



TOWN OF BLACK MOUNTAIN BOARD OF ALDERMEN
AGENDA WORKSHOP MEETING MINUTES
March 7, 2019

THE BLACK MOUNTAIN BOARD OF ALDERMEN held an agenda workshop on Thursday, March 7, 2019 at 5:00 p.m. in the board room of Town Hall, 160 Midland Avenue, Black Mountain, NC. The purpose of the meeting was to review the agenda for the regular monthly meeting scheduled for Monday, March 11, 2019 at 6:00 p.m.

1. CALL TO ORDER

Mayor Don Collins called the meeting to order at 5:00 p.m. with the following members present:

Mayor Don Collins
Vice Mayor Maggie Tuttle
Alderman Larry B. Harris
Alderman Carlos Showers - absent
Alderman Ryan Stone
Alderman Tim Raines

The following staff members were present:

Josh Harrold, Town Manager
Dean Luebbe, Assistant Town Manager
Angela L. Reece, Town Clerk
Ron Sneed, Town Attorney

Shawn Freeman, Police Chief
John Wilson, Deputy Fire Chief
Jessica Trotman, Planning Director
Joshua Henderson, Recreation Director

The Board reviewed the items that were proposed for the March 11, 2019 regular session and made the following changes. Item 5H, Budget Amendment for Contract Services (Benchmark Planning) #FY2019-17 was moved to NEW BUSINESS as new Item 8E. New Item 8F, Black Mountain Ave. Sidewalk. New Item 8G, Cheshire Lighting Contract. New Item 8H, Employee Water Benefit.

Mayor Don Collins opened the meeting. Town Manager, Josh Harrold presented the proposed agenda to the Board of Aldermen. Deacon Levon Lindsey of Mills Chapel will give the invocation.

Town Manager, Josh Harrold discussed **Item 5C**, Budget Amendment for HR Attorney Services (Roberts & Stevens) #FY2019-14 stating this amendment is necessary to reflect payment made to the firm for work completed on the employment policy. Manager Harrold stated the Attorney and staff have been working on the updated policy and plan to submit it to the Board at their April meeting.

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Town Manager, Josh Harrold discussed **Item 5D**, Budget Amendment for Swannanoa River Enhancements to Veterans Park FY2019-15 stating this amendment is necessary to reflect the grant match payment for engineering services to correct streambank erosion at Veterans Park. Manager Harrold reminded everyone the Town received a Pigeon River Grant and stated the Town's match was \$5,000.

Town Manager, Josh Harrold discussed **Item 5F**, Call for Public Hearing for Text Amendments to Definitions Section (Bed and Breakfast Homes and Inns) stating this amendment is being petitions by a bed & breakfast owner requesting the number of guest rooms be increased to 6 rooms.

Town Manager, Josh Harrold discussed **Item 5G**, Resolution Authorizing Signer to Sign Payroll and Accounts Payable Checks stating this resolution is necessary to authorize this activity moving forward.

Town Manager, Josh Harrold discussed **Item 5H**, Budget Amendment for Contract Services (Benchmark Planning) stating there is a line item in the current budget allocating \$10,000 for a part time building inspector. Manager Harrold stated it has been difficult to find a person or firm to perform this type of work on a contract type basis. Manager Harrold stated Benchmark Planning contracts zoning enforcement services and recommended utilizing the budgeted funding to assist with zoning enforcement this spring. Alderman Ryan Stone recalled conversations with the former manager and board regarding the need for a part time position in the Planning Department and stated he feels this item should be discussed under New Business. Alderman Stone stated he still favors the part time position and said he envisioned the position as someone who could learn from the current building inspector, learn the ins and outs of the community, and achieve the certifications to fill the full time building inspection position when available. This will be **NEW Item 8E**.

Town Manager, Josh Harrold discussed **Item 8A**, Selection of Accounting Firm to conduct Fiscal Year 2019 Audit. Manager Harrold stated the Town has utilized Gould Killian for a number of years and said it is good practice to bid out the service. Manager Harrold stated the Town has received three proposals and Gould Killian was one of them along with Mauldin Jenkins and Martin Starnes. Manager Harrold stated Mauldin & Jenkins was the lowest bid at \$21,000 followed by Martin Starnes at \$24,000 then Gould Killian at \$27,000. Manager Harrold and Assistant Town Manager Dean Luebbe stated their recommendation would be Mauldin & Jenkins.

Town Manager, Josh Harrold discussed **Item 8B**, Property Inquiry at 206 Sutton Ave. stating the gentleman who owns the building at that location has inquired if the Town would have interest in selling a small section of property abutting his building. Manager Harrold stated he did advise any property sales would be public and subject to bidding. Alderman Larry B. Harris stated he has reservations about selling any green space but would like to ensure the vegetation is trimmed to accommodate the building owner.

