisden, Commissioner Cass, Commissioner Oxtoby, Commissioner Ashburn, Commissioner Morgan, Attorney Baily Nager, Finance Officer Julie Osteen, Zoning Administrator Jon Cannon and Assistant City Clerk Jessica Desiano.**

Additions/Deletions

Mayor Baisden opened by calling for any additions or deletions to the agenda. Commissioner Cass asked that line item number 4B be deleted.

Commissioner Ashburn asked if the Board was going to entertain the Planning Board's request to allow members from outside the city limits. Commissioner Oxtoby stated that they were supposed to generate a list of potential members and had failed to do so. Commissioner Ashburn said she received an email late that afternoon from the Planning Board that mentioned a few names but no one else had seen the email. Commissioner Cass asked Nettie Sweet, who sits on the Planning Board, if they could wait till the September BOC meeting for the decision and Mrs. Sweet said they could.

Mayor Baisden added Item #9, a discussion about hiring Mr. William Queen to fill the City's open maintenance position. He said item #10 would discuss Sergeant Connor's performance review and pay increase. He added item #11 to review signing authority for City checks and request City Administrator Jon Cannon be granted authority for this and approving invoices. He stated that Cindy Hemenway needed to be removed as signer as well.

Due to a request from the public item #7 concerning the Parks' Committee request was moved to right after public comment.

Commissioner Cass made a motion to accept revised agenda and Commissioner Morgan seconded. All were in favor.

Consent Agenda

Commissioner Oxtoby made a motion to approve the consent agenda with no changes. Commissioner Cass seconded motion and all were in favor.

Public Comment

Karen Bultman and Archie Hardy were present to support Susan Welsh in her stand against Duke Powers plans for the new power lines. Archie Hardy said he was willing to lead a letter writing campaign.

Item #7-Parks Planning Committee Request-Thomas Monts/Nancy Barnett

Mr. Monts and Mrs. Barnett presented the Parks' Committee's plans for converting the gazebo into a tree house. They stated that the design would promote theatrical imaginative play. Their plans include faux painting, different access points with two main entry/exit points, and bare interior walls to encourage the imagination. Mrs. Barnett said that they estimate costs around \$3000.00 for the City. They said that it could easily be converted back to a gazebo if needed and that volunteers would be utilized for construction. The Committee is hoping to receive donations of materials and labor from local businesses as well. City Administrator Jon Cannon met with the League of Municipalities Risk Management contact about the requested projects and she informed him that as soon as any changes or enhancements were started, it needed to be brought up to ADA code. This includes creating an ADA parking space and ramp. Mr. Cannon believes this will incur more costs for the project. Members of the Parks Committee said that they think the costs will stay minimal due to the donations they hope to receive and asked if they could have an approval contingent upon the ADA ramp.

Commissioner Morgan made a motion to approve the start of this project contingent upon an ADA ramp design and cost. Commissioner Cass seconded the motion and all were in favor.

Commissioner Cass mentioned that she would like to get together with the Park's Committee to see where the Amphitheatre projects stands.

Budget/Department Reports

Finance Department

Finance Officer Julie Osteen reviewed June and July's budget numbers which are available at City Hall. The numbers showed an \$1800.00 profit from Coon Dog Day. She stated that North Carolina will pay state sales tax for May and June in August and September. Mrs. Osteen mentioned that Public Safety had purchased the laptops for the police cars and that they came in slightly under budget. She said that Republic Trash service also amended their annual bid for service and came in just under budget. She explained that the big deficit in the Water Sewer fund was due to the new contract with Watermark Engineering. Mrs. Osteen asked the Board for two amendments to the budget, which include reallocating funds, due to the fact that the expected expenditure for liability insurance and insurance specific to City Hall were higher than planned and others were lower. This would reallocate \$3005.00 from the contingency fund. The other amendment details \$760.00 for the Pace Park fund that were received after the initial budget was planned.

Commissioner Cass made a motion to accept the budget amendments and Commissioner Morgan seconded the motion. All were in favor.

Parks Department

Commissioner Morgan said that he had nothing new to report that hadn't already been covered.

Water/Sewer

Commissioner Cass reported on the utility bill report. She mentioned that Mr. Cannon and Mr. Hollifield from Watermark Engineering met with the engineer completing the upcoming projects on Shand St, Florida Ave and Hart St to discuss the status of the plans. They hope to have permits ready for Florida Ave. by end of this year, with the others coming by spring. Commissioner Cass also announced that the next Saluda Downtown Foundation meeting was September 2, 2015 at 5 p.m. Mrs. Cass said that this was their annual meeting and asked that everyone attend.