Town Manager, Josh Harrold discussed **Item 8C**, 2019 Local Government Records Retention & Disposition Schedule stating the General Local Records Retention Schedule has been universally updated in March. Manager Harrold stated the update supersedes previous standards on **all** local schedules published prior to March 1, 2019. The complete retention and disposition schedule can be viewed and downloaded on the State Archives of NC website.

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Town Manager, Josh Harrold discussed **Item 8D**, I40 Blue Ridge Road Interchange Design stating representatives from NCDOT will present information from the public input meeting to the Board and seek direction as to which design is the most preferred. Alderman Ryan Stone requested sidewalk information to be provided during the presentation as well.

Town Manager, Josh Harrold presented a request from the Swannanoa Valley Museum requesting to install a compass in one of the vacant tree wells in front of the Museum in the sidewalk at their expense. A photo of the design was shared with the Board and Manager Harrold stated this information is being presented to the Historic Preservation Commission for their comments. Board members agreed to allow the compass to be placed in the sidewalk pending no objection from the Historic Preservation Commission.

Town Manager, Josh Harrold stated it was time to schedule budget workshops and the Board agreed to hold their first workshop on ***Thursday April 25, 2019 at 8:30 a.m. at 160 Midland Ave. Black Mountain NC 28711.***

Town Manager, Josh Harrold discussed information regarding the River Walk Phase II Greenway design as it relates to sidewalks on Black Mountain Ave. Manager Harrold stated the Greenway Project is roughly about \$300,000 and the Town's match is approximately \$60,000. Manager Harrold stated the rough estimate for sidewalk installation on Black Mountain Ave. is approximately \$51,000 without a curb and with a curb would be \$61,000. Manager Harrold stated the Greenway project would allow a wider path and different route and is dependent on the project timeframe. Manager Harrold stated if the Board prefers a quicker method for access to the downtown area the sidewalk is an option. Mayor Collins and Alderman Larry B. Harris stated they are in favor of proceeding with a sidewalk to provide access to the downtown area sooner rather than later. Board members agreed to add this as **NEW Item 8F** to discuss.

Town Manager, Josh Harrold discussed information regarding an annexation request off of Red Plum Lane (Black Mountain Estates) stating this location is in the East Buncombe Fire District and we currently provide fire services. Manager Harrold stated annexing the property would produce approximately \$21,486 in property tax revenue but said we would lose \$7,800 in fire tax revenue and another \$2,200 for garbage pickup. Alderman Larry B. Harris stated he has concerns maintenance of the steep roadway and snow removal. Board members agreed. Manager Harrold stated he will notify the requestor the Board is not in favor of annexing but will advise them they may proceed with a petition if they choose.

Town Manager, Josh Harrold presented information regarding a lighting contract with Cheshire Master Association Inc. stating Interim Manager Ron Moore began discussions regarding this contract which has been in place since 2003 which has automatically renewed each year without Board action. Interim Ron Moore notified the Cheshire Association that the Town will no longer continue to pay for their street lighting per that contract as it is contradictory to the street lighting policy that is currently in place. Manager Harrold stated the street lighting policy has been in place since 1998 and said it would be equitable to reimburse street lighting at the cost the Town would pay per the policy. Attorney Ron Moore stated the concern at the time this agreement was terminated by Interim Manager Moore was maintenance of the fixtures that were installed which were above and beyond the minimum lighting standards as well as the number of lights. Attorney Sneed stated Cheshire was installing nicer lights and poles closer together than the 600 feet the policy allows and discussed with the Board the intent of the policy stating language is necessary to clarify what the Town will pay for. Mayor Collins and Alderman Larry B. Harris stated the

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policy should mirror what the street lighting policy allows for to ensure equity to the tax payers. Board members agreed to discuss this further in New Business as **NEW Item 8G**.

Alderman Ryan Stone discussed a letter from the Town Manager to town employees regarding a water benefit for employees who reside in town stating it has come to his attention that the Manager has notified some employees that their free water benefit was being terminated in April. Alderman Stone stated he would like to know what prompted the action, what responses were received from the School of Government, and if any alternatives were being considering for employees who live in town. This item was added under NEW Business as **New Item 8H**.

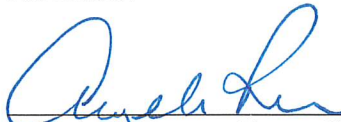
Alderman Larry B. Harris moved to adopt the agenda as amended.

The motion was unanimously approved by a vote of 4-0.

There was no further discussion on the agenda.

There being no further discussion, on a motion by Vice Mayor Maggie Tuttle with a vote of 4-0 Mayor Don Collins adjourned the meeting at 6:41 p.m.

ATTEST:



Angela L. Reece, Town Clerk



Don Collins, Mayor

Request from the
Swannanoa Valley Museum & History Center

Old tree pocket in front of museum



Picture from across the street