She asked that Mr. Cannon report on DOT findings concerning the Bicycle Pedestrian Plan. He stated that after finally finding the right person to speak to, they informed him that the DOT had made comments on the plan and that it had been sent back to the engineer for finalization. Commissioner Cass tabled the issue until later.

Buildings

Commissioner Ashburn reported that her newly named Economic Vitality Committee has sent out a Business Survey to the local businesses in Saluda asking for input on suggestions and priorities for local businesses.

Commissioner Ashburn reported that she attended the first Twin Lakes Meeting as the official city contact and that it is going well. Twin Lakes had 24 reservations through August and 11 planned public swims.

Public Safety

Commissioner Oxtoby presented the monthly police numbers. He explained that the new radar sign could be placed in different areas around town to collect data. This data would be used to pinpoint trouble areas and times. He mentioned the laptops that were purchased for the police vehicles and said that these would allow the officers to run checks without having to call another agency and waiting for the return call.

Zoning/City Administration

Mr. Cannon reported that the Planning Board was reviewing the off street parking concerns that have arisen lately.

He updated the board on several items that have been completed including the computer updates at City Hall and the stump removals on Main St. and in Veteran's Park. He stated that he had also spoke to NCDOT concerning the sidewalk project on Carolina St. NCDOT said they would have their bids in September. NCCDOT also said they were supposed to do the survey of damage concerning the sink hole on Main St. but that they are waiting on Polk County to do some demo so that they have access. Mr. Cannon advised the Board that he is still trying to get bids to take care of the Library floor.

Old Business

Item#1- Henderson County Tax Billing Contract

Mayor Baisden stated that the Henderson County Commissioners were presented with the contract on July 15, 2015 and it was approved. The contract reads much the same as Polk County's contract with Saluda with exception to line 3. This covers approximately 22 households in Saluda.

Commissioner Oxtoby made a motion to accept the contract from Henderson County regarding Saluda's city taxes. Commissioner Cass seconded motion and all were in favor.

Item #2-City Administrator to City Manager-Lynn Cass

Commissioner Cass stated that this was brought before the Board two months ago and that it needed to be revisited. She said she believes having a manager will make the Board more unified and not so territorial in relation to having separate departments. Commissioner Cass read state statute on this process.

- By following the procedure set out in this section, the council may amend the city charter by ordinance to implement any of the optional forms set out in [G.S. 160A-101](#). The council shall first adopt a resolution of intent to consider an ordinance amending the charter. The resolution of intent shall describe the proposed charter amendments briefly but completely and with reference to the pertinent provisions of [G.S. 160A-101](#), but it need not contain the precise text of the charter amendments necessary to implement the proposed changes. At the same time that a resolution of intent is adopted, the council shall also call a public hearing on the proposed charter amendments, the date of the hearing to be not more than 45 days after adoption of the resolution. A notice of the hearing shall be published at least once not less than 10 days prior to the date fixed for the public hearing, and shall contain a summary of the proposed amendments. Following the public hearing, but not earlier than the next regular meeting of the council and not later than 60 days from the date of the hearing, the council may adopt an ordinance amending the charter to implement the amendments proposed in the resolution of intent.

Commissioner Oxtoby said that he would just like to see Mr. Cannon have a little more time to get adjusted. Commissioner Cass reiterated that this change would not take place for approximately 90 days and that should be sufficient time for Mr. Cannon. Commissioner Ashburn asked Mr. Cannon what he felt and he said it really did not make a difference to him. Commissioner Morgan voiced his opposition, stating that it costs surrounding municipalities a lot of money when their Manager decided to leave. Mayor Baisden stated that those were contract situations and that this would not be. Attorney Nager reminded everyone that this change really only affects the ability to hire and fire and that the manager still acts with the pleasure of the Board. He stated that the main point of the statute was only to set a Public hearing to further discuss the change and pass a resolution stating this intent.

Commissioner Cass made a motion to adopt a resolution of intent to consider an ordinance amending the charter and set a public hearing. Commissioner Ashburn seconded the motion. Commissioner Oxtoby and Commissioner Morgan were not in favor of the motion and voted nay. With two votes each, the Mayor voted in favor of the motion, in return a resolution was adopted and Public Hearing set for September 14, 2015 at 6:30 PM.

New Business

Item #3- Duke Power Opposition-Susie Welsh

Mrs. Welsh spoke about her concerns with the new Western Carolina Enhancement Plan that Duke Power has presented. She believes it will hurt the local economy as well as spoil the natural beauty of the surrounding area. She explained that Polk County had passed a resolution refuting Duke's plan and asked that the Board pass a similar one to preserve our area.

Commissioner Cass made a motion to pass a resolution denouncing Duke Power's Plan. Commissioner Ashburn seconded motion and all were in favor.

Item #4-Historic Saluda Committee Requests

Item #4a was a request to renew the terms of 3 Historic Committee members; Rhonda Corley, Henry Bright and Ammie Weymer.

Commissioner Cass made a motion to renew the terms of 3 Historic Committee members referenced above. Commissioner Ashburn seconded the motion and all were in favor.

Item #4c authorized the release of proceeds from the Tour of Homes in June to the Historic Committee for the Save the Depot campaign.

Commissioner Ashburn made a motion to authorize release of the funds. Commissioner Cass seconded the motion and Commissioner Oxtoby was in favor. Commissioner Morgan was not present for the vote. Motion passed.

Item #5-Water Tank Report-Jon Cannon

Mr. Cannon presented a report from Pittsburg Tank. Report can be viewed at City Hall. Mr. Cannon's recommendations estimate a cost of \$158035.00 over the next ten years to update tank and bring to code. He stated new tanks cost anywhere from \$500k to \$750k so that is not an option for Saluda. Mayor Baisden said that some of the litigation funds from the interconnect could be used for pumps to help the water system's pressure in the future but to remember with more pressure comes more leaks in an antiquated system like Saluda's.

Item #6-Tree City USA Sign- Don Clapp

Mr. Clapp reminded everyone that Saluda won an award in March for Tree City USA and he would like to find a home for the sign that Saluda was presented. Mr. Cannon will be meeting with DOT concerning placement.

Item #8-Hendersonville Water Shortage Declaration-Jon Cannon

Mr. Cannon stated that the City of Hendersonville had declared a stage 1 water shortage and that since Hendersonville is Saluda's water supplier, Saluda should as well. This would be in affect till water levels stabilize or drought is upgraded.

Commissioner Cass made a motion declaring a Stage I Water Condition Advisory in accordance with City of Saluda Water & Sewer Ordinance, Division 5. Water Shortages. The Board orders the City Administrator to give notice to the public of the Advisory within 24 hours of the issuance of the Advisory. Furthermore, this advisory will be in effect until the City of Hendersonville declares the

water shortage is over or until The City of Saluda Board of Commissioners declares a Stage II or Stage III water Shortage Condition. Commissioner Ashburn seconded the motion and all were in favor.

Item #9-Hire New Maintenance Worker, William Kevin Queen

An interview was conducted with applicant.

Commissioner Oxtoby made a motion to hire Mr. William Queen at a pay rate of \$12.79 per hour with \$26,609 annual salary. Grade 12 Hiring Rate. Employment to begin August 11, 2015 contingent upon satisfactory results from a drug test and background check. Commissioner Morgan seconded and all were in favor.

Item #10-Charles Conner Performance Evaluation

After review with Mr. Connor's supervisor it was determined that he is performing above average.

Commissioner Oxtoby made a motion to move Sergeant Connor to a Grade 18 Hiring Rate on the City of Saluda Pay Scale. These motions are to be effective beginning August 11, 2015.

Item #11-Invoice Approval and Signature Authority

Mayor Baisden stated that authority to approve invoices and sign checks has historically been given to the City Administrator. He would like for Mr. Cannon to have this same ability. He also asked that Cindy Hemenway be removed from the signature card at Macon Bank.

Commissioner Morgan made a motion to approve request. Commissioner Cass seconded motion and all were in favor.

Finance Officer Julie Osteen will take Mr. Cannon to bank to add him to file.

With no further items to discuss Commissioner Oxtoby made a motion to adjourn. Commissioner Cass seconded motion and all were in favor.

Meeting adjourned.

Respectfully submitted by Jessica Desiano, Assistant City Clerk. Adopted this _____ day of _____, 2015.

Fred H. Baisden, Mayor

Jessica D. Desiano, Assistant City Clerk